

RESIDENCE LIFE PROCEDURES AND POLICIES

1. Access to Residence Halls

- All residence hall entrances are locked at all times.
- Access may be gained by use of the student's ID card.
- Upperclass residents will be able to gain ID card access to all five upperclass halls from 10:00 am to 10:00 pm Sunday through Thursday and 10:00 am to 8:00 pm on Friday and Saturday. All other times, residents in these halls will have ID card access only to their own hall.
- ID card access to Saint Benedict Hall is limited to first year students. Freshmen residents will have ID card access to all neighborhoods during visitation hours.
- With the exception of move-in and move-out days, entry to Gerard and Bonaventure Halls is restricted only to the one main front door on a 24/7 basis.
- Freshmen commuters may use their ID card to enter Saint Benedict Hall and utilize common areas.
- Students are limited in the time they may have guests of the opposite sex in their rooms to:
 - Sunday through Thursday 10:00 am to Midnight
 - Friday and Saturday 10:00 am to 2:00 am

2. Air Conditioners and Other Appliances

- Bonaventure, Gerard and Wimmer Hall residents may use A/C units that meet College guidelines. Air conditioner units must be provided by the student and cannot exceed 5200 BTU, 115 volts, 12" high x 18 ½" wide and 14" deep.
- All air conditioner units must be installed and removed by Facility Management for a \$25.00 fee which will be assessed to the student's bill.
- Coffeepots, hot pots, or microwaves are only permitted in kitchens and lounges.
- Refrigerators 36" high or less are permitted in individual rooms.
- The following are not permitted in individual rooms or lounges: candles, incense, candle warmers, wallflowers and other electric plug-in air fresheners, fog machines, hot plates, grilling machines, toasters, or any other small cooking-related appliance.
- Apartment residents will be notified of small appliances which are permitted with proper use.

3. Behavioral Concerns

- Any student who, in the judgment of the Vice President for Student Affairs or Director of Residence Life, is potentially harmful to himself or herself and/or others, may be asked to leave the Residence Halls and reside off campus on a temporary or permanent basis. In order to ensure the welfare of the student as well as the entire College community, a student may also be dismissed temporarily or permanently from the College.
- Re-entry to the residence halls and College will be dependent on whether the individual has been compliant with the medical or other directives required by the Vice President for Student Affairs or Director of Residence Life in consultation with the Wellness Center staff (if appropriate). Specific documentation from physicians, counselors, and other medical and mental health professionals may be required before admission or re-entry into the residence halls or College.
- Anyone who has a concern about troubling behavior on campus should contact the Office of Public Safety or Office of Student Affairs, or complete the online reporting form available at http://www.stvincent.edu/campus_safety_form.

4. Changing Rooms

- The Residence Life Office will make every effort to help students resolve conflicts between roommates before granting a room change.
- The Director of Residence Life will authorize all room changes.
- If the cost of the room is affected by the room change, the cost will be prorated (weekly) for the remainder of the academic year.

5. Check-In/Check-Out

- Students must complete a detailed report of any damages in their rooms at the beginning of their occupancy of an area.
- This report will be kept on file and will be used to check students out at the end of their occupancy.
- If students do not complete the check-out procedures at the end of the year, they cannot dispute charges and will be assessed a fee.

6. Compliance with Residence Hall Staff

- Students are expected to comply with the directives of Residence Hall Directors, Assistant Residence Hall Directors and Prefects, in the performance of the staff's duties.

7. Consolidation of Rooms

- The College reserves the right to consolidate rooms should the need arise.
- Any student living in a double occupancy room without a roommate and not paying the private room surcharge may not refuse a roommate assigned by the Residence Life Office.

8. Damage and Repairs

- Damage and needed repairs in the residence halls can be reported via the Residence Hall Help Line at 724-805-2006 or directly to the Residence Hall Director or Prefect, who will inform the Facilities Management Office for repair.
- Damage elsewhere on campus can be reported to the Office of Student Affairs and/or the Facilities Management Office.

9. Disability Accommodations

- Students with special needs should contact the Director of Residence Life to discuss appropriate housing options.
- Documentation of the disability will be required for review.
- Determination of appropriate accommodations will be made by the Director of Residence Life in consultation with the student, relevant College staff, and necessary outside resources or specialists.
- Students will be permitted to select one roommate to share their living area.
- Requests must be made two weeks prior to housing selection deadlines.

10. Fire Regulations

- Students should report any emergency by calling x2911 or 724-805-2911.
- Fire Safety and equipment are designed and placed for protection against fire. Students are encouraged to use fire equipment if they believe such use is necessary.
- Misuse of these items interferes with this protection and endangers both people and property.
- Setting a false fire alarm, or tampering with fire protection equipment, notification systems, or detection devices is prohibited.
- A charge of at least \$100.00 will also be assessed for any individual found tampering with, removing, or discharging a fire extinguisher without cause.
- A minimum charge of \$50.00 will be assessed to replace smoke detectors intentionally damaged or removed by students.
- All occupants must exit a building when the alarm has sounded and remain outside of a building until given the all clear by College personnel. Failure to exit a building during a fire alarm may result in judicial sanctions.
- Any malfunction should be reported to the Residence Life staff.
- The following are not permitted in individual rooms or lounges: candles, incense, candle warmers, wallflowers and other electric plug-in air fresheners, fog machines, hot plates, grilling machines, toasters, or any other small cooking-related appliance.
- Because of electrical fire hazard, extension cords are not allowed.
- Saint Vincent College's insurance policy does not cover personal property in case of accident, theft or fire. It is advisable that students insure their property with an insurance company of their choice.

11. Furnishings and Room Care

- Furniture in the student rooms is for the private use of the occupants.
- Furniture in the lounge areas is for common usage. A fine may be charged to room occupants for each piece of lounge furnishings found in their room.
- Students are not permitted to remove and replace provided furniture unless the student has a medical excuse necessitating such a need. All medical excuses must be presented to and approved by the Office of Residence Life.
- Students are held responsible for any College property entrusted to their personal use and will be held responsible for the return of the property and/or any unwarranted deterioration beyond normal wear and tear in the condition of the room or its contents.
- Damage to College property will be charged to those responsible. When a responsible party cannot be identified, any costs may be prorated to the floor, the residence hall or the campus, depending upon the location of the damage.
- Students will be held responsible for damaging or taking without permission the personal property of others.
- Student room furniture cannot be redistributed in Rooney suites or other student rooms so that the number of students sleeping/residing in the rooms exceeds the College's designation of occupancy.
- Waterbeds are not permitted in student rooms.
- Lofts are defined as any portion of an upper story that is built in a room, and are not permitted. If a student has constructed a loft in his or her room, the student will be asked to remove it.
- Walls, ceilings, doors, etc., in the residence hall room are not be altered with nails, drilling, or in any other way.
- Chalk, paint or any other materials may not be used on exposed brick walls.
- Bars or other similar structures are not permitted within residence hall rooms.
- Students may not obscure room doors with furniture, blankets, or tapestries.
- There is to be no painting of rooms.
- The posting of offensive or obscene photographs or posters is prohibited.
- Each student is held personally responsible for the cleaning of his or her room.
- A vacuum is available from the Prefect on each floor.
- The College is not responsible for loss or damage of personal items.
- Saint Vincent College's insurance policy does not cover personal property in case of accident, theft or fire. It is advisable that students insure their property with an insurance company of their choice.
- Needed repairs or damage in the residence halls can be reported via the Residence Hall Help Line at 724-805-2006 or directly to the Residence Hall Director or Prefect, who will inform the Facilities Management Office for repair. Damage elsewhere on campus can be reported to the Office of Student Affairs and/or the Facilities Management Office.

12. Keys for Residence Hall Rooms

- If a student loses a key to an individual room, s/he will be billed \$75.00 for the replacement of the lock.
- If a student loses a key to an apartment, s/he will be billed \$150.00 for the replacement of the lock.
- Any key not returned within one week after a student moves from a room or after the end of the semester will be considered lost and the lock will be replaced at the student's expense.
- Unauthorized use of keys is forbidden.

13. Laundry

- Laundry rooms are available in each residence hall.
- Every resident student will be billed \$25.00 each semester for laundry services. Residents have unlimited use of the laundry machines.
- The College does not assume any responsibility for clothing or personal property.

14. Leaving Campus

- Students are asked to inform their Prefect whenever they are leaving campus for an extended period of time (e.g., overnight, weekends, etc.) so that in case of emergency, the Prefect will be able to contact the students.

15. Locked Out of Room

- Students locked out of their rooms should go to one of the Residence Life staff on duty for assistance.
- As a last resort, students should find a Public Safety Officer and identify themselves by presenting their I.D. card.
- The Public Safety Officer will verify a student's room before admitting him or her.
- Under no circumstances will the Public Safety Officer or Residence Life staff member open a room for a person other than the occupant of the room.

16. Meal Plans

- All residents must be enrolled in a meal plan. Meal plans are also available for commuter students.
- Contact the Director of Residence Life at 724-805-2176 for more information or to discuss special dietary needs.

17. Pets

- All animals with the exception of non-carnivorous fish are prohibited in the residence hall rooms and common areas.
- Fish are to be kept in aquariums or containers not to exceed ten gallons.
- Facility Management and Residence Life staff will not care for fish during breaks.

18. Quiet Hours

- Students are to cooperate with each other and with the Residence Hall Director and Prefects to minimize noise during hours of study and sleep.
- Students are to be considerate of one another 24 hours a day.
- Radios, stereos, TVs, etc., should be kept at a reasonable volume.
- The following times are designated as Quiet Hours:
 - Sunday through Thursday 9 p.m. until 10 a.m.
 - Friday and Saturday
 - Saint Benedict Hall freshmen neighborhoods Midnight until 10 a.m.
 - Other Residence Hall areas 2 a.m. until 10 a.m.
- Additionally, 24-hour quiet hours will be in place in all residence halls during finals week each semester.

19. Residency Requirement

- Freshmen under 21 years of age are required to reside on-campus or may live with a parent/legal guardian if within a 50-mile radius of the campus.
- Students over 50-miles may request permission to live with a close adult relative in an established household in the local area.
- No freshman student may live independently in a rented apartment or house.
- Non-traditional students (i.e. over traditional-age, married, etc.) are exempt.
- Requests for exceptions to the freshman residency requirement must be made in writing to the Director of Residence Life before the start of classes.
- All residents are required to sign a housing contract for one academic year. A student will not be issued keys to his or her assigned room if a contract is not on file.
- Students enrolled in less than 12 credit hours must receive permission from the Director of Residence Life to reside in the residence halls.

20. Privacy

A student's room may not be entered without his or her consent except for the following circumstances:

- For reasons of safety, maintenance, security and policy enforcement, student rooms may be entered and inspected by College Officials at any time, including college breaks.
- Students are expected to cooperate with College officials by opening closets/wardrobes, dressers, refrigerators, etc, and move items impeding view of the space as directed by the Residence Hall Director or Public Safety Officer.

- Locked storage areas such as safes, trunks, and similar items must be opened during a search of the room or the item will be relocated to the Public Safety Office and will be opened by College Officials.
- Safety hazards will be removed immediately at the student's expense.
- Civil law authorities may search a room only upon presentation of a search warrant or if authorized by College officials.

21. Smoking in Residence Halls

- Smoking is not permitted in any residence hall.
- Smoking is not permitted within 15 feet of the buildings' exteriors. Smokers should be sensitive to the request of non-smokers in these buildings
- Smoking cessation support is available; for more information, contact the Wellness Center.

22. Sports Equipment

- Students are not permitted to use sporting equipment inside the residence halls.
- Equipment such as balls may not be bounced, thrown, rolled, etc.
- Equipment, including bags, footwear, padding, etc., must be properly stored in student rooms, not in lounges or hallways.
- Spiked, cleated shoes or rollerblades must be removed before entering the residence halls or the cafeteria as they can cause extensive damage to rugs and floors.

23. Storage

- No personal belongings or furnishings from a residence hall room are to be stored in Saint Vincent College buildings without written permission from the Director of Residence Life.
- If exceptions are made, storage will be done at the student's risk, after s/he has signed a release form from the Office of Residence Life.

24. Telephone Service

- Students in all residence halls are required to bring their own phone; two phone jacks are provided in each student room.
- A separate phone extension is provided for each student.
- Students having difficulties with their phone should dial x2222 or 724-805-2222.
- A voice mail box is associated with each telephone extension. Students are required to set up their voice mailbox to receive messages from faculty, administrators and other students.
- Local and long distance service is provided by an independent company selected by the College.
- Students may either use a calling card to make calls or establish an account with the service carrier. Students will receive a phone bill directly from the carrier and are responsible for making all payments.

25. Unauthorized Persons

- The presence of unauthorized persons anywhere on the campus should be reported to the Office of Public Safety and/or the Office of Student Affairs.

26. Vacation and Break Periods

- Students requesting to remain on campus during break periods should contact the Office of Student Affairs at least one week before the break begins.
- The Director of Residence Life or designee will grant permission on a case-by-case basis and discuss charges with the student.
- Any student staying and not registering will be charged \$15.00 per day for each day of the entire vacation.
- During the summer and vacation periods, there may be special regulations that students must follow if they wish to live in the residence halls.
- Students may not remain in College housing after graduation.

27. Visitation and Guests

In keeping with our Catholic and Benedictine moral traditions, and in order to promote safety and respect the rights of all residents, we have established the following visitation and guest policies:

- Saint Vincent College campus and facilities are private property.
- Guests invited by Saint Vincent students are welcome at Saint Vincent College; every guest is expected to comply with the regulations of the College.
- Students are responsible for the actions and behavior of their guests and can be held responsible for the activities that occur in their rooms, whether or not the students were willing participants or knowledgeable about what was occurring.
- Guests may be asked by College officials to leave at any time.
- Guests are not permitted during breaks.
- Parents or civil authorities will be contacted in all cases when a non-SVC student guest is found to be under the age of 21 and under the influence of alcohol.
- The privilege of having a guest does not supersede the rights of the roommate or floor members to be comfortable in his or her own room/living environment.
- Students are limited in the time they may have guests of the opposite sex in their rooms to:
 - Sunday through Thursday 10:00 am to Midnight
 - Friday and Saturday 10:00 am to 2:00 am
- Lobbies are 24/7 visiting areas for all residents and guests.
- Residents of upperclass buildings may visit in Floor Lounges for quiet study for one hour past visitation hours. During Finals Weeks, beginning Sunday evening, Floor Lounges will be open for quiet study 24/7. Residence Life staff may remove these privileges if problems occur.
- On Friday and Saturday nights, from 8:00 pm until 2:00 am, all students and guests are expected to enter and exit (except in the case of an emergency, e.g., fire alarm) the residence halls through the designated entrance at which Residence Life staff members are on duty.
- All other entrances to these buildings will be locked at 8:00 pm.
- Non-SVC student guests will be required to submit photo identification, which will be returned upon signing out.
- Guests should have the phone number of the student that he or she is visiting. Once called, the host resident must report to the lobby to sign in the guest.
- Guests of the same sex are permitted at all times but should be limited to no more than three consecutive days and must be registered with the floor Prefect or Residence Hall Director.
- Excessive visitation as deemed by the Residence Hall Director or violations of the visitation policy will not be tolerated and the guest may be banned or visitation privileges removed.
- A maximum of 10 people will be permitted in a residence hall room or apartment at any time.
- In hosting large groups of people, the occupants of the room must be mindful of others in the community and follow all College policies.
- Doors in the residence halls are locked after hours for the protection of the students.
- Students may not prop open or damage/disable security mechanisms.

28. Window Usage

- Throwing objects from windows is prohibited.
- Screens are not to be removed from their installed position. Damaged or missing screens should be reported to the Residence Life staff immediately.
- Students should close and lock the windows when leaving for a weekend or vacation.