

COMMONWEALTH UNIVERSITY - MANSFIELD GUIDE TO CAMPUS LIVING 2023-2024



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COMMONWEALTH UNIVERSITY - MANSFIELD

MISSION, VISION AND CREED

Our Mission

The Office of Housing and Residence Life provides living environments that enhance student learning and development in support of the University's mission.

Our Goals:

- Create and cultivate communities that build social connections and foster a sense of belonging.
- Provide a variety of residential facilities that are safe, clean, and well-maintained.
- Promote responsible decision-making and respect for the rights of all individuals.
- Foster engagement and learning through community-building activities and collaborative campus opportunities.
- Encourage students to be involved and invested in their residential, campus, and local communities.
- Support the academic and future success of all students.

Creed

At Commonwealth University - Mansfield, we develop leaders. We accomplish this by focusing on the four core values that have been our tradition since 1912: Character, Scholarship, Culture, and Service.

CHARACTER

We believe in **integrity**. We act with honesty and respect toward others. We take responsibility for our actions and reflect on their impact on ourselves and others.

SCHOLARSHIP

We believe in **learning**. We use rigorous, responsible, and critical inquiry to understand existing knowledge, acquire and share new knowledge, and apply what we learn. Each of us is both student and teacher.

CULTURE

We believe in **celebrating humanity**. We enrich ourselves and others by sharing and exploring our similarities and differences. We honor the past as we invent the future.

SERVICE

We believe in **helping others**. We work with others to improve the communities in which we now live and will touch in the future. Knowledge invests us with the power to improve our world and the responsibility to act.

In 1912, our student body adopted the above words, emphasizing their order:

**“Character as the essential, Scholarship as the means,
Culture as the enrichment, and Service as the end of all worthy endeavors.”**

Housing & Residence Life STAFF

Contact List

Executive Director of Housing & Residence Life

Ms. Amy Cunningham – acunning@commonwealthu.edu

Director of Housing & Residence Life

Mr. Michael Heck - mheck@commonwealthu.edu

Management Technician

Mrs. Bonnie Phelps – 320 Alumni Hall, bphelps@commonwealthu.edu, ext. 4934

Fiscal Technician

Mrs. Jackie Lundgren – 321 Alumni Hall, jlundgren@commonwealthu.edu, ext. 4952

Spruce Assistant Director

Mr. Dave Slampak – 040 Spruce Hall, dslampak@commonwealthu.edu, ext. 4095

Sycamore Assistant Director

Mr. Austin Boroch – 040 Sycamore Hall, aboroch@commonwealthu.edu, ext. 4159

Oak Assistant Director

Ms. Taylor Donahue – 022 Oak Hall, tdonahue@commonwealthu.edu, ext. 4944

RESIDENCE HALL STAFF ROLES & RESPONSIBILITIES

Assistant Directors (ADs)

An Assistant Director or AD is a full-time professional staff member who lives on campus and has the responsibility for administrative matters associated with operating a residential facility. ADs are available to help students with personal, social and academic concerns, and help maintain and promote a safe residential community. They are here to assist in your success at the university.

Resident Assistants (RAs)

Resident Assistants (RAs) are committed to fostering safe and healthy environments for residents at Commonwealth University - Mansfield. RAs are assigned to a specific community and work with support from the AD to plan events, address concerning behavior and provide support to residents. RAs participate in a duty rotation in order to provide a safe and secure living community and preserve a living environment conducive to academic and personal development.

Maintenance and Custodial Staff

Full-time custodial and maintenance personnel can be identified by their uniforms (identifying shirts). The custodians are responsible for normal cleaning duties in public areas and public bathrooms. Residents are responsible for cleaning their own room and bathroom.

Maintenance staff is assigned to make repairs in the residence halls and suites. Residents should contact a hall staff member in cases of emergency or if no change occurs within a few days of reporting a problem. Work orders to request custodial or maintenance work can be submitted by accessing MyHousing through your MyMansfield account.

SERVICES

Dining Services

Dining on campus is an essential part of the campus experience. There are many options available throughout campus, which are conveniently located to provide students with easy access from residence halls and classrooms. All students living on-campus are required to select a Meal Plan.

Dining on campus isn't one size fits all. Our meal plans were designed to meet your unique needs. If you are looking to enjoy a meal with friends or just a snack on the go – we've got a plan to fit every appetite.

Resident students may select from the following Meal Plans: 19-meal plan, 14-meal plan, 10-meal plan or a 175-block plan with either \$250 or \$300 flex. Requests for \$300 flex should be sent to housing@mansfield.edu from the student's Mansfield email account. Students who need to change meal plans should submit written requests to Housing & Residence Life at housing@mansfield.edu no later than 4:00pm on the Wednesday before the semester begins. After that date, meal plans can only be increased, not decreased.

Campus dining services will make reasonable accommodation of medically necessary diets. Meals are not provided during holiday and interim periods. Please visit Dining Services at: <https://mansfield.campusdish.com/>.



Front Desks

Each residence hall has a front desk, which is traditionally staffed periodically during the day and every weeknight from 8PM until 12AM and weekend nights from 8PM until 2AM throughout the academic year. Residents can go to the front desks if they need assistance (locked out, maintenance emergency, etc.) or if they need a particular piece of equipment (cleaning, etc.).

The front desks can be reached via telephone:

Oak (570) 662-4931 | Spruce (570) 662-4341 | Sycamore (570) 662-4344 | Hickory (570) 662-4941

Internet Connections

The Commonwealth University - Mansfield Campus Technologies Division (CT) provides a free service to resident students with the following computer problems: connecting to the Mansfield Internet Service ('Mounties Mobile') in the non-residential areas of campus, configuring wireless

settings, general computer maintenance, Virus, Spyware, Malware and Trojan removal, cleaning of computer hardware, etc. For assistance, students can contact the HELPDesk. Normal hours of operation are 8:00AM to 4:15PM, Monday thru Friday. The HELPDesk is closed on University holidays and during campus shutdowns. The HELPDesk can be reached at 570-662-4357 or via email at helpline@mansfield.edu. A helpdesk ticket may also be entered online at <https://ct.mansfield.edu/helpdesk.cfm>

Commonwealth University - Mansfield has partnered with Apogee to provide campus residential internet service and support to your residence. To make sure you're connected with Wi-Fi, follow the steps below.

Please read the steps in their entirety before attempting to connect.



Get started with your laptop, phone, or tablet:

1. **For iOS14+ and Android 10+ devices** - turn off your private address or MAC randomization feature on your device BEFORE connecting.
2. From your available networks, connect to the network called “**MyResNet-StartHere**”
3. Next, open a browser to be redirected to the portal
4. Sign up for a new account using your school credentials (username & password)
5. Follow the instructions in the portal to add devices and create your personal passkey
6. Reconnect your devices to the preferred “**MyResNet-5G**” or “**MyResNet-2G**” using your new personal wireless passkey, be sure to check the remember my password option
7. From your available networks, forget the network called “MyResNet-StartHere” as it is no longer needed and will not allow you to browse

Difference between 5G and 2G:

Always Connect to Student-5G for faster, uninterrupted wireless connectivity – Only devices that cannot see the Student-5G network should connect to Student-2G. To ensure a constant connection to Student-5G, you need to eliminate the option for your device to connect to the 2G network. Improve your experience now and go to your devices wireless settings and forget Student-2G or disable automatic connect to the 2G network.

NEED SOME HELP?

If you need any help registering or connecting your devices, a support representative is available 24 hours a day to assist you.

- Call support at 833-499-1171
- Chat live/Email/Additional Resources at <https://mansfield.apogee.us>

Laundry

Each residence hall has multiple laundry areas consisting of washers and dryers. Neither cash nor coins are needed to operate the machines as the laundry costs are included with housing. However, students must furnish their own laundry supplies (detergent, fabric softener, etc.). For the protection of your personal belongings, do not leave your items unattended. If you have items stolen from the laundry area, it will need to be reported with specific descriptions of the items to the Commonwealth University - Mansfield Police Department (570-662-4900).

If you find a broken machine, please place an “Out of Order” sign on the machine and report the problem either to your Resident Assistant, the front desk of your residence hall, or by submitting a service request. To submit a service request, please go to <http://www.macgray.com/laundrylinx> and:

- Enter your password (mountaineer) and click submit.
- From the drop-down menu, choose the laundry room where the problem has occurred.
- Select the type of equipment and the problem you have encountered.
- Enter your name, phone number (optional), and email address.
- If necessary, enter any comments to elaborate on the problem.
- Once you have completed the service request form click submit at the bottom of the page.

The person who submits the request will receive an email confirmation that the request was received. They will also receive an email after the service technician has addressed the problem.

Lock Outs

Room keys and ID cards should be in your possession at all times since you are responsible for your key/card. You are not permitted to give your key/card to anyone else at any time. If you are locked out of your room, contact a staff member in your hall for assistance or go to the front desk in your residence hall. Proper ID is required in order to be allowed back in your room. Only the occupants of the room, officially listed on the residence hall roster, will be allowed access into the room.

If staff finds that you are locking yourself out regularly (five times within a given semester), you will be notified by your Assistant Director via email. Having more than five (5) lockouts in any given semester will result in an educational conversation with your Assistant Director.

The Assistant Director will discuss the importance of taking your keys with you when you exit your room for your safety and security. The Assistant Director will also verify that you still have your keys and work with you to get your keys replaced and locks changed if they are lost.

Lost Keys/Cards

If you lose your key or ID card, inform a member of your residence hall staff as soon as possible. The staff member will provide you with instructions about what needs to be done in order to deactivate your ID card as well as replacing the door lock(s) for your room. If a key is lost, there is a non-refundable cost of replacing lost keys to ensure the safety of all residents living within a particular suite. Replacement keys range in price depending upon your suite type. The costs are: Mailbox Key: \$25.00 | B Unit: \$75.00 | C and F Unit: \$150.00 | D Unit: \$175.00 | E Unit: \$250.00

Mail and Shipping Services



Housing & Residence Life is not directly responsible for the mail services on-campus; however, we are responsible for assigning each resident living on-campus a mailbox number and key. Mail Services delivers mail to all residence halls and provides a package pick-up point for items sent through UPS, DHL, FedEx, Priority Mail and Express Mail in Alumni 134 from 8:00am-4:00pm Monday through Friday. Students will receive an email notification when packages are logged into the system. Packages not picked up within 14 days of receiving an email notification will be returned to the sender. Each hall has a drop off mailbox for outgoing letters. We encourage you to have any outgoing mail in

the box by 11:00am.

Mountie Money is accepted as payment to mail out packages and letters.

When receiving mail/packages on campus, please follow the proper address format as follows:

- Sycamore – 50 MORRIS DR.
- Oak – 64 MORRIS DR.
- Hickory – 66 MORRIS DR.
- Spruce – 125 CLINTON ST.

Proper mailing address format (CAPITAL LETTERS PREFERABLY):

- FIRST AND LAST NAME
- YOUR ASSIGNED BUILDING MAILING ADDRESS AND **MAILBOX NUMBER**
- MANSFIELD, PA 16933

Mountie Express/Shuttle

The Mountie Express is a service of EMTA providing transportation for university students to campus buildings, parking areas, and local businesses. The Mountie Express is funded through Student Activity Fees. There is no charge for MU students, faculty and staff with University ID. You can get the real-time location and arrival times on your smart phone or desktop by visiting <https://mansfield.transloc.com/>.

Parking

Housing & Residence Life is not responsible for the regulation of on-campus parking. For more information on parking, contact the Commonwealth University - Mansfield Police Department at (570) 662-4900, 104 Doane Center or online at <https://www.mansfield.edu/police/parking/parking-regulations.cfm>.

Recreation

Each of the residence halls has large recreation rooms for student use. Pool and ping-pong equipment is available for checkout to all residents at the front desks. There is no charge for checkout, but you will be asked for a student ID. Any damage or loss of residence hall recreation equipment is charged to the person(s) responsible, if identified. Otherwise, all residents are collectively charged.

Repairs

The Maintenance staff in each hall receives all requests from students and staff for repairs in the residence halls. To report non-emergency general maintenance and repair issues, log on to your MyMansfield/My Housing and enter the information into the Maintenance Request Form. **For emergency repairs, please contact a staff member ASAP!**



Are you having a non-emergency maintenance issue in your room?

Follow these easy steps to have it addressed!

(1) Log in to mymansfield.edu
(2) Click on myhousing to access your myhousing
(3) Select More Tasks (top right corner)
(4) Choose Maintenance Request from dropdown



Once submitted, our maintenance crew will be scheduled to assist you.

PLEASE NOTE: If it's an emergency, contact a residence hall staff member ASAP!

TV and Study Lounges

Each floor of the residence halls has a TV and study lounge facilities for students' convenience. Also, there are multi-purpose rooms and white-board rooms in each hall, which provide additional TV and study room space. These rooms can be reserved via the Assistant Director. Any and all current guidelines must be observed. These spaces may only be reserved for University related functions and may not be reserved for recurring events/meetings.

Failure to clean the area(s), return the furniture and fixtures to their original location, and take trash and recycling to the outside disposal receptacles will result in an excessive cleaning charge for which the sponsoring organization will be responsible. Damage and/or excessive cleaning charges will be billed directly to the organization involved.

Vending Machines for Drinks/Snacks

Vending machines are located near the front desk of each residence hall. For drink and snack

machine refunds, please contact College Community Services (CCSI) in the Mountie Spirit Store, Alumni Hall.

HEALTH AND SAFETY

Front Desks

Housing & Residence Life offers increased residence hall security through the use of the “One Card” system. Residence hall exterior doors are locked 24 hours a day with limited exceptions as determined by the Department. Each door is equipped with a card reader. Residents are able to access the residence halls by sliding the magnetic stripe on the back of their student ID through the reader, or tapping the reader (where available), which will grant access to the hall. All on-campus residents have access to each residence hall between the hours of 8AM-10PM; however, only the residents of their assigned residence hall have access to the residential floors. Non-residents must have an escort in order to be permitted access to the residence hall.

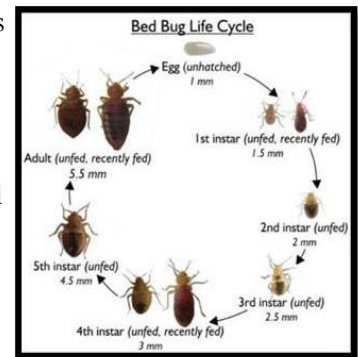
Some other features of this system and related security policies are:

- Doors propped or remaining open longer than 45 seconds will trigger a local alarm at the door which will also notify the Commonwealth University - Mansfield Police Department that this door is open. Emergency doors will automatically trigger an alarm within the residence hall and at the Commonwealth University - Mansfield Police Department.
- Infrared motion detectors are located on the inside of each door. As you approach the door to exit the residence hall, the door will automatically unlock for you. Please do not stand within 3 feet of the door while waiting for guests or the door will remain unlocked.

Bedbugs

The following information is provided to calm any fears about bedbugs and to provide instruction for residents in case you suspect that there are bedbugs in your room:

- **What is a bedbug?** Adult bedbugs are slightly smaller than a lady bug. They are reddish-brown in color with flat oval shaped bodies. Bedbugs do not fly or leap, but rather hide in dark crevices close to food sources. Bedbugs are spread by hitchhiking from areas of infestation on clothes, furniture, bedding and suitcases.
- **Can bedbugs hurt me?** Although bites can cause severe itching, they are relatively harmless. When a bedbug bites, it releases a salivary fluid which can irritate skin and cause allergic reactions over time. Washing the bite area with soap and water and applying an anti-itch/antihistamine cream is suggested. If infection occurs, seek medical attention. Bedbugs are not known to transmit any blood borne diseases.
- **Do I have bedbugs?** Bedbug bites are identified by small welts similar to mosquito bites. Often these welts occur in rows of three or more and cause itching and discomfort. These



bites show up in the morning or middle of the night. If bedbugs are present, tiny dark excrement stains can be seen on the sheets, pillowcases, and mattresses. Molted skins and egg shells may also be present, but look for the crawling or dead adults as well. In cases of severe infestation, a musty sweet smell may be detected.

- **How do I check for bedbugs?** Examine areas around the bed and sleeping quarters for signs of bedbug activity. Bedbugs prefer areas around fabric, wood and paper. Check the folds or seams in bedding and linens. Check around the headboard and footboard paying special attention to corners and crevices. Check baseboards, moldings and carpet seams near and around the bed. Bedbugs often travel upward so check areas above the level where you sleep.
- **What if I have bedbugs?** Please contact a staff member as soon as possible. The RA/AD will contact the proper individuals to evaluate and treat, if needed, your room. Bedbugs CAN be controlled with vigilance and constant inspection and treatment by professional pest control technicians.
- **How do I prevent bedbugs?** Housing & Residence Life purchased special mattresses as a way to prevent bedbugs; however, the following steps can be taken to further prevent them from occurring:
 - Do not bring infested items into your room. Thoroughly inspect any “freebie” or second-hand furniture or accessories before you bring them in.
 - Check luggage, clothing and bedding after trips, especially after trips abroad.
 - Clean up and reduce clutter to eliminate some of their favorite hiding spots.
 - Keep rooms clean and tidy. Vacuum crevices and upholstery regularly.
 - Pull bed away from wall or other furniture. Tuck in sheets and blankets to avoid contact with the floors or walls.

Bomb Threats

All bomb threats will be treated as real threats. Suspicious packages or boxes potentially containing possible explosive devices should not be tampered with or handled by students. In such cases the area should be kept clear and University Police should be immediately contacted by calling 570-662-4900. Residents should evacuate the building immediately (if instructed to do so) and return only when instructed to do so by official University personnel. If a bomb threat is made over the phone, have someone else contact Commonwealth University – Mansfield PD and follow the directions received.

Campus Alert Messaging System

The Commonwealth University - Mansfield Campus Alert Messaging system signup form is available online under My Mansfield. If you have signed up for Mobile Alerts previously, it is a good opportunity to review your registered numbers. You may also add an additional phone line (mobile or land), and alternate non- Mansfield email address to receive alerts.

The Campus Alert Messaging system uses the Blackboard Connect platform, which offers fast and reliable alert notification to thousands of universities, school districts, and government agencies across North America. The alert system sends both voice messages and SMS text messages to your mobile devices and phones in the event of a campus emergency or a weather-related alert.

Campus Police

The Commonwealth University - Mansfield Police Department (Campus Police) is a 24-hour full-service police department. Commonwealth University – Mansfield Campus Police is comprised of 9 commissioned officers that have all successfully completed the Pennsylvania Municipal Police Officers Training Academy. All of the officers also complete annual training to maintain their certification. It has been the tradition of the department to fully integrate themselves into all aspects of campus life. If an emergency arises or you feel the need to contact Campus Police, you can call 570- 662-4900. The department is also attached to all 911 emergency calls (police, fire, rescue, and ambulance) in order to respond appropriately.

Communicable Diseases

Students living in the residence halls who are diagnosed with a communicable disease such as chicken pox, COVID-19, monkeypox, measles, mumps, mononucleosis, Ebola, SARS or any other communicable disease which proves to be a health threat to other residents must leave campus until they are no longer contagious. The residence hall staff will maintain the privacy of any student who has knowledge of testing positive for any communicable diseases.

Crime Alerts

It is the University's policy to be open and transparent with students and employees about incidents occurring on campus that could be potentially dangerous to the campus community. These alerts are provided to give the University community timely notification of crimes that may present a threat to the campus community and to heighten safety awareness. Crime alerts are posted daily at:

<https://www.mansfield.edu/police/>.

Disposal of Needles/Medical Waste

The proper handling and disposal of medical waste is essential to the safety of those living and working in our residence halls. Contaminated needles should be placed in appropriate containers as soon as possible after they are used. Needles should not be bent, recapped, sheared or broken. Proper containers can be purchased and returned to the Campus Clinic in Spruce for proper disposal. These containers are intended for the acceptable and controlled removal of hypodermic needles and other medical waste.

Emergency Phones (“Blue Light Phones”)

Emergency or “blue light” phones have been installed at various locations across campus. Pressing the RED EMERGENCY button on any of the phones will activate the Blue Strobe Light atop the phone and immediately connect the caller to the Tioga County 911 Emergency Services Communication Center. University Police officers will know the location of the phone being used and will respond to that location.

Emergency Siren and Notification System

The campus is equipped with a warning siren and public address system, known as the Carillon System, which is designed to alert the main campus outdoor walkways. This equipment has the capability to emit a warning siren and to transmit voice instructions that have been pre-recorded or provided live. This siren system is tested each semester. When activated, listen carefully and follow the instructions. Never assume that it is a drill.

Fire Alarms

Each residence hall is equipped with a fire alarm system. If a fire alarm sounds, you should:

- Quickly put on appropriate clothing and shoes.
- Close your windows, if they are open.
- Check your door or doorknob with the back of your hand.
- If it is hot, do not open it. Block cracks around the door with wet towels. Call 911, giving your name, room number, and situation. **DO NOT** leave your room until told to do so.
- If it is cool, exit cautiously and lock your door. Be sure to take your keys and your ID Card.
- Walk quickly, in an orderly manner, through the exit for your area and continue at least 100 feet from the residence hall.
- **DO NOT** re-enter the building until you are told to do so by staff.

If you discover a fire, activate a pull station. Pull stations are located near each exit. When you get to a safe area outside, call 911 from a phone or blue light phone. Whether you believe the alarm to be a drill or actual fire, everyone, including residence hall personnel, must leave the hall whenever the alarm sounds. Failure to leave the premises or comply with staff during a fire alarm will result in legal/disciplinary action. Sounding/pulling a false fire alarm is against Federal, State and University regulations. Those involved with false alarms or violations of fire safety equipment or procedures will be subject to serious judicial and/or legal actions. Also, withholding information concerning a false fire alarm or fire safety is an offense.

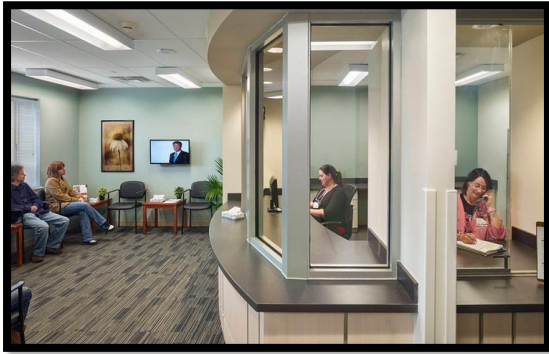
Fire Drills

Each residence hall is required to have two fire drills per semester to acquaint residents with the proper evacuation procedures in case of an actual fire emergency. On these occasions, the staff may inspect the building to ensure all residents have evacuated.

Please leave the residence hall as quickly as possible, and do not return until told to do so. Fire drills are conducted to prepare you in case of an emergency. Your cooperation is expected and appreciated. Not exiting the building during a fire drill is against Federal, State and University regulations. Those involved with this type of violation of fire safety procedures will be subject to serious judicial and/or legal actions.

Fire Prevention

Your safety, as well as the safety of all residents and property, is of paramount importance. All of the residence halls at Commonwealth University - Mansfield conform to fire and safety standards as established by the Pennsylvania Department of Labor and Industry. The actions of the occupants are equally important in maintaining the fire safety of the building. In order to prevent fires from happening, please follow all policies relating to fire safety in the residence halls, and read all instructions prior to using appliances.



Illness and Injury

If you are ill or injured and in need of immediate help, contact Commonwealth University - Mansfield Police Department or 911. For all your non-emergency health care needs and questions, the Campus Clinic is located on the exterior of Spruce Hall and can be reached by calling (570) 662-4350 or by referring to the Campus Clinic website at: <https://www.mansfield.edu/residence-life/mu-campus-clinic.cfm>

It is strongly encouraged that you make an appointment prior to visiting the Campus Clinic. Also, Commonwealth University - Mansfield believes that this information is so important that it requires all incoming students to complete a Health Evaluation Report Form. This form must be turned in to the Campus Clinic, prior to the start of classes.

Insurance Information for Students

Health Insurance

For charges not covered by the Student Health fee or for treatment by other health care providers, health insurance is recommended. Some sources of health insurance are group insurance coverage through employment, parent's or guardian's health insurance or a student's individual policy. The Campus Clinic's website has additional information on which services are covered.

Property/Renters Insurance

Although steps are taken to maintain all university facilities and grounds as well as to provide adequate security, Commonwealth University - Mansfield is not liable for loss of or damage to any article of personal property anywhere on the premises due to insufficient or excessive heat, cold, smoke, fire, water, steam, electrical surge, the elements, actions of third persons, or for ANY REASON. Therefore, residents are strongly encouraged to carry a personal property or renter's insurance policy for their belongings while living on campus.

In some cases, a parent or guardian's homeowners' insurance will cover loss or damage to personal belongings on campus. However, you should review policies carefully for any coverage limitations and/or applicable deductibles

If you decide to purchase property or renters' insurance you will need to choose from a wide variety of companies and policies. To help with your choice, the University has selected National Student Services as its preferred property/renters' insurance company. They offer a variety of coverage options at reasonable prices. Information about available policies can be found at <http://www.nssi.com/>.

Internet Communities

Here are a few things to keep in mind when you post on Instagram, TikTok, YouTube, Twitter, Snapchat, Facebook, or other virtual communities:

- Even if your profile is private, there are ways for others to see information that you post. Please be mindful of what you post online since you never know who might look at your page (employers,

parents, etc.). Inappropriate postings or behavior may be a violation of the Student Code of Conduct. Remember the Mansfield Creed when posting on any social media site.

- Employers may search Google for more information about you. Google yourself so you are aware of how you could be portrayed.
- Even when using programs like Snapchat it is still possible to screenshot or record the message or image. Think about the long-term impact when contemplating what to post. Contemplate if you would want a parent or future employer to see the image/video.
- If you see something on social media sites that is questionable or alarming, please be sure to report it to the appropriate staff.
- There are various social media accounts linked to the University, so be sure to follow what is happening!

Self-Closing Room Doors

Self-closing devices have been installed on all residents' room doors to reduce the chance of a fire extending into the rest of the building. Do not tamper with or remove these devices. Damage to these devices may be treated as a serious discipline matter and replacement costs will be billed back to the responsible resident(s).

Severe Weather

The National Weather Service and local radio and television stations will announce watches and warnings about severe weather. The Commonwealth University - Mansfield Campus Alert Messaging system will also alert you of any severe weather. If a severe storm watch is issued, you should:

- Review emergency plans.
- Be alert for changing weather conditions.
- Be prepared to act. If a severe storm warning is issued, you should immediately take the following precautions:
 - Move into the smallest interior space without exterior windows or doors, such as inner hallways, interior stairwells, bathrooms, or closets.
 - Avoid the top floors of the building, any area that may be glass-enclosed and/or has a large unsupported roof.
 - Do not go outside.
 - If you are unable to move to a small interior place of shelter, get under a sturdy piece of furniture.
 - Monitor local radio or television stations for announcements of any additional actions to take and/or for cancellation of the warning.
 - Occupants of the building should remain in the place of shelter until the warning has been officially lifted.

Title IX and Sexual Misconduct

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex for any college or university that receives federal financial funding. Title IX states:

- No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX covers all forms of sexual discrimination and sexual misconduct, including but not limited to sexual harassment, rape, sexual assault, sexual exploitation, stalking, dating violence and domestic violence. Commonwealth University - Mansfield is committed to ensuring that all reports of sexual discrimination and misconduct reported by an individual are promptly addressed to determine what occurred, take interim steps to protect the individual if necessary, provide a timely response to end any violence, prevent its recurrence and eliminate the effects of any discrimination.

Reports of sexual assault and harassment should be made to the Title IX Coordinator who is charged with overseeing the University's investigation and resolution of reports of sexual violence as well as coordinating the University's compliance with Title IX. For more information about additional Title IX Resources, as well as the Title IX Policy and Complaint Procedure, or to file a Title IX report, please visit the following link: <https://www.commonwealthu.edu/title-ix>.

COMMUNITY LIVING

The Shared Community

The campus is a shared community of diverse people from a variety of backgrounds. As a result, we expect all community members to take advantage of the unique learning experiences that a shared environment brings. Residents are expected to be considerate of the rights of others and will be held accountable for assuming the responsibilities of citizenship. Recognizing difference in each other and successfully interacting within those differences is the key to harmony in a residential community.

Living in the residence halls means you have entered a community of peers in which:

- you are all living together on a floor, or in a suite/semi-suite;
- you are all students, so we all need to rest and to study;
- you are all challenged to balance your needs for privacy with the presence of roommates, floor-mates, or suite-mates and their guests; and
- you are all challenged to explore your rights to rest, relax, have fun, and socialize while not infringing upon the rights of others.

Roommates

Remember, you do not just HAVE a roommate, YOU ARE a roommate. Sharing a room/suite with another student can be one of the most rewarding and enjoyable aspects of a college experience. The opportunity to become close friends with someone new, who has a different background and different ideas, provides a tremendous learning experience. There is always an initial adjustment period between roommates, so you will need to learn to negotiate and open the lines of communication to have a successful relationship. Spend some time with your roommate(s) so that you can get to know one another better. This will help you if problems arise later. Find out your common interests and build on them. Respect your roommate(s). Not everyone is alike or does things the same way. Your roommate is an individual, too.

To make this adjustment easier, you should sit down with your roommate during the first few days and discuss the following items:

- Privacy needs
- Hours you sleep, hours you study, hours you are in class
- Bathroom schedule
- Television, stereo, computer use
- Cleaning responsibilities
- Cooking/eating in the room
- Sharing of personal property
- Guests in the room during the day and evening
- Overnight guests



Creating a Cooperative Community

Whether you are one of four students living in a suite or one of forty students living on a floor, a minimum level of cooperation is necessary in order to live comfortably and prevents frequent conflicts. Much of this cooperation results from a set of generally agreed upon rules and understandings that will exist among the residents within the suite or on the floor. So how is it that these understandings come to be? Your RA will work with you and the other residents in your living space to discuss and arrive at the terms that will bring about cooperation and community. This agreement will be reached through discussion of issues of common interest and concern involving you and your fellow residents.

You can help prepare for this discussion by considering some important questions, such as:

- How will you work with other residents to keep the common areas clean and orderly? What will you expect of others in this effort?
- What do you expect of other residents in order to make your living space safe?
- What kinds of issues or topics are considered private between roommates and/or other residents residing in the space?
- What kinds of things should you learn to compromise on so as not to have a negative impact on other members of the living space?
- How should residents control the amount of noise they make in order to avoid disturbing other residents? What will you expect of others that will allow you to sleep and study effectively?
- How do your habits in keeping your room clean and your personal hygiene have an impact on your roommate or other residents residing in the space? What will you expect of others in terms of personal hygiene?

Community Bill of Rights

The community bill of rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members. These rights are intended to define minimal expectations of rights and responsibilities of residents, in actualizing their freedoms, without placing constraints upon such rights of other residents. However, these rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights for other residents. They are as follows:

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of a roommate, etc.
- The right to expect that one's roommate will respect one's personal belongings (i.e., clothing and food).
- The right to a clean environment in which to live. This includes rooms, bathrooms, and other common areas.
- The right to free access to one's room without pressure from a roommate.
- The right to privacy.
- The right to host other resident guests with the expectation that those guests are to respect the rights of the host and his/her roommate.
- The right to ask for help. Residence hall staff members are available for assistance in settling conflicts and negotiating differences.

- The right to be free from the fear of intimidation and physical and or emotional harm.
- The right to expect reasonable cooperation in the use of “room-shared” equipment.
- The right to expect commitment to honor agreed-upon living standards.
- The right to be free from peer pressure or ridicule regarding one's beliefs, interests, and behavior.

Resolving Conflicts

Living with roommates isn't always easy. Sharing a living space may be stressful, and conflicts may arise. Sometimes situations that work at the beginning of the year become more difficult as the year goes on; remember that college is a time when students grow and change which can certainly impact even the healthiest of roommate relationships. It is perfectly normal to have roommate conflicts. With any living arrangement, problems can develop. It is imperative to show mutual respect and consideration for one another. Before you act, think about the consequences. More often than not, your actions can be redirected in a more constructive manner. Your residence hall is made up of people with a variety of backgrounds and lifestyles. Take advantage of the wealth of experiences these people have and learn from them!

The residence hall staff is here to assist you in every way possible. They are excellent resource people, and you will undoubtedly get to know the residence hall staff and in- residence staff living in your hall. In some instances, if roommates are having difficulty living together, RAs may require the completion of a roommate agreement as part of a roommate mediation process. If you have roommate issues that seem unresolvable, there are staff members available to help you work through your dispute. Your Resident Assistant and Assistant Director are trained to help you work out your difficulties. To begin the mediation process:

- Be willing to state your issues clearly.
- The mediator will facilitate the discussion.
- You will work to develop a mutually agreeable compromise.
- An agreement is designed to address all resolved issues.

INVOLVEMENT OPPORTUNITIES

Resident Assistants

Resident Assistants (RAs) are a highly selective group of individuals who apply for the position each year. Typically, RAs are returning, full-time students carefully selected for their leadership experience, interpersonal skills, and desire to have a positive impact on the residential community. Each staff member participates in an extensive selection process before being hired.



Responsibilities of an RA include educational programming, planning community activities, providing individual advisement/referrals, assisting in the general management of the hall, attending staff and training meetings, serving as a role model to residents, and explaining, confronting, and reporting violations of campus and residential policies and regulations.

The RA is a University official who lives in the hall and reports to the AD. RAs are compensated with a full room scholarship and a stipend. RA selection takes place in the spring semester for the following academic year. When needed, RA selections do occur during fall semesters for spring vacancies.

Hall/Floor Meetings

At the beginning and throughout the semester, hall/floor meetings are held by the RAs to let you know about upcoming events, as well as to share the latest information coming from Housing & Residence Life. Students are accountable and will be held responsible for all information that is discussed during the meeting. Hall/floor meetings provide excellent opportunities for students to share concerns and ideas with the RA and community members.

Programming

Housing & Residence Life staff, along with many other University areas, offer programs and activities for the floors/halls throughout the year.

The goal is to provide students with opportunities to continue to learn outside the classroom and feel more comfortable in their community, to have fun and to develop life skills. The hope is that students get involved by either helping to plan and/or by attending these events. Staff is always looking for ideas for programs, so students are encouraged to talk to staff members.

Student Clubs & Organizations

Find a group that interests you and get involved today! For more information on the various clubs and organizations, please visit: <http://www.mansfield.edu/student-organizations/>.

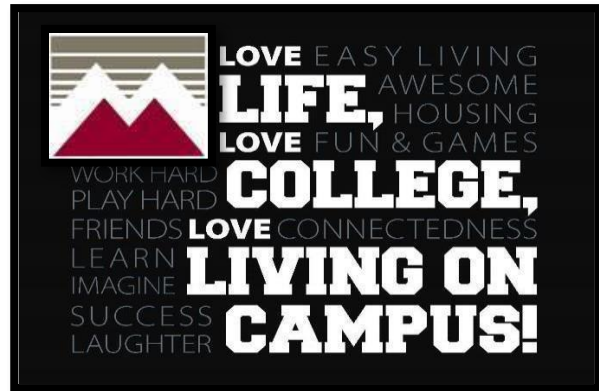
HOUSING ASSIGNMENT INFORMATION

Cancellation of Housing and Dining

Housing Fee Charge/Refund Schedule

The Housing Agreement, hereafter referred to as “Agreement,” is binding for the period of one academic year, fall and spring semesters, (or remaining portion thereof) and may not be transferred or reassigned. Housing and dining charges are billed each semester. If a student terminates this Agreement after completing the Housing Agreement, the following cancellation penalties may apply:

- CANCEL (on or before February 28, 2023) – no cancellation penalty
- CANCEL (March 1, 2023 to April 30, 2023) – \$250 cancellation penalty
- CANCEL (May 1, 2023 to July 31, 2023) – \$500 cancellation penalty
- CANCEL (August 1, 2023 through end of 2023 Fall Drop/Add period) – \$1000 cancellation penalty
- CANCEL (within the Fall 2023 semester after Fall Drop/Add period) – \$2500 cancellation penalty
- CANCEL (for Spring 2024 semester) –
 - Before January 1, 2024 – \$500 cancellation penalty
 - January 1, 2024 through end of 2024 Spring Drop/Add period) – \$1000 cancellation penalty
 - Within the Spring 2024 semester after Spring Drop/Add period) – \$2500 cancellation penalty



In addition to the cancellation penalties outlined above, if a student terminates this Agreement after the semester starts, the student will be charged a prorated per diem rate for those days. Any refunds of housing and dining fees will be based on the date of official check-out (date keys are returned) from the residence hall.

Exceptions will be granted for students who will graduate at the end of the fall semester, leave the main campus to attend classes at the Sayre Campus or participate in an approved internship, student teaching assignment outside of the Mansfield area (50-mile radius) or exchange program abroad in lieu of classes on the Commonwealth University - Mansfield campus. Additional information may be needed in order to grant the exception. Exceptions are made on a case-by-case basis.

Students who receive federal and/or state aid and who withdraw from Commonwealth University - Mansfield will have their aid recalculated based on federal and state regulations and may owe a balance to the university. Residents dismissed from a residence hall for disciplinary reasons are not eligible for a refund of room charges.

Changing Addresses

Always be sure to update any address changes with Housing & Residence Life in 320 Alumni Hall. It is vitally important that you keep your address current in order to receive official University communications in a timely manner.

Check-In/Condition of Suite

During the initial check-in process, students should drive through and report to Alumni Hall to check-in locations where keys and other check-in materials will be available. Upon check-in, students will need to confirm the presence of all furniture and make sure all damages are documented, in order not to receive a bill.

Each room/suite is checked by a hall staff member prior to check-in, and while the Housing & Residence Life staff work diligently to ensure each room is in the best possible condition upon arrival, it is possible we missed something! Please be sure to complete a thorough assessment of the room/suite to ensure all damages/concerns are listed. Residents should report any damage within 48 hours of moving into the space by emailing Housing & Residence Life at housing@mansfield.edu. Each resident is responsible for ensuring the condition of the room remains throughout the year.

Check-Out/Condition of Suite

Students will be expected to check-out of their residence hall within 24 hours after their last University final exam or after withdrawing from the University. Students who need to stay later because of compelling circumstances should contact the AD of their building and discuss their situation. Students may also be required to move out of the residence halls due to guidance from local, state, federal, or CDC officials due to a pandemic.

Checking out early without receiving a release from the Director of Housing & Residence Life or their designee will result in the continuation of housing and dining charges. Checking out and returning your key does not automatically cancel the Housing Agreement – charges will still apply.

In addition to being charged for any room damages or missing furniture at the time of check-out, residents can be billed for failing to return their room or mailbox key, not following proper check-out procedures, not removing all personal belongings from the room, and not completely cleaning the room. Hall staff will provide detailed instructions on how to properly check-out prior to finals week. The following charges may be assessed:

NON-COMPLIANCE:	FEES:
Dust/Wipe	\$25.00
Sweep/Mop	\$25.00
Trash	\$25.00
Furniture Moved	\$25.00
Clean Refrigerator/Microwave	\$25.00-\$50.00
Failure to Check-Out	\$25.00
Lost Room Key	B \$75.00, C/F \$150.00, D \$175.00, E \$250.00
Belongings	\$100.00
OTHER	CASE-BY-CASE-BASIS

MISSING/DAMAGED FURNITURE:	FEES:
Bed Frame	\$250.00
Mattress	\$175.00
Dresser	\$200.00
Desk	\$200.00
Desk Chair	\$75.00
Garbage Can	\$15.00
Couch	\$300.00
Lounge Chair	\$200.00
Coffee Table	\$175.00
End Table	\$100.00
Shower Curtain	\$15.00
Thermostat	\$125.00
OTHER	CASE-BY-CASE-BASIS
DAMAGES:	FEES:
Drywall Damage	\$175.00
Paint Wall/Ceiling	\$100.00
Paint Entire Room	\$300.00
Blinds	Bent \$10.00, Off Wall \$20.00, Missing \$75.00
Screen	\$25.00
Window	\$250.00
Door	\$800.00
Light Fixture	\$50.00
Mirror	\$35.00
Carpet Stains	\$75.00
Carpet Replacement	\$400.00
OTHER	CASE-BY-CASE-BASIS

Consolidation

Under normal circumstances and due to limited availability of certain assignment types, it may become necessary to consolidate students. The following guidelines regarding consolidations would be followed under normal circumstances. All students who are residing in the affected rooms will be given the opportunity to: a) pay for the room in its entirety (space allowing); b) find another roommate; c) be assigned a roommate (if available); or d) be reassigned to another room.

Generally, students will not be required to move into other residence halls, or other suite types. Housing & Residence Life will make efforts to keep students affected by the Consolidation Policy within the same building and floor (if available spaces exist). Students with vacancies are encouraged to seek out roommates or a new room/suite during the Room Change Period.

Students who do not have a roommate will be contacted by hall staff and be given 72 hours to take one of the following steps:

- If space is available, the student may agree to pay the applicable rate and remain in the suite alone;
- The student may find another roommate to move into the open space; or
- The student may decide to move into the room of another student who also needs a roommate.

If students fail to reach a decision in the required time frame, they will be moved together. The person with the highest number of credits will remain in the room and the other student will be required to move.

Students need to understand that any person who, in the judgment of the hall staff, mistreats their roommate in an attempt to force them out could either be immediately billed for the entire suite rate or be forced to move in with another student, even if they have more credits. Students are reminded that they are responsible for all of their actions and to abide by the Student Code of Conduct, as well as the Guide to Campus Living. Exceptions to this policy are made when no other residents in a residence hall are alone in a particular suite type as well as when there are less than 30 days remaining in the semester when a vacancy occurs.

Failure to follow appropriate procedure may result in financial charges, administrative action, or disciplinary action. Unauthorized changes in assignments by residents will result in applicable University action, including but not limited to disciplinary action, fines and a required return to the original assignment.

Hall/Room Assignment

Students desiring to live on-campus must complete the Housing Agreement.

Assignments are processed based upon the date that the application was completed. Every effort is made to provide students with the suite type and/or roommate of choice. Students who are currently living on-campus receive priority only during the re-application/room selection process. Since assignments are made based upon the date of application, there is no guarantee roommate preferences will be honored when mutually requested.

The University reserves the right to: a) change room or hall assignments; b) relocate individuals or groups of individuals if a disruptive environment exists; or c) consolidate vacancies by requiring residents to move. When a vacancy occurs, the University reserves the right to assign a new occupant. Furthermore, the University reserves the right to reassign any resident who is infringing upon the rights of their roommate(s) to study, sleep, privacy issues/concerns, or in response to disciplinary concerns.

The University does not have special accommodations for married students with their spouses or for students with children. Minor children are not allowed to spend the night in the residence halls unless it is a sanctioned University recruitment effort. When visiting a residential facility during the day, children must have adult supervision at all times. Housing & Residence Life offers Gender-Inclusive Housing options. For more information, please see the “Gender-Inclusive Housing Policy.”

Health and Safety Checks

Hall staff will inspect rooms for cleanliness, sanitation, safety and maintenance concerns during break periods throughout the year. Additionally, staff reserves the right to check rooms to ensure proper health and safety standards at other appropriate times. To limit the likelihood of insects becoming a problem, students should not store perishable items in open containers. It is the responsibility of the students to keep rooms clean and to properly dispose of trash and excess boxes in outside dumpsters.

Housing Accommodations for Students with Disabilities

The University strives to reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Specially equipped rooms are available for students with disabilities in all of the halls on campus.



Students requesting a housing accommodation due to a disability must contact Services for Students with Disabilities, located in 144 South Hall or call (570) 662- 4691 or <http://www.mansfield.edu/ssd/>. Once all necessary information is received, The Coordinator of Services for Students with Disabilities will communicate the appropriate housing accommodation needs to Housing & Residence Life. Generally, housing accommodations are based on information and documentation provided to Services for Students with Disabilities and the availability of appropriate space.

Housing and Dining Requirement

Housing and Dining Requirement Retention research shows that living on campus can greatly enhance a student's educational experience and success. Thus, Commonwealth University - Mansfield requires that all traditional first- and second-year students, international students, and transfer students who have not completed two years of residency at another university (post high school) must abide by the community enhancing Housing and Dining Requirement.

Exemptions may be granted to students who live at the primary residence of their parent(s) or legal guardian(s) located within a fifty (50) mile radius of the Commonwealth University - Mansfield campus. Students seeking an exemption must complete a Housing and Dining Requirement Exemption Form. Exemptions are granted on a case-by-case basis.

No Shows

Room assignments will be held until the first day of classes. Students should notify Housing & Residence Life in advance if they are unable to check in by this time. Students who fail to notify the office may forfeit their housing assignment and be counted as a NO SHOW. Not checking into the room does not release the student from the Housing Agreement.

Re-Application/Room Selection

Continuing undergraduate students wishing to apply for housing for the next academic year participate in the room selection process. Room selection materials detailing the selection process will be made available to all on- campus residents prior to the start of the room selection process. Residence hall staff will also hold meetings to review the process. Any student wishing to secure housing for the next academic year must submit a completed room selection application, and sign

the Housing Agreement. This same online process also allows students to file an exemption for the next academic year if they qualify and it is their intention to reside off campus.

Temporary Assignments

There are times when the number of students who require on-campus housing exceeds the available housing space. When this occurs, students are assigned to a temporary housing location within the residence halls. It is the goal to reassign residents from these assignments as quickly as possible, so it is required that the student relocate as designated by Housing & Residence Life.

Vacation/Break Housing

Students living in on-campus housing may not occupy their units during official break periods as deemed by the University, which typically include Thanksgiving Break, Winter Break, and Spring Break periods since on-campus housing and dining facilities are closed. Break housing will be provided in a designated residence hall location for international students, athletes participating in a competition, student teachers or internship participants whose programs continue during a break period.

Other students with critical needs will be housed on a space-available basis in break housing and will be charged the daily fee at the current room rate for the number of days housing is provided.

During low demand periods, and due to safety considerations, the University may elect to not provide break housing.

What to Bring

Below is a partial list of items you may want to bring to campus, which all fall within Commonwealth University – Mansfield’s safety and health requirements. Bring only what you need; many things can be shared with your roommate(s). Remember, if you forget an essential item, you can always ask someone to send it to you or you can buy it. The Room Essentials Checklist can be found here - <https://www.mansfield.edu/residence-life/upload/Room-Essentials-Checklist-2021.pdf>.

Withdrawing from the University

If a student is thinking of withdrawing from the University, it’s recommended that they first talk with the residence hall staff. If, after talking to hall staff, the student decides to withdraw from the University, contact the Offices of Student Success and the Registrar, and notify Housing & Residence Life. Students will forfeit room and meal fees in accordance with the established University refund policy and schedule.

If you ever have questions relating to any of the above information or with the residence hall staff, please contact Housing & Residence Life at (570) 662-4934, 320 Alumni Hall or housing@mansfield.edu.

POLICIES & PROCEDURES

Student Code of Conduct

The University has established the Student Code of Conduct to ensure the safety and welfare of the Commonwealth University - Mansfield community. Students admitted to the University agree to adhere to the rules and policies set forth in this Code. Students voluntarily assume the obligation to fulfill the responsibilities set forth here and to bear personal responsibility for their actions. The University has developed other policies, procedures, and standards which endeavor to protect the rights of each member of the university community which are found at <https://www.mansfield.edu/policies-procedures/> and <https://www.commonwealthu.edu/title-ix>.

Residence Hall Conduct Procedures

Residence hall students are responsible for their actions and must understand that living in a densely populated environment requires maturity and good judgment. To maintain a positive educational environment, there are conditions which govern acceptable and unacceptable behavior. These conditions allow Housing & Residence Life staff to terminate Agreements and/or take other actions if students do not comply with established policies, procedures, rules, and regulations. The hall staff will confront students if their actions appear to be in violation of the policies and/or community standards. By calling attention to the behavior and its consequences, the hope is that better judgment will be exercised in the future. The conduct system is a proactive approach to problems that may arise in a community environment.

When an apparent violation of residence hall policy occurs, an incident report is filed. All reports are reviewed by the AD, as well as the Office of Student Conduct. Violations that may warrant minor sanctions are adjudicated by the AD and violations that may warrant more severe sanctions are forwarded to Student Conduct for adjudication. Students may either have an Student Conduct Conference, Administrative Meeting/Hearing or a Hearing Board, depending on severity of the apparent violation and/or preference.

Residence Hall Policies

Abandoned Property

Students are obligated to remove all personal property upon departure. The office of Housing and Residence Life reserves the right, without further notice, to remove students' personal belongings that remain in a residential facility 48 hours after the termination of the housing agreement for any reason (withdrawal, academic dismissal, housing revocation, etc.). The student will be charged for expenses incurred in the disposal of such property.

Alcohol

All Commonwealth University - Mansfield residence halls are "dry" (meaning that all students – regardless of age – are prohibited from possessing and/or consuming alcoholic beverages within the residence halls) with the exception of the Upper Independent Living floor in Sycamore Hall (4th Floor).

If a student is 21 years of age or older and resides on one of the two floors listed above, that student is permitted to possess and/or consume alcoholic beverages under the following guidelines:

- Alcoholic beverages may not be possessed and/or consumed in a public area of the residence hall (without appropriate approval). All areas in the residence hall, except for private suites, are considered public areas (including lounges and community kitchens). Only those of legal drinking age (21 years of age and older) may transport closed alcoholic beverage containers.
- Students and/or staff members wishing to consume alcohol in a public space must have the event approved through the residence hall's event registration process (contact the Assistant Director).
- In areas where alcoholic beverages are permitted, it is reasonable to assume that for every open container there should be an equal number of consumers who are 21 years of age or older.
- An open container is defined as one not (or no longer) securely capped, corked, or sealed, and contains any amount of the beverage. This is not to be confused with empty containers.
- In student suites where any occupant is under 21 years of age, alcoholic beverages will be prohibited.
- Activities and devices facilitating or promoting excessive consumption of alcoholic beverages, including but not limited to: drinking games, funnels, beer bong, common source containers (kegs, pony kegs, party balls, etc.) are prohibited.
- Distilling, fermenting or brewing beer or other spirits is not permitted in the residence halls.
- This policy is intended to allow for personal, responsible use; therefore, the possession of large quantities of alcoholic beverages is prohibited.
- Inappropriate behaviors (damage of University property, failure to comply with staff, etc.) resulting from consumption of alcoholic beverages is prohibited.
- Providing alcoholic beverages to individuals under 21 years of age is prohibited and violators will be referred to Campus Police. Serious sanctions and fines could result from violations of this policy.

Reported violations of this policy will result in a referral to the Office of Student Conduct, the AD, and/or Campus Police. Students found responsible for violating this policy will face possible sanctions including educational assignments, conduct probation, loss of privilege and possible removal from the Upper Independent Living floors/community or housing altogether, and/or charges initiated by Campus Police.

Alcohol Containers

Empty alcoholic beverage containers constitute an alcohol violation. Alcoholic beverage containers are not permitted as room decorations. If an alcoholic beverage container is found, the container will be disposed of and disciplinary action may result.

Animals

- Only fish, in a 10-gallon tank or less, are permitted in residential facilities.
- Any other animal or pet, including laboratory animals, hamsters, turtles, spiders, aquatic frogs, snakes, etc. are not permitted in residential areas.
- Your housing may be revoked if you are found to have violated this policy.

- Students who live in our residential facilities that require assistance animals may contact Services for Students with Disabilities for more information.

Appliances and Equipment

Prohibited Items

For health, safety, and insurance liability reasons, residents are prohibited from having the following items in their rooms:

- Flammable and/or combustible liquids and/or chemicals including gasoline and charcoal.
- Pressurized tanks (e.g. helium tanks).
- Open-coil appliances and heaters, including, but not limited to, immersion coils, pottery water warmers, toasters and toaster ovens, stoves and camping stoves, hot plates, charcoal, propane or indoor grills, exposed burners (including popcorn poppers without self-contained heating units), and power tools.
- Fire/open flame materials or high-heat producing devices, including, but not limited to, burning candles, incense and incense burners, halogen lights and lamps, camping stoves, fireworks, charcoal and propane grills, sun lamps, tanning beds, and space heaters.
- Antennas, satellite dishes, or wires extending outside room windows.
- Wireless routers.
- Portable dishwashers, air conditioners, full-sized refrigerators, and washing machines and dryers (unless provided as part of the room furniture).
- Waterbeds, portable pools, or portable hot tubs.

This list of prohibited items is not meant to be all-inclusive. Items that Housing & Residence Life considers to be potentially dangerous are not allowed in the residence halls. The residence halls are not wired to handle these types of appliances and usage may cause damage to the building. Personal wireless routers interfere with the University provided Wi-Fi and will slow down the connection speeds.

Prohibited or misused appliances or equipment will be confiscated by the hall staff, and individuals responsible will be subject to disciplinary action. If an item is confiscated, the student has ten (10) business days to decide to either remove the item from the residence hall or communicate with the Assistant Director as to when the item will be removed. If property is not removed by the allocated timeframe, it will be considered abandoned and will be donated or disposed of.

Approved Items

All electrical appliances permitted in the residence halls must be UL-listed for their intended use. The unsafe, improper, or careless use of any electrical appliance may result in its confiscation. Personal possession of cooking appliances other than those listed below is not permitted.

- The following are permitted to be used in student rooms:
 - hot air popcorn poppers,
 - hot pots/coffee makers with automatic shutoff, and
 - blenders
 - Air Fryers
 - Rice cookers
 - Crockpots
- The following are permitted to be stored in student rooms and used in kitchen areas:

- sandwich makers
- Instant Pots

Student rooms and living areas do not have adequate disposal facilities, ventilation, and safety design for food preparation, and such activities should be limited to the approved item list. Cooking of food using items on the stored items list is prohibited in student rooms and should be done in areas designated for cooking. Cooking is permissible in a resident's room utilizing the micro fridge units (or a microwave in larger suites), and items on the approved list only.

Business/Personal Enterprise

Students are not permitted to conduct a business or personal enterprise from their residence hall or room. This would include, but is not limited to, functioning as a beautician, barber, maintenance repair person, babysitter, online sales, etc. For clarification and/or questions, talk to your AD.

Candles/Incense/Open Flames

Candles, candle warmers, incense, oil lamps, and other devices which use an open flame (including potpourri pots) are prohibited in residence halls. Items will be confiscated and residents will be subject to disciplinary action. Use or possession of these items is a violation of Fire Safety Regulations. Wax warmers are allowed to be used, but should never be left unattended.

Children/Minors

The University welcomes and encourages family visits to our campus, however residential housing is not an appropriate venue for individuals under the age of 18. Therefore, anyone under the age of 18 and not currently enrolled at the University are not allowed to spend the night in a residential facility unless it is a sanctioned University event/program. When visiting a residential facility during the day, minor children must be accompanied and supervised by their parent or legal guardian at all times. No babysitting or child care is permitted at any time.

In an effort to protect the safety and security of the thousands of minor-aged children/ who participate in programs held on State System campuses and other properties each year, and to provide guidance to students, faculty, and staff who are involved with such programs and activities, a Protection of Minors Policy has been established, found at <http://www.mansfield.edu/hr/protection-of-minors.cfm>.

Clothing and Footwear in Public Areas

For health and safety reasons, clothing and footwear should be worn in all lobbies, lounges, hallways, and public areas.

Cooking

Cooking is permissible in a resident's room utilizing micro fridge units (or a microwave in larger suites) only. Any other approved cooking must be done in the hall kitchen(s). Any damages resulting from improper food disposal will be billed to the individuals responsible. Students are responsible for cleaning up after themselves when using public spaces. Items used for cooking (pots, pans, spatulas, etc.) can be checked out at the front desk in each residence hall.



Cooperation with University Officials

The residence hall staff members are University officials. Residents must immediately comply with any lawful directions from any University official as detailed in the Student Code of Conduct. Verbal and/or physical abuse directed toward any University staff member will not be tolerated and violations may result in disciplinary action being taken.

Damage to University Property or Equipment

Damage to University property or equipment is not permitted. Damage will be billed to individuals or groups as necessary and may also result in University discipline and/or criminal charges being pursued. If an item (i.e. vacuum cleaner, equipment, etc.) is damaged, the cost for repair will be determined by the staff for each piece of equipment or individual component that is returned in damaged condition. The cost for repair will be assessed to the borrower. For equipment or components that are damaged beyond repair, the replacement cost for the item will be assessed to the borrower. Borrowers should not troubleshoot equipment. Please contact staff if you are having problems. It is also expected that students will properly utilize the grounds outside of the residence halls.

Decorations/Room Personalization

Pictures, posters, lights, strip lights, and other decorations may only be hung on the walls or interior doors with Command Strips/Command products. Other products such as nails, tacks, pins, screws, other adhesive products, scotch tape and duct tape, etc. are damaging, and their use may lead to damage charges. The tabs must be left on the Command strips/Command product and accessible for removal by the maintenance staff at the end of the year. No more than a third of the room door should be covered with decorations. No items should be posted on or suspended from the ceiling, smoke detector or sprinkler head. Decorations may not hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire safety equipment. Do not cover your entire door with decorations; this serves as a fuel source for fires. Adhesive hooks/products may not be used on the inside of shower walls. Decorative lighting should never be attached using tacks and nails. These restrictions apply to student rooms, as well as public areas. Contact the hall staff for further details.

Decorations violating this regulation may be removed by the hall staff and/or billed to the student for removal. Please make sure you are using approved products to decorate your room. Holiday decorations in the residence halls must meet the following criteria, as established by the fire codes:

- All decorations must be flame resistant.

- No live trees, wreaths or other live decorations are permitted.
- No candles are permitted.
- Holiday lights must be UL approved.

Deliveries by Outside Vendors

The Office of Housing and Residence Life is not responsible for any deliveries made by any outside vendor. It is the student's responsibility to set up a time with the vendor for delivery.

Disorderly Conduct

Conduct which is disorderly, lewd, indecent, or considered to be disturbing the peace on University premises or at University-sponsored activities will be confronted by the hall staff and may be addressed through the student conduct process or by contacting Campus Police.

Drugs

Residents and their guests are required to comply with state and local statutes as well as University and residence hall rules concerning possession and use of prescription and illegal drugs. The University prohibits the manufacturing, possessing, selling, transmitting, using or being a party to any illegal drug, controlled substance, or drug paraphernalia (hookah, bowl, etc.) on University premises, including the residence halls, or at University-sponsored activities. Any violation may result in disciplinary action as well as being subject to applicable federal, state, and local laws.

The use, possession, storage, or cultivation of cannabis for medical purposes is prohibited for all individuals on all Commonwealth University - Mansfield properties and instructional locations, including, but not limited to the facilities at Robert Packer Hospital in Sayre, Pennsylvania. Medical marijuana (cannabis) use is also prohibited at all Commonwealth University - Mansfield sponsored, conducted, or authorized events and activities held off campus. The federal government regulates drugs through numerous laws, including the Controlled Substance Act, the Drug Free Workplace Act, and the Drug Free Schools & Communities Act as codified under the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]. These laws do not recognize the difference between medicinal and other uses of marijuana (cannabis), which is classified as a Schedule I drug under the Controlled Substances Act. Commonwealth University - Mansfield must abide by and certify it is in compliance with all federal laws and regulations in order to be eligible to receive federal funding through Title IV in the form of student financial aid (grants, loans, and work-study program), as well as other forms of federal funding, such as research or program grants like TRiO. Students and employees who violate this policy may be subject to campus sanctions and federal penalties.

The University requires most first and second year students who reside 50 miles or more away from Mansfield to reside on campus. Students with valid medical marijuana (cannabis) prescriptions may petition the Services for Students with Disabilities to be waived out of their campus housing requirements.

Electrical Power Strips and Extension Cords

When additional electrical outlets are needed, residents must use UL approved electrical power strips with built-in circuit breakers. Multiple plug adapters and extension cords are not permitted. A power strip should never be plugged into another power strip. Power strips should never be placed above ceiling tiles, underneath carpet or stapled or pinched in any way. Running power strips underneath mattresses is also prohibited. Use or possession of these items is a violation of Fire Safety Regulations.

Emergency/Safety Equipment

Tampering, damaging, or inhibiting the use of emergency/safety equipment, including exterior residence hall doors, in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action as well as any federal, state, and local laws.



This regulation includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit signs, fire alarm pull stations, automatic door closures, emergency doors, and locked exterior doors.

Exterior Door Locking

All exterior residence hall doors are locked 24 hours a day. Propping of exterior doors and/or tampering with locks is a serious security violation. Residents involved in such activities will be subject to disciplinary action.

Fighting and Physical Abuse

Fighting or abusive physical behavior, and threats of physical abuse toward residents, guests, or staff, are violations of policy and will not be tolerated. Such conduct may be grounds for disciplinary action, removal from the residence hall, eviction, dismissal from the University, and/or criminal prosecution.

Fireworks/Explosives/Hazardous Materials

Students may NOT possess or use any fireworks, explosives, specific materials used to make explosives, sparklers, ammunition, gun powder, gasoline, hazardous chemicals, flammable liquids or any other related materials in the residence halls. Possession of fireworks or explosives implies intent to use them. If found, Campus Police will be notified and disciplinary action will be taken. Use or possession of these items is a violation of Fire Safety Regulations.

Gambling

Gambling of any form is not permitted in the residence halls. The dealing, playing, conducting, betting on, and providing facilities for games involving cards, dice, and other devices for money, checks, credit or representations of value is prohibited. This includes unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance.

Games

Bouncing of sports balls, skate boarding, use of paintball guns, Frisbee throwing, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch, or any other similar activities or games inside or in close proximity to the halls and their respective parking lots are prohibited because of the possibility of damage and the resulting noise. Other games posing a threat to the safety of residents or damage to facilities are also prohibited.



Gender-Inclusive Housing

Each of our residence halls offer housing options in which two or more students share a multiple-occupancy suite regardless of the sex or gender identity of the student. The University is committed to working with all students to meet their housing needs in an environment that values diversity and promotes dignity of all people.

Eligibility:

- Any continuing resident student(s) (sophomore or above) who is able to fill an entire suite.
- Any incoming student who requests to reside in Gender Inclusive Housing.

How to Take Part:

- Continuing students will need to self-identify their group as desiring to live in gender inclusive housing. All students must meet the eligibility requirements (a signed Housing Agreement, which is required for all housing assignments).
- Incoming first-year students seeking consideration should email housing@mansfield.edu in order to request such an assignment. Requests will be reviewed on a first come, first served basis and will depend upon the availability of space.

Gender Inclusive Housing is available in all suite types.

It is the student's choice to communicate with parents/guardians about the decision to live in this housing environment, unless they are under the age of 18.

Guest Policies and Visitation

A guest is defined as a person who does not live in the residence hall room. This includes other students/residents, friends, parents, siblings, or other relatives of the residents of that room. Residence hall students are allowed to host up to two (2) guests in their residence hall rooms according to the policies outlined below and as long as Health & Safety Guidelines are followed.

However, violating a roommate's right of entry into the room, or hindering a roommate's ability to study and/or sleep within their room (because of a guest's presence) is considered a violation of guest privileges. Commonwealth University - Mansfield residence halls offer a twenty-four-hour visitation program open to host guests.

Host Responsibility

Hosts are responsible for the behavior of their guest(s) at all times and are obligated to inform the guest(s) of all University and residence hall rules and regulations. Violation of any rule or regulation

by a guest may result in disciplinary action being taken against both the host and guest.

Escorting Guests

Guests must be escorted at all times by a resident of the residence hall (host). The following guidelines apply to escorting guests:

- Residents must escort all guests into and out of the building.
- Residents must remain with all of their guests at all times while in the residence hall.



Guests left unattended or found to be unescorted may be documented and escorted out of the building. In addition to this, their hosts may be documented for leaving guests unattended. Residents should never agree to escort a person they do not know personally. This includes opening the door to allow unknown visitors to enter a residence hall. Guests who reside in the same residence hall are not required to be escorted.

Overnight Guests

Residents may have overnight guests, only with the permission of the roommate and only if they do not create a disturbance or violate any rules or regulations. Roommates may request that the overnight guest leave the room or suite at any time. A guest's visitation privileges, regardless of the host, extend to no more than three (3) nights in a seven (7) day period (the seven-day period begins on day one of the stay). Overnight guests may only sleep in the room of the host who is sponsoring the visitation. Sleeping in other rooms or public/community spaces within the halls is strictly prohibited. In addition, guests may not stay in unoccupied beds in a room without the consent of the resident whose bed is to be used.

Cohabitation

Cohabitation is not allowed in the residence halls. Cohabitation is defined as a person using a residence hall room as if that person were living in the room but is not actually assigned as a resident of that room/suite. Examples of this may include, but are not limited to, keeping clothing and other personal belongings in another room/suite different than the one assigned, and sleeping overnight in the room/suite on a regular basis as if they lived in that room/suite. Violating a roommate's right of entry into their room or hindering a roommate's ability to study and/or sleep within their room because of a guest's continual presence, is considered a violation of this rule.

Group Billings/Communal Damages

Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected suite, floor, or residence hall.

Hate Crimes

A hate crime in Pennsylvania is called "ethnic intimidation." When certain crimes against people (like harassment, terroristic threats or assault) or certain crimes against property (like criminal trespass, criminal mischief or arson) are committed AND when these crimes are motivated by

hatred toward the victims' actual or perceived race, age, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity, genetic information, ethnic intimidation can be charged.

Hate crimes are different from other crimes in that they are "message crimes." The perpetrator of a hate crime sends a message to members of a certain group that they are unwelcome. As such, hate crimes are an affront to a community that values diversity and strives to create an inclusive environment. When one person in the community is the target of a hate crime, the entire community often feels at risk. Hate crimes can divide communities by raising levels of fear and suspicion, which lowers openness and cooperation among its members. While bias incidents may not necessarily constitute crimes, they often have the same effect and impact upon the university community as hate crimes.

Hazing

The University believes that an effective organization is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education. While social behavior cannot be legislated, an organization without morally sound precepts and practices is not a constructive influence on university students.

Hazing is defined as prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, or as part of any activity of a recognized student organization or student group. The University defines hazing as any intentional action taken, or situation created, on or off university premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Prohibited behavior includes any act which endangers the mental or physical health or safety of a student; the deconstruction or removal of public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/ or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute. Hazing is also a violation of the Pennsylvania Anti-Hazing Law.

Identification

In order to protect the safety and welfare of residents and the residence hall, any resident or residence hall staff member may require anyone in the residence halls, at any time, to present an official university identification card and/or other form of ID. Students should carry the University student ID on their person at all times in order to enjoy the privileges extended to University students. It is a violation of policy to lend, or trade IDs as well as impersonating another. When asked by University officials, students must present identification.

Keys and Access Cards

Any assigned keys, IDs and access cards should be kept with the responsible student at all times; do not lend them to anyone. Giving key(s) or access card to others may result in disciplinary action. Duplication, or attempted duplication, of University keys, IDs, or access cards is strictly prohibited.

Lounge Furniture

Lounge furnishings must remain in their designated areas. If lounge furniture is missing and attempts to locate it fail, residence hall room searches could occur. Any such searches will be

publicized at least 24 hours in advance. Students who are found in possession of lounge furniture will be subject to disciplinary action. Lounge furniture not accounted for will be assessed as a group billing charge.

Lounge Usage and Facility Guidelines



Lounges are community spaces and are considered public areas. Lounges have been provided so that residents may study, work on class assignments, use TVs, hold events, and visit with friends. Lounges are not intended for such uses as sleeping, unreserved meeting spaces or other such activities that do not allow the lounge to be used for long periods of time (including recurring meetings or events) and prevent use by the greater community, unless they are appropriately reserved.

Lounge reservations can be made by contacting the AD of the residence hall that has the space(s) that you wish to reserve. Reservations are typically made for meetings and events related to the students living in the residence halls. Students are responsible for cleaning up after use.

Noise

Quiet Hours

Designated quiet hours are posted in each hall and can vary depending on the hall. During quiet hours, residents should keep the level of noise at a point that it cannot be heard in another student's room or hallways.

Courtesy Hours

Courtesy hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their behavior, regardless of the time of day, so as not to interfere with the life-styles of others. If a student or hall staff member asks a student to be quieter, regardless of the time of day, compliance is required.

24 Hour Quiet Hours

During finals week, 24-hour quiet hours are observed to facilitate a studious atmosphere. Students remaining in the halls after their last final exam and alleged to be responsible for causing a disturbance may be required to leave the residence halls immediately.

Non-Discrimination Policy & Discrimination Complaint Procedures

Commonwealth University - Mansfield is committed to providing a work, educational and residential environment free of unlawful discrimination for its students, employees and campus community members. It is imperative that all employees, students and community members of Commonwealth University - Mansfield comply with both the spirit and intent of federal, state and local laws, government regulations, court orders and Commonwealth University - Mansfield and Pennsylvania State System of Higher Education policies which prohibit discrimination. In addition, all administrators, faculty, staff and students share a continuing responsibility to behave in a manner which ensures a work, educational and living environment that is free of discrimination. It is the purpose of this policy to set clear expectations for a discrimination free environment, define

discrimination, assign responsibilities for ensuring an environment free of discrimination, and provide procedures for handling charges of discrimination, including sexual discrimination and misconduct.

For more information, and a detailed explanation, please consult this link:

<https://www.mansfield.edu/policies-procedures/upload/Non-Discrimination-Policy-1-21-20-2.pdf>

Offensive Printed Materials

Because Mansfield is a safe space for all students; any material that can be deemed offensive, demeaning, or derogatory to others may not be posted in areas that may be visible outside a residence hall room/suite (including viewed from outside of room through window or door). If such material is posted, the hall staff may ask to have it removed. If it is not removed, other disciplinary actions may result.

Personal Furniture/Items and Clothing

All personal items should be kept within students' rooms and should not be stored or kept in any public areas. Personal items or clothing left in public areas may be turned in to lost and found, but generally will be treated as abandoned property and may be removed. *See Abandoned Property.*

Personal Transportation

Bicycles

Bicycles are to be parked in established bike racks located outside each residential area. A resident may store bicycles in his/her room, but first must make certain his/her roommate agrees to this. Per fire regulations, bicycles may not be attached in any way to any part of a building. This includes trees and other plants within a community. Throughout the year, if a bicycle is left attached to or within a residential building or stairwell, it may be removed and impounded. Please walk or carry bicycles when transporting the bicycle in a residence hall. At the end of the semester, please remember to take all bicycles home.

Scooters/Motorcycles

Scooters and motorcycles must follow parking and traffic rules and are not allowed to be driven on any non- roadway area, pathway, sidewalk, handicapped ramp, etc. Scooters must be stored at the bike racks/motorcycle parking area (with appropriate hangtag) and are not allowed to be stored inside or immediately outside of residence halls. These vehicles may be impounded if they are left in walkways, breezeways, sidewalks, stairwells or hallways. Although bicycles may be stored in residence hall rooms with the consent of the roommate, motorcycles, mopeds, motor scooters, and other internal combustion engines or vehicles should never be brought into the residence halls. Gasoline cans should never be stored inside a residence hall.

Skateboards/Skates

Residents who want to use roller skates, in-line skates or skateboards are asked to do so in an appropriate manner. These activities are not permitted in and/or around residence hall property and communities. These items must be stored within a resident's room or vehicle.

Electronic Skateboards

Electronic skateboards, including self-balancing boards/scooters, and any other similar equipment

are prohibited from being used, stored and/or charged in any residence hall building/community due to a potential fire hazard.

Pets and Service/Assistance/Comfort Animals

The only animals allowed in residence halls are fish living in an aquarium (10-gallon maximum – one per room/suite), service animals (as defined by the Americans with Disabilities Act), and assistance/comfort animals (as defined by the Fair Housing Act).

Assistance/comfort animals (as defined by the Fair Housing Act) are only allowed in a student's room after a request has been submitted to and approved by the Services for Students with Disabilities. Services for Students with Disabilities will communicate approval directly to Housing & Residence Life. Requests for assistance animals must be approved in writing by the Services for Students with Disabilities before the student brings the animal into the residence hall.

If approved, students are required to comply with the following rules intended to directly relate to the ongoing health, safety and welfare of the campus community:

- Student must comply with state and local laws governing the vaccination, licensing, ownership and maintenance of the animal and agree to provide documentation of compliance to the Services for Students with Disabilities.
- Appropriate veterinarian care must be provided for the animal.
- The animal must be healthy.
- The student must be capable of controlling and must at all times control the animal.
- The animal cannot be left unattended for inappropriate periods of time.
- Animal waste must be disposed of so as not to create odor, damage or health risks.
- The animal must stay in the student's unit, not in common areas except in the course of transit to or from the student's unit.
- The animal cannot exhibit behaviors that create a nuisance or undue disruption.
- Policies regarding responsibility for property damage or repairs apply to damages caused by, or repairs necessitated by, an animal.

Where an assistance/emotional support animal is properly removed pursuant to this policy, Commonwealth University - Mansfield will work with the handler to determine reasonable alternative opportunities to participate in Housing & Residence Life Programs without having the animal on the premises. Commonwealth University - Mansfield reserves the right to make an interim accommodation while determining appropriate measures to address the removal of the animal. In addition, Commonwealth University - Mansfield is not required to grant an accommodation if it would pose an undue financial and administrative burden or would fundamentally alter the nature of the University's operations.

Posting/Advertising

In order to provide an organized and aesthetically pleasing environment for notifying students of campus and community events and services, as well as to work toward keeping public areas of residence halls neat and orderly, the following guidelines have been drafted for the posting and/or distribution of advertising materials in residence halls. All groups and individuals wishing to publicize events, services, or sales in residence halls must follow these established guidelines:

- All signs and posters which you would like posted in residence halls must be left at the front desk for approval. Staff will post all approved materials in appropriate places within 24 hours.
- Groups and individuals may not post anything on public walls, doors, bulletin boards, glass partitions, wood paneling, or other areas of residence halls. **Only designated hall staff may post materials.**
- No posters may be larger than 11" x 17" without the express permission of the Assistant Director.
- Staff will put up a limited number of posters for each event in each hall.

Posters not meeting these guidelines will be removed immediately by residence hall staff with possible disciplinary action against the individual and/or organization. The residence life staff will be responsible for taking down signs after the date of the event or after ten (10) days.

Room Furnishings

The residence halls are equipped with movable furniture, which allows residents the flexibility to arrange furniture creatively within their rooms. When rearranging furniture, students should not block access to windows, air vents, air conditioning or heating units. Students must return furniture to its original location prior to vacating the room. Water beds are not allowed in any residence hall.

Under no circumstances should residents remove any University property from their room. Students will be billed for any missing furniture at the time of their check-out from their residence hall room. University furniture includes: bed, desk, chair, and dresser(s). Students provide their own pillows, linens, study lamps and toiletries (including toilet paper). All furniture brought into the residence hall room is required to be free standing (no lofts or hammocks). Students are responsible for inspecting the condition of the room when moving in and out, and are held accountable for any damage to University furnishings and equipment.

Room Occupancy

Housing & Residence Life reserves the right to limit the number of individuals in a room based upon official occupancy limits, at a residence hall event in cases where the safety of occupants may be a concern, or where the noise level in the room violates either the quiet hours or courtesy hours policy. Students are permitted to have up to two (2) guests at any given time. *See Guest Policies and Visitation.*

Smoking

In supporting a safe and healthy environment for all campus residents, MU policy designates all campus housing as a smoke-free environment. Smoking is not permitted in any residential facility, and is only permitted outside of the building, and must happen at least 25 feet from any part of the building and utilize designated receptacles for disposal.

Smoking includes, but is not limited to the burning of any type of lighted pipe, hookahs, cigar, cigarette, electronic devices (i.e. vapes) or any other smoking equipment/devices whether filled with tobacco or any other type of substance. When charging electronic devices (i.e. vapes) the charger provided by the manufacturer must be used. Smoking devices such as hookahs and smoking pipes are not permitted in the residence halls.

Solicitation and Sales

Solicitation is defined as any activity that seeks to contact residents to collect information, sell items, or gain support. Solicitation applies to a wide range of activities that may include:

- Advertising
- Selling
- Petitioning
- Campaigning
- Distributing flyers
- Product promotions
- Organizational recruitment
- Surveying residents by telephone, mail, e-mail, or in person

To provide students with an environment that is free of unwanted personal solicitation for services or products, Housing & Residence Life strictly prohibits all forms of solicitation in all residence halls by non-hall staff. Please contact the residence hall staff if this is occurring in the halls.

Theft and Vandalism

Theft or unauthorized possession of personal or University property is prohibited. Students who are the victims of theft should immediately report the theft to Campus Police and inform a hall staff member. Please be aware that Housing & Residence Life is not liable for replacing stolen personal items.

Vandalism is defined as any intentional behavior which causes damage, when that behavior violates policy, or is reckless or negligent, in that a reasonable person would know that engaging in that behavior could cause damage. Willful destruction or defacement of any personal or University property is prohibited.

When damages occur to common space facilities, an investigation will occur and the responsible individual(s) will be billed; conduct action is also possible depending on the situation. When damage occurs outside of a student room/suite, which cannot be attributed to the responsible individual(s), all students in the hall, floor or suite may be held responsible for the cost of the repair. Should a student become aware of those responsible for the damage, contact an RA, or AD.

Traffic Control/Road Signs

Signs or traffic control devices which are the property of federal, state, county or city governments are not permitted in the residence halls, which includes but is not limited to stop signs, pedestrian traffic control, and street signs. Possession of such described signs/devices may result in referral to Campus Police, as well as to Student Conduct. These signs/devices may also be confiscated by Campus Police.

Trash

Students are not permitted to leave trash lying in the hallways, outside their room doors, or in lounge areas. The residence halls are equipped with garbage cans on each floor located in the trash rooms, and dumpsters outside the buildings; all personal trash should be taken to the trash room.

Containers holding fluids should be emptied down an appropriate drain before disposal into the

trash rooms. Hypodermic needles should not be thrown in trash cans. Sharps containers are available from the Campus Clinic or from stores to properly dispose of needles. Residents are encouraged to participate in recycling. Collection centers are available in all halls for paper, plastic, and cans.

Weapons

The term weapon means any object or substance designed to inflict a wound, intimidate, cause injury, or incapacitate, including, but not limited to the possession or use of items such as any firearm, illegal knives (non- folding with blades over 3" in length), club, or any other weapon (not restricted to legal definitions) that may be hazardous to the health or safety of residents.



This includes, but is not limited to: rifles, pistols, shotguns, pellet guns, airsoft/paintball guns, BB guns, Orbeez gel blasters (and other similar products), taser/stun guns, bows and arrows, sling shots, martial arts weapons such as nun chucks or throwing stars, axes, machetes, swords, spears, bowie knives, daggers or similar knives (non-folding with blades over 3" in length), double-edged blades, or switchblades. These items are not permitted in the residence halls. Nerf-type guns/weapons may be stored in a residence hall room, but may not be used anywhere inside of a residence hall.

Residents found violating any part of this rule may be subject to both University and criminal charges and may be removed from University housing. Campus Police has a 24-hour accessible weapon locker where weapons may be stored. If you have any questions, please call Campus Police at (570) 662-4900.

Windows

Window screens are not to be removed so as to minimize damage and/or loss of property from within the room. Students may not enter or exit rooms, suites, or apartments through windows. Students may not hang items out windows. Students may not throw, drop, or otherwise dispose of anything out a window. Posters, artwork, or other materials facing out the window so they are visible from outside the building are prohibited unless approved by Housing & Residence Life.

COVID-19 Rules and Regulations

Commonwealth University - Mansfield aims to provide housing to support its mission while protecting the health and safety of our students and intending to minimize the potential spread of disease within our community. As a resident within Housing & Residence Life, the Novel Coronavirus (COVID-19) or similar public health crisis may impact your housing experience as we continue to make public health-informed decisions. As a student, you are required to adhere to health and safety guidelines - <https://www.commonwealthu.edu/health-resources> <https://www.mansfield.edu/environmental-health-safety/index.cfm>. The university may adjust this Health and Safety Plan in response to changing conditions on campus and/or in the surrounding community. The university will continue to communicate with the campus community throughout the semester to provide updates to this COVID-19 Health and Safety Plan.

HOUSING & RESIDENCE LIFE CALENDAR & INFORMATION

Fall Semester 2023

New Student Move-In	Wednesday, August 16, 2023 – Thursday, August 17, 2023
Returning Student Move-In	Friday, August 18, 2023 – Sunday, August 20, 2023
Room Change Requests	Monday, August 28, 2023 – Friday, September 29, 2023
Thanksgiving Break – Halls Close	Tuesday, November 21, 2023 at 10:00am
Thanksgiving Break – Halls Open	Sunday, November 26, 2023 at 12:00pm (noon)
Winter Break – Halls Close	Friday, December 8, 2023 at 10:00am (Times could change based on the finals schedule)

Spring Semester 2024

Winter Break – Halls Open	Saturday, January 20, 2024
New Student Move-In	Saturday, January 20, 2024
Room Change Requests	Monday, January 22, 2024 – Friday, March 1, 2024
Spring Break – Halls Close	Saturday, March 9, 2024 at 10:00am
Spring Break – Halls Open	Sunday, March 17, 2024 at 12:00pm (noon)
Summer Break – Halls Close	Friday, May 10, 2024 at 10:00am (Times could change based on the commencement schedule)

Questions/Concerns

If you have any questions or concerns at any time, the Housing & Residence Life staff are here for you. We want you to have a positive experience while residing on campus. Please don't hesitate to bring your questions and concerns to us.

Please do not hesitate to contact your residence hall staff or the Housing & Residence Life at (570) 662-4934, 320 Alumni Hall or housing@mansfield.edu. Any questions or concerns that need to be referred to or handled by the Executive Director or Director of Housing & Residence Life will be forwarded at that time.

