2014-2015
Residential Life
Student Resource Guide

Be more! Live at CSS!
Being Bold and Benedictine in every word, thought and deed.

We are Bold.
We are Benedictine.
We believe in
Radical Hospitality.

We are a Community
of Learners.

YOU and ALL
your stories are
welcome here.

Dates to Remember:

Homecoming
October 3-5

December 10
Deadline to request approval to stay
on campus during the semester break.

December 18
Residential Halls Close at 5 p.m.
(students leave for the semester break)

January 11, 2014
Residential Halls Open at 10 a.m.

April 25
Deadline to submit a late departure request
(until May 13)

May 9
Last Day to remain in Campus Housing
Important Residential Life Contact Information

Residential Life and Housing Staff
Location: Somers Hall 168, Phone: (218)-723-6391 Email: reslife@css.edu

Contact Information:

Director of Residential Life
Email:
Mickey Fitch, Director, Residential Life
Joelle McGovern, Assistant Director, Residential Life
Email: jmcgover@css.edu Phone: (218) 723-2269
Katie Wieliczkiewicz, Coordinator of Residential Life - Somers Hall
Email: kwielicz@css.edu Phone: (218) 723-6084
Regina Adamy, Residential Life and Housing Office Coordinator
Email: radamy2@css.edu Phone: (218) 723-6391
Louanne Johnson, Summer Housing Coordinator and Office Assistant
Email: ljohnso3@css.edu Phone: (218) 723-5777

RESIDENCE DUTY TEAM (Evening and Weekends)
Katie Wieliczkiewicz, Somers Hall 168, (218) 723-6084
Justin Juntunen, Somers Hall 168, (218) 723-5939
Ted Nielsen, Tower Hall 2750, (218) 723-6527
Lexie Generous, Tower Hall, (218) 625-4485
Tressa Erickson, Tower Hall 1111B, (218) 723-6453

Resident Advisor (duty phone)
Somers Head Duty Phone: (218) 723-0789 | Apartments Head Duty Phone: (218) 310-0787

Campus Security
Tower Hall, 19 (ground floor) | Non-Emergency: (218) 723- 5937 | Immediate Assistance (non-Emergency): (218) 723-6175

Facilities Services
Tower Hall, 2615 | (218) 723-6106
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Click here to access the 2014/15 Student Handbook ....... www.css.edu/studenthandbook/
Welcome!
Welcome to Residential Life at The College of St. Scholastica! We are very excited to have you enter into our living and learning community with us this year, and engage in transformative learning. Transformation requires an open heart and open mind. Your roommate(s) and neighbors may be very similar to you in some ways and may be very different from you in some ways. We expect all people to live with others with the openness, hospitality, respect and love of the Benedictine traditions.

One of the most exciting opportunities about living on campus is that you build the foundation for many lifetime friendships with your roommate(s), floor mates, Academic Role Models (ARMs), and Resident Advisors (RAs).

We urge you to make the most of your college experience through active involvement in your community by participating in wing meetings, student clubs and campus activities. We challenge you to utilize the resources of people, programs and facilities here at St. Scholastica to the utmost of your capability.

We’ve created this guidebook with the hopes of making your experience here even better, and to help answer any questions you may have throughout the year. However, please know that you are always able to reach out to us at our office in Somers Hall 168, call us at (218) 723-6391, or connect with your RA as well. We look forward to the best year yet!

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.

Residential Life Mission
Housing and residential life team members consistently work towards providing adequate facilities, trained staff, and programs enhancing student and institutional goals.

By living and learning on in CSS campus housing, you will have rich opportunities to:

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 which provides the opportunity for human growth and development;
4. To enhance the Benedictine tradition in the lives of our residents.
5. The goal of the Residential Life Program is to enhance the living situation of each student in order to promote maximum personal growth.
Residential Life Learning Outcomes:
The Office of Residential Life and Housing has identified Residential Learning Outcomes for students who actively participate in a communal learning environment. Identifying learning outcomes for residential students provide direction and intention to the work of our professional and student staff. Our efforts and programs are designed to provide students opportunities for personal development and growth. Specifically, residential students will be able to:

1. Develop effective communication skills for interpersonal relationships.
2. Apply critical thinking skills to their personal lives.
3. Examine their individual identity through the identification of personal/professional/social/academic goals and values.
4. Articulate the importance of living in a community that is welcoming to people from all cultures and faith traditions.

Residence Duty Team:
The Residence Duty (RD) Team consists of live-on professional staff members who are trained to respond to community needs and support all residents. Together they constitute the on-call duty team that provides 24 hour staff presence on campus.

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 guide, mentor, information source, etc. The basic goal of every RA is support each student in taking responsibility for the life and learning of themselves and for the community. Four RAs are on duty each night, two are based in Somers Hall and two are based in the apartments. RAs 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. For a more specific list of RA names and assignments, please contact the Office of Residential Life.

To contact an RA (or to get a professional staff on duty) call:

- Somers RA: (218) 310-0789
- Apartment RA: (218) 310-0787

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 students of at least sophomore status who provide learning opportunities and study skills information. Overall, they act as an academic resource for students within the halls. 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.

On-Campus Resources:
Counseling Services
Location: T2150  Phone: (218) 723-6085
Counseling Services is available to all CSS students at no cost (except for psychiatric evaluations and management of medications which are billed to your insurance). Our services include individual
counseling for personal, social, family, or academic concerns that may be preventing you from getting the most from your college experience.

Bias Incident Reports
It is the goal of the College of St. Scholastica as a Catholic Benedictine community to nurture an environment that actively acknowledges and values diversity and is free from racism, sexism, and other forms of prejudice, intolerance or harassment. If you would like to report an incident, please fill out our online form.

Sexual Assault/Harassment
Lexie Generous, Safe Campus Intervention Coordinator
Location: T2124 Phone: (218) 625-4485
If you or someone who know has experienced sexual assault, sexual violence, domestic/partner violence, stalking, or sexual harassment, resources are available on and off campus. You are not alone. Please visit the Violence Intervention and Prevention Project website for more information.

Mail
Stamps are available for purchase 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

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. (218-723-6000)

Residential Life Policies
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, they will initiate this action by speaking with the RA. They will meet with Residential Life for approval of plans. When a resident makes a room transfer, they must be officially checked out of their old room and into the new one by the RA.

Should a student be granted a room transfer at the end of the semester, they will need to check in and move all their 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 begin their living together by completing the Roommate Agreement provided by the RA. In the event that a student is experiencing conflict with their roommate, the below options are available:
1. Confront (Inform, Discuss with) your roommate 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 approaching 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 for 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 most likely be granted to the resident willing to move.

4. If neither party is willing to move, the residents may choose to do a coin toss or to bring their case to the Residential Life Judicial Board which will hear the case and grant a binding resolution.

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.

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. In some instances where the Office of Residential Life and Housing is unable to fill the vacancy, the current roommates will not be held responsible.

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” below). All repairs will be done at the discretion of the College.

Eligibility for Apartment Housing:
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 postsecondary status may request a waiver the second year to live in upper-class housing.

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

Room/Community Damage Fees
Damage (beyond reasonable wear and tear) to rooms and community spaces will be charged to residents as deemed appropriate by Judicial Hearing or Residence Life Staff. Please note that damage to
Community spaces may be charged equitably to all residents in the area. For a complete listing of charges, please contact the Office of Residence Life.

Common area damages may be charged 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.

**Locked Out or Missing Keys**
Upon move-in, you will be assigned a room key/card. 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 of 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. Failure to return the temporary key within 24 hours will result in a $150 fine. Repetitive use of the temporary key may result in fines as determined by the Assistant or Director of Housing. 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:** 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.

**Guests**
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 that is valid for 48 hours. Guests of the opposite sex are not permitted to spend the night. (See Visitation Policy also in this Residential Life section). For exceptions, please speak to the Office of Housing & Residential Life.

**Visitation Guidelines**
In all on-campus living quarters, members of the opposite sex are to be permitted only during the following visitation hours: Sunday-Thursday, 8 a.m. to 12 midnight; Friday-Saturday, 8 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.

**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 may they be affixed to buildings.
Quiet Hours
Quiet hours are observed from 10 p.m. to 10 a.m., Sunday through Thursday and midnight to 10:00 a.m. on Friday and Saturday. In addition, 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.** 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 violation of Residential Life policies.

Theft
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 if they wish. A student who the College finds 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 College does not assume financial responsibility for stolen items; residents must protect their belongings by keeping their doors locked.** The College assumes no responsibility for theft, damage, or the loss of money, valuables, or personal belongings of any resident or guest.

Vandalism
Vandalism is a serious offense against the whole community and 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. In the event of accidental breakage, please immediately contact Security (218-723-6175) or the maintenance hotline (218-723-3030) 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.
4. Lock doors.
5. Take care of fish and plants.
6. If vehicles are left on campus during vacations, they should be parked in designated areas. Cars left in other lots may be subject to towing charges.
7. Residents must sign up in the Residential Life and Housing Department if they will be staying anytime after the buildings close during semester or Christmas break.

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

Smoking
The College of St. Scholastica is a tobacco free campus for all community members. No smoking or tobacco products are allowed at any time. Hookahs and other smoking devices are not allowed and will be confiscated.
Community Expectations

Housekeeping
The College housekeeping staff is responsible for routine cleaning and maintenance of general facility space in communal areas of the buildings. Residents are responsible for their own private residence; any excessive debris, mess or disarrangement of furniture is the responsibility of the participating parties.

Carpets
Students may use carpets and rugs in their rooms. For safety and cleaning purposes, doormats are not allowed in hallways.

Door Propping Policy
Security doors in the resident complexes should not be propped open. The College reserves the right to fine the offenders in the event of door propping violations.

Furniture
Furniture owned by The College of St. Scholastica is not to be removed from any university building. Residents taking furniture may be fined and have their contract terminated. Also, furniture may not be transferred between rooms, nor stored outside of its original location. Students may bring extra furniture (such as chairs and small dressers) of their own into the resident areas if space allows. Only lofts purchased by the College will be allowed and are only permitted in certain residence halls. Residential Life reserves the right to search rooms for provided furniture.

Grills
Charcoal and gas grills may be used only at a distance of at least 15 feet from any residential living areas or woods. Grills may not be stored in or within 15 feet from the woods or a residence. Electric grills are acceptable in and near buildings.

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 (218-723-3030) 24 hours a day. 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 (218-723-6391).

Maintaining Cleanliness
Ordinary cleaning supplies are 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. Waste and recycling rooms have large containers for refuse. Please bring your refuse to these rooms and participate in our recycling efforts.

Kitchens
A kitchenette is located on each floor of Somers Hall complex. 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, are instructed 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.

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, from opening day to building close, 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. If any machine does not function properly due to mechanical difficulties, residents should call (218) 529-5777 to report any equipment problems.

Parking
Residents may park in designated overnight lots only. 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.

Snow Removal
When snow falls, residents should watch for yellow signs or call (218) 723-6789 (Snow Plowing Hotline) for snow removal information. It is the student’s responsibility to be familiar with snow removal procedures. All vehicles left in parking lots in which plowing will take place are towed and charged. If you have questions regarding snow removal, please call facilities at (218) 723-6106.

Bikes
Bikes may be stored in designated racks around campus. They are not to be left in the stairwells, bathrooms or hallways.

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.

Residential Room Expectations
Room Decorations
Residents at The College of St. Scholastica are encouraged to decorate and arrange their rooms in a way that creates a comfortable living/learning environment that reflects our Benedictine Values of Community, Hospitality, Respect, Stewardship and Love of Learning.

Please use blue painters tape or removable hanging strips, and avoid using tacks, nails, other forms of tape as these can damage the walls and result in damage fines.

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 space heaters with open coils are not allowed in any on-campus living quarters. Air conditioners are prohibited.
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 at all times.

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

Telephone Repairs
Residents should report problems with telephones, jacks and service outages to the Facilities Services Maintenance hotline by calling (218) 723-3030.

Pets
Pets are not allowed in any residences with the exception of some fish in small tanks. Exceptions to this policy may be granted through the Disability Resource Office.

Emergency Response Expectations
Fire Procedures
If a fire is detected, pull the nearest fire alarm or call 9-1-1 immediately, and then evacuate the building. Failure to exit a building during a fire alarm/drill or tampering with a fire alarm may result in probation, suspension or dismissal from housing.

Any time an alarm sounds in a College building, the building must be evacuated immediately.

Evacuation
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 the rooftop for an exit ONLY if fire is blocking other exits.

Evacuation sites
Proceed to the safest building that is closest to your residence. Please note that Tower Hall is open 24 hours a day.

Smoke Detectors
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 (218) 723-3030 so the batteries can be replaced. It is illegal in the State of Minnesota to tamper with any fire protection equipment.

Fire Hazards
Candles, oil lamps, incense, etc., that have flames, glowing elements, etc., are not allowed to be burned in the residence halls. Smoking is not allowed on campus.
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.

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 Security immediately.

**Tornadoes**
All residents and employees should take note of this the tornado and severe weather response policy.

**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 on their emergency line.

**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.

**Alternative Housing Arrangements**

**Residence Life Adjustment or Exemption Policy**
The College of St. Scholastica values a community imbued in the Benedictine Values and diversity of all people. The College seeks to provide housing to students with all abilities and needs and will make necessary adjustments to living environments to students who disclose a disability or medical condition and warrant the adjustment. Students who seek an exemption from the Residence Life housing requirement due to disability or a chronic medical condition may also consider the procedure outlined below.

Students seeking to reside with a service or assistance animal must follow the Service Animal Policy or Assistance Animal Policy.

**Definitions:**

*Adjustment:* An alteration or auxiliary aid that may aid in providing equal access to an environment, course or program.

*Disability:* Based on the definition established by the Americans with Disabilities Amendments Act, 2008 which states, a disability is a physical or mental impairment that substantially limits one or more major life activities including caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating or working. It also includes the operations of major bodily functions including immune, respiratory, circulatory, endocrine, digestive, reproductive, neurological, brain, normal cell growth, bowel or bladder.

*Exemption:* Status of release from obligation to live on campus through Residence Life.

*Residence:* A dorm room, apartment or suite a student has been contracted to reside in during the academic school year.
Request for Adjustments
Students with disabilities or chronic medical conditions who meet the definition of disability may seek adjustments to residences. To do so, students must:

1. Disclose and register with the Disability Resource Center. To understand the process to register with the Disability Resource Center, please go to www.css.edu/disability
2. Provide appropriate documentation from a licensed practitioner indicating functional limitations as well as recommendations for adjustments.
3. Initiate the process at least twenty (20) days or one month prior notice for adjustment to a residence.
4. Initiate the process at least forty (40) days or two months prior notice for permanent adjustment requests to a residence.

Once a student initiates the request and the request is issued, the Disability Resource Center will:

1. Coordinate the process and ensure the adjustments meet the needs of the student by meeting with the student, Residence Life and Facilities offices as needed.
2. With the student’s consent, involve representatives from the Access Committee with expertise of the related adjustment or auxiliary aids to assess and assist in the selection of the auxiliary aid or adjustment.
3. Communicate with the student throughout the process of the status of the adjustment prior to residency.

Common adjustments include a single room, bathroom in residence, and minor adjustments to doors, windows, lighting and fixtures.

- Students issued an adjustment from The Disability Resource Center for a single room cannot be charged an additional charge. The charge must be reflected of a student who is living in residence with one individual.
- Single room adjustments issued mid-semester or year will be determined where there is availability.
- Students requesting the adjustment will be moved, not their roommate(s).
- Preferences of the location of single room may only be considered during housing renewal or as new students complete the housing contract.

Request for Exemption
Students with disabilities or chronic medical conditions which meet the definition of disability may seek an exemption from the residency requirement at The College of St. Scholastica. To do so, students must:

1. Disclose and register with the Disability Resource Center. To understand the process to register with the Disability Resource Center, please go to www.css.edu/disability
2. Provide appropriate documentation from a licensed practitioner indicating functional limitations as well as recommendations for adjustments.

If an accommodation for exemption from the residency requirement is issued, the Disability Resource Center will notify Residential Life via email and copy the student on the notification. An exemption may
be issued immediately or for the next academic year depending on the request and the nature and severity of the limitation.

- An exemption is not retroactive; it begins the day an exemption is issued.
- Students cannot request a reimbursement of living costs prior to an exemption being authorized.
- If an exemption occurs during a semester and is considered immediate, a student cannot be charged for the remainder of the semester.

The College of St. Scholastica will not authorize any exemptions or requests for an adjustment that create an undue financial or administrative burden, pose a risk to self or others, address needs of a personal nature or have been determined to be non-essential.

**Policy to Maintain an Assistance Animal [AA]**
Policy to Maintain an Assistant Animal [AA] within The College of St. Scholastica Residential Community:

According to the Fair Housing Act, it is required of The College to provide students who qualify the option of an Assistance Animal while living in residence at The College of St. Scholastica.

**Definition:**

An *Assistance Animal [AA]* is an animal selected to play an integral part of a person’s treatment process. An AA is not considered a service animal.

A Service Animal is defined by the Americans with Disabilities Act [ADA] as “any dog individually trained to provide assistance to an individual with a disability.”

Students who seek an accommodation of an AA are directed to follow the same procedures as students seeking other accommodations.

- A student must be regarded as having a disability according to the ADA.
- A student must provide proper documentation from a licensed practitioner stating the functional limitations of a disability related to the use of an accommodation of a service animal to the Disability Resource Center.
- A student must register with the Disability Resource Center.

**Owner Responsibilities**

It is the responsibility of the student who seeks to use an AA on campus to contact the Disability Resource Center prior to arriving on campus. The student seeking this accommodation is also responsible for the animal, including but not limited to:

1. Updated documentation of vaccinations and annual health screenings from a licensed veterinarian.
2. The animal has a litter box, a container or is trained to expel animal waste outside of the residence facility.
3. Any waste must be picked up by the owner of the animal and thrown away in a proper outside trash unit.
4. Litter boxes or living containers must be placed on a rubber mat and regularly changed to prevent odor and residue.
5. Food and water must be also placed on a rubber mat; food must be stored in an airtight plastic container within the residence of the owner.

6. The animal is properly cared for which includes, grooming, feeding and exercising the animal. Residence Life has the option to inspect a residence at any time and investigate any concerns or reports of animal maltreatment from other residents. If an animal is noted for fleas, ticks or other pests, the owner will be charged with the fumigation of the room and the treatment of the animal. The animal will not be allowed back in residence until proof of treatment is obtained by The College.

7. The student is financially responsible for any damages of property and/or personal articles by the AA. This includes, but is not limited to any replacement of furniture, carpet, window or wall covering as well as cleaning costs considered above the normal cleaning provided for rooms.

8. The AA is allowed in the resident’s room or apartment, as well as hallways, lounges, lobbies, laundry rooms, refuse rooms, recreational areas and passageways among and between buildings.

9. The AA must demonstrate a good temperament and reliable, predictable behavior.

10. The animal does not interfere in any routine activities of other residents, nor pose a distraction to academic learning and living.

11. The owner/student is responsible for all the actions of the animal.

12. The animal must be transported in a crate if the animal leaves the owner/student’s residence.

13. The student must notify the Disability Resource Center in writing if the animal is no longer needed as an Assistance Animal or is no longer in residence. To replace one animal with a different animal, the student must file a new request.

14. Should the animal be removed from the premises for any reason, the student is expected to fulfill their housing obligations for the remainder of the housing contract.

15. Residence Life has the authority to relocate a student and the assistance animal as necessary per current contractual agreements.

Any violation of the above rules may result in immediate removal of the animal from The College of St. Scholastica. If this occurs, the student has a right to appeal the decision through the Disability Resource Center.

**Meal Plan Accommodation or Adjustment Policy**

**Who Qualifies for the Adjustment?**

Students who experience certain food allergies and medical conditions in which food causes a limitation or impairment to one or more life function.

**Procedure:**

1. Students who seek accommodations for any meal plan adjustment, accommodation or exemption must register with the Disability Resource Center. Students may be referred by Residence Life or Food Service.

2. Students will schedule an Intake and Registration meeting with the Director of the Disability Resource Center and complete the Intake form prior to the meeting.

3. Students will present documentation of the medical condition prior to or at the meeting. Documentation can be faxed at the confidential fax (218-723-6482), emailed or mailed to the Disability Resource Center.
4. The Disability Resource Director will facilitate a discussion with the student to determine whether academic accommodations are reasonable and relevant to the condition. Students will be required to articulate the limitations of the medical condition.

**Policy:**

1. Accommodations are determined on a case-by-case basis.
2. Accommodations are granted if they are determined to be reasonable and relevant to the medical condition. This includes meal plan exemptions.
3. Accommodations are not retroactive. The accommodations begin the day the students requests their Letter of Accommodation.
4. The Director of the Disability Resource Center has the right to consult with the Food Service Director in complex cases.

**Resources:**

1. Food Service offers a notification system in Saints Dining, which is the main dining area for The College. This system labels allergen information of foods that contain nuts, gluten, dairy, meat, etc. Please see the Food Label Key in Saints Dining.
2. Food Service staff are trained to assist any students with questions or who may need assistance.
3. To-Go Meals are a resource to students so they may create a meal of their choice. To Go meals may be pre-packaged and/or adjusted upon request.