

RESIDENCE LIFE POLICIES AND PROCEDURES

“The typical full-time residential undergraduate spends approximately 15 hours per week in a classroom. The remaining 153 hours of the week in one form or another constitute residential life (and undergraduates do not sleep a lot).” ~Arthur Levine, “Guerrilla Education in Residence Life” in Realizing the Educational

Residence Life Mission Statement

The mission of the Office of Residence Life is to create a residential community that supports the College’s mission and Catholic identity, and encourages academic achievement and personal growth within the community formed by the Benedictine Hallmarks. The Office strives to foster a welcoming, diverse, and supportive living and learning community which facilitates and edifies mutual respect, responsibility, integrity, compassion, and generosity as residents develop as holistic citizens.

GENERAL INFORMATION

1. LIVING FACILITIES

- a. Belmont Abbey College residence halls consist of Poellath Hall, O’Connell Hall, Raphael Arthur Hall, NFRH (new female residence hall), NMRH (new male residence hall) and Cuthbert Allen Apartments. Additionally, the College **may** lease apartments from Southwood Realty and manages these “off-campus” units within the Residence Life Office. These are available to returning students in good academic and judiciary standing with the College.
- b. Freshmen students live in Poellath and O’Connell halls which are suite style with eight (8) residents sharing a bath. Freshmen students also live in NFRH and NMRH which are suite style with two (2) residents sharing a bath and common room.
- c. Upper-class students may choose any of the following housing options as well as options listed above:
 - i. Raphael Arthur is suite style with all single rooms with four (4) residents sharing a bath.
 - ii. Cuthbert Allen Apartments are four (4) bedrooms apartments with a combined living room, dining room.
 - iii. (If available) Southwood Realty leased off-campus apartments where up to four (4) residents share an apartment.

2. RESIDENCE LIFE DEPARTMENT

- a. The Residence Life Department is made up of professionals and paraprofessional staff members. The RA (Resident Assistant) is a well trained upper-class student who is charged with the daily management of an assigned residential area. Daily tasks include responding to community crises, maintaining a positive learning atmosphere, developing a residential community, and enforcing College policy. The Resident Director supervises the RAs. The Housing Director is responsible for operations and facility management as well as the judicial process. The Residence Life Coordinator manages the Residence Life Office and the student workers therein. The Dean of Residential Life oversees the staff and departmental operation of Residence Life in accordance with national and regional guidelines. All Residence Life staff, in the performance of their official duties, act so as a College officials.
- b. All residents are encouraged to take an active role in creating community with their roommates, suitemates, floor residents, building residents, and the rest of the members

that make up the Belmont Abbey community. Residence Life staff members are here to assist in creating that community. They will also assist residents in interpretation of college policy, understanding of why policy is set, and enforcement of those policies.

3. RESIDENTIAL NETWORK

- a. Time Warner Cable provides high-speed Internet service to Belmont Abbey College Resident Halls. All residential rooms, except Raphael Arthur, have been wired and wireless internet (one jack for each student in the room, except for triples). Raphael Arthur is wireless only. Each student needs to provide a personal Ethernet cable to connect to the network.
- b. Information on connection requirements and troubleshooting can be found at <http://support.bac> under "Residential Students."

4. RESIDENTIAL REQUIREMENTS

- a. All unmarried, full-time students must live on campus unless:
 - i. They live within commuting distance of the campus with a parent or legal guardian
 - ii. They are 22 years or older when they begin classes or are enrolled as an ADP student.
- b. Part-time students are generally not allowed to live on campus unless otherwise approved by the Dean of Residential Life.
- c. Belmont Abbey College residence halls are designed for traditional-age students between the ages of 18 and 24 years. For this reason, the college has the following restrictions:
 - i. Students under the age of 17 are not permitted to live in campus residence facilities without the written consent of their parents/guardians and the Dean of Residential Life. Students younger than 17 may lack the maturity and social coping skills required for community living, especially with others who are older in years.
 - ii. Students over the age of 24 are not permitted to live in campus residence facilities without the written consent of the Dean of Residential Life. Students over the age of 24 may reasonably be expected to be less tolerant of the noise and behavior that may accompany younger students.
- d. Residential students are required to purchase a meal plan with Belmont Abbey dining service provider, Chartwells Dining Services.

POLICIES AND REGULATIONS

The following regulations and policies have been established as a means to maximize the comfort, convenience, and safety of residents and to express expectations of behavior essential for congenial and productive coexistence in a residence community. **Students are responsible for the contents of their assigned rooms, as well as all behavior occurring in their rooms.** All policies pertain equally to residence halls and the apartments unless otherwise specified.

1. ABANDONED PROPERTY

- a. The College has the right to remove and store the property at the owner's expense after the final checkout dates.
- b. The College has the right to and will take possession of any personal property left in a student's room after the final checkout dates. If the property is not reclaimed within (45) forty-five days, the College shall have the right to and will give away or sell the property.

2. ADVANCE ROOM PAYMENT

- a. A non-refundable \$300 advance room payment must be paid to the College Business Office prior to a returning student applying for a room for the coming academic year. Proof of payment will be required at time of housing sign-ups for all returning students.
- b. The \$300 advance room payment will be applied to the overall room cost for the coming year.
- c. No advance room payment is required for Summer Session Term.
- d. The room cost for each semester shall be paid in full as outlined by the College Business Office.

3. AIR CONDITIONERS

- a. Window air conditioners have already been installed in Poellath and O'Connell Halls.
- b. Students may install (1) air conditioner per room, as long as an electrical overload does not exist in Raphael Arthur Hall. Air conditioners that use 110 volts and are no larger than 5,000 BTU's are permitted.
- c. Window air conditioners are not permitted in Cuthbert Allen apartments, NFRH, or NMRH as these have central air conditioning.

4. APPLIANCES

- a. The capacity of the electrical system in the residence halls is limited, and overloading these systems can present fire and safety hazards.
- b. Use of electrical "octopi" (multiple head plugs) to obtain a greater number of outlets is prohibited as well as use of extension cords. We highly recommend that students purchase a UL-approved multiple outlet that contains its own fuse and has surge protection.
- c. Radios, stereos, computers, desk lamps, small televisions, and other small appliances are permitted, provided the equipment is kept in safe operating condition.
- d. The following items are not permitted in residence halls:
 - i. Open element appliances (i.e., hot plates, George Foreman grills, broilers, space heaters, coffee pots, immersion heaters, ovens, toasters, or kerosene heaters)
 - ii. Power tools
 - iii. Halogen touchier lamps, lava lamps, etc.
 - iv. Sun lamps
 - v. Outside antennae
 - vi. Surge Protectors
- e. **Microwave ovens are not permitted in Raphael Arthur Hall unless they are part of a MicroFridge™. MicroFridge is an Energy Star rated combination refrigerator/freezer and microwave oven designed specifically for college residence halls. The College has partnered with *Standards For Living* to allow students living anywhere on campus to rent or purchase the units for the school year. Contact *Standards For Living*, Mon – Fri, 9:00 am to 4:00 pm at 1-800-525-7307 or via their website: www.standardsforliving.com. A unit will be delivered to your room just before the start of fall semester classes.**
- f. Approved microwaves have been placed in the Cuthbert Allen apartments. Students are responsible for keeping microwaves clean; microwaves cannot be placed in a closet or other enclosure that restricts adequate ventilation. Students living in Poellath or O'Connell Halls may also rent or purchase MicroFridge units from Standards For Living.
- g. Refrigerators no larger than 3.6 cubic feet are allowed in Poellath, O'Connell, and Raphael Arthur. Over long vacation periods (Christmas and Spring Break), residents are expected to clean, defrost, empty, and unplug their refrigerators to conserve electricity and/or prevent spoilage of food. Rental or purchase of Energy Star rated combination refrigerator/freezer and microwave oven units designed specifically for college residence halls are available through *Standards For Living*. Contact Standards For Living, Mon – Fri, 9:00 am to 4:00 pm at

1-800-525-7307 or via their website: www.standardsforliving.com. A unit will be delivered to your room just before the start of fall semester classes.

- h. It is critical that users exercise precautionary measures when using appliances. Tampering with electrical systems is prohibited for the safety of all residents and general upkeep of the buildings. Placing cords under an item, such as a rug, is prohibited. All Fire Code regulations, which are in accordance with the Belmont Fire Marshal, must be met at all times. Failure to do so could result in the closing of a hall, or a personal fine to those in violation.
- i. Inspections by Residence Life staff will occur as necessary to insure compliance with said procedures.

5. BATHROOMS/SUITE HALLWAYS

- a. The housekeeping staff cleans the bathrooms and suite hallways in the residence halls each week day in O'Connell, Poellath, and Raphael Arthur Halls.
- b. In the Cuthbert Allen Apartments the bathrooms are cleaned once per week. Students are requested to keep these areas free of personal items (i.e. not on floors, countertops) to make it possible for the staff to completely clean the area.
- c. Students who do not meet this request may lose the housekeeping services. Students are also reminded not to flush food or other non-degradable items down toilets and sinks to prevent clogs and damage.

6. BEHAVIOR AND SOCIAL REGULATIONS

- a. Any student who, in the judgment of a college official, is potentially harmful to himself or herself and/or others, may be asked to reside off campus or may possibly be dismissed. Re-entry into the residence halls and College will be dependent on whether the individual has been compliant with the medical directives required by the Dean of Residential Life in consultation with the Wellness Center staff (if appropriate). Specific documentation from physicians, counselors, and other medical and mental health professionals may be required before admission or re-entry into the residence halls.

7. BREAKS

- a. The residence halls close and are not available for general occupancy during breaks.
- b. Checkout times will be posted and properly enforced by Residence Life Staff.
- c. Break housing will only be offered in extreme cases where the student is obliged to remain on campus. Every attempt to find alternate housing must be made by the student.
- d. "Request for Break Housing" form must be completed in the Residence Life Office five (5) business days prior to the break. A charge per night requested may be levied.
- e. If break housing is approved then the following guidelines must be followed or the student will be requested and required to leave the campus for the remaining duration of the break:
 - i. All common areas must be kept neat and clean. Everyone is responsible for their trash by placing it in the appropriate dumpsters.
 - ii. Students are responsible for their own meals.
 - iii. Students may not go into any residence hall other than the one they are assigned.
 - iv. All policies of the Student Handbook must be upheld at all times. Exceptions to policy are as follows:
 - 1. There can be no visitation or guests during the break without prior permission from the Office of Residence Life.
 - 2. No alcohol is allowed, even if the residents are of legal drinking age and live in residence halls in which alcohol is permitted.
 - 3. 24-hour quiet hours will be enforced.
- f. Regardless of circumstances, no break housing will be available between the fall and spring semesters.

- g. When leaving for break, students will be required to follow closing responsibilities that will be distributed via their RA.
- h. Failure to leave the assigned room in the appropriate condition will result in a fine to be determined by the Dean of Residential Life or the Housing Coordinator.

8. CABLE TV/INTERNET TAMPERING

- a. Any attempt to utilize either cable or telephone service, when one has not agreed to pay for the service, is a violation of State and Federal law, as well as College policy. Violators will be subject to disciplinary sanction as well as possible criminal charges. Students are responsible for damage caused to Time Warner Cable equipment in their living areas and shall be responsible for all costs to repair or replace the damaged equipment.
- b. Troubleshooting Data can be found on the Information Technology web site http://support.bac.edu/students/communication_troubleshooting.
- c. Cable TV services are provided by Time Warner Cable. The channel lineup has been selected by the college and is included in your residence hall rates. You cannot add additional services. The college maintains an internal Channel 17 for local information and announcements. Please contact Time Warner Cable for support. Contact information can be found near the connection or on the IT web site <http://support.bac.edu/students/> under "Residential Students."

9. CARPETS AND RUGS

- a. Students are permitted to have carpets or rugs in their residence hall rooms, but they may not place carpets in the suite or apartment hallways. Carpets in the hallways interfere with the Housekeeping staff cleaning these areas.

10. CHANGE IN STATUS

- a. Students who wish to change their residential status (from residential to commuting or commuting to residential) must complete a "change of status" form in the Residence Life Office to apply for consideration.
- b. Changing ones' status can impact the amount and type of financial aid received. It is strongly recommended that any student considering changing their status inquires how this change could impact their financial aid.
- c. Approval of requests for housing will be based upon availability of housing and individual circumstances.

11. CHECK-IN

- a. All students living on campus are required to go through appropriate check-in procedures at the beginning of the academic term.
- b. Failure to comply with the check-in procedures could result in a student's classes being dropped, fines, or referral to the judicial system.
- c. Each residential student is required to complete a Room Condition Report upon check-in to their assigned room. A Room Condition Report (RCR) of the room will be completed by the Residence Life staff and reviewed with the student. The student will sign and date the RCR at check in. Students will be responsible for any change in the condition of the room and its furnishings. This report will be checked against the condition of the room at check out, and the student will be financially responsible for any damage not cited on the report.
- d. The key registration information is listed at the bottom of the Room Condition Report. It is a record of the keys issued to an individual student. All keys issued must be returned or a replacement fine will be levied.
- e. Every time a student changes rooms, the Room Condition Report must be completed for the new room.

12. CHECK-OUT

- a. When occupancy is terminated, obtain a written room clearance from a Residence Life Staff member, who will inspect the room and relieve the occupant of responsibility for the room, its furnishings and equipment, or recommend an assessment against the occupant for damages and missing property. Failure to properly checkout with the Residence Life Staff will result in a fine being levied and additional assessment charges for damages and/or missing furnishing, equipment and/or keys.
- b. All students should follow the steps below when checking out of the residence hall:
 - i. Contact their RA or the Residence Life Office to schedule a check-out time when the room can be checked for damages and cleanliness.
 - ii. Remove all personal belongings from the room.
 - iii. Clean the room, sweep the floor, clean out desk and drawers, close and lock windows.
 - iv. Remove all garbage.
 - v. Be sure all college-owned furnishings are returned to their original condition and location.
 - vi. Turn in keys (and laundry card) to the RA.
 - vii. Sign the check-out forms.
- c. Students will be assessed for all damages, improper check-out, and loss of keys. These charges may be appealed in writing to the Dean of Residential Life within one (1) week of receiving the bill from the College Business Office.
- d. Improper check-out and key charges are non-negotiable.
- e. A student who fails to check-out with a staff member will forfeit the damage deposit and the right to challenge any damage or cleaning assessments.
- f. Patience is expected during busy check-out times. Because of the volume of students needing to check out at the close of the semester, the process will be slower but will be handled as quickly as possible.

13. COMMON AREAS & RESPONSIBILITY

- a. The lounge and lobby areas are for student use. Only a collective responsibility and respect from all can maintain these areas. Removal of furniture or equipment from a lounge or lobby area is not permitted.
- b. There are occasions when damage occurs in the common area of a suite, apartment, building, or grounds, and the individual(s) responsible cannot be determined. In such cases, the College reserves the right to levy charges against entire suite, apartment, or residence hall.
- c. All members of a suite or apartment are jointly responsible for the cleanliness of all common areas, which include bathrooms, hallways, walkways and apartment living rooms, kitchens, and patios. A General Assessment charge will be levied for extensive cleaning or damages.

14. CONSOLIDATIONS OF ROOMS

- a. The College reserves the right to change room assignments to best meet the needs of all students. Traditional aged freshmen are not permitted to have singles. If a student finds themselves in a room without a roommate then they will be asked to move into another room with a roommate.
- b. If occupancy warrants space, upper-class students may pay to keep their room as a private. See Private/Single Room.

- c. Students are expected to keep their room ready to accept a roommate at any time and understand that it is their responsibility to keep half (½) the room clean and cleared of personal property. Failure to do so could result in a fine levied.

15. DAMAGES

- a. Students are expected to respect the facilities where they live and to act responsibly. All students will be held accountable for any damage or vandalism caused by themselves or by their guests. This accountability will include costs for repair as well as disciplinary action.
- b. Damage to College property will be charged to whoever is responsible. When damage cannot be identified, any costs may be prorated to the suite, the residence hall or the campus, depending upon the location of the damage.
- c. Students will also be charged for alterations to rooms, equipment, furnishings, and for any extra cleaning necessitated by improper care of the room, furnishings, etc. To prevent such damage charges, students are encouraged to use white poster putty (not thumbtacks, nails, double sided tape, etc.) to hang items on the walls or doors. A list of damage charges is available in Residence Life.
- d. Disciplinary action will be taken if the damage is a consequence of irresponsible conduct on the part of any student. Deliberate destruction of College property will not be tolerated. Offenders may be asked to live off campus (banned from halls), or may possibly be suspended.

16. EMERGENCY RESIDENCE HALL PROCEDURES

- a. Each room is provided with a flip chart containing Emergency Residence Hall Procedures in regards to various emergency situations. This flip chart must stay in each room and be readily accessible to the occupants of the room. The residents should familiarize themselves with the information in this document. Failure to follow procedures and/or emergency staff can result in the endangerment to others which could result in disciplinary action.

17. FIRE DRILLS AND ALARMS

- a. Fire drills will occur periodically during the semesters by Campus Police and Residence Life staff. These drills are mandated by the State of North Carolina.
- b. Drills will not be announced and may occur after midnight. Any time a fire alarm sounds, students are required to take the alarm serious and follow procedures.
- c. Students are to follow guidelines listed in the "Emergency Guidelines" which can be found on the back of their residence hall room door and meet the Residence Life staff in the designated location.

18. FIRE SAFETY

- a. Due to fire regulations, the following are mandated by the Belmont Fire Marshal and set forth by local, state, and federal law:
 - i. Extension cords are prohibited.
 - ii. Multi-plug outlets require surge protection and must be hung 18 inches from the floor.
 - iii. The use in individual rooms of open-coil or open-plate devices such as hot plates, George Foreman grills, lava lamps, halogen lamps, coffee pots, space heaters, sun lamps, and toasters is prohibited (See Appliances);
 - iv. Placing cords which utilize electricity, including those for telephones, computers, and stereo speakers, under an item such as a rug is prohibited.
 - v. Prohibits the use of open flame or ember devices such as candles, incense or oil lamps.
 - vi. Fire doors cannot be propped open.
 - vii. The use of electric Christmas lights is prohibited.

- viii. No live Christmas trees are allowed.
 - ix. All approved combustible materials (paint, paint thinner) must be stored in a metal box in a well-ventilated area.
 - x. Sprinkler pipes and heads cannot have anything hanging from them and must have a 24 inch clearance.
 - xi. All pathways/stairwells leading to exits must be clear of all obstructions.
 - xii. Mechanical rooms cannot have any storage items in them.
 - xiii. Fire sprinkler lines, smoke detectors, fire alarms, and fire extinguishers cannot be altered or tampered with in any way.
 - xiv. Students cannot alter or repair electrical equipment or fixtures which belong to the College. Defects in electrical equipment must be reported to the Residence Life Staff immediately.
 - xv. Any wall hangings must be hung at least 18" away from the ceiling.
- b. The sounding of false fire alarms and tampering with fire fighting or safety equipment to include extinguishers, smoke detectors, hoses, exit signs, door and fire alarm systems is prohibited.
 - c. Failure on the part of any student to follow fire safety policy stated above will result in a fine levied and possible referral to the judicial process.
 - d. The Residence Life staff will be conducting periodic fire drills throughout the semester; every student is required to follow the procedure for evacuating the building and follow the staff's instructions. Failure to do so will result in a referral to the judicial system.
 - e. No person is to start a fire outside except in approved cooking areas with approval from Campus Police. If any person wishes to have a controlled fire in any area other than stated above, a written request must be submitted to the Director of Campus Police.
 - f. Because of fire and public health concerns, cooking is restricted in the residence halls. Use of a personal grill/hibachi in or around living areas/buildings is prohibited.
 - g. Students are permitted to grill on permanent units provided by the College. The student(s) using the grill unit is responsible for all clean up.

19. GATHERING POLICY

- a. For reasons of safety and reasonable noise level, students are limited to a maximum of 15 people in a residence area at one time. A residence area is defined as a suite in the residence halls or an apartment, including the porch area, in Cuthbert Allen. The maximum number (15) includes the residents of that suite or apartment.
- b. Any gathering where alcohol is present and/or is in violation of any College policy (noise level, underage drinking, etc.) will be required to disperse and will be documented for disciplinary action, regardless of the number of people present. Moving a party from location to location is not permitted.

20. HEALTH & SAFETY INSPECTIONS

- a. All rooms, suites, and apartments will be inspected by residence life staff as is necessary, and at least twice a semester, to ensure compliance with health and safety standards, and other College regulations.
- b. If a staff member finds that a student is not in compliance with a policy, they will be given 24 hours to rectify the problem and/or be subject to confiscation of violation item, fines, or and referral to the judicial system. Additional subsequent failures may result in termination of the housing contract and/or reassignment to a new room.
- c. The staff will not be searching the living areas but ensuring that fire safety codes are being upheld, trash is being emptied, clothes are stored properly, the living areas are being

cleaned regularly, and other College regulations are being followed. The presence of the occupants during Health and Safety Inspections is optional.

- d. If an item is found that is against College policies and/or is illegal in accordance with local, state, or federal law, the Residence Life staff is obligated to confiscate the item with support from Campus Police when appropriate. Additionally, some type of legal action by the appropriate civil authority may be taken.

21. HOUSING AGREEMENT

- a. Every resident student must sign a Belmont Abbey College Residence Hall Agreement before being assigned a room. The agreement is for one academic year and expires at the end of the Spring semester. Information on room changes, room deposits, cancellation, and general housing policies are included in the agreement.
- b. The College may terminate a student's housing contract for the following reasons, including but not limited to:
 - i. Student enrolled in fewer than 12 credit hours without the Dean of Residential Life's permission.
 - ii. Student's health condition causes group living to be unwise or unhealthy.
 - iii. Student's behavior indicates that he/she cannot abide by the expectations of group living.
 - iv. Student repeatedly violates residence hall and/or College policies.

22. KEYS/CONTROLLED ACCESS

- a. Room keys are the property of Belmont Abbey College and may not be duplicated for any reason.
- b. It is the responsibility of each student who obtains a key to make sure that these keys are never loaned or duplicated. The misuse of keys, including the loaning of keys to another individual, will be referred to the college's judicial system.
- c. Students are expected to lock their room and suite doors; apartment residents are expected to lock their room and front doors. Taping open or propping open suite/apartment doors is prohibited as it endangers the entire suite. A student who props a suite/apartment door or prevents it from closing and locking will be referred for disciplinary sanction. If the person responsible cannot be identified, each resident of the suite or apartment will be levied a fine for behavior that endangers others.
- d. If a student is locked out of his/her room, he/she should contact the Residence Life Office, or any resident assistant on-duty. A \$5 lock out fee will be charged to the student's account. Students are reminded that responding to a call for a lockout is not an emergency and the staff will respond as soon as possible.
- e. A student who loses his/her key is to report this immediately to the Residence Life Office. The Residence Life Office will make the determination if the lock is to be changed. The student is responsible for the charge of lock change and new keys. A lost key necessitates the changing of five individual locks and new keys for all residents of the suite. Thus, the minimum charge assessed for a lost key in the residence halls is \$275.
- f. For safety and security purposes, keys will be collected when students depart for Christmas, Fall, and Spring Break.

23. LAUNDRY FACILITIES

- a. Laundry facilities are on the bottom floor of O'Connell Hall, in the first Cuthbert Allen apartment building, in NFRH, and in NMRH.
- b. Washing machines and dryers are available for resident students. Students will be issued an unlimited laundry card upon check-in. Replacement of a laundry card will result in a charge.

- c. Students should stay with their laundry to prevent thefts. Students should report any problems with the washers or dryers to the Office of Residence Life.
- d. Students are not to loan their laundry cards to anyone. Any student found doing so will face judicial sanction.

24. MAINTENANCE REQUESTS/WORK ORDERS

- a. All maintenance requests (except Cable TV, Internet and Telephone) are to be reported to the Office of Residence Life.
- b. Students should report any maintenance problems as soon as possible so that repairs can be made in a timely manner.
- c. Students are not permitted to make, nor arrange for, their own repairs. Doing so will result in applicable damage assessments and possible disciplinary action.

25. MEAL PLAN EXEMPTIONS

- a. All residents must be enrolled in a meal plan. Exemptions from the meal plans are accepted only in cases of demonstrated health needs. It is the student's responsibility to demonstrate a case for an exemption. If the student needs an exemption from the meal plan he or she must proceed accordingly:
 - i. The student must meet with the Director of Dining Services to investigate whether special dietary needs can be accommodated. This is a crucial step and no applications for exemption will be allowed without first discussing dietary needs in detail.
 - ii. The student must turn in to the Wellness Center a detailed, typewritten, and signed application describing his/her medical condition and why such a condition requires exemption from the meal plan. Additionally, a detailed written document from the student's physician outlining why the student requires an exemption must accompany the student's application. Brief descriptions on a prescription sheet will not be accepted.
 - iii. For pre-existing conditions all requests for exemptions to the meal plan must be submitted as soon as the Fall semester begins and no later than the end of the first month of classes. In cases where a condition develops in the course of the academic year, the student must submit the application and the physician's report as soon as possible and no later than two weeks after the diagnosis of the medical condition.
 - iv. Exceptions to the meal plan for residential students are extremely rare. It is the student's responsibility to collect as much information as possible for the application process.

26. PERSONAL PROPERTY INSURANCE

- a. The College strives to maintain adequate security and proper maintenance care, but does not assume responsibility for loss of or damage to students' possessions.
- b. To ensure maximum security and coverage for unforeseen damage, the College encourages families to cover students' possessions on their current homeowner's policy or through renter's insurance.

27. PETS

- a. Because of health and nuisance factors, the only pets allowed in the halls or apartments are non-carnivorous fish, which need to be kept in a regularly cleaned water tank that is no larger than 15 gallons. The pet policy applies to all residents and their guests. The limited space of a residence hall room or apartment is not an appropriate environment for animals. The only exceptions to this policy are guide dogs for the visually impaired or other service dogs.

- b. Any student found to have an animal and/or any pet paraphernalia is required to remove the animal and/or pet paraphernalia immediately and will have a fine of \$100 assessed to their student account.
- c. On the 2nd violation or failure to remove animal and/or pet paraphernalia will result in eviction from the residence halls with no refund.

28. PRIVATE/SINGLE ROOM

- a. Raphael Arthur Hall is all single room occupancy. O'Connell and Poellath Halls are double occupancy with specific rooms at triple capacity.
- b. A student who find himself in a room by himself must consolidate. Should they be an upper-classmen student they may pay an extra fee of \$728.50, or an additional 1/4 the price of PO/OC room rate, for a single room if space is available.

29. QUIET HOURS/NOISE POLICY

- a. Residents are expected to respect the right of fellow students to study and sleep in a quiet atmosphere at all times. This is simple consideration of others. Quiet hours are enforced and require that no noise from a room or apartment can be heard outside of that room or apartment. Quiet Hours are:
 - i. Sunday-Thursday 10:00 pm – 12:00 pm=All halls and apartments
 - ii. Friday-Saturday 12:00 am – 12:00 pm=All halls and apartments
- b. Students who have repeated violations of the Quiet Hours may have their stereo, television, or other such items removed for the remainder of the year.
- c. A student who is disturbed by noise coming from another room or apartment should request the residents of that area to decrease the noise to an acceptable level. This is an example of the respect necessary in a community living setting. If the request is not respected, the student should contact Residence Life staff for assistance.
- d. During final exams 24-hour consideration hours will be in place for the benefit of studying and preparing for exams. No noise will be tolerated.
- e. Raphael Arthur Hall is designated as 24/7 quiet hours residence hall (twenty-fours a day, seven days a week). Quiet hours will thus be observed at all times in the residence hall. Students who fail to abide by this policy can be referred to the judicial system.

30. ROOFS, LEDGES, AND WINDOWS

- a. Student must consider roofs and ledges of College housing "off limits".
- b. Articles are not to be placed on exterior window ledges.
- c. Window screens are not to be removed.
- d. Windows cannot be used for general entrance or exit for a building, unless directed to do so by emergency personnel.
- e. Throwing objects from windows may be dangerous and, therefore, is prohibited.
- f. Windows cannot be covered by paper, plastic, or any other material at any time.

31. ROOM CARE AND DECORATING

- a. The College shall not be liable for any property of any kind which may be lost, stolen, damaged, or destroyed by fire, water, steam, defective refrigeration, or other natural and unnatural forces and causes, while on the leased premises or in any storage space owned by the College. Therefore, these guidelines should be followed when occupying your room:
 - i. College-supplied furniture and Residence Hall Emergency Guideline Charts may not be removed from individual student rooms. Therefore, students may not bring their own beds to campus. If a student removes or disassembles any furnishings him/herself, he/ she will be charged for any damage or replacement.
 - ii. Students can only occupy the space assigned to them. Students may not utilize empty bedrooms in suites or apartments for any means. Should an unoccupied

- bedroom be entered and used the result will be all residents of the suite or apartment being held responsible.
- iii. Students living in CA apartments may not enter or use for storage locked closets.
 - iv. Room furniture is not permitted on apartment patios or lawn areas, or on lawn areas around the residence halls. Furnishings deemed to be a fire or safety hazard are not allowed in rooms, common areas, apartments, or patios.
 - v. Each student is responsible for the condition of his/her room and its furniture. All members of the suite are jointly responsible for the condition of the hallway and bathroom, which are considered common areas. Students are expected to keep common areas clear of all personal property and debris.
 - vi. Items left in the hallway or bathroom may be removed and/or thrown away by College staff.
 - vii. Students are not permitted to paint or wallpaper their room; nor are they permitted to put nails, screws, or hooks into woodwork, walls, or ceilings.
 - viii. Absolutely no drilling into the walls is permitted.
 - ix. Contact paper, decals, and bumper stickers may not be affixed to College property.
 - x. It is recommended that masking tape be utilized to hang posters and pictures. Additionally, many 3M products are designed for the purpose of causing little or no damage to the walls.
 - xi. Personal lofts, waterbeds, or water filled furniture, and wood paneling are not permitted in student rooms.
 - xii. Students are not permitted to hang items, including but not limited to, blankets, clothing, plants, etc., from their ceiling, or on any exposed pipes. Students who disregard this notice can be held responsible for any and all damage resulting from the breaking of piping.
 - xiii. Ceiling tiles serve as a smoke and heat barrier, and may not be removed.
 - xiv. Windows may not be utilized to enter or leave a building.
 - xv. The outside of room doors and windows are visible to all members of the community, and therefore, decorations should be kept to a minimum. Residents will be asked to remove any offensive or inappropriate materials. Any displays in any location not consistent with the Catholic, Benedictine values deemed inappropriate must be removed immediately. The Office of Residence Life will remove offensive items.
 - xvi. Ironing must be done only on an ironing board, not on the floor or other furniture.
 - xvii. A student may not use his/her room for commercial purposes.
 - xviii. One (1) fifteen (15) gallon fish tank per resident is permitted.
 - xix. Exterior antennas are not permitted. Tampering with the cable TV system is against College policy.
 - xx. Students cannot sublet the assigned room to another party, or change rooms without advance approval of the Office of Residence Life.
 - xxi. Questions regarding the appropriateness of decorations should be directed to the Office of Residence Life.
 - xxii. Students will be assessed for any and all damages to College property for which they are found responsible for.

32. ROOM ASSIGNMENTS/SELECTION

- a. Belmont Abbey College believes that residence hall living is an educational experience that contributes to the development of each student. The residential experience provides many opportunities for students to meet friends, develop personal relationships, and learn to live

and communicate with a diverse group of people. As part of this process, returning students have the option of selecting their own roommates and room location (if possible) during Room Selection in April. The Office of Residence Life coordinates all assignments. Once room assignments have been made students are not permitted to make changes without prior permission from the Dean of Residential Life or his subordinates.

- b. Assignments for new students are completed on a first-come, first-serve basis. Housing information will be mailed to the student in July. A deposit must be paid to the Admissions Office prior to receiving a room assignment. The College's acceptance of an application, contract, and advance room payment does guarantee an assignment.
- c. Assignments for returning students are based on completed academic hours. At the time of room selection, students must have registered for the following semester's classes; are required to fill out a housing contract; and must pay a \$300 advance room payment to secure a room.
- d. If the Student fails to occupy their room within twenty-four (24) hours after the first day of classes, the room assignment may be cancelled unless proper notice of late arrival is given to the Dean of Residential Life or his subordinates.
- e. Students remain in their same room from fall through spring semester.
- f. If a student should find themselves in a double occupancy room by themselves, they must keep their room ready to receive a roommate at all times. This means that the student can only use ½ of the space and furniture. Significant fines will be levied should the space be found occupied with personal belongings.
- g. The Office of Residence Life reserves the right to move any student to a new location should it be deemed necessary by the Dean of Residential Life or his designee.

33. ROOM/ROOMMATE CHANGES

- a. All room changes must be approved by the Housing Coordinator.
- b. Room change requests will be considered each semester after the first two full weeks of classes. To request a room change, one must do the following:
 - i. Discuss with your roommate your wish to change and why. If you are having roommate differences, try mediation with your RA or another member of the Residence Life staff. Often what seems to be a major problem can be resolved with early intervention and a little help from staff members.
 - ii. If it is then felt that you must change rooms or roommates, you and your roommate must make an appointment with the Housing Coordinator to discuss moving. Both roommates will have to decide on new roommates.
 - iii. Traditional age freshmen are not allowed to remain in a room by themselves and will be asked to move into a room with another roommate.
 - iv. Refer to "Check-out" for proper moving directions.
- c. When changing a room assignment, the student is required to move within 24 hours of the date of move approval by the Housing Coordinator.
- d. It is the responsibility of the student to move their belongings in a room change.
- e. A student who does not go through this process may be subject to disciplinary action, as well as forfeit the right to challenge any damage charge assessments, and could receive a fine.

34. SAFETY IN HALLS

- a. A safe and secure living community for residents is important. The safety of the community is everyone's responsibility, not just the responsibility of Campus Police. It is important that everyone take the community's safety seriously and look out for each other's well being.

Any action on the part of a resident that threatens the safety or security of another resident, or his/her property, will result in disciplinary action.

- b. Keep all doors and windows locked when you are out of your room or asleep.
- c. Do not remove screens from your windows.
- d. If you observe a stranger lingering around outside the residence halls, call the Campus Police Department immediately.
- e. Never attach identification information to your key ring.
- f. If you lose your room or building key, notify the Office of Residence Life immediately.
- g. Do not block open entrance doors.
- h. Never loan your hall or room keys to anyone.
- i. Be familiar with all emergency procedures and fire exits.
- j. If you return to your room and notice that it has been broken into, do not go into the room. Notify the Campus Police Department immediately.
- k. Solicitors are not permitted. If one comes to your door, contact the Campus Police Department at once.
- l. Never leave anything in the hallway unattended. It only takes a few seconds for a thief to steal your possessions.
- m. When dressing, keep your window blinds closed.

35. SEARCH AND SEIZURE/ENTERING INTO A ROOM

- a. Searches may be made with the permission of the occupant(s) of the room and in their presence, when applicable; or without their permission and presence in cases of necessity or extreme emergency. The Dean of Residential Life or his designee may authorize a room search when there is probable cause and/or in cases of investigation for suspected violations of College policy, local, state, or federal laws.
- b. Rooms and apartments may be entered by authorized representatives of the College, including but not limited to the Residence Life staff, maintenance staff, and Campus Police for any of the following reasons:
 - i. Repair or inspect reported or suspected damage.
 - ii. Inspection of area and its condition, for compliance with health, safety, or other College regulations.
 - iii. Inspection of room to insure that the area is vacated during fire drills, emergency situations, and vacation periods.
 - iv. Investigation and/or enforcement of suspected College policy violation(s). Searches can include looking in and going through personal items within the entirety of the room and adjoining bathroom and closets.
- c. In a non-emergency situation, only the Dean of Residential Life or his designee may authorize a search of a student's room and belongings. Should this occur, the presence and consent of the occupant(s) of the room may be requested but is not necessary.
- d. Law enforcement officials with a search warrant have lawful entry to a student's room.
- e. College staff will seize a student's personal items that violate a College policy; local, state or federal law; or any item that is needed as evidence in a judicial case; or that could later cause personal harm. See Confiscated Items Policy in General College Policies and Regulations.

36. SMOKING/TOBACCO USE

- a. No smoking or tobacco use is allowed in any buildings, entrances, or exit doorways or walkways around the residence halls or apartments. Smoking cannot occur within 30 feet of a building.

- b. Each community member is responsible for their own behavior at all times. Enforcement of the smoking/tobacco use policy on campus and in college buildings is the responsibility of all members of the college community. Please ask violators to follow this policy.

37. STORAGE

- a. No personal belongings or furnishings from a residence hall room may be stored in the residence halls due to a lack of storage space.
- b. Belmont Abbey College does not provide storage for personal belongings of students.
- c. Items left by students are presumed abandoned after 45 days and the items then are subject to disposal without notice.

38. VISITATION

- a. Residents may have guests in the residence halls or apartments, as long as they do not infringe on the primary right to privacy of other resident students, and as long as they do not violate College policies, including visitation. It is the responsibility of the host/hostess to familiarize his/her guests with College policies and to escort the guest(s) at all times. The student host/hostess is responsible for the actions of the guest and will be subject to disciplinary action if the guest does violate any College policy. Guests, whether enrolled students or not, may be required to leave any room/apartment/area by a College official if a violation of College policy has or is occurring in that area.
- b. Visitation Hours for the different residential facilities are as follows:
Visitation Hours for O'Connell, Poellath, NFRH, and NMRH:
 Sunday – Saturday 12:00 pm – Midnight
Visitation Hours for Raphael Arthur, Cuthbert Allen Apartments, and Off-Campus Apartments:
 Sunday - Thursday 12:00 pm – Midnight
 Friday - Saturday 12:00 pm – 2:00 am
- c. Visitation is defined as those times when a resident may have a visitor that is of the opposite sex, whether student or non-student, in his/her residence area. Students who abuse the privilege of visitation will face disciplinary action including, but not limited to the loss of the privilege. Non-Abbey guests found on campus outside of visitation hours, or not accompanied by a student host/hostess at any time, may be subject to arrest for trespassing.
- d. Guests of the opposite gender are not permitted to use a suite bathroom unless it is an emergency. In the case of an emergency the guest should only enter the bathroom when the host is present. The host should stand outside of the bathroom and notify other suitemates. At no time should a guest use a suite bathroom without the host's knowledge. Opposite gender guests are not permitted to use a suite shower at any time.
- e. Students who wish to have a parent or sibling spend the night with them must seek approval for the Dean of Residential Life five (5) days ahead of date.
- f. For the safety of everyone, a maximum of 15 people will be permitted in a residence hall suite or apartment at any time. In hosting large groups of people, the occupants of the room must be mindful of others in the community and follow all College policies.
- g. Overnight guests must register with the Resident Assistants on duty and obtain a parking pass from Campus Police if they have a vehicle. Overnight guests staying in the host's room must be of the same gender as the host and must be at least 18 years of age. A student may have no more than two guests at a time with their roommate's approval. Guests may not remain in the residence halls longer than three consecutive days without obtaining special permission from the Housing Coordinator.

- h. Parents are welcome to visit their student at any time, but they are requested to observe the rights of others living in the suite or apartment and to observe the visitation policy.