

2015-2016 Guide to Residence Hall Living

The Functions within the Residence Hall

Roles of the Hall staff:

Residence Hall Directors (HD)

Residence Hall Directors are full-time professionals with a bachelor's or master's degree who live in the residence halls. They are responsible for the following:

- Management of the building and front desk
- Supervision of the Hall staff and RA staff
- Build Community development
- Uphold community standards
- Respond to emergencies and participate in on On-Call rotation

There is an HD who is On-Call 24 hours a day/7 days a week, except during Christmas break.

Resident Advisors (RA)

Resident Advisors are undergraduate students who oversee a section of a floor. RAs complete the following responsibilities:

- Act as a resource for students
- Provide community development through programming and relationship building
- Enforce college policies
- Respond to emergencies and participate in an on-call rotation

RA's participate in on-call rotation (except when halls are closed) from 8pm-6am.

Ministry Assistants (MA)

Ministry Assistants live in the residence halls and are available to students for consultation in regards to questions of faith and spirituality. Ministry Assistants help facilitate immersion experiences in local Indiana faith communities and advocacy groups.

Building Service Staff

Building services staff members provide custodial service within the residence hall. They are available M-F 7am-3pm.

Front Desk

Each residence hall has a 24 hour front desk that is staffed with Student workers between the hours of 7 a.m. and 11 p.m., and adult night assistants between the hours of 11 p.m. and 7 a.m. The role of the desk staff is to serve as a resource for basic questions and to assist with maintaining the safety of the residence hall community. Each desk is supplied with:

- Kitchen equipment
- Tools for bunking and lofting beds
- Board games
- Carts

Items will be checked out to students through the Notifii system, which requires a student ID to be scanned at the time of check-out and check-in.

Messages and Packages

Packages and student messages are also checked out with the Notifii system. Each package barcode will be scanned into the computer and students will be notified via email that a package or message has arrived. Students will pick up packages by bringing a student ID to the desk and checking the package out.

McCandless Important information:

Numbers:

Front desk: 574-284-5400

RA On-Call phone: 574-210-1177

Hall Director office phone: 574-284-4445

Locations:

First Floor:

- Lounges: The only 24 hour lounge is located in the front lobby next to the front desk , while the Niners lounge is located down the long hallway at the end on your left
- Vendoland is across from the chapel on the first floor; which also includes a full kitchen
- Laundry room is located past the elevator
- Mailboxes, garbage, and recycling room is located just past the elevator
- Male bathroom is located on the first floor past the elevator

Regina Important Information:

Numbers:

Front desk: 574-284-4299

RA On-Call: 574-904-3592

Hall Director Office: 574-282-4293

Important Locations:

First Floor

- 24-hour lounge located next to the front desk
- North and South Lounges available to all students
- Chapel is located as soon as you walk in through the front entrance
- Male bathroom

Basement

- Laundry
- Dance studios
- International/ RA storage

Le Mans Important Information:

Numbers:

Front desk: 574-284-4242

RA On-Call #1 574-485-7625

#2 574-485-7632

Hall Director Office: 574-284-4604

Locations:

First Floor:

Lounges:

- 24 hour lounge- Reinbeaux Lounge across from front desk
- Stapleton- down the hall by the buildings front entrance

- Male Bathroom in the back of Reinbeaux

Basement:

- Kitchen/Vendoland
- Mailboxes
- Free store
- Laundry
- Tunnel
- Computer lab

3rd floor- Chapel is located left out of the elevator

Holy Cross Important information:

Numbers:

Front desk 574- 284-4300

RA On-Call: 574-485-7631

Hall Director Office: 574-284-5347

Locations:

Basement:

- Kitchen is located in the middle of the main hallway
- Laundry is located in the hallway leading to the Vendoland lounge
- Vendoland and basement lounge is located through the double doors off the main hallway
- Mailboxes are next to the post office
- Male bathroom is located in the main hallway

First Floor:

- Lounges: Parlors is located next to front desk and is the buildings 24 hour space
- Chapel is located at the end of the hallway to the left of the elevator

How to Make Your Room Your Home Away From Home

1. Roommates:

- When **arranging** your room speak to one another to make sure the setup is comfortable for all parties.
- The college also provides TV cable cords.
- Take time to sit down and create your **roommate agreement**. This document will provide you guidance on how to set boundaries, discuss important topics to talk about, and a document you can refer back to if issues arise.
- If you are experiencing **roommate conflict** please follow this process of communication
 - Speak to your roommate to discuss the situation
 - Speak with your RA
 - Make an appointment with your HD
 - We offer room changes once a semester

2. Cleanliness:

- Create a cleaning schedule (Trask removal, dishes, vacuuming/sweeping)
- Don't forget to do your laundry- Did you know it's free?
- Don't forget to keep up with your personal hygiene

3. Decorating:

- Speak with your roommate(s) about the possibilities of **how** to decorate your room. Make sure **everyone's thoughts are heard**.
- The College does not offer storage; please keep all college **furniture in your room** at all times.
- When hanging items **DO NOT** use mounting squares, nails, drills, wallpaper, and you may not paint. Try sticky tack, command strips or blue masking tape.
- Open flames, candles, or **lights with more than two heads** are **NOT** permitted.
- Holiday decorations Do's and Don'ts
 - DO'S**- LED lights ONLY, artificial trees are permitted, but they must be under 4 feet and have LED lights. All decorations (including trees) MAY NOT obstruct an exit.
 - DON'TS**- streamers, REAL wreaths, trees, or garland, rope lights (Please do not loop any lights through the ceiling tiles), nothing can be hung from the ceiling, no paper like items on top of, or taped to heaters.

**In regards to updates to fire compliance, Chief Harrison over at NDFD and Dan Woods, SMC Compliance Officer have stated:

There can be no more than 20% of the wall surface - in any given wall area (including doors) - covered by decorations.

What this looks like:

No decorations on the stairwell (fire) doors (either hallway side - or stairwell side)

There should be no ceiling decorations within 18" of the sprinkler heads.

There should be no decorations covering the lights in the hallways.

There should be no tying of decorations to the sprinkler pipes or light fixtures.

There should be no electrical cords running from the rooms to the walls or ceilings in the hallways.

We encourage you to make your residence your home away from home; however we need to be safe while doing so. Please work with your Hall Director if you have any questions or concerns.

4. Pets:

- Fish up to a 30 gallon tank

Fire Safety: Permissible Items

The following items are acceptable appliances:

- Refrigerators
- Speaker Systems (i.e. iHome)
- Hair dryers, straighteners, curling irons
- Televisions, DVD players
- Keurig coffee pots (or other coffee makers with an automatic shut-off)
- Clothing Irons

Fire Safety: Banned Items

The following items are unacceptable appliances

- Microwaves
- Crock Pots, Rice Cookers
- Toasters
- Grills
- Toaster Ovens
- Hot Plates (or other mini-stoves)
- Space heaters
- Popcorn makers
- Air Conditioners

What to Leave AT Home

Electrical Appliances



What You Can Have



Shuttle lock



COFFEE MAKER AUTO SHUT OFF 12 CUPS UP TO SILVER



30 SECOND AUTO-OFF

15 MINUTE AUTO-OFF

30 SECOND AUTO-OFF

Residence Hall Safety

- Items cannot be left outside your door including shoes, shower caddies, sports equipment, rugs, or trash.
- Please do not prop exterior doors open. Unescorted guests can tailgate behind you. If you do see an unescorted guest please call security at x5000
- If the fire alarm sounds, you should:
 - leave as quickly, and safely as possible through the nearest exit. If possible grab your keys and close your door.
 - Use stairs **ONLY** (elevators may not be used)
 - join your fellow classmates in the designated area and follow directions from the residence Life and College safety staff.
 - Return to the building when the all-clear sign is given.
- Blinky provides after hour escorts between parking lots and residence hall locations during the academic year:
Schedule: SU-TH (Dark until 2AM) FR&SA (Dark until 4AM)
- Sign up for the emergency alert system by adding your cell phone number as your emergency contact number to PRISM
- Have a flashlight in your room in case the power goes out
- **CANDLES** or **FLAMMABLE** liquids are prohibited
- No smoking, this includes e- cigarettes, even water based ones
- Carry ID at all times
- **ALWAYS** lock your door
- The college respects a student's privacy but reserves the right to enter rooms for reasons of safety, health, general welfare, maintenance, or official business

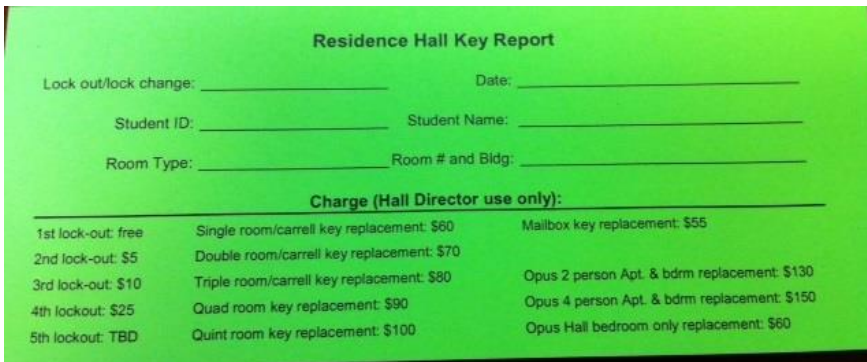


Keys

During the beginning of the school year, you are issued a room key, mailbox key, and if needed, a study carrel key. To ensure the safety and wellbeing of our residence you are prohibited from giving out your key(s) to ANYONE at ANY TIME.

Locked out? No problem:

Proceed to the front desk and let them know you are locked out. They will ask you to fill out the lock out form that looks like this:



The image shows a green form titled "Residence Hall Key Report". It contains several fields for student information and a table of charges. The fields are: Lock out/lock change: _____ Date: _____, Student ID: _____ Student Name: _____, Room Type: _____ Room # and Bldg: _____. The table of charges is as follows:

Charge (Hall Director use only):		
1st lock-out: free	Single room/carrell key replacement: \$60	Mailbox key replacement: \$55
2nd lock-out: \$5	Double room/carrell key replacement: \$70	
3rd lock-out: \$10	Triple room/carrell key replacement: \$80	Opus 2 person Apt. & bdrm replacement: \$130
4th lockout: \$25	Quad room key replacement: \$90	Opus 4 person Apt. & bdrm replacement: \$150
5th lockout: TBD	Quint room key replacement: \$100	Opus Hall bedroom only replacement: \$60

Charges:

1st Lock-out Free

2nd lock-out \$5

3rd lock-out \$10

4th lock-out \$25

5th lock-out TBD

Key replacement:

Single room/carrell key replacement \$60

Double room/carrell key replacement \$70

Triple room/carrell key replacement \$80

Quad room key replacement \$90

Quint room key replacement \$100

Mailbox key replacement \$55

- *The charges will be charged to your student account*
- *All roommates will get new keys- please give old keys to your HD*
- *If you lost your key inform your HD right away*

Laundry

Due to the feedback that past students have provided, all residence hall laundry rooms have "coin free" laundry machines.

Locations:

- LeMans- In the basement directly past the kitchen and Vendoland
- Regina- Basement
- McCandless- First floor past the elevators

- Holy Cross- Basement before the Vendoland lounge

In the residence hall, you live in community with many other women. Because of that, please remember to be courteous and remove your laundry from the washer and dryer in a timely manner.

One way to avoid forgetting to take your clothes out is to sign up for a text message alert. You can do this by going to www.laundryalert.com and entering the code SMC2683. This alert system can also let you know when a machine becomes available.

Please keep in mind the following information when using the laundry room:

- In order to keep the washing machines clean, please leave the washing machine door **open** when it is not in use.
- Any lost items can be placed in the lost and found box in the corner of the laundry room.
- The laundry room is a communal space so please try your best to keep it clean. This means throwing away garbage and cleaning up any messes you may make.

Noise Guidelines

What are courtesy hours?

- Are in effect 24 hours a day to ensure a respectful community
- Please keep: music (do not blast in the shower), TVs, musical instruments, and all conversations must be at a level that will NOT interfere with other residents' peaceful enjoyment of their own space. This also includes running and screaming down the hallways.

What are quiet hours?

- Due to the communal living environment of the residence halls, quiet hours are strictly enforced to allow everyone the quiet time many people need to study. Quiet hours are during the following times:

Sunday through Thursday 10:00pm-8:00am

Friday through Saturday Midnight-8:00am

During finals week, 23 quiet hours will be in effect with 7:00pm-8:00pm as the exception.

What to do if residents are not following the rules?

1. Talk to the person. They might not know they are being loud.
2. If this continues after speaking with them twice contact your RA.
3. If the problem still continues, and the behavior has not changed call the RA on call and file an Incident report.

COMMUNITY SPACES

24-HOUR LOUNGES

In each hall, there is a designated 24 hour lounge. This area allows you to study and socialize with male visitors after visitation hours have ended.

Because this is a communal space please keep in mind the following information:

- Sleeping in the lounge after visitation hours is prohibited
- Please respect students who are using the space to study. This means using headphones when playing music or watching movies.
- Please help keep the area clean by picking up after you.

CHAPEL OR PRAYER SPACE

Each residence hall has a chapel unique to the building that is open 24 hours a day for personal prayer. If you would like to use the space for something other than personal prayer, you must reserve the space through Campus Ministry. Please contact them at (574) 284-539.

COMMON AREAS

Common areas include lounges, lobbies, kitchen, bathrooms, and any other space that is used by the students in your residence hall. In order to reserve the space for a private function, you must obtain permission from the Hall Director for a private function. The Residence Life staff reserves the right to monitor activities in public spaces.

Because common areas are used by your fellow Belles, please keep in mind the following things:

- Clean up after yourself- this means picking up your garbage, not leaving dirty dishes in the sink, washing out the microwave when you make a mess, etc.
- Be respectful of girls who are using the space to study. That may mean wearing headphones when you are listening to music and keep the volume of the TV at a minimum when there are other girls in the area.

Due to fire safety regulations the following rules must be followed:

- Hallways must remain “clutter free”. This means no shoes; boots, garbage, etc. may be left outside your door.
- No bicycles may be kept in the hall. Please use the storage space outside to store them.
- Besides hallways, all other common spaces must also be “clutter free”.

Guests and Visitation Hours

Guest policies and visitation hours were established to provide a safe and respectful environment for all who live in the residence halls. Because of this, please communicate with your roommate(s) when you plan to have visitors.

Please keep in mind the following guidelines when having guests over:

- Guests do not need to check in at the front desk. However, you will need to meet them at the desk to escort them to your room.

- All visitors to the residence halls who are not Saint Mary's College students, faculty, or staff must be escorted when on residential floors. If a guest is found without a SMC student, they will be escorted down to the 24 hour lounge and you will be documented.

- It is your responsibility to make sure that your guest follows all College policies and procedures.

- No guest (including other SMC students) may appear to be living in your room.

- All overnight guests must be female and at least 5 years old.

- All guests are prohibited from staying in a room for more than three consecutive days. Exceptions to this may be made at the discretion of the Assistant Vice President for Student Affairs and the Director of Residence Life & Community Standards

Please keep in mind the following guidelines concerning visitation hours:

Male and Pet visitation hours are:

- Sunday through Thursday, 10:00 a.m. – midnight

- Friday through Saturday, 10:00 a.m. – 2:00 a.m.

- Male guests are to use only designated restroom facilities

- Students are able to have male visitors at any time in the 24-hour lounges.

Remember: visitation hours and policies are in affect during **ALL breaks**.