



COPPIN STATE UNIVERSITY

OFFICE OF HOUSING AND RESIDENCE LIFE



RESIDENCE HALL HANDBOOK

Nurturing Potential..... Transforming Lives

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COPPIN STATE UNIVERSITY

OFFICE OF HOUSING AND RESIDENCE LIFE

Dear Resident:

Welcome to our residential community at Coppin State University. We are pleased that you are a part of our on-campus living.

The primary goal of the Housing and Residence Life staff is to provide a pleasant, attractive and safe environment for residents to live. Living with a roommate, participating in programming activities, interacting with individuals different from you; and learning how to live within the guidelines established for the on-campus community - provides an opportunity for you to learn more about others and yourself. In order to achieve a positive living environment, cooperation and responsible judgment on the part of all residents and staff are necessary. All residents must assume responsibility for maintaining this environment and keeping it safe for all.

This handbook provides residential policies and services you need to be aware of while living on campus. Please take the time to read it from cover to cover. If you have any questions, the residence hall staff will be happy to help you with any questions you may have. We look forward to making your on campus living experience a positive one.

Good luck in the year ahead.

Sincerely,

Housing & Residence Life Office

COPPIN STATE **UNIVERSITY**

Enhanced Mission

A comprehensive, urban, liberal arts institution with a commitment to excellence in teaching, research and continuing service to its community, Coppin State University provides educational access and diverse opportunities for students with a high potential for success and for students whose promise may have been hindered by a lack of social, personal or financial opportunity. High quality academic programs offer innovative curricula and the latest advancements in technology to prepare students for new workforce careers in a global economy. To promote achievement and competency, Coppin expects rigorous academic achievement and the highest standards of conduct with individual support, enrichment and accountability. By creating a common ground of intellectual commitment in a supportive learning community, Coppin educates and empowers a diverse student body to lead by the force of its ideas to become critical, creative and compassionate citizens of the community and leaders of the world, with a heart for lifelong learning and dedicated public service. Coppin State applies its resources to meet societal needs, especially those of Baltimore City, wherever those applications mesh well with its academic programs.

COPPIN STATE **UNIVERSITY**

OFFICE OF HOUSING & RESIDENCE LIFE

DEPARTMENTAL MISSION

The Office of Residence Life is committed to attracting and retaining students in on-campus housing by providing residents with a clean, safe, comfortable, environment where academic success and personal growth are encouraged and supported.

VISION

The Office of Housing and Residence Life wants to become the preferred housing choice of students at Coppin State University who are seeking to make housing arrangements while attending the University as a full time enrolled student.

FLOSSIE McCLAIN DEDMOND

Dr. Flossie McClain Dedmond (“Floss” to her close friends) is the seventh child of Mr. and Mrs. John W. McClain. In the home, filial piety, dedication to responsibility and respect for each other, as well as for persons outside the family circle, daily lessons were taught her and her siblings, by both parents.

Dr. Dedmond has a BA degree in English from Fisk University; MA degree in Speech Arts from Columbia University, and has pursued post-graduate studies in English and in Speech at Ohio State University and at the Catholic University of America, respectively. She holds the degree of Honorary Doctor of Humane Letters from Allen University.

At Coppin State College, she has been classroom teacher, a collaborator of Project Mission, acting chairman of the English Department, Director of the Evening College and of the Summer School, and finally, Dean of the Division of Arts and Sciences.

In this position, her prime responsibility was to further the mission of the College to become a comprehensive urban institution by developing the Division to incorporate programs in the arts and sciences of highest academic quality, interdisciplinary in nature, that would satisfy the increasing manpower needs and interests of Metropolitan Baltimore, and would provide options for students seeking preparation for a variety of types of employment.

Of the three significant decades of Flossie Dedmond’s employment at Coppin, she seems to have centered mainly upon the mid- sixties and seventies- a period when she could more clearly see the fruits of her labors for a division of arts and sciences. Her hopes for the future of such a fulfillment seemed to grow and strengthen when she contended that Coppin was no longer a single purpose institution and needed to show it more strongly and in more ways than had been true in the past.

With the new location achieved in 1952, came new assignments and new responsibilities to an ever growing, questioning commuter student body. Dr. Dedmond met head on the new responsibilities that came with the new college site and the change from a single purpose institution to a multi-purpose liberal arts college. She worked even more assiduously to enhance and bring to life the college’s mission.

Eventually, Flossie Dedmond became assistant director of the evening college and summer school: associate professor, and then professor of English.

Later in her career, Flossie Dedmond, continuing to be a creative force on campus and in the community, was selected to become dean of the arts and sciences division of Coppin State. This expansion of the undergraduate curriculum provided a quality educational asset that would bring about a big change in a number of ways. Dean Dedmond and the Curriculum Committee spent long hours in preparation for the transition whose time had really come. In the original mission statement of the College, the intention and the determination of the College were clear: to become a comprehensive urban college. Students at the college wanted the change as an investment in their future. The community that Coppin served would also richly benefit.

Perhaps Dean Dedmond’s most satisfying and notable accomplishment came about when she played such a significant role in working to extend and expand undergraduate’s offerings already in the curriculum, into a pattern that established it as a division. This period of changes was crucial to the future stability of the College. It requires an understanding of the times, and an insight of the students and their communities- communities out of which come students interested in careers other than teaching.

Dr. Dedmond’s major contributions to the College over the years included the following:

1. Established Endowed Scholarships for ranking students in the Arts & Sciences: She awards a \$1,000.00 scholarship annually.
2. Founded Women’s Symposium, which has established an annual scholarship in her name.
3. Contributed \$2,700 worth of books to library.
4. Wrote the Oath of Allegiance for the Association of Coppin State College.

5. Coached student who wrote prize- winning poem sponsored by College Language Association.
6. Founded Dean's Council and served as its first chair.
7. Initiated the CSU/Ohio State Annual Visitation.
8. Vice Chair, Coppin State College Foundation.
9. Founded Epsilon Kappa - AKA Sorority Coppin Undergraduate Chapter.

Dr. Dedmond believed in community service, in growth and development through organizations, sharing and governing new ideas. Serving as Board membership Chairperson on the Maryland Food Committee; member, the Cloister: Children's Museum, National Black Women's Political Leadership Caucus; president, Philomathians; National Public Relations Director, Alpha Kappa Sorority, Incorporated; incorporator of the Cleveland Job Corps Center four and one-half million dollar project in Ohio; national vice-president of the National Council of Negro Women; national second vice-president, National Black Women's Political Leadership Caucus.

Member of Board of Judges for National Council of Teacher of English; participant, Interdepartmental Conferences of the President's Commission on the Status of Women; White House Conference "To Fulfill These Rights"; New York Conference convened by McCall Magazine on Anti-Violence; White House guest during Johnson and Nixon presidencies; Washington Conference on Food Health and Nutrition; Founder, Naylor/Hughes Fellowship (Sharp Street Memorial United Methodist Church co-founder, Alpha Wives of Baltimore, and Bridgettes of Baltimore.

Widowed from the late Frederick Dedmond, a scholarly gentleman and College professor of Foreign languages, Dr. Flossie Dedmond continued to project the image and the name of Coppin State College. She continues to make an impact on the community and on higher education. She is "listed in Carroll Miller's book: **Role Model Blacks**, a May, 1992 publication. Dr. Dedmond lives a rounded life intellectually, culturally, socially, and religiously. She is currently a member of the New Shiloh Baptist Church.

It is proper and right that the administration, the faculty, staff, and student body recognize Dr. Dedmond's service and achievements through the years. Dr. Dedmond's having spent the bulk of her life motivating and stimulating young people in the joy of learning, makes it proper and fitting that Coppin's first and new Center for Living and Learning be named the Flossie M. Dedmond Center for Living and Learning.

Dr. Guilbert A. Daley

Dr. Guilbert A. Daley, Professor Emeritus of Speech and Theatre, retired from Coppin in 1996 after more than 30 years of service to the college. He joined the Coppin State College Faculty in 1962, as an Assistant Professor of English and Speech and as Director of Theater.

Around 1968, Coppin State Teachers' College began its transition into a four-year liberal arts institution; thus, new majors were developed. When the English major was instituted, Daley developed new courses in literature, speech and drama, including Shakespeare and Advanced English Grammar. He was a Shakespearian scholar. In 1973, he became chairman of the newly established Speech-Theater Department, and the speech and drama courses and productions, originally offered through the English department, were moved into his area. Today, students can pursue the Speech-Theater concentration as a minor and an Urban Theater Management major.

When Dr. Daley first arrived at Coppin, he found five buildings, which comprised the school. The gymnasium, the library, and the Frances Murphy Laboratory School were relatively new. The stately, three story English Gothic building named Conor Hall was the heart of campus activity. His quest for excellence led him to work assiduously for new physical advancements at the college. He was an important member of the committee that planned the new auditorium.

Perhaps the greatest impact Daley has had on campus was his service to the College. From 1973 until 1995, he chaired the Awards and Citations Committee which is responsible not only for student awards, but also for the naming of buildings and grounds. In 1993, he and his committee proudly oversaw the naming and dedication of Coppin's first student residence, Dedmond Hall. In 1970, he began serving on the Curriculum Committee. He was its first chairman and led the development of its first set of operating guidelines. Enhancing the social and culture life of the campus, he founded the DELTA DELTA Chapter of PHI BETA SIGMA Fraternity, Inc., the first Greek letter undergraduate chapter on the campus. The chartering of DELTA DELTA opened the door for the other Greek letter organizations. He was also the founder of the Coppin Players. The Coppin Players still produces at least two productions per academic year. His most visible contribution has been as Grand Marshal for such events as Convocation, Baccalaureate, and especially Commencement. For more than 25 years, as Commencement Marshal, Daley has worked to instill in graduating seniors a greater appreciation for their school and themselves.

Dr. Daley took pride in being a part of the 100 Black Men of Maryland and The Connecting Links. It was through these public service arms he funneled undaunted service to youth and the community. For several years he chaired the William Dorsey Scholarship Fund, directing scholarships to predominantly black colleges of Maryland.

Guilbert A. Daley served Coppin State College for thirty-three years. Throughout his entire career, he had a reciprocal learning relationship with his students. He believed that every good teacher can and does learn something from his students. He has always placed his students first. Their growth in learning and their ability to think more profoundly and progressively were his chief concern. He set and modeled extremely high standards for his students and never allowed them to compromise for mediocrity.

In 1996 he retired and as a tribute, he was requested to deliver the Commencement Address. Two years later, in 1998, Dr. Daley was bestowed another great honor. He was conferred Professor Emeritus for his outstanding service and contribution to Coppin State College, its faculty, and its students. Dr. Daley was the first Faculty member at Coppin to be bestowed this status.

Dr. Guilbert Alfred Daley died in 1999. He had shared a beautiful marriage with Dr. Thelma Thomas Daley. They greatly complemented each other. Dr. Thelma Daley, former Coordinator of Guidance and Counseling for Baltimore County Public Schools, is a consummate educator. She has a continued history of community and public service. Her leadership skills have been acknowledged by a number of professional and public service organizations. As a couple, they gave freely of their time to local, national and international community endeavors.

INTRODUCTION

Living in a residential community will offer numerous opportunities, experiences, rights and responsibilities. We believe that Coppin State University's residential community assists its residents in developing skills and attitudes necessary to become positive and productive members of society. We encourage you to participate in the development of your community. You will be asked to respect the privacy of your neighbors, promote safety, respect as well as celebrate and appreciate individual differences, and uphold high standards of behavior.

These rules and regulations have been established by University officials to inform students of their responsibilities within the residence halls and adjacent areas. These rules and regulations are designed to promote and maintain an atmosphere conducive to community living. All residents are responsible for knowing and adhering to these rules and regulations. **Violations will result in appropriate disciplinary action**

ACCOUNTABILITY/RESPONSIBILITY

By signing the Residence Hall Agreement (Housing Contract), you agree to comply with the policies established in this Residence Hall Handbook, the University's Student Code of Conduct, the Residence Hall Agreement (Housing Contract), the Fire Safety Regulations and all state and federal laws.

Students should develop standards for themselves and others that insure a safe and secure living community. Students will be held accountable for their own actions and activities within the residence hall communities.

TOP 15 POLICIES YOU SHOULD KNOW

Be sure to read the entire "judicial Process" section, but make special note of the policies below.

1. ACADEMIC AND RESIDENCY REQUIREMENTS

Any student falling below twelve (12) credit hours in any one semester will be placed on the credit hour default list. If a second drop below twelve (12) credit hours occurs in any succeeding semester, the student will not be allowed to reside in Dedmond Hall or Daley Hall the semester immediately following.

Further, on a case by case basis, the University reserves the right to waive this policy, if the application of the policy creates an unjust result, or undue hardship. Students should register for no less than 15 credits to maintain on campus housing.

Satisfactory Academic Process policy changes effective at the conclusion of the Fall 1997 semester. A student must maintain a semester grade point average of 2.0 and a cumulative grade point average of 2.0 to be regarded as making satisfactory process regardless of the number of quality hours and accepted transfer credits.

A student who fails to earn a 2.0 semester grade point average will be placed on grade warning for one semester. If the student fails to raise his/her semester grade point average to 2.0, the student will be placed on academic probation the following semester. If the student who is on probation, again, fails to raise the grade point average to 2.0 and the cumulative grade point average is less than 2.0, the student will be suspended from the University. A student will remain on academic probation the following semester if that student earns a 2.0 cumulative grade point average or higher with a semester grade point average of less than 2.0.

A student who has been suspended must remain out of the University for one semester and follow the procedures for readmission. Upon readmission, a student who has been suspended must maintain a 2.0 semester grade point average. A re-admitted suspended student who fails to maintain a 2.0 semester grade point average will be dismissed from University.

2. CONDUCT STANDARDS

Any community, including ours, must develop standards of conduct which serve as a guideline for fostering a healthy living environment. All University housing residents are expected to:

- Respect the physical and emotional rights of all other residents
- Recognize and respect the educational mission of Coppin State and the need for students to maintain a climate that supports this mission in a residential community.
- Properly care for the residential facilities
- Recognize that academic and personal development are the primary reasons for residing in this community
- Accept responsibility for their own behavior at all times

The following are considered serious breaches of student conduct standards and will result in disciplinary action:

- Destruction of property
- Possession, use or distribution of alcoholic beverage or illegal drug in any residential facility or campus property
- Illegal forms of gambling.
- Lighting of any fire or tampering with a fire alarm or fire and safety equipment
- Littering or intentionally marring the appearance of University property
- Violation of visitation or escort policies
- Disorderly or disruptive behavior, especially that which disturbs other residents
- Failure to obey a proper order of a University official acting in accordance with University regulations
- Violation of local, state or federal laws
- Creating, encouraging or participating in a situation detrimental to the health, safety or welfare of the University community and its members

3. BEHAVIOR EXPECTATIONS

Students are expected to exhibit appropriate behavior within the community of the residence hall. Inappropriate behavior may be defined as an activity that disrupts, endangers, or interferes with the educational environment of the residence hall community. Students, guests of students and other members of the College community must comply with all College policies and procedures and the directions of College officials acting in the performance of their duties. Failure to do so may result in judicial action with the College Judicial System. Students will be held accountable for the action of their guests.

4. ALCOHOL

Maryland State Law is enforced in all residence facilities and on our grounds. Alcohol may not be possessed or consumed by anyone under 21 years of age. Residents of legal drinking age may not possess or consume alcohol in their room or suite. **No alcohol is allowed on this Campus. This is a dry (no alcohol) campus.**

In accordance with Maryland State Law, you may not purchase, possess, consume or serve alcohol if you are under the age of twenty one (21) in CSU's residential facilities or on residential grounds. If you are 21, you also may not host anyone, whether of legal age or a minor, who possesses, consumes, sells or serves alcohol. Drinking, serving and/or sale of alcohol is not permitted.

Rationale: The University must comply with the State of Maryland Law which states that the purchase, possession or consumption of alcohol by persons under the age of 21 is illegal. In addition, the welfare of our residents and a desire to create policies conducive to a positive group living environment situation are considered important.

Policy Statement on Alcohol, Other Drugs and Substance Abuse

Coppin State University and the Office of Housing/Residence Life do not condone the medically unsupervised use, possession, sale, manufacture, or distribution of drugs or controlled substances that are illegal, that may involve medical or psychological hazards to individuals, or that may lead to interference with the rights and privileges of others.

Activities of this nature have an adverse effect upon the student(s) involved, the University and the residential community. When such activity occurs in the residential community, the Office of Residence Life shall initiate appropriate measures, which will include judicial action. In addition, such matters may be reported by the Office of Housing/Residence Life to the appropriate law enforcement authorities. Since involvement with drugs and illegal substances may be associated with medical and psychological problems, residents may also refer themselves or be referred to Student Health Services, the Counseling Center or an external medical or psychological services.

The University and the Office of Housing/Residence Life will enforce Maryland State law prohibiting the possession, consumption, sale or serving of alcohol by or to those not of legal age (21 years). The University and the Office of Housing/Residence Life also believe strongly that those individuals who are of legal age must monitor their drinking behavior in order to ensure that their actions are not harmful to self and do not interfere with the rights and privileges of others. It is the responsibility of the University and the Office of Housing/Residence Life to continue to develop programs related to alcohol and drug education. It is expected that these efforts in education and provision for medical and psychological services will be matched by responsible behavior with respect to alcohol and other drugs.

INTOXICATED/INCAPACITATED STUDENTS

Alcohol, including bottles and cans used for decorative purposes, is not permitted in any university residence hall. Any person found intoxicated or incapacitated as a result of alcohol or other controlled substances on campus property or who is abusive, disorderly, destructive, combative, etc., can be arrested by the University Police and charged with appropriate violations. The person may be referred by the Office of Housing and Residence Life to the Judicial Committee for disciplinary action. Any financial costs such as emergency room care, EMT care, etc., associated with the actions of a person as a result of alcohol or drugs will be the responsibility of that person.

5. DRUGS

State and Federal laws as well as University policy prohibit the possession, use, distribution, or sale of controlled substances, drugs. Students involved in drug-related actions, whether it occurs within the Residence Hall or anywhere else on campus are subject to disciplinary action by the University and/or civil authorities.

The use, cultivation, manufactures, sale, and/or possession of drug or controlled substances in violation of Federal, State, or Local law is prohibited by University. Controlled substances are, therefore, not permitted in the residence facility. The residence hall is not sanctuaries; laws that apply off-campus also on-campus. The use or possession of illegal drugs is prohibited and violators may be subject to prosecution and/or arrest, and/or dismissal from the residence hall

Policy: Possession, use, sale, manufacture, or distribution on or in University property of illegal drugs or controlled substances, or of drugs for which a required prescription has not been obtained is prohibited. Restricted substances include, but are not limited to illegal or unprescribed narcotics, drugs, hallucinogenic and controlled dangerous substances and paraphernalia.

Rationale: Federal and state laws forbid the sale and use of drugs which are not prescribed by a physician or available “over the counter”.

6. FIGHTING

Neither Coppin State University, nor the Division of Student Life or the Office of Residence life will tolerate any acts of fighting. Individuals involved in fights will find that they could be immediately suspended pending an appearance before the judicial committee. In such cases resident who are removed from the residence hall because of their involvement in a fight will not be allowed to enter the residence hall for any reason.

No person may engage in any activity which serves to threaten or harass another member of the College community, or which serves the purpose of preventing that person from the proper exercise of his/her specific rights under College policy. These activities may include, but are not limited to:

1. Fighting, pushing, shoving, or any violent or unwelcome physical contact.
2. Attempting to block or detain a person(s) from entering or exiting any area where they are rightfully permitted to enter or exit.
3. Physical and/or verbal harassment, intimidation, or threats, including unsolicited and/or unwelcome telephone calls and electronic communications

7. SMOKING

Coppin State University is a smoke-free campus. Smoking is not permitted in the residence hall. Students, employees, and visitors are prohibited from smoking tobacco, chewing smokeless tobacco, or using snuff, in any existing building. Residents who are found smoking in any part of the residence halls will be subject to removal from the residence hall with the condition of not being allowed back for at least one school year (2 semesters). This includes burning incense or candles in existing building. If you must smoke then you may do so outside the building, at least 50 feet away from the residence halls. You may use the dining hall parking lot, either of the circles or the central receiving parking lot area.

8. FIRE SAFETY

Students, guests and visitors must evacuate the residence hall when a fire alarm sounds. Tampering with, disconnecting or obstructing fire alarm bells, smoke detectors or other fire equipment is prohibited and violators may be subject to prosecution and/or arrest, and/or dismissal from the residence hall. Fire doors can be used to enter or exit buildings only in an emergency and should remain closed at all other times. Any fire, no matter how small or even if the fire is extinguished, should be reported at once to a RA, HD, and Campus Police. Appropriate action will be taken based on the situation. Fire drills will be scheduled and conducted each semester.

Policy: Fire and safety regulations are for everyone's benefit and must be observed.

- a. Fire and safety regulations prohibit possession or use of potentially dangerous materials or devices including, but not limited to, firecrackers, firearms, ammunition, weapons, knives, bows and arrows, Chinese stars, candles, open flame devices, kerosene stoves, explosive material and/or fire safety hazards.
- b. Residents, guests, and visitors must evacuate the residence hall/suite complex immediately when a fire alarm sounds.
- c. Tampering with fire alarm horns, smoke detectors pull stations, extinguishers, fire evacuation ladders, sprinklers, and fire equipment is prohibited. This is considered a very serious violation subject to arrest.
- d. Fire safety and sanitation requirements prohibit cooking in any area within the residence hall, except in designated kitchen area.
- e. Lighted grills and fires are not permitted within ten (10) yards of the building.
- f. Live cut plants (Christmas trees, corn stalks, etc.) are prohibited.
- g. Items dropped from the ceiling or walls such as flags, nets, etc. are prohibited.

Candles/Incense Rationale: The use of candles, incense or potpourri burners are a fire hazard, therefore possession and use are prohibited in the residence halls. Open flames create a danger of fire. Damage to walls and furnishings may result from use of candles and incense.

Electrical Fixture Rationale: The potential danger to residents as a result of improperly installed electrical fixtures is great. Only designated Coppin State University personnel are authorized to make alterations/repairs to an electrical system and/or fixtures.

Fireworks Rationale: Explosives such as fireworks are illegal in the State of Maryland, create disturbances and are a threat to safety of residents.

Flammable Decoration Rationale: Items used in this type of decoration have a low flash point and one spark can generate a massive flame in seconds. Items falling from the ceiling present greater potential danger than items flat against the wall.

FIRE EQUIPMENT

MARYLAND STATE LAW PROHIBITS THE INDISCRIMINATE USE OF FIRE ALARMS OR LIFE SAFETY EQUIPMENT AND PLACES YOU IN A SERIOUS LEGAL AND DISCIPLINARY SITUATION WITH THE UNIVERSITY AND CIVIL AUTHORITIES.

Fire alarms and life safety equipment are located on each floor of the Residence Hall for your protection. Tampering with life safety equipment is a very serious matter and will result in University disciplinary action and possible criminal prosecution.

The State of Maryland and the University prohibits tampering, removal of, setting off, or damage to fire and life safety equipment, fire alarm systems or sprinklers in any University building when no fire or immediate danger of fire exists. In the absence of mitigating or extraordinary circumstances, a sanction of suspension or expulsion may be imposed on a student found guilty of improper use of fire alarm or life safety equipment.

FIRE EVACUATION PROCEDUES

When an alarm sounds, evacuate the building immediately.

1. Feel your room door or doorknob. If either is hot, DO NOT OPEN. Call Campus Police, and signal rescue personnel out your window. Seal the cracks around your door with a wet towel (if able).
2. Take keys, shoes and a towel. Walk- DO NOT RUN- to the nearest safe exit. Close your door behind you.
3. DO NOT use the elevator.
4. DO NOT enter areas if thick or heavy smoke is present.
5. Exit the building and go to the designated gathering area.
6. Do not return to the building until told to do so by campus police or Housing Staff.
7. If you do not evacuate the building you will be fined \$25.00 each person.
8. Each time the fire alarm is pulled the entire building (or just the responsible person when known) will be fined \$500.00.

SMOKE DETECTORS

All Residence Hall rooms are equipped with a smoke detector and heat sensor. Do not place any decorations or furniture near these devices as that impairs the operation of the unit. If you hear a smoke detector alarm, contact the Campus Police, the RA, and or the Hall Director, immediately.

The burning of items such as candles and incense is not permitted in the Residence Hall.

WATER SPRINKLER HEADS

The sprinkler heads that are on the ceiling of each room are very sensitive. DO NOT HANG ARTICLES ON THIS EQUIPMENT; doing so could cause major problems for which you will be held responsible.

9. KEYS & ACCESS CARD/ID REGULATIONS

All residents are required to show their residence hall identification card each time they enter the hall in which they live. All non-residents are required to be signed in by a resident of the hall they are visiting and leave a picture ID at the desk when entering the building. Residents are responsible for their guest/visitors. A resident must provide

authentic personal identification when officially requested to do so by a Residence Hall staff member of University official. Students should show ID to the front desk staff person upon entering the residence hall for the first two months and then as needed or requested. This is done to help the desk staff become familiar with the residents.

The possession or use of any University key and access card other than those issued to the resident by a University official is prohibited. Duplication of keys is prohibited. Alteration or installations of new locks or chains are prohibited. The cost for a replacement access card is not less than \$55.00 and \$50.00 for a key. If door locks have to be changed the student is responsible for all related cost to replace locks. Please note that you are fully responsible for the key given to you at check in and if this key or access card is damaged, loss or stolen you are responsible for the cost of replacement regardless of the circumstance or location as it relates to how the key or access card became damaged, lost or stolen.

Policy:

- (a) The possession or use of University keys and access cards other than those issued to the resident by a University official is prohibited. Charges for illegal entry will be brought against any person found using or having used any unauthorized keys.
- (b) Should a key and access card be lost, the charge to change the room/ suite and bedroom cores and issue new keys will be assessed to the student(s) responsible.
- (c) All access cards; room and suite door keys are the property of the University and must be returned at contract termination. Duplication of such items are prohibited.
- (d) Alteration or installation of new locks or chains is prohibited.
- (e) If locked out, you will be fined \$5 for the second lock out, \$10 for the third lock out and \$20 for the fourth and subsequent lock outs.

Rationale: This policy has been established by the Office of Housing/Residence Life as a function of its responsibility to protect the safety and health of all residents and to ensure that University property is properly maintained.

Please note that your ID card serves as your Building access card and dining hall meal card please protect it at all times. The University will provide each resident with one ID/access/meal card at the beginning of their first semester on campus. This card is expected to last from the time the student enrolls to the time of graduation. Resident must return with their ID Cards from the previous semester so that it can be validated for the new semester that is about to begin. A student who returns without the ID Card will have to purchase a new card. Each student is responsible for carrying his/her ID at all times. Each student must present their I.D. each time they enter the Residence Hall. The I.D card also serves as the meal card. A lost card carries the replacement cost of not less than \$55.00. Please note that once the university give the student a card the student becomes fully responsible for that card. If lost, damaged or stolen, regardless of where or how the card came to be lost, damaged or stolen the student will still be responsible for all related replacement cost. If you need a replacement card you must first pay at the cashier then take the receipt to Public Safety. If you allow someone else to use your ID Card for any purpose (to access the dining hall or residence hall etc.) your card could be taken away and you would be required to buy a new one, in addition you can be fined and experience a loses of other residential privileges.

10. NOISE/QUIET HOURS

Quiet hours are in effect on each residence hall floor between the hours of 10:00 p.m. and 8:00 a.m., Sunday through Friday and from midnight to 8:00 a.m. on Friday and Sunday night. During quiet hours, sound should be confined to individual rooms. Even though it may not be quiet hours, courtesy hours are in effect at all times so that residents may sleep or study without undue interference. If music is too loud you will be given 1verbal and 1 written warning and on the third violation you will have your music/stereo equipment taken or put in storage to be returned to you at checkout.

Policy:

- (a) Quiet hours will be in effect in the residence hall between the hours of 10 p.m. and 8 a.m., Sunday through Thursday. Quiet hours on Friday and Saturday night will be from midnight until 8 a.m.

- (b) During Quiet Hours, stereos must be turned down to a level which confines the sound to the student's room, and informal group meetings and discussions should be confined to individual rooms or suites. Noise in public areas should be kept to a minimum.
- (c) Twenty-four (24) hour quiet hours will be in effect two (2) weeks preceding the beginning of the final exam period and end with the last scheduled final exam of the semester. Twenty-four (24) hour quiet hours may start earlier or later at the discretion of the HD or the vote of the Hall Council.
- (d) Playing musical instruments, radios, stereos, TVs, or other amplifying devices, which interfere with the quiet enjoyment of the room/suite or community by roommates or residents, will result in the restriction of, or removal of, such items from the residence hall and possible judicial action. Stereo speakers should not be directed out of hall/suite windows or placed on balconies at any time.
- (e) Courtesy hours are in effect at **all times**.
- (f) Residents/hosts are responsible for the actions of their visitor and overnight guests and for ensuring their compliance with noise and quiet hours policies.

Rationale: The residence hall is designed to enhance the students' total educational experience. The Residence Halls cannot successfully provide a climate conducive to study without some limitations being placed on the degree of noise made by residence and their visitors. Students should be able to study in their rooms without significant distractions. Consideration for others is an essential part of residential living. Noise can interfere with the right of others to a quiet environment in which to sleep or study.

Quiet Lifestyle Floors and Academic Emphasis Floor

Policy: Quiet hours will be in effect from 8:00 p.m. – 8:00 a.m. on designated floors in the residence hall. Courtesy hours are in effect at all times. This policy will be strictly enforced. This living environment requires a special level of sensitivity and respect for others regarding noise. Residents may vote to further extend the quiet hours. The seventh floor in Daley Hall and the sixth floor in Dedmond Hall shall be 24 hour quiet floors. Residents living on these floors are expected to ensure that their noise level is kept to a level that is not heard outside of their rooms. Violators could be removed.

Rationale: These living options provide an opportunity for residents to experience a unique living environment that will enhance their personal and educational development.

11. VISITATION

Like most opportunities at the university, visitation is not a right, but rather a privilege that may be suspended or changed at any time for violations of policies stated in this book or if the University's Administration deems a change as needed or is necessary and/or in the best interest of the overall mission of the University. Please note that if necessary changes to the visitation policy can be immediate and without advance notice. Visitation privileges may be suspended or discontinued administratively by the Office of Housing and Residence Life or by a judicial hearing officer as a result of disciplinary action.

The purpose of a student's room is primarily for study and sleep, which take precedence over social privileges. Respect for the wishes and well being of one's roommate(s) is more important than someone's desire to have guests. Cohabitation is not permitted in any university housing facility

All visitors in the hall must be signed in at the desk at all times, a valid, current (unexpired) picture ID that clearly show the expiration date which is left at the desk a long with the ID of the host. If at anytime the ID is collected from the desk this means the visitor is checking out. Anyone who collects their ID must check back in upon returning to the building. A person who was checked in who came down and took their ID (checked out) must be checked in before the end of visitation in order to return to the building. All overnight guests must be signed in at the desk by 12 midnight on Sunday-Thursday and by 2 a.m. on Friday and Saturday. Daily visitation begins at 12 noon. Visitation ends at 12 midnight, Sunday-Thursday, and at 2 a.m. Friday-Saturday

1. Definitions:

- a. **Resident Host**-is defined as a student currently assigned to the residence hall who invites a visitor or overnight guest to his or her room
- b. **Visitor** –is defined as any non-resident of the resident hall visiting in the hall who does not remain overnight.
- c. **Overnight guest (If allowed)** -is defined as any non-resident staying in the hall pass 12:01 am or overnight.
- d. **Checked In** – Host came down to collect visitor, ID (guest and host) left at the desk, and all paper work fill out completely.
- e. **Check Out** – visitor is leaving the building, host escort visitor to desk to be signed out, ID is returned. This is also in effect any time the visitor comes down and collects his/her ID Card.

2. Overnight guest Policy (IF OVERNIGHT VISITATION IS ALLOWED):

- b. All occupants of the suite must consent to having an overnight guest. Consent is a common Courtesy that in most cases should be granted. Consent is subject to modifications by the Hall Director based on the interest of all residents.
- c. No one particular overnight guest may stay in a suite more than three consecutive nights. Nor more than 15 overnights per semester in the building.
- d. No resident may have more than fifteen overnight guests per semester without the written permission of the Hall Director.
- e. There are only 15 overnight allowed to each person. This can be made up as a guest or a host; for example you can use 5 of your overnights as a host and the other 10 as a guest or the other way around. Keep in mind that if you enter a residence hall that you do not live in you become a guest to that hall..

3. Host Responsibility:

- a. Hosts are responsible for the actions of their visitors and overnight guest and also for ensuring that visitors and overnight guests comply with University regulations.
- b. Host must show proper concern for the rights of roommates and suitemates and must accompany their guest throughout the building at all times.
- c. Hosts must be sure that the visitor or overnight guest for which they take responsibility is in fact their visitor or overnight guest and not someone who is visiting someone else.
- d. Hosts must inform visitors and overnight guests that, should circumstances and/or incidents arise in which their visitor and overnight guest is in violation of laws or University policies, the visitor or overnight guest and the host can be liable for University and/or legal action. The host should make every reasonable effort to ensure the visitor's or overnight guest's compliance with University and/or Housing/Residence Life polices and regulations, in order to avoid judicial action.
- e. Hosts may be charged additional rental for each day a visitor or overnight resides illegally in a suite and may be subject to judicial action. When the host leaves the building so must their guest(s).
- f. Residents caught checking in visitor for other resident who are on visitation suspension will also be placed on visitation suspension

4. Visitation Policy (Visitors and Overnight guests):

- a. When entering the residence hall, any individual who is not currently living on campus at CSU, or who lives on campus and does not have a CSU residence ID/meal card, or who lives on campus but in a residence hall other than the one being visited must do the following: be signed in by the resident host

(some living in the building being visited), leave a valid, current (unexpired) picture ID that clearly show the expiration date at the desk, and be escorted by the resident host at all times when in the building. The host (resident being visited) must also leave their student ID at the desk at the time of checking in the guest.

- b. **If allowed**, overnight guests may reside overnight for a maximum of three consecutive nights and fifteen overnights per semester. No one particular resident may have more than fifteen visitor registrations per semester without consent from the Director. If all overnight allowances are used and due to special circumstances an additional overnight is needed an application for an increase in overnight visitation can be made to the Director of Housing and Residence Life. Each case will be evaluated individually.
- c. A visitor in the room one minute after the close of visitation will automatically be considered an overnight guest and the host will be assessed for an overnight visit.
- d. No minors (age 17 or younger) will be allowed to have overnight visitation.
- e. No minor (age 17 or younger) will be allowed to visit the residence halls on school days during the hours of 8 am to 4 pm while school is usually in session. Visitation will not be allowed before 4pm.
- f. Visitors who are minors (age 17 or younger) must be blood family members and you must be able to prove the family connection. You could be asked to complete a minor visitor registration at the beginning of the school year listing the members of your family who are minors and who may visit you while you are in the halls.
- g. Entry doors for the residence hall will be locked at all times.
- h. Both roommates will mutually determine the visitation hours for individual rooms. A formal roommate contract will determine the exact hours and whether visitors may stay overnight.
- i. No more than two visitors or two overnight guests may be signed in to an individual resident at any one time.
- j. Visitors are allowed a total of fifteen (15) overnights regardless of which building they are visiting.
- k. Residents caught checking in visitor for other resident who are on visitation suspension will also be placed on visitation suspension.
- l. Persons found to be in the residence hall but not checked in and who refuses to indicate who they were visiting will be subject to a stronger penalty (possibly two times the usual) and be referred to the judicial committee. Residents found violating the visitation policy for a third time will be fined \$150.00.

5. Guest Responsibility:

- a) Should know and adhere to all University and Residence Life rules. Failure to adhere to policies will result in denial of access to the residence halls.
- b) Should be with host at all times never leaving to roam the residence hall, floor or suite unescorted regardless of the reason.
- c) In the case of two guests being checked in at the same time and one of the guest is about to leave then the host must take both guests to the front desk to complete the check out process of the guest who is leaving.
- d) Guest found to disrespectful to staff or students will be subject to immediate removal from the residence hall.

THIS VISITATION POLICY IS SUBJECT TO CHANGE WITHOUT ADVANCE NOTICE RESULTING IN THE DISCONTINUATION OF ANY PART OF THIS POLICY OR MAKING ADDITIONS TO IT!!

COHABITATION

Individual Housing & Residence Life living units are intended for occupancy by students of the same gender. In the event that a vacancy occurs in a living unit, a member of another gender may not occupy it.

BABYSITTING

Due to insurance reasons, babysitting services are not permitted in the residence halls or apartments. Students may not use the residence halls in order to provide babysitting services. Students may not bring children under the age of 13 in to the residence halls without his/her parent or legal guardian being present. Children tend to disturb the routine decorum which residents have been led to expect and enjoy. Please note that all children needs to be checked in and names recorded at the front desk.

Residence facilities do not lend themselves to baby-sitting. The facilities are not designed or equipped to meet the needs of young children. Children in the facility may create a hazard to them and create a disturbance for residents; therefore, except during move-in and move-out periods, their presence is not allowed. Violators are subject to disciplinary action.

12. PARTIES/ SOCIAL GATHERINGS

Policy: Private gatherings are only permitted in individual suites and must be limited to the confines of these areas. All suite members must be in agreement to this activity. Permission to have social gatherings must be received from the Resident Director. Fire regulations prohibit more than (20) people from being in a student residence hall suite at one time, this includes the number of person living in the suite. University and Residence Life rules, regulations, and procedures and Federal, State and Local laws must be adhered to during these gatherings in the residence halls. All noise levels should be kept inside the suite. If the gathering gets loud it will be shut down. This policy will serve as a warning. When wanting to have a gathering, residents should make a written request to their Resident Director who must give final approval. The request for an approval to gather must include

- A list of all who will be attending,
- What is the start and end time?
- What is the desired date?
- The signature of all suite members indicating their approval for having the gathering in their suite, one missing signature will prevent approval from the Resident Director.
- The signature of all suite members indicating their acceptance of responsibility for the gathering and the guests.
- A Statement of acceptance of the fact that all gatherings must end by 12:30 am when there is school the next day and by 1:30 am on Friday and Saturday nights.

Failure to comply with this policy will result in suite gathering privileges being revoked.

Rationale: Residents are encouraged to socialize; however, gatherings must be monitored by the sponsor so that they remain within the legal occupancy level for the room.

13. HOUSING DURING BREAKS AND TRANSITIONAL HOUSING

The residence halls will be closed to all residents during the Summer, Thanksgiving, Winter, and Spring breaks time to be designated on the day prior to the scheduled break period. The residence halls are closed during the semester break periods.

You may leave belongings in your room during the Thanksgiving and Spring break periods; however, we encourage you to remove valuable items. Anything you leave in your room during vacation or holiday breaks you will be doing so at your own risk. Break checklists and closing instructions will be distributed prior to each break period. Be sure to follow all instructions on these checklists to avoid charges for failing to prepare your room or suite for inspection or for improper check out. **Please note we are not responsible for items left in rooms.**

During regular shut- down periods, such as but not limited to Thanksgiving, semester breaks, and spring break, you may not occupy your room. Authorized University personnel may enter your room for various maintenance purposes, i.e., extermination, servicing heater, etc

Exceptions to this policy, when approved occur for student (athletes, interns, student teacher, etc.) who are representing the University in some activity that is in season/session over the said break. **All requests must be received at least two**

weeks prior to the end of the semester when break housing is needed. Please note that payment for break housing is due in full at the time you file your application. Applications must be filed before you are allowed to check in. Your cost for break housing can not be billed to your account or carried over to the next semester's bill. The cost for break housing will be not less than \$25.50 per night.

Requests for athletes in season to remain in the residence halls during breaks must be received from the Department of Athletics. Requests for students, interning for University credit or participating in practice teaching, to remain in the Residence Halls during breaks must be received from the sponsoring department. Departments requiring/requesting students to remain in the residence halls will be responsible for the cost to stay. If the Department is not assuming the responsibility for this service then the responsibility to pay goes to the student.

Students experiencing hardship must meet with the Director of Residence Life to indicate the circumstances of said hardship. Students requesting to remain in the residence hall out of convenience must indicate their desire to remain two weeks prior to the closing of any semester. The associated cost for remaining in the residence hall will be equivalent of the current per night rate. For students with demonstrated hardship employment related assignments in the Office of Residence Life may be granted on a limited basis in exchange for staying in the residence hall during breaks with the understanding that 50% of the current per night rate must be paid for each night of stay by the student.

Transitional housing is provided on a limited basis between semesters when halls are closed. Transitional housing assists students who are unable to locate alternative housing during winter or summer break, so priority is given to international students (and other residents who live too far from CSU to return home). There is a fee charged per night for transitional housing. Please check with the Office of Residence Life for the current fee. **The cost for break housing is not less than \$25.50 per night;** the fee must be paid in advance of check in. **All requests must be received at least two weeks prior to the end of the semester when break housing is needed. Please note that payment for break housing is due in full at the time you file your application. Applications must be filed before you are allowed to check in. Your cost for break housing can not be billed to your account or carried over to the next semester's bill.**

Finally, each student remaining in the residence halls must complete a Break housing application form; any deviation from the above-mentioned policy must be approved by the Director of Residence Life

14. ELECTRICAL APPLIANCES

Policy: Personal electrical equipment authorized for use in individual student rooms include TV sets, radio and stereo equipment, tape recorders, razors, toothbrushes, fans, clocks, hair dryers and lamps. Refrigerators which are more than four (4) cubic feet are not permitted in the residence halls. Stoves, grills and microwave ovens are not permitted in the residence hall.

Authorized appliances are acceptable if they do not exceed the amperage limits of the circuits, or create a hazard due to the manner by which they are connected. The following appliances may NOT be possessed in residence hall rooms: stoves, hot plates, portable grills, microwaves, refrigerators larger than four (4) cubic feet, immersion heaters (water heating coils), heat lamps, sun lamps, electric blankets, electric heaters, hot pots, toasters, blenders, juicers, non hot-air popcorn poppers, and any other such appliances. These appliances are safety hazards when used in areas not intended for such usage. If there is a question about an appliance, a staff member should be consulted. Holiday lights are permitted in the residence hall under the following conditions: They must be UL approved; have no bare wires; be used only in windows and not on doors or walls; not be used around paper or other flammable debris; be only one (1) string of lights; not be hung from metal wires or sprinklers; have no ornaments hung from the wiring; and be used only indoors.

Rationale: Possession and use of electrical equipment and appliances is restricted in order to comply with safety and fire standards and specifications.

15. WEAPONS AND EXPLOSIVES

The possession or use of fireworks, firearms, weapons (which include Chinese stars and other martial arts related weapons), ammunition, knives, lighted candles, open flame devices or explosive material is prohibited.

Resident students (including those licensed to have weapons) may not bring them into the Residence Hall. Prohibited weapons include knives greater than 3 inches in length, archery equipment, bayonets, rifles, guns, swords, and all types of martial arts weaponry.

Persons participating in programs that involve the need to use any of these items must find alternative ways of storing them other than bringing them into the Residence Halls.

Hazardous Materials: The possession, carrying or use of explosive items, hazardous materials or chemicals is prohibited, i.e., bullets, fireworks, firecrackers, etc.

Weapons Rationale: Such instruments, whether or not they are registered, are inappropriate in the densely populated confines of residential community because of their potential for inflicting bodily injury and/or property damage.

GENERAL POLICIES

BUILDING SECURITY

All residence hall doors are locked for your security. Therefore, propping exit doors or fire exits is not permitted. Residents must not allow strangers to enter the residence halls and all guests must be signed in and escorted at all times.

Those residents failing to escort guests or those who prop doors are subject to disciplinary action. If you are expecting a guest on campus, courtesy phones are located within the front entrances of each residence hall from which a guest may phone his or her host. Residents are strongly encouraged to wait for their guests within the lobby area. For the safety of your residence hall and its residents, the following safety guidelines should be followed:

- Unprop any door that you find propped.
- Report any unescorted nonresident to the Office of Residence Life, RD or RA
- As you leave the residence hall, make sure the door is closed and locked
- Report any door that does not lock to the Office of Residence Life, RD or RA

ROOM INVENTORY, CHECK-OUT, INSPECTION

At the beginning of room occupancy, students must complete a Room Condition Report, on which they will list any damages, missing furniture or any thing they may find wrong with the room. Students should submit the completed form to the Resident Assistant on the same day they move into their room.

When the building is shut down for a period of time, such as a holiday, students are expected to check-out with the Resident Assistant, following the procedures that will be posted in the halls. When checking out of a room for the final time, residents must again check out with the Resident Assistant, return their keys and/or access card and sign the appropriate blank on the Room Condition Report in the process. Students who fail to follow these procedures will be assessed a \$100.00 improper check-out fee in addition to charges for other damages they may be assessed.

Students are responsible for the conditions of their rooms. When damage occur the fees of the damages will be charged to the person(s) responsible. Rooms should be kept reasonably clean for health and safety reasons. Students must leave the room in a clean condition at check-out time; failure to do so will result in an assessment of not less than \$50.00 for extra cleaning.

There will be room inspections done twice every week which means rooms should be kept reasonably clean for health and safety reasons. This includes beds being made, floor being clean, closet and dressers being well organized, bathroom, hallway and living room being clean. Residents who fail to maintain a clean living environment will be fined for failing room inspection this could range from \$50.00-\$150.00 depending on the situation. If the situation is such that housekeeping staff members must be called in to clean up the area then the cost of this including all overtime payments will be at the expense of the residents involved.

CHECK-IN: ROOM CONDITION REPORTS

You must complete a Room Condition Report (RCR) upon moving into your room. RCRs are forms used to note the condition of your room and its furnishings when you move in. The purpose of the RCR is to protect you from charges for damage, which existed before your occupancy and to initiate maintenance or repairs. Your RA will complete an RCR for your space prior to your arrival. You should check your room/suite carefully and note any additions you wish to add to the staff's evaluation prior to signing the form. Your signed form will be submitted to your RA and will be kept for use when you vacate your room. You may be charged for any damages at move out that were not originally listed on your RCR. Students who fail to follow the proper procedures for check in could be denied access to the residence hall and will be charged \$100.00 for improper check-in. This includes arriving after 5 pm when check-in has already ended.

ROOM CONSOLIDATION/ROOMMATE PLACEMENT

The following possibilities exist when students find themselves without roommates because of cancellation or withdrawals:

1. The Office of Residence Life can offer the resident the opportunity to pay a higher adjusted rate for the double room to remain as a single, if offered, this will only happen when there is no other student waiting to be assigned;
2. The Office of Residence Life could move or consolidate two students who are without roommate in with each other.
3. The Office of Residence Life can offer the resident the opportunity to stay in the room (without paying as a single) with the understanding that at any time a new roommate could be assigned to the room and the option to pay for the double as a single no longer exists. Students without a roommate should consult with the Office of Residence Life.

Please note that the final decision on the status of a room will remain the responsibility of the Office of Housing and Residence Life. Resident should keep in mind that their contract is for a bed space only and not the entire room for this reason you should not spread out across both sides of the room because you could get a roommate at any time.

ROOM ASSIGNMENT SWITCHES

The Office of Residence Life tries to accommodate as many changes as possible as long as space allows and the request is being made for a good reason. Most changes occur over the summer before the school year starts again, or during the first two weeks of classes. Request for changes after the second week of classes may not be grant. Students with disciplinary issues related to visitation violations may not receive this service. The Office of Residence Life is continually evaluating, individually, change requests and processing them as people cancel their housing or change their academic plans.

FAILURE TO COMPLY

A student is expected to comply with the reasonable request of a university staff member. Examples of failure to comply would include but are not limited to refusal to open a room door, refusal to produce identification, giving false or misleading information, or failing to complete a disciplinary sanction.

Policy: All members of the Coppin State University residential community and their guests and visitors are expected to comply with the directions of University officials (Resident Assistant, Desk Staff, ARD, Hall Director, Police Aides and Campus Police, etc.) acting in the performance of their official duties. This includes, but is not limited to, identifying oneself and producing a valid identification card, changing one's behavior when asked, or attending a scheduled judicial meeting or conference when requested. Failure of a student to attend a scheduled educational conference will result in a decision made in their absence. Failure to comply with University officials will result in judicial action.

Rationale: University officials must have the full cooperation of all members of the residential community in order to maintain and implement OHRL and University policies designed to create a safe environment conducive to positive community development.

LIABILITY AND PROPERTY INSURANCE

The university does not carry insurance on residents or their property. The University is not liable for personal property that may be lost, stolen, or damaged while you are residing in one of the residence halls. Review your family's homeowners' insurance policy for coverage. You are strongly encouraged to insure your personal belongings. Personal property insurance policy registration brochures are available in the Office of Housing and Residence Life. Always lock your room, even if you are just going down the hall, sleeping, or leaving the room unattended. Theft only takes a few seconds. Do not leave suite or room doors propped open, doing so will result in the related students being fined.

Policy: The University has made every effort to provide each residence hall and suite with adequate security. However, no system is totally theft-proof. Residents should consider some type of property insurance. Many family homeowners' policies cover campus rooms. Low rate student renter's insurance policies are also available. The University carries no insurance which protects residents against damage or loss of personal property.

Rationale: The University carries no insurance which protects residents against damage or loss of personal property. Personal property insurance may protect your possessions while on campus.

Coppin State University is not responsible for theft, damage or loss of personal belongings, money or other items belonging to students. The best safeguard against such loss from your room is to **keep your door locked at all times**, even when in the shower or next door. Report any theft or suspicious person(s) to your RA, Hall Director, or Campus Police **at once**.

We suggest you do not keep large amounts of money or valuable items in your room. Items that may be attractive to thieves such as stereos, TV's, CD- players, etc., should be insured through your family's home owners insurance. For information on other insurance programs that you can purchase please contact the Office of Residence Life. Regardless of the circumstances of the events (including accidents) leading up to personal property that may be lost, stolen, or damage the University will not assume any responsibility or held liable in any way. **INSURE YOUR BELONGINGS!**

SECURITY CAMERAS

For the safety and security of residents and guests, security cameras may be placed in the common areas of the residence halls. It is a violation of residence hall policy to tamper with safety equipment, including security cameras.

HORSEPLAY/SPORTS IN HALLWAYS

Sports activities inside the residence halls are not permitted. This includes but is not limited to playing any kind of ball related games, roller-blading, running, having water fights, and bike riding. **Water balloons or Water guns are not permitted in the residence halls.** In addition to prohibiting sports activities, outdoor barbeque grilling is also not tolerated in and/or around the residence hall. Barbeque grilling poses a fire safety hazard as well as a possible food sanitation hazard.

Athletic activities are to be confined to areas designated for such use. There are designated areas in the University for playing baseball, weights/weight lifting equipment, frisbee, soccer, lacrosse, tennis, volleyball, basketball, catch, etc. The use of residence hall/suite and areas directly around the buildings for these activities is prohibited except in areas specifically designated for this purpose (e.g., Fitness Center, etc.) The possession and use of dart boards within the residence facility is prohibited.

Rationale: Sports activity within the residence facility increases the possibility of personal injury and/or damage and creates disturbances.

PROPPING DOORS OPEN

Doors should not be propped open. Each student entering or leaving a hall should ensure that entrances are secured and locked to prevent unauthorized entry. This includes suite doors. Students (entire suite members) found responsible for propping doors open could be fined not less than \$100.

COMMUNITY AREAS

A common area is defined as any space and/or area outside a student's room. This includes but is not limited to stairwells, hallways, restrooms, lounges, elevators, entranceways, public lounges, recreation areas, and dining rooms. The use of a common area such as a residence hall lounge is limited to use by residents of that hall and by that hall's government. Exceptions can be approved in advance by the Office of Residence Life.

Common areas in the residence hall are for the exclusive use of those students that reside in the residence halls or the residence hall council. At no time will this space be allowed to be used by non-residents or outside organizations

TRASH, TRASH REMOVAL AND TRASH ROOMS

Students are responsible for disposal of their trash. Trash rooms are located on every floor and may be locked for safety reasons each night. Student found throwing trash from windows to the outside of the building will be referred to the Judicial Committee with recommendation of being expelled from the residence life program. If trash must be removed from the interior and exterior of suite, a charge of \$50.00 per bag of trash will be assessed to the appropriate individual or suite members.

***DINING SERVICES**

All students living on campus are required to purchase a meal plan each semester.

19 meals...three (3) meals a day Monday- Friday, brunch and dinner on Saturday and Sunday.
14 meals...any 14 of the total 19 meals served each week

Meals are currently served in the University's newly built Dining Hall. Admission to the Dining Hall is by your Resident Meal Card, which is coded with your meal plan number. Meal hours are posted; cash rates are available for guests and relatives. Meal cards are not transferable; i.e., a student may not use a meal card not issued to them. Students accessing the dining hall are expected to act in a orderly and respectful manner. Residents will not be allowed to enter the dining hall with out proper dress attire, **no sleep wear allowed**.

Residents engaging in food fights will not be allowed to dine in the dining hall and could face being expelled from the residence halls.

Good manners, proper behavior and respect for the rights of others are expected of persons who eat in the dining facilities.

1. Students are not permitted to cut into food lines.
2. No food or service ware (glasses, china, silverware, etc.) is to be taken from the dining facilities.
3. No person is permitted in the dining hall unless he/she has presented a validated ID card or purchased a meal. Residents who allow other students to use their ID Cards to gain access to the dining hall will loose their card and will have to buy a new one. These residents will also be referred to the Judicial Committee.
4. All trays, silverware, china, glassware, and paper are to be taken to the dish room or appropriate racks.
5. Health and safety requirements demand that shoes and shirts must be worn at all times. No spikes (rubber or steel) are permitted.
6. Smoking and/or use of smokeless tobacco is prohibited in the dining hall.
7. Students are not permitted to throw food or other objects in the dining facilities.
8. Foul language is not permitted.
9. You cannot bring your guest into the dining hall just to sit with you.
10. Your guest cannot have a meal charged to your card.

Meal Plan Change Policy - Resident students may change their meal plan once per semester but **only** during the first week of the semester starting with the official first day of check in. Changes will become effective Monday of the next week. No meal plan changes will be allowed after the seventh day of the semester starting with the official first day of check in.

DAMAGE

Each student is responsible for the general condition of the assigned premises, including damages, defacement, and general order. Room occupants will be held responsible for the condition of the room and the furnishings in the room,

and any damage that may occur during occupancy. Charges for damages or defacement of any areas in common use, such as bathrooms, lounges, recreation rooms, or corridors, may be assessed equally against residents of the suite, wing, or floor or building. When individuals responsible for damages can be identified those individuals will be held accountable.

Students are required to pay all damages and fines upon notification. Students will not be allowed to check in until all outstanding damage charges and fines are paid.

Students are not permitted to perform maintenance tasks or paint any part of the accommodations. You should report any problems to the R.A. or complete a maintenance work order request with your resident hall director.

Movement of any University equipment or furniture from the room or the area in which it is assigned, and altering or tampering with electrical systems are prohibited. If you are found with suite furniture in your room you will be fined an amount not less than \$150. Windows and window screens are not to be removed from their proper position.

Residents held responsible for damages will be billed by the Business Office, and must make payment immediately upon receiving the bill.

It is the responsibility of each resident to report any damages done by others in the Residence Hall that saves group billing.

GENERAL HOUSING INFORMATION

BILLING, BILLING ERRORS AND STUDENT ACCOUNTS

Students are responsible for the full payment of all services received. While never intentional, sometimes data entry errors may occur and discovered at a later date and then corrected. A data entry error does not mean the student is no longer responsible for the associated charges. Each student who lives on campus should ensure that he or she is being correctly billed. The bill should at least reflect charges for Tuitions, Related Fees, the semester's Room and the semester's Meal Plan. It is the students' responsibility to ensure their billing statement accurately reflects their situation. Especially in the cases where refund checks are issued students are encouraged to completely examine their billing statements, before cashing and using any checks received from the university, to ensure all billable items are being properly reflected and all billing is correct. Students should notify the Business Office immediately if there are any billing errors or other billing related issues discovered. The Office of Residence Life and the Business Office will do all that is possible to ensure the correctness of your bill, however if an error occur it will be corrected. **Every effort would be made to notify the student of the error and the correction. Please note that the timeliness (or lack) of this notification of the error and its correction has no factor in determining responsibility for bill payment.** Students are responsible for full payment of all services received (that includes charges associated with attending class and receiving academic instruction, living in the residence hall and eating in the dining hall). In the event of an error every effort will be made to make the necessary corrections as quickly as possible and to work with you in resolving the matter. **Students are responsible for all institutional charges. If any payment is not paid when due, the entire balance, including accrued interest, shall, at the option of the Coppin State University, become due and payable on demand. In the event of any default, the student will be obligated to pay all collection costs and/or attorney fees incurred by the University in the collection of these charges.**

EMERGENCY EXITS

Use of emergency exits is strictly prohibited except in the case of an actual emergency. Students found in violation of this policy are subject to a \$250.00 fine and possible eviction from the residence hall. Student should use the front main entrance to enter and exit the residence halls.

ROOF AREAS

Students and their guests are not permitted to use the roof, attic or ledge of any building for any purpose. Only maintenance personnel are allowed in these areas for business-related purposes.

BUILDING/FLOOR MEETINGS

Building and/or Floor Meetings are called to discuss various policies and information these meetings are **MANDATORY**. Missing a floor meeting will result in a fine of not less than \$50.00 and other disciplinary action. All residents are held accountable for this information whether or not they have attended the floor meeting. It is your responsibility to attend these meetings.

GAMBLING

Maryland Statutes expressly forbid gambling in any form. Violators of this policy are subject to disciplinary action.

HAZING

Hazing is specifically prohibited.

ILLNESS

The RA, Senior RA, ARD and/or Hall Director should be made aware of students' illness as soon as possible. Students who suffer from chronic conditions, or who must take regular medication, should notify the Coppin State University Health Center so that the information may be kept on file. Students with physical disabilities or limitations which require special considerations with regards to their housing assignments should consult the Coordinator of Disabled Students Service in the Counseling Center first floor of the Administration building.

PREGNANT STUDENTS

A student residing in a residence hall who becomes pregnant should notify the Hall Director immediately. The student should be permitted on-campus housing privileges until the end of her second trimester, based on the following:

1. A written statement from the student's attending physician indicating the estimated date of birth of the child.
2. The statement should also attest the health of the mother and fetus and clearly indicate that the health of neither the mother nor the fetus is jeopardized by the participation in normal University activities.
3. This medical information must be submitted to the Department of Residence Life and will be shared with and maintained by the University Health Center and its physician

LAUNDRY FACILITIES

Washers, dryers, and wash sink are located on the first floor of each Residence Hall. Washers and sinks may not be used for dyeing articles. Each resident is encouraged to stay with their laundry, as **the University is not responsible for any lost stolen or damaged articles**. Residents are encouraged to use courtesy and remove their laundry as soon as the machine cycle is completed. Non-residents of the building may not use the laundry facilities. The host and the non-resident found to be using the washers and dryers will have their visitation allowances suspended. Please be considerate of others needing to use the washers and dryers by not leaving your clothes in them unattended for long periods of time.

Laundry facilities are free to use and are for the sole use of those who live in the residence halls. It is required that you use liquid detergent.

PARKING

Parking is permitted on campus for students who obtain a parking permit upon registering their car. Freshman residents are not permitted to register their car for on campus parking. Unregistered cars will be ticketed and could be towed at the owner's expense.

CAMPUS ORGANIZATIONS ACTIVITIES

Clubs, fraternities, sororities, and other organizations may not bring their activities and functions, whether formal or informal into the Residence Hall without expressed consent from the Director of Housing and Residence Life.

PETS

The only pets allowed in the residence halls are fish in a tank holding less than ten (10) gallons of water. Unauthorized pets found in any room may be immediately removed. Violators of this policy will be billed for extermination and

professional cleaning as a health and safety precaution. Please note that if housekeeping has to come to your room this is done on an overtime basis and you will be responsible for all related cost.

Policy: With the exception of fish in an aquarium (aquarium sizes limited to ten gallons), pets are not permitted in the residence facilities. Unauthorized pets found in the residence halls or rooms may be immediately removed by the appropriate campus agency. Violators will be billed for extermination and cleaning, and will be subject to judicial action. Residents are also discouraged from feeding stray animals.

Rationale: It is difficult for residents living in a confined area to take proper care of a pet. Noise, damage, and nuisance factors affect other residents in the facility. Finally, in a group living environment pets present health hazards (fleas, ticks, allergies, etc.).

WITHDRAWALS

All students withdrawing from the Residence Hall or the University should notify the Office of Housing and Residence Life in writing immediately. The procedure for withdrawing during the semester is as follows:

1. Notify the Office of Housing and Residence Life in writing to cancel Housing contract. This notification must include reasons for your decision. Failing to do this could result in you still being held responsible for housing cost.
2. You should report to your Hall Director to arrange for a residence hall staff member to inspect your room and check you out within 24 hours of your notification.
3. Turn in all keys and access card to staff member.

ROOM CLEANING

It is the responsibility of each student to clean and maintain his/her room. Group living requires that residents perform certain duties to help keep the rooms clean. There will be room inspections done at least twice every week conducted any time between Monday and Thursday; which means rooms should be kept reasonably clean for health and safety reasons. This includes beds being made, floor being clean, closet and dressers being well organized, bathroom, hallway and living room being clean. Residents are responsible for providing their own cleaning equipment and materials (i.e., mops, vacuums and brooms). If available, vacuum cleaners may be checked out from the front desk by leaving I.D. card. It is the responsibility of the students to assist in keeping these areas clean. Residents responsible for excess dirt and debris will be charged for the extra time needed to clean these areas. In addition to the financial obligation, the student may also be removed from the residence program.

Trash containers or compactor chutes for the disposal of trash and debris are in specified areas on each floor.

ROOM DECORATIONS AND MODIFICATIONS

Students may not make any permanent structural changes in their rooms. This includes wallpapering, contact paper and paneling. Due to the damage that is done to walls and woodwork, tacks, nails, screws and adhesives (including two-sided tape and scotch tape) are not to be used on residence structures. Signs and decals should not be affixed to College property. The use of tape, adhesive, putty, glue, paste, nails, tacks, staples, and screws on walls, furniture, or doors, is not permitted. No papering or painting of rooms or furniture is permitted.

VACATION/HOLIDAY

During regular shut-down periods, such as but not limited to Thanksgiving, semester breaks, and spring break, you may not occupy your room. Your room may be entered by authorized University personnel for various maintenance purposes, i.e., extermination, servicing heater, etc. (see BREAKS AND CLOSINGS)

WINDOWS AND SCREENS

Windows and screens are not to be removed for any reason. If they are removed, student occupant(s) will be charged for labor cost for replacement as well as any damage caused. Students are not permitted to hang or lean out of windows. Signs, bottles, flags, lights, etc. in windows or on windowsills are prohibited. Tossing of any item from windows is prohibited.

SOLICITATION AND SALES

Policy: Solicitation is any effort to ask for donations or contributions of your time, money, goods, or services. Solicitation will also refer to canvassing, door-to-door polling, and promotional activities. Sales are efforts to offer a product or service in return for money, goods, or other services. Solicitation and sales are prohibited in all residence facilities and grounds without written authorization.

Individual students may not conduct any business enterprises, exclusive of University approved activities, within the residence hall or suites. Furthermore, resident students may not contract with vendors which provide services in resident student rooms/suites. Solicitation including door-to-door sales within the residence hall/suite is not permitted. Residential staff and approved student organizations may request permission to sell or solicit in designated areas only. Request Forms and copies of the Sales and Solicitation Policy are available at the desk.

Rationale: The Office of Housing/Residence Life has the responsibility to protect the privacy of residents by regulating solicitation and sales activities.

STATE LAWS

A student must at all times abide by local, state, and federal laws. All residents and their visitors are subject to arrest for violations of these laws, as are other members of the CSU community.

SUB-LEASING

Policy: Students may not sublet or otherwise loan the use of a suite or room. The student agrees that the suite or room will be used only as a living unit and no commercial operation will be carried on therein. An individual may not inhabit or take up residence in any suite or room unless assigned by the Office of Housing/ Residence Life.

Rationale: The assignment of space is only for resident students who have contracted for that space.

TELEPHONE SERVICE

Policy: The University provides local telephone service in each residence hall room and suite for on-campus and local use. Students may also receive long distance calls. Students are not permitted to make or accept long distance calls that will be charged to the University. Students must provide their own telephone equipment. Violation of this policy will result in the student being assessed the amount of the calls, a service charge of \$25.00 dollars, possible termination of telephone services, or possible expulsion from the residence hall. In the event that a particular call cannot be traced directly to the student responsible, all room or suite residents will be assessed. As fees from various telephone company local and long distance services change, the charges passed on the individual student may change.

OTHER FLOOR/SUITE REGULATIONS

It is the responsibility of each group of floor or suite residents to ensure the primary rights of residents on their floors/buildings. As such, if residents wish to develop additional policies to ensure those rights, the Office of Housing/Residence Life will assist them in such efforts. If a group of floor or suite residents ignore the primary rights of others, the Office of Housing/Residence Life may impose additional regulations. Such imposition may include revocation or limitation of visitation and/or visit privileges; establishment of stricter visitor or quiet hours; requiring residents to remove radios, stereos, TVs or musical instruments from their rooms; and reassignment of some residents.

KEYS

At check-in, you will sign out your room key and access card. Your signature on the key form indicates your acceptance of the responsibility for the appropriate use of your key and access card at all times. Your key and access card are given to you for your use only! **You may not loan these items to others.** The cost for a replacement access card is not less than \$55.00 and \$50.00 for a key. If door locks have to be changed the student is responsible for all related cost to replace locks. Please note that you are fully responsible for the key given to you at check in and if this key or access card is damaged, loss or stolen you are responsible for the cost of replacement regardless of the circumstance or location as it relates to how the key or access card became damaged, lost or stolen.

Your key plays an important role in the security of your room or suite and your possessions. You should always lock your room or suite door, even if you will be gone for just a moment, to prevent theft or damage to your space and even when you are in your room or suite for security purposes. Take your key with you even when just stepping down the

hall or next door. This will prevent you from being “locked out” if your roommate or suitemate leaves while you are elsewhere.

If you lose your key and access card, you should report it immediately to the Residence Hall Director on the first floor, Monday through Friday from 9:00 a.m. – 4:30 p.m. The lock will be changed and new keys will be issued to you and your roommate(s) for your security. You can check out a spare key for use until the lock is changed. You will be charged for a core change and new replacement keys. The cost of a lock is a minimum of \$50 in the residence halls. (Billing charges may also be added if it is necessary to bill you.)

LOCK OUTS

If you get locked out of your room or suite temporarily, you can contact the Front Desk. You will be fined \$5 for the second lock out, \$10 for the third lock out and \$20 for the fourth and subsequent lock outs.

RESIDENCE HALL (HOUSING) AGREEMENT

All residents must sign a housing agreement for the entire academic year (September to May) for a space in the residence halls. Student entering for the first time during the spring semester will sign an agreement for that semester only. Summer residents will sign a summer housing agreement for the summer based on the time or length of their summer residency. Signing a housing agreement for a space does not guarantee a student the right to a particular room, floor or building.

Students must be registered as a full time degree seeking student with complete satisfactory financial arrangements and proper medical clearance before being allowed a room assignment. Under no circumstances would a student be allowed to check in without proof of all of these items being on file.

Students who are expelled or suspended from the University or residence halls for improper conduct or violation of policy or any other disciplinary reasons will not be entitled to any refunds or adjustment to the semester charges.

REFUNDS, WITHDRAWALS AND CANCELLATIONS

Once a room has been chosen or assigned, the University retains the right and discretion to release students the Housing Contract upon documentation of undue hardship or other valid reason. Possible grounds for release include the following: withdrawal from classes; graduation; transfer to another institution or other dis-enrollment; student teaching placement or co-op work in conjunction with a University-sponsored accredited program; or participation in Study Abroad.

Requests for cancellation or release from the Housing Contract and supporting documentation must be submitted, in writing, by the resident, regardless of his/her University status, to the Office of Resident Life. If approved requests received after July 6 for Fall semester and/or November 30 for Spring semester will be charged a contract breakage/release fee of not less than \$400.00 in addition to the related charges based on the following schedule:

Cancellation Request for Fall

Amount of Charges

By July 6, (May 30 for Current Residents)	No release fees, \$125.00 of the application fee refunded
July 7-20,	1 week’s housing cost, forfeit \$150.00 application fee
July 21-August 3,	2 weeks’ housing cost, forfeit \$150.00 application fee
August 4-17,	3 weeks’ housing cost, forfeit \$150.00 application fee
After August 17,	4 weeks’ housing cost, forfeit \$150.00 application fee
and prior to check-in	
Before or during the 1 st week of Classes	50 % housing & meal cost, forfeit \$150.00 application fee
During the 2 nd week of Classes	75 % housing & meal cost, forfeit \$150.00 application fee
During the 3 rd week of classes	100 % housing & meal cost, forfeit \$150.00 application fee

Cancellation Request for Spring

Amount of Charges

(for students who did not live on campus in the fall)

By Nov 30,	No release fees, \$125.00 of the application fee refunded
December 1-14,	1 week’s housing cost, forfeit \$150.00 application fee

December 15-28,	2 weeks' housing cost, forfeit \$150.00 application fee
December 29-January 11,	3 weeks' housing cost, forfeit \$150.00 application fee
After January 11, and prior to check-in	4 weeks' housing cost, forfeit \$150.00 application fee
Before or during the 1 st week of Classes	50 % housing & meal cost, forfeit \$150.00 application fee
During the 2 nd week of Classes	75 % housing & meal cost, forfeit \$150.00 application fee
During the 3 rd week of classes	100 % housing & meal cost, forfeit \$150.00 application fee

An individual who does not register for classes and who does not by 12 noon on the first class day of Fall semester take possession of room keys, petition for release or notify Resident Life of late arrival will forfeit his/her assigned space and be charged four weeks' housing cost.

All requests for refunds, cancellations or releases must be submitted in writing to the Office of Residence Life.

Students who are expelled or suspended from the University or residence halls for improper conduct or violation of policy or any other disciplinary reasons will not be entitled to any refunds or adjustment to the semester charges.

RETURNING STUDENT ROOM RESERVATIONS AND CONTRACT RENEWAL

If you would like to live on campus next year, you must go through a process called “Returning Student Room Reservation” or “Recontracting” during the Spring semester. This process allows you, as a current student, to choose your space on campus for the next school year before new incoming students. Detailed information will be mailed to you in February explaining how recontracting works. If you want to live on campus next year, make sure you carefully read this information. Remember, all bills must be paid to ensure financial eligibility for renewing your housing contract. All current students wishing to return to the residence halls in the FALL SEMESTER must participate in the room reservation process by completing and returning the Returning Student Housing Application, Housing Contracts and Statement of Understanding on the first, second or third day of March. All students who reserve rooms must then confirm their reservation on or before the sixth (6th) day of May. In order to confirm you must return proof of registration, proof of bill balance being below five hundred (500) dollars and a Medical Clearance From which is obtained from the Coppin State Health Center in exchange for a doctor completed health exam including a completed PPD Skin test. Remember this information is due on or before the sixth (6th) day of May in order to complete the room confirmation process. All room reservations that are not confirmed by the seventh (7th) day of May will be cancelled and made available to new incoming students.

Students currently living on campus who fail to confirm room reservations resulting in cancellations will not be eligible for housing consideration until after July 25th at which time they will be assigned to the waiting list according to the order in which their applications material were received. In order to be considered or included on the waiting list all required items (**Returning Student Housing Application, Housing Contracts and Statement of Understanding, proof of registration, proof of bill balance being below five hundred (500) dollars and a Medical Clearance From**) must be on file in the Office of Housing and Residence Life. Students currently living on campus that missed the reservation period (the first process held in March), but submits the application material late will also be place on the waiting list at a position that after those who had reserved but was cancelled for failing to confirm.

The Returning Room Reservation Process will be a three day process as follows

- Day 1: Single Room Lottery (Junior and Seniors only with a 3.0 or better gpa)
- Day 2: First Come First Served Blocked Rooms (First Year to Second Year only)
- Day 3: First Come First Served (Every one)

CONTRACT RELEASE

Please note that the housing contract is for the entire academic year. For a release from the contract, please review your copy of the Application or the Housing Contract from Housing and Article II: Cancellation and Refunds. Please note that if you break your contract by requesting a release or just not showing up while still enrolled you will be assessed a release fee of not less than \$400.00 dollars. Requests for release are handled on a case-by-case basis and are not approved automatically.

WEEKLY ROOM INSPECTIONS

There will be room inspections done at least twice every week conducted any time between Monday and Thursday; which means rooms should be kept reasonably clean for health and safety reasons. This includes beds being made, floor being clean, closet and dressers being well organized, bathroom, hallway and living room being clean.

Your R.A will visit your room or suite to check for compliance with fire and safety regulations, maintenance repairs and cleanliness of bathrooms. Residents in rooms or suites found to be very untidy would be given one day to clean up the mess if this fails the mess could be cleaned by Residence Life at the student's expense. Please note that if housekeeping has to come to your room this is done on an overtime basis and you will be responsible for all related housekeeping cost including that amount that the housekeeping staff would be paid for coming in to clean up your mess. Residents who fail to maintain a clean living environment will be fined for failing room inspection this could range from \$50.00-\$150.00 depending on the situation. Remember, if the situation is such that housekeeping staff members must be called in to clean up the area then the cost of this including all overtime payments will be at the expense of the residents involved.

The ORL staff is very concerned about maintaining health and safety standards of the residence halls. Messy facilities create a variety of health problems, including the attraction of pests. No matter how often we exterminate, in an environment where many people live closely together, pests cannot be controlled if you or your neighbors neglect to empty the trash. Routine inspections also help us to prevent or correct maintenance concerns. Your RA may just seem picky if he/she asks you to remove dirt and hair from your shower drain, but in maintenance terms that hair is a clogged drain waiting to happen! The maintenance process requires your R.A to forward the information about the inspection to maintenance personnel. They will handle room entry as if you had filed a maintenance request at the desk. Finally, we need to ensure that your room or suite meets fire safety standards. For example, we need to make sure that when you hang a huge flag across your ceiling, you do not block the smoke detector. So, prepare for your inspection and help keep your room a safe and healthy place to live.

ROOM ENTRY AND INSPECTION

Authorized University personnel may enter and inspect your room for reasons of health, safety, and general welfare or to make needed repairs. Room Entry can also occur when a member of the residence hall staff has reasonable cause to believe that a violation of residence life or other university regulations is occurring in that room. Campus Police with a search warrant or with your permission can search your room.

Entry and search is incidental to arrest or probable cause for arrest. The immediate vicinity of an arrest by warrant or as a result of "hot pursuit" including the body of the person being arrested may be searched incidental to that arrest.

In case of emergency, fighting, screaming, etc., staff members and/or Security may use a master key to enter the room. As a matter of courtesy, staff members shall knock on the door twice, announce who they are and ask to enter the room. If there is no response or a delay in opening the door, the staff member and/or Security may use the master key to enter the room. A written notice will be left for the occupant(s) if entry is necessary while no one is in the room.

Policy: The University reserves the right to:

- (a) inspect each student's room or suite prior to or at the time any resident initially occupies it and inspect the room prior to the student's departure from the residence hall to ascertain that the condition of the room and furnishings agrees with the original Room/Room Condition Report;
- (b) make repairs in rooms/suites at any time during the school year, with reasonable consideration for the occupants;
- (c) enter students rooms/suites when a staff member has reasonable grounds to believe that some condition exists which constitutes a clear and present danger to the health, safety, or security of the occupants of a room/suite and/or residence hall/suite complex;
- (d) enter student rooms/suites when a staff member has reasonable grounds to believe that unauthorized equipment is present in the area or to make routine inspections for maintenance, health, and safety reasons during each semester as announced by the Office of Housing/Residence Life. Smoke detectors and routine cleaning inspections are conducted during the first week of each month;

- (e) enter the room or suite if a staff member has reasonable grounds to believe that unauthorized persons are living there;
- (f) enter/inspect residents' rooms/suites when there is a reason to believe a specific violation of University or OHRL policies is taking place.

All room /suite inspections (exclusive of the previous conditions, emergency situations and maintenance functions) will be conducted only when : (1) occupants of the room/suite have been notified of the time of the inspection (excluding winter/summer semester breaks when inspections of a student room or suite must be made prior to occupation for cleanliness or maintenance concerns); and (2) if possible, at least one occupant or the room/suite is present during the inspection; and (3) when possible, 24 hours notice has been given prior to routine inspections.

Entry under the above limitations may not be used as the basis for conducting a search for contraband. Searches may be conducted only by recognized State or University law enforcement officers who have obtained appropriate legal authorization.

The University reserves the right to remove unauthorized University or personal property. If the University must remove unauthorized items, a service charge will be assessed and or/ judicial action will be taken. Generally, residents will receive written notice to remove such personal property.

Rationale: The University reserves the right to inspect residence hall/suite student rooms as a function of its responsibility to protect the safety and health of all residents and to ensure that University property is properly maintained. **STUDENTS WHO CONTINUE TO FAIL ROOM INSPECTIONS AND FAIL TO COMPLY WITH CLEANING POLICY MAY HAVE HIS OR HER HOUSING CONTRACT REVOKED.**

Disclaimer: Permission to search is not required from University authorities when contraband to be confiscated is in view of University authorities or when reasonable cause exists to suspect that a violation is occurring or has occurred.

Inspection: the entry into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, to check the physical condition of the room, to make repairs, or to perform cleaning and custodial operations. During the inspection, there will be no search of personal belongings.

Room Search: the entry into an occupied room by University authorities for the purpose of investigating suspected violations of University regulations and/or city, state, or federal law. During a room search, drawers, closets and personal belongings may be thoroughly searched. A room search will not be conducted unless there is probable cause for doing so.

Emergency Inspections: An emergency condition exists when the delay necessary to obtain authorization constitutes a danger to persons, property, or the building. In such cases, campus authorities may enter the room immediately.

BREAKS AND CLOSINGS

Residence halls will be closed to all residents during the Summer, Thanksgiving, Winter, and Spring breaks. Residence halls will be closed at 7 pm on the last day of classes before each break. Payments made for housing during the regular semesters (fall and spring) do not cover the days when the University is closed for a break.

During the winter and summer breaks residents are required to remove all personal item from the residence halls as this time is used for extensive maintenance and housekeeping projects. You may leave your belongings in your room during the Thanksgiving and Spring break periods only; however, we encourage you to remove valuable items. Break checklists and closing instructions will be distributed prior to each break period. Be sure to follow all instructions on these checklists to avoid charges for failing to prepare your room or suite for inspection or for improper check out. **Please note we are not responsible for items left in rooms.**

A small amount of space is available for break (summer and winter) housing and is offered on a first come first served basis. The cost for break housing will be not less than \$25.50 per night. Please note that payment for break housing is due in full at the time you file your application. Applications must be filed at least 14 days before the date you wish to check in. Your cost for break housing cannot be billed to your account or carried over to the next semester's bill. PAAYMENT IS DUE AT THE TIME YOU SUBMIT YOUR BREAK HOUSING APPLICATIONS.

DESKS

Staffed by students and Security Officers, the residence hall desk service area provides a variety of services for residents. In the residence hall, 24 hour desks coverage provide a security check to ensure that only residents and their guests gain access to residence hall floors. The desks will have reduced hours during holidays, Winter Session, and Spring Break.

The residence hall desks provide a variety of services and information including distribution of mail, events, and maintenance requests. Many forms such as Information Forms, Requests to Post Materials and Facility Reservation Forms are also available at the desk. Desk phone number is listed in the Important Phone Number list.

DUTY STAFF

An RA is on duty each week night and weekend for emergencies and other needs. Student staff members are trained to handle concerns such as noise disturbances, inappropriate behavior, relationship concerns, advisement and counseling. A staff duty schedule is posted at the desk. Do not hesitate to call the staff member on duty should the need arise.

MAIL

Mail is delivered to the Residence Hall daily- Monday through Friday. Mail is not delivered on weekends. All residents are assigned a mailbox in the Residence Hall at the beginning of the year. If there is a shortage of mail boxes you and your roommate will share the same mailbox. Residents may pick up mail in the Residence Hall lobby. Please encourage people who have important letters or packages to send them registered, certified and/ or insured. Mail will not be delivered on legal holidays. When sending family and friends your address, be sure it reads as follows:

For a Dedmond Hall resident:

Your Name
Dedmond Hall, Box #
Coppin State University
2510 W. North Avenue
Baltimore, MD 21216-3698

For a Daley Hall resident:

Your Name
Daley Hall, Box #
Coppin State University
2508 W. North Avenue
Baltimore, MD 21216-3698

This format is very important. If your address is incomplete or not properly arranged, the U.S. Post Office may mistake the residence hall for a street address and your mail will not be sent to CSU. All residents are assigned a mailbox in the hall. You will not share your mailbox with your roommate(s). Your RA will give you the combination to your mailbox at your first floor meeting. Please encourage people who send you mail to have important letters or packages registered, certified and/ or insured.

During January, first class mail is forwarded to the home address. Bulk and third class mail is held until the students return to campus.

Letters can be mailed without a stamp to any location on the CSU campus from the desks or the mailroom located in the University Center through intercampus mail. Simply mark your letter "campus mail" and drop it off at the desk. Outgoing mail to off campus locations requires adequate postage and can be left at the desk for daily pick up Monday through Friday or dropped into any U.S. Mail box. Letters mailed from the desk may take a day or two longer to reach their final destination.

The nearest full service post office is located on Bloomingdale Avenue.

MEDICAL EMERGENCY ASSISTANCE

In non-life threatening emergencies, medical attention is available through the Coppin State Health Center r, Monday-Friday from 8:30 a.m. to 5:00p.m. The doctor is present from 8:30 a.m. –7:00 p.m., on the first and third Wednesday of the month, and from 9:00a.m. –11:00a.m., on the second and fourth Monday. If you need immediate medical attention during evening and weekend hours, resident staff is on call and should be contacted. If emergency health care is

needed, resident staff will initiate contact with the nurse practitioner through the Campus Police. (For more information about Health Services see their entry in the Campus Service section of this publication.)

In medical emergencies of life threatening nature, you should contact the Campus Police directly at 3900, then contact the RA on duty. Calling the police directly can save precious seconds of response time. University Police can assist with aid or CPR until emergency or ambulance services arrive.

PHONE

Every residence hall room is equipped with local telephone service. You will have your own phone number. Campus phone service is provided as part of your resident contract, this policy is subject to change. To dial phone numbers off-campus, you must first dial a "9" before dialing the number. To dial on-campus numbers, you only need to dial the last four digits of the number. Computer modems and answering machines are prohibited as your phone service includes voice mail and your room comes with data (computer) hook ups.

If you wish to make long distance calls from your room, you will need a long-distance calling card.

If you develop trouble with your telephone, check all of the connections to make sure all wires and plugs are hooked up properly before requesting service. (If you request service and no problem is found with the phone set or wiring, you may be charged for the service call even if all they have to do is plug the phone back into the wall.) We will act on your problem as quickly as possible. Warning: Do not accept collect calls to your room phone. You will be billed for the amount of the call plus a service fee.

*This policy is subject to change.

CABLE TV

Every residence hall room is equipped with cable service. This cable service is provided as part of your resident contract, this policy is subject to change. It is the residents' responsibility to provide any and all necessary equipment needed to access the cable service including cable cord and a cable ready TV set. Computer modems and answering machines are prohibited as your phone service includes voice mail and your room comes with data (computer) hook ups.

If you develop trouble with your cable service, check all of the connections to make sure all wires and plugs are hooked up properly before requesting service repair. (If you request service and no problem is found with the cable service, you may be charged for the service call even if all they have to do is plug the phone back into the wall.) We will act on your problem as quickly as possible. *This policy is subject to change.

POOL TABLES

Pool table and pool equipment is available for your use in the Tawes College Center Game Room. You may use your resident ID card to check out pool equipment. Stop by or call the Game Room desk for more information.

TOILET TISSUE

Toilet tissue is available in the hall free of charge at the front desk. To get a new roll of tissue, simply bring your empty roll to the desk at any time and the desk staff person will exchange it for a new roll. This service is not provided during breaks or when school is out of session.

VACUUM CLEANERS MACHINES

In the residence hall, vacuum cleaners, if available, may be checked out from the front desk with the use of valid resident ID. Please note that although sometimes available, vacuum cleaners are not a part of the on going regular services provided by Residence Life. Residents are encouraged to bring a small vacuum cleaner.

VENDING MACHINES

Vending machines are located in the lobby of the resident hall. Machines are operated by an outside vendor and include soda and snack machines. Inquiries about refunds for money loss in vending machines should be made in the Office of Auxiliary Services.

Bicycles

Policy: Bicycles or similar wheeled vehicles cannot be parked in public areas of residential buildings. Prohibited bike areas include, but are not limited to lobbies, laundry rooms, hallways, stairwells, breezeways and recreation areas. Bicycles can be stored in student rooms and outdoor areas with bicycle racks.

Rationale: The University prohibits the parking of bicycles inside buildings. Parking bicycles or other vehicles inside creates a safety hazard and reduces the amount of living space available to residents.

INTRODUCTION TO JUDICIAL PROCESS

One of the primary goals of the residential community is to support and aid the personal development of students. Toward this end, residents are helped to learn to assume responsibility for their own actions. The area of “Judicial Process” is a part of the personal development process for each resident in the community.

Taking on certain responsibilities within the community should be viewed as a positive educational process through which residents are helped to become mature, self-controlled citizens whose actions are based upon enlightened understandings of how their actions influence the well-being of each individual. Office of Housing/Residence Life (OHRL) staff members assist residents in recognizing these responsibilities in order to help them to develop into well-adjusted individuals, able to maintain their individuality and at the same time adapt to the needs of the group.

A positive community atmosphere develops when you assume responsibility for your actions rather than just being obedient to a set of rules. You are more likely to take this responsibility when you know clearly what is expected and reasons why certain policies exist. A positive community atmosphere is also brought about through the development of a group loyalty. Acceptance of responsibility by the group member for self-direction and the establishment of traditions conducive to group discipline are best promoted by giving immediate responsibility for discipline to the group. This approach encourages individuals to take an interest in the enforcement of policies and regulations. When individuals accept responsibility, the group is taking steps toward acquiring self-discipline and self-control.

Each person, as a resident of Coppin State University residential community, possesses certain individual rights and responsibilities, which must be held in high regard. This document is intended to define and prioritize minimal expectations of residents in actualizing their freedoms, without placing constraints upon rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

YOUR RIGHTS

As a resident student you are entitled to many rights while living in our facilities. Three of the most important are:

- (a) The right to academic pursuit (read and study) free from undue interference or harassment irrespective of quiet hours): One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right. Behavior which attempts to force a roommate to move out of the room or suite will be considered by the University as sufficient grounds for reassigning the offending residents and/or referral for disciplinary action.
- (b) The right to sleep, the right to one’s personal belongings, the right of free access to one’s room and facilities, and the right of a clean environment in which to live: Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.
- (c) The right for redress of grievance: If the academic and residential communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. Administrative or judicial avenues of appeal are available to all students.

RESIDENTS' RESPONSIBILITIES

Upon choosing to live in the residence halls and suites, you agree to abide by a certain set of expectations necessary for the safe, smooth operation of the halls/suites and crucial to the development of an environment conducive to learning. Yet beyond these individual expectations, you also accept a certain degree of responsibility for your community. Specifically, you are asked to voice your objections when others infringe on your rights, to work with staff and other residents to establish the necessary norms and standards of living together, and assist staff in their efforts to hold residents accountable to those norms and standards they create and accept.

YOUR CONTRACT

For many of you, your residence hall or suite contract may be one of the first legally binding contracts you have entered into. Until you turned eighteen or moved onto the campus for the first time, you probably had little cause to contact services. Now that you've entered into a contract with the Office of Housing Residence Life, there are few things you should know about contracts in general and specifically about your Housing Contract.

A contract is an agreement between two or more people, which is legally enforceable. In this particular case, you have entered into an agreement with the Office of Housing and Residential Life. (You did so by signing your residence hall room contract.) In accepting your contract, CSU agreed to provide you with a space in our residence facility and to provide certain services as outlined in your contract. In turn, you agreed not only to live on campus, but to abide by certain policies designed to provide you and other members of community with OHRL. As a result, you could find yourself facing judicial action, which in some cases, could lead to termination of your contract and your removal from your residence hall or suite. The contract you signed is for the entire academic year or, if entered into after the start of the academic year, for the remainder of the academic year.

CONTRACT RELEASE

Students who lived on campus during the fall semester but who wish to request a release from the Housing Contract for the coming spring semester must complete a Contract Release Form in the Office of Housing/Residential Life and provide appropriate supporting documentation. Please note that a release from the contract could result in you being assessed a release fee of not less than \$400.00 dollars or other charges depending on the time when you notify the Office of Residence Life of your intent to break your contract. Requests for release are handled on a case-by-case basis and are not approved automatically.

By Nov 30,	\$400.00	release	fees,	forfeit	\$150.00	application	fee			
December 1-14,	1	week's	housing	cost,	forfeit	\$150.00	application	fee		
December 15-28,	2	weeks'	housing	cost,	forfeit	\$150.00	application	fee		
December 29-January 11,	3	weeks'	housing	cost,	forfeit	\$150.00	application	fee		
After January 11,	4	weeks'	housing	cost,	forfeit	\$150.00	application	fee		
and prior to check-in										
Before or during the 1 st week of Classes	50	%	housing	&	meal	cost,	forfeit	\$150.00	application	fee
During the 2 nd week of Classes	75	%	housing	&	meal	cost,	forfeit	\$150.00	application	fee
During the 3 rd week of classes	100	%	housing	&	meal	cost,	forfeit	\$150.00	application	fee

BILLING (ERRORS AND CORRECTIONS)

Students living in University housing are responsible for full payment of all services received. It is the responsibility of the resident student to ensure that their bill is correctly reflecting charges for all services being received for the semester in question. Your bill should have a separate line item for each billable item including tuition, fees, room and meals. In rare instances billing errors do occur; once such errors are corrected the student will still be responsible for full payment of the corrected bill. Every effort would be made to notify the student of the error and the correction. Please note that the timeliness (or lack) of this notification of the error and its correction has no factor in determining responsibility for bill payment. The Student is responsible for payment of all services received.

REFUND (See REFUNDS, WITHDRAWALS AND CANCELLATIONS)

SECURITY REGULATIONS

Policy:

- (a) All residents, visitors and guests must enter and exit only by the main entrance to the residence halls unless permission has been given from the Office of Housing/Residence Life.
- (b) Persons authorized to enter or leave by locked security doors are responsible for leaving the doors in a locked position.
- (c) All residents are required to show their residence hall identification card/security ID each time they enter the residence halls. All non-residents of the hall who are visiting are required to sign in at the hall desk when entering the building.
- (d) Residents are required to follow the established visitor registration procedure and will be held responsible for actions of their visitors.
- (e) Students should take precautions to safeguard personal property and report any suspicious persons or happenings to the Office of Housing/Residence Life Staff or Campus Police/Security Officers.
- (f) Residents are urged to lock their doors at all times, especially during periods of absence. During holiday periods, additional precautions should be taken, including removing valuables, small portable items and unplugging appliances. Any losses should be reported to the Campus Police and your RA.
- (g) Windows in residence hall student rooms are not designed to be opened. Students will be billed \$25.00 plus a billing fee for opening windows. If breakage occurs to an unauthorized open window, residents of that room will be billed for the cost of replacement (approximately \$210.00).
- (h) A student may not refuse to provide authentic personal identification when officially requested to do so by a properly identified Housing/Residence Life staff member or other University official.

Rationale: Security regulations are designed to safeguard residents and their visitors from unauthorized individuals or activities that could affect their well being. While it is recognized that residents may rightfully feel their residence hall is their home and that it should not be necessary for them to identify themselves to gain access, it is important to remember that desk staff members will not recognize all individuals who enter a building as one of its residents and, as a result, must request identification.

POLICY STATEMENT ON ACTS OF TOLERANCE

The Office of Housing/Residence Life strives to maintain an environment conducive to fostering respect among the various cultures represented in the University community. OHRL has a commitment to addressing, both proactively and reactively, problems which result from a lack of this respect. Whether these acts of tolerance are public or private, they serve to destroy the environment we share and are inconsistent with the fundamental purpose of the University. Such mindless acts do untold and unjust harm to those who experience this detrimental kind of discrimination and, to a larger extent, to the University community at large.

Acts of intolerance have the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for a person or group of persons. Any Judicial Code or Housing/Residence Life violation which also victimizes an individual on the basis of another's race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, or level of able-bodiedness is regarded as a serious violation, and the severest sanctions may be imposed, including separation from the residential community. An individual responsible for this type of behavior may also be subject to criminal actions.

Such behavior includes, but is not limited to:

- graffiti placed on doors and walls
- defacing, damaging, or destroying personal or public property
- Harassment
- Threats

- ❑ Fighting
- ❑ Disrupting others in the exercise of their rights

Each resident should always report immediately any incident of this type to any Housing/Residence Life, Student Life, or Human Relations Programs representative. Whether you experience or observe this type of incident, you are encouraged to report it.

Housing/Residence Life also encourages you to reflect on the impact of such incidents on an individual, on the group he or she may represent, and on the community as a whole. We urge you to join us in trying to ensure that such incidents do not occur. We are interested in any suggestions which you may have on how to best accomplish this goal. Join with us in making the CSU residential community a positive place to live for everyone.

ENVIRONMENTAL POLICIES

It is the responsibility of each resident to take reasonable care (as determined by the Office of Housing/Residence Life) of his/her room, furnishings and communal areas. Students who violate environmental policies may be billed and will be subject to judicial action.

Antennas

Policy: Exterior antennas are not permitted.

Rationale: This policy has been established to safeguard against safety hazards (i.e., electrical shock during installation) and to better ensure the cosmetic appearance of the building.

CLEANING AND MAINTENANCE

Policy: It is the responsibility of each student to clean and maintain his/her room or suite. All waste paper and other trash must be deposited in the wastebaskets provided and then in the residence hall trash rooms or in the dumpsters near the suites. Littering is not permitted. Residents will be billed for trash left outside of their suite or near their door at a rate of \$50.00 per bag of trash. Rooms and suites must be left in a clean condition at the end of a contract period (and at holiday closing in the halls). Weekly checks will be made by the Residence Hall Director and his/her staff to ensure that proper care is being taken by the students. If cleaning standards have been neglected, residents will be given one day to bring the room or suite up to acceptable conditions, or be billed for cleaning done by University personnel. The amount of cleaning done by University personnel and the appropriate charge to a resident(s) will be determined by the Office of Residence Life. When contract release vacancies occur in the suites, the resident staff will inspect the suite, including the vacant bedroom(s) for cleanliness and safety and maintenance concerns. Housekeeping will be brought in to clean the vacant bedroom(s) and, if necessary, the rest of the suite to ensure a neat and attractive condition for new residents who will be moving in. Current residents will be financially responsible for suite common area cleaning if necessary. In addition, the residence hall staff will inspect the rooms and suites at the close of the fall semester and at the end of the contract period for cleanliness and damages.

Rationale: This policy has been established to ensure a safe and clean environment.

CLOGGED DRAINS AND TOILETS

Policy: Residents may be charged if a staff member has to unclog a drain or toilet due to negligence or abuse. **Paper towels, tampons, and sanitary napkins should not be flushed down the toilet.**

Rationale: Clogged drains and toilets are the residents' responsibility. Plungers are available from the maintenance staff or at the desk. The maintenance staff will demonstrate the proper way to unclog drains.

COMMUNAL PROPERTY RESPONSIBILITY

Policy: Residents are expected to take every precaution to ensure that communal areas (hallways, restrooms, stairwells, lounges, studies, utility rooms, kitchens, and laundry facilities) are not abused. In areas where the Office of Housing/Residence Life has determined that residents are significantly abusing University property and that responsible

individual(s) cannot be identified, upon proper written notice, communal areas will be locked and all residents will be held responsible for paying a prorated share of the cost of repairing such damages.

Rationale: All members of the residential community are responsible for maintaining their environment.

DAMAGE ASSESSMENT

Policy: All students living in a room/suite will be responsible for damages/loss to their bedroom area or its furnishings, as well as damage/loss in those areas common to the particular room/suite. Each student will be given the opportunity to assess the condition of his/her room/suite at the beginning of each contract period, or at the time occupancy takes place. At this time, any existing damages should be noted. Additionally, each resident is responsible for reporting and providing written documentation for any damages as they occur. Whenever the student leaves the room for another assignment, it is his/her responsibility to have the room checked by a staff member. At this time, any damages will be noted and the proper person(s) will be held responsible for the cost of the repair or replacement. If a student fails to have the room/suite checked, he/she will be responsible for any damage, will be charged accordingly and will also be charged \$50.00 for improper checkout. By failing to follow the proper check-out procedures, the student may forfeit his/her right to contest any of the above mentioned charges. At the end of each semester, the Resident Hall Director will make final clearance or charges after the halls/suites close.

Rationale: All students must take financial responsibility for damage or loss in their room or suite in order to ensure that facilities are maintained in acceptable condition and community standards are maintained. Holding residents financially responsible for damages to personal space results in a more equitable distribution of costs to those individuals who actually have caused the damage.

FURNISHINGS PROVIDED IN STUDENT ROOMS/SUITES

Policy: All residence hall rooms are carpeted and furnished with single beds and mattresses, desks, chairs. All suites are furnished with the following items: 2 desks (per room), 2 chests (per room), 2 single beds and mattresses (per room), 2 desk chairs (per room), 2 love seats, 2 lounge chairs, 1 coffee table, 2 end tables, wall-to-wall-carpet. Bedroom furniture must remain in the assigned room and common area furniture must remain in the living area and not be moved to private bedrooms. No furniture is to be removed from the room. Mattresses are to be used on the bed frames provided and not on the floor. All furniture is to remain in the upright position for which it is designed. Upon checkout, all furniture must be against the walls in their appropriate positions (i.e., doors facing out, bed bolster against wall). The student will be billed for the removal or reassembly of misplaced furniture.

Rationale: Damage is possible when furniture is moved. The residence facility does not have storage sufficient to store room furnishings and OHRL must know the location of all furnishings.

Public Area Furniture

Moving furniture from public area (lounges or suite living room) deprives others of its use. Furniture and accessories may not be moved from the public areas to student rooms in residence halls. Fines, judicial action or local prosecution may occur if lounge furniture is found in student rooms

PAINTING

Policy: General painting of the residence halls will be done on 3-5 year cycle or as needed. Residents are not permitted to paper or paint rooms or furniture. Painting of student rooms is handled through physical plant staff or a contracted service provider during the summer or during the year only when the condition warrants attention. Students may not paint their own room or any other part of the residence hall.

Rationale: All rooms and suites are painted in standard colors to allow for easy maintenance and touch up. This allows us to keep walls and ceilings in good condition. In addition, everyone is not skilled to paint their rooms in a professional manner.

POSTING

Policy: Posting of materials is allowed only in designated areas in the residence halls and suites. All materials posted in designated areas must be approved and stamped by a member of the Housing/Residence Life Staff prior to posting.

Posting on the exterior of buildings, trees, and lampposts is prohibited. Banners, sheets, flags, streamers and other items may not be stretched or hung across hallways, doors or the exterior of buildings. Copies of the posting policy and a Request to Post Materials forms are available at the desk.

Rationale: Regulation of posting is necessary to allow equitable use of limited space, to keep our facilities neat in appearance, to reduce fire hazards and to encourage voluntary compliance with community standards. Indiscriminate posting of materials can also lead to damage of facilities.

BULLETIN BOARDS AND NOTICES

Policy: Floor bulletin boards and posting areas will be maintained by the RA or residents designated by the RD/ARD. Posting areas will contain notices covering policies and activities. Lobby bulletin boards/display areas are maintained by the RD/ARA/SRA and Desk Manager. Residents are responsible for information posted on bulletin boards and in posting areas and notices delivered to residents' mailboxes including, but not limited to, correspondence from the Office of Housing/Residence Life. Students wishing to post material in designated areas must get permission from the Hall Director.

Rationale: Restrictions on bulletin boards are due to limited space and interest in maintaining standards for the information made available to residents. Students are responsible for reading materials in designated areas and mailboxes, so they will be aware of important communications from various campus offices

MAINTENANCE REQUESTS

Occasionally, it may be necessary to request maintenance or repair work in your room. It is important to make repair request while they are still minor problems. If Left alone, problems only become more difficult to repair.

You can report maintenance concerns by completing a maintenance request form (commonly known as a work order form at your residence hall front desk). This form gives staff permission to enter your room without your presence to complete the repair.

Policy: It is the responsibility of each resident to promptly report any incidence of damage or loss to the proper official of the Office of Housing/Residence Life. Forms for reporting damages and requesting necessary repairs are available from hall reception desks and suite offices. Repairs attributable to student-caused damage or abuse will be charged directly to the responsible individual, deducted from the security deposit, or charged jointly to the unit members. There will be no charge for repairs due to normal wear. All repairs in residence halls and suites will be made only by the University through its authorized personnel or by authorized outside contractors.

Rationale: Limitations must be placed on furniture placed in or modifications made to a residence area in order to ensure the safety and attractiveness of the facility.

EXTERMINATION

Policy: All foods must be kept in tightly closed plastic or metal containers. The University will exterminate each residence hall and suite at various times during the year. Extermination costs may be charged to the residents if such services are required due to poor housekeeping or residents' living habits. The University shall not be liable for the presence of bugs, vermin, or insects.

Rationale: Conditions in rooms/suites must be maintained so that extermination is not needed.

UNAUTHORIZED USE OF LOUNGE FURNITURE

Policy: Lounge furnishings or property from public and communal areas of the building may not be removed from the areas into individual student rooms or anywhere. Abuse of this regulation may result in a service charge for removal of the furniture and/or judicial action.

Rationale: Public area furniture is for the use of all residents in the suite and use in individual rooms deprives others of its use.



COPPIN STATE UNIVERSITY

DIVISION OF STUDENT LIFE

OFFICE OF HOUSING AND RESIDENCE LIFE

Very Important Notice

1. Residence halls are closed during breaks! **There is a per day charge** to stay in the residence hall during the breaks. These breaks included are;
 1. Thanksgiving Break
 2. Winter Break
 3. Spring Break
 4. Summer Break
2. Residents must remove all personal belonging from the room and take it home during the **winter and summer breaks**. Nothing can remain in your room.
3. There is no space on campus that can be given to you to be used as storage for your personal belongings.
4. The university does not carry insurance on residents or their property. The University is not liable for personal property that may be lost, stolen, or damaged regardless of how your property came to be lost, stolen, or damaged. Review your family's homeowners' insurance policy for coverage. You are strongly encouraged to insure your personal belongings. Personal property insurance policy registration brochures are available in the Office of Housing and Residence Life.

WAITING LIST

Is this is your first time to the residence hall? Please keep the following in mind:

1. You must be admitted before applying for housing.
2. Once admitted you should apply for housing immediately, keeping in mind being admitted does not guarantee a room assignment.
3. All requirements (application/fee/contract/medical forms/statement of understanding) must be on file in the Office of Residence Life before you receive an application date (a space in line) or a room assignment.
4. The \$150.00 fee is not a deposit on a room, nor is it a reservation fee. It is an application fee only and does not guarantee a space.
5. March 30 for Fall and October 30 for Spring are our room assignment priority dates applying for housing on or before these dates will give you the best chance of getting a room assignment, keeping in mind that under the first come first served method the possibility still exists for all rooms to be assigned before these dates and a waiting list can be established even earlier than expected.
6. Students applying on or after July 15 for the Fall or November 15 for the Spring will automatically be placed on the waiting list regardless of when they applied for admission or when they were admitted to the University.
7. Students with room assignments will be notified by mail and/or phone.
8. Students on the waiting list will be notified by certified mail and by phone.

FOR RETURNING STUDENTS:

Be reminded that you, the Returning Residents, are given first priority in the room reservation process allowing you to select your rooms well in advance of new students receiving room assignment. Returning Residents should note that if they **do not CONFIRM** their reserved room assignments by the due date (1st week in May) it will be cancelled and given to the next student on the New Student Waiting List. Any returning student submitting application material late (after the reservation period) or whose room reservation is cancelled due to that person failing to meet the room reservation confirmation requirement will be placed on the returning student waiting list and will not be dealt with until after August 1st for the fall. Once the Returning Student Room Reservation Confirmation date (1st week in May) has passed the processing of new students' room assignments will be the priority. All room assignments being made after the first week of the month of May will be for new students only, this will continue until all new students that can be assigned is assigned. Once all new student have been assigned if there are spaces still available then we will offer these remaining spaces to returning students who failed to follow instructions resulting in them getting their required items in late.

IMPORTANT PHONE NUMBERS

All numbers begins with 410-951, unless noted otherwise.

Residence Life Staff

Director of Housing	X6399
Secretary	X6399
Dedmond Hall Resident Director	X6769
Dedmond Hall Front Desk	X6767
Daley Hall Resident Director	X6397
Daley Hall Front Desk	X6400

Other University Numbers

Coppin State Health Center	X4188
Library	X3400
Registrar	X3700
Student Activities	X3922
Bookstore	X1222
Campus Operator	X3000
Campus Police	X3900
Counseling Center	X3939
Financial Aid	X3636
Athletics	X3737