

Welcome to Residence Life!

Fall 2010

Dear Student,

Welcome to Marywood University and to the Office of Housing and Residence Life. We, the Residence Life Staff, believe that out-of-the-classroom learning experiences will be a significant part of your college education. You will have opportunities to meet students from differing backgrounds, attitudes, and lifestyles. You are encouraged to participate in residence life activities, to develop new friendships, and to grow as an individual.

Each student living in the on-campus communities will contribute to and be affected by the total environment of the community. The degree to which these influences are positive or negative will depend, to a large extent, on the willingness of each student to cooperate in and be responsible for this community living experience.

When you signed the Housing and Dining Agreement, you acknowledged your understanding of and agreed to comply with all University policies and regulations. This document also promotes a better understanding of the expectations of living as a resident in the University community. To review this document, you can pick up a copy in the Office of Housing and Residence Life, located in 205 Nazareth Hall, or visit our website.

As a resident student, you are expected to regulate your own conduct and behavior in accordance with the standards of reasonable and responsible citizenship. Please familiarize yourself with the policies and procedures of the University, as discussed in the most current edition of the Student Calendar/Handbook and Resident Handbook. This Resident Handbook provides a general introduction to the residence life program.

We hope your experience in University Housing is enjoyable and rewarding. We look forward to assisting you in achieving your academic and personal development goals.

Best wishes for a successful year!

Marywood University Housing and Residence Life Staff

Note: The Office of Housing and Residence Life reserves the right to make exceptions to these regulations, via the Director of Housing and Residence Life or designee. Depending on the circumstances of the changes, reasonable efforts will be made to communicate these changes to the residential student policy through means such as e-mail and/or hallway posters.

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Housing and Residence Life Goals

Mission Statement:

The mission of Housing and Residence Life is to provide a safer, conducive living/learning environment that supports students' academic and personal development goals, while intentionally fostering a sense of community, civic responsibility, and an appreciation for diversity.

Desired Learning Outcomes:

- Students will seek ways to get involved in their residential community.
- Students will interact with others in a civil manner.
- Students will participate in programs planned with their educational and social needs in mind.

Community Living Standards:

Living within a community not only affords residents the right to living in a safer, conducive living-learning environment, but each person is also responsible for holding one another accountable. Each community member should report any infractions to his or her Resident Assistant or Residence Director. Students who are aware of policy violations, but do not immediately report them or remove themselves from the situation, may also be held accountable to the policy.

Residency Information

Residency Requirement

All unmarried, full-time students are required to reside in University housing during their first two years of enrollment unless they are at least 21 years of age, and/or are living with their parent/guardians in their primary family homes that are within a 50 mile radius of the University's campus.

Eligibility for Housing:

Proof of Meningococcal Meningitis Vaccination Form: In June 2002, a law was signed by the governor, which requires vaccination against meningococcal meningitis for all students living in University housing or in other University-owned housing throughout Pennsylvania. The University must have records indicating that every resident student has been vaccinated (or signed an informed consent waiver form), in order for students to live in University Housing. Students may choose to be exempted from the law, only if the student (or parent/legal guardian, if the student is under eighteen years of age), after having been advised of the risk of the disease and the availability and effectiveness of the vaccine, signs a waiver form stating that s/he reviewed the information and has chosen not to be vaccinated against the disease.

Housing and Dining Agreement Termination

The Housing and Dining Agreement is binding for the full 2010-11 academic year consisting of both fall and spring semesters, or remaining balance thereof. The Office of Housing and Residence Life will review applications for termination of the agreement, which are based on one of the following criteria (cancellation fees may apply):

The Office of Housing and Residence Life may grant Agreement termination to a student when one of the following conditions is verified for the student:

- 1) termination or withdrawal of University enrollment;
- 2) participation in student teaching, internship, or similar academic endeavor that requires off-campus housing;
- 3) required removal from University housing;
- 4) extraordinary financial hardship which must be documented with the University's Director of Financial Aid or designee; or,
- 5) residence with parents/guardians in their family homes that are within a 50 mile radius of Marywood University.

Commuting from home is not a condition for release from the Woodlands.

Students should not presume that the termination request will be granted until formal notification of the decision is received from the Director of Housing and Residence Life or designee. *Note: Commitment to a lease for housing off-campus housing while this Housing and Dining Agreement is in effect does not constitute a financial hardship and is not grounds for a release.* Failure to check-in or move-in to University housing will not release these Agreement obligations for enrolled Marywood University students. The University reserves the right to cancel this Agreement if a student is enrolled as a part-time student.

Students who are approved to move out of University Housing on or before the last date to add classes each semester will be assessed a \$300 fee for room charges and a prorated portion of the board charges. Students who are approved to move out of University housing after the last date to add classes each semester will receive a refund for a prorated portion of the board charges only.

To apply for a release from the Housing and Dining Agreement, the student should visit the Office of Housing and Residence Life, located in 205 Nazareth Hall, to pick up an application form. Application forms may also be requested by emailing reslife@marywood.edu. Students will need to complete the form, submit any additional necessary information, and return the form to the Office of Housing and Residence Life for consideration.

Housing Accommodations Requests

Marywood University complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Students with disabilities who need special accommodations should submit documentation of the disability to the Office of Student Support Services, Liberal Arts Center 223B, in order for reasonable accommodations to be granted. The Associate Director of Student Support Services, Ms. Diane Taylor, will partner with students to determine the appropriate accommodations and, in cooperation with Housing and Residence Life staff, will work to ensure that all students have a fair opportunity to live in the on-campus communities. To best service the needs of the student, it is preferred that students notify the Associate Director of Student Support Services of any special accommodation needs as soon as possible; however, documentation will be reviewed at any point in the semester upon receipt. For more information, please contact: Diane Taylor, Associate Director of Student Support Services, Liberal Arts Center - Room 223B, (570) 348.6211 x2335 or dtaylor@marywood.edu

Housing and Residence Life Staff

The following staff members are available in the halls to assist with concerns:

Resident Assistants are undergraduate or graduate students selected on the basis of leadership ability, communication skills, interpersonal relationship skills, and an expressed interest in developing a sense of community among residents.

Resident Assistants are an integral part of the Housing and Residence Life Team. Each community and building may be different, but each Resident Assistant is accountable for overall expectations.

As a resident and member of the community, you should expect all Resident Assistants to:

- Follow and enforce University policies and regulations.
- Conduct regular floor meetings.
- Post information in their communities and refer students to campus resources.
- Promote an environment conducive to study and sleep.
- Be present and visible in the community.
- While on duty, be available until duty ends and make nightly rounds of the community.
- Promote, attend, and plan programs.
- Cooperate with various University staff to promote safety and cleanliness of the community.
- Be attentive to safety and security procedures.

Residence Directors are graduate students enrolled in a Marywood Masters or Doctoral degree programs. They participate in leadership, community development, staff management, and administrative training programs. They also supervise the Resident Assistant staff and programs of the residence halls. Four Residence Directors serve the University community:

- One Residence Director serves Loughran Hall.
- One Residence Director serves Bethany Hall, Emmanuel Hall, McCarty Hall, Perpetual Help Hall, and the Woodlands.
- One Residence Director serves Madonna Hall.
- One Residence Director serves Immaculata Hall and Regina Hall.

Desk Staff provide coverage at the front desk of each traditional residence hall, Loughran Hall, Madonna Hall, and Regina Hall, while the halls are open throughout the year. Desk Staff are employees of the Security/Safety Department.

The **Administrative Assistant** is a full-time professional who provides administrative assistance and serves a vital role in communicating information to students and other constituencies.

The **Assistant Director of Housing and Residence Life** is a full-time professional who has earned a Master's Degree in Higher Education or related field. The Assistant Director is responsible for supervising the Residence Directors and the Resident Assistants, as well as assisting the Director of Housing and Residence Life with daily Housing operations.

The **Director of Housing and Residence Life** is a full-time professional who has earned a Master's degree in Higher Education or a related field. The Director supervises the Assistant Director and the Administrative Assistant and is responsible for the overall administration of the Housing and Residence Life Program.

Housekeeping Staff provide cleaning in common areas of each residence hall.

Maintenance Staff promote well-maintained facilities and make routine repairs, as needed.

How to Become a Resident Assistant

The Office of Housing and Residence Life encourages students who are interested in helping others and making a difference in the University community to apply for the Resident Assistant position. The Resident Assistant position offers students the opportunity to hold a leadership position on campus that will help them to develop into well-rounded individuals.

RA Eligibility Requirements:

- Full-time student, in good disciplinary standing;
- 2.5 Quality Point Average;
- Have completed at least one semester at Marywood (preferred)
- Be able to attend pre-semester training program in its entirety.

RA Compensation:

- Single room and board

Applications are available on-line during the spring semester. Please direct questions to reslife@marywood.edu.

Moving Into, Around, and Out of University Housing

Check-in procedures

- Students receive a Fall Housing Confirmation e-mail in mid-August, detailing check-in dates, times, and locations.
- On arrival, each resident must complete a Room Condition Form (RCF) which is a written documentation of the student's room condition. This form is used for the assessment of any damages that may occur throughout the year.
- The Room Condition Form is to be signed and kept on file by the Office of Housing and Residence Life staff until checkout. If a student does not sign the Room Condition Form, the description provided by the Residence life staff will be considered a true and accurate assessment of the room's condition.
- Students changing rooms mid-year are responsible for verifying the condition of the room they are leaving, and for completing an RCF of the newly assigned space.

Check-out Procedure

- The student must remove all belongings from the room.
- A Resident Assistant will review the room and record any new damages on the Room Condition Form.
- The room will be subject to another review by the Residence Director to determine whether any other damages are notable.
- The student must return room, building, and mailbox keys to the Office of Housing and Residence Life. Keys to the mailbox must be returned to the Residence Life staff if the student will no longer be living on campus.
- Students leaving a room mid-year must notify their Residence Directors or the Director of Housing and Residence Life. **Remember, the Housing and Dining Agreement is in effect for a full academic year unless a release from the Agreement has been approved by the Director of Residence Life.**
- Students leaving at the end of the semester must move out within 24 hours of their last final exam or by the designated date and time, whichever is earlier.
- Improper checkout means that a resident did not check out of the residence hall properly and may be subject to a \$25 fee.

Closings and Breaks

University Housing is closed during the following University breaks:

- Thanksgiving
- End of the Fall Semester Closing
- Spring
- Easter
- End-of-the-Year Closing

Residents of all living units other than the Woodlands are expected to vacate during these break periods according to the schedule published by the Office for Housing and Residence Life. During these breaks, housing may be approved to be provided for residential students involved in University functions. Dining Services is not provided during this time period; students are responsible for securing their own meals.

Woodlands residents may stay in their placements during the academic year, with the exception of the time period between Christmas and New Year's Day. The University is closed during this time period and all residents must vacate University Housing for this time period. This means that no students will be allowed to stay in University Housing during the period between Christmas and New Year's Day.

Residents wishing to stay during any of the break periods must apply for permission to do so. Permission is typically based on required participation in University activities and/or distance from students' permanent homes. Nightly fees may apply. The Office of Housing and Residence Life will communicate procedures for requesting to

stay during University breaks. All applications to stay on campus must be received one week in advance of the beginning of the break period for full consideration.

Prior to break, each student will be given a check list for things that must be completed in preparation for the University break. All rooms, including the Woodlands and rooms which will remain occupied, will be checked by at least two members of the Residence Life Staff. A fee and/or judicial/conduct charges will be assessed if violations are found. Please contact the Office of Housing and Residence Life at (570) 348-6236, if you have any questions regarding this matter.

Room Change Period

Room changes should occur during the second week of each semester. If you are requesting a room change during the room change period, you will need to:

- Discuss the change with roommate(s) and any other residents involved, as well as with your Resident Assistant;
- Complete a Room Change Request Form, available from the Office of Housing and Residence Life, and return it to your Residence Director;
- Once the move is approved, make an appointment with a Resident Assistant to properly check you out of your current room and into your new room. Proper checkout includes removing all personal belongings, reviewing the Room Condition Form, and returning any keys to Housing and Residence Life staff;
- Your move into your new room must be completed within 48 hours.
- Any unauthorized room changes may be referred as disciplinary charges to the University judicial/conduct system.
- Room changes requested after the room change period may be approved on a case-by-case basis. A supervised mediation may be required between roommates before a room change is granted (see below). Students should contact his or her Resident Assistant or Residence Director to initiate this process.

Roommate Conflict Protocol

Occasionally, roommates face conflicts and when these conflicts are unable to be resolved solely between students, the Housing and Residence Life staff is available for mediation and support. If a conflict cannot be resolved between students, the students are encouraged to speak to their Resident Assistant. The Resident Assistant may then facilitate a mediation session with all involved parties. The goal of mediation is for the involved parties to discuss their concerns and determine the best course of action. In many cases, students participating in this neutral communication setting are able to make compromises and resolve concerns. If not, then the Residence Director may become involved to determine whether room changes are appropriate.

In cases where it is determined that the paired roommates cannot continue to share the same room, Housing and Residence Life staff does not typically designate who will move. Sometimes, this means that all people involved in the situation will relocate.

Room Consolidation

The Office of Housing and Residence Life reserves the right to consolidate students who have an open/available space in their assigned living spaces. Failure to comply with the consolidation policy will result in judicial/conduct action and/or additional housing fees.

Room Selection

The Room Selection Process is held in the spring for those students who are planning to return to University housing for the next academic year. Room Selection times are based on credit hours and GPA earned. A room deposit or approved waiver is required to select and to hold a room. More detailed information on the Room Selection Process will be disseminated to all residents in the spring semester.

Summer School

All students who are registered for summer classes and wish to remain on campus will be required to take a full room and board plan, regardless of the building in which students are assigned to live.

University Housing Policies

Failure to observe these and all other regulations described in the *University Calendar/Student Handbook*, the Resident Handbook, the Residence Hall Housing and Dining Agreement or other documentation may result in disciplinary charges, fees, and/or other actions.

Prohibited Items

As a supplement to Marywood University's *Student Handbook*, the following items are prohibited in and around University Housing.

- Cooking appliances including, but not limited to: broilers, toasters, toaster ovens, electric skillets, hot plates, electric woks, crock pots, rice cookers, deep fryers, items with immersion coils, items with exposed heating coils or items designed for cooking. Woodlands residents are permitted to have these items if they are used properly and constantly attended while in operation.
- Freestanding microwaves. Only Microfridges are permitted in which Safeplug technology is used and energy use is regulated.
- Explosive or flammable substances, such as propane or helium tanks
- Extension cords and octopus-type plugs. Only surge protectors with a reset/circuit breaker are permitted in University Housing. Surge protectors may not be plugged into each other.
- Refrigerators drawing more than three amps of electrical current; the use of energy star devices is strongly recommended.
- Room heating devices, including all space heaters, kerosene or oil lamps, and alcohol burners.
- Halogen lamps, multi-bulb lamps, incense, candles (with or without wicks), and open flame items.
- Air conditioners, ceiling fans, unless provided by the University.
- Wireless routers, aerials, masts, and radio transmitting or receiving equipment.
- Waterbeds or lofts.
- Live/natural trees.
- Pets, with the exception of fish (limited to a 10-gallon tank) and properly trained service animals.

The University reserves the right to confiscate unauthorized or dangerous items. Students will have up to 30 days to reclaim the removed items and take them to an off-campus location. Items not picked up after 30 days will be donated or thrown away.

Courtesy & Quiet Hours

Residents have primary responsibility for maintaining reasonable conditions for study and sleep in the University Housing. With this in mind, certain behaviors are prohibited based on their disruptive nature. These include:

- Noise from the residence halls that disturbs classes and/or other normal University activities.
- Speakers playing in or near windows to amplify sound to the outdoors.
- Screaming and/or yelling in hallways, stairwells, outside windows, etc.
- Sports activities in the hallways.
- Slamming doors.

The Office of Housing and Residence Life has established minimum courtesy and quiet hours:

- Courtesy hours are in effect 24 hours a day.
- Quiet hours are from 10 p.m. to 10 a.m., Sunday through Thursday, and Midnight to 10 a.m., Friday and Saturday.

During courtesy hours, students are asked to be considerate of the needs of others at all times and to comply with requests for maintaining a reasonable level of quiet. Ideally, students will continually monitor their own behavior so that confrontations are unnecessary. During quiet hours, noise must be reduced so that sounds cannot be heard more than two doors down the hall, or equivalent distance. In addition, a 24-Hour Quiet Period is in effect prior to and during final examinations. This is designed to provide residents with an atmosphere conducive to preparation for examinations, if they desire to study in the residence halls. The 24-Hour Quiet Period will be active during the Fall and Spring semesters, beginning by the day before the first day of scheduled finals.

Visitation Hours

University housing facilities are open only to residents, University officials, and guests who have a legitimate reason for being in the building. All roommates are encouraged to discuss and sign a “Roommate Agreement” that establishes the room expectations they will have for the semester. The following guidelines apply to guests who visit students living in University Housing.

1. The following visitation hours for members of the opposite sex are effective for: **Loughran Hall and Regina Hall**

- Sunday - Thursday 10 a.m. - 1 a.m.
- Friday - Saturday 10 a.m. - 2 a.m.
- A designated 24 hour visitation lounge is available on the Terrace level of the buildings.

2. The following visitation hours for members of the opposite sex are effective for: **Madonna Hall**

- Sunday – Thursday 10 a.m. – 1 a.m.
- Friday – Saturday 24 hour active visitation, unless the community decides to restrict visitation hours; the 24 hour active visitation does not allow guests of the opposite gender to sleep in the room.
- A designated 24 hour visitation lounge is available on the Terrace level of Madonna Hall and on the terrace level and second floor of Regina Hall,

3. The following visitation hours for members of the opposite sex are effective for Specialty Housing, which includes **Bethany, Emmanuel, Immaculata, McCarty, and Perpetual Help Halls and the Woodlands:**

- The Specialty Housing communities will vote on the establishment of their residence as an area with self-determined visitation regulations each semester. Majority decisions of the community will prevail; otherwise, 24 hour active visitation will be in effect.
- Self-determined visitation hours are provided to encourage resident interaction for study and social purposes. The self-determined visitation option does not allow guests of the opposite gender to sleep in the room. At most, a policy of 24 hour active visitation may be permitted in the residence halls.

Guest Requirements:

A guest is welcome in a University facility to visit a specific person at the invitation of that resident. Guests may also be invited by the building staff or University officials for specific events that take place in that facility. Guests must comply with the following regulations when visiting the residence halls:

- Guests must be escorted at all times by a resident host while in the building;
- Guests must sign-in and register, a photo ID may be required, upon entering the building and sign-out upon departure from the residence hall. The resident of the building must be present to sign in the guest;
- Guests must enter the building through the designated entrance;
- Residents are responsible for their guest’s behaviors and for educating their guests about University expectations;
- Overnight same sex guests, limited to two per resident, can visit up to two consecutive nights in the assigned room of the host. Same sex guests will be considered an overnight guest if they sign in after visitation hours or have not signed out by 5 a.m.
- Advance consent of all residents of the room is required.
- The University reserves the right to deny access to any guest, especially if it has been determined that such person has disturbed, endangered, or disrupted the activities of any resident.

Additional Housing Policies:

Please note that the following list is not all-inclusive and that all residents must follow all University policies and communications.

- Tampering with or altering electrical equipment, door alarms, wiring, fire safety equipment, card access systems, or other safety devices is a serious violation of the Residence Life regulations that will be referred immediately for disciplinary action and may be the basis for criminal charges.
- Decorations visible from outside of the room may not be lewd or offensive. Decorations, signs, etc. may not be suspended from outside the building or in ways that disrupt other students.
- Alcohol, alcohol containers, and drug paraphernalia are not permitted and will be considered as support for an alcohol or drug policy violation occurring.
- Residents may not give their keys or ID cards to other individuals.
- Residents must obtain approval from the Office of Housing and Residence Life prior to making a room change.
- When a fire alarm sounds, regardless of the cause, students must immediately evacuate the building.
- Causing activation of the fire alarm, whether accidental, negligent, or intentional may result in a fine. It costs the University \$300 every time the fire company is dispatched due to false alarms and this cost may be passed on to residents.
- University furniture assigned to a student room must remain in the resident's room. Furniture from common areas, such as lounges and study areas, must remain in their designated locations. Removal of furnishings from student rooms, lounge areas, and/or buildings is prohibited and may constitute a theft.
- Items may not be hung from or attached to ceilings.
- Items may not be hung in a way that blocks the ceiling light or that create fire hazards, such as placing items such that they transverse sections of the rooms.
- A clear path of egress (at least 36 inches in width) must be available at all times.
- All electrical appliances must be operated in a safe manner consistent with the manufacturer's instructions.
- Smoking is not permitted in University Housing. All students are expected to follow the University's Clean Air Policy.
- Ceiling tiles may not be moved or altered in any way; cords may not go through the ceiling tiles.
- Electrical cords may not be taped down or covered by anything other than an appropriate conduit material.
- Solicitation by non-Marywood individuals or groups is not permitted in the residence halls. Marywood individuals who are interested in promoting or implementing an activity, etc., must have prior permission from the Director of Housing and Residence Life, or designee.
- Resident Assistants will hold meetings that are mandatory for all residents. Residents who miss these meetings without prior notification to their Resident Assistant may be assessed a fine.

Keys/ ID Cards

Residents in Bethany Hall, Emmanuel Hall, Immaculata Hall, McCarty Hall, Perpetual Help Hall, and the Woodlands may be issued a metal room key (and building key, when applicable). The resident is responsible for returning the key(s) upon check-out.

Residents in Loughran Hall, Madonna Hall, Regina Hall, and some of the Woodlands utilize their student ID cards and a personalized pin number to gain entry into their buildings and rooms. Immaculata Hall residents utilize their student ID cards for building entry.

Responsibility:

Both metal keys and student ID cards which are encoded for building and/or room access are considered to be keys. Keys may not be duplicated or be given to any other person than the resident of the room.

Lost keys:

Once a key is believed to be missing, it must be reported immediately. During normal business hours, M-F, 8:30am – 4:30pm, key changes can be reported to the Office of Housing and Residence Life at 570-348-6236. Outside of these hours, key changes can be reported to the Security/Safety Department at 570-348-6242. Once the key and

core changes begin, the appropriate fees will be applied and cannot be rescinded. Room keys will be billed a minimum of \$45. In the event of a lost building key, the student will be billed a minimum of \$45 per core plus \$2 per key. Please note: some buildings have more than one access point that would need new cores. Mailbox key replacements cost a minimum of \$35 per key.

Lockouts:

A resident who locks him/herself out of the bathroom needs to contact the Security/Safety Department at (570) 348-6242, to be let back in their rooms. Please note, Security/Safety Department Officers must respond to a number of campus issues. Therefore, the immediacy of their response time cannot be guaranteed.

Room Care

Residents are responsible for the care and upkeep of their individual rooms. Below are important things to keep in mind, in order to ensure that your room and the safety of you and your community are not compromised.

- **Room Decorating:** Personalizing your living space is an important part of making your room your home, but understand that you may not make any permanent alterations to the room (i.e. painting, removing furniture, etc.). Pictures, posters, and other materials may be hung but students are responsible for any damage that occurs, including if the damage occurs as a result of negligence. Similarly, decorations visible from the outside of the room (i.e. through windows) may not be lewd or offensive. **Alcohol, alcohol containers, and drug paraphernalia are not permitted and will be considered as support for an alcohol or drug policy violation occurring.**
- **Bathrooms:** Community bathrooms are cleaned by the housekeeping staff. All other bathrooms need to be thoroughly cleaned by students and will be inspected regularly by housekeeping staff.
- **Damage and Vandalism:** As a member of a community, residents share individual and collective responsibility. Residents are expected to notify the Residence Life Staff immediately if they encounter individuals damaging, stealing, and/or vandalizing residence facilities and properties. Students may be held accountable for damages which occur as a result of accidents, neglect, or intentionality.
 - Individual Billing: Each resident will be held accountable for damages, thefts, or vandalism for which they are personally responsible and will be billed accordingly.
 - Community Billing In the event that individual(s) do not take responsibility for damages, the repair/replacement costs, thefts, or vandalism on a specific floor will be prorated among all residents residing with access to the affected area(s). This amount will be billed to the students' University account.

Common areas include, but are not limited to: shared kitchens, television lounges, computer lounges, laundry rooms, study rooms, bathrooms, hallways, lobbies, and outside porches. **Note: Housing and Residence Life staff reserves the right to close all common areas due to vandalism, misuse, or reserved events without notice.**

Maintenance/Housekeeping

The Housekeeping Staff provides cleaning services in common areas (i.e. lounges, hallways, common bathrooms, etc.). The Maintenance Staff provides routine repairs to items as needed. Any maintenance and/or housekeeping requests can be submitted on line at <http://www.marywoodu.net/WorkReq/workreq.stm> Normal hours of operation for the Physical Plant Maintenance are 7:00am-4:30pm, Monday through Friday. The maintenance building is staffed for emergencies 24 hours/day and on all Holidays. If you need immediate assistance after hours please call the garage at (570)348-6218 option 9,(extension 2416 from a campus phone) or Security/Safety Department at (570) 348-6242.

Health, Safety, Room Entry, and Search

The University respects a resident student's right to privacy in his/her living area. In addition, each student is responsible for conducting himself/herself in accordance with University policies and regulations in order to support a strong community. As a result, it will be necessary at times for authorized University personnel to enter student rooms and conduct searches. In cases involving civil authorities, the requirements for lawful search must be followed.

Room Entry

The University reserves the right to enter students' living areas to respond to emergencies, to perform routine maintenance work, to maintain an environment that ensures the health, safety and welfare of all residents, and to enforce University policies and/or federal, state, and local laws and regulations.

Searches

With appropriate prior authorization from the Vice President for Student Life or designee, searches may be conducted:

- On students and their possessions while on University property;
- Within University housing, other campus structures, and their contents.

Potential reasons for authorized searches include, but are not limited to:

- Indication that University regulations and/or federal, state, local laws are being violated;
- Indication that danger to Marywood community members exists;
- Indication that a student cannot be located for an extended period of time.

General Information

Cable Television

Each residence hall room is wired to deliver basic cable television service. The cost of the cable programming is included in the comprehensive housing fee. Students should bring their own coaxial cable to connect their television.

Computer Connections

All University living areas are wired with Internet access capabilities. There are data jacks in all residence hall rooms on campus. Students need an Ethernet cord to complete the connection. If a student does not have his/her own computer, there is a 24-hour computer lab located in Loughran Hall with complete Internet access available for use.

e2Campus

E2Campus is a mass notification system that allows Marywood University staff to send time-sensitive messages to cell phones to inform the campus community of any emergency situations or if classes are cancelled due to serious weather conditions www.marywood.edu/e2campus.stm. It is free to use the e2Campus service, but standard text messaging fees will apply and vary by provider.

Mail

Students must check their Marywood University e-mail and Marywood University postal mail frequently. Important University information is distributed via e-mail and University mailboxes. Personal mail (such as letters, care packages, etc.) are also distributed through students' Marywood University mailboxes, so please be sure to check mail often.

To receive mail, the following address should be used:

Student Name
2300 Adams Avenue
MU BOX #####
Scranton, PA 18509

Students will be given a box number when they move into University Housing. This number should be entered in place of the “#####” symbols in the above mentioned address. Due to security risks, students who lose their mailbox keys should report this information to the Office of Housing and Residence Life, located in 205 Nazareth Hall during normal business hours or to the Security/Safety Department (570) 348-6242 at other times.

Telephones

Local telephone service is provided in vending and common areas of every residence facility.

Personal Safety

Safety and security starts with you. Historically, Marywood and the surrounding area has been a safe community. However, like any community, crimes can and do occur here. The University promotes campus safety and security in various ways such as by educating students about safety and security issues and by providing 24-hour Security/Safety Department staff on campus. In addition to the efforts of University staff, students must promote their own safety and the safety of others through their daily behavior. The following precautions are important and should be included in your daily routine.

In University Housing

- Lock your door, even if you are only going to the bathroom or to the room next door. Many residence hall thefts from unlocked rooms occur while the residents of the room are on the same floor, but step out for “just a minute.” It takes approximately eight seconds for someone to walk into an unattended room and remove something, such as a wallet, jewelry, cell phone, etc.
- Do not lend your room/apartment key, mailbox key, or ID card to anyone.
- If you lose your room/apartment key, report it to Residence Hall Staff or Security/Safety Department staff.
- Lock windows accessible from the outside, especially overnight.
- Strangers loitering in or around residence halls should be reported to the Security/Safety Department at 570-348-6242.
- Do not prop residence hall doors open—remove and report door props if you see them.
- If you receive annoying or obscene telephone calls, notify the Security/Safety Department and your Resident Assistant or Residence Director immediately.
- Never open your door to strangers. Repair persons carry proper identification.
- Escort any guests you may have in the building.
- Report unusual happenings to your Resident Assistant, Front Desk, or Security/Safety Department.
- In the event of an emergency, contact Security/Safety Department at 570-348-6242, and then inform your Resident Assistant.
- If you witness vandalism, report it to your Resident Assistant.

On Campus

1. When walking at night, use the best-lit route and attempt to travel in groups of two or more people.
2. If you are alone, call Security/Safety Department at 570-348-6242 to request an escort.
3. If you are a victim of a crime, notify the Security/Safety Department immediately. If necessary, use the emergency phones located throughout the campus.

Fire Safety

Building Evacuation Procedures

Know the location of all fire alarm pull stations and the fire safety equipment on the floor or in the building. Know the location of all exits throughout the building.

Upon Discovering Smoke or Flames

1. Go immediately to the nearest fire alarm pull station and activate the building alarm.
2. Vacate your room, close the door, and lock it, if time permits. (If you are in your room when the fire alarm sounds, check your door and doorknob to see if they are hot, if they are hot; do not attempt to leave your room. Keep your door closed. Hang something out of your window, call 911, and shout for help to attract attention).
3. Vacate the building as quickly and safely as possible by the nearest accessible exit. Keep fire doors closed. Do not use elevators. If you encounter smoke while exiting, keep as low to the floor as possible.

Upon Hearing the Fire Alarm Sound

1. Assume there is an actual fire somewhere in the building.
2. Promptly vacate the room, close the windows and door, and lock them, if time permits.
3. Vacate the building as quickly and safely as possible by the nearest accessible exit. Do not use elevators! If you encounter smoke while exiting, keep as low to the floor as possible.

After Vacating the Building

1. Leave the immediate area of the building.
2. Remain at least 200 ft. from the building at the designated meeting spot, until you receive further instructions from emergency personnel and staff members.

Fire Drills

Fire drills are conducted at least once per semester, in accordance with fire safety laws to familiarize occupants with the sounds of the fire alarm, the emergency exits, the procedure for evacuating the building, and to ensure fire alarm equipment is properly functioning. Failure to evacuate immediately during a fire drill will result in judicial/conduct action and possible fines.

Protect Yourself and Your Possessions

Defective or missing fire protection and safety equipment should be reported immediately to the building desk. Be alert. Your safety frequently depends on your own attitude and actions. Remember, do not panic!

Fire Safety

1. All residential buildings are equipped with up-to-date fire protection systems, which include heat and/or smoke detectors.
2. Fire extinguishers are designed to fight small fires. Please identify where they are located and what kind of fires they are designed to fight. Do not block access to fire extinguishers. Report all extinguishers that are missing or damaged, or that have been used. Do not empty fire extinguishers as a prank.
3. Fire doors prevent fire and smoke from spreading and provide a safe escape route. Keep fire doors closed at all times. Report any that are in need of repair or that have been propped open. Do not block access to fire doors.
4. Fire escapes are meant to provide an exit from fire. Know how to find them—even if it is dark and smoky. Keep them free of obstructions, such as plants, bicycles, and storage boxes, etc..

Pulling a false alarm:

- is a criminal offense,
- can lead to serious criminal charges and civil liabilities,
- causes building occupants to ignore genuine alarms,
- may lead to fatalities, and
- is a temptation resisted by mature people.

Do not pull an alarm or discharge a fire extinguisher unless necessary. Pulling or falsely activating a fire alarm is a serious safety hazard. The University reserves the right to sanction and/or charge anyone who intentionally sets off a fire alarm, without just cause. Additionally, misuse of fire equipment and/false alarms may result in judicial/conduct action and fines.

Sexual Misconduct

Sexual assault is an act of violence. It is the violation of a person's mind and body. In legal terms, sexual assault is forced sexual contact through physical force, the threat of force, intimidation, coercion, or the inability of the victim to give consent due to physical helplessness (mental disability, intoxication, etc.) of which the assailant was aware or should have been aware. Sexual assault could happen to anyone, female or male, adult or child. It occurs within all races, ethnic groups, religions, and socioeconomic classes.

It is important to understand that sex without mutual consent is rape, regardless of whether or not physical violence or weapons were involved. Understanding the meaning of consent is critically important.

- Consent is based on choice.
- Consent is active, not passive.
- Consent is possible only when there is equal power.
- Giving in because of fear or coercion is not consent.
- Giving in to something because of wanting to fit in, feeling bad, or being deceived, is not consent.
- In consent, parties must be equally free to act.
- In consent, parties must be fully conscious and have clearly communicated their intent.

Guided by Marywood University's mission statement, this Roman Catholic institution is committed to belief in God, the recognition of the dignity of each individual, and to the development of a supportive community. To support this mission, the institution depends on strict adherence to standards of conduct set by its members. Among these are standards regarding human sexuality, any expression of which must affirm the integrity and dignity of oneself and others.

Sexual misconduct in all forms violates the sanctity of the human body and spirit and will not be tolerated within our community. In addition, sexual assault is a crime punishable by both civil and criminal legal action, and is a serious violation of University policy.

Through the sexual assault protocol that follows, Marywood University seeks to provide a consistent, caring, and timely response when sexual assaults occur within the University community. These procedures were created to:

- Support the recovery of a sexual assault victim by providing prompt and compassionate support services.
- Create a campus environment that both expedites and encourages the prompt reporting of sexual assaults.
- Facilitate the apprehension of assailants when such crimes are committed, and the processing of cases through the campus judicial/conduct system.

To accomplish these goals, the following information is provided:

- Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary for the proof of criminal sexual assault, and to whom the alleged offense should be reported;
- Students' options to notify proper law enforcement authorities, including the on campus Security/Safety Department and local police, and the option to be assisted by campus authorities in notifying these authorities, if the student chooses to do so; and
- Existing counseling, mental health, or student services for victims of sexual assault, both on campus and in the community.

Procedures in this document for dealing with sexual assault are addressed to the victim. Any student, staff, or faculty member assisting a victim of sexual assault is encouraged to follow these procedures.

- Get to a safe place as soon as you can.
- For your own safety and well-being, seek immediate support, information, and medical assistance. Help can be accessed through a number of campus and community resources.

It's important to know that the following steps will help guard evidence vital for prosecuting, should you at any time decide to pursue that option. The decision to report to the police or to go to court is yours alone. Even if you do not want to report the incident now, and you do not have to, you may reconsider at a later point.

- Go to the hospital for medical assistance.
- Do not shower, bathe, or douche.
- Try not to urinate.
- If oral contact took place, do not smoke, eat, or brush your teeth.
- If you change clothes, place them in a paper bag (plastic destroys evidence), and bring them with you to your medical examination.
- The hospital will call a counselor from the local Women's Resource Center to support you and provide follow-up resources during the hospital visit.
- Take care of your own needs—talking with someone you trust or keeping a journal can help you work through your feelings. Contact one of the resource people listed on the next page to assist you with this process.
- Whether the assault was recent or in the past, you may be experiencing physical and/or emotionally confusing reactions. Contact the Counseling Center at 348-6245 for support and to explore issues related to rape trauma syndrome.

Reporting Sexual Assault

Reporting within the University:

To encourage reporting, Marywood University pursues a policy of offering victims of sexual misconduct the option of limited confidentiality or full confidentiality.

Limited Confidentiality is understood to mean that a victim can report a sexual assault to a Campus Security/Safety Department Authority (Residence Life Staff, Security/Safety Department, Student Activities Personnel, Student Organization Advisors) and request that no action be taken to hold the perpetrator accountable for an alleged sexual assault, after the victim has identified the perpetrator. The decision to pursue judicial/conduct action against the perpetrator by the Dean of Students Office using the victim's name will be determined by several factors, including, but not limited to the following: an established pattern of sexual assault by the perpetrator; the gravity of physical violence; and the victim's wishes. Students must understand that reporting via this option does not guarantee confidentiality. The Dean of Students will always consider abiding by the wishes of the victim, but may make the decision to pursue the perpetrator through the University's judicial/conduct system. A confidential Sexual Assault Report will be made for statistical purposes to be sure that all sexual assaults reported to the institution are documented. Names do not appear on the report.

Full Confidentiality is understood to mean that a victim can report a sexual assault to a counselor in the University's Counseling and Student Development Center and confidentiality will be maintained. If a victim of sexual assault desires that details of his/her incident be kept confidential, victims should speak with on-campus Counseling Center staff or off-campus rape crisis resources, who will maintain full confidentiality. Counseling Center staff members are available to help victims free of charge, and can be seen on an emergency basis. A confidential Sexual Assault Report will be made for statistical purposes to be sure that all sexual assaults reported to the institution are documented. Names do not appear on the report.

Reporting to the Police

If you decide to report an assault to the police, you can do so with the intent to prosecute, or you can make an anonymous report. To make a report with the police, you may contact the University’s Security/Safety Department or the Dean of Students Office to facilitate the police coming to campus. If you intend to prosecute, in addition to sharing details of the incident with the police, you will be asked to undergo a medical examination for the purpose of collecting evidence.

If you choose to report the sexual assault to the police, but do not wish to prosecute, or to have your name associated with the report, you can make an anonymous report. The police will record the date and time of the assault, the mode of operation of the assailant, and any description of the perpetrator you can give. If the victim knows the assailant’s name, it will be recorded. This report may influence the District Attorney’s decision whether to prosecute another case, if the assailant has been named in one or more separate complaints. Also, the police store the information, in the event that pattern crimes by the perpetrator are detected.

COMMUNITY RESOURCES

Emergency Rooms at Area Hospitals:

- Community Medical Center969-8121
- Mercy Hospital348-7951
- Moses Taylor Hospital340-2900

WOMEN'S RESOURCE CENTER HOTLINE346-4671(24 hours/day)

The Women’s Resource Center is a community organization staffed by trained rape crisis counselors who can provide support at the hospital during medical evaluation, as well as crisis counseling at the time of the assault.