

SAINT MARY'S COLLEGE

*Guide to
Opus Hall Living*

2013-2014

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Opus Hall Community Living

The Department of Residence Life & Community Standards supports the mission of Saint Mary's College by creating an inclusive community that promotes the personal growth and success of each resident. We do this by organizing social and educational programs and activities, showing personal attention to students' needs, and maintaining our community standards. Furthermore, we are committed to helping women grow in their appreciation of their strengths and the needs of others.

Living in a group apartment setting requires some adjustment in personal habits and attitudes by its community members. All students have a role to play in establishing a positive community environment. It is our belief that behavior demonstrates one's commitment to respecting the differences among individuals. We are individually and collectively responsible for our behavior and accountable for our actions.

RESIDENCE HALL STAFF

Residence Hall Directors

Residence Hall Directors are full-time professionals with a bachelor's or master's degree who live in the residence halls. They have overall responsibility for the development and management of the residential community. There is a Hall Director On-Call 24 hours a day/7 days a week, except during Christmas break. The On-Call HD may be reached at any building's front desk or through Security.

Resident Advisors

Resident Advisors are undergraduate students who coordinate community development for a section or a floor in a particular residence hall. RAs answer questions about campus life, enforce College policies, handle emergencies and help out as needed. If the RA does not have the answer, she will guide you to sources that can help. RAs are On-Call everyday (except when halls are closed) from 8pm-7am. There is at least one On-Call RA in each residence hall during these hours except for in Opus. **Opus has one RA, the Opus ARA. She can be found in Opus 100. The Opus ARA does not have a set duty schedule of 8pm-7am. If she is not at her apartment, please contact Security.**

LIVING WITH A ROOMMATE

As a senior, you have probably experienced living with at least one roommate during your college experience. There is a good chance that no one will have a bigger impact on your college experiences than your roommate(s). Even so, you do not have to be best friends to be great roommates. Everyone is an individual, and the differences between us are usually more interesting than troublesome. Communication and compromise are essential to successful roommate relations. Roommates who learn compromise and consideration for one another will develop a valuable supportive relationship with respect to each other's needs.

Experience has shown that discussing the following issues with your roommate(s) will prevent misunderstandings:

- Use of personal items
- Guests
- Study time in the apartment
- Sleeping schedule and routine
- Cleanliness of apartment
- Time for socializing
- Personal privacy

Your living experience in Opus will depend on the thoughtful consideration you and your roommate(s) demonstrate for each other. The Department of Residence Life & Community Standards tries to ensure:

- Students are able to live in a clean apartment
- Students respect other students personal belongings
- Students are able to respectfully remedy grievances
- Students are able to study without inference in their apartment
- Students are able to sleep without disturbance
- Students have some personal privacy in their apartment

Take the time to talk with your roommate(s) about your likes and dislikes and other important issues. If you need assistance with how to approach your roommate(s), please contact your ARA.

COMMUNICABLE DISEASES

The Department of Women's Health may require that students with a communicable disease be removed from the residential community for the time when the spread of the disease in such an environment is possible.

FIRE

Safety standards exist for the health and safety of the residential community. Students are expected to comply with safety rules and fire drills. Each Opus apartment is equipped with a smoke detector that will sound when it is activated by smoke or fire. This alarm does not engage the building's fire alarm system; in the case of fire, you should pull the nearest fire alarm and exit the building as quickly as possible. The smoke detector in each apartment will also sound if there is a malfunction.

Each student should know the location of the nearest alarm, fire equipment and several exit routes. In case of fire, the nearest alarm should be pulled. This will summon the college Security and the Notre Dame Fire Department. If time permits, dial 9-1-1 or extension 5000 to notify college Security of the exact location of the fire so the arriving fire units can be sent directly to the scene.

When 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 doors.
- Use stairs only (elevators may not be used).
- Join your building outside in the designated area and follow the directives from Residence Life and college safety staff.
- Return to the building when the all-clear signal is given by a staff member.

Students may not tamper with any fire equipment. If the battery needs to be replaced or there is a problem with a smoke detector, the student should immediately notify college Security. Do not remove batteries from smoke detectors and/or remove smoke detectors from the ceiling. Smoke detectors cannot be covered up for any reason.

Fire drills will be conducted throughout the academic year. Students who fail to respond to a fire alarm will be held accountable.

POWER OUTAGES

Should Opus experience a power outage, students should remain calm and get a flashlight if they have one. If a student is in an unlighted area she should proceed cautiously to an area with emergency lighting and remain in that area until she hears from hall staff. A student in an elevator should remain calm and use the emergency call button or telephone to alert the college Security.

TORNADO

Tornado Watch

A tornado watch is when atmospheric conditions are such that severe weather or a tornado could develop. During a tornado watch, you should stay indoors and stay alert for warning sirens and updates on the weather conditions.

Tornado Warning

A tornado warning is when a funnel cloud has been sighted in the area or when radar indicates that there is a possibility of a tornado forming. In the instance of a tornado warning, sirens will be sounded and you should use the stairwells to exit to the tornado shelter location in your building. The sirens will not sound for the entire duration of the warning. You must remain in the shelter location until you receive the all-clear announcement. If you signed up for the emergency notification system, you will be notified you will receive a notification when a tornado warning and the all clear is issued.

Monthly Tornado Siren Testing

On the first Thursday morning of every month, the tornado sirens are tested. After hearing the alarm, please check your email or cell phone for any communication from the emergency notification system in case the sirens are not a test. If there is a watch or warning, please follow the aforementioned steps.

Opus Hall Security

As a student at Saint Mary's College, you are extended the privilege of self-regulated entrance into all of the residence halls on campus. Opus Hall security ultimately depends on the responsible actions of each resident. Each student entering and leaving Opus should make sure that the entrance is secured and locked. Doors may not be propped open. Unauthorized entry is not permitted. Also, students are not allowed to exit Opus through the emergency doors/fire exits except during an emergency. Students are encouraged to lock their apartment doors at all times. You are responsible to escort your guests at all times in Opus if they are non SMC students.

KEYS

At the beginning of the school year, you are issued an apartment key, a bedroom key, and a key to your mail box. To ensure the safety and well being of our residential community, you are prohibited from giving your key(s) to anyone at anytime. In the event that you are locked out of your apartment you should report the lock-out to Security. A lock-out fee will be assessed to your student account. In the event of excessive lock-outs, the student will be asked to meet with the Residence Hall Director.

For the security of the entire hall, reports of lost keys are to be made to the Residence Hall Director as soon as possible after the key is missing. The Residence Hall Director will have the necessary form for obtaining new keys. In the case of a lost or stolen key, you will be charged to re-key your apartment. Once a replacement key is made, no refund will be given if the key is found.

All keys are to be returned to hall staff when you vacate your apartment. A student who checks out without returning her keys will be assessed a charge to re-key her apartment.

THEFT

Theft or unauthorized possession of personal or College property is prohibited. Students who are the victims of theft should immediately report the theft to College Security and inform a Residence Life staff member. Residence Life is not responsible for replacing stolen personal items.

STUDENT IDENTIFICATION

Your student identification card has your picture on it and identifies you as currently enrolled student. This entitles you to various services and privileges on campus. Your card also allows you to gain entrance into residence halls when the card system is activated. It is your responsibility to carry your ID with you at all times. Students are prohibited from giving/loaning their ID to anyone.

Students and/or guests are expected to provide appropriate identifications (College identification card (ID) or driver's license) when requested by a College representative or employee. Misuse of the College ID card by allowing others to gain hall access is prohibited.

Opus Hall Standards for Student Conduct

Your level of involvement in the Opus community can have a significant impact on your personal development and on those living around you. One of the best ways to ensure a successful community is to have mutual respect and consideration for each other. To help create this community, the following standards have been established for all members of the Opus Hall community. Students are expected to familiarize themselves with all Saint Mary's College policies and procedures. These include, but are not limited to the Code of Student Conduct, the dining hall policies, and College Security regulations.

CLEANLINESS

While we realize apartment cleanliness and personal hygiene is an individual decision, as a member of the College and Opus communities, you are responsible for maintaining an environment that is free of offensive odors and excessive trash. Students are expected to practice appropriate personal hygiene and to maintain an environment within their apartment and community which is sanitary. Perishable food items must be stored in sealed containers and/or refrigerated. Trash and food debris must be disposed of in the designated trash location. Students are expected to cooperate in cleaning up after themselves in public areas (examples include lounges, hallways, and laundry room) for the benefit of the community.

DECORATIONS

We encourage you to use creativity to make your apartment more like home. However, we do not allow students to paint their rooms or hang any type of wallpaper. The use of screws, nails and drills is prohibited. Writing on windows is prohibited. Anything that is put up must be able to be taken down with no damage to the building.

You may decorate the inside of your apartment to suit your tastes. The College will not allow students to post items that are deemed offensive or oppressive in nature inside or outside your room or in the window.

Holiday Decorations

- Artificial trees are permitted in apartments and lounges.
- Only UL-approved or UL-listed LED electrical light sets may be used. The power line must not pass through the doorway or window from to an outlet.
- No decorations may be hung from the fire detectors or pipes.
- All decorations (including trees) may not obstruct an exit.
- All decorations must be flameproof or made of a material that is flame retardant.
- No open flames are permitted.
- No light fixtures are to be covered.
- No candles are permitted.

ELECTRICAL APPLIANCES

Due to the potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. All items should be turned off and unplugged when not in use. Wall outlets may not be overburdened with extension cords.

Permissible items include:

- Hair dryers, curling irons, hot combs, etc.
- Clocks, radios, televisions, stereos, DVD/CD/MP3 players
- Coffee pot with auto shut off feature
- Irons with auto shut off feature
- Room-size refrigerators no larger than 4.5 cubic feet
- All cooking/baking appliances (rice cookers, crock pots, toaster, hot plates)

Prohibited items include:

- Air conditioning units
- Space heaters
- Items that contain open coils

FIRE-HAZARDOUS MATERIALS

Any activity or material that could be considered hazardous is prohibited including the following: incense, fireworks, smoking, and storing or using flammable liquids.

Burning candles, incense (including potpourri pots), or creating an open flame in a student apartment or common area is prohibited.

FURNISHINGS

All furniture must stay in the apartment and room to which it is specifically assigned, and doors may not be removed. You will be assessed a fine for any furnishing missing from your apartment as determined by the Room Condition Report (RCR). You are responsible for the accuracy of the RCR. No storage space is available for personal or college property.

All students are responsible for the care of College property, both in the apartments and common areas such as lounges, hallways, and laundry room. Common-area furniture is for the enjoyment of all students and must not be removed. Students who transport common-area furniture to student apartments or remove it from the building are subject to disciplinary action.

If furniture is missing, the Residence Life staff may conduct an all-apartment search. Each resident of the apartment in which the missing furniture is found may be held accountable. When missing furniture cannot be recovered, all members of the Opus community may be billed equally for its replacement.

GUESTS/VISITATION HOURS

All visitors to Opus who are not Saint Mary's College students, faculty, or staff must be escorted by their hostess when in the building. Hosts are responsible for the welfare and actions of their guests, according to all College policies. Visitation privileges need to be decided among the residents of each individual apartment. No guest, male or female (including other SMC students), may appear to be living in your apartment. Guests are prohibited from staying in an apartment 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.

NOISE GUIDELINES

Opus is a respectful community, thus, courtesy hours are in effect 24 hours a day. Stereos, radios, televisions, musical instruments, and all conversations must be kept to levels that will not interfere with another resident's peaceful enjoyment of her own space. If a noise problem does occur, the students affected are encouraged to speak with the individual(s) making the noise and ask for cooperation. If the problem persists, please contact the Opus ARA or Security. Each student is expected to comply with the established quiet hours. If desired, the Opus community may extend quiet hours beyond those stated below:

- Sunday through Thursday: 10:00 p.m. – 8:00 a.m.
- Friday through Saturday: midnight – 10:00 a.m.
- During final exam weeks, 23-hour quiet hours will be in effect with 7:00 p.m. – 8:00 p.m. as the exception.

PETS

With the exception of fish kept in tanks of 30 gallons or less, no animals or pets of any kind are permitted in student apartments. Any resident with a visiting pet must be with the pet at all times and is responsible for any mess or damage caused by the pet. Visiting pets must be on a leash at all times and may not remain in Opus overnight.

SPORTS ACTIVITIES

Bicycles are to be parked in the outdoor racks near Opus. In Opus apartments, a bicycle may not block any windows or doors. Riding bicycles in Opus is prohibited.

Skating or the wearing of in-line skates is not allowed in any building or tunnel on campus. In-line skates must be put on and taken off outside of Opus.

STUDENT APARTMENT RESPONSIBILITY

You and your roommate(s) jointly share the responsibility for your apartment. You are responsible for the condition of the furniture, walls, woodwork and floors. Damage that occurs beyond the limits of normal wear and tear is your responsibility and will be charged to you and/or your roommate(s). The Department of Residence Life & Community Standards staff will assess what is normal wear and tear and what is damage after all of the residents have moved out.

You and/or roommate(s) may be held accountable for misconduct that occurs within your apartment. You are also responsible for the behavior of your guests, who must also adhere to all SMC policies.

Opus Hall Facilities

CHAPEL

Opus has a chapel open 24 hours a day for personal prayer. If you are intending to use the space for any reason other than personal prayer, you need to reserve the chapel through Campus Ministry.

24-HOUR COMMON AREAS

The lobby on the first floor and the lounges on the second and third floors are 24-hour coed lounges designed for the use of the students residing in Opus. Students are expected to share the space with other students unless a resident has obtained permission from the Hall Director for a private function. Any use of common space, including set up of table and chairs, must be approved by the Hall Director. The Residence Life staff reserves the right to monitor activities in public spaces. No one is to sleep in these areas.

In order to comply with fire-safety regulations, all common areas including hallways, lounges, and laundry rooms must be kept free of personal belongings, furniture, boxes, luggage, and bicycles.

ROOM ENTRY

The College respects a student's privacy but reserves the right to enter apartments for reasons of safety, health, general welfare, maintenance, or official business.

The College reserves the right to remove any object from a student's apartment that would constitute a violation of College policy.

SMOKING

No smoking is permitted in Opus or on Opus Hall's balcony. Those students who choose to smoke must do so away from the building and not impede any entryways into Opus.

SOLICITATION

Students may not use their College address for private business purposes. Solicitors are not allowed to sell items (i.e. T-shirts, candy, cookies, magazines, make-up, services, etc.) on campus, including promotions and/or giveaways. No door-to-door activity may take place without authorization from the Student Involvement Office.

STORAGE

No public room, closet, hallway, stairwell, or other area may be used for storage of personal or College property. All personal belongings must be stored in your apartment or taken home, and all College property must remain in your apartment.

WINDOWS, ROOF AND BALCONY

Walking or sunbathing on the roof, sitting on ledges, and climbing up or out onto the balcony is prohibited. Weather permitting; the Opus Hall balcony is available to Opus residents on a daily basis. **No alcohol is to be consumed by any individual on the Opus balcony.** This space cannot be reserved for individual gatherings, as it is a communal space.

A window or screen is not to be removed unless removed by maintenance personnel. Students who remove the window screen for a non-emergency reason will be charged for replacing the screen. Exiting out or entry through a window for a non-emergency reason, or hanging/throwing objects out of a window is strictly prohibited.

Opus Hall Services & Information

ABANDONED PROPERTY

Property which is left by a student at the end of the year or when the student leaves her apartment will be packed up by Residence Life or Building Services staff. The contents will be inventoried and stored in another location. A letter will be sent to the student at her permanent address, informing her that she has four weeks to claim the property. Items not retrieved within the time limit will be donated to a local charity or disposed of at that time. The College has no liability for the loss or damage to a resident's personal property if the property has been abandoned.

CABLE TELEVISION AND CORDS

Basic services are included with the cost of your apartment. Please do not tamper with cable equipment. Upon move-in, cable cords are provided in your front lobby and may not be removed from the apartment. Students will be charged if the cable cord is not returned at the time of apartment checkout.

DRINKING & PARTIES

Selling or distributing any illegal substance anywhere on Saint Mary's College campus will result in removal from housing. You must be 21 years or older to consume alcohol in Opus. Of-aged students may possess alcohol for their own personal use but the quantity is limited to one twelve-pack of beer (144 ounces/4.26 liters) or one-half gallon (64 ounces/1.89 liters) of wine or one pint (16 ounces/470 milliliters) of hard liquor. No one may serve alcohol to anyone under the age of 21 or permit anyone under the age of 21 to consume alcohol while visiting an apartment.

Parties do not have to be registered, but hosts of the party are responsible for the actions of all guests in attendance. You may not have more guests in your apartment than can safely and quickly exit the building in case of an emergency. It is your responsibility to monitor the number of guests in your apartment at all times. Guests may not loiter in the entryway lobby, the hallways, or the lounges. You may not have an open container of alcohol anywhere outside of your individual apartment. Thus, no alcohol may be taken into the lobbies, hallways, stairwells, laundry room, or balcony.

Saint Mary's College reserves the right to remove residents from apartment living for failure to follow the alcohol, party, and smoking guidelines.

EMERGENCY HOUSING

In the event of an over-enrollment of students, the College reserves the right to place students in emergency housing and also reserves the right to move students from emergency housing to permanent housing when it is made available.

Temporary overnight emergency housing in a single room is available for any student who feels that her safety is threatened. Students can contact the Hall Director On-Call to make these arrangements. The following business day, the student must meet with the Assistant Vice President for Student Affairs and Director of Residence Life & Community Standards in order to assess her current housing assignment, and make any changes deemed necessary.

FRONT DESK

Opus does not have a front desk due to the independent nature of apartment living. If you have any questions or concerns, please contact the Opus ARA or college Security at ext. 5000.

LIABILITY

The College does not carry insurance on students or their property. It is not liable for personal property that may be lost, stolen, or damaged. Students should review their family's homeowners' insurance policy for coverage. Students are strongly encouraged to insure their personal belongings.

LOFTS

Lofts are not allowed in Opus Hall.

MAIL SERVICES

Mail is delivered Monday-Friday every week that Opus is open. Mail is sorted and placed into student mailboxes. Each student is assigned their own mailbox. If you receive an item via the USPS that can not fit in your mailbox, you will receive a package slip to retrieve your item at the post office. If you receive an item via another carrier (e.g. FedEx) it will be delivered to the front desk of Regina Hall. You will receive an email from the desk worker who received your package/message notifying you of its arrival. You will need to show your student ID in order to pick up your package.

If you move out of Opus and into a residence hall during the academic year, you will be assigned a new mailbox # in your new residence hall. You must notify correspondents of your new address. At the end of the year, you must provide the post office on campus with a forwarding address.

MOVE-IN AND MOVE-OUT INFORMATION

Students are expected to follow the established check-in and check-out procedures posted in Opus for each scheduled opening and closing. It is your responsibility to know the check-in and check-out times

for your building. Failure to comply with the check-out procedures or a late check-out will result in an improper check-out fine of \$100.

You must review and sign a Room Condition Report (RCR) upon checking into your apartment. The RCR notes any existing damages to the apartment. Any time a room is vacated or a room change is made, a Residence Life & Community Standards staff member must be contacted for check-out (also see section on Room Changes). Additional information on end-of-the-year check-out procedures is provided in April.

PARKING & TRASH

Parking in the Opus lot is for Opus residents only. There are a very limited number of guest spots. Overnight guests may park in the Angela or Havican lot. Students with ND or HCC parking decals may also park in Angela or Havican lots. All other visitors must obtain parking passes from college Security to avoid a ticket.

There is a large trash dumpster outside Opus by the ECDC playground. You are responsible for emptying your trash from your apartment into this dumpster. There are recycling bins by the dumpster. Do not use the trash and recycling centers on each floor by the lounges to empty your trash. They are not for apartment use.

ROOM CHANGES

Two open room change dates are offered by the Office of Residence Life & Community Standards in the fall semester, usually in September and in November. There will be no room changes before, between, or after these dates. An additional open room change day will be offered in January for all students who returned from abroad, transferred in at the semester, and their roommates. All room changes must be approved before you can move. A Room Condition Report (RCR) must be completed for both the original and new room as part of check-out and check-in procedure. Unauthorized room changes will be addressed by your Hall Director and may lead to disciplinary charges.

WORK ORDERS

If you have a work order, please email your ARA your apartment number and a detailed description of your problem. Maintenance will address work orders in a timely fashion and may have to key into your apartment to address the issue.

OPUS HALL BREAKS

FALL, THANKSGIVING, SPRING & EASTER BREAKS

Opus remains open and all students may remain in their apartments.

CHRISTMAS BREAK

Opus closes at 12:00 p.m. on the day after the last scheduled final. Students are not permitted to stay in their apartments over break. Opus reopens on the Tuesday before classes resume in January at 9:00 a.m.

END OF YEAR

Because Opus must be prepared for summer conference activity, it is necessary for this work to begin immediately after students move out of Opus. Therefore, the following deadline will be strictly enforced:

- Graduating seniors and family guests must check out by 2:00 p.m. on the Sunday of graduation.

Students who complete their check-out process after the designated times are subject to a fine.