

**Handbook 2022-2023  
Housing and Residential Education**

**July 5, 2022, Update Edition**



**University of Massachusetts Dartmouth**

## Housing and Residential Education Handbook 2022-2023

### TABLE OF CONTENTS

Commitment, Philosophy, and Living-Learning Communities.....	3
Central Office Contact Information.....	7
Housing and Residential Education Staff.....	7
HRE Policies and Community Standards.....	9
Prohibited Items .....	16
Facilities and Residential Services.....	20
Residential Safety and Security: Ensuring Your Well Being .....	24
Procedures for Residence Hall Living .....	26

**PLEASE NOTE: Failure to comply with the expectations outlined in this Handbook may impact an individual's ability to remain in housing.**

**UMassDHome** commits to providing a positive, equitable, and inclusive experience for students of all identities.

What this looks like in action:

- We are committed to being anti-racist. Therefore, we denounce racism, white supremacy, and discrimination in all its forms.
- We will challenge individuals of privileged identities to understand and acknowledge systems of power, oppression, inequity, and their role in dismantling inequities.
- We will examine current practices and policies, and advocate for necessary change to understand and support students of all identities (More often asking “what is your experience living and dining on campus as BIPOC/LGBTQIA or other historically marginalized student identities?”)
- We recognize that the services we provide to students must consider the diverse lived experiences of students who hold multiple marginalized identities.
- We will continue the conversation – not starting or stopping in reaction to critical incidents.
- We will be transparent when things do happen – timely acknowledgment, prompt follow up, and practical assurances the incident is addressed.
- We will continue to promote the education, training, and development of all UMassDHome staff (both students and professionals) and also for the students we serve

## **PHILOSOPHY and LIVING LEARNING COMMUNITIES**

### **Philosophy of Housing and Residential Education**

The Residential Education program promotes a living-learning philosophy that encompasses community living in an educational and cultural setting. Community living fosters personal growth and development. The residential education philosophy at UMass Dartmouth incorporates the following concepts:

- A safe and comfortable environment where students are held accountable for their behavior and actions
- Diversity and inclusion
- Community living
- Student development

### **All students living in Balsam and Spruce for the 2022-2023 academic year will be housed in one of our Living and Learning or Themed communities**

Living and Learning communities consist of clusters of students who share academic, social, or cultural interests. Students and staff assigned to the hall participate in social and academic programs and activities lead by peers, faculty and staff.

### **Balsam and Spruce Living and Learning Communities Learning Objectives**

- Students will connect socially and academically within the residential areas with each other throughout the academic year.
- Students will connect socially and academically within the residential areas with faculty and staff throughout the academic year.
- Students will get to know and interact with a cohort of students who share a common academic major or area of interest in a residential learning community
- Students will engage in inclusive communities where respect for diversity of ideas and backgrounds exist
- Students will participate in a broad range of programs that are geared toward community and civic engagement
- Students will develop skills to assist them in their transition from matriculation to graduation

## **Balsam and Spruce Living and Learning Community Descriptions for 2022-2023**

All first-year students will be able to set a preference for the engagement community they want when they sign a housing contract. While these preferences are not guaranteed, we will make every effort to honor your top choices. These descriptions will also be in the contract template.

### **Arts in our Community (Visual and Performing Arts Majors)**

Arts in our Community is committed to support the academic, artistic and personal growth of students enrolled in the College for Visual and Performing Arts (CVPA) and others interested in exploring their artistic abilities. The community works closely with the college to enhance the classroom experience by connecting with CVPA sponsored programs in the residence halls, and skill development exercises.

### **Business Savvy Community**

The Business Savvy Community (BSC) is open to all incoming business majors. The BSC strives to create an environment that enhances its members' academic experience by connecting with Charlton College of Business (CCB) Faculty and getting residents involved with business oriented student leadership opportunities. UMass Dartmouth has a variety of organizations, such as Collegiate DECA and Finance Club, that build a bridge between classroom content with real world application and they serve as an excellent platform for members to get involved on campus. In hall programming will be focused on defining a leader in business as one with deep community involvement and social/environmental responsibility as evident in the University's and Region's vision to become a center of sustainability and civic engagement.

### **Fuel Engineering Community**

In partnership with the College of Engineering and the Career Center, this living and learning community brings together students interested in pursuing a career in engineering. Students will take an engineering foundations course together, form study and support groups, dinner with faculty, explore career paths, engaging in programming, and be connected to campus, community and alumni resources.

### **Women in Engineering**

The [Women in Engineering Community](#) (WiE) is housed within the Engineering community, and provides first-year engineering, computer science, and physics students a high-quality academic and social experience led by a Resident Peer Mentor. The Resident Peer Mentor will facilitate academic workshops, provide one-on-one support and encouragement, and coordinate social engagement opportunities for the students throughout the year. WiE is an opportunity to be part of a community that will serve as the foundation for a successful college career and future employment as an engineer. For more information about WiE feel free to visit their website [here](#). The WiE Community is open to first-year students accepted to the College of Engineering, including Computer Science, Data Science, and Physics, as well as other students interested in engineering and computer science. Transfer students that are interested in the Women in Engineering community can request information from Housing & Residential Education about living in this community.

### **Health Careers Community**

The Health Careers Community is designed to connect first year Medical Laboratory Sciences, Nursing, and those students interested in Health Careers. The Health Careers Living/Learning Community will interact with the College of Nursing & Health Sciences faculty, staff, and alumni, and engage in study sessions with students in the same math, science, and other courses. Students will be advised by those interested in nursing of medical laboratory science paths and engage in activities and events with their peers.

### **Corsair Explorers**

Corsair Explorers partners with the College of Arts and Sciences Student Transition and Achievement Resource Center (CAS STAR Center) and other academic colleges, Career Center, the Leduc Center for Civic Engagement, and other offices to help students explore majors, career development, and civic engagement. Corsair Explorers is a great way to discover academic majors, careers, and how to engage on the UMass Dartmouth campus.

### **Healthy Living Substance Free Community**

The Healthy Living Community is supported by the Health Educator and houses students who are committed to healthy habits for good mental, physical and emotional health. Students wishing to live in this environment will sign a pledge and agree not to consume alcohol, use illicit drugs or introduce any harmful substances into the designated environment.

Students who choose to live in this community will partner with the Health Educator to offer and participate in programs and activities with campus partners to promote a substance free lifestyle.

### **Honors Students**

The Honors Scholar Living & Learning community for first-year and select sophomore students is a great way to get involved with the Honors Program as soon as you enter UMass Dartmouth. You will live with other first-year and sophomore students who share similar interests, backgrounds, and identities in the Honors Program, which allows you to get to know your peers. Since you will be taking similar classes as other Honors first-years, the Honors LLC provides a good support system and built-in study groups.

### **The Global Village**

The Global Village is home to students from around the world who live together and explore global topics. The Global Village is open to all students regardless of background experiences with global perspectives who are interested in exploring different global identities, cultures, and experiences. Participants engage in an integrated learning experience that holistically equips them as ethical, engaged, and responsible world citizens and scholars. Residents of the Global Village aim to expand their worldview, enhance their intercultural skills, and build relationships within a multicultural, multinational, and multidisciplinary community.

### **Interfaith Community**

The Interfaith Community partners with the Religious & Spiritual Life office to offer programs and services for students seeking to learn more about the diversity of religious, spiritual, and ethical practices observed both on campus and throughout the world.

### **Sustained Dialogue Initiative**

The Sustained Dialogue Initiative is supported by the Frederick Douglass House, Center for Women, Gender and Sexuality, and Religious and Spiritual Life Office in concert with the national Sustained Dialogue Institute. Students who select to engage in the Sustained Dialogue Initiative will be a part of a community that works to transform differences into the strong relationships essential to building effective communication and stronger, more collaborative communities.

### **Service & Sustainability**

The Service and Sustainability Community provides an environment that encourages students to broadly explore the connection between environmentalism, social justice, and giving back to the community around them. The Service & Sustainability Community will include opportunities for students to consciously expand their awareness and apply their knowledge of environmental responsibility, social issues that affect our local, national and global communities, and how to advocate for positive change. Students will be provided with opportunities to work alongside campus partners in both structured and informal ways to affect change. All students, regardless of major, are invited to participate within this community to explore different methods of sustainability and how it affects the world around us.

### **Society of Gamers**

Board game lovers, computer gamers, and others game lovers are invited to live together in the Society of Gamers theme community. Learn about game creation and enjoy game board nights. Live in this gaming community with people who share your enthusiasm for gaming.

### **Sylvia Rivera Community (Gender Inclusive Community)**

Sylvia Rivera was a leader and pioneer in the trans rights movement in the United States. Her work focused on the inclusion of people, regardless of their gender identity, sexual orientation, race, socioeconomic class or ability. We have chosen to honor Sylvia Rivera by using her name in this community. The SRC welcomes those who want to learn more about issues surrounding gender identity, sexuality, and social justice. Students choosing to live in this environment are opting to engage in a brave space and will learn from their peers' personal experiences alongside critical theory. Students living in this community will build ties to the greater UMass Dartmouth community, especially the Center for Women, Gender, and Sexuality and the Women and Gender Studies Department. This community is designated as gender inclusive, which means it is welcome to all genders. Students may feel more comfortable living with folks of another gender identity, and in the SRC, assignments are not determined by biological sex or sex assigned at birth. Please note that students must actively choose to live in this community.

## HOUSING AND RESIDENTIAL EDUCATION OFFICE CONTACT INFORMATION

Housing and Residential Education (HRE) is a department within Student Affairs.

The Housing Office is located in Oak Glen on the first floor and is open Monday through Friday from 8:00am-5:00pm. Includes offices for the Associate Dean/Director of Housing and Residential Education, Assistant Director of Housing Administrative Services, Occupancy Manager, and Administrative Assistant.

The Residential Education Office is located in Oak Glen on the first floor and includes offices for the Associate/Assistant Directors for Residential Education, and an Administrative Assistant.

Students seeking information or who have inquiries pertaining to Housing and Residential Education should stop by the Housing and Residential Education Office, call (508) 999-8140, or consult the website for all information related to housing operations and services at: <http://www.umassd.edu/housing>

## HOUSING AND RESIDENTIAL EDUCATION STAFF MEMBERS

Housing and Residential Education staff members are available to offer assistance and service to students. Students are encouraged to become acquainted with the following staff members:

### Director

The Director of Housing and Residential Education is ultimately responsible for the overall operation of the department. The Director supervises all Assistant Directors within the Department of Housing and Residential Education. The Director's office is located on the first floor of Oak Glen in the Housing Office.

### Assistant Director for Housing Administrative Services

The Assistant Director oversees the budgetary and assignments component of the Housing department, and supervises and provides leadership to the Occupancy Manager, Administrative Assistants/Clerks, and student workers. The Assistant Director's office is located on the first floor of Oak Glen Hall in the Housing Office.

### Occupancy Manager

The Occupancy Manager works with the assignments component of the Housing department, and provides leadership to the student workers. Specifically, the Occupancy Manager coordinates the room change process, fall assignments and other administrative processes within Housing & Residential Education. The Occupancy Manager's office is located on the first floor of Oak Glen Hall in the Housing Office.

### Associate Director of Residential Education

The Associate Director acts as the direct supervisors to all professional and paraprofessional live-in staff, as well as the Assistant Directors for student staff development and residential community standards. This includes Resident Directors (RDs)/Area Coordinators (ACs), Resident Assistants (RAs), and student employees. The Associate Director's office is located in Oak Glen on the first floor in the Residential Education Office.

### Assistant Director of Student Staff Development and Academic Initiatives

Community and Staff Development through programming and implementing strategic initiatives is the focus of the Assistant Director. The Assistant Director's office is located in Oak Glen on the first floor in the Residential Education Office.

### Assistant Director of Residential Community Standards and Desk Operations

The Assistant Director of Residential Community Standards and Desk Operations works with the student conduct component of the Housing department and the University, and provides leadership to the AC/RD & RA staff with regards

to student conduct. Specifically, they coordinate the student conduct assignments process, policy interpretation, and policy enforcement within Housing & Residential Education. They are also the primary responsible individual for the coordination of desk operations and all security related staffing during the academic year within the department of Housing and Residential Education. This individual serves as the primary point of contact for the University's residential community regarding safety and security policies, procedures, and process. Their office is located on the First floor of Oak Glen Hall in the Residential Education Office.

## **Area Coordinators**

Area Coordinators are full-time, professional live-in staff members. ACs are responsible for supervision of the Resident Directors and one first year residential community. ACs serve as a resource to professional and paraprofessional staff and students. Area Coordinators work in collaboration with campus partners to support the development of the residential community. ACs maintain office hours and are available to residents for consultation and assistance as needed. Our ACs also participate in the on-call duty rotation 365 days a year.

## **Resident Directors**

Resident Directors are professional full-time, live-in staff members. RDs are responsible for supervision of the RA staff, acting as a resource for students in such areas as campus information, counseling, University and residence hall policies and procedures, and developing activities and events. Resident Directors develop and manage the community to which they are assigned. The Resident Director maintains office hours and is available to residents for consultation or assistance as needed. A Live in Professional Staff Member is on duty seven days a week.

## **Resident Assistants (RAs)**

Resident Assistants are paraprofessional staff assigned to a particular floor(s) and live with the students of that area. Major responsibilities of the RA position include:

- 1) getting to know each person in the area
- 2) serving as a resource agent for the many questions that arise
- 3) helping students find ways of fulfilling goals that match their particular needs and interests
- 4) familiarizing students with University regulations and helping them maintain an environment conducive to learning
- 5) assisting in referring students to various campus offices which can be of assistance with their academic and social pursuits
- 6) responding to residents in need and providing support in crisis
- 7) providing desk coverage for the hall while on duty in an effort to increase and uphold community standards.

The RAs are strategically located to respond to student needs. RAs are also responsible for planning activities that are of social, educational, and cultural interest to students in their living area. Your RA is able to provide you with information, refer you to professional staff on campus, and discuss things with you when you need to make decisions.

## **Desk Attendants**

Desk Attendants are students hired and trained to work at the front desks located in the residence halls and each apartment center office. Desk Attendant responsibilities include: greeting individuals as they enter the lobby, signing in guests to the hall, answering questions, and enforcing the guest and other campus policies to help ensure a secure community. Desk Attendants are also trained to check student baggage as they enter the hall in an effort to increase and uphold our community standards. Desk Attendants are expected to provide quality customer service. Concerns or compliments regarding the Desk Attendants should be addressed to their direct supervisor, the Coordinator of Security, Staffing and Desk Operations. Hours of operation for each desk area are posted at the front desk of each building.

## **Security Officers**

Security officers are hired and trained to work at the front desks located in the residence halls, apartments, and various other locations on campus. Security Officers responsibilities include: greeting individuals as they enter the lobby, signing in guests to the hall, answering questions, enforcing the guest and other campus policies to help ensure a secure community, and coordinating communication to the RA staff as necessary through the overnight hours. Security Officers are also trained to check student baggage as they enter the hall in an effort to increase and uphold our community standards. Concerns or compliments regarding the Security Officers should be addressed to their direct supervisor, the RA on Duty, the Professional on Duty, the Assistant Director of Community Standards, Safety & Security, the Coordinator of Security, Staffing and Desk Operations, or the University of Massachusetts Dartmouth Police Department.



# HOUSING AND RESIDENTIAL EDUCATION POLICIES AND COMMUNITY STANDARDS

All students are responsible for obtaining, reading, understanding and following the regulations governing personal conduct and policies for the University as set forth in the UMass Dartmouth Academic and Community Expectations, which can be accessed on the Housing website.

Student conduct that violates community standards and policies may result in administrative and/or disciplinary action and the imposing of sanctions as authorized and detailed in the Housing Contract Terms and Conditions and/or in the UMass Dartmouth Student Conduct Policies and Procedures located in the [Student Handbook](#). Any damages occurring in a residential area where the responsible individual(s) cannot be identified will be assessed to the community and all members of that residential area will be held responsible and fiscally accountable.

All residents are expected to be responsible members of both the residential and campus community; be respectful of others rights and privacy and the diversity others bring to the richness of the campus; act and speak with civility; honor and follow the rules and policies of UMass Dartmouth community; assist in the safety and security of the residential community and contribute to the overall positive living and neighborhood community environment that will provide a positive living/learning experience for all campus residents.

## Definition of Residential Area

Residential areas shall be defined as all Residence Hall buildings, Cedar Dell and the Woodland Apartments and community areas; consisting of both interior and exterior portions of the buildings.

## Alcohol Policy

Refer to the UMass Dartmouth Student Policies page and the policy titled Alcohol Policy at <https://www.umassd.edu/policies/active-policy-list/students/alcohol-policy/> for complete alcohol policy information.

## Alcohol Consumption Areas

Campus Services authorities may serve alcohol after proper arrangements have been made by the individual and/or group through the Conference Office. For further information, please refer to the Functions/Reservations form. See Residence Hall and Apartment specifications below.

## Alcohol Guidelines for Alcohol Free Residential Areas

Individuals who are residing in alcohol free areas, and who are of the legal age to consume alcohol, are not permitted to do so in these areas. Students and their guests are expected to abide by all laws of the Commonwealth regarding alcohol. No person regardless of age may possess or consume, including but not limited to: alcoholic beverages or empty alcoholic beverage containers, within any alcohol free area. This includes student rooms, suites, and common areas, such as lounges, bathrooms, hallways, parking lots, etc. Persons found in violation will be subject to disciplinary action, arrest or criminal summons and mandatory education.

An Alcohol Free Area is defined as all rooms in a First Year Hall and/or any residence hall room where an underage resident or guest is present. This means that anyone present in an alcohol free area where alcohol is present may be charged with the Alcohol Policy.

**All first year halls remain dry-no alcohol allowed to any undergraduate residents and their guest at anytime regardless of age.**

**Pine Dale and Oak Glen Halls** - Reflective of life outside of campus, residents in this situation may have alcohol if they are of age, and may not have it if they are under the drinking age. When a bedroom has residents of both types, the resident of legal drinking age may consume alcohol as long as it is not in the presence of the underage resident. Residents 21 or older may be in possession of alcohol in the room as long as it is stored in a personal cabinet or refrigerator unit.

**Woodlands and Cedar Dell** - Residential students and their guests who are 21 or older are permitted to have open containers of alcoholic beverages in their bedrooms. No student is permitted to have an open container of alcohol in any of the hallways, stairwells, lobbies, common areas including multipurpose or activity rooms or anywhere outside of the



buildings. Residential students and their guest may only store, possess and consume alcoholic beverages in the common area of their apartment if all roommates are 21plus or the underage roommates are not present.

### **Consuming**

Any person consuming alcoholic beverages outside of a licensed and/or sanctioned area shall be ordered to dispose of said beverage by a University staff person, including but not limited to: student affairs staff, resident assistants, Area Coordinators/Resident Directors, and UMassD Police staff. The violation may result in disciplinary action, arrest or criminal summons and mandatory education.

### **Hosting**

Any individual, group of individuals or recognized student group documented for hosting a party or gathering that involves alcohol and/or drugs may be subject to a more severe form of disciplinary action under the alcohol and/or drug policy. HRE also has the right to administratively relocate all residents of a location in which the host and alcohol/drug policies are repeatedly violated.

### **Transporting**

Any person observed transporting alcoholic beverages on University property may be required by an identified university official to provide proof of their age. If the person is a student less than 21 years of age, they may be subject to arrest for a violation of Massachusetts General Laws and/or subject to disciplinary action, including but not limited to, mandatory substance abuse education. Any person less than 21 years of age found unlawfully transporting

**Guests are not permitted to bring alcohol into any residential area.**

### **Drinking Games & Methods of Rapid Consumption**

Residents and their guests are prohibited from engaging in activities that encourage high-risk drinking. This includes the use of beer funnels, ice luges, taps or similar devices with the purposes of increasing the amount or speed of alcohol consumed. Additionally, the creation or playing of games that encourage the drinking of alcohol is prohibited. Such games include beer pong and Beirut and are violations of the Housing Rules and Regulations policy regardless if alcohol is present in or around the cups.

### **Drugs & Drug Paraphernalia**

The possession, use, cultivation, sale, or distribution of any controlled substance or related paraphernalia with or without drug residue (glass pipes, bongs, bowls, etc.) is a violation of University Policy. In addition, federal law considers marijuana a controlled substance. When University personnel suspect illegal drug activity, search measures will be undertaken (refer to search procedures) to investigate such concerns. This includes, but is not limited to marijuana, marijuana plants, drug-related paraphernalia, and any/or controlled substances. In addition, while it is not illegal, the possession, sale or cultivation of Hemp (CBD plants or dried vegetation) will result in a violation of the drug policy and/or prohibited items policy. Violation of the drug policy will result in disciplinary action. Students will receive sanctions that include mandatory education and fees, as well as the possibility of suspension from housing and/or the University. Students may also be subject to civil and criminal prosecution.

Though Massachusetts Law, effective November 2016, legalized the possession of marijuana for recreational use, it continues to be a violation of federal law and of University Policy. As such, students found in possession or consuming marijuana will be documented and sanctioned through the Student Conduct system. For more information regarding the Drug Policy please refer to the UMass Dartmouth Student Policies page and the policy titled Drug Policy at: <https://www.umassd.edu/policies/active-policy-list/students/drug-policy/> for complete drug policy information.

### **Bicycles and Motor Bikes in the Residential Areas**

At no time may a bicycle be stored in any common area of the hall where the student resides and where all students have access. Any bicycles found stored in stairwells, etc. will be removed and Housing and Residential Education will not be responsible for the loss of the item.

*Traditional Residence Halls:* Bicycles may be stored in student bedrooms.

*Cedar Dell and the Woodland Communities:* Bicycles may be stored in apartment living rooms if all roommates agree that the bike is not in the way of everyday living. Bicycles may also be stored in student bedrooms.

Bicycles may not be hung on walls or ceilings within any residential facility. Bicycles locked in non-designated locations will be removed and disposed of by violation of this policy. Bicycles need to be removed at the end of the academic year. Bicycles not removed will be considered abandoned and will be disposed.

All motor vehicles (including motorcycles and motorized scooters) may only be parked in parking lots. Fuel and fuel storage tanks are not permitted in the residence hall for any reason.

## **Damages, Vandalism, & Theft**

### **All Property/Facilities**

Resident students will be held financially responsible for any and all damage to, or loss of, University property within their room including any related sanctions, including remuneration associated with vandalism. In the case of multiple persons in a room and when individual responsibility cannot be determined, damage charges will be assessed to all room occupants on a basis determined by the University.

Residents found responsible for deliberate vandalism or tampering with any life safety equipment (including fire alarm systems, smoke/heat detectors, pull stations, fire extinguishers) and building security equipment (including door locking hardware, door exit hardware, electronic door monitoring equipment including cameras or other safety equipment) will be charged for any repairs, municipal fines, and may be immediately dismissed from on campus housing.

### **Individual Room Furniture**

Furnishings or equipment may not be moved from student rooms or public areas without proper authorization. Items should not be removed from the building for any purpose. Room furnishings provided for student use must be treated with care and must be used in a manner consistent with its intended purpose. HRE reserves the right to gain access to its property whenever such access is deemed necessary. Please be advised that any padlock (key or combination) on University property must be removed immediately upon request of authorized University personnel. Should circumstances require immediate access to locked University property in the absence of the room occupant, the University reserves the right to remove the lock by using any means necessary.

### **Common Area Furniture**

Common Room furniture must stay in the original common areas of the residential facilities (lounges, TV rooms, multi-purpose rooms, etc.). Living, kitchen, and dining room furniture must also remain in their designated spaces. Students moving such furniture are subject to disciplinary action, as well as damage and/or replacement costs.

### **Theft**

Students are advised not to keep large sums of money or valuables in their rooms. Rooms should be kept locked at all times. Any theft OR loss of Personal OR University Property should be reported immediately to Housing and Residential Education and to UMass Dartmouth Police. Please note that most insurance companies will request a police report to reimburse policy holders for stolen belongings. UMass Dartmouth Police can arrange to forward a copy of a police report to your insurance company.

### **Personal Property Loss/Damage Liability Disclaimer**

The University assumes no responsibility or liability for the loss, theft of, or damage to, any personal property belonging to residents. It is strongly recommended that students purchase personal property insurance if they are not covered by parent or guardian's homeowners insurance. For additional information regarding personal property insurance, contact Housing and Residential Education at 508-999-8140.

## **Decorations & Displays**

Highly combustible materials used for decorations present a serious fire hazard. In order to prevent fires, the following safety standards are applicable:

- Decorative string lights may be used for decoration if they are UL approved, do not have the bulbs covered by any material, and do not touch or hang on any fire safety system components. Lights should be unplugged when residents are not in the room and during vacation periods.
- Students are not permitted to apply paint or any other type of substance that could alter the walls at any time.
- Flammable devices such as candles and incense burners are not allowed in student rooms.
- Decorations may not be hung from ceilings, sprinkler pipes, light fixtures, etc.
- Window surfaces may not be covered more than 25% at any time unless by university provided shades or blinds.
- Hallway and exit lights must be on at all times.
- Materials may not be placed over exit signs, fire doors, or any electric light fixtures.

- Decorations or displays that block or obstruct an exit, hallway, circuit breaker panel, fire hose cabinet, fire extinguisher, or fire alert box are prohibited.
- Bathrooms must be clear of all decorations and personal garbage at all times. Personal items should not be stored in community bathrooms; as such items hinder personal safety and the thorough cleaning of bathrooms by custodial staff.
- Hallways must be kept clear and unobstructed at all times to facilitate quick exit from student rooms. Personal items and garbage must not be left in these community spaces. Residents are responsible for removal of garbage to the trash bins/dumpsters adjacent to each residence hall.

Health and Safety inspections will be conducted periodically by Residential Education staff to ensure that health, fire, and safety regulations are maintained (see Health and Safety Inspections). The local fire chief or any authorized individual may inspect any room at any time.

## **Doors (Entrance and Fire/Emergency)**

Doors must NOT be propped open or made so as to not latch or lock. Entrances/exits and hallways must be kept clear of any obstacles impeding egress. This includes individual student room doors, common area doors, building entrance door and fire/emergency escape doors in all residence halls and apartments. This creates potential personal safety dangers and life safety concerns and potential liability for the individual and the University. Violations may result in student's housing contract being terminated, and/or other sanctions, including damage charges. Emergency fire exits/stairwells must not be used except during emergencies. Students incorrectly using these doors or tampering with them are subject to disciplinary action, including but not limited to dismissal from University housing.

Doors that transition to become fire doors between 7pm and 7am may not be used by any student unless there is an emergency. This includes using them yourself, letting someone else in, propping the door, etc.

## **Electrical Appliance Guidelines**

**Air Conditioners** Air conditioning units are not permitted for use in student rooms and/or apartments. Limited exception is made for health related concerns documented by a medical professional and pre-approved through ADA accommodation. For additional information, refer to: <http://www.umassd.edu/housing/adareasonableacc.pdf>

**Electrical Appliances** Electrical appliances which are (1) UL listed; (2) equipped with thermostatic controls, and (3) rated at 1200 watts or less are permitted in the residence halls. It is necessary to limit the wattage and usage of certain appliances in student rooms because of the potential fire hazard, as the residence halls circuits are limited to 15 amperes. Whenever the total amperage on one circuit exceeds that figure, the fuse or circuit breaker is likely to turn off.

Continuous overloading creates excessive heat in the wiring, causing its insulation to deteriorate and increasing the possibility of fire. All electrical appliances and equipment should be unplugged before leaving your room for any vacation period.

**Restricted Appliances** University fire safety and sanitation regulations prohibit the use of some types of appliances in student rooms even though they may be commonly found at home. Any appliance that uses prolonged and/or high heat functions are prohibited (i.e. Fryers, 3D printers). Cooking appliances are prohibited in traditional residence hall rooms but may be used in Apartment/Townhouse style buildings with a kitchen if they are UL approved appliances with an auto off feature.

**Extension Cords/Power Strips** Extension cords should be used sparingly. UL listed, type "S" or "SJ" cords are the minimum size permitted. Extension cords, may not be tacked down, placed under rugs, or used in places where pedestrian traffic can cause damage. Only authorized employees of the University or their agents may make any modifications or additions to the existing wiring of a building. Power strips must be UL approved, rated no higher than 15 amps, and equipped with a built-in current breaker.

**Microwave Ovens** Small microwave ovens that carry the “UL” seal of approval are permitted in common areas and student rooms.

**Refrigerators** In student rooms must be no larger than 3.5 cubic feet, have amperage rating of 3 amps per hour or less, and be in safe electrical condition. Periodic cleaning of both personal and apartment refrigerators is required for health and safety purposes.

## Guest Policy

### Guest Sign-In Locations & Hours.

In the lobby of each Residence Hall there is a front desk that is staffed every evening from 7:00pm to 6:00am with an RA, Desk Attendant, or Security Officer.

**Guest Sign-In Process.** In order to ensure the safety and security of our students, it is necessary that we strictly enforce our guest sign in process. Every individual is required to present valid form of identification (listed below) to the Desk Attendant/Security Officer when they enter the building.

Accepted forms of Identification are: UMass Dartmouth photo ID, Driver's License, Passport, Military ID, or other valid State- or Federally-issued photo ID. If a staff member has a question about a form of ID presented to them, their supervisor should be contacted for guidance.

This includes residents of the building. All non-resident guests, including residents of other buildings, must follow the guest sign in policy. All guests must stop at the front desk with their respective host and sign-in to the resident sign-in system with the desk attendant on duty.

Each student of that respective building is allowed two (2) guests in their room at any one time. This number pertains to both on and off campus guests. Their host must escort them at all times while in the building.

Residential students should always communicate their plans to have guest with roommates in advance as each resident of the assigned space has the right voice concerns about guest. Occasional guests may only visit for up to 3 nights within a consecutive 7 day period and must be signed in for this timeframe. Residential Education staff reserve the right to revoke visitation privileges in the resident areas for cause at any time. Upon revocation of visitation privileges, the visitor will be required to vacate the premises. Housing and Residential Education/Office of Student Conduct and Dispute Resolution may issue a “No Trespass” order to guests who do not respect the students, University personnel and/or members of the UMass Dartmouth community.

### Guest Definitions, Identification and Numbers

- **Host.** The student(s) that are assigned to a specific room on campus that having guests.
- **General Definition.** A guest is defined as any individual who is not currently assigned as a resident of that particular residence hall room/suite/apartment.
- **University Resident students.** When you enter your own building you are required to show your ID to the Desk Attendant on duty. Students who are visiting from another building will have to show and swipe their ID, sign in, and have a “host” from within the building to escort them and take responsibility for them. When you are in a residential room or apartment other than your own you are considered a guest.
- **University Non-Resident Students.** Students must present their University ID at the desk, sign in, and have a host from within the building escort them and take responsibility for their actions.
- **Non-University guests.** All non-University guests must present their valid picture identification at the desk, complete the guest sign-in process and have their host escort them and take responsibility for their actions. *Valid picture identification is limited to a drivers' license, state identification card, military identification card, or a passport.*
- **Age.** Guests must be over the age of 16, with a valid ID (see list of accepted forms above). Special permission for guests under the age of 16 can only be obtained from the Associate Director of Residential Education at least 48 hours in advance. The Associate Director may ask for parental/guardian permission and contact information so please be prepared and plan ahead. The guest under the age of 16 if approved must provide a valid ID (see list of accepted forms above).

- **Time.** Occasional overnight guests are permitted for no more than three days total in any seven consecutive days. In all cases, a host must obtain the consent of the roommate(s) prior to the overnight visit. These guests must be signed in at the front desk.

### Guest Sign in Registration

- From 7pm until 6:00am all guests must be registered and signed in with our in Hall Desk and Security Staff. The following steps should be taken in order to register a guest:
  1. Click “Visitors” at <https://umassd.starrezhousing.com/StarRezPortalX>
  2. Click “Register New Visitor”
  3. Enter visitor’s information and Click “Save & Continue”
  4. Now your guest is able to sign in with our desk/security staff with a valid government issued photo ID or UMassPass ID.

### Guest Sign-In Break Down (Per Area)

Residents are allowed two people who are not assigned to that room/suite/apartment per resident that is present at the time of entry and throughout the duration of the visit. See chart below for numbers.

Building	# of Beds	# of Guest	Total
First Year	1	2	3 (1 Host Included*)
First Year	2	4	6 (2 Hosts Included*)
Pine Dale/Oak Glen	2	4	6 (2 Hosts Included*)
Woodlands	2	4	6 (2 Hosts included*)
Woodlands	4	8	12 (4 Hosts Included*)
Cedar Dell	5	10	15 (5 Hosts Included*)
Cedar Dell	6	12	18 (6 Hosts Included*)

\* # of guests reflects the # of hosts present

### Responsibility of Host.

Hosts are ultimately responsible for the actions of their guests and we do hold the guest accountable for the Conduct Code and all University policies. Failure to follow the guest procedure or any University policy can result in a guest losing their privilege of visiting anyone on the University campus. All University students will be held to the standards set for behavior on campus and will be adjudicated with due process through the University disciplinary process for failure to follow policy and conduct unbecoming to a University of Massachusetts Dartmouth student.

Additionally, residents of a room are ultimately responsible for what happens in their space including allowing guests to stay when a resident of the room is not present and/or leaving the door unlocked making the room available for use by anyone.

### Guests and Alcohol.

No guest is allowed to transport alcohol into any of the buildings, only a host (building resident), at least 21 years old, may bring alcohol into the building that alcohol is permitted. Please review the complete text of the alcohol policy in the Conduct code portion of this book.

### Hall Sports

Use of sports equipment in residence halls is prohibited; including but not limited to:

- ⊄ Bicycles
- ⊄ Scooters
- ⊄ Skate boards
- ⊄ Roller blades
- ⊄ Hoover Boards
- ⊄ Weightlifting equipment
- ⊄ Basketballs, Softballs, Tennis Balls, Baseballs, Hockey Pucks, etc.

Physical activities are prohibited in the residence halls including:

- Wrestling



- Martial arts
- Boxing
- Frisbee/Disk Sports
- Team Sports Games (hockey, basketball, football, lacrosse, soccer, etc.)
- Recreational Sports (Golf, tennis, etc.)

Students and guests should put on all recreational equipment (i.e. roller blades) outside of residential facilities. Students and guest must be mindful that Pedestrians have the right of way on all walkways.

## **Harassment**

Housing and Residential Education subscribes to the belief that individuals residing on or visiting the UMass Dartmouth residences must be secure in their person, and free from all forms of harassment, whether directed at issues of race, ethnic heritage, religious beliefs, sexual orientation, gender, disability or for any other reason. HRE works cooperatively with other University departments that address issues of harassment, including the Office of Diversity, Equity and Inclusion. Any student who believes themselves to be the victim of any form of harassment should contact a member of the Residential Education staff for options of resolution.

Harassment is defined in the Student Handbook as actions that prevent the person from conducting their customary or usual affairs. Also included is conduct less than a physical attack or physical interference that is directed at a person and that unreasonably interferes with that person in the conduct of their customary or usual affairs, such as the posting of threatening letters directed to the person; the use of threatening language directed at another; intimidation (incl. witnesses documented in an incident or from a hearing); threatening telephone calls, e-mails, instant messages and text messages; or the vandalism of a person's room or property.

## **Identification**

All students entering any residential facility will be required to show official UMass Dartmouth identification in the form of a UMass Pass to the Desk Attendant, Resident Assistant, Resident Director, Area Coordinator, UMass Police Officer or other official UMass Dartmouth designee, upon entrance to the facility and whenever asked by a University official.

Any student or guest that does not live in the residential facility to which they are attempting to enter must be signed in by their host at the front desk. Failure to comply is considered a violation of UMass Dartmouth and Housing Policy and will result in documentation and student conduct follow-up

## **Intrusion of Privacy**

Photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person's consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. Unauthorized storing, sharing, and/or distribution is also prohibited. This does not apply to lawful security or surveillance filming or recording that is authorized by law enforcement or authorized university officials. These provisions may not be utilized to impinge upon the lawful exercise of constitutionally protected rights of freedom of speech or assembly.

## **Pets/Animals**

University health and safety regulations prohibit the possession of animals, alive or dead (including laboratory specimens) in any campus residence. This also includes animals hunted for sport and/or recreation. In cases of violation, extermination procedures are automatically required by public health regulations, and deodorization procedures are necessary. In such cases, these operations will be performed at the responsible student's expense. Exceptions to this policy may be made for fish that are kept in small water tanks. Residents are responsible for water damage caused by leakage from fish tanks. Due to structural concerns, all fish tanks are restricted to ten (10) gallons or less and only one tank is permitted per resident. Note that in addition to approved service animals, students may bring emotional support animals ("Assistance Animals") after approval of university staff. Questions about assistance animals should be directed to the Occupancy Manager and/or the Assistant Director for Housing Administrative Services.

## **Posting Policy**

Housing and Residential Education must approve all posters and banners prior to posting. This includes the size, weight, physical material, and means of securing. The sponsoring organization must be listed on the materials. The Office of Housing and Residential Education reserves the right to control the content of publicity devices (alcohol, tobacco, and community standards) as well as language on the advertisements. The original flyer or banner must be stamped no less

than 48 hours before the event. Any student group recognized by the University looking to advertise their events may post flyers, banners, etc., in the Residential facilities provided they follow the following guidelines:

- All advertisements must indicate the name and contact information of a designated member of the group
- Residential buildings are defined as all residential buildings on campus and all of the areas within each building.
- Postings are defined as anything that advertises an event that can be attached to a bulletin board or designated signage area.
- All posters can be no larger than 11" x 17"
- All posters must be hung on bulletin boards or designated areas
- All posters may be hung for a maximum of two weeks
- All posters must include the following:
  - Name of the UMD affiliated group sponsoring the event
  - Date, time, and location of the event
  - Contact person-name and phone number or email address
- Posters are not permitted:
  - In elevators
  - Around elevator doors and buttons
  - On doors or windows (without permission from a Housing Professional)
  - On ceiling and floors
  - Over fire doors, exit signs, or any electrical light fixture or switches
  - For events held off campus by organizations not recognized by UMD
  - Personal ads are restricted to the ground floor "Community Bulletin Board" located in the Campus Center and must be approved by The Office of Student Activities.
- Banners can be up to 3'x6'. All horizontal banners are to be in the public posting spaces in each residential area, and are subject to approval by Housing and Residential Education. Posters and banners may remain up no more than two weeks prior to the organized event and must be removed by the posting organizations 24hrs after the event has taken place. For more information, see each Area Coordinator/Resident Director for available space in their assigned area.
- Failure to comply with these rules may result in loss of posting privileges and removal of signage.

## **Outward Facing Messages: Community Behavior Expectation**

All students are expected to demonstrate respect for the UMass Dartmouth community. This includes, but is not limited to, respect towards other students and our residence halls, academic facilities and surrounding areas. In order to ensure mutual respect for students, all public facing, visible messages in residence hall windows or displayed on doors will be prohibited. In addition, any semi-public facing, visible messages in residence halls will be subject to review.

Those who violate this expectation may be subject to a Conduct Conference to discuss a potential violation of this community expectation.

## **Prohibited Room or Apartment Furnishings and Items**

Students should seek guidance from their AC/RD regarding questions about furniture PRIOR to moving it in so that UMass Dartmouth can be sure it meets our safety standards. If approved, an official note will be placed in the student's file. Failure to comply with these safety regulations will result in immediate confiscation and documentation.

Housing and Residential Education reserves the right to identify other items deemed unsafe or inappropriate at any time during the year to maintain the safety and security of the community, and requires that students remove the items from the residential facilities. Students who fail to claim item after 48 hours will have their item discarded. If item is confiscated twice during the course of an academic year, the Area Coordinator/Resident Director reserves the right to discard item immediately. Listed below are a few items considered prohibited in all residential facilities.

Furnishings or equipment may not be moved from student rooms or public areas without proper authorization. Items should not be removed from the building for any purpose. Room furnishings provided for student use must be treated with care and must be used in a manner consistent with its intended purpose. HRE reserves the right to gain access to its property whenever such access is deemed necessary. Please be advised that any padlock (key or combination) on University property must be removed immediately upon request of authorized University personnel. Should circumstances require immediate access to locked University property in the absence of the room occupant, the University reserves the right to remove the lock by using any means necessary.



## Alcohol & Drug Paraphernalia

Anyone found in possession may be in violation of the Alcohol & Drug Policy or related Residence Halls Rules & Regulations and subject to the same sanctions or similar/equivalent pursuant to the Alcohol & Drug Policy

- Beer Bongs
- Bongs
- Pipes
- Funnels
- Ice Luges
- Taps
- Kegs
- Hookahs
- Hemp (CBD plants or dried vegetation)
- Empty Alcohol Containers in Alcohol Free Areas
- Any other device or item used to consume or Produce Drugs and/or Alcohol in a way that violates University Policy or Massachusetts State Law.

## Appliances

- Routers
- Air conditioners
- Personal grills of any kind (electric, charcoal, gas, propane, hibachi, etc)
- Halogen lamps
- Lamps that have the ability to provide light from more than one light bulb per electrical plug
- Fog machines
- Hot plates
- Open coil heating devices of any sort
- Automatic-Drip Coffee Makers (Unless room assignment has a kitchen)
- Cooking appliances except Microwaves, Single Serve, Auto-off Coffee Makers (Keurig), and electric kettles with no exposed heating element (Unless room assignment has a kitchen. See also pg. 10 and 11 for appliance regulations. )

## Decorative Items

- Candles (with or without wick), incense, candle or wax warmers and related paraphernalia are prohibited within the residence halls. This includes candles and warmers that melt wax for decorative purposes.
- Fish tanks with more than a 10 gallon capacity
- Dartboards
- Neon lights
- Black lights
- Lava lamps
- Strobe lights
- String lights with bulbs covered by any material
- Incense and burners
- Tapestries or any material used as wall decoration covering more than 50% of any wall, or used as a canopy
- Displays and/or decorations of paper, dried vegetation, corrugated cardboard or light plastics, which cannot be effectively flame proofed, must be limited to outdoor use and must not be within 25 feet of a building.
- No natural trees or boughs, hay, straw, and other flammable decorations may be brought into any University building. Artificial trees that are flame proofed may be used.
- Interior/Exterior House Paint
- Decorative bottles or other alcohol paraphernalia in a room occupied by a student under the age of 21. (lamps/lights made out of bottles, cardboard beer boxes, etc.)

## Furniture Pieces

- Futons
- Personal mattresses
- Large furnishings such as bookcases & personal desks (larger than 3.5 cubic feet *i.e.* 3.5 feet tall x 1 foot wide x 1 foot deep)

- Water beds
- Lofts (Including Concrete/Cement/Cinder Blocks, Bricks, etc.)
- Ottomans and/or chairs that include upholstery
- Upholstered furniture of any kind (Upholstered is defined as having padding and/or fabric)
- Headboards

## Weapons

Anyone caught in possession of/or using such materials is subject to dismissal from on-campus housing and/or the University. UMass Dartmouth reserves the right to turn such cases over to the civil authorities for prosecution.

- Knives (other than those used for food preparation/consumption or academic classes)
- Guns (including water guns, paintball guns, bb guns, plastic guns, etc)
- Hunting devices
- Ammunition
- Machetes
- Javelins
- Martial arts devices
- Clubs
- Swords (Including plastic)
- Any device which may be considered hazardous to the welfare of members of the residential community are strictly prohibited in residence areas.
- Liquid or gaseous fuel of any kind
- Fireworks
- Explosives

## Other

- Hoverboards - these products are prohibited from use or possession in campus residence halls based on significant fire safety issues
- Drones (or drone-like technology) - these products are prohibited from use in residence halls, and any possession of drone technology is subject to FAA regulations and written permission from the Chief of UMass Dartmouth Police to insure intended use for academic pursuits only.

## Quiet Hours

Housing and Residential Education strives to create an environment where all residents may succeed academically through ample opportunity to study and sleep with minimal disturbance. In order to guarantee such an academic environment, quiet/study hours have been established.

### Quiet Hours are in effect:

Sunday through Thursday from 10:00pm-8:00am the following morning.  
Friday and Saturday are from 1:00am-10:00am the following morning.

### Courtesy Hours

**At all other times, courtesy hours are in effect. Additional quiet hour areas are designated in some residence halls.** Hours are posted in the hall office area of each building.

Quiet/Study hours are characterized by a standard which says all noise, however generated, should not be audible outside a person's own room or apartment. All residents are expected to maintain consideration for others and to act with courtesy toward others at all times, with respect to noise. Stereos, radios, televisions, computers, and musical instruments should be played at reasonable times and at a volume that will not disturb other residents. At no time should speakers be directed so as to project sound outside of windows. All members of the community share an active role in addressing individuals exhibiting noise. Residents are encouraged to address noise violations within their living areas. Residential Education staff will take an active role in administration of the quiet/study period and will support all residents in this endeavor.

**During final exam periods starting with study day, 24 -hour quiet hours are in effect.**

## Roommate Agreements

All first year students living in the residence halls will complete a roommate agreement form with their roommates facilitated by their Resident Assistant. This form allows students and their roommates to establish guidelines for acceptable behavior in their rooms. Possible guidelines that are covered include, but are not limited to: noise levels, sharing of space/possessions, having guests over, cleaning of the room and how to appropriately communicate issues between roommates. This document serves as a contract between roommates and can be revisited and amended with HRE staff throughout the semester. Other residents may be asked to fill out roommate agreements by Residential Education staff as necessary. For more information, please speak to your Resident Assistant or Area Coordinator/Resident Director.

## Roommate Bill of Rights

A valuable part of your learning and growing in on-campus living is sharing your living space with other individuals (roommates and/or apartment mates). In some instances, these people may become close friends, but this is not necessary to have a positive living experience. Even if they remain "just a roommate," an atmosphere can be established that would enable you to enjoy one another's company, share ideas and opinions, and create a living environment that is conducive to learning, growing and socializing. Creating this kind of atmosphere can take work. It is the hope of the HRE staff that roommates and apartment mates will find this experience a positive one and will learn and grow together. The following statements can be a starting point for communication and can help make your living environment your home.

### Roommates have the right to:

- Read and study free from interference in one's room.
- Sleep at a reasonable hour without interruption from noise, guests, or roommates.
- Free access to one's room and facilities without pressure from a roommate.
- Host guests with the understanding that these guests will respect the rights of roommates, other residents, and University/housing policies.
- Seek assistance from Residential Education staff in settling conflicts or easing difficult situations.
- Be free from fear of intimidation and physical and/or emotional harm.

Please feel free to speak with your Resident Assistant and/or Area Coordinator and/or Resident Director if you and your roommate are having difficulty.

## Roofs

Under no circumstances is any person to be on a rooftop of any on campus living area. Individuals who have an item that winds up on the roof may request retrieval of said item at the Facilities office located in Trailer #2, Parking Lot 17.

## Routers

The use of wireless routers in residential facilities is prohibited. Any and all routers found within residential facilities will be confiscated and documented.

## Social Gatherings

In allowing students to entertain guests in the privacy of their apartment, there are guidelines in place. Students are subject to all policies set forth by HRE and the University. When desiring to host social gatherings, residents should be aware of and follow the alcohol, guest, and quiet hours policies currently in place. Any alleged violations will result in disciplinary action.

## Soliciting/Selling

Concern for the privacy of students, general building security, protection of property, safety of residents, and some experiences with disreputable sales people have led to the development of stringent regulations on selling and soliciting in the residence halls. Door to door selling/soliciting is prohibited. A Residential Education staff member or UMass Dartmouth Police Officer should be notified of the presence of any solicitors on the premises. Such individuals operating in the halls are considered to be trespassers and may be subject to arrest.

With the exception of Residential Education staff, no student-based organization shall be permitted to canvas door-to-door to advertise an event, request donations, or recruit for their organization. This "dorm-storming" activity disrupts the day-to-day life of residence hall students and is not permissible.

## Smoking

All UMassD campuses are smoke and tobacco free. Specifically, the use of smoking and tobacco products is prohibited:

- in any campus building
- in any vehicle on campus
- anywhere on the campus grounds, all 714 acres!

### What smoking and tobacco products, specifically?

- cigarettes
- Cigars
- illicit drugs, including marijuana, that are smoked
- electronic cigarettes
- vaping/vaporizers
- chewing tobacco.

## Smoke Detectors & Fire Safety Devices

Students found covering smoke detectors or other fire safety equipment may face immediate removal from housing (interim suspension) until they can meet with either the Administrator On Call, an Associate/Assistant Director(s) or their designee. Students may only return to campus residence after being cleared to do so but there is no guarantee that they will be permanently allowed to return to housing. Reminder decals have been placed on each residence hall door and may not be removed under any circumstances. Doing so may result in a monetary damage charge and student conduct follow up.

## Video Cameras

Each residence hall main entrance has cameras installed. The Balsam and Spruce first floor common areas are also under video surveillance. The Housing & Residential Education and the University reserve the right to place these surveillance cameras in public areas where observation is necessary or advantageous to enhance community responsibility and building safety.

The use of personal video cameras and recording or listening devices in residential rooms (computer cameras, digital cameras, film cameras or other image or listening devices) must be used in an ethical manner. The use of any video or sound recording or transmitting device must be used with the full knowledge and consent of all roommates or suitemates. Notification must be made when such devices are in use. Misuse or violation should be reported directly to the Residential Education Staff.

## Windows/Screens

Window screens may not be unfastened or removed from windows. Residents will be liable for charges to replace screens that are unfastened or removed. Passing of any items through and/or persons into or from a window is strictly prohibited.

## FACILITIES AND RESIDENTIAL SERVICES

### Facilities Maintenance

Facilities Maintenance hours of operation are 7:00am to 6:00pm, Monday through Friday, excluding University Holidays. 24-hour emergency maintenance is available to correct or repair situations involving student room safety or the ability to safely occupy the room. Students will need to notify the Resident Assistant (RA) or Area Coordinator and/or Resident Director (Live-In) on duty to activate the 24 hour emergency maintenance system.

With the exception of students in Balsam and Spruce halls, students may submit their own work orders through the Facilities Service Request system or they can communicate their concerns to their RA or Live-In Staff member. Students can find this service request form by logging into their portal, navigating to QuickLaunch, Campus Tools, Facilities Service Request. If a student has a facilities question they can also call facilities directly at 508-999-8100

Residents of Balsam and Spruce Halls would submit a work request through the Entrata system. More information on this system should have been sent to all these residents. In addition, the Greystar Office are in the hallway near The Grove in Spruce Hall and can be reached at 508-999-8368.

Work Order Requests will be addressed on a priority basis of safety/security, ability to occupy a room (water leaks, lack of heat, broken window glass, etc.), functionality (light bulbs, broken furniture) and convenience issues (drawers, closet doors, furniture moving, etc.). Residents are not permitted to make their own repairs or install fixtures. Students are not permitted to paint their room, bathroom, kitchen or any common areas in our residential facilities. Failure to follow this policy will result in an assessment of damage charges.

## **Xfinity On Campus**

On-campus residents, watch your favorite shows and movies anytime, anywhere and on any device (but not in class!)

XFINITY gives you thousands of on demand selections, so you can catch up on the latest shows or discover a new favorite movie. When you're on the go, use the XFINITY TV app to stream live TV, sports, movies and more at the coffee shop, park, road trips or wherever else you need some entertainment.

Plus... 20 hour DVR is now available!

Of course, it's all included with your campus housing.

Ready to start streaming? Download the XFINITY TV app. Or log on today.

These shows aren't going to stream or record themselves, get started [today!](#)

1. Go to [Xfinity On Campus](#)
2. Enter our school name ("University of Massachusetts Dartmouth")
3. Follow the login instructions and start watching or recording

The channels listed above all come included, and you can even order lots of other channels to your own account, if you'd like to add them (extra fees may be required).

## **Cleaning Services and Equipment**

Lobbies and multi-purpose areas are cleaned periodically throughout the week. Public Bathrooms within each area are intended to be cleaned daily. Suite Bathrooms in Oak Glen Hall are cleaned and maintained by university staff. No personal items may be left in the public bathrooms or Oak Glen bathrooms. The cleaning of student rooms/apartments is the responsibility of the students who reside there. This includes proper placement of refuse in the receptacles provided, bagging of all trash, and prompt removal of trash to a designated dumpster located outside the residence hall/apartment building.

In the Woodland and Cedar Dell Communities, students are responsible for cleaning their living quarters, including the bathrooms and common areas of their apartments.

## **Elevators**

Elevators are available in each residential community except for the Cedar Dell Townhouses. Responsible use of the elevators is required of all residents. Misuse or vandalism of elevators may result in severe disciplinary sanctions.

## **Lockouts & Lost & Stolen Key Procedures**

### **Lock Outs**

If a student is locked out, they should first attempt to contact an RA in their building to be let in. If they are unable to find an RA, they should seek out their Area Coordinator or Resident Director in their office. If they are unable to locate their AC or RD, they should contact Housing and Residential Education at extension 508-999-8140.

At no time can a staff member of the Facilities Department or UMass Police let a student into their room. Once an appropriate Residential Education Official makes contact with the student, they will be required to provide their UMass Pass as identification. After official identification has been shown and the student has been let inside their room, the student must show their keys to avoid being billed for a lost or stolen key. Students may be charged a lockout fee or referred to the Office of Community Standards for non-conduct hearings for multiple lockouts during a semester.

## Lost and Stolen Keys

Lost or stolen keys must be reported to the AC, RD or Housing and Residential Education immediately. If a key is lost, stolen or purposely broken, the student to whom the lost, stolen or broken key was issued will be billed \$125-\$250 for changing the locks (depending on residence facility) and providing new keys for the room. There is no charge to replace a key broken by normal wear and tear. Duplication of University keys or possession of unauthorized keys is prohibited and is subject to disciplinary action. All broken keys must be returned to a Housing Staff member as verification. Keys are assigned to individual students, student staff and full-time staff. All parties are responsible for the use of their assigned key(s) and are not to 'lend' or 'borrow' keys for any reason. The use of keys for any improper or illegal use or to enter rooms without express permission (except as outlined in this handbook) will result in disciplinary action.

When the halls close for Winter Break, keys will be collected by Residential Education Staff. These keys will be returned when students return for the Spring semester. Failure to turn in a key at the end of the Fall Semester may result in a charge to the student's account.

## Laundry Facilities

Laundry rooms are located within each building or apartment area. The washers and dryers are set to "run-free" and do not require coins to operate. Students are not permitted to allow non-campus students or other off-campus persons to use the laundry facilities or machines at any time. Students should report broken machines as directed in each laundry room. Each laundry room is equipped with e-monitoring capability using students' smartphones allowing electronic verification of machine availability, laundry cycle completion, and proper machine functioning. In Balsam and Spruce students are required to download an app to activate the machines for each use.

## Painting

The Housing Department makes every effort to repaint each building on a rotation schedule and spot-paint on an annual basis to cover any severe wall marks or unauthorized painting. Students are not authorized to paint any surface of University property. In the event a room is painted without proper authorization and/or materials, students will be held financially responsible for restoration.

## Recyclable Containers

Due to health and safety considerations, containers kept for deposit return may not accumulate in any public area. Public areas include hallways, bathrooms, closets, kitchen, lounges, living rooms or outside a Cedar Dell apartment door. Containers should be disposed of or returned weekly. In accordance with the alcohol policy, alcoholic beverage containers may not, for any reason, be stored in any room, common space, or any other area other than designated 21-plus housing.

## Room Furnishings

### All Student Rooms

Each student is assigned a room complete with window treatments, a closet/closet area, desk, desk chair, dresser, bed, and a mattress (extra-long).

### Cedar Dell Community

In addition to bedroom furniture, the Cedar Dell Apartments are equipped with a full size stove/oven and refrigerator as well as common room furniture.

### Woodland Apartments

The Woodland Community apartments, in addition to bedroom furniture, are equipped with a full size oven/stove, a refrigerator, a dishwasher, and common room furniture.

All students are expected to provide their own toiletry products (e.g.: soap, shampoo, towels, bed linens, pillows, etc.) Students living in the Woodland Apartments and Cedar Dell Communities are expected to provide their own toilet paper, cleaning products, vacuums, mops, mop buckets, brooms, paper towels, trash bags, etc.

## Technology: Internet Access & Wireless/Wifi

The University residential buildings are equipped with full service Wi-Fi to meet the needs of our students. The use of wireless routers in residential

facilities will be prohibited to protect both the student's computer security and to maintain the integrity of UMass Dartmouth's network. Support by CITS is available by submitting a support request from their webpage, or at extension x8900. (From a cell phone, dial 508-999-8900.) Students may also visit the UMassD website for connection updates at <http://www.umassd.edu/cits/newstudent/>. Students are required to activate their UMass Dartmouth E-mail account and should check the account regularly. Residents should contact computing and technological support services at extension x4000 with any issues that may need to be reported.

## **Vending Machines**

Vending machines are available for student use and convenience. These machines are maintained and serviced by an outside vending contractor. If a machine is out of order or money is lost, please report the incident to Campus Services at 508-999-8181. Vandalism of any kind will not be tolerated and will be reported to the UMass Dartmouth Police Department and through the Student Conduct process and may result in remuneration and suspension from housing.



## **RESIDENTIAL SAFETY AND SECURITY: ENSURING YOUR WELL BEING**

In the event of an emergency, call UMass Dartmouth Police at 508.999.9191.

UMass Dartmouth and Housing and Residential Education do not accept responsibility for loss, theft, or damage to personal property. The best protection against personal property loss is a locked door. It is strongly recommended that each student obtain and provide insurance coverage for all personal property. It is possible that your family's current homeowner's or rental insurance policy provides you coverage in your campus residence. Residents are advised against keeping large sums of money and other valuables in their rooms. Students should report any theft directly to UMass Dartmouth Police.

Issues of safety and security are of primary importance to the staff and residents of on-campus housing. Intrusion by uninvited persons can be a source of problems to residents. In an effort to protect residents and to guard against theft or intrusion, efforts are made to keep the residence halls locked and these areas are monitored 24 hours a day. All individuals entering or exiting any building must do so via designated entrances/exits except during emergencies. Residents should carry their UMass Pass card at all times. ID must be shown upon request to gain entry to any residence hall during hours when the building desk is staffed.

Students in the Woodlands, Pine Dale, and Oak Glen residence halls receive an access card (UMass Pass) and keys to the building and room to which they are assigned. Access cards permit building entry through designated main entrances only.

Students living in Balsam and Spruce are issued their UMass Pass which serves as their access card to their residence hall, elevators, stairwell and bedrooms.

It is each resident's responsibility to keep their room locked at all times and to also not allow others to enter with them (tailgate) through the exterior entrances to their building. Cards and/or keys may not be loaned to anyone for any reason. When seeking access to any other residence hall, residents are considered visitors and must comply with the requirement to enter via the designated main entrance/exit. All other exit doors are alarmed for emergency use only.

### **Contacting in-hall staff**

RA contact information is posted in a central location in each residence hall. Between 8am-5pm weekdays, if assistance is needed and a Resident Assistant (RA) is not available, residents should contact Housing and Residential Education in Oak Glen by calling 508.999.8140. After 5:00 pm residents should seek assistance first by contacting the RAs in their area. If after hours the resident is not able to reach an RA they should contact UMass Dartmouth Police (508-999-8107) who will contact the Professional on Duty.

Resident Assistants are on duty each weekday evening from 7:00 pm - 7:00 am the following day. On the weekends, staff members are on-duty throughout the day. The "on-duty" staff member can be reached by calling the telephone number posted at the front desk of each hall. UMass Dartmouth Police can be contacted in the event of an emergency at 508-999-9191 (x9191 on campus) or for regular business call 508-999-8107.

### **Bag/Container Inspections**

To help ensure the safety and security of our residence halls, all resident students and their guests are subject to bag checks by all personnel working the front desk of a Residence Hall/ Apartment, as well as by the appropriate authorized University Personnel. The Authorized Staff working at the desk will do bag checks as students enter our residential communities. The word bag will be defined as any item used to carry something including but not limited to: large, oversized purses, backpacks, duffle bags, and laundry baskets/bags. Failure to open a bag for a member of the Authorized Staff will result in that item (bag) not being allowed in the community for the safety of all involved. Students or guests who refuse to comply with this policy will be turned away from the building and may be documented and referred to the Office of Community Standards.

### **Fire Safety & Evacuation**

Each area of on-campus living meets Town of Dartmouth Code, as inspected by the Town of Dartmouth Fire Chief, University Officers, and State Building Inspector. It is a criminal offense to falsely sound an alarm. Students apprehended sounding a false fire alarm or tampering with firefighting/ fire alert equipment are subject to dismissal from the residence halls, University, and/or prosecution from civil authorities. Furthermore, the Housing and

Residential Education team has added a notice to each room, in the form of a sticker, reminding students that covering the smoke detector is against the law. Removing or tampering with this sticker may result in damage charges and/or a referral to the Office of Community Standards.

Residence hall students have ready access to fire extinguishers in hallways. All fire alarms should be considered as an actual “real” fire, and the building must be evacuated immediately. Individuals are responsible for evacuating themselves from the building and should leave by the nearest and/or safest exit.

Students should familiarize themselves with emergency exits. Emergency exits should only be used during a building emergency.

If the situation permits, building staff will assist in the evacuation process and locking room doors as they leave. In case of fire, students should pull the nearest fire alarm and then call 508.999.9191 (UMass Dartmouth Police) when they have safely exited the building. Evacuate the building by the safest and nearest exit. If possible, be prepared to direct emergency personnel to the suspected cause. At no time should you put your safety in jeopardy. The following procedures should be followed:

- Close and lock your room door. Bring room keys with you.
- Leave the building in an orderly manner, through the safest and most immediate exit.
- Do not use elevators.
- Wear or carry clothing suitable for the weather and carry a towel for protection against smoke.
- Take a flashlight.
- Remain outside and at least fifty (50) feet away from the building until the signal to return is given

A damage assessment may be levied against students for a fire occurring within an on-campus living area.

All students are expected to vacate facilities each time the fire alarm sounds. Each alarm should be treated as though it were a real fire to ensure the safety of all students. When an alarm has been set off and the source of the alarm has been identified and taken care of Housing and Residential Education staff will run their evacuation protocol. This means a staff member will key into every student room within the residential area where the alarm is sounding. During this time, students are not allowed within 50 feet of the exterior doors of the residential facility. Any students found in their room during evacuation procedures or any UMassD or Housing Policy violations found, will be documented and required to have a conduct conference. Applicable fees incurred by the University for fire department Response **can be billed** to the university accounts of those students residing in buildings where the alarms are set off.

## **FIRE ALARM EVACUATION LOCATIONS**

Students who evacuate residence halls due to a fire alarm will be directed to another indoor location during inclement weather, including severe cold. The following describes the locations that the RA staff will direct residents to in these instances.

**Balsam:** Spruce

**Spruce:** Balsam

**Oak Glen:** Pine Dale

**Pine Dale:** Oak Glen

**Evergreen:** Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Willow Lobby

**Willow:** Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Evergreen Lobby

**Birch:** Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Hickory Lobby

**Hickory:** Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Birch Lobby

**Aspen:** Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Ivy Lobby

**Ivy:** Woodland Commons.

In case of an event at the Woodland Commons, students should proceed to Aspen Lobby

## PROCEDURES FOR RESIDENTIAL HALL LIVING

### Authorized University Personnel

This includes but is not limited to:

- Full-time professional members of the Student Affairs and UMass Dartmouth Police staff.
- Resident Assistants
- Full-time employees of HRE and Campus Facilities who are assigned responsibility for management, maintenance, and repair operations.

Non-University personnel contracted to perform maintenance or repair services on behalf of the HRE (Agents). Other members of University staff may enter student rooms under the conditions prescribed only when accompanied by authorized University personnel.

### Behavioral Contracts

Housing and Residential Education reserves the right to require resident students to sign and comply with a behavioral contract as a condition of their continued ability to live in residential facilities. These contracts may include clauses requiring the student to sign Consent to Disclose Form, meet regularly with staff from the Counseling Center, Academic Advising, Health Office, Student Conduct, or Residential Education Office, etc. Behavioral contracts will be developed by the Area Coordinator, /Resident Director and Assistant/Associate Director of Housing and Residential Education for the student in question. Failure to follow through with the contract once it has been signed may result in the student's housing contract being terminated without a refund.

### Checking-Out of a Residential Facility

When a student checks out of their room, the following steps must be completed:

- Schedule in advance a check-out appointment with your Resident Assistant, Area Coordinator or Resident Director
- Remove all personal belongings from the room (including common areas and hallways)
- Sweep/Vacuum the floor
- Take out all trash and place in trash receptacles located outside of buildings
- Return your room key (if applicable)
- Sign out on the Room Condition Report(s) with your Resident Assistant, Area Coordinator, or Resident Director.

Students who move out of our residential facilities before the end of the academic year due to withdrawal, leave of absence, dismissals, or termination of the housing contract as well as students who leave at the end of the fall semester or at any point in the middle of their academic studies, are responsible for scheduling a check-out meeting with their RA/AC/RD so that the housing office is officially aware they will not be returning and to avoid improper check-out fees and/or continued billing. Students who choose to withdraw or take a leave of absence must complete the official University process, beginning at the Student Affairs Office on the second floor of the Campus Center; otherwise, students will be billed for housing for the entire academic year. Students who are notified over the Intersession that they are being academically dismissed from the University for the spring semester must notify the Housing Office immediately at 508.999.8140 to schedule an appointment to come back and officially check out and return their keys. This process must be completed no later than 72 hours prior to the opening of the residence halls for the spring semester. Failure to follow this policy may result in a fine for improper checkout procedures and for the use of the room as storage since the individual is technically not a student.

Students moving out of their rooms as a result of a student conduct hearing must comply with all directives in terms of a departure timeline and should work with their AC/RD to facilitate this process. Personal belongings remaining in a room more than 48 hours after the student has been reassigned, withdraws, or at the end of the contract period, become property of the University and will be removed and disposed of by Housing staff.

### Confiscation/ Removal

Housing and Residential Education reserves the right to confiscate any item from a student room or apartment which is deemed prohibited, in violation of a UMass Dartmouth Housing policy, or can be considered dangerous to any student or community member's safety or well-being. Any confiscated items will be tagged and documented with notification left for the student with the proper follow-up procedure guidelines. Students will be required to meet with their Residence Director or Area Coordinator immediately. Following a conduct hearing, students may claim their confiscated items provided they are immediately removed from the residence hall or apartment. Items are only able to be kept in storage for 48 hours after

resuming classes, after that, items are discarded. ***If the same item type is confiscated for a second time within the same academic year, it will be discarded immediately.***

During fire alarms and safety inspections, University officials may confiscate prohibited appliances or other prohibited/illegal items. Residents will be given a confiscation notice for any item removed from a room/apartment in this manner.

## **Abandoned Property**

Students are expected to remove and completely vacate their assigned room and /or apartment by the prescheduled time on their last day of the contract period. All belongings will be deemed abandoned property by the Housing and Residential Education staff if items are left behind without communication. Prior approval from a Housing and Residential Education Professional Staff member is required in order to arrange accommodation for the late pick up of personal items. All abandoned property will be removed and donated or disposed of at the discretion of the Housing and Residential Education Office.

## **Contract Obligation/Cancellation**

A room and board contract is for the entire academic year (two semesters) and may not be cancelled unless a student:

- Officially withdraws, takes a leave of absence, transfers, or is officially approved for leave of absence from the University;
- Is released from the contract by Housing and Residential Education;
- Is dismissed by Housing and Residential Education, the Office of Student Conduct and Dispute Resolution.

When a resident student wishes to withdraw from the University, they must go to the Office of Student Affairs to initiate the withdrawal/leave of absence and contact Housing and Residential Education to terminate the housing contract. Refund rates are provided in the HRE Housing Contract Terms and Conditions.

Students who request a contract release request must submit a contract release request through the Student Housing Info Portal. Students must submit all required documentation through the housing portal. Students may refer to <https://www.umassd.edu/housing/process-and-forms/contract-release-and-appeal/> for questions on the contract release request.

The student may request termination of the contract and/or the University may terminate this contract if one or more of the following criteria are met and verifying documentation is provided:

- a) Withdrawal from the University
- b) Participation in an approved academic program which requires off-campus residency
- c) The existence of a documented, serious, medical problem which cannot be accommodated within the residence hall system
- d) Marriage after entering into the contract
- e) The student does not enroll and maintain a minimum of at least 12 credits each semester
- f) The student has an unpaid balance to the University and/or Housing on July 15 prior to the beginning of Fall Semester, or an outstanding balance due two weeks prior to the beginning of Spring semester
- g) The existence of severe financial hardship which cannot be alleviated by the Financial Aid Office
- h) The University deems it necessary to terminate a student's contract for violations of the UMass Dartmouth rules and regulations or other conduct that constitutes in any way a risk to the health, safety, or general well-being of the University Community.

No refund of housing fees will be given to individuals removed from the residence halls by the University for Disciplinary Reasons. A student withdrawing or withdrawn from the University must vacate their room within 48 hours of the date of withdrawal. Students who fail to vacate and complete a proper check-out will be subject to financial penalty and eviction. Personal property remaining in the residence hall after the term of this contract has expired shall become the property of the University.

## **Damages: Billing & Appeals**

### **Room Inventory**

Since all on-campus living areas are operated on a self-sustaining basis, charges are made for damages to furnishings, equipment, and rooms. Each room and its contents are checked periodically against an inventory form throughout the academic year. At check-in, the student should examine the room carefully, being sure that conditions are properly noted on the inventory form. Students will be asked to sign the form after verifying its accuracy and will be held accountable

thereafter for loss or damage. Students may not make any repair or alteration to their room or its contents, or to any common area of a suite or apartment. Residents will be subject to room repainting or cleaning charges where the use of tape or other adhesives has resulted in damaged surfaces. Charges for damage caused by nails, thumbtacks, staples, etc. may also be assessed to the residents. Incidents of damage should be reported to your Resident Assistant in order to hasten repair and to prevent further damage.

### **Community Billing**

Damage or loss of University property outside of the student room in common building areas or common outside grounds areas that cannot be directly billed to an individual(s), will be assessed and all residents of a suite, floor, house, apartment, building, or group of buildings/apartments will be billed a community damage fee. In some instances there will be flat rates charged to each resident charged for extra cleaning and other services required to fix or clean the facility.

### **Appeals**

Students wishing to appeal administrative billing, *i.e.* damages should visit [this page](#) for further information.

### **Dining Services Information**

The dining services program at UMass Dartmouth is based upon the belief that what, where, and how a person eats plays an important part in that individual's wellbeing. In keeping with this philosophy, the dining service department's goals are to provide wholesome and nutritious food, well prepared and served attractively in comfortable surroundings – in sufficient quantities and at reasonable costs. Recognizing that taste preferences and eating habits vary extensively, selective menus are served regularly. Numerous buffet-style meals are served throughout the year using seasonal, area or ethnic food, or in observance of holidays and special occasions. UMass Dartmouth's dining service personnel are sensitive to the needs and desires of the campus community. Their aim is to respond accordingly.

**Menus & Portions** Menus are planned in advance for several weeks. They originate in the Dining Director's office and are reviewed by the Dining Committee. Food items are placed on the menu according to their popularity, costs, production, and service methods, seasonal availability, nutritional values, etc. Selections are offered in practically every menu category; for example, a choice of entrees, numerous vegetables, salads, desserts, and beverages. Diners may take what they want when passing through the Resident Dining Hall cafeteria line. Unlimited portions are available for each entree in the Resident Dining Hall. Sampling is encouraged, as a diner may desire a small portion of an unfamiliar item to try it. There may be times when some items cannot be offered in unlimited quantities, but adequate substitutes are always available on such infrequent occasions.

For further information concerning the resident dining plan and policies, or for answers to questions not covered in this document, please visit <http://www.dineoncampus.com/umassd>

### **Early Arrivals**

Early arrival accommodations in the fall are made on a case by case basis and only granted in extraordinary circumstances. A charge of \$32 per day will be billed to the students account if approved to move in early. Please note that moving in early is not always possible as our facilities are used in the summer and rooms may not be ready for occupancy. Housing and Residential Education must be properly staffed if students are living in our residential facilities and staff may not be available prior to scheduled arrival dates. All early arrival requests should be directed to and

approved by the Director of Housing and Residential Education or designee. At the start of Fall Semester, a student requesting early arrival may also apply to be part of the Move in Crew through the Housing Portal, when applications are open.

## **Guarantee of Housing**

Students who have not occupied their room by the first academic day of classes each semester may lose their reservation for housing unless the Housing Office is notified in writing ([housing@umassd.edu](mailto:housing@umassd.edu)) of a request for a later arrival date and such arrangements have been made and approved by a Housing Official, prior to the first day of academic classes.

## **Gender-Inclusive Housing**

In an effort to accommodate students who wish to live in gender-inclusive housing the Housing & Residential Education team has developed its Open Housing Policy. If selecting a 4 person apartment, you must have 4 students committed to living in that apartment. If selecting a 6-person Cedar Dell townhouse, you must have 6 students committed to living in that townhouse. And if you are selecting a 10-person Oak Glen suite, you must have 10 students committed to living in that suite. It is important to note that rising sophomores (current first year students) cannot be pulled into an Open Housing space until Day 3 of General Room Selection; therefore, you will be unable to fill the Open Housing space until that later time. This fact will make it more difficult for you to find an appropriate Open Housing space.

If selecting an Open Housing space, the student with the earliest room selection time must come to the Housing Main Office at their room selection time to make a selection in Open Housing. If retaining an Open Housing space, any apartment mate must come to the Housing Main Office on the General Room Retention day.

If no spaces in Open Housing are available, it is the responsibility of the student making the room selection to notify the other mates of the lack of availability. This will allow all parties to make a regular room selection during their respective room selection times.

If any resident of this apartment moves out for any reason, the following steps must be taken: the remaining residents of the apartment must identify a new roommate who agrees to move into the vacant space(s) within five business days. If this cannot or does not happen, they understand that the university will take one of the following steps:

1. Place a new resident into the open space(s), if that person is amenable to living in a gender-inclusive setting. An e-mail notification stating that a new resident has been assigned will be sent to the remaining gender-inclusive residents.
2. Relocate all remaining residents to other single sex locations, and re-populate the apartment with new residents.

## **Empty Rooms or Beds**

Any student living in a room or apartment with one or more unoccupied bed(s) or room(s) should expect that the extra space may be filled by another student at any given time. Gender-Inclusive housing is offered to students residing in several different areas. Students who choose this option will be expected to fill all bed spaces at the time of room selection in order to be approved for open housing. In the event that one of the roommates vacates the apartment at any time throughout the academic year the remaining roommates will have five (5) business days to select a new roommate and notify the Housing Office. In the event that a replacement is not found within the designated five business days housing reserves the right to reassign all remaining roommates to gender specific apartments.

Residents should not utilize the other rooms, furniture or bed space for the un-occupied space so that it will be available to any incoming student. All empty spaces should be kept clean and accessible.

## **Room/Apartment Space Entry**

When it is necessary for authorized University personnel or their agents to enter a student room when the occupant(s) is not in, entry will be made by two individuals if possible. The student will be notified of the entry and the reason for the entry upon their return. In all instances entry shall be made only for the purposes set forth.

- 1) Under normal and non-emergency circumstances, no student room shall be entered without knocking. This is true whether the door is locked, unlocked or ajar.
- 2) The University official will then identify themselves as such and state the purpose for which they desire entry.
- 3) The official will then request that the door be opened and/or that entry be permitted.



If after following this procedure the door is not opened or the official is refused entry, the official should:

- 1) Knock again and re-identify themselves and restate the reason they desire entry.
- 2) State their intention to enter through the use of their passkey if the door is not opened.
- 3) Wait a sufficient amount of time to allow the occupant(s) to open the door. This sufficient amount of time should include the period a student might require to awake or clothe themselves, or to rationally decide whether they wish to voluntarily admit the official. Then, using a passkey, the University official may enter the room.

## **Health and Safety Inspections**

Should a violation of policy be seen or reported to staff, RAs will be required to document this policy violation. As part of living in a community environment, residents are responsible for cooperatively maintaining the 'public' areas of their suite/room/apartment.

Health and Safety Inspections will occur at least once per semester by Housing and Residential Education Staff. Health and Safety inspections will include entering bedrooms in apartments as well as looking over the living space. Notifications of the impending inspection will be posted at least 48 hours prior to the date the inspection is to occur.

These notifications will indicate a specific date(s) that the inspection may occur, but will not include specific times. Every effort will be made to schedule these inspections during regular business hours, so as not to interfere with sleeping schedules. During Health and Safety Inspections residents should expect at least 2 housing officials (either Resident Assistants, Area Coordinators, or Resident Directors) to survey each room for: overly dirty rooms, lofted beds, prohibited furniture or items, combustible materials, candles, incense, missing/broken windows and screens, hazardous appliances, firearms or weapons, overloaded electrical sockets, etc. Any student room that has a violation will be documented in the student conduct system and the students can expect a follow-up inspection from either an RA, AC, or RD to ensure the violation has been addressed. Individuals residing in areas that are determined to be in violation may be subject to cleaning bills and possible administrative and/or disciplinary action, including but not limited to a change in housing assignment or termination of the housing contract. The Health and Safety inspections include all living areas including bedrooms. Residents are responsible for removing trash/garbage from their room/apartment daily. Properly bagged trash must be placed in the trash containers provided in and around areas. Trash may not be placed on the ground or on the porches.

Residents can assist and prevent problems with pest infestations by storing food properly, cleaning spills and dishes, removing trash daily and maintaining general sanitation of the living area and/or keeping kitchen appliances and cabinets clean.

## **Intersession, Summer & Break Housing**

### **Break Housing**

The Residence Halls are closed during Thanksgiving, Winter, and Spring breaks. Students who desire to stay for any part of these, or other, breaks must complete an application for housing at the Housing Office located in Oak Glen hall on the first floor. Announcements will be sent via your UMass Dartmouth email informing students of the stipulations of the application and their availability. Students must watch for publicity and follow request directions and deadlines to be considered for Break Housing. If granted, an additional charge will be assessed for remaining on-campus during the break. There is no daily room rate. Students approved to stay during these break periods are not permitted to have guests. Please direct all inquiries to 508-999-8140.

### **Intersession/Summer Housing**

Housing will be available for resident students taking classes during the January Academic Intersession at an additional charge, which will be included in the application materials. Housing will not be provided during the January Intersession period unless the student has a housing reservation for the Spring Semester.

Summer Housing is available to UMass Dartmouth students either working on campus or taking a class at University of Massachusetts Dartmouth ONLY. Once the summer job or class ends, the student must move off campus for the remainder of the summer. Applications for Summer Housing approval are available at in April from the Housing Office and your AC and/or RD. There is a charge for summer housing, which will be included in the application materials.

## **Official Communication**

- **E-mail**

Student University E-mail accounts are the official means of communication from the University. Students are responsible for checking their University E-mail accounts for important Housing and University communications and announcements. Failure to read and respond to email on your UMass Dartmouth Account will not be cause for appeal or reconsideration.

- **Telephone**

Residence hall telephone numbers are used by the University to contact students. Students are responsible for any calls and announcements addressed to them or sent as a 'broadcast' message over the phone system. Failure to pick-up telephone messages will not be cause for appeal or reconsideration.

## **Central Mail and Package Handling, Bookstore**

The Mail and Package Center is located in the Campus Center, and includes package lockers for larger deliveries.

If you receive a package or other item too large for the mailbox, a package slip will be placed in the mailbox or you will be notified via phone message on your room phone voice mail or via email. Packages may be obtained at the Mail and Package Center in the Campus Center. Arrangements for outgoing package pick-up or express mail may be made with the Mail and Package Center in the Campus Center. Properly addressed items should include:

Student Name, Hall and room number  
Student Mail & Package Center  
285 Old Westport Rd  
Dartmouth, MA 02747

It is advised that students not have cash mailed to them.

## **Hybrid Online Bookstore**

Instead of buying in-store, you can load required texts from your course schedule on COIN into your shopping cart, or you can go right to the Campus Store website, [www.umdstore.com](http://www.umdstore.com), and search for books by class and section number, book title, or ISBN. New, Used, and Rental options will be available. Shipping to the store will be free.

## **Family/Guardian/Emergency Contact Notification**

Housing and Residential Education reserves the right to contact the family, guardian or emergency contact for any student involved in any incident within the residential facilities, if deemed necessary. This includes instances which threaten the life, health and or safety of any individual student or others or which requires hospitalization or transport by ambulance.

## **Reasonable Accommodation Requests**

By law, students with a disability do not have to self-disclose or register with the Center for Access and Success (CAS) or Housing and Residential Education. If, on the other hand, a student is seeking housing accommodations or adjustments, they must contact Housing and Residential Education during the established time period to request services or accommodations for the upcoming academic year. This includes accommodations for service/assistance animals. All housing accommodations are determined on a case-by-case basis by the Housing Accommodations Committee. For additional information regarding reasonable accommodation, please refer to: <https://www.umassd.edu/housing/process-and-forms/ada/>

## **Refunds**

A student who remits, in advance, a payment for housing but then does not subsequently register and does not check into their housing assignment will be given full refund of housing fees. All refunds are based on official withdrawal notices as dated and processed by the Office of the University Registrar and then forwarded to the Bursar's Office. Please note the \$200 new student housing prepayment submitted to participate in the Housing Selection Process is non-refundable. A student who registers and commences studies but then withdraws officially from UMass Dartmouth for any reason during an academic semester will be granted a housing refund according to the following refund schedule.

1st Semester: By September 27 - Pro-rated/Daily Rate (After September 27 – No Refund)

## **Removal from Housing**

Housing and Residential Education reserves the right to terminate a student's housing contract due to student behavior that is not congruent with the mission of UMass Dartmouth or of HRE. Failure of students to conform to the community standards designed for overall safety, security and the minimization of disruption in the residential facilities may result in their housing contract being terminated. Students removed from housing for disciplinary reasons are also trespassed from all residence halls and areas.

## **Interim Residential Suspension**

Failure of students to conform to the community standards designed for overall safety, security and the minimization of disruption in the residential facilities may result immediately in suspension of access to their residential space and/or all residential areas of UMass Dartmouth. Students suspended from housing for disciplinary reasons may also be trespassed from all residence halls and areas.

## **Administrative Reassignment**

If a student and/or apartment has repeated student conduct code violations, future student conduct code violations may result in interim assignment relocation pending conduct hearings. In addition, future problems in this space could result in room selection consequences for individuals who wish to reside together in the future.

## **Residence Hall Multipurpose Rooms/Common Space**

Activities may be held in all residential multi-purpose rooms/lounges for social and/or educational events. Any group recognized by the University, wishing to hold an event within the residence halls or within the exterior areas surrounding or between the residence halls must contact the Area Coordinator and/or Resident Director to request the space a minimum of two week in advance of the activity. HRE staff will discuss with the group guidelines and responsibilities pertaining to the event. Approval will be needed prior to contracting for any service, entertainment, or other contractual arrangements for any program. All programs and requests will be approved based on their contribution to the living-learning program of the residential community. Students seeking to reserve the Woodland Commons for events should contact the Conference Service Office.

## **Room Change Requests**

Room Change requests are not accepted during the first three weeks or the last two weeks of a semester. This is called the "Room Freeze" period. Students should consult with a Resident Assistant, Area Coordinator and/or Resident Director regarding room change requests procedures.

Unauthorized room changes will result in administrative re-assignment, disciplinary action and a \$100 charge to the student account as an improper room change fine. It is imperative for safety reasons that HRE is always aware of student's residence. After the first two weeks of each semester, a student may request a room change by contacting their Resident Assistant who can explain appropriate procedures. Any requests for change, when made for reasons of race, religion, national origin, or sexual orientation will not be honored. At various times within the semester, HRE may invoke a room freeze. This "freeze" prohibits the student from changing rooms while assignment databases are updated and verified.

## **Room Consolidation**

Room consolidation will occur throughout the academic year as space becomes available. Rooms with empty beds in designated doubles or triples may be used by other residents to 'change rooms'. If you have contracted for a double room, and you find yourself without a roommate, you may be assigned a new roommate or you may be required to move to a 'like' room. For example, if you are living alone in a double room, you may be required to move to fill the empty bed space in another double room which houses only one student to complete the double. If you are on a waiting list to change buildings, change from a double to a single, or move to the apartments, those requests will be honored on a space available basis and you will be permitted to relocate. Reassignment of residents due to specific medical, personal or disciplinary issues will take priority over those on the waiting list, though every effort will be made to accommodate as many waiting list requests as possible.

Should adequate space become available, following Semester Break and Intersession and until the last week in March, residents who obtain a double room with one vacancy due to their roommate moving out, MAY have the option to retain the room as a 'single' for Spring Semester (or portion thereof) for a prorated additional fee.

## Room Entry and Search

The entry or search of the personal living quarters of a student may be conducted by the following people for the purposes and under the procedures detailed below including fire evacuation policies.

- By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized University personnel to ensure that health, fire, and safety regulations are maintained; and by authorized personnel or agents to make improvements or repairs and to provide routine maintenance services. A request for maintenance by the student or University personnel is sufficient notice to permit room entry by service personnel.
- By authorized University and law enforcement personnel in exigent circumstances, emergency or potential emergency situations to protect the health, safety and welfare of an individual, or to prevent damage to the property of the student and the University.
- By authorized University officials where there is probable cause to believe a violation of University or civil regulations is being committed and when there is the belief that the delay required in procuring a warrant would endanger the health and safety of the residents or result in the probable destruction of the evidence of the violation. Probable cause means that a reasonable ground of suspicion supported by circumstances is sufficiently strong to warrant a cautious person's belief that a party is committing an illegal act and/or violation of University policies.

## Room Selection

Residents who wish to return to on-campus housing the following academic year are given an opportunity to select a room during the spring semester. During the spring semester, there is a room reservation period for the following academic year.

The Room Selection process may be modified from year-to-year, depending on housing inventory, usage and other factors. Information regarding this process will be available on the Housing website

Students are responsible for reading all information made available. Current students will select their room assignment for the following year after submitting a signed housing contract along with a non-refundable deposit. Housing facilities are available for students with disabilities. Students who wish to request a reasonable room accommodation will be required to re-apply and re-submit appropriate documentation on a yearly basis to qualify for their accommodation. The Housing ADA Reasonable Accommodation Request form is available on the Housing website.

## Temporary Housing

Students will be notified in their assignment notifications if they have been assigned to a temporary housing assignment. As soon as space becomes available those students in temporary housing will be required to vacate the temporary assignment and relocate to a permanent single, double, triple or quad. Students must vacate their temporary assignment when instructed to do so by Housing and Residential Education. Students that remain in their temporary assignment past the time they are instructed to do so, may have their locks changed on their temporary assignment to ensure they move into their appropriate housing assignment.

If you have any questions, please do not hesitate to ask a Housing and Residential Education staff member or contact the Housing Office in Oak Glen Hall via email at [housing@umassd.edu](mailto:housing@umassd.edu) or 508.999.8140.