

**Handbook 2019-2020
Housing and Residential Education**



University of Massachusetts Dartmouth

Housing and Residential Education Handbook 2018-2019

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PHILOSOPHY and LIVING LEARNING COMMUNITIES

Philosophy of Housing and Residential Education

The Residential Education program promotes a living-learning philosophy that encompasses community living in an educational and cultural setting. Community living fosters personal growth and development. The residential education philosophy at UMass Dartmouth incorporates the following concepts:

- A safe and comfortable environment where students are held accountable for their behavior and actions
- Diversity and inclusion
- Community living
- Student development

Living-Learning Communities

Housing and Residential Education offers four Living Learning Communities for all first-year residential students this year. These program initiatives are integral components of UMass Dartmouth's "Engaged Community" plan and overall commitment to student success. A First-Year Living Learning Community is a residential clustering of students who share academic, social, and/or cultural interests. Students will participate in various group activities, such as interactions with faculty, service projects, field trips, and social events. These intentional communities will support the students' academic experiences, develop their leadership skills, and promote opportunities for connection and involvement at the University.

First-Year Living Learning Communities

During their first year at the University of Massachusetts Dartmouth, students will experience many new challenges and opportunities. In order to ensure their success, Housing and Residential Education (HRE) has put forth a residential programming curriculum to be proactive in assisting students with the many transitions ahead of them. While it is not realistic to prepare new students for every single situation they will face, the curriculum is based on research and student development theory, and makes a concerted effort to cover all bases.

Although we are focusing much energy into our first year halls, HRE's support for Living-learning communities is for all residential students at all college class levels. We offer upper class students Quiet, Honors housing, and Substance Awareness Specialty Housing. Specialty housing will be assigned on a priority basis of date of Housing Contract receipt by the Housing Office and will be provided on a space available basis.

We believe the intentional living learning communities along with the residential curriculum model will offer faculty and staff opportunities to become more involved with student life outside the classrooms. We will be collaborating with colleagues across campus to support this academic initiative.

Aspire (Honors Students)

Students living in the Aspire community have a strong dedication to pursuing an academically challenging and engaging experience throughout their first year at UMass Dartmouth. Directed for our students in the Honors Program, programming will be focused on creating successful, well rounded students with a holistic approach to development through academics, leadership, open-mindedness,

and civic engagement. Along with a dedicated quiet study lounge, and targeted programming for Honors students, the Honors Council will be invited to engage with residents in the community to further the connections you make with others in the program.

Blueprint (Engineering)

Designed for students pursuing a degree in Engineering, the Blueprint community is intended to provide support for students studying Mechanical, Electrical, Civil, and Bio-Engineering. The goal of this community is to create a shared environment to seek support from like-minded residents, faculty and staff as you pursue your degree in one of UMass Dartmouth's largest and most academically challenging colleges. With a quiet study lounge in the building, targeted programming for academic success with Engineering faculty, and several Resident Assistants who are also in Engineering programs, we hope to provide support for you as you begin your collegiate career with us!

Business Savvy Community (Business Majors)

The Business Savvy Community (BSC) is open to all incoming business majors. The BSC strives to create an environment that enhances its members' academic experience by connecting with Charlton College of Business (CCB) Faculty and getting residents involved with business oriented student leadership opportunities. UMass Dartmouth has a variety of organizations, such as Collegiate DECA and Finance Club, that build a bridge between classroom content with real world application and they serve as an excellent platform for members to get involved on campus. In hall programming will be focused on defining a leader in business as one with deep community involvement and social/environmental responsibility as evident in the University's and Region's vision to become a center of sustainability and civic engagement.

Creative Minds Community (Visual and Performing Arts Majors)

The Creative Minds Community (CMC) is committed to support the academic, artistic and personal growth of students enrolled in the College for Visual and Performing Arts (CVPA) and others interested in exploring their artistic abilities. The community works closely with the college to enhance the classroom experience by connecting with CVPA sponsored programs in the residence halls, skill development exercises and the chance to display work or curate a show in the residence hall gallery space.

Footprint (The Sustainability LLC)

The Footprint Living Learning Community provides an environment that encourages students to broadly explore the connection between environmentalism, social justice, and economic longevity. The LLC will include opportunities for students to consciously expand their awareness and apply their knowledge of sustainability through environmental responsibility and advocacy. The LLC will provide students with opportunities to work alongside campus partners in both structured and informal ways. The Footprint LLC encourages students who are curious OR skeptical about any aspect of sustainability to join the community. All students, regardless of major, are invited to participate within this community to explore different methods of sustainability and how it affects the world around us.

Global Perspectives (International Awareness)

The Global Perspectives community is a dedicated community for International and Domestic students to be intentionally housed together. This community is designed to create opportunities for students to engage with cultures outside of their own, to teach and learn from one another about a wide variety of things that make each of our native countries unique. Through engagement in this community, there is an opportunity to participate in the #HousingGoesGlobal program in partnership with Navitas Global Student Program, where domestic and international students are intentionally paired together to make campus connections, learn about one another, and practice communication. If you're thinking about studying abroad during your college career, this would be a great community to join!

Impact (The Service- Learning LLC)

The Impact Living Learning Community is shared by students who share a common interest in service learning and giving back to the community around them. Residential students will be able to engage in direct and indirect service learning projects throughout the academic year. Through these efforts, students will learn about important social issues that affect our local, national, and global communities. The residential students who reside in this community will work very closely with the Leduc Center.

Leadership Community

The Leadership Community is designed for students interested in living, learning, and engaging in leadership work. Residents will collaborate with one another to understand their own leadership styles, strive to become better connected with the campus community and learn how to apply their own personal leadership styles to their work in the classroom and in the professional world. This community will work with the Leduc Center for Civic Engagement and the Student Activities, Involvement and Leadership Office to participate in a variety of events, including specially crafted service opportunities and the Donald C. Howard Leadership Program. All students, regardless of major or leadership experience, are encouraged to join the Leadership Community.

Mosaic (Diversity and Inclusion LLC)

The Mosaic Living Learning Community is a community shared of those that want to learn more about their social responsibility and explore issues of diversity, social justice, and inclusion, while also celebrating multiculturalism. Residential students will be able to engage in civil discourse and bridge the divides among people of diverse racial, ethnic, religious, political, socio-economic, gender and sexual orientations, and backgrounds through meaningful dialogue and programming with campus partners.

Pulse (The Nursing LLC)

The Pulse Living Learning Community is designed to connect first year Medical Laboratory Sciences and Nursing students with their peers, faculty and their Colleges to enhance the overall experience by working to promote personal growth and academic success. Residential students within the Nursing and Medical Laboratory Sciences programs who chose to live within Pulse will have a chance to live with others that share their interests and goals, while also being around peers taking similar classes which can assist with retention and success.

Quiet Living

The Quiet Living community is designed to provide a quiet environment for residents who are most comfortable with an intensive study lifestyle beyond that provided by established quiet and courtesy hours in other residence halls. Here, residents maintain a quiet living atmosphere 24 hours a day, Sunday through Thursday. Quiet hours are established within the community for the weekend and will be chosen in early September of each year. Students choosing the quiet living environment will be asked to sign an agreement indicating they have selected this living environment and will uphold the policies set by the community in addition to the policies set by the Department of Housing & Residential Education and the University of Massachusetts Dartmouth. All majors are welcome to select the Quiet Living community.

Sub-Aware (The Substance Free LLC)

The Sub-Aware Living Learning Community is shared by residential students who are committed to healthy habits and abstaining from substances such as alcohol, marijuana, tobacco products, illicit drugs, and misuse of prescription drugs. The community is one that provides respect, appreciation and support for students that choose this specific lifestyle and connects like-minded individuals for continued support throughout their first year. Students wishing to live in this environment agree not to consume alcohol, use illicit drugs or introduce any harmful substances into the designated environment and will sign a pledge agreeing so. Students who choose to live within the Sub-Aware Community will have the opportunity to participate in programs and activities with campus partners that support their commitment to a substance free lifestyle.

Sylvia Rivera Community (Gender Inclusive Community)

Sylvia Rivera was a leader and pioneer in the trans rights movement in the United States. Her work focused on the inclusion of people, regardless of their gender identity, sexual orientation, race, socioeconomic class or ability. We have chosen to honor Sylvia Rivera by using her name in this community. The SRC welcomes those who want to learn more about issues surrounding gender identity, sexuality, and social justice. Students choosing to live in this environment are opting to engage in a brave space and will learn from their peers' personal experiences alongside critical theory. Students living in this community will build ties to the greater UMass Dartmouth community, especially the Center for Women, Gender, and Sexuality and the Women and Gender Studies Department. This community is designated as gender inclusive, which means it is welcome to all genders. Students may feel more comfortable living with folks of another gender identity, and in the SRC, assignments are not determined by biological sex or sex assigned at birth. Please note that students must actively choose to live in this community.

CENTRAL OFFICE CONTACT INFORMATION

Housing and Residential Education (HRE) is a department within Student Affairs. The Central Office is located in Oak Glen on the first floor and is open Monday through Friday from 8:00am-5:00pm. Students seeking information or who have inquiries pertaining to Housing and Residential Education should stop by the Central Housing Office, call (508) 999-8140, or consult the website for all information related to housing operations and services at: <http://www.umassd.edu/housing>

The Residential Education Office is located in Oak Glen on the first floor and includes offices for the Assistant Directors for Residential Education, and an Administrative Assistant.

HOUSING AND RESIDENTIAL EDUCATION STAFF MEMBERS

Housing and Residential Education staff members are available to offer assistance and service to students. Students are encouraged to become acquainted with the following staff members:

Director

The Director of Housing and Residential Education is ultimately responsible for the overall operation of the department. The Director supervises all Assistant Directors within the Department of Housing and Residential Education. The Director's office is located on the first floor of Oak Glen in the Housing Office.

Assistant Director for Housing Administrative Services

The Assistant Director oversees the budgetary and assignments component of the Housing department, and supervises and provides leadership to the Occupancy Manager, Administrative Assistants/Clerks, and student workers. The Assistant Director's office is located on the first floor of Oak Glen Hall in the Housing Office.

Occupancy Manager

The Occupancy Manager works with the assignments component of the Housing department, and provides leadership to the student workers. Specifically, the Occupancy Manager coordinates the room change process, fall assignments and other administrative processes within Housing & Residential Education. The Occupancy Manager's office is located on the first floor of Oak Glen Hall in the Housing Office.

Assistant Director(s) of Residential Education

There are two Assistant Directors of Residential Education. The Assistant Directors act as the direct supervisors to all professional and paraprofessional live-in staff. This includes Resident Directors (RDs), Resident Assistants (RAs), Senior Resident Assistants (SRAs), and student employees. Community Development through programming and implementing strategic initiatives is the focus of the Assistant Directors. The Assistant Directors' offices are located in Oak Glen on the first floor in the Residential Education Office.

Assistant Director of Community Standards, Safety & Security

The Assistant Director of Community Standards, Safety & Security works with the student conduct component of the Housing department and the University, and provides leadership to the RD & RA staff with regards to student conduct. Specifically, the Assistant Director of Community Standards, Safety & Security coordinates the student conduct assignments process, policy interpretation, and policy enforcement within Housing & Residential Education. The Assistant Director of Community Standards, Safety & Security's office is located on the First floor of Oak Glen Hall in the Residential Education Office.

Coordinator of Security, Staffing & Desk Operations

The Coordinator of Security, Staffing & Desk Operations is the primary responsible individual for the coordination of desk operations and all security related staffing during the academic year within the department of Housing and Residential Education. This individual serves as the primary point of contact for the University's residential community regarding safety and security policies, procedures, and process. The office of the Coordinator of Security, Staffing & Desk Operations is located on the Third floor of Oak Glen Hall in room 8312.

Resident Directors

Resident Directors are professional full time, live-in staff members. RDs are responsible for supervision of the RA staff,

acting as a resource for students in such areas as campus information, counseling, University and residence hall policies and procedures, and developing activities and events. Resident Directors develop and manage the community to which they are assigned. The Resident Director maintains office hours and is available to residents for consultation or assistance as needed. An RD is on duty 24 hours a day and 7 days a week.

Resident Assistants (RAs) and Senior Resident Assistant (SRAs)

Resident Assistants and Senior Resident Assistants are paraprofessional staff assigned to a particular apartments, houses or floors and live with the students of that area. Major responsibilities of the RA position include:

- 1) getting to know each person in the area
- 2) serving as a resource agent for the many questions that arise
- 3) helping students find ways of fulfilling goals that match their particular needs and interests
- 4) familiarizing students with University regulations and helping them maintain an environment conducive to learning
- 5) assisting in referring students to various campus offices which can be of assistance with their academic and social pursuits
- 6) responding to residents in need and providing support in crisis
- 7) providing desk coverage for the hall while on duty, signing in guests, and checking student baggage in an effort to increase and uphold of community standards.

The RAs are strategically located to respond to student needs. RAs are also responsible for planning activities that are of social, educational, and cultural interest to students in their living area. Your RA is able to provide you with information, refer you to professional staff on campus, and discuss things with you when you need to make decisions.

Senior Resident Assistants have additional administrative responsibilities and are an excellent resource. SRAs are assigned to a residential area and serve as an informational resource regarding University policies, procedures, and programs. In addition to performing the Resident Assistant duties as described above, SRAs assist the Resident Director and Housing and Residential Education by implementing programs, and participating in recruitment, selection, and training of new staff.

Desk Attendants

Desk Attendants are students hired and trained to work at the front desks located in the residence halls and each apartment center office. Desk Attendant responsibilities include: greeting individuals as they enter the lobby, signing in guests to the hall, answering questions, and enforcing the guest and other campus policies to help ensure a secure community. Desk Attendants are also trained to check student baggage as they enter the hall in an effort to increase and uphold our community standards. Desk Attendants are expected to provide quality customer service. Concerns or compliments regarding the Desk Attendants should be addressed to their direct supervisor, the Coordinator of Security, Staffing and Desk Operations. Hours of operation for each desk area are posted at the front desk of each building.

Security Officers

Security officers hired and trained to work at the front desks located in the residence halls, apartments, and various other locations on campus. Security Officers responsibilities include: greeting individuals as they enter the lobby, signing in guests to the hall, answering questions, enforcing the guest and other campus policies to help ensure a secure community, and coordinating communication to the RA staff as necessary through the overnight hours. Security Officers are also trained to check student baggage as they enter the hall in an effort to increase and uphold our community standards. Concerns or compliments regarding the Security Officers should be addressed to their direct supervisor, the RA on Duty, the RD of Duty, the Assistant Director of Community Standards, Safety & Security, the Coordinator of Security, Staffing and Desk Operations, or the Department of Public Safety.

HOUSING AND RESIDENTIAL EDUCATION POLICIES AND COMMUNITY STANDARDS

All students are responsible for obtaining, reading, understanding and following the regulations governing personal conduct and policies for the University as set forth in the UMass Dartmouth Academic and Community Expectations, which can be accessed on the Housing website.

Student conduct that violates community standards and policies may result in administrative and/or disciplinary action and the imposing of sanctions as authorized and detailed in the Housing Contract Terms and Conditions and/or in the UMass Dartmouth Student Conduct Policies and Procedures located in the Academic and Community Expectations booklet. Any damages occurring in a residential area where the responsible individual(s) cannot be identified will be assessed to the community and all members of that residential area will be held responsible and fiscally accountable.

All residents are expected to be responsible members of both the residential and campus community; be respectful of others rights and privacy and the diversity others bring to the richness of the campus; act and speak with civility; honor and follow the rules and policies of UMass Dartmouth community; assist in the safety and security of the residential community and contribute to the overall positive living and neighborhood community environment that will provide a positive living/learning experience for all campus residents.

Alcohol Policy

Refer to the UMass Dartmouth Student Policies page and the policy titled Alcohol Policy at: <https://www.umassd.edu/media/umassdartmouth/fiscal-affairs/policies/UMD-Alcohol-Policy-8-3-16.pdf> for complete alcohol policy information. **Alcohol Consumption Areas**

Campus Services authorities may serve alcohol after proper arrangements have been made by the individual and/or group through the Conference Office. For further information, please refer to the Functions/Reservations form. See Residence Hall and Apartment specifications below.

Alcohol Guidelines for Alcohol Free Residential Areas

Individuals who are residing in alcohol free areas, and who are of the legal age to consume alcohol, are not permitted do so in these areas. Students and their guests are expected to abide by all laws of the Commonwealth regarding alcohol. No person regardless of age may possess or consume, including but not limited to: alcoholic beverages or empty alcoholic beverage containers, within any alcohol free area. This includes student rooms, suites, and common areas, such as lounges, bathrooms, hallways, balconies, parking lots, etc. Persons found in violation will be subject to disciplinary action, arrest or criminal summons and mandatory education.

An Alcohol Free Area is defined as all rooms in a First Year Hall and/or any residence hall room where an underage resident or guest is present. This means that anyone present in an alcohol free area where alcohol is present may be charged with the Alcohol Policy.

All first year halls remain dry-no alcohol allowed to any undergraduate residents and their guest at anytime regardless of age.

Pine Dale and Oak Glen Halls - Reflective of life outside of campus, residents in this situation may have alcohol if they are of age, and may not have it if they are under the drinking age. When a bedroom has residents of both types, the resident of legal drinking age may consume alcohol as long as it is not in the presence of the underage resident. Residents 21 or older may be in possession of alcohol in the room as long as it is stored in a personal cabinet or refrigerator unit.

Woodlands and Cedar Dell - Residential students and their guests who are 21 or older are permitted to have open containers of alcoholic beverages in their bedrooms. No student is permitted to have an open container of alcohol in any of the hallways, stairwells, lobbies, common areas including multipurpose or activity rooms or anywhere outside of the buildings. Residential students and their guest may only store, possess and consume alcoholic beverages in the common area of their apartment if all roommates are 21plus or the underage roommates are not present.

Consuming

Any person consuming alcoholic beverages outside of a licensed and/or sanctioned area shall be ordered to dispose of said beverage by a University staff person, including but not limited to: student affairs staff, resident assistants, resident directors, and public safety staff. The violation may result in disciplinary action, arrest or criminal summons and mandatory education.

Hosting

Any individual, group of individuals or recognized student group documented for hosting a party or gathering that involves alcohol and/or drugs may be subject to a more severe form of disciplinary action under the alcohol and/or drug policy. HRE also has the right to administratively relocate all residents of a location in which the host and alcohol/drug policies are repeatedly violated.

Transporting

Any person observed transporting alcoholic beverages on University property may be required by an identified university official to provide proof of their age. If the person is a student less than 21 years of age, they may be subject to arrest for a violation of Massachusetts General Laws and/or subject to disciplinary action, including but not limited to, mandatory substance abuse education. Any person less than 21 years of age found unlawfully transporting
Guests are not permitted to bring alcohol into any residential area.

Drinking Games & Methods of Rapid Consumption

Residents and their guests are prohibited from engaging in activities that encourage high-risk drinking. This includes the use of beer funnels, ice luges, taps or similar devices with the purposes of increasing the amount or speed of alcohol consumed. Additionally, the creation or playing of games that encourage the drinking of alcohol is prohibited. Such games include beer pong and Beirut and are violations of the Housing Rules and Regulations policy regardless if alcohol is present in or around the cups.

Drugs & Drug Paraphernalia

The possession, use, cultivation, sale, or distribution of any controlled substance or related paraphernalia with or without drug residue (glass pipes, bongs, bowls, etc.) is a violation of University Policy. In addition, federal law considers marijuana a controlled substance. When University personnel suspect illegal drug activity, search measures will be undertaken (refer to search procedures) to investigate such concerns. This includes, but is not limited to marijuana, marijuana plants, drug-related paraphernalia, and any/or controlled substances. Violation of the drug policy will result in disciplinary action. Students will receive sanctions that include mandatory education and fees, as well as the possibility of suspension from housing and/or the University. Students may also be subject to civil and criminal prosecution.

Though Massachusetts Law, effective November 2016, legalized the possession of marijuana for recreational use, it continues to be a violation of federal law and of University Policy. As such, students found in possession or consuming marijuana will be documented and sanctioned through the Student Conduct system. For more information regarding the Drug Policy please refer to the UMass Dartmouth Student Policies page and the policy titled Drug Policy at: https://www.umassd.edu/media/umassdartmouth/university-policies/new-policies/policies-2019/STU-004_-11.19.18.pdf for complete drug policy information. For additional information on marijuana use and health, please visit: http://www.umassd.edu/media/umassdartmouth/livewell/Marijuana_&_Health.pdf

Balconies

Roberts and Chestnut Halls have balconies located in the common areas of each house/room. Balconies will remain locked and at no time should students occupy these areas. Failure to comply will result in documentation.

Bicycles and Motor Bikes in the Residential Areas

At no time may a bicycle be stored in any common area of the hall where the student resides and where all students have access. Any bicycles found stored in stairwells, etc. will be removed and Housing and Residential Education will not be responsible for the loss of the item.

Traditional Residence Halls: Bicycles may be stored in student bedrooms.

Cedar Dell and the Woodland Communities: Bicycles may be stored in apartment living rooms if all roommates agree that the bike is not in the way of everyday living. Bicycles may also be stored in student bedrooms.

Bicycles may not be hung on walls or ceilings within any residential facility. Bicycles locked in non-designated locations will be removed and disposed of by violation of this policy. Bicycles need to be removed at the end of the academic year. Bicycles not removed will be considered abandoned and will be disposed.

All motor vehicles (including motorcycles and motorized scooters) may only be parked in parking lots. Fuel and fuel storage tanks are not permitted in the residence hall for any reason.

Damages, Vandalism, & Theft

All Property/Facilities

Resident students will be held financially responsible for any and all damage to, or loss of, University property within their room including any related sanctions, including remuneration associated with vandalism. In the case of multiple persons in a room and when individual responsibility cannot be determined, damage charges will be assessed to all room occupants on a basis determined by the University.

Residents found responsible for deliberate vandalism or tampering with any life safety equipment (including fire alarm systems, smoke/heat detectors, pull stations, fire extinguishers) and building security equipment (including door locking hardware, door exit hardware, electronic door monitoring equipment including cameras or other safety equipment) will be charged for any repairs, municipal fines, and may be immediately dismissed from on campus housing.

Individual Room Furniture

Furnishings or equipment may not be moved from student rooms or public areas without proper authorization. Items should not be removed from the building for any purpose. Room furnishings provided for student use must be treated with care and must be used in a manner consistent with its intended purpose. HRE reserves the right to gain access to its property whenever such access is deemed necessary. Please be advised that any padlock (key or combination) on University property must be removed immediately upon request of authorized University personnel. Should circumstances require immediate access to locked University property in the absence of the room occupant, the University reserves the right to remove the lock by using any means necessary.

Common Area Furniture

Common Room furniture must stay in the original common areas of the residential facilities (lounges, TV rooms, multi-purpose rooms, etc.). Living, kitchen, and dining room furniture must also remain in their designated spaces. Students moving such furniture are subject to disciplinary action, as well as damage and/or replacement costs.

Theft

Students are advised not to keep large sums of money or valuables in their rooms. Rooms should be kept locked at all times. Any theft OR loss of Personal OR University Property should be reported immediately to Housing and Residential Education and to Public Safety. Please note that most insurance companies will request a police report to reimburse policy holders for stolen belongings. Public Safety can arrange to forward a copy of a police report to your insurance company.

Personal Property Loss/Damage Liability Disclaimer

The University assumes no responsibility or liability for the loss, theft of, or damage to, any personal property belonging to residents. It is strongly recommended that students purchase personal property insurance if they are not covered by parent or guardian's homeowners insurance. For additional information regarding personal property insurance, contact Housing and Residential Education at 508-999-8140.

Decorations & Displays

Highly combustible materials used for decorations present a serious fire hazard. In order to prevent fires, the following safety standards are applicable:

- Decorative string lights may be used for decoration if they are UL approved, do not have the bulbs covered by any material, and do not touch or hang on any fire safety system components. Lights should be unplugged when residents are not in the room and during vacation periods.
- Students are not permitted to apply paint or any other type of substance that could alter the walls at any time.
- Flammable devices such as candles and incense burners are not allowed in student rooms.
- Decorations may not be hung from ceilings, sprinkler pipes, light fixtures, etc.
- Window surfaces should may not be covered more than 25% at any time unless by university provided shades or blinds.

- Hallway and exit lights must be on at all times.
- Materials may not be placed over exit signs, fire doors, or any electric light fixtures.
- Decorations or displays that block or obstruct an exit, hallway, circuit breaker panel, fire hose cabinet, fire extinguisher, or fire alert box are prohibited.
- Bathrooms must be clear of all decorations and personal garbage at all times. Personal items should not be stored in community bathrooms; as such items hinder personal safety and the thorough cleaning of bathrooms by custodial staff.
- Hallways must be kept clear and unobstructed at all times to facilitate quick exit from student rooms. Personal items and garbage must not be left in these community spaces. Residents are responsible for removal of garbage to the trash bins/dumpsters adjacent to each residence hall.

Health and Safety inspections will be conducted periodically by Residential Education staff to ensure that health, fire, and safety regulations are maintained (see Health and Safety Inspections). The local fire chief or any authorized individual may inspect any room at any time.

Doors (Entrance and Fire/Emergency)

Doors must NOT be propped open or made so as to not latch or lock. Entrances/exits and hallways must be kept clear of any obstacles impeding egress. This includes individual student room doors, common area doors, building entrance door and fire/emergency escape doors in all residence halls and apartments. This creates potential personal safety dangers and life safety concerns and potential liability for the individual and the University. Violations may result in student's housing contract being terminated, and/or other sanctions, including damage charges. Emergency fire exits/stairwells must not be used except during emergencies. Students incorrectly using these doors or tampering with them are subject to disciplinary action, including but not limited to dismissal from University housing.

Doors that transition to become fire doors between 7pm and 7am may not be used by any student unless there is an emergency. This includes using them yourself, letting someone else in, propping the door, etc.

Electrical Appliance Guidelines

Air Conditioners Air conditioning units are not permitted for use in student rooms and/or apartments. Limited exception is made for health related concerns documented by a medical professional and pre-approved through ADA accommodation. For additional information, refer to:
<http://www.umassd.edu/housing/adareasonableacc.pdf>

Electrical Appliances Electrical appliances which are (1) UL listed; (2) equipped with thermostatic controls, and (3) rated at 1200 watts or less are permitted in the residence halls. It is necessary to limit the wattage and usage of certain appliances in student rooms because of the potential fire hazard, as the residence halls circuits are limited to 15 amperes. Whenever the total amperage on one circuit exceeds that figure, the fuse or circuit breaker is likely to turn off.

Continuous overloading creates excessive heat in the wiring, causing its insulation to deteriorate and increasing the possibility of fire. All electrical appliances and equipment should be unplugged before leaving your room for any vacation period.

Restricted Appliances University fire safety and sanitation regulations prohibit the use of some types of appliances in student rooms even though they may be commonly found at home. Any appliance that uses prolonged and/or high heat functions are prohibited (i.e. Fryers, 3D printers). Cooking appliances are prohibited in traditional residence hall rooms but may be used in Apartment/Townhouse style buildings with a kitchen if they are UL approved appliances with an auto off feature.

Extension Cords/Power Strips Extension cords should be used sparingly. UL listed, type "S" or "SJ" cords are the minimum size permitted. Extension cords, including telephone wires, may not be tacked down, placed under rugs, or used in places where pedestrian traffic can cause damage. Only authorized employees of the University or their agents may make any modifications of or additions to the existing wiring of a building. Power strips must be UL approved, rated no higher than 15 amps, and equipped with a built-in current breaker.

Microwave Ovens Small microwave ovens that carry the “UL” seal of approval are permitted in common areas and student rooms.

Refrigerators In student rooms must be no larger than 3.5 cubic feet, have amperage rating of 3 amps per hour or less, and be in safe electrical condition. Periodic cleaning of both personal and apartment refrigerators is required for health and safety purposes.

Guest Policy

Guest Sign-In Locations & Hours.

First Year Halls: In the lobby of each First Year Residence Hall there is a front desk that is staffed every evening from 7:00pm to 6:30am with a Desk Attendant or Security Officer.

Upperclass Halls: In the lobby of each Upperclass Residence Hall there is a front desk that is staffed every evening from 7:00pm to 6:30am with a Desk Attendant or Security Officer.

Guest Sign-In Process. In order to ensure the safety and security of our students, it is necessary that we strictly enforce our guest sign in process. Every individual is required to present valid form of identification (listed below) to the Desk Attendant/Security Officer when they enter the building.

Accepted forms of Identification are: UMass Dartmouth photo ID, Driver's License, Passport, Military ID, or other State- or Federally-issued photo ID. If a staff member has a question about a form of ID presented to them, their supervisor should be contacted for guidance.

This includes residents of the building. All non-resident guests, including residents of other buildings, must follow the guest sign in policy. All guests must stop at the front desk with their respective host and sign-in to the resident sign-in system with the desk attendant on duty. Each student of that respective building is allowed three (3) guests in their room at any one time. This number pertains to both on and off campus guests. Their host must escort them at all times while in the building. Residential students should always communicate their plans to have guest with roommates in advance as each resident of the assigned space has the right voice concerns about guest. Occasional guests may only visit for up to 3 nights within a consecutive 7 day period and must be signed in for this timeframe. Residential Education staff reserve the right to revoke visitation privileges in the resident areas for cause at any time. Upon revocation of visitation privileges, the visitor will be required to vacate the premises. Housing and Residential Education/Office of Student Conduct and Dispute Resolution may issue a “No Trespass” order to guests who do not respect the students, University personnel and/or members of the UMass Dartmouth community.

Guest Definitions, Identification and Numbers

- **General Definition.** A guest is defined as any individual who is not currently assigned as a resident of that particular residence hall room/ suite.
- **University Resident students.** When you enter your own building you are required to show your ID to the Desk Attendant on duty. Students who are visiting from another building will have to show and swipe their ID, sign in, and have a “host” from within the building to escort them and take responsibility for them. When you are in a residential room or apartment other than your own you are considered a guest.
- **University Non-Resident Students.** Students must present their University ID at the desk, sign in, and have a host from within the building escort them and take responsibility for their actions.
- **Non-University guests.** All non-University guests must present their valid picture identification at the desk, complete the guest sign-in process and have their host escort them and take responsibility for their actions. *Valid picture identification is limited to a drivers' license, state identification card, military identification card, or a passport.*
- **Age.** Guests must be over the age of 16, with a valid ID (see list of accepted forms above). Special permission for guests under the age of 16 can only be obtained from the Assistant Director of Residential Education at least 48 hours in advance. The Assistant Director may ask for parental/guardian permission and contact information so please be prepared and plan ahead. The guest under the age of 16 if approved must provide a valid ID (see list of accepted forms above).

- **Time.** Occasional overnight guests are permitted for no more than three days total in any seven consecutive days. In all cases, a host must obtain the consent of the roommate(s) prior to the overnight visit. These guests must be signed in at the front desk.

Guest Sign in Registration

- From 7pm until 6:00am all guests must be registered and signed in with our in Hall Desk and Security Staff. The following steps should be taken in order to register a guest:
 1. Click “Visitors” at <https://umassdd.starrezhousing.com/StarRezPortal>
 2. Click “Register New Visitor”
 3. Enter visitor’s information and Click “Save & Continue”
 4. Now your guest is able to sign in with our desk/security staff with a valid government issued photo ID or UMassPass ID.

Guest Sign-In Break Down (Per Area)

- Traditional Halls (PD, OG, Quad) 3 guests (per resident of that room) in their room at any one time. Total persons occupying space including residence of that space at one time can be 8 (6 guest 2 hosts)
- Upper-class Areas (Woodland Commons and Cedar Dell) 3 guests per each resident of that apartment space (currently present). Maximum guest number is reflecting is the # of apartment bed spaces in your apartment; two (2) bedroom apartments six (6) guests, four (4) bedroom apartments twelve (12) guests, five(5) bedroom apartments fifteen (15) guests, and six (6) bedrooms apartments eighteen (18) guests providing all residents of apartment are present.

Building	# of Beds	# of Guest	Total
PD, OG	2	6	8 (2 Hosts Included*)
OG	3	9	12 (3 Hosts Included*)
Quad	2	6	8 (2 Hosts Included*)
Quad	3	9	12 (3 Hosts Included*)
Quad	4	12	16 (4 Hosts Included*)
Woodlands	2	6	8 (2 Hosts included*)
Woodlands	4	12	16 (4 Hosts Included*)
Cedar Dell	5	15	20 (5 Hosts Included*)
Cedar Dell	6	18	24 (6 Hosts Included*)

* # of guests reflects the # of hosts present

Responsibility of Host.

Hosts are ultimately responsible for the actions of their guests and we do hold the guest accountable for the Conduct Code and all University policies. Failure to follow the guest procedure or any University policy can result in a guest losing their privilege of visiting anyone on the University campus. All University students will be held to the standards set for behavior on campus and will be adjudicated with due process through the University disciplinary process for failure to follow policy and conduct unbecoming to a University of Massachusetts Dartmouth student.

Additionally, residents of a room are ultimately responsible for what happens in their space including allowing guests to stay when a resident of the room is not present and/or leaving the door unlocked making the room available for use by anyone.

Guests and Alcohol.

No guest is allowed to transport alcohol into any of the buildings, only a host (building resident), at least 21 years old, may bring alcohol into the building that alcohol is permitted. Please review the complete text of the alcohol policy in the Conduct code portion of this book.

Hall Sports

Use of sports equipment in residence halls is prohibited; including but not limited to:

- Bicycles
- Scooters

- Skate boards
- Roller blades
- Weightlifting equipment

Physical activities are prohibited in the residence halls including:

- Wrestling
- Martial arts
- Boxing
- Frisbee/Disk Sports
- Team Sports Games (hockey, lacrosse, soccer, etc.)
- Recreational Sports (Golf, tennis, etc.)

Students and guests should put on all recreational equipment (i.e. roller blades) outside of residential facilities. Students and guest must be mindful that Pedestrians have the right of way on all walkways.

Harassment

Housing and Residential Education subscribes to the belief that individuals residing on or visiting the UMass Dartmouth residences must be secure in their person, and free from all forms of harassment, whether directed at issues of race, ethnic heritage, religious beliefs, sexual orientation, gender, disability or for any other reason. HRE works cooperatively with other University departments that address issues of harassment, including the Office of Equal Opportunity/Diversity & Outreach. Any student who believes themselves to be the victim of any form of harassment should contact a member of the Residential Education staff for options of resolution.

Harassment is defined in the Student Handbook as actions that prevent the person from conducting their customary or usual affairs. Also included is conduct less than a physical attack or physical interference that is directed at a person and that unreasonably interferes with that person in the conduct of their customary or usual affairs, such as the posting of threatening letters directed to the person; the use of threatening language directed at another; intimidation (incl. witnesses documented in an incident or from a hearing); threatening telephone calls, e-mails, instant messages and text messages; or the vandalism of a person's room or property.

Identification

All students entering any residential facility will be required to show official UMass Dartmouth identification in the form of a UMass Pass to the Desk Attendant, Resident Assistant, Resident Director, Public Safety Officer or other official UMass Dartmouth designee, upon entrance to the facility and whenever asked by a University official.

Any student or guest that does not live in the residential facility to which they are attempting to enter must be signed in by their host at the front desk. Failure to comply is considered a violation of UMass Dartmouth and Housing Policy and will result in documentation and student conduct follow-up

Intrusion of Privacy

Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. Unauthorized storing, sharing, and/or distribution is also prohibited. This does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or authorized university officials. These provisions may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

Pets/Animals

University health and safety regulations prohibit the possession of animals, alive or dead (including laboratory specimens) in any campus residence. This also includes animals hunted for sport and/or recreation. In cases of violation, extermination procedures are automatically required by public health regulations, and deodorization procedures are necessary. In such cases, these operations will be performed at the responsible student's expense. Exceptions to this policy may be made for fish that are kept in small water tanks. Residents are responsible for water damage caused by leakage from fish tanks. Due to structural concerns, all fish tanks are restricted to ten (10) gallons or less and only one tank is permitted per resident. Note that in addition to approved service animals, students may bring emotional support animals ("Assistance Animals") after approval of university staff. Questions about assistance animals should be directed to the Occupancy Manager and/or the Assistant Director for Housing Administrative Services.

Posting Policy

Housing and Residential Education must approve all posters and banners prior to posting. This includes the size, weight, physical material, and means of securing. The sponsoring organization must be listed on the materials. The Office of Housing and Residential Life reserve the right to control the content of publicity devices (alcohol, tobacco, and community standards) as well as language on the advertisements. The original flyer or banner must be stamped no less than 48 hours before the event. Any student group recognized by the University looking to advertise their events may post flyers, banners, etc., in the Residential facilities provided they follow the following guidelines:

- All advertisements must indicate the name and contact information of a designated member of the group
- Residential buildings are defined as all residential buildings on campus and all of the areas within each building.
- Postings are defined as anything that advertises an event that can be attached to a bulletin board.
- All posters can be no larger than 11" x 17"
- All posters must be hung on bulletin boards
- All posters may be hung for a maximum of two weeks
- All posters must include the following:
 - Name of the UMD affiliated group sponsoring the event
 - Date, time, and location of the event
 - Contact person-name and phone number or email address
- Posters are not permitted:
 - In elevators
 - Around elevator doors and buttons
 - On doors or windows
 - On ceiling and floors
 - Over fire doors, exit signs, or any electrical light fixture or switches
 - For events held off campus by organizations not recognized by UMD
 - Personal ads are restricted to the ground floor "Community Bulletin Board" located in the Campus Center and must be approved by The Office of Student Activities.
- Banners can be up to 3'x6'. All horizontal banners are to be in the public posting spaces in each residential area, and are subject to approval by Housing and Residential Education. Posters and banners may remain up no more than two weeks prior to the organized event and must be removed by the posting organizations 24hrs after the event has taken place. For more information, see each Resident Director for available space in their assigned area.
- Failure to comply with these rules may result in loss of posting privileges.

Outward Facing Messages: Community Behavior Expectation

All students are expected to demonstrate respect for the UMass Dartmouth community. This includes, but is not limited to, respect towards other students and our residence halls, academic facilities and surrounding areas. In order to ensure mutual respect for students, all public facing, visible messages in residence hall windows or displayed on doors will be prohibited. In addition, any semi-public facing, visible messages in residence halls will be subject to review.

Those who violate this expectation may be subject to a Conduct Conference to discuss a potential violation of this community expectation.

Prohibited Room or Apartment Furnishings and Items

Students should seek guidance from their RD regarding questions about furniture PRIOR to moving it in so that UMass Dartmouth can be sure it meets our safety standards. If approved, an official note will be placed in the student's file. Failure to comply with these safety regulations will result in immediate confiscation and documentation.

Housing and Residential Education reserves the right to identify other items deemed unsafe or inappropriate at any time during the year to maintain the safety and security of the community, and requires that students remove the items from the residential facilities. Students who fail to claim item after 48 hours will have their item discarded. If item is confiscated twice during the course of an academic year, the Resident Director reserves the right to discard item immediately. Listed below are a few items considered prohibited in all residential facilities.

Furnishings or equipment may not be moved from student rooms or public areas without proper authorization. Items should not be removed from the building for any purpose. Room furnishings provided for student use must be treated with care and must be used in a manner consistent with its intended purpose. HRE reserves the right to gain access to its property whenever such access is deemed necessary. Please be advised that any padlock (key or combination) on

University property must be removed immediately upon request of authorized University personnel. Should circumstances require immediate access to locked University property in the absence of the room occupant, the University reserves the right to remove the lock by using any means necessary.

Alcohol & Drug Paraphernalia

Anyone found in possession may be in violation of the Alcohol & Drug Policy or related Residence Halls Rules & Regulations and subject to the same sanctions or similar/equivalent pursuant to the Alcohol & Drug Policy

- Beer Bongs
- Bongs
- Pipes
- Funnels
- Ice Luges
- Taps
- Kegs
- Hookahs
- Empty Alcohol Containers in Alcohol Free Areas
- Any other device or item used to consume or Produce Drugs and/or Alcohol in a way that violates University Policy or Massachusetts State Law.

Appliances

- Routers
- Air conditioners
- Personal grills of any kind (electric, charcoal, gas, propane, hibachi, etc)
- Halogen lamps
- Lamps that have the ability to provide light from more than one light bulb per electrical plug
- Fog machines
- Hot plates
- Open coil heating devices of any sort
- Automatic-Drip Coffee Makers (Unless room assignment has a kitchen)
- Cooking appliances except Microwaves, Single Serve, Auto-off Coffee Makers (Keurig), and electric kettles with no exposed heating element (Unless room assignment has a kitchen. See also pg. 10 and 11 for appliance regulations.)

Decorative Items

- Candles (with or without wick), incense, candle or wax warmers and related paraphernalia are prohibited within the residence halls. This includes candles and warmers that melt wax for decorative purposes.
- Fish tanks with more than a 10 gallon capacity
- Dartboards
- Neon lights
- Black lights
- Lava lamps
- Strobe lights
- String lights with bulbs covered by any material
- Incense and burners
- Tapestries or any material used as wall decoration covering more than 50% of any wall, or used as a canopy
- Displays and/or decorations of paper, dried vegetation, corrugated cardboard or light plastics, which cannot be effectively flame proofed, must be limited to outdoor use and must not be within 25 feet of a building.
- No natural trees or boughs, hay, straw, and other flammable decorations may be brought into any University building. Artificial trees that are flame proofed may be used.
- Interior/Exterior House Paint
- Decorative bottles or other alcohol paraphernalia in a room occupied by a student under the age of 21. (lamps/lights made out of bottles, cardboard beer boxes, etc.)

Furniture Pieces

- Futons
- Personal mattresses

- Large furnishings such as bookcases & personal desks (larger than 3.5 cubic feet *i.e.* 3.5 feet tall x 1 foot wide x 1 foot deep)
- Water beds
- Lofts (Including Concrete/Cement/Cinder Blocks, Bricks, etc.)
- Ottomans
- Upholstered furniture of any kind (Upholstered is defined as having padding and/or fabric)

Weapons

Anyone caught in possession of/or using such materials is subject to dismissal from on-campus housing and/or the University. UMass Dartmouth reserves the right to turn such cases over to the civil authorities for prosecution.

- Knives (other than those used for food preparation/consumption or academic classes)
- Guns (including water guns, paintball guns, bb guns, plastic guns, etc)
- Hunting devices
- Ammunition
- Machetes
- Javelins
- Martial arts devices
- Clubs
- Any device which may be considered hazardous to the welfare of members of the residential community are strictly prohibited in residence areas.
- Liquid or gaseous fuel of any kind
- Fireworks
- Explosives

Other

- Hoverboards - these products are prohibited from use or possession in campus residence halls based on significant fire safety issues
- Drones (or drone-like technology) - these products are prohibited from use in residence halls, and any possession of drone technology is subject to FAA regulations and written permission from the Director of Public Safety to insure intended use for academic pursuits only.

Quiet Hours

Housing and Residential Education strives to create an environment where all residents may succeed academically through ample opportunity to study and sleep with minimal disturbance. In order to guarantee such an academic environment, quiet/study hours have been established.

Quiet Hours are in effect:

Sunday through Thursday from 10:00pm-8:00am the following morning.
Friday and Saturday are from 1:00am-10:00am the following morning.

Courtesy Hours

At all other times, courtesy hours are in effect. Additional quiet hour areas are designated in some residence halls. Hours are posted in the hall office area of each building.

Quiet/Study hours are characterized by a standard which says all noise, however generated, should not be audible outside a person's own room or apartment. All residents are expected to maintain consideration for others and to act with courtesy toward others at all times, with respect to noise. Stereos, radios, televisions, computers, and musical instruments should be played at reasonable times and at a volume that will not disturb other residents. At no time should speakers be directed so as to project sound outside of windows. All members of the community share an active role in addressing individuals exhibiting noise. Residents are encouraged to address noise violations within their living areas. Residential Education staff will take an active role in administration of the quiet/study period and will support all residents in this endeavor.

During final exam periods, 24 -hour quiet hours are in effect.

Roommate Agreements

All first year students living in the residence halls will complete a roommate agreement form with their roommates facilitated by their Resident Assistant. This form allows students and their roommates to establish guidelines for acceptable behavior in their rooms. Possible guidelines that are covered include, but are not limited to: noise levels, sharing of space/possessions, having guests over, cleaning of the room and how to appropriately communicate issues between roommates. This document serves as a contract between roommates and can be revisited and amended with HRE staff throughout the semester. Other residents may be asked to fill out roommate agreements by Residential Education staff as necessary. For more information, please speak to your Resident Assistant or Resident Director.

Roommate Bill of Rights

A valuable part of your learning and growing in on-campus living is sharing your living space with other individuals (roommates and/or apartment mates). In some instances, these people may become close friends, but this is not necessary to have a positive living experience. Even if they remain "just a roommate," an atmosphere can be established that would enable you to enjoy one another's company, share ideas and opinions, and create a living environment that is conducive to learning, growing and socializing. Creating this kind of atmosphere can take work. It is the hope of the HRE staff that roommates and apartment mates will find this experience a positive one and will learn and grow together. The following statements can be a starting point for communication and can help make your living environment your home.

Roommates have the right to:

- Read and study free from interference in one's room.
- Sleep at a reasonable hour without interruption from noise, guests, or roommates.
- Free access to one's room and facilities without pressure from a roommate.
- Host guests with the understanding that these guests will respect the rights of roommates, other residents, and University/housing policies.
- Seek assistance from Residential Education staff in settling conflicts or easing difficult situations.
- Be free from fear of intimidation and physical and/or emotional harm.

Please feel free to speak with your Resident Assistant and/or Resident Director if you and your roommate are having difficulty.

Roofs

Under no circumstances is any person to be on a rooftop of any on campus living area. Individuals who have an item that winds up on the roof may request retrieval of said item at the Facilities office located in Trailer #2, Parking Lot 17.

Routers

As of January 1st, 2016, the use of wireless routers in residential facilities is prohibited. Any and all routers found within residential facilities will be confiscated and documented.

Social Gatherings

In allowing students to entertain guests in the privacy of their apartment, there are guidelines in place. Students are subject to all policies set forth by HRE and the University. When hosting social gatherings in an apartment, residents should be mindful of the alcohol, guest, and quiet hours policies. Any alleged infractions may result in disciplinary action.

Soliciting/Selling

Concern for the privacy of students, general building security, protection of property, safety of residents, and some experiences with disreputable sales people have led to the development of stringent regulations on selling and soliciting in the residence halls. Door to door selling/soliciting is prohibited. A Residential Education staff member or Public Safety Officer should be notified of the presence of any solicitors on the premises. Such individuals operating in the halls are considered to be trespassers and may be subject to arrest.

With the exception of Residential Education staff, no student-based organization shall be permitted to canvas door-to-door to advertise an event, request donations, or recruit for their organization. This "dorm-storming" activity disrupts the day-to-day life of residence hall students and is not permissible.

Smoking

As of July 1, 2015, the entire UMD campus is smoke and tobacco free. Specifically, the use of smoking and tobacco products is prohibited:

- in any campus building
- in any vehicle on campus
- anywhere on the campus grounds, all 714 acres!

What smoking and tobacco products, specifically?

- cigarettes
- cigars
- illicit drugs, including marijuana, that are smoked
- electronic cigarettes
- vaping/vaporizers
- chewing tobacco.

Questions?

For further information and resources, and for questions about health insurance coverage, please call or visit [Health Services](#) or [BreatheFreeUMassD](#).

Smoke Detectors & Fire Safety Devices

Students found covering smoke detectors or other fire safety equipment will face immediate removal from housing (interim suspension) until they can meet with either the Administrator On Call, an Assistant Director(s) or their designee. Students may only return to campus residence after being cleared to do so but there is no guarantee that they will be permanently allowed to return to housing. Reminder decals have been placed on each residence hall door and may not be removed under any circumstances. Doing so may result in a monetary damage charge and student conduct follow up.

Video Cameras

Each residence hall main entrance door has a camera installed. Housing & Residential Education and the University reserve the right to place these surveillance cameras in public areas where observation is necessary or advantageous to enhance community responsibility and building safety.

The use of personal video cameras and recording or listening devices in residential rooms (computer cameras, digital cameras, film cameras or other image or listening devices) must be used in an ethical manner. The use of any video or sound recording or transmitting device must be used with the full knowledge and consent of all roommates or suitemates. Notification must be made when such devices are in use. Misuse or violation should be reported directly to the Residential Education Staff.

Windows/Screens

Window screens may not be unfastened or removed from windows. Residents will be liable for charges to replace screens that are unfastened or removed. Passing of any items through and/or persons into or from a window is strictly prohibited.

FACILITIES AND RESIDENTIAL SERVICES

Facilities Maintenance

Facilities Maintenance hours of operation are 7:00am to 6:00pm, Monday through Friday, excluding University Holidays. 24-hour emergency maintenance is available to correct or repair situations involving student room safety or the ability to safely occupy the room. Students will need to notify the Resident Assistant (RA) or Resident Director (RD) on duty to activate the 24 hour emergency maintenance system.

Students may submit their own work orders through the Facilities Service Request system or they can communicate their concerns to their RA or RD. Students can find this service request form by logging into their portal, navigating to QuickLaunch, Campus Tools, Facilities Service Request.

If a student has a facilities question they can also call facilities directly at 508-999-8100

Work Order Requests will be addressed on a priority basis of safety/security, ability to occupy a room (water leaks, lack of heat, broken window glass, etc.), functionality (light bulbs, broken furniture) and convenience issues (drawers, closet doors, furniture moving, etc.). Residents are not permitted to make their own repairs or install fixtures. Students are not permitted to paint their room, bathroom, kitchen or any common areas in our residential facilities. Failure to follow this policy will result in an assessment of damage charges.

Cable Television

Each room has its own cable hookup, which is supplied by Campus Tele-video. You must supply your own co-axial cable to use with a cable ready television. If you experience any difficulty with your cable TV, please contact the technical help line via ext 4000 and leave a message so someone from CITS can assist you. The following is a listing of available channels:

2	WLWC Movies!
3	WGBX
4	Catholic TV
6	WLWC
7	WLNE Escape TV
8	WGBX
9	WGBX Create
10	WBTSLD
12	WSBE VMe
14	Home Shopping Network
15	WUNI Univision 27
16	New England Sports Network Plus
17	EVINE Live
18	WNAC MyRITV
19	WRIW
20	WGN America
21	WGBH World
22	WSBE
24	WJAR
26	WSBK
27	WLVI
29	ION
30	WJAR Comet TV

31	WPRI Bounce TV
32	Home Shopping Network 2
33	WLNE
35	Quality Value Convenience Network
36	XFINITY Latino
37	WNAC
40	New England Cable News
41	Jewelry Television
42	WFXT
43	WPRI
44	WGBH
45	WLNE GRIT TV
48	WHDH
49	WBZ
50	WCVB
51	WPRI Get TV
52	Comcast Sportsnet New England Overflow
53	WSBE Learn
55	WJAR
57	WGBX Kids
81	WWDP
101	The Weather Channel
103	Fox News Channel

104	Cable News Network
105	HLN
106	mSNBC
112	Consumer News & Business Channel
113	Bloomberg TV
114	Fox Business Network
123	Cable Satellite Public Affairs Network
124	Cable Satellite Public Affairs Network 2
125	Cable Satellite Public Affairs Network 3
131	Local 3
132	Government Access
133	Leased Access
134	Local 1
135	Local 2
203	ESPN
204	ESPN2
205	NBC Sports Network
206	Fox Sports 1
214	The Golf Channel
262	Comcast Sportsnet New England
263	New England Sports Network
302	The NFL Network
402	A&E Network (East)
403	USA Network (East)
404	Turner Network Television (East)
405	FX (East)
406	FXX (East)
407	Syfy (East)
416	BBC America (East)
417	AMC (East)
421	Esquire Network SD (East)
2	TBS Superstation (East)
423	Comedy Central (East)
432	Investigation Discovery
434	truTV (East)
437	Universal

438	Velocity
445	The Discovery Channel (East)
449	Animal Planet (East)
450	National Geographic Channel
460	History (East)
472	Food Network (East)
475	Travel Channel (East)
479	Home & Garden Television (East)
488	Lifetime Television (East)
489	LMN (East)
491	Hallmark Channel (East)
492	Hallmark Movies and Mysteries
493	Women's Entertainment Network (East)
501	GSN (East)
502	TV Land (East)
503	The Learning Channel (East)
505	Bravo (East)
507	Oxygen (East)
508	E! Entertainment Television (East)
520	MTV (East)
521	VH1 (East)
525	Black Entertainment Television (East)
526	TV ONE
531	Uplifting Entertainment
548	MTV Live
604	Sprout
614	The Disney Channel (East)
619	Nickelodeon (East)
628	Cartoon Network (East)
631	Freeform (East)
643	Trinity Broadcasting Network
645	Inspirational Network East
654	Eternal Word Television Network
706	MoviePlex East
2295	Radiotelevisao Portuguesa Int'l

**channels subject to change annually

Xfinity On Campus

On-campus residents, watch your favorite shows and movies anytime, anywhere and on any device (but not in class!)

XFINITY gives you thousands of on demand selections, so you can catch up on the latest shows or discover a new favorite movie. When you're on the go, use the XFINITY TV app to stream live TV, sports, movies and more at the coffee shop, park, road trips or wherever else you need some entertainment.

Plus... 20 hour DVR is now available!

Of course, it's all included with your campus housing.

Ready to start streaming? Download the XFINITY TV app. Or log on today.

These shows aren't going to stream or record themselves, get started [today!](#)

1. Go to [Xfinity On Campus](#)
2. Enter our school name ("University of Massachusetts Dartmouth")
3. Follow the login instructions and start watching or recording

The channels listed above all come included, and you can even order lots of other channels to your own account, if you'd like to add them (extra fees may be required).

Cleaning Services and Equipment

Lobbies and multi-purpose areas are cleaned periodically throughout the week. Bathrooms within each area are intended to be cleaned daily. The cleaning of student rooms is the responsibility of the students who reside there. This includes proper placement of refuse in the receptacles provided, bagging of all trash, and prompt removal of trash to a designated trash room or dumpster located outside the residence hall/apartment building.

In the Woodland and Cedar Dell Communities, students are responsible for cleaning their living quarters, including the bathrooms and common areas of their apartments.

Definition of Residential Area

Residential areas shall be defined as all Residence Hall buildings, Cedar Dell and the Woodland Apartments and community areas; consisting of both interior and exterior portions of the buildings.

Elevators

Elevators are available in each residence hall and in the Woodland Apartment Community. In the newer residence halls of Oak Glen, Pine Dale, and the Woodland Community they are available for everyday use by all residents. In the traditional residence halls, the elevators are reserved for facilities staff only, unless a resident need arises from injuries necessitating the use of an elevator for a temporary period. Elevator keys will be issued by Resident Directors. There are no elevators available in the Cedar Dell Community. Responsible use of the elevators is required of all residents. Misuse or vandalism of elevators may result in severe disciplinary sanctions and may result in the discontinued use for residents who are not disabled.

Lockouts & Lost & Stolen Key Procedures

Lock Outs

If a student is locked out, they should first attempt to contact an RA in their building to be let in. If they are unable to find an RA, they should seek out their Resident Director in their office. If they are unable to locate their RD, they should contact Housing and Residential Education at extension 508-999-8140.

At no time can a staff member of the Facilities Department let a student into their room. Once an appropriate Residential Education Official makes contact with the student, they will be required to provide the UMass Pass as identification. After official identification has been shown and the student has been let inside their room, the student must show their keys to avoid being billed for a lost or stolen key. Students may be charged a lockout fee or referred to the Office of Community Standards for non-conduct hearings for multiple lockouts during a semester.

Lost and Stolen Keys

Lost or stolen keys must be reported to the RD or Housing and Residential Education immediately. If a key is lost, stolen or purposely broken, the student to whom the lost, stolen or broken key was issued will be billed \$125-\$250 for changing the locks (depending on residence facility) and providing new keys for the room. There is no charge to replace a key broken by normal wear and tear. Duplication of University keys or possession of unauthorized keys is prohibited and is subject to disciplinary action. All broken keys must be returned to a Housing Staff member as verification. Keys are assigned to individual students, student staff and full-time staff. All parties are responsible for the use of their assigned key(s) and are not to 'lend' or 'borrow' keys for any reason. The use of keys for any improper or illegal use or to enter rooms without express permission (except as outlined in this handbook) will result in disciplinary action.

When the halls close for Winter Break, keys will be collected by Residential Education Staff. These keys will be returned when students return for the Spring semester. Failure to turn in a key at the end of the Fall Semester may result in a charge to the student's account.

Laundry Facilities

Laundry rooms are located within each building or apartment area. The washers and dryers are set to "run-free" and do not require coins to operate. Students are not permitted to allow non-campus students or other off-campus persons to use the laundry facilities or machines at any time. Students should report broken machines as directed in each laundry room, or to the RA/RD. Each laundry room is equipped with e-monitoring capability using students' smartphones allowing electronic verification of machine availability, laundry cycle completion, and proper machine functioning.

Painting

The Housing Department makes every effort to repaint each building on a rotation schedule and spot-paint on an annual basis to cover any severe wall marks or unauthorized painting. Students are not authorized to paint any surface of University property. In the event a room is painted without proper authorization and/or materials, students will be held financially responsible for restoration.

Recyclable Containers

Due to health and safety considerations, containers kept for deposit return may not accumulate in any public area. Public areas include hallways, bathrooms, closets, kitchen, lounges, living rooms, balconies or porches. Containers should be disposed of or returned weekly. In accordance with the alcohol policy, alcoholic beverage containers may not, for any reason, be stored in any room, common space, or any other area other than designated 21-plus housing.

Room Furnishings

All Student Rooms

Each student is assigned a room complete with window treatments, a closet, desk, desk chair, dresser, bed, and a mattress (extra-long).

Cedar Dell Community

In addition to bedroom furniture, the Cedar Dell Apartments are equipped with a full size stove/oven and refrigerator as well as common room furniture.

Woodland Apartments

The Woodland Community apartments, in addition to bedroom furniture (Twin X-long mattress), are equipped with a full size oven/stove, a refrigerator, a dishwasher, and common room furniture.

The person responsible for placing the lock on the property assumes all risk associated with placement of the lock including damage to the lock and/or University property. All students are expected to provide their own toiletry products (e.g.: soap, shampoo, towels, bed linens, pillows, etc.) Students living in the Woodland Apartments and Cedar Dell Communities are expected to provide their own toilet paper, cleaning products, vacuums, mops, mop buckets, brooms, paper towels, trash bags, etc.

Technology: Residential Technology Fee

This fee covers the cost of a telephone line, local phone service, high speed Internet service with one port per resident, and TV Cable supplied with one port per bedroom and one port in most common areas.

Technology: Telephones

Each bedroom has one telephone jack to which students must attach their own touch tone phone. The room telephone service provides unlimited local area calling as well as several features such as last party redial, call hold, call waiting, call forwarding, etc.

Each resident in a room has a different telephone number and voice mailbox. Prepaid calling cards using 800/888/877/866 numbers, obtained at the Campus Bookstore or other retail outlets, must be used to obtain long distance service. Long distance telephone calls charged to the University are illegal. Students doing so will be billed the cost of the call, and will be subject to disciplinary action which may include fines. When a student changes rooms, their assigned telephone number will also change. Basic telephone service includes a voice mail system. Collect and/or 3rd party calls may not be accepted, nor may students have calls charged to their telephone from another telephone. Under Federal and State laws it is a crime for anyone to make obscene or threatening calls. If a student receives such calls, they should contact the Public Safety Department to file a report. Public Safety will investigate and can recommend to HRE if a change in telephone number is necessary.

In the event a student wishes to have their number unlisted, that student should contact the Housing Office for further guidance. Students are required to activate their UMass Dartmouth voicemail account and should check the account regularly. Students are responsible for purchasing their own telephone and cords.

For more information regarding how to set up and use University voicemail services, please check the telephone Information website for instructions: <http://www.umassd.edu/cits/telephoneinfo/>

Technology: Internet Access & Wireless/Wifi

Students living on campus have the opportunity to connect to the UMass Dartmouth Residential Network. This provides a significantly faster Internet connection than those available through a traditional telephone line. The University residential buildings are equipped with full service Wi-Fi to meet the needs of our students. Beginning in Fall 2016, the use of wireless routers in residential facilities will be prohibited to protect both the student's computer security and to maintain the integrity of UMass Dartmouth's network. Additionally, every bed space in the residence halls has an Ethernet cable port, which means that every student can have a hard wired network connection in their room. This type of connection requires the computer to be equipped with a 10-baseT Ethernet card. If a student desires to have a network connection in their room, their computer must meet the minimum requirements specified by CITS. E-mail and phone support are available at corsairtech@umassd.edu and extension x4000. (From a cell phone, dial 508-910-4000.) Students may also visit the ResNet secure web site for current Residential Network News at <http://www.umassd.edu/cits/newstudent/>. Students are required to activate their UMass Dartmouth E-mail account and should check the account regularly. Residents should contact computing and technological support services at extension x4000 with any issues that may need to be reported.

Vending Machines

Vending machines are available for student use and convenience. These machines are maintained and serviced by an outside vending contractor. If a machine is out of order or money is lost, please report the incident to the UMass Pass Office (Campus Center Ground Level). Vandalism of any kind will not be tolerated and will be reported to the Department of Public Safety and through the Student Conduct process and may result in remuneration and suspension from housing.

RESIDENTIAL SAFETY AND SECURITY: ENSURING YOUR WELL BEING

In the event of an emergency, call Public Safety at 508.999.9191.

UMass Dartmouth and Housing and Residential Education do not accept responsibility for loss, theft, or damage to personal property. The best protection against personal property loss is a locked door. It is strongly recommended that each student obtain and provide insurance coverage for all personal property. It is possible that your family's current homeowner's or rental insurance policy provides you coverage in your campus residence. Residents are advised against keeping large sums of money and other valuables in their rooms. Students should report any theft directly to Public Safety. Please contact Housing and Residential Education at 508-999-8140 if you are interested in obtaining information regarding personal property insurance.

Issues of safety and security are of primary importance to the staff and residents of on-campus housing. Intrusion by uninvited persons can be a source of problems to residents. In an effort to protect residents and to guard against theft or intrusion, efforts are made to keep the residence halls locked and these areas are monitored 24 hours a day. All individuals entering or exiting any building must do so via designated entrances/exits except during emergencies. Residents should carry their UMass Pass card at all times. ID must be shown upon request to gain entry to any residence hall during hours when the building desk is staffed.

Students in the residence halls receive an access card (UMass Pass) and keys to the building and room to which they are assigned. Access cards permit building entry through designated main entrances only.

It is each resident's responsibility to keep their room locked at all times and to also not allow others to enter with them (tailgate) through the exterior entrances to their building. Cards and keys may not be loaned to anyone for any reason. When seeking access to any other residence hall, residents are considered visitors and must comply with the requirement to enter via the designated main entrance/exit. All other exit doors are alarmed for emergency use only.

Contacting in-hall staff

RA contact information is posted in a central location in each residence hall. Between 8am-5pm weekdays, if assistance is needed and a Resident Assistant (RA) is not available, residents should contact Housing and Residential Education in Oak Glen by calling 508.999.8140. After 5:00 pm residents should seek assistance first by contacting the RAs in their area. If after hours the resident is not able to reach an RA they should contact public safety who will contact the Resident Director on Duty.

Residential Education staff members are on duty each weekday evening from 7:00 pm - 8:00 am the following day. On the weekends, staff members are on-duty throughout the day. The "on-duty" staff member can be reached by calling the telephone number posted at the front desk of each hall. Public Safety can be contacted in the event of an emergency at 508-999-9191 (x9191 on campus) or for regular business call 508-999-8107.

Bag/Container Inspections

To help ensure the safety and security of our residence halls, all resident students and their guests are subject to bag checks by all personnel working the front desk of a Residence Hall/ Apartment, as well as by the appropriate authorized University Personnel. The Authorized Staff working the desk will do bag checks as students enter our residential communities. The word bag will be defined as any item used to carry something including but not limited to: large oversized purses, backpacks, duffle bags, and laundry baskets/bags. Failure to open a bag for a member of the Authorized Staff will result in that item (bag) not being allowed in the community for the safety of all involved. Students or guests who refuse to comply with this policy will be turned away from the building and may face judicial action.

Fire Safety & Evacuation

Each area of on-campus living meets Town of Dartmouth Code, as inspected by the Town of Dartmouth Fire Chief, University Officers, and State Building Inspector. It is a criminal offense to falsely sound an alarm.

Students apprehended sounding a false fire alarm or tampering with firefighting/ fire alert equipment are subject to dismissal from the residence halls, University, and/or prosecution from civil authorities. Furthermore, the Housing and Residential Education team has added a notice to each room, in the form of a sticker, reminding students that covering the smoke detector is against the law. Removing or tampering with this sticker may result in damage charges and/or student conduct implications.

Residence hall students have ready access to fire extinguishers in hallways. All fire alarms should be considered as an actual “real” fire, and the building must be evacuated immediately. Individuals are responsible for evacuating themselves from the building and should leave by the nearest and/or safest exit.

Students should familiarize themselves with emergency exits.

If the situation permits, building staff will assist in the evacuation process and locking room doors as they leave. In case of fire, students should pull the nearest fire alarm and then call 508.999.9191 (Public Safety) when they have safely exited the building. Evacuate the building by the safest and nearest exit. If possible, be prepared to direct emergency personnel to the suspected cause. At no time should you put your safety in jeopardy. The following procedures should be followed:

- Close and lock your room door. Bring room keys with you.
- Leave the building in an orderly manner, through the safest and most immediate exit.
- Do not use elevators.
- Wear or carry clothing suitable for the weather and carry a towel for protection against smoke.
- Take a flashlight.
- Remain outside and at least fifty (50) feet away from the building until the signal to return is given

A damage assessment may be levied against students for a fire occurring within an on-campus living area.

All students are expected to vacate facilities each time the fire alarm sounds. Each alarm should be treated as though it were a real fire to ensure the safety of all students. When an alarm has been set off and the source of the alarm has been identified and taken care of Housing and Residential Education staff will run their evacuation protocol. This means a staff member will key into every student room within the residential area where the alarm is sounding. During this time, students are not allowed within 50 feet of the exterior doors of the residential facility. Any students found in their room during evacuation procedures or any UMD or Housing Policy violations found, will be documented and required to have a judicial hearing. Applicable fees incurred by the University for fire department Response **can be billed** to the university accounts of those students residing in buildings where the alarms are set off.

FIRE ALARM EVACUATION LOCATIONS

Students who evacuate residence halls due to a fire alarm will be directed to another indoor location during inclement weather, including severe cold. The following describes the locations that the RA staff will direct residents to in these instances.

Chestnut:

Ground and 1st floor: Maple Ridge Lobby

2nd floor: Elmwood Hall Lobby

3rd floor: Roberts Hall Lobby

Maple Ridge:

Ground and 1st floor: Elmwood Hall Lobby

2nd floor: Roberts Hall Lobby

3rd floor: Chestnut Hall Lobby

Elmwood:

Ground and 1st floor: Roberts Hall Lobby

2nd floor: Chestnut Hall Lobby

3rd floor: Maple Ridge Hall Lobby

Pine Dale:

1st and 2nd floors: Oak Glenn Lobby

3rd floor: Chestnut Hall Lobby

4th floor: Roberts Hall Lobby

Oak Glen:

1st and 2nd floors: Roberts Hall Lobby

3rd and 4th floors: Pine Dale Lobby & MPR

Evergreen: Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Willow Lobby

Willow: Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Evergreen Lobby

Birch: Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Hickory Lobby

Hickory: Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Birch Lobby

Aspen: Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Ivy Lobby

Ivy: Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Aspen Lobby

Cedar Dell South:

Residents will evacuate to the Cedar Dell South Community Center

In case the community center is also experiencing the alarm, students should proceed to Cedar Dell West Community Center

Cedar Dell West:

Residents will evacuate to the Cedar Dell West Community Center

In case the community center is also experiencing the alarm, students should proceed to Cedar Dell South Community Center

PROCEDURES FOR RESIDENTIAL HALL LIVING

Authorized University Personnel

This includes include:

- Full-time professional members of the Student Affairs and Public Safety staff.
- Resident Assistants and Senior Resident Assistants.
- Full-time employees of HRE and Campus Facilities who are assigned responsibility for management, maintenance, and repair operations.

Non-University personnel contracted to perform maintenance or repair services on behalf of the HRE (Agents). Other members of University staff may enter student rooms under the conditions prescribed only when accompanied by authorized University personnel.

Behavioral Contracts

Housing and Residential Education reserves the right to require resident students to sign and comply with a behavioral contract as a condition of their continued ability to live in residential facilities. These contracts may include clauses requiring the student to sign Consent to Disclose Form, meet regularly with staff from the Counseling Center, Academic Advising, Health Office, Student Conduct, or Residential Education Office, etc. Behavioral contracts will be developed by the Resident Director and Assistant Director of Housing and Residential Education for the student in question. Failure to follow-through with the contract once it has been signed may result in the student's housing contract being terminated without a refund.

Checking-Out of a Residential Facility

When a student checks out of their room, the following steps must be completed:

- Schedule in advance a check-out appointment with your Resident Assistant/Resident Director
- Remove all personal belongings from the room (including common areas and hallways)
- Sweep/Vacuum the floor
- Take out all trash and place in trash receptacles located outside of buildings
- Return your room key, mailbox key, and elevator key (if applicable)
- Sign out on the Room Condition Report(s) with your Resident Assistant/Resident Director.

Students who move out of our residential facilities before the end of the academic year due to withdrawal, leave of absence, dismissals, or termination of the housing contract as well as students who leave at the end of the fall semester or at any point in the middle of their academic studies, are responsible for scheduling a check-out meeting with their RA/RD so that the housing office is officially aware they will not be returning and to avoid improper check-out fees and/or continued billing. Students who choose to withdraw or take a leave of absence must complete the official University process, beginning at the Student Affairs Office on the second floor of the Campus Center; otherwise, students will be billed for housing for the entire academic year. Students who are notified over the Intersession that they are being academically dismissed from the University for the spring semester must notify the Central Housing Office immediately at 508.999.8140 to schedule an appointment to come back and officially check out and return their keys. This process must be completed no later than 72 hours prior to the opening of the residence halls for the spring semester. Failure to follow this policy may result in a fine for improper checkout procedures and for the use of the room as storage since the individual is technically not a student.

Students moving out of their rooms as a result of a student conduct hearing must comply with all directives in terms of a departure time line and should work with their RD to facilitate this process. Personal belongings remaining in a room more than 48 hours after the student has been reassigned, withdraws, or at the end of the contract period, become property of the University and will be removed and disposed of by Housing staff.

Confiscation/ Removal

Housing and Residential Education reserves the right to confiscate any item from a student room or apartment which is deemed prohibited, in violation of an UMass Dartmouth Housing policy, or can be considered dangerous to any student or community member's safety or well-being. Any confiscated items will be tagged and documented with notification left for the student with the proper follow-up procedure guidelines. Students will be required to meet with their Residence Director immediately. Following a conduct hearing, students may claim their confiscated items provided they are immediately removed from the residence hall or apartment. Items are only able to be kept in storage for 48 hours after resuming classes, after that, items are discarded. ***If the same item type is confiscated for a second time within the same academic year, it will be discarded immediately.***

During fire alarms and safety inspections, University officials may confiscate prohibited appliances or other prohibited/illegal items. Residents will be given a confiscation notice for any item removed from a room/apartment in this manner.

Contract Obligation/Cancellation

A room and board contract is for the entire academic year (two semesters) and may not be cancelled unless a student:

- Officially withdraws, takes a leave of absence, transfers, or is officially approved for leave of absence from the University;
- Is released from the contract by Housing and Residential Education;
- Is dismissed by Housing and Residential Education, the Office of Student Conduct and Dispute Resolution.

When a resident student wishes to withdraw from the University, they must go to the Office of Student Affairs to initiate the withdrawal/leave of absence and contact Housing and Residential Education to terminate the housing contract. Refund rates are provided in the HRE Housing Contract Terms and Conditions.

Students who request a contract release request must submit a contract release request through the Student Housing Info Portal. Students must submit all required documentation through the housing portal. Students may refer to <http://www.umassd.edu/housing/processandforms/contractreleaseandappeal> for questions on the contract release request.

The student may request termination of the contract and/or the University may terminate this contract if one or more of the following criteria are met and verifying documentation is provided:

- a) Withdrawal from the University
- b) Participation in an approved academic program which requires off-campus residency
- c) The existence of a documented, serious, medical problem which cannot be accommodated within the residence hall system
- d) Marriage after entering into the contract
- e) The student does not enroll and maintain a minimum of at least 12 credits each semester
- f) The student has an unpaid balance to the University and/or Housing on July 15 prior to the beginning of Fall Semester, or an outstanding balance due two weeks prior to the beginning of Spring semester
- g) The existence of severe financial hardship which cannot be alleviated by the Financial Aid Office
- h) The University deems it necessary to terminate a student's contract for violations of the UMass Dartmouth rules and regulations or other conduct that constitutes in any way a risk to the health, safety, or general well-being of the University Community.

No refund of housing fees will be given to individuals removed from the residence halls by the University for Disciplinary Reasons. A student withdrawing or withdrawn from the University must vacate their room within 48 hours of the date of withdrawal. Students who fail to vacate and complete a proper check-out will be subject to financial penalty and eviction. Personal property remaining in the residence hall after the term of this contract has expired shall become the property of the University.

Damages: Billing & Appeals

Room Inventory

Since all on-campus living areas are operated on a self-sustaining basis, charges are made for damages to furnishings, equipment, and rooms. Each room and its contents are checked periodically against an inventory form throughout the academic year. At check-in, the student should examine the room carefully, being sure that conditions are properly noted on the inventory form. Students will be asked to sign the form after verifying its accuracy and will be held accountable thereafter for loss or damage. Students may not make any repair or alteration to their room or its contents, or to any common area of a suite or apartment. Residents will be subject to room repainting or cleaning charges where the use of tape or other adhesives has resulted in damaged surfaces. Charges for damage caused by nails, thumbtacks, staples, etc. may also be assessed to the residents. Incidents of damage should be reported to your Resident Assistant in order to hasten repair and to prevent further damage.

Community Billing

Damage or loss of University property outside of the student room in common building areas or common outside grounds areas that cannot be directly billed to an individual(s), will be assessed and all residents of a suite, floor, house, apartment, building, or group of buildings/apartments will be billed a community damage fee. In some instances there will be flat rates charged to each resident charged for extra cleaning and other services required to fix or clean the facility.

Appeals

Students wishing to appeal administrative billing, *i.e.* damages should do as follows:

- Read Housing Terms and Conditions. This describes criteria that are considered for a contract release.
- Complete and submit the main form, Contract Release for review and consideration:
(<http://www.umassd.edu/media/umassdartmouth/officeofhousingresidentiallife/forms/frmappmain.pdf>)
- Type letter to the Director of Housing that details the reason you are asking to be released.

Deliver all relevant documentation to the Main Housing Office at Oak Glen Hall, contact Jane DePina. You may also mail/e-mail (scanned pdf)/fax completed documentation to:

UMass Dartmouth Director of Housing and Residential Life
285 Old Westport Road
North Dartmouth, MA. 02747
e-mail: j2depina@umassd.edu
fax #: 508 999 8949

Dining Services Information

The dining services program at UMass Dartmouth is based upon the belief that what, where, and how a person eats plays an important part in that individual's wellbeing. In keeping with this philosophy, the dining service department's goals are to provide wholesome and nutritious food, well prepared and served attractively in comfortable surroundings – in sufficient quantities and at reasonable costs. Recognizing that taste preferences and eating habits vary extensively, selective menus are served regularly. Numerous buffet-style meals are served throughout the year using seasonal, area or ethnic food, or in observance of holidays and special occasions. UMass Dartmouth's dining service personnel are sensitive to the needs and desires of the campus community. Their aim is to respond accordingly.

Menus & Portions Menus are planned in advance for several weeks. They originate in the Dining Director's office and are reviewed by the Dining Committee. Food items are placed on the menu according to their popularity, costs, production, and service methods, seasonal availability, nutritional values, etc. Selections are offered in practically every menu category; for example, a choice of entrees, numerous vegetables, salads, desserts, and beverages. Diners may take what they want when passing through the Resident Dining Hall cafeteria line. Unlimited portions are available for each entree in the Resident Dining Hall. Sampling is encouraged, as a diner may desire a small portion of an unfamiliar item to try it. There may be times when some items cannot be offered in unlimited quantities, but adequate substitutes are always available on such infrequent occasions.

Ecology and Economics Today's emphasis on conservatism of materials and energy and costs, has a direct relationship to your dining service program. Some foodstuffs are not in abundant supply: costs of raw material and services continue to rise in a spiraling pattern. Your help in combating these considerations is most welcome. You are encouraged to take what food you want to eat at each meal, but eat what you take. Second portions are available for you in the Resident Dining Hall. Food wasted at meal times and food taken from the dining hall result in higher operating costs and prices to students, as do mishandling and removal of equipment or failure to comply with the self-bussing policy. In the interest of efficient service of good food, your cooperation in these matters will be productive and appreciated. Only those students who reside in the Cedar Dell or Woodland Community are not required to have a meal plan.

For further information concerning the resident dining plan and policies, or for answers to questions not covered in this document, please visit <http://www.dineoncampus.com/umassd/>

Early Arrivals

Early arrival accommodations in the fall are made on a case by case basis and only granted in extraordinary circumstances. A charge of \$29 ~~27.50~~ per day will be billed to the students account if approved to move in early. Please note that moving in early is not always possible as our facilities are used in the summer and rooms may not be ready for occupancy. Housing and Residential Education must be properly staffed if students are living in our residential facilities and staff may not be available prior to scheduled arrival dates. All early arrival requests should be directed to and approved by the Director of Housing and Residential Education or designee. At the start of Fall Semester, a student

requesting early arrival may also apply to be part of the Residence Opening Committee (ROC) by emailing UMassDRSA@umassd.edu.

Empty Rooms or Beds

Any student living in a room or apartment with one or more unoccupied bed(s) or room(s) should expect that the extra space may be filled by another student at any given time. Co-ed housing is offered to students residing in several different areas. Students who choose this option will be expected to fill all bed spaces at the time of room selection in order to be approved for open housing. In the event that one of the roommates vacates the apartment at any time throughout the academic year the remaining roommates will have five (5) business days to select a new roommate and notify the Central Housing. In the event that a replacement is not found within the designated five business days housing reserves the right to reassign all remaining roommates to gender specific apartments.

Residents should not utilize the other rooms, furniture or bed space for the un-occupied space so that it will be available to any incoming student. All empty spaces should be kept clean and accessible.

Guarantee of Housing

Students who have not occupied their room by the first academic day of classes each semester will lose their reservation for housing unless the Housing Office is notified in writing (housing@umassd.edu) of a request for a later arrival date and such arrangements have been made and approved by a Housing Official, prior to the first day of academic classes.

Room/ Common Space Entry

When it is necessary for authorized University personnel or their agents to enter a student room when the occupant(s) is not in, entry will be made by two individuals if possible. The student will be notified of the entry and the reason for the entry upon their return. In all instances entry shall be made only for the purposes set forth.

- 1) Under normal and non-emergency circumstances, no student room shall be entered without knocking. This is true whether the door is locked, unlocked or ajar.
- 2) The University official will then identify themselves as such and state the purpose for which they desire entry.
- 3) The official will then request that the door be opened and/or that entry be permitted.

If after following this procedure the door is not opened or the official is refused entry, the official should:

- 1) Knock again and re-identify themselves and restate the reason they desire entry.
- 2) State their intention to enter through the use of their passkey if the door is not opened.
- 3) Wait a sufficient amount of time to allow the occupant(s) to open the door. This sufficient amount of time should include the period a student might require to awake or clothe themselves, or to rationally decide whether they wish to voluntarily admit the official. Then, using a passkey, the University official may enter the room.

Health and Safety Inspections

Each week your RA and their RA partner will visit your room/apartment to say hello, tell you about important things going on and to ensure your room/apartment is in good order. These visits are called Weekly Walk-throughs and will be on a specific schedule and advertised by your RA. Should a violation of policy be seen during the Walk-Throughs the RAs will be required to document this policy violation. As part of living in a community environment, residents are responsible for cooperatively maintaining the 'public' areas of their suite/room/apartment. In the First Year Halls, Oak Glen Hall, and Pine Dale Hall, staff enter each bedroom weekly. In the Dells and Woodlands, public areas of each apartment will be addressed weekly, and individual bedrooms will be checked once a month as part of scheduled Health and Safety or Hall Closing inspections.

Health and Safety Inspections will occur at least once per month by Housing and Residential Education Staff. Health and Safety inspections will include entering bedrooms in apartments as well as looking over the living space. Notifications of the impending inspection will be posted at least 48 hours prior to the date the inspection is to occur.

These notifications will indicate a specific date(s) that the inspection may occur, but will not include specific times. Every effort will be made to schedule these inspections during regular business hours, so as not to interfere with sleeping schedules. During Health and Safety Inspections residents should expect at least 2 housing officials (either Resident Assistants or Resident Directors) to survey each room for: overly dirty rooms, lofted beds, prohibited furniture or items, combustible materials, candles/incense, missing/broken windows and screens, hazardous appliances, firearms or

weapons, overloaded electrical sockets, etc. Any student room that has a violation will be documented in the student conduct system and the students can expect a follow-up inspection from either an RA or RD to ensure the violation has been addressed. Individuals residing in areas that are determined to be in violation may be subject to cleaning bills and possible administrative and/or disciplinary action, including but not limited to a change in housing assignment or termination of the housing contract. The Health and Safety inspections include all living areas including bedrooms. Residents are responsible for removing trash/garbage from their room/apartment daily. Properly bagged trash must be placed in the trash containers provided in and around areas. Trash may not be placed on the ground or on the porches.

Apartment residents can assist and prevent problems with pest infestations by storing food properly, cleaning spills and dishes, removing trash daily and maintaining general sanitation of the living area and keeping kitchen appliances and cabinets clean.

Intersession, Summer & Break Housing

Break Housing

The Residence Halls are closed during Thanksgiving, Winter, and Spring breaks. Exceptions may be requested by international students, University athletes, University employees, students enrolled in intersession classes, and students with extenuating circumstances. Residents may stay in their hall/apartment during Thanksgiving recess and Spring Break. Students who desire to stay for any part of these, or other, breaks must complete an application for housing at the Central Housing Office located in Oak Glen hall on the first floor. Announcements will be sent via UMass Dartmouth Announce informing students of the stipulations of the application and their availability. Students must watch for publicity and follow request directions and deadlines to be considered for Break Housing. If granted, an additional charge will be assessed for remaining on-campus during the break. There is no daily room rate. Students approved to stay during these break periods are not permitted to have guests. Please direct all inquiries to 508-999-8140.

Intersession/Summer Housing

Housing will be available for resident students taking classes during the January Academic Intersession at an additional charge, which will be included in the application materials. Housing will not be provided during the January Intersession period unless the student has a housing reservation for the Spring Semester.

Summer Housing is available to UMass Dartmouth students either working on campus or taking a class at University of Massachusetts Dartmouth ONLY. Once the summer job or class ends, the student must move off campus for the remainder of the summer. Applications for Summer Housing approval are available at the beginning of May from the Housing Main Office and your RD. There is a charge for summer housing, which will be included in the application materials.

Official Communication

- **E-mail**

Student University E-mail accounts are the official means of communication from the University. Students are responsible for checking their University E-mail accounts for important Housing and University communications and announcements. Failure to read and respond to email on your UMass Dartmouth Account will not be cause for appeal or reconsideration.

- **Telephone**

Residence hall telephone numbers are used by the University to contact students. Students are responsible for any calls and announcements addressed to them or sent as a 'broadcast' message over the phone system. Failure to pick-up telephone messages will not be cause for appeal or reconsideration.

Central Mail and Package Handling, Bookstore Renovations

Beginning January 2019, the new Mail and Package Center in the Campus Center will be open for use. Package lockers will also be available for use.

If you receive a package or other item too large for the mailbox, a package slip will be placed in the mailbox or you will be notified via phone message on your room phone voice mail or via email. Packages may be obtained at the Mail and Package Center in the Campus Center. Arrangements for outgoing package pick-up or express mail may be made with the Mail and Package Center in the Campus Center. Properly addressed items should include:

Student Name, Hall and room number
Student Mail & Package Center
285 Old Westport Rd
Dartmouth, MA 02747

It is important to take safety measures with regard to your mailbox. It is advised that students not have cash mailed to them. When closing your box, spin the dial so that your combination is not easily identified. Lost or tampered mail should be reported to HRE.

Hybrid Online Bookstore

New for the Fall 2018 Semester, all books will be moving online. You won't be able to buy course materials in the bookstore. Due of this, books will be getting cheaper.

Instead of buying in-store, you can load required texts from your course schedule on COIN into your shopping cart, or you can go right to the Campus Store website, www.umdstore.com, and search for books by class and section number, book title, or ISBN. New, Used, and Rental options will be available. Shipping to the store will be free.

Gender-Inclusive Housing

In an effort to accommodate students who wish to live with members of the opposite sex, Housing & Residential Education has developed its Open Housing Policy. If selecting a 4 person apartment, you must have 4 students committed to living in that apartment. If selecting a 6-person Cedar Dell townhouse, you must have 6 students committed to living in that townhouse. And if you are selecting a 10-person Oak Glen suite, you must have 10 students committed to living in that suite. It is important to note that rising sophomores (current freshmen) cannot be pulled into an Open Housing space until Day 3 of General Room Selection; therefore, you will be unable to fill the Open Housing space until that later time. This fact will make it more difficult for you to find an appropriate Open Housing space.

If selecting an Open Housing space, the student with the earliest room selection time must come to the Housing Main Office at their room selection time to make a selection in Open Housing. If retaining an Open Housing space, any apartment mate must come to the Housing Main Office on the General Room Retention day.

If no spaces in Open Housing are available, it is the responsibility of the student making the room selection to notify the other mates of the lack of availability. This will allow all parties to make a regular room selection during their respective room selection times.

If any resident of this apartment moves out for any reason, the following step must be taken: the remaining residents of the apartment must identify a new roommate who agrees to move into the vacant space(s) within five business days. If this cannot or does not happen, I understand that the university will take one of the following steps:

1. Place a new resident into the open space(s), if that person is amenable to living in a coed setting. An e-mail notification stating that a new resident has been assigned will be sent to the remaining co-ed residents.
2. Relocate all remaining residents to other single sex locations, and re-populate the apartment with new residents.

Parental/Guardian/Emergency Contact Notification

Housing and Residential Education reserves the right to contact the parent or emergency contact for any student involved in any incident within the residential facilities, if deemed necessary. This includes instances which threaten the life, health and or safety of any individual student or others or which requires hospitalization or transport by ambulance.

Reasonable Accommodation Requests

By law, students with a disability do not have to self-disclose or register with the Center for Access and Success (CAS) or Housing and Residential Education. If, on the other hand, a student is seeking housing accommodations or adjustments, they must contact Housing and Residential Education during the established time period to request services or accommodations for the upcoming academic year. This includes accommodations for service/assistance animals. All housing accommodations are determined on a case-by-case basis by the Housing Accommodations Committee. For additional information regarding reasonable accommodation, please refer to:

<http://www.umassd.edu/housing/processandforms/ada/#d.en.12854>

Refunds

A student who remits, in advance, a payment for housing but then does not subsequently register and does not check into their housing assignment will be given full refund of housing fees. All refunds are based on official withdrawal notices as dated and processed by the Office of the University Registrar and then forwarded to the Bursar's Office. Please note the \$200 Housing payment submitted to participate in the Housing Selection Process is non-refundable. A student who registers and commences studies but then withdraws officially from UMass Dartmouth for any reason during an academic semester will be granted a housing refund according to the following refund schedule.

1st Semester: By October 1-Pro-rated/Daily Rate (After October 1 – No Refund)

2nd Semester: By February 24 – Pro-Rated/Daily Rate (After February 24 – No Refund)

Removal from Housing

Housing and Residential Education reserves the right to terminate a student's housing contract due to student behavior that is not congruent with the mission of UMass Dartmouth or of HRE. Failure of students to conform to the community standards designed for overall safety, security and the minimization of disruption in the residential facilities may result in their housing contract being terminated. Students removed from housing for disciplinary reasons are also trespassed from all residence halls and areas.

Interim Residential Suspension

Failure of students to conform to the community standards designed for overall safety, security and the minimization of disruption in the residential facilities may result immediately in suspension of access to their residential space and/or all residential areas of UMass Dartmouth. Students suspended from housing for disciplinary reasons may also be trespassed from all residence halls and areas.

Administrative Reassignment

If a student and/or apartment has repeated student conduct code violations, future student conduct code violations may result in interim assignment relocation pending conduct hearings. In addition, future problems in this apartment could result in room selection consequences for individuals who wish to reside together in the future.

Residence Hall Function Rooms/Common Space

Functions and activities may be held in all residential multi-purpose rooms/lounges for social and/or educational events. Any group recognized by the University, wishing to hold an event within the residence halls or within the exterior areas surrounding or between the residence halls must contact the Resident Director to request the space a minimum of two weeks in advance of the activity. HRE staff will discuss with the group guidelines and responsibilities pertaining to the event. Approval will be needed prior to contracting for any service, entertainment, or other contractual arrangements for any program. All programs and requests will be approved based on their contribution to the living-learning program of the residential community. Students seeking to reserve the Woodland Commons for events should contact the Conference Service Office.

Room Change Requests

Room Change requests are not accepted during the first three weeks or the last two weeks of a semester. This is called the "Room Freeze" period. Students should consult with a Resident Assistant or Resident Director in regards to room change requests procedures.

Unauthorized room changes will result in administrative re-assignment, disciplinary action and a \$100 charge to the student account as an improper room change fine. It is imperative for safety reasons that HRE is always aware of student's residence. After the first two weeks of each semester, a student may request a room change by contacting their Resident Assistant who can explain appropriate procedures. Any requests for change, when made for reasons of race, religion, national origin, or sexual orientation will not be honored. At various times within the semester, HRE may invoke a room freeze. This "freeze" prohibits the student from changing rooms while assignment databases are updated and verified.

Room Consolidation

Room consolidation will occur throughout the academic year as space becomes available. Rooms with empty beds in designated doubles or triples may be used by other residents to 'change rooms'. If you have contracted for a double room, and you find yourself without a roommate, you may be assigned a new roommate or you may be required to move to a

'like' room. For example, if you are living alone in a double room, you may be required to move to fill the empty bed space in another double room which houses only one student to complete the double. If you are on a waiting list to change buildings, change from a double to a single, or move to the apartments, those requests will be honored on a space available basis and you will be permitted to relocate. Reassignment of residents due to specific medical, personal or disciplinary issues will take priority over those on the waiting list, though every effort will be made to accommodate as many waiting list requests as possible.

Should adequate space become available, following Semester Break and Intersession and until the last week in March, residents who obtain a double room with one vacancy due to their roommate moving out, MAY have the option to retain the room as a 'single' for Spring Semester (or portion thereof) for a prorated additional fee.

Room Entry and Search

The entry or search of the personal living quarters of a student may be conducted by the following people for the purposes and under the procedures detailed below including fire evacuation policies.

- By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized University personnel to ensure that health, fire, and safety regulations are maintained; and by authorized personnel or agents to make improvements or repairs and to provide routine maintenance services. A request for maintenance by the student or University personnel is sufficient notice to permit room entry by service personnel.
- By authorized University and law enforcement personnel in exigent circumstances, emergency or potential emergency situations to protect the health, safety and welfare of an individual, or to prevent damage to the property of the student and the University.
- By authorized University officials where there is probable cause to believe a violation of University or civil regulations is being committed and when there is the belief that the delay required in procuring a warrant would endanger the health and safety of the residents or result in the probable destruction of the evidence of the violation. Probable cause means that a reasonable ground of suspicion supported by circumstances is sufficiently strong to warrant a cautious person's belief that a party is committing an illegal act and/or violation of University policies.

Room Selection

Residents who wish to return to on-campus housing the following academic year are given an opportunity to select a room during the spring semester. During the spring semester, there is a room reservation period for the following academic year. Students must submit a non-refundable housing deposit to participate in the pre-registration period for Room Selection.

The Room Selection process may be modified from year-to-year, depending on housing inventory, usage and other factors. Information regarding this process will be available on the Housing website

Students are responsible for reading all information made available. Current students will select their room assignment for the following year after submitting a signed housing contract along with a non-refundable deposit. Housing facilities are available for students with disabilities. Students who wish to request a reasonable room accommodation will be required to re-apply and re-submit appropriate documentation on a yearly basis to qualify for their accommodation. The Housing ADA Reasonable Accommodation Request form is available on the Housing website.

Temporary Housing

Students will be notified in their assignment notifications if they have been assigned to a temporary housing assignment. As soon as space becomes available those students in temporary housing will be required to vacate the temporary assignment and relocate to a permanent single, double, triple or quad. Students must vacate their temporary assignment when instructed to do so by Housing and Residential Education. Students that remain in their temporary assignment past the time they are instructed to do so, may have their locks changed on their temporary assignment to ensure they move into their appropriate housing assignment.

Residence Hall Violations

7. Res Hall Health and Safety

7.1- Candles/Incense: Candles (with or without wick), incense, candle or wax warmers and related paraphernalia are prohibited within the residence halls. This includes candles and warmers that melt wax for decorative purposes. (See page 15)

7.2- Furniture Policy: Futons, Personal mattresses, Large Furnishings, Water beds, Lofts, Ottomans, Upholstered furniture of any kind. (See page 15)

7.3- Pet Policy: University health and safety regulations prohibit the possession of animals, alive or dead (including laboratory specimens) in any campus residence. This also includes animals hunted for sport and/or recreation. Exceptions to this policy may be made for fish that are kept in small water tanks. Please contact Housing and Residential Education directly for exception requests for service animals. (See page 13)

7.4- Possession of Prohibited Items: See pages 14-15

7.5- Sanitary Conditions: Residents are responsible for removing trash/garbage from their room/apartment daily. Properly bagged trash must be placed in the trash containers provided in and around areas. Trash may not be placed on the ground or on the porches. Apartment residents can assist and prevent problems with pest infestations by storing food properly, cleaning spills and dishes, removing trash daily and maintaining general sanitation of the living area and keeping kitchen appliances and cabinets clean. (See page 30)

7.6- Smoking Policy: As of July 1, 2015, the entire UMD campus is smoke and tobacco free. Specifically, the use of smoking and tobacco products is prohibited: in any campus building, in any vehicle on campus, anywhere on the campus grounds, all 714 acres! What smoking and tobacco products, specifically? Cigarettes, cigars, illicit drugs (including marijuana) that are smoked, electronic cigarettes, vaping/vaporizers, chewing tobacco. (See page 17)

7.7- Window Screens: Window screens may not be unfastened or removed from windows. Residents will be liable for charges to replace screens that are unfastened or removed. Passing of any items through and/or persons into or from a window is strictly prohibited. (See page 18).

7.8- Fire Safety: Students apprehended sounding a false fire alarm or tampering with firefighting/ fire alert equipment are subject to dismissal from the residence halls. All students are expected to vacate facilities each time the fire alarm sounds. Each alarm should be treated as though it were a real fire to ensure the safety of all students. (See page 24-25)

8. Res Hall Noise Policy

8.1- Amplified Sound Out Windows: At no time should speakers be directed so as to project sound outside of windows. All members of the community share an active role in addressing individuals exhibiting noise (See page 16)

8.2- Quiet/Courtesy Hours: Sunday through Thursday from 10:00pm-8:00am the following morning. Friday and Saturday are from 1:00am-10:00am the following morning. At all other times, courtesy hours are in effect. Additional quiet hour areas are designated in some residence halls. Hours are posted in the hall office area of each building. (See page 16)

9. Res Hall Security Regulations

9.1- Guest Policy: In order to ensure the safety and security of our students, it is necessary that we strictly enforce our guest sign in process. Every individual is required to present valid form of identification (listed below) to the Desk Attendant/Security Officer when they enter the building. (See page 11)

9.2- Host Policy: Hosts are ultimately responsible for the actions of their guests and we do hold the guest accountable for the Conduct Code and all University policies. Additionally, residents of a room are ultimately responsible for what happens in their space including allowing guests to stay when a resident of the room is not present and/or leaving the door unlocked making the room available for use by anyone. No guest is allowed to transport alcohol into any of the buildings. (See page 12)

9.3- Propping Entrance Doors: Doors must NOT be propped open or made so as to not latch or lock. (See page 10)

9.4- Improper Use of Entrance/Exit Doors: Doors that transition to become fire doors between 7pm and 7am may not be used by any student unless there is an emergency. This includes using them yourself, letting someone else in, propping the door, etc. (See page 10)

10. Res Hall Alcohol Regulations

10.1- Drinking Games: Residents and their guests are prohibited from engaging in activities that encourage high-risk drinking. Additionally, the creation or playing of games that encourage the drinking of alcohol is prohibited. Such games include beer pong and Beirut and are violations of the Housing Rules and Regulations policy regardless if alcohol is present in or around the cups. (See page 8)

10.2- Drinking Devices: Residents and their guests are prohibited from engaging in activities that encourage high-risk drinking. This includes the use of beer funnels, ice luges, taps or similar devices with the purposes of increasing the amount or speed of alcohol consumed. (See page 8)

10.3- Alcohol Free Zones: No person regardless of age may possess or consume, including but not limited to: alcoholic beverages or empty alcoholic beverage containers, within any alcohol free area. An Alcohol Free Area is defined as all rooms in a First Year Hall and/or any residence hall room where an underage resident or guest is present. This means that anyone present in an alcohol free area where alcohol is present may be charged with the Alcohol Policy. (See page 7)

10.4- Empty Containers: No person regardless of age may possess or consume, including but not limited to: alcoholic beverages or empty alcoholic beverage containers, within any alcohol free area. (See page 7)