



THOMAS MORE UNIVERSITY

DEPARTMENT OF STUDENT AFFAIRS

Residence Life Policies and Procedures

Introduction:

Residence Life at Thomas More University is a functional unit within the Department of Student Affairs. This addendum to the Saints Community Standards specifically addresses expectations of students within the residential living-learning community. The policies outlined in this section apply to any individual in the Residence Halls whether they are a resident or guest. All policies outlined in the Saints Community Standards supersede any policies outlined here.

Saints Community Standards:

Students are expected to conduct their behavior in the classroom, outside the classroom, and online in a manner that reflects the Community Commitments described in the TMC Saints Community Standards. The Standards identify five community commitments - individual worth, personal integrity, critical thinking, self-control, and community responsibility. The students of our community are expected to uphold and portray these characteristics in all aspects of their life while enrolled at Thomas More University. As a student at Thomas More University, you are expected to understand and know the policies and procedures as outlined in the Saints Community Standards, Sexual Misconduct Policy and the Catalog. Please visit <http://www.thomasmore.edu/studentlife/handbook.cfm> to learn about all the policies.

Safety & Security

Damage Fees

Residents are responsible for any damages made to the University facilities. Additional charges may be added to a student's account to pay for repairs or replacement of damaged properties. The Facilities and Maintenance Office will assess the cost of the repair/replacement of damaged properties as well as the cost of labor to determine the amount of the fine.

Lost keys

Students are required to inform the Department of Campus Safety if they have lost the key to their residence hall room or their mailbox. Students will be charged to replace the lost key and to re-key the residence hall room.


Fines for Lost Keys:

Room key	\$100
Mailbox key	\$50
Replacement Student ID	\$25

Fire Safety

In the event the Residence Hall fire alarm is activated, all students are expected to immediately exit the building and meet in the Saints Center. Students who choose to ignore the fire alarm and remain in the building are putting their lives and the lives of others in jeopardy. Students will incur a fine of \$100 and will be responsible for betraying the Community Commitment to Community Responsibility.

What to do in Case of Emergency: In the event of an emergency the University will notify the community through one or all of the following methods: University website, mass text and/or voicemail messages, emails, or social media. These notifications will include instructions as to how to proceed. Please update your contact information whenever it changes on MyTMC under Personal Information link. After registering you can

download the notification app to your smartphone. Look for  in Google play or the play store. It is important to be familiar with how to respond to various emergency situations. Please visit <http://www.thomasmore.edu/emergency/> and click on the Emergency Preparedness link for more information. In any event, every member of the campus is encouraged to use their best judgment to ensure their safety and the safety of others. Not every situation can be outlined, however, information for several possible emergency situations is provided. Lastly, please take a few moments to view the video that appears under the title “Active Shooter/Armed Hostile Person” to know how to respond in case of an incident on campus. Select the best course of action according to the situation in which you find yourself. Please Call 911 from an on-campus phone or your cell phone to report an emergency that needs immediate assistance from police and rescue personnel. The Campus Safety Office should also be contacted as soon as possible at 859-341-4867.

Severe Weather: With all decisions, announcements will be made through the University's Emergency Notification System (text and voicemail), an all campus email will be sent out, messages sent through the TMC University official social media outlets and announcements on local television stations. The TMC University Home page will be updated as soon as a decision is made or updates occur during the day. Review the Snow Policy http://www.thomasmore.edu/studentlife/snow_emergency.cfm. If sirens sound due to Severe Weather threat, please follow the instructions given by the Resident Assistants and Campus Safety. Again refer to the website above for specific locations for evacuations, or shelter locations.

Parking

Resident Students are expected to park in the Resident Student Lot. Students are expected to be in compliance with all Campus Safety Parking Guidelines. Students found to be non-compliant with parking policies will incur fines and may have their car towed or booted. Some common parking policies to remember include:

1. Students may not park in a handicapped parking space unless they have a displayed, valid handicapped parking tag that has been issued to them.
2. Students may not park in areas designated as a fire lane.
3. Students may not park in unloading/loading zone for longer than 15 minutes.
4. Residents may not park in spaces designated for Faculty/Staff, visitors, or commuter students.
5. Residents may not park on the grass or sidewalks.

Mail

Residents are assigned a mailbox each year. A key for that mailbox will be issued each year when the student checks into the residence halls and should be returned at check out. The Department of Students Affairs is not responsible for a student's lost or damaged mail. Students may pick up their mail (including packages) from the Saints Center. Students will be informed that they have received a package by receiving a package notification slip in their student mailbox. Students present this slip to Campus Safety between the hours of 8:00am – 4:30pm, Monday – Friday to retrieve their package. **The University is not responsible for providing students their packages over official University breaks/holidays, weekends, or outside of regular business hours. Students must change their billing address with off-campus businesses upon moving out of the residence halls and during the summer.** To change your address, fill out a change of address form at your local post office or online at www.usps.com. The Department of Students Affairs will not be responsible for forwarding student mail. As

students are not always able to access packages in a timely fashion, students should not utilize their campus mailbox to manage personal business ventures (Mary Kay, AdvoCare, etc.)

Guest policies/Sign in

Residents are expected to sign guests in and out of the residence halls at all times. Guests of the opposite sex may only visit during posted visitation hours. Overnight guests must be the same gender as the resident, over the age of 16, and must be with the resident at all times. Residents may not have overnight guests more than 4 times in any month. Residents are responsible for the actions of their guests and are expected to be with their guests at all times. Guests of the opposite sex in Marian, Howard, and Ackerman Residence Halls must use the guest bathroom located near the lobby area. Residents should discuss the frequency and expectations of guests with their roommates before they invite a guest to campus. In order to receive approval for an overnight guest, residents must fill out an overnight guest slip with their Resident Assistant while the RA is on duty at the desk. **(No overnight guests are approved after 11pm any night of the week)**

Access & Liability

Thomas More University is committed to providing a secure living environment. In order to help us achieve this goal, residents are expected to adhere to the following guidelines:

- No resident may give another individual their access card or room key
- Residents should secure their living areas – locking the door behind you when you leave (even for a short time) will help deter theft.
- Screens attached to exterior windows may not be removed.
- No one may enter a residence hall building through a window, fire exit, or by any means other than through the front door. No bags or items may be passed through the windows of a residence hall.
- **Any individual may be asked to verify their identity by a member of the Residence Life staff, Campus Safety officer or University official upon entering a University facility.**
- **If a campus official has reason to believe a student might be in possession of any restricted items, they may request to search bags or belongings. Any individual (resident or guest) who denies a request a search will not be permitted to bring those bags or belongings into the building.**

Residence Hall Living

Room Assignments

At the beginning of each academic year residents are assigned to a room in a respective residence hall. Room assignments are based upon living preferences and availability. Students may not change rooms until the designated room change period occurs (**typically two weeks into the semester**), and an approval has been made by Department of Student Affairs staff member.

Roommate Responsibilities

Sharing a room is an exciting part of the campus living experience. Roommates will make a residence hall room their home for the next 10 months. During the first week, it is helpful to discuss how to make the room work for both parties. Successful roommates communicate, compromise, and consider each other's feelings. Your RA can help you establish a roommate agreement.

Room Changes

Our halls are typically at capacity, so room changes are rarely granted and are always a last resort. When possible, room changes are granted on a first-come, first-serve basis and are based on availability at the time of the room change. Students should follow requirements posted in the residence halls outlining room change times and procedures. **Changing rooms without permission will result in a fine of at least \$50 on the student's account and/or a denial of relocation for the resident.**

To request a room change, residents must:

1. First contact their Resident Assistant.
 - a. The Resident Assistant will intervene in most cases to address any concerns.
2. If a resolution cannot be found, the RA will bring the issue to the Senior Resident Assistant of that building to begin the room change process in consultation with the Asst. Dean of Students.

Community Areas:

Community areas such as activity lounges, study lounges, laundry rooms, lobby areas...etc. are the responsibility of all of the residents. If these areas are damaged or if they are not kept clean and in order, usage of these spaces may be restricted. Significant damages that are not claimed may be charged to the entire building if the responsible party is not identified.

Prohibited Items

In an effort to establish a safe and respectful living-learning community, Thomas More University prohibits the following list of items in the residence halls:

1. Alcohol

- a. Alcohol of any kind, regardless of whether an individual is of legal drinking age, is not allowed in any residence hall on campus.

2. Weapons

- a. Are prohibited from campus and the residence hall community including but not limited to: Firearms, explosives, swords, pocket-knives with a blade longer than 5 inches, nerf guns, slingshots, BB (pellet or airsoft) guns, paintball guns, brass knuckles, tasers, whips

3. Pets

- a. The only pets allowed in the Residence Halls are fish. Fish must be kept in a tank smaller than 15 gallons. Residents may not have more than one fish tank per resident. Residents must inform their RA of their fish.
 - i. If a resident is found to be in possession of a pet, a \$100 fine will be assessed to each resident of the room.

4. Cooking Devices

- a. Students in Ackerman, Marian, and Howard Halls may not have a microwave in their room unless they rent a Microfridge from Open Space Concepts. These microfridges are the only options approved by the Department of Student Affairs.
 - i. Restricted items include: Griddles, Hot plates, Indoor/Outdoor Grills, Toaster Ovens.
(Students may bring a Toaster)

5. Extension Cords

- a. Any extension cords must contain their own internal circuit breaker. Power strips are recommended for students.
- b. Two-prong extension cords are prohibited
- c. Fines for possession of extension cords can include \$25 per cord found in a room.
- d. Cords will be confiscated and disposed of at the cost of the resident.

6. Paraphernalia

- a. Paraphernalia indicative of drug, tobacco, or alcohol use are prohibited. Items include but are not limited to: beer bongs/funnels, empty alcohol containers, hookahs, marijuana smoking devices (water bongs, bowls, rolling papers, filters, pipes. etc.), prescription pill bottles with scratched labels or names other than that of the resident's, and any paraphernalia indicative of the use of e-cigarettes.
- b. Fines and further judicial action may be assessed if a student is found in possession of paraphernalia. Students may be dismissed from the residence halls if found responsible for multiple offenses or if residents fail to comply with directives from University officials.

7. Candles/Incense/Open Flame/Heat Source

- a. Candles, incense and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all residence halls. No candles, including candles that have never been burned, are permitted in the residence halls. Candles, incense, and any item with an open flame or exposed heat source will be confiscated. Residents found in violation of this policy may be documented and face judicial sanctions.

Room Inspections/Searches:

Residence Life or Campus Safety officials may enter any residence hall room at any time for the purposes of addressing potential violations to the Saints Community Standards (including Residence Life Policies and Procedures), identifying health and/or safety hazards, or if there is reason to believe a person(s) may be in danger. During a room search, any containers or appliances (fridges, microwaves...etc.) will be searched. Residents are not required to be present for a search to occur. Only professional staff members in Residence Life or Campus Safety may conduct a search. Resident Assistants are not permitted to conduct a room search and may not inspect a room for health or safety hazards without a professional staff member present.

*Senior Resident Assistants may inspect a room for the purposes of assessing damages that are *In plain sight*.

Inappropriate Behaviors

In an effort to establish a safe and respectful living-learning community, Thomas More University prohibits the following behaviors, as well as any other behaviors that betray a community commitment, cause harm to people, property, or the integrity of the residence halls.

1. The use of athletic equipment in the residence halls.
2. Horseplay, climbing on the roof or buildings, being in restricted areas.
3. Fighting
4. Moving or removing lounge furniture or any University property.
5. Lofting or un-lofting residence hall beds, unbolting residence hall furniture from the floor or walls, leaving any furniture in the hallways or lounges.
6. Altering residence hall rooms (painting, removing or adding permanent affixations, removing doors)
7. Intentionally slamming residence hall room doors.
8. Handling or removing another student's belongings from the laundry facilities.
9. Propping of Residence Hall access doors (front doors, swipe card doors, fire doors)
 - a. The minimum fine for students found responsible for propping an access door is \$100

The use of disrespectful language towards, or failure to comply with, direction of a University official, including a Resident Assistant or Campus Safety staff may result in dismissal from the residence halls without the eligibility to receive a refund as well as additional judicial action.

Community Standards

Meals and Dining

Each Thomas More University resident student is required to purchase a residential meal plan. Some meal plan options are only available to upperclassmen.

Wi-Fi

Thomas More University provides wireless internet (Wi-Fi) for each of the Residence Halls. Students may not bring their own wireless routers, as they interfere with the strength and reliability of the signal for the entire building. Residents should refer to the computer usage policies in the Saints Community Standards for expectations related to appropriate behaviors online. The University also restricts some devices that broadcast a wireless signal as they often interfere with the Wi-Fi experience for all students. If there is not an option on the device to turn off the wireless signal (mode/function), the following electronics may not be permitted in the halls: Including but not limited to: Smart TVs, Roku, Wireless Printers, Chromecast, or similar devices to these.

Trash

Residents are expected to dispose of their room trash in one of the residence hall dumpsters. Placing trash in common area trash cans or in bathroom trash cans is not permitted.

Heating & Cooling

Privately owned air-conditioner units and space heaters are not allowed in the residence halls. Each residence hall has central heat and air that are on a system of heated and chilled water that cannot be switched back and forth quickly. Aramark Facilities Services, in conjunction with Residence Life evaluate long term weather patterns to determine when to switch the system to heat/air conditioning.

Several points throughout the year, Kentucky weather can cause heating/cooling complications. During the late fall and early spring when it is cooler at night and hotter during the day, it is very difficult to accommodate the myriad of resident preferences related to the temperature in the Residence Halls. The Aramark staff does the best job that they can to set the temperature at a place that keeps the halls comfortable. Our system takes around 48 hours to change from sending cool air to sending warm air, we cannot send both, and we cannot speed up that process. Patience in this process is appreciated. During these times, Residents may be asked to keep their windows closed to help balance out the air flow in the building and to keep moisture from entering the building (causing the humidity to increase and condensation to build up on furniture - which can cause mildew).

Appropriate Attire

While your residence hall room is your home, our residence hall buildings are also home to many different students and support staff. Because of this, it is important to always wear appropriate attire in the Residence Halls. Please do not wear athletic cleats inside.

Public Displays of Affection

Residents are expected to be conscious of the ways in which their public displays of affection may affect the resident community around them. Public displays of affection should be kept at a minimum and will be addressed if they are inappropriate or sexual in nature.

Cleanliness/Personal hygiene

Part of the upholding the Community Commitment to Individual Worth is remembering that your health is essential to your success at Thomas More. Students are expected to maintain good personal hygiene and to keep their living environments clean. During frequent health and safety inspections of the Residence Halls, students may be sanctioned and/or fined for living environments that have become unhealthy because a student has failed to clean up after themselves or report any health concerns.

Bed Bugs/Lice

A resident must promptly notify Residence Life of any known or suspected bug infestation. The resident must permit Aramark Facilities staff and residence Life staff to access the room at reasonable times to inspect for and/or treat bed bugs. The resident must cooperate and not interfere with inspections or treatments. Residence Life has the right to select licensed pest control professionals to treat the living area and building or adjacent living areas or buildings as necessary. The Resident is responsible for having resident's own personal property, furniture, clothing and possessions treated according to accepted treatment methods established by a licensed pest control firm that Residence Life approves at the time that Housing requests. If the Resident fails to follow these provisions, the Resident may be liable for damages, and Residence Life will have the right to terminate Resident's right of occupancy and exercise all rights and remedies under the Housing Contract.

Quiet/Courtesy Hours:

Residence Halls are under **Courtesy Hours** 24 hours a day – meaning any behavior or noise that is disruptive to student learning should cease upon request by another resident. Quiet Hours are in effect in the evenings only.

Quiet Hours: 10pm – 10am Sunday – Thursday
 12am – 10am Friday & Saturday

During quiet hours, no students may play amplified or excessively loud music or audio. No musical instruments may be played or practiced. Conversations and activities in lounges or lobbies should be kept at a low volume. 24 hour quiet hours are always placed in effect during the week leading up to final exams.

Roofs/Ledges

Students are not permitted on roofs or window ledges. Items are not to be placed on the outside of window ledges or hung outside the windows.