



COLLEGE OF
SAINT MARY

RESIDENCE LIFE HANDBOOK

2014-2015

OUR MISSION

College of Saint Mary Mission

Committed to the works, values and aspirations of the Sisters of Mercy, College of Saint Mary is a Catholic university dedicated to the education of women in an environment that calls forth potential and fosters leadership.

This mission inspires us to:

- Academic excellence, scholarship, and lifelong learning
- Regard for the dignity of each person
- Attention to the development of mind, body, and spirit
- Compassionate service to others

Residence Life Mission

In the tradition of the Sisters of Mercy, we aim to empower and develop women to become leaders and agents of change in the world. Our purpose is to create and provide student-centered, engaging, supportive and safe living environments where students can grow in independence to become respectful and responsible adults. The philosophy of Residence Life is to give residential students an opportunity to learn and grow in an environment that fosters academic, personal, emotional, spiritual, and community development.

Residence Life Learning Outcomes

The Department of Residence Life at College of Saint Mary is committed to helping its students achieve the following learning outcomes:

- Students will demonstrate personal responsibility and accountability by fulfilling their roles and responsibilities within the residential and campus communities.
- Students will grow in understanding of themselves and the world, recognizing how their personal identity relates to the community which will prepare them for their future within the global community.
- Students will appreciate the dignity of all persons and contribute positively to an inclusive environment that embraces diversity and differences.
- Students will exhibit interpersonal competence by communicating effectively with peers and staff members, managing conflict, and establishing mutually rewarding relationships.
- Students will explore their personal beliefs as related to faith and exercise their understanding of CSM values in their interactions with others.
- Students will show concern for others in their words and actions, engaging in their community and demonstrating respect and responsibility for all. Students will demonstrate an ability to think, trust, care, and advocate for themselves and others, while showing acceptance and respect for their peers.

RESIDENCE HALLS

Lozier Tower

Lozier Tower physically joins Gallagher and McAuley Halls. It is our traditional residence hall that houses approximately 200 women in rooms situated on four floors. The vast majority of rooms is double occupancy and furnished with two twin loft or bunk-able beds, two desks, two chairs, two-three drawer dressers, two closets, and vanity with sink, mirror, and shelving. Bathrooms are located on each floor. Lounges are also located on each floor, and the entire hall is wireless for your convenience. The first floor offers a prayer room for spiritual reflection. The ground floor lounge serves as a central gathering, recreational, or study area for students and is comfortably furnished with lounge furniture, study tables, and chairs. It also features two areas that have a television and Blu-ray player. This lounge also includes drink and snack vending machines as well as an ice machine. A kitchen is attached to this lounge with amenities including an oven, full refrigerator, deep freezer, sink, microwave, and plenty of counter space. Items such as cooking utensils, movies, and board games are available for checkout at the front desk. The ground floor features a kitchen, FREE laundry facilities, computer/printer area, and a private study room. Additionally, Lozier offers a game room located on the ground floor, this room includes super comfy furniture, a TV, and a 3-in-1 game table.

Madonna Hall

Madonna Hall is home to our Mothers Living & Learning Program. This program allows single mothers to live on campus with their children while attending college. In addition, when space allows, continuing third and fourth year residents may also choose to reside in this hall. Madonna Hall offers suite-style living that includes four bedrooms, one private bathroom, refrigerator, kitchen sink, and cabinets in every suite. Also, each floor has a community kitchen area with cabinets for each student, an oven, sink, deep freezer, and plenty of counter space. Attached to each kitchen area are a FREE laundry facility and a large lounge equipped with a flat-screen television, Blu-ray player, child-sized play structure, and dining room tables. Like most of campus, the entire hall is wireless for your convenience. The first floor of Madonna Hall offers a variety of features and spaces for students to utilize. A front desk is available with items such as cooking utensils, movies, and board games for checkout. The Living and Learning Center is located on the west wing of Madonna Hall and provides drink and snack vending machines as well as an ice machine. This room also has a printing station for students, a child-sized table and chairs, books, and puzzles for children. The East Wing of Madonna Hall houses the office of the Director of Residence Life, a reflection room for spiritual growth gatherings, and a variety of meeting and conference spaces, as well as a public restroom.

RESIDENCE LIFE POLICIES & REGULATIONS

Alcohol & Drugs

College of Saint Mary does not encourage consumption of alcoholic beverages, nor does it promote the use or abuse of them. The University adheres to the laws of the state of Nebraska and does not permit students under the age of 21 to possess or consume alcoholic beverages on campus. If you are a resident 21 years of age or older, you may have legal alcohol in your personal refrigerator for use according to the guidelines outlined:

1. Students 21 years of age or older may consume alcohol in their own residence hall room or the room of another resident who is 21 years of age or older, with no more than five individuals present.
2. Students 21 years of age or older may not possess or consume alcohol in the presence of minors (under 21).
3. Students 21 years of age or older are strictly forbidden from offering, providing, or selling alcohol to minors.
4. Consumption of alcohol and/or possession of open containers in public areas, including parking lots and residence hall lounges, are not permitted on campus. Exceptions will be made for events sponsored by the Student Senate, RHC, or others where the Director of Student Leadership & Organizations grants specific permission for the event. Provisions for compliance with the legal age, safety, security, and availability of food and alternative beverages will be considered in determining approval. For these events, students must obtain a third-party vendor, and there must be a separate section where only those students 21 years of age or older who wish to consume alcohol are allowed.
5. Kegs, beer balls, and all other common bulk alcohol containers are not permitted on campus.
6. Any student who becomes intoxicated or who, while under the influence of alcohol, acts in a manner detrimental to her own good name or the good name of the University, will be subject to disciplinary sanctions, including potential notification of parents and possible expulsion. This expectation exists regardless of the location of the behavior (on- or off-campus) or whether the student is participating in college-related or sponsored activities.

As it is stated in our mission, CSM calls us to pay attention to the development of mind, body, and spirit; therefore, CSM recognizes that the use of alcohol and drugs have potential health risks. There are numerous, serious health risks associated with the use of illicit drugs and alcohol. Substance abuse, when left untreated, may lead to damaged vital organs such as the liver, brain, and kidneys. Other problems normally associated with substance abuse include nausea, vomiting, loss of memory, slurred speech, blurred vision, and violent acts of aggression. These effects, more often than not, lead to poor academic performance, loss of jobs, arrests, arguments with family and friends, and serious accidents. Consequently, when appropriate, CSM will refer students to CAP (Counseling Assistance Program) for an evaluation. Students will be expected to follow through with the recommendations CAP may suggest.

If you are a resident under the age of 21 found to possess, consume, or be in the presence of alcohol, you will be asked by Residence Life staff to pour out all alcohol in the presence of the staff member. Additionally, the Residence Life staff will be required to document the situation.

If residents consume alcohol in the presence of their minor children, they must maintain the ability to care for them in accordance with all policies and guidelines as specified by CSM. Madonna Hall residents are not allowed to drink in their rooms while caring for children other than their own.

College of Saint Mary prohibits the unlawful possession, use, or distribution of illicit drugs by any student on University's property or as part of any of the University's activities on or off campus.

Any student in violation of our alcohol and drug policy will be referred to the judicial process outlined in the code of conduct section. Any student receiving academic scholarship or athletic scholarship will have notification given to the appropriate college officials of any alcohol or drug related incident.

Bathroom Cleaning

Residents living in Lozier Tower need to assist the custodial staff in keeping a safe and clean bathroom environment. If individuals or communities are found to be conducting behavior detrimental to the safety and cleanliness of a bathroom facility, they may be subject to the discipline process. Excessive bathroom messes may result in a fee assessed to all individuals in the community in which the violation occurred.

Residents living in Madonna Hall are responsible for cleaning their own bathroom facilities, just as they are responsible for their entire suite. Suitemates should work together to create a fair bathroom cleaning schedule so that everyone is working in cooperation. Suitemates should each plan to contribute to the cost of cleaning supplies.

Bicycles

For safety reasons, bicycles are not to be used in the residence halls; this includes children tricycles and bikes. Bicycles may be stored in residential rooms; however, bicycle racks are also available outside of each hall. No bicycles should be left in the hallways at any given time.

Break Housing

The residence halls will be CLOSED over Christmas break, beginning **Friday, December 12, 2014 at 5:00 PM** through **Wednesday, January 7, 2015 at 1:00PM**. The board plan ends at noon on the last day of exams and will resume starting with dinner the day before the first day of classes.

Note: Break housing does not include the period from **Friday, December 19, 2014 at noon, through Sunday, January 4, 2015 at 1:00PM** as college offices are closed and no residents may stay in the residence halls for security reasons during that time period. Please note that at this time students will not have any access to the residence halls, therefore should plan accordingly.

Students who request semester break housing by December 5th and stay on campus from December 12th to December 19th at noon will be charged \$25.00; students who stay on campus from January 4th at 1:00PM to January 7th will be charged \$25.00. Students who contract for semester break after the determined cutoff date may be denied break housing or may be assessed a \$10 per break late fee. Rooms for semester break may be available only on designated floors of the residence halls. **Break housing will only be available to fall residents who are registered and made semester financial arrangements for spring semester by Friday, December 5th.**

Students may remain in the residence halls for Labor Day, Fall Break, Thanksgiving, and Easter breaks if they sign up with their RA by the deadline and follow all break policies. Students who wish to remain in the hall for Spring Break must make a request that is subject to the approval of the Director of Residence Life; charges may apply for late requests. The residence halls will close at the end of the academic year on Friday, May 15, 2015 at 5 pm.

Madonna Hall residents with school age children must sign up for break housing in December and January if needed. If the resident provides documentation that the child is in school during this time, the fee will be waived for those dates. Requests outside of those dates will be charged. Madonna Hall residents, who need to stay past closing in May because their children are still in school, will be required to fill out a summer contract and pay per day, as long as documentation is also present. If documentation is not present, they will be charged for the week of summer housing while their child has school.

Check-In

Upon arrival at the beginning of the year, you are required to check in at your assigned residence hall. Residence Life staff will be available to answer questions and provide pertinent information. Also, if you are changing rooms at any time throughout the year, you are required to check-in with a Residence Life staff member.

Please refer to page 17 for appropriate Check-In Procedures.

Check-Out

Whether you are leaving Residence Life or changing rooms, you must check-out of your current room with your Resident Advisor or an available Residence Life staff member. The Resident Advisor will inventory your room to assess damage and cleanliness and collect your keys. Residents need to return their room to its original condition. All personal property must be removed by the resident. The Department of Residence Life and College of Saint Mary are not responsible for the removal of items left in the room. Personal property left in a room will become the property of College of Saint Mary after 48 hours unless previous arrangements were made. All incurred expenses will be the responsibility of the resident.

If you do not check-out properly or on time, you may be charged an improper check-out fee of \$40.00. At the end of a semester, you must vacate the hall within 24 hours after your last final exam or by the closing time if you have finals on the last day.

If you are leaving Residence Life, you must inform the Director of Residence Life. Failure to follow the established check-out procedures may result in an improper check-out fee of \$40.00.

Please refer to page 17 for appropriate Check-Out Procedures.

Common Area Damage

Residents may be held responsible for common area damages that occur in hallways, stairwells, lounges, entrances, etc. Residence Life staff will assess and determine any fines and responsibility for those fines. It is the responsibility of the residents of a community to watch over and make sure no one is causing damage to the community's surroundings. If someone is seen damaging the physical environment in a community, it is up to the individual(s) of that community to report it to a Residence Life or Safety and Security staff member immediately. Every effort will be made to identify specific individuals and groups responsible for common area damages. When specific individuals are not identified, the cost of repair or replacement may be divided equally among the floor or hall residents. Charges will be added to your student account.

Common Area Obstructions and Recreation

For safety reasons all common areas should remain clear of obstructions. Obstructions consist of, but are not limited to, boxes, trash, furniture, or any other item, playing any kind of ball sport, hacky sack, roller blades/skates, hockey, water guns or balloons, bikes, and any other activity other than walking.

Common Area Usage

Common areas such as hallways, lounges, and lobbies are for the express use of residents and their guests. Sleeping overnight in common areas is prohibited. Students are responsible for maintaining a clean environment while using the common areas, which includes not abandoning personal belongings in the area. Items left unattended may be discarded.

Communication

Your primary source of information and updates from Residence Life will be through your CSM email. You are responsible for checking your email on a regular basis and responding in a timely manner.

Community Conflicts

The Residence Life staff believes in the value of learning to live in a community. This challenges you to work with others to develop respect, tolerance, and consideration for one another.

When residents are unable to resolve conflicts, a Residence Life staff member will serve as a mediator. They will provide opportunities for students to share concerns with each other and help develop a strategy for managing the conflict. The Bill of Rights and Student Code of Conduct will serve as tools in resolving this conflict.

Room assignment changes will not happen until a meeting is held and reasonable attempts from all parties to resolve the situation are made. Residence Hall Staff will reassign rooms if changes are necessary. Please note there is a fee for room changes and the cost is \$25. If a student moves to a single room the fees still apply.

Decorations & Furnishings

Lozier rooms are equipped with the following items: beds, closets with shelves, window blinds, dressers, telephone hookup, internet hookup, desk and desk chair, and a cable television hookup. Rooms in Madonna Hall are equipped with the following items: one bed for each student, one desk and desk chair for each student, one wardrobe per room, an apartment size refrigerator, and a cable television hookup.

No University furniture may be taken from lounges or common areas and moved into private rooms for personal use or into other lounges, common areas, or hallways. Fines will be assessed for students who are found with University furniture in their private rooms.

Furniture in private rooms may not be removed unless special permission is granted from the Director of Residence Life. This includes moving private room furniture into the hallways, lobbies, common areas, etc. Storage is VERY limited for residence hall room furniture outside of a resident's room.

Painters tape (blue or green) may be used for wall hangings. Nails, push pins, and tape are not permitted. Only white sticky-tack is permitted. Charges for repainting a room with damaged walls will be assessed to the room's residents.

There will be no personal items placed directly on the residence hall room doors, either inside or on the hallway side. This includes, but is not limited to: marker boards, pictures, and holiday decorations. Your room's exterior bulletin board should be utilized for all personal items that you wish to display. Painters tape and/or sticky-tack should be used on the door frames and walls.

Students are not permitted to paint their rooms.

Door Locks

Residence Hall entrances are secured by an access card system. Stairwell entrances to Madonna Hall are also secured by an access card system. Suite rooms in Madonna hall are locked with a code which is given only to Madonna Hall resident students and staff and is not to be shared with anyone. Any student who compromises the security of the other MLL mothers and children by sharing the door code is subject to a fine and further discipline. Madonna Hall residents' keys will unlock their suite door but not the bedroom doors within the suite.

Residents must understand and accept that they and their community members are the most responsible parties where building and room access is concerned. Residents are advised to never prop open the facility doors to ensure the safety of all residents and keep the room door locked at all times. College of Saint Mary is not responsible for money or personal belongings taken from residence hall rooms, cars, laundry rooms, or other community areas.

Electrical Appliances

Only UL (Underwriter's Laboratory) appliances are permitted in the residence halls. Due to fire prevention guidelines and ventilation restrictions, the following items are **prohibited** from the use in individual rooms:

- Any cooking appliance with exposed burners
- Heating surfaces including hotplates (even with a flat surface)
- Toaster ovens
- Lamps with halogen bulbs
- Space heaters/ heater fans
- Refrigerators over three feet (6.0 cubic feet)
- Microwaves over 700 watts

If any of these appliances are found in a resident's room, they will be confiscated.

All appliances must be unplugged during designated breaks when rooms are unoccupied. Residence Life staff will check each room during those times, and Residence Life reserves the right to unplug any items that have been left plugged in. Improper check-out fees of \$40.00 will be assessed if appliances are not unplugged.

Explosives, Firearms, & Weapons

Explosives, firearms, and weapons of any kind are prohibited on College of Saint Mary property or at University-sponsored events. All faculty members, staff, students, and all other persons are prohibited from carrying a weapon of any kind, including concealed handguns, onto College of Saint Mary property or into any College of Saint Mary facility.

A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Code of Conduct. Further, CSM may contact the appropriate law enforcement agency if it learns that a student has violated or is violating the policy. The student may also be subject to arrest.

If a student believes that a fellow student intends to or has brought a weapon or a concealed handgun onto the premise, she should alert the Safety and Security Team or Student Development Team.

Fire Hazards

Due to the risk of fire, anything with an open flame, as well as flammable materials (incense, candles, potpourri pots, etc.), is prohibited in the residence halls. Any decorative candles in a student's room must have an unburned or removed wick. Students may have candle warmers. In case of power failure, emergency lights will activate, and the Residence Life staff will have flashlights for assisting residents.

Fire Safety Equipment

All halls are equipped with fire extinguishers, pull alarms, and sprinkler systems; individual rooms also have smoke detectors. This equipment is never to be tampered with or misused; both campus and law policy responses will be utilized in cases of intentional or reckless misuse of fire safety equipment. Flying projectiles are not allowed in any of the residence halls as they could damage sprinkler heads.

Note: Sprinkler heads are designed to flood the area and/or entire buildings in the event of a real fire and are very sensitive! At no time should you touch or use these heads for any purpose – including hanging anything from the sprinkler. There is significant risk of considerable damage to property, yours and others, should the system be triggered. Financial responsibility for damage will be assessed in such cases.

Harassment

Harassing behavior, including written, verbal, and/ or physical behaviors, will not be tolerated in the residence halls. Harassing behaviors include, but are not limited to, any action that is considered to be threatening, abusive, and/ or intimidating. Any student found to be in violation of this policy will be subject to disciplinary action.

Health & Safety Inspections

College of Saint Mary Residence Life staff will conduct Health and Safety Inspections regularly to ensure the well-being of the whole community. CSM staff will conduct Health and Safety Inspections at least two times per year. Residence Life staff will post reminder notices and send informational emails stating the time frame in which the inspections will be conducted. Rooms must be kept clean and in reasonable order to ensure safe movement in the room, easy exit from the room, and to prevent insects, etc. from gaining access.

Immunizations

Due to health regulations, all students must show proof of two Measles, Mumps, Rubella (MMR) immunizations to attend classes and live in the residence halls. Documentation is required and must be provided to the Student Development Office by the first day of classes.

In keeping with the recommendation of the Centers for Disease Control, residents are highly encouraged to also have the Meningococcal Vaccine for Meningitis.

Lock-Outs, Access Cards, & Lost Keys/Access Cards

If you are inadvertently locked out of your room, contact your Resident Advisor or a Residence Life staff member on duty. Every resident will be given one free lock-out occurrence each semester. All other lock-outs will result in a \$10 charge per occurrence, unless the lock-out resulted from maintenance personnel or other CSM responsible incidents.

If a student finds herself locked out of the residence hall, she can use the phone in the vestibule of each residence hall to call the front desk or the RA on duty. It is the student's responsibility to find an RA if locked out.

Madonna Hall access cards also work in Lozier so they have access to the front desk, visiting the Lozier Hall Director's office, and the ground floor lounge. Madonna Hall students who are in Lozier must remain in the first floor or ground floor lounge. If they are a guest of a Lozier resident, they must be escorted at all times and follow all visitation procedures including checking in with an ID. Madonna Hall residents are not allowed to be in a hallway nor in a Lozier resident's room unescorted.

Lozier Tower residents' access cards work in Madonna Hall, giving them access to the front desk, visiting the DRL office, Madonna Prayer Room, and Madonna conference spaces. Lozier Tower students may be guests of a Madonna Hall resident but must be signed in as any other guest would in the Madonna hall.

All keys and access cards have been inspected before given out. Please contact a Residence Life staff member immediately if your access card or key is damaged, bent, or broken. Charges will be assessed for replacement access cards and keys.

Room keys and/or access cards are NEVER to be given to anyone else other than the assigned resident.

Pets

Due to health and safety issues, only fish are allowed in the residence halls. Electric tanks, however, are not allowed.

Posting of Information

CSM posting policies can be found on MyCSM. Residence Life staff are the ones to post information in the residence halls. If you have information to share with everyone, you must obtain permission from the Director of Residence Life or Lozier Hall Director. Residence Life staff reserves the right to deny permission to post items if they are not appropriate or do not apply to all. Anything posted without permission will be taken down. Students are encouraged to share resources and relevant information with one another. Again, postings are at the discretion of the Director of Residence Life or Lozier Hall Director and must be posted in appropriate places with approved materials.

Quiet Hours

Quiet hours are from 10:00PM to 10:00AM in Lozier. For Madonna Hall, quiet hours are from 8:00PM to 8:00AM. During final exam weeks, quiet is expected 24 hours a day. All residents are expected to be quiet in lobbies, common areas, hallways, and in rooms during those hours.

Quiet is defined as no louder than the tone of a conversation between two people; it means that noise from a residence hall room cannot be heard outside of your closed door, or from surrounding rooms, this also includes

children being loud outside of their rooms. Quiet also applies to noise levels in public hallways and lounges adjacent to resident rooms.

Courtesy hours are 24 hours a day.

Courtesy is defined as no louder than two or three doors down when the door is open and with approval of all neighbors. Students are encouraged to communicate with their neighbors directly if they have concerns.

Required Residence Policy

See page 16 for information on the Required Residence Policy.

Room Assignments

Room assignments are made for all applicants without discrimination on the basis of race, creed, color, or national origin. Assignments for new students are made on the basis of date of receipt of the application and deposit to Residence Life. Students who would like to room together must both indicate this request on the housing application or contact the Director of Residence Life in writing. Otherwise, they will be assigned roommates based on the information submitted on the housing application. All attempts will be made to honor roommate requests if the applications are received by May 1, 2015. While every effort will be made to honor student preferences for residence hall assignment and roommate choice, final determination is made by the University. CSM reserves the right to change a student's room assignment at any time.

Single room requests will be honored according to a priority system which first gives preference to students by grade classification (Senior, Junior) and then by date of fully processed contract with deposit paid. Students who have requested a double room and lose their roommate may be asked to move to another room or accept a new roommate. Otherwise, they will be charged the single rate for their room from the date the roommate moved out.

The University reserves the right to reassign rooms on its own initiative, with or without the consent of the involved residents. While we try to honor specific building and room requests, we are not able to do so in all cases. The sole responsibility for assignment of rooms of termination of their occupancy rests with the University.

Room Changes

Room freezes are for the first two weeks of the fall and spring semester to accommodate all new residents and assess the occupancy of the hall. No room changes will be allowed during this time. If after this time, you would like to request a room change, please follow the procedure as outlined on page 21)

Room Entry, Privacy, & Security

While College of Saint Mary holds student privacy in high regard, we reserve the right to inspect any student room at any time for the purposes of health, safety, maintenance, improvements, recovery or protection of University property, and the deterrence or detection of conduct which is contrary to law or University policies, rules or regulations (as described in the Student Code of Conduct (see page 29)).

Room Selection

Assignments for returning students are made through the spring room selection process. For more information on this process, see page 21.

Solicitation

Door-to-door solicitation in the residence halls is prohibited unless it is promoting an on-campus event, RHC, or floor activity. To promote such an event, prior authorization must be received from the Director of Student Leadership and Organizations.

A table in the Lozier Tower first floor lounge can be reserved with the permission of the Director of Residence Life, in consultation with the Director of Student Leadership and Organizations.

Summer Housing

Any spring semester resident has the option of living in the Lozier Residence Hall or Madonna Residence Hall over the summer for an additional cost. The summer fee schedule will be made available in February, and summer housing contracts will be available near the end of the spring semester. Contact the Director of Residence Life for more information on any of the summer options. Any students staying for the summer session may be required to move to another room or building for the summer. In Lozier, for safety and security all residents reside on one floor for the summer. Students may also be required to take classes during the summer to be eligible for summer housing. Students graduating in May, can reside only until the end of July for summer housing. Residents must also be in good standing with the University financially, academically, and judicially. Note: During the summer, there is no meal plan offered.

Tobacco-Free Campus

As a women's University, College of Saint Mary has a special responsibility to lead efforts in recognizing and addressing smoking as a significant issue affecting women's health. CSM also has a responsibility to its employees and students to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard. In addition to causing direct health hazards, smoking contributes to institutional costs in other ways, including fire damage, cleaning/maintenance costs, and costs associated with student and employee absenteeism, health care, and medical insurance. Consequently, **SMOKING IS PROHIBITED IN ALL CAMPUS BUILDINGS AND ANYWHERE ON CAMPUS PROPERTY.** College of Saint Mary will pursue avenues to provide free, accessible tobacco cessation treatment on campus –and will publicize the availability of such resources. College of Saint Mary asks its faculty, staff, and student leaders to become advocates for the above policy to ensure a safe and healthy environment for all who study, work, or visit the campus.

Visitation

All guests (male or female) are to be checked in at your residence hall front desk. After 7:00PM a photo ID is required for guests when checking in at your residence hall front desk. Every guest must be escorted by the resident host at all times. A resident may have no more than four individuals as guests at any given time.

Visitation hours are as follows:

Sunday - Thursday

10:00AM to 12:00AM

Friday - Saturday

10:00AM to 3:00AM

A female may spend the night, as long as the resident informs her RA of her overnight guest. A female who is a romantic partner of a resident cannot spend the night with the resident. If a female guest stays for more than 3 consecutive nights, the Director of Residence Life must approve the stay; if approved, the guest will be asked to sign a guest housing agreement and pay our standard \$25.00 per night charge. One guest cannot be an overnight guest for more than 5 nights per semester even if it is with different residents.

Madonna Hall residents who are in Lozier must remain in the first floor or ground floor lounge. If they are a guest of a Lozier resident, they must be escorted at all times and follow all visitation procedures, including checking in with an ID after 10pm. Madonna Hall residents are not allowed to be in a hallway or in a Lozier resident's room unescorted.

Lozier residents who are in Madonna Hall must remain in the first floor lounge or common spaces. If they are a guest of a Madonna Hall resident, they must be escorted at all times and follow all visitation procedures, including checking in with an ID after 10pm. Lozier residents are not allowed to be on the 2nd through 4th floors of Madonna hall unescorted.

Children (5 and under) are not allowed to spend the night in Lozier without permission from the Director of Residence Life. Children must leave Lozier by quiet hours each night, unless permission is obtained by the DRL.

ADDITIONAL RESIDENCE LIFE POLICIES & REGULATIONS (MADONNA HALL)

Babysitting/ Sharing Child Care

Being a part of the MLL community provides the opportunity to share child care and babysitting for one another. However, there are some boundaries that experience has taught us are in the best interest of children and the community.

When setting up care for your child, you must provide the following information to the person who agrees to care for your child: a phone number where you can be reached, an approximate time you will return, and an idea of where you are going. If old enough, your child(ren) should know who is going to be taking care of them.

You may only agree to be responsible for a total of 4 children, including your own, at any time. No more than two of those children can be 2 years of age and younger. This restriction applies at all times and locations – dining hall, common areas, computer lab, personal rooms, during the day and night.

If the children are sleeping:

- you must be in the suite where the child is sleeping
- you must remain awake yourself
- the room with the child should have a propped door so the resident has access to the child in case of emergency

Bike & Stroller Storage

MLL families may not store children's bikes or strollers under the stairwell on the south side of the ground floor of Madonna hall. Items left in this space will be removed by Residence Life staff. Residents will have 48 hours to claim removed items. Any unclaimed items will be discarded or donated at the discretion of the DRL. Residents who consistently leave items in common area kitchens are subject to fines and/or other disciplinary actions.

Children

Children must be in their rooms, with their parent, or with an adult in a common area maintaining an appropriate level of noise before 8:00AM, after 8:00PM, and all other designated quiet hours. The hallways are not considered a play space and should not be used as one. Children in the hallways must be accompanied by an adult at all times.

Child Unattended

All children must be under close adult supervision at all times. No child is allowed to be unattended; this includes in Madonna Hall, on campus, and in the dining hall.

Children are not allowed to be unsupervised in the bathrooms, hallways, community room, and other places on campus. Residents will be held accountable if their children are not appropriately supervised. Violation may result in termination of Resident Contract.

Common Areas

All Madonna Hall residents will sign a Common Area Agreement that specifies all of the expectations and responsibilities for the common areas. Failure to adhere to these will result in the loss or restricted privileges to the common areas for you and your child(ren).

Madonna hall residents are expected to clean and maintain organization of the common areas. Any toys/supplies used by the residents or their children should be cleaned and put away in their proper location before leaving the common area. Any personal items brought to the common areas should be removed when the resident leaves the common area. No personal items may be left unattended in the common areas. **Adults must be present and supervising children whenever they are in the common areas.**

Community Days

MLL Community Days takes place over one week and provides MLL residents an opportunity to develop new friendships while sharing in a common experience. Community Days is a requirement for all new students to MLL and an expectation for all returning MLL students. Returning residents who are unable to attend Community Days are not permitted to move on campus until August 17, 2014. Returning MLL residents who move in on August 9, 2014 are expected to attend the specified minimum requirement of Community Days events, including the off-campus retreat. Those residents who do not attend the specified minimum requirement of events are subject to a fine. Schedules will be provided to returning residents, along with the specified minimum requirements, two weeks in advance of community days. Residents are responsible for keeping contact information updated and regularly checking mail and CSM email for such notices.

New hall residents with school age children may live on campus before August 17th if the children start school on or before this date. Residents must provide documentation that the child is in school during this time.

Cubby Keys

All Madonna Hall residents will be assigned one cubby key for the common area kitchen on their floor. If a resident loses the cubby key, she needs to let staff know, and she will be charged for the replacement of the old cubby key.

Hallways

Hallways are considered commons area in the residence halls. Consequently, for the safety of all residents, hallways may not be used as play areas at any time. For fire safety code regulations, no toys are to be left in the hallways; this includes, but is not limited to, bikes, strollers, car seats, balls, games, etc. All items left in the hallways are subject to removal. At absolutely no time should there ever be trash in the hallways. It is to be kept in the room or taken straight to the dumpsters. It is not the responsibility of custodial staff to take care of personal trash. No trash belongs in community areas; it should go from the room to the dumpsters.

Immunizations

Due to health regulations, all students must show proof of two Measles, Mumps, Rubella (MMR) immunizations to attend classes and live in the residence halls.

Children in the MLL program must also be immunized. Residents must have the required immunizations for their children and submit documentation to the Director of Residence Life before move-in. Immunizations must be kept up to date and submitted for each child each semester.

In keeping with the recommendation of the Centers for Disease Control, residents are highly encouraged to also have the Meningococcal Vaccine for Meningitis.

Inappropriate Language

The Mothers Living & Learning Program has a ZERO tolerance policy for cussing, inappropriate, foul, or abusive language in the MLL community. This includes language emanating from individual rooms, hallways, and all other MLL community locations as well as on campus. Any instances of inappropriate language will result in disciplinary action.

Kitchen Areas

The kitchens are shared by all residents. Consequently, all dishes, cooking supplies, and food are to remain in cubbies when not in use. Students are assigned only one cubby; anything that is placed in other cupboards is placed there at your own risk. Residence life is not responsible if unsecured items are taken or used by other residents. The countertops are not storage areas. This includes food items, such as boxes of cereal and personal electric appliances.

Some electric appliances have been provided by the University and are available for check-out at the Madonna Hall front desk. Items will be removed from each kitchen if they are left dirty, unattended while cooking, or misused. Residents may lose the privilege to check-out items if they are not returned in their original, clean condition.

Dishes are to be cleaned and put away when you are finished with them. If things need to soak you must remain in the kitchen while your items are soaking. If you do not remain in the kitchen and dishes are found in the sink with no one present, they are subject to being thrown away. If things need to dry, take them to your room.

The freezers are also community areas; all items must have a name and date in freezers. Please limit the amount of things you store in them; enough food for 2-3 days only please. You are responsible for removing your out-of-date food.

You are responsible for your messes, so please clean up after yourself. This includes wiping down counters, sweeping the floor, and wiping up spills.

Make sure that a cover is on any cups or food containers that are taken out of the kitchens. Adults should be carrying items that can spill and stain the carpet or the walls.

Furniture in the common areas should remain as clean as possible, and we ask that beverages and food not be consumed on the furniture.

Any items left unattended in kitchen spaces may be removed by Residence Life staff. Residents have three business days from the date their item is removed to retrieve the item from the Director of Residence Life. Any unclaimed items will be discarded or donated at the discretion of the DRL. Residents who consistently leave items in common area kitchens are subject to fines and/or other disciplinary actions.

Laundry Rooms

You are allowed a 3 hour laundry period per week. This time is for both washing and drying. There will be a 10 minute grace period for everyone. This grace period will allow the next person to use the machines even if the previous person still has their laundry in the machines. If the previous person has not removed their laundry, the next person has permission to remove their laundry and start their own. The laundry should be placed on the table in each room or in that person's basket.

Clothes may not be left in the laundry room to air dry. They must be taken to your room. Clothes that are left in the area will be removed and an RA will have to be contacted to retrieve them. After 24 hours, they may be disposed of or donated to a local organization.

Please use appropriate amounts of soap and water, and do not overload the washer and dryers. Only High Efficiency (HE) laundry detergent and softener are to be used. Other softeners and detergents may damage the machines.

Mandatory Meetings

As a resident in the Mothers Living & Learning Community, it is an expectation that you attend all hall and floor meetings. Residents will be notified of hall and floor meetings a minimum of one week in advance through hall postings and/or CSM emails. If you are unable to attend a meeting, you must notify the Director of Residence Life in writing within 48 hours of the scheduled meeting. Residents are expected to be on time to all mandatory hall and floor meetings. Residents who do not attend mandatory meetings or who arrive more than 10 minutes after the meeting has started are subject to disciplinary actions.

Quiet Hours

For Madonna Hall, quiet hours are from 8:00PM to 8:00AM. During final exam weeks, quiet is expected 24 hours a day. All residents are expected to be quiet in lobbies, common areas, hallways, and in rooms during those hours.

Quiet is defined as no louder than the tone of a conversation between two people; it means that noise from a residence hall room cannot be heard outside of your closed door, or from surrounding rooms, this also includes

children being loud outside of their rooms. Quiet also applies to noise levels in public hallways and lounges adjacent to resident rooms.

Courtesy hours are 24 hours a day.

Courtesy is defined as no louder than two or three doors down when the door is open and with approval of all neighbors. Students are encouraged to communicate with their neighbors directly if they have concerns.

Suitemates

Madonna Hall does not offer single suites; students should expect to have a suitemate.

Room Care

Personal rooms are to be kept reasonably clean and organized to ensure a healthy, safe environment in which to raise children, provide safe movement in the room, easy exit from the room, and to prevent insects and other “critters” from gaining access or taking up residence. To this end, no excessive trash, laundry, clutter, or other belongings will be tolerated. As a parent, you are expected to be a role model for your children and provide a clean and safe living environment. As a member of this community, you affect not only other parents but their children with whom you share this space. Failure to maintain your room may result in disciplinary action.

REQUIRED RESIDENCE POLICY

Required Residence Policy

The Required Residence Policy is as follows:

- A. All first or second-year, full-time, undergraduate students under the age of 21 are required to live in the residence halls.
- B. Students receiving room and board as part of a scholarship or grant are required to live in the residence halls. Should a student receiving room and board scholarships or grants choose to live off campus, she will forfeit the scholarship or grant dollars that fund room and board.
- C. Full-time, undergraduate students have first priority for all on-campus housing.
- D. Students who are over the age of 39 prior to August 1st of the contract year may not reside in the residence halls.
- E. All students living in the residence halls must participate in CSM's full board plan.
- F. Students in the Mother's Living & Learning Program must also meet the following requirements:
 - a. New MLL residents are required to attend Community Days and must make arrangements for childcare during these days.
 - b. New MLL residents are required to enroll in and pass IDS160: The Successful Single Mother.
 - c. MLL residents may have up to two children under the age of 10; all children must be over 6 weeks old by move-in.
 - d. MLL residents must submit immunization records for all children prior to move-in.

Exceptions/ exemptions to this policy will only be made in the following cases:

- A. The student is married or has dependents.
- B. The student has achieved junior status (60+ credit hours). This does not include first or second year students who have transferred in college credit from high school.
- C. The student is over 21 years of age.
- D. The student is living at home with parents within a 40-mile radius of College of Saint Mary.

Students who meet one of the above exemptions wishing to receive an exception/ exemption from this policy must submit the Required Residence Exception/ Exemption Form and receive approval from the Director of Residence Life at least one month before classes begin each semester.

First or second-year students who do not meet any of the above exemptions and want to request an exception from the Required Residence Policy must complete the Required Residence Exception/ Exemption Form, attach a typed letter of explanation, and return both items to the Director of Residence Life by July 15th for requests for the upcoming fall semester and by December 1st for requests for the upcoming spring semester.

RESIDENCE LIFE PROCEDURES

Check-In

The resident must complete and return to her Resident Advisor (RA):

- Housing Contract
- Emergency Information Form
- Room Condition Report (RCR)
- Missing Person Form
- Student Code of Conduct

It is especially important that the room condition report be completed as it details the condition of the room and the property in it prior to occupancy.

Check-Out

To complete a proper check-out, the resident must make an appointment with her RA or a Residence Life staff member. At that time, Residence Life staff will:

- Document any damages that occurred during occupancy.
- Gather all residence hall keys: a \$40 charge will be assessed for each missing key and a \$15 charge for each missing access card.
- Fill out a change of address form for the resident.

Failure to complete a proper check-out will result in a \$40 charge for administrative costs resulting from improper check-out. Residence Life has the right to assess charges based on the room's condition, the information on the room condition report, and whether or not the resident checked out properly.

Emergencies

Call 9-911 for urgent emergencies such as fire, crimes in progress, or ambulance assistance. Do not lose important time in reporting such occurrences when individuals' lives could be in danger.

For other emergencies, please contact a Resident Advisor, a Hall Director, College Staff member, or Security. In any emergency situation always contact the Hall Director and your Resident Advisor even if you have already contacted others who have taken care of the situation.

Residence Life staff should be notified of any medical emergency and pre-existing life threatening condition. Staff can call for an emergency vehicle, but they cannot transport residents or guests to the hospital.

Fire Evacuation Plan

IF A FIRE ALARM SOUNDS, THE OMAHA CITY FIRE DEPARTMENT AND SAFETY AND SECURITY WILL RESPOND TO THE AFFECTED BUILDING. EVERY BUILDING ON CAMPUS INCLUDING THE RESIDENCE HALLS ARE CONNECTED DIRECTLY TO SAFETY AND SECURITY BY ELECTRONIC MONITORING. IF YOU NOTICE A FIRE IN YOUR BUILDING YOU SHOULD STILL CONTACT BOTH THE SAFETY AND SECURITY DEPARTMENT AND 911 FOR OMAHA CITY FIRE.

When a fire or other evacuation alarm sounds, every person must follow these procedures:

- Take your keys and CSM ID with you, if you have time.
- Carefully and calmly exit via the closet fire exit route.
- **DO NOT USE THE ELEVATORS.**
- Check each door for heat or hazard prior to opening. If your door feels hot or the exit path is hazardous, remain in the building.
- If there is a designated fire exit through your window, use it.
- Leave the room door closed.

- Stay low to the floor and cover your mouth with a wet cloth to make breathing easier in smoky conditions.
- If you notice that individuals cannot negotiate the exit, move them laterally away from any obvious danger to a safe place.
- Person with disabilities, such as those who cannot walk or must be assisted down the stairs, may elect to remain in the building until emergency personnel arrive.
- Report the status and location of anyone remaining in the building to campus responders (Safety and Security) and public officials (Police, Fire). Repeat this message often.

Stay together at a safe distance (100 yards, upwind) from the building until Campus Safety and Security indicates you can return to the building.

In The Event of a Fire:

If you notice a fire: Alert others in the immediate area and activate the nearest fire alarm on your way out of the building.

- Call 911 and state that you wish to report a fire. (You do not need to dial 9 first) State your name, building name, street address (7000 Mercy Road), street intersection (72nd Street and Mercy Road), office number, location of fire, extent of fire, and your telephone number. Then call Safety and Security by dialing “1” on campus phones or on your cell phone at 402-670-8848.
- Do not fight a fire if you have not been trained or are unsure about what type of fire extinguisher to use. Most portable extinguishers are appropriate for only small contained fires, such as a fire in a wastebasket.
- Remember to never fight a spreading or growing fire and never block your escape.
- Close doors to help prevent the fire from spreading.
- Advise emergency personnel about the size and location of the fire.
- Do not re-enter a building that is on fire.
- Advise emergency personnel if you know that someone is in the building.

The Alarm May Not Sound Continuously:

- If by some chance the alarm stops, continue the evacuation and warn others who may attempt to enter the building after the alarm stops.
- Leave the building and move at least 100 yards up wind away, leaving the driveways and walkways open for arriving police and fire equipment.
- DO NOT enter the building until given the all-clear from the Fire Department.
- Someone familiar with the situation and who knows the area involved should meet the fire department. Someone with keys, which may be needed to allow firefighters access to affected areas, should make him/herself available upon arrival of the fire department.
- Notify firefighters on the scene if you suspect someone may be trapped inside the building.

Evacuation Procedures

The evacuation procedures shall be as follows:

- Never Ignore a Fire Alarm!
- It shall be the responsibility of every person to immediately leave campus buildings whenever the fire alarm is activated or a fire emergency exists.
- All students, faculty, and staff are required to leave the building and remain outside until the emergency is over. No one shall restrict or impede the evacuation.
- Feel the door from top to bottom
 - If hot, Stay calm and do not open door, see tips below for if you are trapped.
 - If door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present. If clear, exit via nearest stairwell. Stay low if smoke conditions exist.
- If you encounter heavy smoke in stairwell, go back and use an alternate route.
- Never use an Elevator during a fire.
- Once outside of building go directly to a safe assembly point

- Lozier 1st Floor Residents:
Exit out the front door and go to the hill located by Mercy Villa.
- Lozier Ground, 2nd, and 3rd floor Residents:
Evacuate your floor utilizing the stairwells closest to your room and out the emergency exit doors. (Do not use the elevator). Walk around to the front of the building to the hill located by Mercy Villa.
- Madonna Hall Residents:
Evacuate your floor utilizing the stairwells closest to you room and out the emergency exit doors. (Do not use the elevator). Walk around to the front of the building to the Madonna hall parking lot.
- 100 yards, upwind away from the building
- Keep away from power lines, poles, gas lines

If You Are Trapped

- Stay calm. There are many things you can do to protect yourself.
- If possible, go to a room with an outside window and use a flash light or light to get people's attention.
- Close the door between you and the fire. Stuff the cracks around the door with towels, rags, or bedding and cover vents to keep the smoke out of the room.
- Use your cell phone or a land line to call the fire department and tell them exactly where you are. Do this even if you can see fire trucks on the street below.
- Wait at window and signal for help with a flashlight, if you have one, or by waving a sheet or other light-colored cloth.
- Be patient. Rescuing all the occupants of a residence hall can take some time.

Do Not Jump from the Room - Any rescue attempts will be made by the Fire Department.

If You Are On Fire:

- **Stop, Drop, and Roll** - If your clothes catch on fire, Stop, Drop, and Roll, wherever you are. Rolling smothers the fire.



Using a Fire Extinguisher

If a slight fire seems controllable, instantly contact the Omaha Fire Department and Safety and Security Department at CSM. Never try to fight even a small fire until the alarm system has been activated, evacuation has begun, and the fire department has been called. Then only if you have been trained, promptly direct the charge of the fire extinguisher toward the base of the flame. Ideally you should have one person make the emergency phone calls while the trained person uses the fire extinguisher. When using an extinguisher, always have a clear escape route at your back. If the fire doesn't die down immediately or starts to spread, leave at once.

Multi-purpose ABC fire extinguishers are located throughout all the university buildings and residence halls for use by trained persons on most types of small fires.

When using a fire extinguisher use the P.A.S.S. method:

- P** - Pull the pin.
- A** - Aim.
- S** - Squeeze the trigger.
- S** - Sweep the fire.

From a safe location (Assembly point) call 911 and be prepared to give:

- Building Name
- Floor
- Room Number
- Type of Incident

Responding to Residence Hall Fire

Safety and Security staff will respond and perform the following steps when responding to fire alarms in a Residence Hall:

- Safety and Security Officer (s) will proceed to the fire alarm panel and determine where the alarm originated.
- Safety and Security Officer (s) will then proceed to the area of origin to determine if there is a fire or what set off the alarm. If at any time, a real fire is suspected or confirmed, Campus Safety and security will again call 911 and make sure everyone has finished evacuating the building.
- If there is no apparent cause or the cause of the alarm is contained, Safety and Security Officer (s) will notify Residence Life Staff appropriately. Safety and Security Officer (s) will then reset the fire alarm panel and silence the alarm

Residence Life Staff will respond and perform the following steps when responding to a fire alarm in a Residence Hall:

- During an alarm or actual fire emergency, staff will carry out agreed-upon protocols, knocking on doors to awaken sleeping residents. But they will never putting themselves in danger.
- CSM Students still in a room are required to vacate immediately.
- CSM Students who refuse to vacate the room or who are found to be hiding somewhere in the room, will be held accountable for their actions and sanctioned accordingly by the appropriate CSM Judicial Hearing (at a later date).
- CSM Students should not wait for Residence Life Staff or Safety and Security to come to their room. Each resident is expected to provide for their own safety.
- At no time are Residence Life Staff allowed to place themselves at risk. Staff members are required to vacate a building immediately if their own safety is in jeopardy.
- Once procedures have been completed, exit the building and direct residents 100 yards, upwind away from the building and continue crowd control.

After the "All Clear" signal is given by either the Fire Department or Safety and Security, allow CSM Students to enter the hall. This signal must come from a member of the fire department or the hall director.

In the event of a residence hall fire, an academic building will be opened by Safety and Security personnel to provide shelter until the building is either deemed safe to re-enter or temporary living arrangements can be made.

Fire Watches

Whenever it is brought to the attention of Safety and Security or Residence Life Staff that the fire alarm or sprinkler system is inoperable or has been placed out of service, a fire watch shall be established.

- Responsible personnel (safety and security department) shall be assigned to the fire watch.
- The entire building shall be toured at least twice during each hour of the fire watch.

- A log sheet will be completed by the officer assigned to fire watch.
- The fire watch shall be maintained at all times that the building is occupied until the fire protection system is repaired.

Lock-Out/ Lost Keys

Please refer to the policy on page 9 for more information on lock-outs or lost keys.

Maintenance

If any item in your room is in need of repair, you must first notify your Resident Advisor, who will then contact maintenance about your repair.

In an **emergency**, contact your Resident Advisor, the Director of Residence Life, or call Safety & Security by dialing “1” from a campus phone or dial 402-670-8848. If you contact Safety & Security, make sure you identify yourself clearly, state the problem, and leave your name for follow-up.

Release from Contract (Broken Contract)

CSM residents who vacate their residence space after occupancy commences within the first week of classes will be charged a \$500.00 contract breakage penalty. Board charges are refunded on a prorated basis at the end of the week which occupancy ends. These percentages are contained in the CSM Drop/Add Policy, which is available in the CSM Express center. Any cancelations after November 1st of the fall semester or March 1st of the spring semester will not receive the prorated room and board refund. The room and board refund amount are determined by the date the resident checked out of the residence hall; the resident must turn in all keys and properly check out with Residence Life staff before she will receive a refund (if any). Contracts that are terminated for judicial issues will have the same refund procedures. Residents are also charged for any damages to the room. A resident, who would like to terminate her year-long contract for the spring semester, must do so in writing no later than November 21, 2014. Any terminated contract after this date will be charged a \$500.00 contract breakage penalty.

Room Changes

If a resident would like to request a room change during a semester, she must submit a room change form to the Director of Residence Life (Madonna Hall) or the Lozier Hall Director. The forms will be available after classes begin. The Director of Residence Life and the Lozier Hall Director will review this request and meet with all involved parties. If the room change request is granted, there is a \$25.00 room change fee required prior to any move during the semester. The Director of Residence Life will only consider room change requests made **AFTER** the first 2 weeks of the semester. Depending on other circumstances, the request of the resident may not be granted, even if the room is available.

A resident wishing to move for the upcoming semester must submit a Room Change Form to the Director of Residence Life (Madonna Hall) or the Lozier Hall Director. However, the decision of the new space will be decided after classes begin in the spring and the move will be after the two week freeze.

Room Selection

Room selection is held in the spring semester for the following fall. Residents who plan to return to the hall place their names into the room draw process by completing a Residence Life contract and registering for fall classes by the posted deadline. Residents are then allowed to select a room by using a lottery system determined by the Director of Residence Life.

Tornado Warning Plan

A Tornado Warning means that a tornado has been sighted or indicated by weather radar in the general area. **Action taken in case of TORNADO WARNING AT CSM:** When the alert is given (typically a siren or by CSM Text Alert) everyone will leave the area they are in and go directly to their designated area of shelter. Do not go outside! Listen to the Weather Radio for updates, which can be found in every designated shelter area on campus. Once the National Weather Service allows the warning to expire, you are free to leave your designated

area of shelter. Be sure that you are alert and looking in your immediate area for debris, glass, or downed power lines.

Designated Shelter Areas

- Hill-Macaluso Hall -Evacuate to the ground floor and/or CSM tunnel system
- Walsh Hall-Evacuate to the ground floor north hallway and/or CSM tunnel system
- Hixson-Lied Commons-if safe to do so, evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system. If it is not safe, remain in the HLC and go into the women's or men's restroom. Stay away from windows!
- Madonna Hall-Evacuate to CSM tunnel system
- Lied Fitness Center-Evacuate to the lowest level hallway. Use both the restrooms and locker rooms as needed.
- Mercy Hall- if safe to do so evacuate through the North doors and enter Walsh Hall. Once inside of Walsh hall enter the tunnel system or remain in the ground floor. If it is not safe remain in Mercy Hall and evacuate to the basement landing which is located on the north side of the building. Stay away from windows!
- Lozier Hall-Evacuate to CSM tunnel system or ground floor hallway. Stay out of the rooms on the East side of the hallway.
- Spellman Child Development Center-evacuate to the kitchen, teachers bathrooms, breast feeding room, and staff LRC Room based on classroom

Weather Radio Locations

- Hill-Macaluso Hall -Ground floor near break room and or tunnel
- Walsh Hall-Tunnel near the storage rooms
- Hixson-Lied Commons-Library staff lunch room, and Achievement Center
- Lozier Tower-Ground Floor, McAuley, near computer center
- Madonna Hall-Tunnel
- Lied Fitness Center-Ground floor near coaches locker room
- Mercy Hall-Basement landing in north stairwell, mounted to the step
- Spellman Child Development Center-kitchen storage area

If you are in a structure off of Campus:

- Go to a pre-designated shelter area such as a safe room, basement, storm cellar, or the lowest level of a building.
- If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors and outside.
- Put as many walls as possible between you and the outside.
- Get under a sturdy table and use your arms to protect your head and neck.
- Do not open windows.

If you are outside without shelter:

- Lie flat in a nearby ditch or depression and cover your head with your hands. Do not get under an overpass or bridge because these structures can intensify the wind.
- Never try to outrun a tornado in a car or truck if you are in urban or congested areas. Instead, leave the vehicle immediately for safe shelter.
- Watch out for flying debris. Flying debris from tornadoes causes the most fatalities and injuries.

RESIDENCE LIFE INFORMATION

Cable Television

For residents who choose to bring a television to campus, each room is equipped with a television cable hook-up; basic service is included in your room and board fee. Televisions with cable access are also provided in common areas.

Computer/ Printing Labs

There is a computer lab on the ground level of Lozier Tower for student use at any time. There is also a printer in the lab; however, students must provide their own paper.

Madonna Hall offers a printer which is located on the first floor in the Living and Learning Center.

Food and drink may not be consumed in campus computer labs.

Custodial

Each student is responsible for cleaning her own room. A vacuum, broom, and mop are available at the Lozier Front Desk and Madonna Front Desk for residents to check out and use. CSM maintenance staff clean the public hallways, bathrooms, and student lounges; however, students should always pick up after themselves (and their children) in all public or shared areas. Students should keep them free of personal items that may be in the way of other residents.

Densil and Elaine Christiansen Family Prayer Room

This room is located on the main level of Lozier Tower and is open 24 hours for Lozier or Madonna Hall students to use for their spiritual well-being. It may be reserved for spiritual group meetings through the Director of Residence Life or Lozier Hall Director. The room is a sacred space, and we expect that all students and guests will respect its use for that purpose at all times.

Front Desks

The Lozier Residence Hall desk is located inside the Lozier Tower lobby area, which connects Gallagher Hall and McAuley Hall. The Madonna Hall front desk is located just inside the lobby area of Madonna Hall. Work-study students are responsible for monitoring entrances/exits from the residence hall, greeting visitors, checking out residence hall equipment, transferring phone calls, and answering any questions to the best of their ability. Students needing to contact staff after normal business hours may first call this information desk for assistance. Incoming telephone calls to individual students will be forwarded from the Front Desk to the student's room. A student's direct phone number and room number will not be given to callers. **The telephone number at the Lozier Tower Front Desk is (402) 399-2494 and Madonna Hall Front Desk is (402) 399-2448.**

Guest Rooms

Guest rooms are offered (on a limited, space-available basis) for a charge of \$25 per room (limit of two guests per room) for female family members visiting residential students. For further information, call the Director of Residence Life at (402) 399-2674. Please make requests for guest rooms at least 5 business days in advance.

Hall Council

Every residence hall student in Lozier and Madonna is automatically a member of the Residence Hall Council (RHC). The executive board for the following year is elected at the end of the previous academic year (May). In late August/early September, RHC will hold elections for floor liaisons. The board plays a leadership role in planning events for all members and discussing and evaluating quality of life improvements for the residence halls.

Ice

An Ice machine is located on the ground level of Lozier Tower and in the Living and Learning Center (LLC) on the first floor in Madonna Hall.

Internet Access

For residents who choose to bring a computer to campus, each residence room is equipped with at least one live jack for connectivity to the Internet as well as coverage via wireless networking technologies. The Institutional Technology department does not provide hardware support for personal computers. The IT staff will monitor student use to protect the campus system from overload, viruses, and spy ware that can result from inappropriate use in accordance to the Student Acceptable Use Policy. In clear cases of misuse, your computing privileges may be revoked and/or considered a violation of the Student Code of Conduct (see page 29).

Kitchens

The Lozier Residence Hall has a small kitchen on ground floor, near Gallagher. The kitchen has an oven, microwave, toaster, coffee pot, deep freeze and refrigerator available for use. You are free to check out utensils, pots, and pans at the Lozier Tower Front Desk and electric pots and pans at the Madonna Hall Front Desk.

The Madonna Hall has a common area with a kitchen space on each floor. The kitchen space has a dishwasher, oven, and large freezer available for residents use. Residents must keep all of their dishes and food in their assigned cubbies. Items left on the sink, tables, or counters will be disposed of.

In all kitchens, the user is responsible for cleaning the entire area when you are finished. Food should be kept in marked containers in the refrigerator and freezer and disposed of in a timely manner. Anything left dirty may be thrown away and fines and/or other disciplinary response may occur.

Laundry

Laundry services are provided at no additional expense to residents. Residents must remove clothes from the laundry room when the cycle is finished. Clothes may not be left in the laundry room to air dry. Unattended clothes may/will be removed and disposed of after 24 hours.

Madonna Prayer Room

This room is located on the ground level of Madonna Hall and is open 24 hours for Madonna or Lozier Hall students. The room is a sacred space, and we expect that all students and guests will respect its use for that purpose at all times.

Public Bathrooms

In Lozier Tower, the public restroom is located on the main level, just before entering Gallagher Hall. The public restroom in Madonna Hall is located on the east wing of the first floor. In keeping with our guest/visitation policy, male guests must be escorted to use public restrooms located in each building. Female guests of any resident may use the community bathrooms in any building in addition to the public restrooms but must still be escorted to and from these bathrooms.

Smoke Alarms

Smoke alarms are installed in every residence room. Check regularly to ensure that you have working batteries, a cover that is free of obstruction, and that nothing is touching the alarm. If you have a problem with your smoke alarm, please contact your Resident Advisor or a Residence Life staff member.

Trash/ Recycling

Students are responsible for emptying their own trash into the University dumpsters outside. All trash must be sealed (knot & twist-tied) in a plastic bag prior to disposal. The outside trash bins are located at the back entrance to the Lozier Residence Halls (east side of the building) and near the Maintenance garages on the west side of campus. There is one dumpster for garbage and one dumpster for comingled recycling (excluding glass). Students should be sure to observe which dumpster they are using in regards to recycling and garbage. The comingled recycling dumpster has a yellow lid, while the dumpster for garbage has a black lid. Recycling bins for paper products are located on each floor of the Residence Halls. Only approved recycling items can be put in recycling bins.

At NO time should trash be left in the hallway or put in the restrooms. All diapers must be taken out to the dumpster; they are not to be thrown into any public trashcan, laundry rooms, or common spaces.

Telephones

A phone jack is located in each room of Lozier Tower for the student's telephone. Internal campus calls and local area phone calls can be made at no charge. A student must dial "9" for all calls except internal campus calls. Phone numbers are assigned to each room and remain with the room. All long-distance calls are the individual student's responsibility.

There are no phone jacks in Madonna Hall suites.

Vending Machines

Snack and soda machines are located on Ground Floor in Lozier Tower. In addition, there is a vending area in the Living and Learning Center on first floor in Madonna Hall.

CAMPUS SERVICES

Counseling Assistance Program

24-hour telephone numbers

(402) 398-5566

Toll free: (888) 847-4975

www.alegentcreighton.com/cap

Location: 7710 Mercy Road, Professional Center Bergan 2, Suite 303 (Alegent Creighton Health Bergan Mercy Campus)

Today, students are trying to balance different aspects of life and may experience academic, personal and family pressures. CSM partners with Alegent Creighton Health through CAP to provide FREE confidential counseling services to full-time students when problems arise.

Catholic Mass

Daily mass is offered at 12:05PM Monday-Friday in the chapel. On Sundays, it is offered at 7:30PM. Please check MyCSM for information about any deviation from this regular schedule when classes are not in session.

Christina's Place

Christina's place is located in Hixson-Lied Commons. Hours of operation are as follows:

Monday – Thursday	7:30AM – 9:00PM
Friday	7:30AM – 2:00PM
Saturday	7:30AM – 1:00PM
Sunday	2:00PM – 9:00PM

Dining Services

College of Saint Mary's dining service, Chartwells, provides dining services to students. Breakfast, lunch, and dinner are served weekdays, and brunch and lunch are prepared on the weekends. Hours of operation are as follows:

Weekdays - Monday through Friday

Continental/Hot Breakfast	6:30AM – 9:00PM
Lunch	11:30AM – 1:00PM
Dinner	5:00PM – 7:00PM

Saturday

Continental	9:00AM – 11:00AM
Brunch	11:00AM – 1:00PM
Dinner	5:00 PM – 7:00 PM

Sunday

Continental	9:00AM – 11:00AM
Brunch	11:00AM – 1:00PM
Dinner	5:00PM – 7:00 PM

Fitness Center

The Lied Fitness Center houses an indoor walking track, weight room, indoor pool, multi-purpose room, and locker rooms. Equipment is also available for check-out. Check at the Lied Fitness Center for the most updated hours of operation.

Library

The library is located in Hixson-Lied Commons and is home to many different resources for your use. For more information, <http://www.csm.edu/student-life/library>.

Mail Delivery

At the beginning of each academic year, each resident will be assigned a mailbox by the Front Desk of Lozier or the front desk of Madonna Hall. All mail should be addressed to:

Resident Name (no nicknames, please)
7000 Mercy Road
Omaha, NE 68106 - 2377

Mail will usually be put in mailboxes mid-afternoon Monday-Friday. The University does not receive mail on Saturdays. When sending mail through campus mail or U.S. mail, your name should be included as part of the return address on each postal item; note that you should NOT use your residence hall room number. Stamps are available for purchase in the CSM Campus Store. If you have any issues or questions about your mailbox, please contact the Director of Residence Life.

Medical Assistance Program

The Medical Assistance Program (MAP) is through Alegent Creighton Occupational Health Services located at Bergan Mercy Medical Building One, 7710 Mercy Road, Suite 124.

Phone: (402) 398-6581

An occupational health provider is available to see you from 7:00AM to 4:30PM from Monday through Friday for student illness evaluations. Call the above number to make an appointment. The Bergan Clinic can accept cash, check, or credit/debit card. The fee to see a provider is \$40.00. For x-rays or additional testing, additional fees will be required.

MyCSM

Every student at CSM has a MyCSM account, which includes an email account, for the purpose of communication with and conducting business with the University.

Parking

All residents, like all students, can park on campus without charge. It is mandatory that all vehicles used on campus be identified with a CSM parking sticker; these are available in the Campus Information Center at no charge. Ample parking is available at both the front and rear doors to Lozier Residence Hall and the front and side doors to Madonna Hall.

Safety & Security

The mission of Safety & Security is to provide the highest level of safety and security for students, faculty, staff and visitors. This is accomplished by regular patrols of the campus, enforcement of CSM policies, ensuring all facilities are safe and properly secured, investigation of any crimes occurring on campus and the continuous assessment of our safety and security needs and programs. They provide coverage 365 days a year, 24 hours a day, regarding all safety and security issues.

To contact Safety & Security, dial "1" from any campus phone or (402) 670-8848 from any phone. They are also reachable through email at csmsecurity@csm.edu.

RESIDENT'S BILL OF RIGHTS

Your enjoyment of life in CSM's residence hall will depend, to a large extent, on the thoughtful consideration that you demonstrate for other residents. You have the right to:

1. Read and study free from undue interference in your own room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. Sleep without undue disturbance from noise, guests of other residents, children of other residents, etc.
3. Expect other hall residents to respect one another's personal belongings.
4. Live in a clean environment free from illegal substances.
5. Access to your own room and community facilities without pressure from another hall resident.
6. Privacy.
7. Host guests with the expectation that your guests are to respect the rights of the other hall residents and all University and hall policies.
8. Live in an environment without the fear of intimidation, physical harm, and emotional harm from students, faculty, or staff; this includes physical contact, gossiping, etc.
9. Expect reasonable cooperation in the use of "community-shared" facilities and appliances (bathrooms, kitchens, refrigerator, microwave, etc.).
10. A commitment to honor agreed upon payment procedures.
11. Be free from peer pressure or ridicule regarding the choice to abstain from or participate in the legal and responsible use of alcohol.

STUDENT CODE OF CONDUCT

A student enrolled at College of Saint Mary assumes an obligation to conduct herself in a manner compatible with the University's function as an educational institution. Misconduct, for which students are subject to discipline ranging from verbal reprimand to expulsion and referral for prosecution, includes, but is not limited to, the following:

1. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities including its public service functions or of other authorized activities on University premises
2. Abuse of any person on University-owned or University-controlled property, or at University sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person, including self
3. Intentionally harassing any person in such a way as to interfere with that person's personal, emotional, or academic pursuits; creating a hostile, abusive, coercive, or intimidating environment; and/or slander or defaming another's character; this includes online/digital communication
4. Intentionally and substantially interfering with others' freedom of expression
5. Disorderly conduct or lewd, indecent, or obscene conduct or expressions on University-owned or controlled property or at University-sponsored or supervised functions
6. Conduct which adversely affects the student's suitability as a member of the academic community;
7. Dishonesty, such as cheating, plagiarism or knowingly furnishing false academic information (see also, Policy for Academic Honesty); this includes furnishing false information to any University official, faculty member, or office
8. Unauthorized accessing, destruction of, or interference with computer programs, computer databases, computer files, or computerized information stored in University computer systems
9. Forgery, alteration, or misuse of University documents, records, or identification
10. Theft or unauthorized possession of, or damage to property of the University or of a member of the University community or campus visitor
11. Unauthorized entry or use of University facilities or unauthorized possession or duplication of University keys, access cards, and codes
12. Use, possession, or distribution of marijuana, narcotics or dangerous drugs; use, possession, verbal or written threat of weapons or explosives of any kind
13. Violation of rules governing residence in University-owned or controlled property
14. Violation of University policies, or of campus regulations including, but not limited to the provisions of this handbook; other University publications; and residence hall rules and regulations
15. Failure to comply with directions of University officials acting in the performance of their duties
16. Hazing, which is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person
17. Illegal or unauthorized possession of firearms, explosives, or other weapons, on University premises
18. Violation of any federal, state or local law
19. Manipulation of the Disciplinary Review Process, including but not limited to:
 - Failure to comply with the notice from a University official to appear for a meeting or a hearing as part of the Disciplinary Review Process
 - Falsification, distortion, or misrepresentation of any information during the Disciplinary Review Process
 - Disruption or interference with the orderly conduct of a Disciplinary Review proceeding
 - Attempting to discourage an individual's proper participation in, our use of, the Disciplinary Review Process System
 - Attempting to influence the impartiality of a member of the review, prior to, and/or during the course of the Disciplinary Review proceeding
 - Harassment (verbal, physical, or written) and/or intimidation to any student or professional prior to, during and/or after the Disciplinary Review proceeding
 - Failure to comply with the sanction(s) imposed under the Disciplinary Review System

Addendum for Madonna Hall residents:

20. Conduct unbecoming positive adult/child relations, including verbal, physical or emotional assault, abuse or neglect including threats
21. Disruption of teaching, researching, administration or other University activities by failure to control children's noise or activities on University premises.
22. All children must be under close adult supervision at all times; no child is allowed to be unattended. This includes in Madonna Hall, on campus and in the dining hall.

A student of College of Saint Mary must abide by this code of conduct, as well as the following sets of policies and agreements: student handbook, academic catalog, residence hall contract, community agreement, and Federal, state and local laws. Any student engaging in any manner of conduct prohibited under these guidelines shall be subject to one or more of the following sanctions, as well as others that may be deemed appropriate at the College's discretion: warning, fines, financial restitution, community service, mandatory counseling or participation in an appropriate treatment program or testing service, research and/or reflection, reprimand, disciplinary probation, disciplinary removal from College residence halls, disciplinary suspension, disciplinary expulsion, referral for prosecution, or any other appropriate sanction.

Parents may be notified if it is anticipated that a student infraction may result in disciplinary probation, removal, suspension and/or expulsion, if the student is: (1) age 18 or younger, and/or (2) financially dependent on her parent(s) (as defined by the Federal government for income tax purposes), or (3) when the student is in violation of law or policy governing the use of alcohol or drugs, if the student is under 21.

When a student is suspected of being involved in an infraction, she will be expected to participate in its resolution. The nature of the infraction and the student's situation will help determine whether the opportunity for discussion of responsibility will occur in an administrative hearing or mediation with a staff member designated by the Vice President for Student Development.

Appeal Process

A student has the right to appeal a judicial decision; to do so; she must prepare and hand-deliver a written appeal to the Vice President for Student Development within five working days. Pending the response to the appeal, the student's status as a student will remain unaltered except in cases where there are reasons relating to the emotional or physical welfare of the student or of others, or reasons involving the safety of persons or property.

The student may appeal only on the following grounds:

1. Procedural due process;
2. Absence of sufficient evidence to support the decision;
3. Submission of new evidence.

Note that concern as to the severity of the sanction is not considered an acceptable reason to appeal. Appeal letters must be complete enough so that a personal appearance will not be necessary. A letter which merely lists the grounds of appeal, without description of the merits or concern for the individual case at hand is not sufficient. A meeting will be held with the student to share the appeal decision within ten days, unless unusual circumstances are present.

The standards and procedures set forth in this document are those the University normally applies to disciplinary matters. The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. This includes the right to suspend, expel, or request the withdrawal of a student at any time, with or without specific charge or hearing, subject only to the student's right to request review of the decision.

DAMAGES

The following is an approximate minimum cost list for typical damage issues students are billed for in our residence halls. If damages exceed these costs, an invoice will be provided to the student.

Charge for Cleaning Room (Light Cleaning Needed)	\$ 35.00
Charge for Cleaning Room (Major Cleaning Needed)	\$ 75.00
Damage to Ceiling Tiles	\$ 50.00
Damage to Door Hinges	\$ 20.00
Damage to Door Lock	\$125.00
Damage to Door or Door Frame	\$ 50.00
Damage to Floor or Floor Tiles	\$ 30.00
Damage to Light Cover	\$ 50.00
Damage to Light Fixture	\$ 50.00
Damage to or Missing Window Screen/Shade	\$ 50.00
Damage to Outlets	\$ 30.00
Damage to Switches	\$ 30.00
Damage to Window	\$ 50.00
Failure to Return Room Key or Loss of Key	\$ 40.00
Failure to Return Access Card or Loss of Access Card	\$ 15.00
Life Safety Equipment (fire extinguisher etc) tampering	\$100.00
Painting	\$ 50.00
Hole(s) in Wall	\$ 50.00
Extra Cleaning in Common Areas	\$ 50.00
Cleaning Biohazardous Matter (urine, blood, vomit etc)	\$ 75.00 min
Leaving Room Trash in Common Areas	\$20.00 min

Please note that this is not a comprehensive list. Costs are subject to change.

All damage bills must be paid in a timely manner. Outstanding balances will not be permitted.