



2009-2010 STUDENT HANDBOOK
RESIDENTIAL LIFE

TABLE OF CONTENTS (*click to jump to each section*):

Welcome To Residential Life!	2
What Is Residential Life?	2
Residential Life Team 2009-2010	3
The Resident Advisors	3
Academic Role Models	4
Residential Life and Housing Staff	4
Room Assignments	4
Room Options (Somers Hall)	4
Room Change	5
Roommate Conflict/Resolution Procedure	5
Consolidation Procedure	6
Room Condition Report (Check-In And Check-Out)	6
Roommate Replacement Procedure	6
Living With Roommates	7
Your Room/Hall Damage Charges	8
Things Residents Should Know	9
Bikes	9
Carpets	9
Door Propping Policy	9
Furniture	9
Grills	9
Heat	9
Housekeeping	10
Kitchens	10
Laundry Facilities	10
Liability	10
Locked Out or Missing Keys	10
Lounges	11
Tutor Lab (Center for Academic Success)	11
Maid Service	11
Mail	11
Maintenance and Repairs	12
Parking	12
Roof	12

Room Decorations	12
Painting	12
Screens	12
Somers Front Desk.....	12
Telephone Service.....	13
Vending.....	14
Residential Life Courtesies	14
Residential Life Policies/Courtesies	14
Accidents or Emergency	14
Container Policy.....	14
Beverage Policy	14
Drugs.....	15
Dress Code	15
Gambling.....	15
Guests.....	15
Guns or Weapons.....	15
Noise	15
Quiet Hours.....	16
Renewal Lottery.....	16
Snow Removal	16
Pets	16
Road Signs	16
Sexual Assault and Harassment	16
Solicitation	17
Summer Residents	17
Theft.....	17
Vandalism	17
Vacation and Break Procedures	17
Visitation Guidelines	18
For Your Safety!	18
Smoking	20
Tornado.....	20

WELCOME TO RESIDENTIAL LIFE!

Welcome to Residential Life at The College of St. Scholastica! You should expect to have a rewarding, enjoyable educational experience living on campus.

One of the most exciting opportunities about living on campus is that you build the foundation for many lifetime friendships with your roommate(s), floormates, Academic Role Models (ARMs), and Resident Advisors (RAs). At the same time, you are exposed to a variety of different backgrounds and lifestyles which may influence your lifelong journey.

We urge you to make the most of your college days through active involvement in your community by participating in wing meetings, campus activities, and RHA (Residential Hall Association). We challenge you to utilize the resources in people, programs, and facilities here at St. Scholastica to the utmost of your capability, so your years here will be the “best of your life.”

We encourage any questions you may have. Please feel free to call x6391 (or 218-723-6391 from off campus) or come to the Office of Residential Life and Housing located in Somers Hall 168 with inquiries or concerns.

God Bless,

Betsy Kneepkens

Assistant Dean for Campus Life

What is Residential Life?

St. Scholastica provides campus housing for both men and women in Somers Residence Hall, Somers Suites, Pine, Willow, Maple, Grove, Birch, Cedar, Scanlon, and Kerst Halls. More broadly, the Housing and Residential Life Team works with the academic staff to provide the following:

1. A residential climate in which students can pursue academics and experience a learning-living environment.
2. An atmosphere conducive to personal, spiritual, academic, and social growth.
3. Opportunities for social events and educational programs: a warm, comfortable, yet challenging, atmosphere for student growth.

The Residential Life Team works consistently to provide adequate facilities, trained staff, and programs to enhance student and institutional goals. In particular, the Residential Life Program strives:

1. To develop a sensitivity to the rights and values of others.
2. To develop accountability on the part of every student for his/her own actions.
3. To create an interpersonal environment that provides the opportunity for human growth and development.

4. To enhance the Benedictine Tradition in residents' lives and offer well rounded support for students becoming St. Scholastica "Cor et Anima."

RESIDENTIAL LIFE TEAM 2009-2010

Resident Advisors, Somers Main

Somers 53:	TBA	Somers 246:	Phillip Kaiyalethe
Somers 116:	Sara Anderson	Somers 316:	Kaitlyn Tillman
Somers 146:	Benetta Gayflor	Somers 337:	Jessica Brown
Somers 216:	Daman Milsom	Somers 346:	Carlye Plucinak
Somers 237:	Dan Bobek		

Resident Advisors, Somers Suites

Basement 75:	TBA	Suites 174:	Annie McSharry
Ground 74:	Brita Renstrom	Suites 274:	Caitlin Depree

Resident Advisors, Apartment Halls

Pine 102:	Jessica Reynolds	Scanlon 123:	Amos Restad	
Maple 101:		Danielle Poualeu	Scanlon 222:	Mark Johannessen
Willow 101:		Gunjan Piya	Scanlon 322:	Hannah Barr
Birch 202:	Aleksis Kincaid	Kerst 122:	Lloyd Munjanja	
Cedar 125:	Shelsea McCarthy	Kerst 222:	Lourenco Da Costa Ico	
Cedar 233:	Juliette Poualeu	Kerst 322:	Kevin Shangle	
Groves 5B:		Zahra Karimian		

Academic Role Models (ARMs), Somers Main

Somers 115:	Jessica Lovering	Somers 247:	Duy Nguyen
Somers 200:	Noah Goyke	Somers 300:	Tata Zhorzholiani
Somers 236:	Howard Stoltz		

Academic Role Models (ARMs), Somers Suites

Suites 173: Molly Ruvelson

Academic Role Models (ARMs), Apartment Halls

Cedar 125: Brianne Anshus

Pine 201: Kathryn Gustafson

The Resident Advisors

Resident advisors (RAs) are full-time students as well as members of the Residential Life Team. RAs are students of at least sophomore status who are selected because of their concern for others, knowledge and understanding of the College and Benedictine heritage, and belief in the value of residential living. RAs are available to assist residents in any way possible: as a friend,

advisor, information source, etc. The basic goal of every RA is to encourage responsibility in individuals and in the community.

The wellness model of programming is used to help develop community in the residence halls. RAs are encouraged to promote events for their residents in seven different areas: social, educational, emotional, cultural, physical, spiritual, and community service.

In order to ensure that a resourceful person is always available, four RAs are on duty each night. Their names and numbers are listed previously in this handbook, available from the Campus Operator, and posted throughout the buildings. At least two RAs in Somers Hall and two RAs in the apartments are on duty each weekday from 4:30 p.m. until 8 a.m. the next morning and all day on Saturday and Sunday while class is in session.

Academic Role Models

Eight Academic Role Models (ARMs) live on campus, and their primary goal is to foster an educational climate in the residence halls. They are upperclass students who provide learning opportunities and study skills information. Overall, they act as an academic resource for students. Each ARM holds weekly outreach hours in their assigned area to maintain visibility among residents and best serve as an advocate for academic success. They are available to help with: test taking skills, note taking tips, time management, writing and reading skills, and general college questions and concerns as well as limited class schedule advisement and subject tutoring.

RESIDENTIAL LIFE AND HOUSING STAFF

Phone: x6391 (From off campus: 218-723-6391)

Location: Somers Hall 168

Assistant Dean of Students for Campus Life: Betsy Kneepkens

Residential Life Coordinator, Apartments: Amber Gort

Residential Life Coordinator, Somers Hall: Luke Mirau

Residential Life Assistant Coordinator: Jessica Johnston

Residential Life and Housing Office Coordinator: Regina Adamy

Coordinator of Summer Housing and Events: Louanne Johnson

The Assistant Dean of Students for Campus Life is responsible for all aspects of the Residential Life Program including the supervision of the Academic Role Models (ARMs), Resident Advisors (RAs), RHA (Residence Hall Association), day-to-day operations of housing, and the administration of the residence hall code of conduct.

ROOM ASSIGNMENTS

Room assignments are made by the Office of Residential Life and Housing. Assignments are based on the stated preference of the individual and the availability of the specific option requested. Options other than the normal double are very limited in number and are usually taken by previous residents during spring room sign-up. Students desiring a special assignment may place their names on a waiting list through the Office of Residential Life and Housing.

Room Options (Somers Hall)

1. **The Normal Double:** 9' 3" wide x 17' 4" long. The double room provides a normal-size room to be shared by two students. This room supplies two beds, closets, desks, and study chairs for its occupants.
2. **The Single Room:** 6' 5" wide x 17' 4" long. The single room is about half the size of the normal double and contains furnishings for one resident only. Its size is compensated for by the privacy it provides the individual.
3. **The Double as a Single Room:** The normal double room is occupied by one person only, providing privacy and space. Doubles as singles are granted as space becomes available in the housing units.
4. **Somers Tri and Quads:** These rooms, which have their own bathroom, are occupied by three or four people.
5. **Somers Suites:** The standard two-bedroom unit is approximately 525 square feet. Bedrooms are 10' x 10'. Living rooms are 10' x 14'. Bathrooms are 8' x 12'. Living in these units is similar to apartment living without a kitchen. The suite space includes two bedrooms, a living room and bathroom. Somers suites are available for residents who attain sophomore status and are 19 years of age before September 1.
6. **The Upper Class Halls:** The Pine, Maple, Willow, Grove, Birch, Cedar, Kerst, and Scanlon Halls are similar to apartments. Each serves four residents, has a kitchen, living room and include two bedrooms which serve two residents each. The bedrooms are supplied with beds, closets, desks, and study chairs. A dining table with chairs is also provided, as is living room furniture.

ROOM CHANGE

A student may request a room change at any time. It is preferred that room changes occur after the first two weeks of any semester and before the last week of any semester.

Because living with a roommate is an opportunity for learning and growth, students are encouraged and assisted by staff to work out difficult situations. However, if a student chooses to move, he/she will initiate this action by speaking with the RA. He/she will meet with Residential Life for approval of plans. When a resident makes a room transfer, he/she must be officially checked out of his/her old room and into the new one by a RA.

Should a student be granted a room transfer at the end of the semester, he/she will need to check in and move all his/her belongings to the newly assigned room and check out of the previous room before leaving campus for the vacation period.

ROOMMATE CONFLICT/RESOLUTION PROCEDURE

Roommates are strongly encouraged to begin their living together by completing the Roommate Contract provided by the RA. In the event that a student is experiencing conflict with his/her roommate, the below options are available:

1. Confront your roommate with how you feel about a particular behavior that you feel violates your rights (e.g., "I feel angry that you were on the phone for four hours last night. I was unable to call home. I would like to work with you to resolve this issue. Do you have any suggestions?"). When confronting another, it is important to separate the person from the behavior. Avoid labeling and name calling; stay calm, in control and avoid blaming; share

with them specific events during which they exhibited the behavior you are concerned about; and stick to the issue at hand.

2. If you feel the above approach was unsuccessful, contact your RA who can help to resolve the issue between you and your roommate.
3. If you or your RA feel that the conflict is still unresolved, it should be brought to the attention of the residential life professionals. At that time all parties will sit down and try to resolve the conflict. If the conflict is unresolvable, a room change will be granted to the resident willing to move.
4. If neither party is willing to move, the residents may choose to bring their case to the resident mediation panel who will hear the case and grant a binding resolution. The resident mediation panel will be selected from a pool of trained resident volunteers. Each hearing will consist of one resident each from a pool of on campus residents. Each panel will be facilitated by a resident advisor who will have no voting power. The operating code for the resident mediation panel will be made available from the Residential Life Center to residents upon request.

CONSOLIDATION PROCEDURE

In order to keep room rates down, the Residential Life Department reserves the right to move same sex students who are living alone into one room or another apartment. This is called consolidation.

Once your roommate moves out:

1. You are encouraged to seek out a person to fill the vacancy.
2. You may receive notice from the Office of Residential Life and Housing which will indicate if someone on the waiting list wishes to move in with you or someone needs housing.
3. If you are unable to find a roommate, your options include: paying for the vacancy (if housing is not in overflow status); accepting an assigned resident; or, if requested by Residential Life, consolidating with another or other students. If you are unable to agree on which person needs to move, the Residential Life Office will determine the outcome by a coin toss.

ROOM CONDITION REPORT (CHECK-IN AND CHECK-OUT)

Upon your moving into your resident hall room, your RA will complete an inventory form describing the condition of the facility. You will be asked to read and sign this form, and when you move out of your room or apartment, the facility is reevaluated. This is to protect you from being charged for damages which occurred prior to your occupancy. The College expects you to leave your housing in the same condition as you found it. Residents will be held financially responsible for repairing other than normal depreciation (refer to “Standard Damage Charges”). All repairs will be done at the discretion of the College.

ROOMMATE REPLACEMENT PROCEDURE

Residents have two options whenever a vacancy occurs once a term begins:

1. “Pull” a resident into the available space within two weeks of the vacancy.
2. The remaining residents can choose to cover the additional cost in leaving the spot vacant (only possible if space is available in housing).

If neither of these is opted for, the Office of Residential Life and Housing will make placements based on housing need. If present residents refuse the replacement, they have the right to plead their case in front of the resident mediation panel and accept the binding resolution of the panel. Otherwise the college reserves the right to charge the present residents the cost of the vacancy.

NOTE: A student must attain at least sophomore standing and 19 years of age by September 1 to become eligible for upper-class housing options. Residents who have spent one year post secondary status may request a waiver the second year to live in upper-class housing.

LIVING WITH ROOMMATES

Sharing Expenses

Many residents buy food and prepare meals individually to keep expenses separate. However, a number of last year's residents reported that they cut food costs one-third to one-half by buying groceries and preparing food together. Preparing single meals can result in spoilage or waste and consequently increased food bills. Residents may also want to discuss sharing the costs of commonly used cleaning materials and disposable items (paper products, seasonings, etc.). Some groups establish a household "kitty" for purchasing food and/or supplies used in common. You may want to consult with your RA for help in establishing a common budget.

In addition, expenses can be cut by having a few groups purchase food items together in bulk quantities. The time spent is worth the money saved for many residents. However, it takes planning to make this belief a reality while eating properly and staying healthy at the same time.

Helpful Living Hints

- Defrost your refrigerator frequently. A frost build-up causes greater electrical usage.
- When cleaning bathtubs, use foam or other nonabrasive cleanser. Abrasives, including all scrubbers except nylon, will ruin the surface. Clean tub drains periodically to prevent slow drainage.
- Put aluminum foil over the burner catch pans and inside the oven to reduce the chore of cleaning your range.
- Make a cleaning schedule in September so everyone does his or her part.
- Use preventive medicine to fight against roommate squabbles. Have a box in your room where you can make comments about others' actions (e.g., "Everyone please put the top on the butter when you're finished with it.") This may work for your residential floor as well.
- Try not to lend money to each other, and don't lend it unless you can afford to lose it.
- Let your roommates know when you are in a bad mood so they can beware.
- Encourage a roommate dinner each week.
- Do not borrow clothes or other items unless you ask first (open door invitation at the beginning of the school year may need renewal each week).
- Don't limit your activity to just your roommates.
- It's not quantity that keeps roommates; it's quality.
- If you are ill, remember to take precautions so your roommates don't get ill as well.

YOUR ROOM/HALL DAMAGE CHARGES

Standard Damage Charges are as Follows:

Room cleaning/resident	\$75 and up
Bulletin boards	25 and up
Burn marks	50 and up
Ceiling tiles (per tile)	15
Clothing rod--replacement	10
Closet wire basket	30
Desk chair--replacement	125 and up
Desk lamp	35
Door damage--replacement.....	20 and up
Door number--replacement.....	10
Door viewer	20
Drapes	100 and up
Curtain rod damage.....	40 and up
Exit light--replacement	200
Fire extinguisher--refilled	75
Fire extinguisher--replacement	150
Ice cube tray	5
Improper checkouts.....	25
Key/card replacement	25
Light fixture cover--replacement	50
Lock repair	30
Mattress--replacement.....	120
Mattress pad--replacement.....	20
Mirror--replacement.....	30
Patch and/or paint wall(s) & ceiling	50 and up
Poster putty removal	35 and up
Removal or damage of lounge, room or apartment furniture.....	50 and up
Screen--replacement	75
Screen--unauthorized removal	30
Shower curtain	20
Sink stopper	15

Smoke detector--replacement	25
Telephone cord.....	5
Telephone--replacement	35
Thermostat--replacement	75 and up
Towel bar--replacement	25
Wastebasket--replacement	25
Window--replacement.....	100 and up

Common area damages may be charges to all residents in damaged wing, floor, hall, or apartment complexes unless individual responsibility is claimed.

NOTE: Any damages not listed above will be assessed at the actual cost of time, labor, and material. The college reserves the right to reassess the above damage charges.

THINGS RESIDENTS SHOULD KNOW

Bikes

Bikes may be stored on the patios adjacent to each floor’s lounge. They are not to be left in the stairwells, bathrooms or hallways. Winter storage may be available. Contact the Office of Residential Life and Housing, x6391.

Carpets

Students may use carpets without rubber backing in their rooms. For safety and cleaning purposes, doormats are not allowed in hallways.

Door Propping Policy

No security door in the resident complexes should be propped open. The college reserves the right to fine in the event of door propping violations. Tampering with door card readers is not permitted.

Furniture

Furniture in the public areas is meant to be used by all residents and therefore is not to be removed. Residents taking furniture may be fined and have their contract terminated. Also, furniture may not be transferred between rooms.

Furniture provided for each complex may not be brought outside or stored outside.

Students may bring extra furniture (such as chairs and small dressers) of their own into the resident areas, but they must be stored off campus over the summer.

Only lofts purchased by the College will be allowed.

Residential Life reserves the right to search rooms for College furniture.

Grills

Personal grills may be used only at a distance of at least 15 feet from any residential living areas.

Heat

Heat is included in the cost of residence.

The following are some heating and safety tips:

1. Leaving all thermostats at one setting will give you a more even energy consumption.
2. Baseboard heaters can be extremely hot, so keep all furniture and blankets away from the heaters.

NOTE: Space heaters are PROHIBITED FOR FIRE SAFETY REASONS.

Housekeeping

The housekeeping staff provides a neat and clean living environment. They are not, however, responsible for cleaning resident rooms or unnecessary messes made by residents in public areas. Residents' cooperation in caring for the facilities will make the staffs' job easier and will create a more pleasant place to live.

Kitchens

A kitchenette is located on each floor of Somers Hall complex. These kitchenettes contain a stove, a mini refrigerator or freezer, oven, sink, cupboards and counter space, and a table and chairs. Cedar, Scanlon, and Kerst Hall also each have a communal kitchen with a stove, refrigerator, freezer, oven, sink, cupboards, and counter space. Residents are welcome to use these facilities and, for the sake of others in the community, to clean up when done using them. Leaving food in the kitchenettes is done at the residents' risk. Residential Life reserves the right to dispose of food left in the kitchenettes if necessary for health and cleanliness issues. The College does not take responsibility for stolen food left in the kitchenettes.

Refrigerators brought into rooms in the Somers Hall complex must be less than 3.5 cubic feet due to excessive electrical loads and damages to rooms and hallways as a result of moving.

Laundry Facilities

Laundry facilities are found in each building of the Residence Halls, except the Groves complex. These facilities are free of charge and for campus residents only.

Residents must provide their own detergent. Residents are encouraged to stay with their laundry at all times. The College does not take responsibility for stolen or damaged items.

Residents are strongly encouraged to avoid drying wet clothes in the rooms, due to condensation problems that may develop. Instead, residents are encouraged to use the dryers.

If any machine does not function properly due to mechanical difficulties, residents should call x6391 to report any equipment problems.

Liability

The College does not assume financial responsibility for personal items. It is suggested that you carry appropriate personal property insurance.

Locked Out or Missing Keys

In Somers Hall you will be assigned a room key/card upon moving into your room. **It is your responsibility to keep the key/card with you at all times.** Your identification card will open

the outside doors and inner security of Somers Hall. The main entrance is open from 6 a.m. to 10 p.m. daily. Any problems with room keys or door access problems should be reported to the campus operator and/or the office Residential Life and Housing.

Each resident is assigned a key/card which unlocks his/her residence. Residents must lock their door every time they leave their room.

If you should get locked out of your room/apartment, you may sign out a temporary key at the Somers front desk. This key/card must be returned immediately after opening your door. If you lose a key/card, report this immediately to the Housing Department. You will be charged for a replacement key.

Using or making any key other than those issued by the College is strictly prohibited.

Please note: The Residential Life Team will respect the privacy of a student as long as the student respects the rights of fellow students and the college. Authorized college personnel have the right to enter a room or apartment for the purpose of making repairs and for reasons of health, fire, safety, conduct, or general welfare. Maintenance requests are considered permission to enter.

Lounges

Resident lounges are available in each living area for informal recreation and studying. “Rough-housing” and sports (such as Frisbee, hacky-sack, rollerblading, etc.) are not permitted in the residence buildings.

Located on the ground floor of Tower Hall, the Union is the community center of the college for all the members of the college family—students, faculty, administration, alumni and guests. As the “living room” of the college, the Union at St. Scholastica provides the services, conveniences, and amenities the members of the college family need in their daily life on the campus. It is a place for getting to know and understanding one another informally outside the classroom.

Tutor Lab (Center for Academic Success)

Located in Somers Hall, tutoring includes a range of academic disciplines. Hours are listed on the St. Scholastica website.

Maid Service

Ordinary cleaning supplies are to be provided by the residents.

Please do not use “acid” cleaners in toilet bowls. Lysol, Johnson Bathroom Cleaner, and Windex (or similar products) are recommended for room/apartment cleaning.

Residents may check out a vacuum at Somers front desk or vacuum cleaners are available to be checked out through the hall managers. There is a central vacuum system in Somers Hall, with hoses and on/off switches located in the utility room of each floor.

Waste and recycling rooms have large containers for refuse. Please bring your refuse to these rooms and participate in our recycling efforts.

Mail

Stamps are available in Tower Hall in the Mailroom.

Inform friends, relatives, etc., that the proper mailing address is:

Your Name
The College of St. Scholastica
St. Scholastica Box #
1200 Kenwood Avenue
Duluth, MN 55811

Maintenance and Repairs

Facilities Services staff are responsible for repairs in your residence and public areas.

Requests for repairs and maintenance can be made by calling the maintenance hotline (x3030) any time day or night. Extra light bulbs have been placed in your apartment. If you have used up your extra supply, please contact your RA. Halogen bulbs are considered hazardous and not allowed in housing units. Phone and/or key problems should be reported immediately to Residential Life and Housing (x6391).

Parking

Residents may park in designated overnight lots.

Running extension cords from any building to connect to a car block heater is not permitted.

Roof

Under no circumstances are residents allowed on the roof of any campus building. Somers front desk is to be notified if an item is lost on a roof. College staff will retrieve the item and return it during normal working hours.

Room Decorations

Residents at The College of St. Scholastica are encouraged to decorate and arrange their rooms creatively and uniquely. To ensure your protection, safety, and rights and those of others, we have established guidelines for decorating.

Thumb tacks should be used on drywall; tape is not allowed. Poster putty, nails, and double-back scotch tape are not allowed because they would damage the paint.

Painting

The College reserves the right to paint rooms during the academic year. If this is necessary, the Residential Life and Housing Department will contact the affected residents.

Painting of rooms/apartments is permitted to be done only by College maintenance. Students who paint their rooms/apartments will be assessed a fine.

Screens

Screens are to remain in the windows; they are not to be removed for entry/exit, throwing objects, or any other purpose.

Somers Front Desk

A campus operator is available at Somers front desk 24 hours a day. This is the location for the College's central switchboard.

Students are encouraged to have their own vacuums. A vacuum maybe checked out with a Student ID at Somers front desk.

TELEPHONE SERVICE

Local Calls

The College of St. Scholastica provides free basic telephone service to resident students. Each residence has a telephone that may be used to receive incoming calls and to place on-campus, local and 800 calls.

Long Distance Calls

The College provides telephone service for local calls only. Long distance calls must be paid for by the individual. At the beginning of the year all students living in the residence halls will be issued a PIN (Personal Identification Number) from the College's long distance carrier. The use of this PIN number assures that you will be billed for only the calls you make. For your protection, you should memorize your code and keep papers referring to it in a safe place. You are responsible for all calls made with your PIN number. The monthly billing for your long distance calls will be sent directly to your on-campus mailing address.

Credit Card Calls

All telephone credit cards (AT&T, MCI, US Sprint), will work on the College's telecommunications system. Please be advised that these cards carry connection charges that can range from \$80 to \$1 per call and often have substantially higher rates.

Telephone Repairs

Residents should report problems with telephones, jacks, and service outages to the Facilities Services Maintenance hotline by calling x3030.

Courtesy Phones

Courtesy phones are available throughout the campus. These phones provide local service and will accept your long distance PIN number.

Emergency Call Boxes

Emergency call boxes are located in parking lots 1 (east and west), 2, 5, 6, 6A and 13. Please use these phones in the event of an emergency or to report any unusual or suspicious activity. When you pick up the phone you will be connected with Security.

Malicious or Harassing Calls

If you receive a malicious call, follow these suggestions. Hang up at the first obscene word. Hang up if the caller remains silent the second time you say, "Hello." Never give out information such as your name and address until the caller has been identified. If the calls persist, contact campus Security at x6175 and report the incident. They will refer the matter to the proper authorities for investigation. It is against the law to make obscene or threatening calls. Telephone harassment is a crime. Penalties include imprisonment and/or fines.

Quick Reference Calling Guide

On-Campus Calls: Dial the last four (extension) numbers only.

Local Calls: Dial 9 + seven digits.

Long Distance Calls: Dial 9 + 1 + area code + number. At the tone, enter your PIN number.

Credit Card Calls: Refer to the back of the credit card for the carrier's 800 number and dialing instructions.

International Calls: Dial 9 + 011 + country code + city code (if needed) + number. There will not be a tone to prompt you to enter your PIN number but you must do so. It may take a few moments before you hear a ringing signal.

Incoming Calls: One ring indicates the call is coming from on-campus; two rings indicate off-campus calls.

Vending

Vending machines are located in several locations throughout campus. Requests for change or refunds should be directed to the campus operator.

RESIDENTIAL LIFE COURTESIES

Residential Regulations

Underlying the residence hall policies and courtesies are four basic assumptions:

1. Certain understandings and courtesies are necessary to guarantee each student the opportunity to take full advantage of the academic and co-curricular programs of The College of St. Scholastica.
2. Residents are mature, emerging adults and will use common sense and consideration in their dealings with others.
3. Courtesies are necessary to ensure the physical and psychological security and safety of all residents.
4. The College works to foster the ideals of the Catholic Benedictine Tradition and support the concept of Cor et Anima.

RESIDENTIAL LIFE POLICIES/COURTESIES

The policies and courtesies published here have been developed by students and staff members for the purpose of living out the expectations of being a student at the College of St. Scholastica. All these expectations support the Student Affairs Statement of Becoming a Scholastica, Cor et Anima.

Accidents or Emergency

Call 9-1-1. Residents do not need to dial an extra '9' to get an outside line when calling 9-1-1.

Container Policy

Collection of more than twenty cans or bottles is prohibited in campus residences and poses a health risk. Additionally the possession by minors of alcohol containers is not allowed in campus housing (see Alcohol Policy in the College Policies section). The sanction for violating the container policy is a \$30 fine.

Beverage Policy

Open containers or water bottles suspected of containing alcohol can be confiscated, and sanctions will be imposed.

Drugs

Possession (except on a physician's or dentist's prescription), distribution or sale of stimulants, depressants, narcotics or hallucinogenic drugs, and other agents that are controlled substances having potential for abuse are prohibited. (See Alcohol Policy in the College Policies section.)

Dress Code

When in public areas of the building, Somers Hall residents should not appear in pajamas, robes, etc. Public areas include all lounges, the lobby, Penthouse, and The Greenview.

Gambling

Gambling without a license is a violation of state law and is prohibited in the residence hall complexes.

Guests

Guests are welcome in residence hall complexes. Guests must be accompanied at **all times** by the resident whom they are visiting, and residents assume full responsibility for their guests' actions. Residents are encouraged to notify their RA if they are having a guest visit (to help in the event of an emergency). Guests must register at Somers Front Desk and obtain a guest permit.

Guests of the opposite sex are not permitted to spend the night. (See Visitation Policy also in this Residential Life section.)

Guests are allowed to visit up to 48 continuous hours. For exceptions, contact the Office of Residential Life and Housing.

Guests found in resident living areas without a permit will be escorted out of the residence hall complexes. Residents with guests without permits will be charged \$25 per guest in responsible for any violations their guest commits.

Be sensitive to the fact that guests in a room, especially overnight or through the weekend, affect all the people living in the unit. Residents are strongly encouraged to negotiate with roommate(s) well in advance about dinner guests, large gatherings, and weekend visitors, so they can arrange their lives if need be. Exam times or approaching deadlines for major projects may not be a convenient time for residents to have guest. Discuss these issues **BEFORE** inviting guests to prevent needing to withdraw an invitation.

Guns or Weapons

Guns or Weapons are one of the leading causes of accidental death for young adults in this country.

Guns of any kind are **strictly prohibited** on campus. Students are required to notify Security if a gun or weapon is seen on campus. Sanctions for a resident found in possession of a gun may range from immediate termination of their housing contract to dismissal from the College. If necessary, civil authorities may be contacted.

Noise

Stereos, radios and television sets are permitted, but common sense and courtesy should be used when determining volume any time during the day. Furthermore, common courtesy should be observed with any type of musical instrument. Rooftop antennas may not be erected nor are antennas allowed to be affixed to buildings.

Quiet Hours

Quiet hours are from 10 p.m. to 10 a.m., Sunday through Thursday. On Friday and Saturday nights, quiet hours are from midnight to 10 a.m. Additionally; unusually high levels of music or voices will be considered a violation at any time of the day. **DURING FINALS WEEK, 24-HOUR QUIET HOURS WILL BE OBSERVED.**

Quiet hours have been established as a guideline to ensure the rights of all residents and to guarantee the opportunity to sleep and study effectively. Quiet hours are observed in all areas where sleeping and studying occur. It is the responsibility of each resident to enforce quiet hours and to respect the rights of others. Flagrant violations or repetitive problems are considered a courtesy violation of residence life policies.

Renewal Lottery

Renewal of housing contracts occurs in the first half of Spring Semester. Residents will receive renewal information in their St. Scholastica boxes. This packet will give necessary information for the lottery. If a resident(s) bilks the lottery system, people on the lottery ticket will be returned to the Residence Hall and placed on the lottery waiting list. These decisions are made by the Community Appeal Committee.

Snow Removal

All resident students will receive a guide to snow removal fall semester. When snow falls, residents should watch for yellow signs or call x6789 (Snow Plowing Hotline) for snow removal information. It is the student's responsibility to be familiar with snow removal procedures. All cars left in parking lots in which plowing will take place are towed and charged. If you have questions regarding snow removal or need a copy of the snow removal guide, please call Residential Life at x6391.

Pets

Fish are the only pets allowed on campus.

Road Signs

The Minnesota Department of Transportation has informed the College that possession of road signs is a violation of state law and subject to a fine of \$700. Residents will have the opportunity to drop road signs off in the Residential Life Center before the Minnesota Department of Transportation is notified. Residents found with a road sign will be fined. All road signs will be given back to the Minnesota Department of Transportation for reuse.

Sexual Assault and Harassment

All residents should read and familiarize themselves with "The College of St. Scholastica Sexual Harassment Policy" and "Sexual Assault Policy" sections in the student handbook.

Solicitation

No solicitation by agencies or their representatives is allowed on campus, unless prior approval is obtained through the Office of Residential Life and Housing.

Summer Residents

All students living on campus during the summer are expected to abide by the policies and expectations contained in this handbook. Violations will be dealt with by the Office of Residential Life and Housing.

Theft

In the beginning of the school year, serial numbers of all of your valuable possessions can be listed in the Office of Residential Life and Housing. Contact the Residential Life Office (x6391) for listing information.

In the event of theft, Resident Advisors (RAs), Security, and a member of the Residential Life Department should be contacted so that a security report and an investigation can take place. Students may contact local authorities.

A student whom the College believes is responsible for the theft of College and/or other student property may be immediately removed from campus housing and could be subject to academic dismissal from the College.

The Office of Residential Life and Housing would like to think that unpleasant things such as thefts do not occur, but we must be realistic. **The College does not assume financial responsibility for stolen items; residents must protect their belongings by keeping their door locked when away.** (Even if you are away from your room for only a few minutes, lock the door: it does not take long to steal.) The College assumes no responsibility for theft, damage, or the loss of money, valuables, or personal belongings of any resident or guest. It is essential that residents check with your family concerning the extent of coverage of existing insurance policies. Residents are strongly encouraged to carry some form of personal property insurance if not covered under their parents' homeowner's policy.

Vandalism

Vandalism is a serious offense against the whole community and is considered a direct violation of the terms of the housing contract. In addition to any other sanction imposed by the College, all students involved in vandalism are expected to make restitution for the damaged property. If timely payment is not made to the Residential Life and Housing Department, the amount will be placed on your student account.

In the event of accidental breakage, please contact Security (x6175) and the maintenance hotline (x3030) immediately so that the incident can be documented.

Vacation and Break Procedures

At certain times throughout the school year, extended breaks make it necessary to close down most or all of the housing complexes.

If residents intend to take an extended vacation during the regular school days, we encourage them to contact their RA in case of an emergency.

Vacation policies are as follows:

1. Close and lock windows.
2. Close drapes.
3. Unplug all small appliances (large aquariums do not have to be unplugged).
4. Lock doors.
5. Take care of fish and plants.
6. Make sure that if you are leaving your car here over vacation it is parked in the 6 or 6A (creek) lot. Cars left in other lots may be subject to towing charges.
7. If you need transportation to the airport or bus depot, please contact Residential Life. We will do our best to accommodate your needs.
8. Residents will need to sign up in the Residential Life and Housing Department if they will be staying any time after the building closes during semester or Christmas break.

NOTE: Rooms and apartments may be checked by College officials during vacation periods to ensure safety. Violations will be fined.

Visitation Guidelines

Visitation: In all on-campus living quarters, including Somers main hallways, members of the opposite sex are to be permitted only during the following visitation hours:

Sunday-Thursday: 10 a.m. to 12 midnight; Friday-Saturday: 10 a.m. to 2 a.m.

Floor lounges, the Penthouse, and other public areas may be used by residents and escorted guests at any time.

The residential life center is happy to help any residents make sleeping arrangements for guests of the opposite sex.

Copulation without the benefit of marriage: In accordance with its standards and values, the College will not allow sexual intimacy of this nature.

FOR YOUR SAFETY!

Appliances

All electrical appliances must be safety labeled by either Underwriters Laboratories (UL) or Factory Mutual (FM). Electrical heat-producing appliances used for food preparation must have non-exposed heating elements. In addition, hot plates and microwave ovens and space heaters are not allowed in any on-campus living quarters. Air conditioners are prohibited.

Explosives, Weapons, and Dart Boards

In order to protect residents from accidental injury, the College has **STRICTLY PROHIBITED** the use or possession of any type of firearms, bows and arrows, steel tipped darts and dartboards, other weapons, ammunition, fireworks, firecrackers, and any other materials which may create a health hazard or inflict bodily injury.

Fire

Tampering with a fire alarm is a violation of the Code of Conduct and civil authorities may be contacted. If a fire is reported to/or detected by you, pull the nearest alarm and call 9-1-1.

If a fire is in the apartments, evacuate that complex and then contact 9-1-1.

Any time an alarm sounds in a College building, the building must be evacuated immediately. This is Minnesota law. Failure to evacuate may subject a student to disciplinary and/or civil action.

Evacuation procedures are posted on the back of the door in each room. If the posting has been removed please contact Residential Life at x6391.

To evacuate Somers Hall:

All residents should leave their door unlocked (but closed) with the lights off. This is a safety requisite so that all rooms may be checked by a RA.

Go to the nearest exits away from the center of the complex to reduce risk, unless this route is determined to be less safe than the central stairway. Those in the lounge area should follow this procedure as well. DO NOT use the elevator under any circumstances. Those in the Penthouse should proceed either down the central stairwell to the third floor and out any wing, or across the west wing rooftop and into the roof access door, whichever is safer. Use rooftop for an exit ONLY if fire is blocking other exits.

All rooms and apartments are equipped with smoke detectors. For your protection and that of other residents, keep the smoke detector in working order. NOTE: A regular beeping may indicate a low battery. Call x3030 so the batteries can be replaced. It is illegal in the State of Minnesota to tamper with any fire protection equipment.

No fire of any size or kind may be ignited on campus property without prior written permission from the Office of Residential Life and Housing.

Fire Hazards

Candles, oil lamps, incense, etc., that have flames, glowing elements, etc., are not allowed to be burned in the residence halls.

The use and/or possession of **explosives**, such as firecrackers and ammunition or flammable liquids, are strictly forbidden in residence halls or on any campus properties.

Car batteries are not permitted inside living complexes Hall because of their explosive nature.

Only nonflammable, artificial trees are allowed in the Residence Halls. Use only the small UL approved lights that give off no heat.

Power Failure

If a power failure occurs in your living space, notify the RA on duty or contact the office of Residential Life and Housing. If a power failure occurs, a circuit overload is possible.

Security Building

Somers Hall is a secured building. The front door is locked from 10 p.m. to 6 a.m. daily. Residents may use their identification card through all outer and inner security doors for entrance. To keep the building secure, residents are strongly encouraged not to allow others access without signing them in at the front desk. Refer them to Somers front desk so they can meet those whom they are here to visit. Guest passes are required.

Screens

If window screens are found off during a violation write up, students may be charged up to \$100/screen.

Smoking

Smoking is prohibited in all residential areas. Smoking inside of any residence hall space is a violation of residence courtesies. Smoking is allowed only on designated balconies. Cigarettes tossed to the ground are considered littering and the perpetrator is subject to a fine.

Tornado

All residents and employees should take note of this information:

TORNADO WATCH - Be prepared to take emergency action.

TORNADO WARNING - A tornado has been sighted--take emergency action.

1. The siren will sound or Security will contact you.
2. Move to the basement or first floor of the building you are in; **STAY AWAY FROM WINDOWS.**
3. If possible, take a radio or flashlight with you.
4. Wait until Security gives the all-clear signal. Cessation of the siren is not the all-clear signal.
5. Those living in the back halls should go to the lower hallways of each respective building. The Tower Hall Student Union is also available.