



**2011-2012 Academic Year**

# Residence Life at Aquinas College

## Residence Life Mission Statement

The Department of Residence Life provides residential learning environments which support the holistic growth of Aquinas College students toward lives that reflect the Dominican charisms of prayer, study, community and service.

We will promote student success and development through:

- individual interaction with residents
- social and educational programming
- opportunities for service and leadership
- individual and community accountability
- maintenance and improvement of the residential facilities

## Residence Life Information and Staff

Our campus student residences are an integral part of Aquinas College. Each residence provides a living/learning environment with opportunities for scholastic achievement, social interaction, and healthy recreation, as well as spiritual, cultural and civic activity. A high level of maturity is expected of all residents in mutually enjoying the privilege of living on campus. The Residence Life Staff strives to assist you in your personal development.

### Residence Life Office

The Residence Life Office is staffed by student employees, and is open from 9am until Noon and 1pm until 4pm Monday through Friday during the academic year, and from 8am until 4:30pm weekdays during the summer. Please contact us at [reslife@aquinas.edu](mailto:reslife@aquinas.edu) or (616) 632-2944.

## Front Desk Operations at Regina and St. Joseph Halls

The Front Desk is a student-staffed service center that provides change, games, vacuum cleaners, and general information about the residence hall. Also offered are the following services to the resident community:

- Selling stamps and providing change
- Sorting of mail into mail boxes
- Checking out the keys to fitness room, and bike storage room
- Checking out games, recreation equipment, and other common-use items
- Distributing toilet paper
- Posting information on upcoming events
- Referral to on-duty staff for assistance
- Refunding of vending and laundry machine losses
- Signing in all guests

Regina Hall Front Desk: **(616) 632-2949**

St. Joseph Hall Front Desk: **(616) 632-2957**

### Who's on Duty?

Each area has at least one R.A. on duty every evening. This individual is available for any problems or emergencies that may arise. Contact a Residence Hall Front Desk to find out who is on duty should assistance be needed. There is also a professional staff member on call each evening and the Campus Safety Office open 24/7 to assist and support in any circumstance as needed.

### Resident Assistants

Resident Assistants (R.A.s) are undergraduates specially trained in all aspects of residence hall living with the experience and know-how to answer all of your questions or to help you find the answers. They are responsible for maintaining a floor environment that is conducive to studying, and promotes a sense of community among its residents. The R.A. acts as a peer advisor to floor members and is available to discuss academic, social, and personal concerns. Get to know your R.A.!

### Area Coordinators

Area Coordinators are the professional staff members who reside on campus and are responsible for the daily operation of the residential community. Their major responsibilities include supervising and training the student staff members, working with

program development, administering the student conduct review process, and advising students in the respective Area Councils.

Director of Campus Housing:

The chief administrator for provision of services to resident students and the operation of residential facilities is the Director of Campus Housing, whose office is located in the lower level of Regina Hall. The Director also serves as an advisor to the Residential Housing Association (RHA), a student group that produces campus-wide activities, promotes an increased quality of campus community life, and provides student input on Residence Life policies, procedures, and campus facilities

Residential Housing Association (RHA) and the Area Councils

Out of student room fees, the College deposits \$30.00 for each resident (year-long or semester residency) to accounts of the Residence Hall Association and the Hall/Area Councils. These funds are used by the RHA and Councils to cover the costs of activities and enhancements to the campus community. Any resident student is eligible for membership and office in his/her area council. Any resident who has held office in an area council is eligible for board membership on the RHA.

## Campus Housing

Regina Hall

This hall is home for approximately 300 students. Centrally located on top of "the bowl" outdoor recreation area and next to the Cook Carriage House, Regina is divided into two wings, east and west. Regina Hall is also home to a fitness area, computer room, chapel, and the Residence Life Office.

St. Joseph the Worker Hall (St. Joe's)

Located between Wilcox Park, St. Thomas Parish, and the Sturris Sports and Fitness Center on the west side of campus, St. Joseph the Worker Hall houses approximately 150 students. Residents have access to a computer room, a reading and group study room featuring broad-spectrum lighting, and an exercise studio.

Hruby Hall

Home to 70 students on the north edge of campus, Hruby Hall also houses many student services offices. This predominately sophomore and upper-class hall offers students single rooms, and nearby parking directly off Fulton Street. It is named after the second president of Aquinas College, Dr. Norbert J. Hruby.

### Dominican Hall

Dominican Hall is generally reserved for 70 sophomore students. Located just east of the soccer/lacrosse field, this building is arranged in four sections. Each quadrant has four large four-student rooms, two bathrooms, a kitchenette and community lounge.

### Campus Houses

Six different houses along the north, east, and south boundaries of campus provide unique small community living experiences for single gender groups of eight to 16 students. Locations include Knape House, Willowbrook, Meijer House, the Gatehouse, Fulton House, and Woodcock House.

### Browne Center

After a successful test semester with eight residents on one floor in the Fall 2010 semester, a residential wing of the Browne Center will be home to 23 sophomore and upper-class residents during the 2011/12 academic year. The original Browne Manor portion of this building hosts the Campus Ministry Offices and the Osher Lifelong Learning Institute (OLLI).

### Ravine Apartment Community

In response to student interest for alternative on-campus housing, Aquinas College created the Ravine Apartment Community. Aquinas students who live in the Ravine Apartment Community can expect living arrangements that combine the independent living of non-college housing with the conveniences of living on campus. Well-appointed surroundings and a fun, yet respectful, atmosphere are the hallmarks of the Ravine Community, the most sought-after address on campus.

### Living-Learning Communities (LLC)

Each year, various campus residences are designated as living-learning communities, with a specific academic, social, or service focus. For our 125<sup>th</sup> anniversary year, four locations have been designated to each promote one of the four Dominican charisms of Prayer, Study, Community, and Service.

## Policies and Procedures

### Residency Requirements

All full-time traditional-program students are required to live in College residence halls with the following exceptions:

1. Students who have achieved junior status (60 semester hours) by the opening day of classes.
2. Veterans and married students.
3. Students who have lived on campus for four (4) semesters.
4. Students who are 21 years old by the first day of classes and those who have been out of high school at least two (2) full years.
5. Students who live at and commute from the home of their parents or guardians.

### Consolidation of Vacancies

If vacancies occur in the halls during the year, residents without roommates are given the option of moving to another double room, accepting a new roommate, or, when space permits, paying a fee to reserve a designated single room. The Residence Life Office reserves the right to reassign students without roommates.

### Missing Person Reporting

If anyone (a roommate, professor, friend, parent, etc.) reports that a campus resident is missing, the College is required by law to conduct a search and notify the police and that student's parents within 24 hours. If you will be away from campus for overnight or any extended time, please notify your roommate and suitemates or your Resident Assistant of how to reach you and when you expect to return.

### Parental Notification of Alcohol and Other Drug-Related Incidents

In response to the passage and implementation of the Higher Education Amendments of 1998 and subsequent revisions, Student Life personnel at Aquinas College shall adhere to the following criteria in regards to notification of students' parents or legal guardians in or following an alcohol or other drug-related incident. The parent or legal guardian of an Aquinas College student shall be notified of that student's participation in an alcohol related incident when:

1. The student is a legal minor, having not yet attained his/her 18th birthday.

2. The student is involved (actively or passively) in an alcohol related incident, upon the rendering of a guilty verdict by a Student Conduct Review Officer or Board. (This section applies to all students under 21 years of age.)
3. The outcome of a campus judicial hearing may result in residence hall suspension, academic suspension, or expulsion. The appropriate hearing officer shall send notification by mail (and possibly by other means, after consultation with the Dean of Students).
4. The ingestion of alcohol or another drug results in hospitalization (admission for treatment and/or observation). The Area Coordinator, Director of Campus Housing, or Dean of Students may make contact to a parent or guardian.

#### Private Parties

Occasionally, a group of students may wish to host a social event which is too large to be accommodated in their rooms. With the approval of the Area Coordinator, students may reserve certain lounges, recreation rooms, or other spaces. No alcoholic beverages may be served in these areas. Students scheduling the social event are responsible for the activity, for all cleaning and for any damages.

#### Room Goodwill/Reservation Deposit

All students requesting campus housing must submit a completed application, a signed contract and a goodwill deposit. This deposit, minus any outstanding charges or breakage and damage charges against your account, is returned when you permanently leave the residence hall.

#### Student Pregnancy

In the event that any woman is, or becomes, pregnant while enrolled as an Aquinas student, the College will act in support of the physical, emotional, and spiritual health of the mother and child.

The College advises that pregnant women seek adequate prenatal care. Confidential pregnancy testing and pre-natal care is available at the Health Center. Confidential personal counseling for the woman and man is available at the Counseling Center and/or Campus Ministry Office.

No pregnant student shall be prohibited from participation in any class or College function unless such participation presents a significant hazard to the child or mother; any reasonable accommodations for completing academic requirements shall be provided.

Residential students who are pregnant are requested to inform an Area Coordinator in order to facilitate appropriate medical care in the event of an emergency. This information will be held in confidence. A resident student who is pregnant may request release from her housing contract, but is not required to do so. Although infants and children are not permitted to reside in the student living areas, the mother may remain in campus housing throughout her pregnancy and return after delivery, pending no medical contraindications exist.

#### Vacation Periods

Campus housing is closed during all vacations including Christmas and both mid-semester breaks. Please note that there will be limited housing available during these periods, including no residence hall stays permitted during the Christmas holiday when the College is closed. Note that mail is not forwarded during break periods.

Requests to remain in the hall during vacation periods must be made in writing to the Residence Life Office at least two days prior to the beginning of each vacation period.

Only those students with permission from the Director of Campus Housing are permitted in the building; all others will be considered trespassers and subject to a \$50 fine, plus the normal nightly fee for each day they are in the hall, and possible judicial action. Guest visitation during vacation periods is restricted. Residents granted permission to remain in the halls during breaks are assessed a nightly rate, as the semester room charge does not include break periods.

The College reserves the right to use all community areas of residential buildings at any time.

#### Withdrawing from Campus Housing

If you withdraw from the College, you are required to check out of the residence hall within 24 hours of your withdrawal date. Contact the Residence Life Office to verify your departure and complete the necessary forms.

If you presently live in the residence halls and desire to be released from your housing contract and/or request exemption from the residency requirement, contact the Residence Life Office to complete the necessary application forms. Completed requests will be reviewed by the Housing Appeals Board (see Contract Period).

#### Your Housing Contract

Your contract covers both the first and second semester. It should be understood that a housing commitment is for the entire academic year (August–May). You and your parents are released from this obligation at the end of the semester only if you are not returning

to the College. The contract requires that you check out of the residence hall within 24 hours of your last final exam each semester or at the announced closing time, whichever comes first. If you are returning for the second semester (January), your belongings may be left in your room.

Room fees are not refundable if you leave the College voluntarily or if you are dismissed for disciplinary reasons. Illness or other extenuating circumstances may prove to be an exception. A decision in each case is made by the Director of Campus Housing when prompt application for a refund is made in writing. Board monies are refunded on a prorated basis.

## Room Information

### AQnet and Residential Computer Labs

AQnet is Aquinas College's wireless network which allows you to connect your personal computer to the Internet while on campus. For more information, visit [www.aquinas.edu/aqnet](http://www.aquinas.edu/aqnet).

For devices that require a wired network port, students will need to purchase a wireless adapter before they will be able to connect their device to AQnet. To connect devices that cannot use a wireless adapter, visit [www.aquinas.edu/aqnet](http://www.aquinas.edu/aqnet) for information on requesting a wired port. A \$25 Wired Service Activation Fee will be charged to your student account once the port is installed. Note: You will need to provide a network cable.

Small computer terminals are available in Regina and St. Joseph Halls for use by residents only. Use of a computer may be limited to two hours during busy times.

### Carpets

All residence hall rooms are carpeted. You are expected to give the carpeting and all furnishings in your room proper care. Vacuum cleaners are available at the Front Desk (or from another central location in residences without front desks) for your use. If the carpet becomes soiled or wet, report it to your Area Coordinator or [maint.requests@aquinas.edu](mailto:maint.requests@aquinas.edu) immediately.

### Construction

To comply with the requirements of the Michigan Building Code related to structural characteristics, fire hazards, and general safety in residential areas, College policy cannot allow the following forms of construction in student rooms since these forms of construction are considered safety hazards:

- raised floors

lowered ceilings  
room partitions

Any construction in the form of room furnishings must be approved by the Director of Campus Housing and must be free-standing and non-permanent; non-damaging to floors, walls, ceilings, and carpet; and disassembled and removed from the living unit at the end of the academic year or at any time you move from the room.

#### Electrical Appliances

Fires in students' rooms may be caused by careless use of electrical appliances or defective appliances. For this reason, the following are the only appliances that may be used in student rooms:

Clocks • Computers • Curling Irons • Electric Blankets (with caution) • Fans  
• Hair Dryers • Heating Pads (with caution) • Hot Pots • Microwaves (per restriction below) • Popcorn Poppers • Refrigerators (5 cubic feet max.). • Shavers • Stereos/Radios/CD Players • TVs. (All appliances must be U.L. approved and in good working order.)

The College reserves the right to refuse or limit the use of the type and number of electrical appliances which may be plugged into College circuits. All extension cords must be "Underwriter Laboratories" (UL) approved, and must have self-contained circuit breakers. Appliances should use no more than 800 watts at any time in your room or you risk fire.

#### Furnishing of Rooms and Public Areas

Each student room is furnished with enough bedroom and study furniture to accommodate the appropriate number of residents. You are not to remove furniture without the approval of your Area Coordinator. (Note that storage may not exist to remove furnishings, even if students contract for a designated single or under-occupied room.) Permanently attached furniture may not be moved or removed under any circumstances except by College maintenance personnel.

To hang pictures or posters on the wall, use poster putty, 3M "Command" adhesive strips, or similar materials which do not mark the wall. You are held responsible for damage caused by tape, nails, hooks, or screws. Dart boards are not allowed in the residence hall rooms. Damage resulting from the use of dart boards will be assessed against one's goodwill room deposit, along with possible other sanctions.

The lounges and recreation rooms in your residence hall are for the use and enjoyment of all residents and their guests. You are encouraged to help keep these public areas in good condition. Public area furniture may not be moved to a student's room.

#### Inspection

Aquinas College reserves the right to have personnel who are authorized by the chief student personnel officer enter student rooms at any time for maintenance or repair purposes, and when deemed necessary to check on the health or safety of the residents, or to check for a suspected violation of College regulations. This right is exercised with conscientious restraint.

The College may also make periodic room inspections to insure the maintenance of acceptable standards (i.e., conditions not detrimental to the residents' health, safety, and general welfare in a group-living situation).

#### Lofts

Non "Aquinas system" lofts may not be used in any residences. All lofted modular system furniture must be dismantled and returned to the standard bunked configuration before the final exam week begins at the end of the academic year.

#### Maintenance Requests

Standard requests for general maintenance (replacing a light bulb, fixing a leaky faucet or a squeaky door, etc.) may be e-mailed to [maint.requests@aquinas.edu](mailto:maint.requests@aquinas.edu), or you may call (616) 632-2102. If you need immediate assistance (heat, water, electrical or safety/security concerns) after office hours, see a Residence Life staff member or contact the Campus Safety Office.

#### Microwave Ovens

Only microwave ovens with a maximum energy draw of 11.0 amps or less are permitted. Please remember that if circuit overloading becomes a problem, students may be required to remove any electrical appliances from the residence halls. The College reserves the right to inspect any or all appliances, and to confiscate or require removal of any malfunctioning or non-complying unit.

(IMPORTANT NOTE: Microwave ovens are advertised in terms of cooking energy output, not maximum energy draw. Generally, microwave ovens must have 800 watts output or less with no browning elements or turntables to meet this requirement.)

### MicroFridge

The Micro-Fridge is a combination refrigerator/freezer and microwave oven that requires only a single plug. If you would like to rent one or have questions, contact the Residence Life Office.

### Painting Your Room

Residence hall rooms are painted on a rotating basis. Students residing in units scheduled to be painted during the up-coming summer are permitted, if they choose, to paint their own rooms. If you wish to paint your room, you must use College paint and follow the written procedures outlined. Contact the Residence Life Office for complete painting information.

### Refrigerators

You may have a small (5 cubic feet maximum size) portable refrigerator in your room. A limited number of refrigerators are available for rent from the Residence Life Office.

### Room Assignments or Changes

Room assignments for new students are made by the Residence Life Office. Requests for a specific roommate are honored whenever possible, if the request is mutual. In some cases, it may be necessary to assign you to a temporary room until withdrawals and cancellations permit transfer to a permanent room.

If for some valid reason you desire a room change, you must request to move through your Area Coordinator. You may not make a room change without the approval of the Area Coordinator. Room changes are not allowed until after the second week of classes. Once approved, a \$20 charge is assessed for administrative purposes.

Room assignments or room change requests based on religion or race will not be considered, as such discriminatory requests are contrary to the philosophy, policy, and tradition of Aquinas College. Students assigned to a room will not be moved in order to honor the request of another person.

### Smoke Detectors

All Aquinas residence hall rooms are equipped with a smoke detector. Anyone sounding a smoke detector, tampering with the devices, or conducting an unauthorized test of a detector is in violation of the Student Conduct Code and Michigan State Law. The College generally inspects all residential smoke detectors three times each year.

### Telephones

Aquinas College requests current cell phone information from all resident students for use in urgent communications. Please contact the Residence Life Office if you change your cell phone number.

You may register for a land-line room phone and local number by bringing your student ID to the Physical Plant Office in AB 057. A \$25 fee is required. You may provide your own instrument or use one provided by the College.

### Television and DVD Usage

The TVs and DVD players in each main lounge are for the use and enjoyment of all hall residents. Priority is given to reserved programming—special events that are sponsored by R.A.s, Area Councils, etc.

Residents may request to reserve the use of a lounge television screen, disk player, and any available gaming equipment at the front desk, at least one day prior to the requested showing. No NC-17 rated movies may be shown.

### Trash and Recycling

Trash rooms are provided for waste disposal in each residence hall. House and apartment residents are responsible for taking all trash to the appropriate exterior bin. Do not empty trash in the restrooms or hallways. Large boxes, including pizza containers, should be folded or broken down before being deposited in the trash room. Students are encouraged to participate in the campus recycling and composting programs.

### Vending Machines

Washing machines, dryers, snack and soft drink vendors, and change machines are located in each major residence. You are asked to immediately report any malfunction to the Front Desk or the Area Coordinator so that a refund can be given and a repair request issued. Theft, tampering or vandalism involving these machines is cause for conduct review and sanctions. Laundry machines are for use by resident students only.

## For Your Safety

### Bicycles and Motorcycles

Bicycles should be parked and chained to the racks outside each residence, not chained to trees or parked in front of hall entrances. There are bicycle storage rooms available in Regina and St. Joseph halls. Register your bicycle at the front desk of a residence hall in order to store it in the bicycle room. Once registered, you may ask the front desk receptionist for a key to this area. You are responsible for any cleaning required or damages caused by storing a bicycle in your room.

A Grand Rapids city ordinance requires that all bicycles be registered to aid in establishing ownership of a bicycle if it is lost or stolen. Motorcycles and mopeds may be parked in campus parking lots with an appropriate permit. Under no circumstances are motorcycles or mopeds allowed in the residence halls.

#### Building Access Policy

Building Residents gain access by swiping their ID card through the card reader unit. Courtesy phones are available at each building for guests to call residents. Guests need to be escorted by a hall resident at all times. At Regina and St. Joseph Halls, all guests may be required to present photo ID and sign in. No one shall be admitted into a residence hall without proper identification.

You are required to cooperate in maintaining security by not propping open locked doors and by immediately reporting any suspicious person or activity to the Area Coordinator or staff member on duty.

Residents who prop open exterior doors decrease security within the buildings and, therefore, are subject to fines or other sanctions. You should lock your room doors when sleeping or leaving your room for any period of time.

Any non-resident wishing to enter a residence area must first contact a resident who will then be required to sign their guest into the building. The resident must escort this guest throughout the building and will be responsible for the guest's behavior. In order that security may be maintained the large residence halls, all non-residents are required to sign in at the front desk of residence halls.

#### Identification Cards

Aquinas College ID cards are used to provide official identification for students living in the residence halls and should be carried on your person at all times. You must present your ID card to gain access into your residence hall and when directed to do so by any College personnel acting in an official capacity. If you lose your ID card or it stops functioning correctly, you may obtain a replacement at the Campus Safety Office.

#### Keys

Room and house keys assigned for resident student use remain the property of Aquinas College and may not be duplicated. No keys should ever be exchanged with another student except through your Area Coordinator or the Residence Life Office.

Students who are locked out of their rooms may be let into the room by Residence Life staff or a Campus Safety Officer. This service is provided at no cost for up to three times

during the academic year. Subsequent key-ins will result in a \$10 charge to your student account.

If your key is lost, stolen, or misplaced, a new key can be obtained at the Residence Life Office. Replacement cost is \$20, which may be charged to your student account. If you wish to have your door lock core changed for security reasons, this procedure can be performed at no additional cost.

#### Report of Fire, Theft, Damage to Property, or Harassment

Students are encouraged to immediately report such incidents to their Resident Assistant or to the Campus Safety Office at 616-632-2462. A report will be made and necessary follow-up taken by the Residence Life or Campus Safety Offices.

#### Severe Weather Procedures

Tornadoes and other potentially dangerous storms occur most frequently in the spring in Michigan. For the safety of hall residents, the following procedures have been instituted.

Tornado watches are alerting messages from the National Severe Storms Forecast Center to areas where there is a possibility that a tornado might develop. The National Weather Service disseminates this information via radio and TV. Tornado watches are meant to alert people to the possibility of a tornado developing over a specified period of time. During a "watch" period you should not interrupt your normal routines, unless a tornado warning is issued.

A tornado warning means that a tornado has actually been sighted in the area or indicated by radar. When a tornado warning is issued for the Aquinas College area, all persons should immediately take safety precautions. R.A.s and other staff members will quickly alert and advise residents. Everyone should proceed to the lowest level of your residence. Avoid any areas with windows. Take a flashlight and a portable computer, phone or radio with you to the shelter area, if time permits. Remain there until an all-clear is given.

Adverse weather conditions are carefully monitored by the College. Students are requested to listen to any area news media to receive any announcements pertaining to classes. Unless otherwise announced, classes will be held.

For day classes: Information is broadcast by 7 a.m.

For night classes: Information is broadcast by 4 p.m.

For additional weather information, students may call the Aquinas Weather Hotline at 632-2463, or visit *The Moose* student web portal.

#### Sharps Policy

Students who need to dispose of used syringes, needles, and lancets have 48 hours upon arriving on campus to get a Sharps disposal container otherwise one will be purchased for them with the cost charged to their student account. Students can request a Sharps container from the Health and Wellness services WCLL 101, Ext. 2970. It is the student's responsibility to immediately dispose of sharp objects after use and to dispose of the full Sharps container through the Health Center.

#### Vehicle Registrations and Parking Regulations

All motor vehicles operated by persons associated with the College must be properly registered with the Campus Safety Office. Contact "CSO" at 632-2462 or visit their webpage for more information.

### Residence Hall Regulations

#### Preamble

In keeping with the objectives of Aquinas College, you are expected to observe standards of self-discipline in exercising your rights and implementing your responsibilities. Respect for your own dignity and consideration for the human dignities of others are the guidelines. The honor system in effect at Aquinas calls for maturity. It exacts responsibility for your own actions and the assumption of the obligations, which necessarily flow from personal freedom. It assumes that you have a sincere concern for the welfare of your fellow residents. The honor system is not an absence of the rules; rather it imposes a duty to respect the living regulations outlined in the housing contract and in the following document.

Responsibility for abiding by College regulations (and local, state, and federal laws) rests primarily with the student. Out of respect for the right of students to privacy in their rooms, Aquinas College personnel will not search for violations unless there is reasonable cause to suspect a violation of policy. Resident students are responsible for conveying all College regulations and expectations to their guests.

Since some students from time to time jeopardize their own welfare and that of the College community, Aquinas College reserves the right to dismiss at any time, for stated cause, any student whose conduct is not in accordance with the ideals and standards of the College, and whose presence is considered detrimental to the general welfare. Further, the College has a formal student conduct review process established to ensure that the rights of all students are protected.

The Residence Life Staff in general, and specifically the Area Coordinators, are charged by the College to maintain an atmosphere that is conducive to the growth of the total person. As such, the Area Coordinators must function in many roles: disciplinarian, administrator, and counselor. They are part of the College student conduct review process and will set behavioral limitations or official College sanctions in those instances where a student's conduct requires such action.

Sanctioning guidelines for violations of the Student Conduct Code, including these Residence Hall Regulations, may be reviewed at the Residence Life Office or elsewhere in this student date book.

## 1.0 ALCOHOL POLICY

The legal drinking age in Michigan is 21; College policy regarding alcohol is based on Michigan Law.

The misuse and abuse of alcoholic beverages is judged to be unacceptable behavior and will be viewed as a serious threat to the health, safety, and well being of the individual and the community. Students who exhibit such behavior may be required to attend counseling or education programs, or required assessment and treatment at a substance abuse treatment facility (at the student's expense) as a condition of remaining in the residence hall. Flagrant or repeat offenses could result in a student's dismissal from the residential community and the College.

Students who desire help with any substance abuse problem are encouraged to use the counseling programs offered by Aquinas College and various community agencies. For more information, contact the Career and Counseling Center. All inquiries will be confidential.

The following regulations are in effect:

1.1 No person under 21 years of age shall possess, consume, or transmit alcoholic beverages.

1.2 No person under the age of 21 shall possess or transmit alcoholic beverage containers within the residence halls.

1.3 Students 21 years of age or older who want to drink alcoholic beverages in their rooms may do so with the door closed and with no minors present. Such beverages may only be transported to and from their own rooms in covered, sealed containers.

1.4 No person 21 years of age or older shall consume alcoholic beverages in the room of a resident who is under 21.

1.5 No person shall possess, transmit or consume from open containers of alcoholic beverages in the hallways, lounges, lobbies, or any other public area of the residence hall.

1.6 Kegs, "bubble-kegs," "trash-cans," punchbowls or like quantities of alcohol are not allowed in the residence hall. "Beer bong" and other rapid consumption paraphernalia are also not permitted in the residence halls.

1.7 It is a violation of State law to provide alcoholic beverages to anyone under the age of 21 years.

1.8 No person shall display alcoholic beverage containers or commercial promotional material in residence hall windows or on the exterior of room doors.

## 2.0 COEDUCATIONAL VISITATION

The coeducational visitation policy for students in their residence hall rooms is based upon a sincere concern for student welfare, recognition of the rights of a roommate and suitemates, and the desire to communicate the values of Aquinas College as a Catholic institution.

Residents may choose to restrict visitation hours for their floor, following democratic guidelines, not to exceed the following maximum times:

Sunday through Thursday:

8 a.m. to 1 a.m.

Friday and Saturday:

8 a.m. to 2 a.m.

2.1 No person shall have a member of the opposite gender in their room past the Coeducational Visitation hours listed above.

2.2 No person shall be present in the room of a member of the opposite gender past the Coeducational Visitation hours listed above.

2.3 No person shall permit members of the opposite gender to sleep overnight in their room.

2.4 No person shall be present in any other residence hall room with a member of the opposite gender after coed visitation hours listed above.

### 3.0 DRUGS/CONTROLLED SUBSTANCES

The laws of the State of Michigan prohibit the possession, use, sale, or distribution of any federally controlled drug, narcotic, barbiturate, hallucinogen, marijuana, or amphetamine. College policy regarding drugs and controlled substances is based on Michigan law, but not limited to the state interpretation of prohibited substances. Aquinas College reserved the right to prohibit any chemical substance, compound or combination which may be used to induce an altered state, including any otherwise lawfully available product (such as over the counter or prescription drugs) used for any purpose other than its intended use.

The possession, misuse, abuse, sale, or distribution of illegal or prohibited drugs is judged to be unacceptable behavior and will be viewed as a serious threat to the health, safety, and well being of the individual and the community.

Any drug-related incident on campus may result in dismissal from the residential community and required assessment and treatment at a substance abuse treatment facility (at the student's expense) as a condition of remaining as a student at Aquinas College. Flagrant or repeat offenses may result in a student's dismissal from the College.

Students who desire help with any substance abuse problem are encouraged to use the counseling programs offered by Aquinas College and various community agencies. For more information, contact the Career and Counseling Center. All inquiries will be confidential.

3.1 No person shall possess, use, sell, or distribute any federally controlled drug, narcotic, barbiturate, hallucinogen, marijuana or amphetamine on College premises, except as authorized by law and allowed under College regulations.

3.2 Marijuana odors emanating from a resident's room may lead to disciplinary action.

3.3 Drug use paraphernalia is not permitted in the residence hall without the expressed consent of the Residence Life Office or Aquinas College Health Center.

NOTE: Participation in the Michigan Medical Marijuana Program and/or possession of a MMMP patient registration card shall not exempt any person from the prohibition of possession or use of marijuana or related paraphernalia in or near Aquinas College residences.

#### 4.0 GUEST POLICY

All members of the residence hall community have some responsibility to help secure the community's welfare by communicating to guests the expectations established through these regulations.

4.1 All non-resident guests in the large residence halls must be registered at the Front Desk. A resident must escort any visitor within a residence at all times. Residents who fail to register their guests are subject to conduct review and sanctions.

4.2 No guest may stay overnight on campus for more than three days within a seven-day period. Overnight guests must be registered with the Front Desk indicating the room and person with whom they are staying. No person shall provide overnight accommodations for guests in the public lounges of the residence hall without the advance written permission of the Area Coordinator.

4.3 No person shall fail to take responsibility for the behavior of their guest and for that individual's adherence to all rules and regulations of Aquinas College.

#### 5.0 HARASSMENT AND INTIMIDATION

To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others. Physical or emotional harassment will not be tolerated in a residence hall community whether intentional or not, and through any means, including direct verbal and non-verbal communications, written and electronic (including direct transmissions and postings to visible walls or sites) medium, or third party messenger.

5.1 No person shall harass or abuse any other person. (This shall include, but not be limited to, harassment or abuse based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation, or disability.)

5.2 No person shall exhibit behavior which harms or threatens to harm another person or another person's property.

5.3 No person shall abuse, threaten, or harass any residence hall employee.

5.4 No person shall abuse, threaten, harass, or exhibit behavior that intimidates any complainant, respondent, counsel, witness, or review board member prior to, during, and after a student conduct review board hearing.

## 6.0 COMMUNITY RIGHTS AND INDIVIDUAL RESPONSIBILITIES

6.1 No person shall interfere with the attempts of others to study.

6.2 No person shall interfere with attempts of others to sleep during reasonable and/or posted consideration hours.

6.3 No person shall play any recreational activities intended for outdoors (e.g., cycling, roller-blading, throwing of balls, water, etc.) inside or near the residence hall.

6.4 No person shall allow an animal, bird, or other pet to enter a residence hall. Small fish are permitted with consent of the roommate(s). Maximum tank size is ten gallons. A fine of \$50 is imposed if this rule is violated. The pet must be immediately removed or the fine will increase for every day it remains in the hall.

6.5 No person shall possess a water-bed in the residence hall.

6.6 No person shall install an antenna or receiver dish of any sort on the exterior of the residence hall.

6.7 No person shall interfere with the safe/clean environment of others.

6.8 No person, firm, or corporation shall engage in any type of solicitation (whether for profit or charitable purpose) within the residence hall without the direct permission of the Director of Campus Housing.

6.9 No person shall refuse to provide his or her name and show appropriate, valid identification to a staff member performing his or her duty, upon request.

#### 7.0 PARTY POLICY

Because of the relatively small size of the residence hall rooms and the potential for disturbing other residents, parties in individual rooms must be carefully controlled. The following stipulations apply to all parties and failure to comply will result in automatic termination of the party and possible judicial action against all individuals involved.

1. A party shall be limited to no more than 10 individuals at one time
2. A party shall terminate promptly at 11 p.m. (weekdays) & 12 MIDNIGHT (weekends)
3. Individuals acting as host/hostess are responsible for all guests while attending the party. The Residence Life Staff reserves the right to terminate the party at any time.

7.1 No person shall fail to abide by the Party Policy as outlined above.

#### 8.0 PERSONAL AND COMMUNITY PROPERTY

The protection of personal property is important to the well-being of the individual. Protection of community property protects the investment all residents make through the payment of their room fee. To provide maximum security for personal property and the condition of the room, rooms should be LOCKED while sleeping or if left unoccupied.

8.1 No person shall tamper with or borrow without permission the personal property of others.

8.2 No person shall, without proper authorization, remove any property from its assigned place in a residence hall. This includes both room furniture and public-area furniture. Violators of this policy may be assessed an initial fine and other charges for every day thereafter until the problem is corrected.

8.3 No person shall fail to take responsibility for the condition of the assigned room nor shall they fail to reimburse the College for all damage to the room, damage to, or loss of, fixtures, furnishings, or properties furnished under the Housing Contract.

8.4 No person shall fail to take responsibility for what occurs in their room. (This includes, but is not limited to, social gatherings, loud music, and the like which could occur as a result of an unsecured room. The responsibility rests upon the resident in whose room the incident occurs.)

#### 9.0 PROXIMAL COMPLICITY

If a student enters an area where a violation of policy is occurring, or a violation is initiated in an area that s/he is in, the student should immediately leave. Otherwise, by choosing to remain, the student assumes responsibility for all behavior and items in that room, regardless of his/ her participation, unless it can be clearly demonstrated that the student had no knowledge of the incident.

9.1 All students in a residence hall room or area may be held responsible for any violation of the Student Conduct Code in that room or area, even if they are not active participants in the activity or in direct possession of any prohibited items.

#### 10.0 QUIET HOURS

Respect for the rights of others regarding appropriate noise levels for study and sleep must be considered at all times.

Students who are bothered by excessive noise are encouraged to first contact the person(s) making the noise and politely request them to lower the noise level. If that request is not honored, then the aggrieved student(s) should contact the R.A. on duty.

Contact the Regina Front Desk (616) 632-2949 or the St. Joseph Front Desk (616) 632-2957 to find out who is on duty in your hall or area.

*During Quiet Hours and especially during Silent Hours, the right to quiet supersedes anyone's privilege of making noise.*

Area Coordinators reserve the right to confiscate recreational equipment, audio devices, and any other materials or items for as long a period of time as deemed necessary should students not adhere to the Quiet Hours Policy.

10.1 No person shall violate the outlined Quiet Hours and Silent Hours (below).

10.2 No person shall cause or otherwise contribute unreasonable noise in the residence hall or areas immediately surrounding the residence hall.

10.3 No person shall store electric musical instruments and related amplification equipment and speakers in their residence hall room without the written permission of the Area Coordinator. The permission may be revoked, for cause, at any time.

	COURTESY HOURS	QUIET HOURS	SILENT HOURS
<b>WEEKDAYS</b>	24 hours	9 p.m.–11 p.m.	11 p.m.–9 a.m.
Sunday pm through Friday am		and 9 a.m.–11 a.m.	
<b>WEEKENDS</b>	24 hours	Midnight–11 a.m	
Friday pm through Sunday am			
<b>FINALS WEEK</b>	24 hours*	<b>23 hours*</b>	Normal Silent Hours

Courtesy Hours: General consideration for the rights of others. A resident has the right to request that another resident limit his or her noise level.

Quiet Hours: Limited sound and controlled noise levels.

Silent Hours: Virtually no noise or sound audible outside the room.

\*Each semester, the Area Councils may determine one "Blow-out Hour" to occur daily commencing no earlier than 5:00pm and ending no later than 9:00pm

## 11.0 SAFETY OF THE INDIVIDUAL AND COMMUNITY

Fundamental to the protection of the individual is the maintenance of an environment that is physically safe and predictable. As members of a group, each individual has a responsibility to ensure that safety and/or security hazards are eliminated, fire equipment is maintained, and fire procedures are followed.

11.1 No person shall create, or help to create, a safety or security hazard. Littering in and around any campus residence is not permitted. Hallways deemed excessively littered by Housekeeping or the Residence Life Staff will result in a charge to all floor members that will reduce one's goodwill deposit. Tampering with fuse boxes is considered a safety hazard and will not be tolerated.

11.2 No person shall possess or use firecrackers, fireworks, firearms, or other dangerous weapons or explosives. Setting off fireworks in any campus residence and the areas surrounding the buildings may result in arrest and/or suspension from the College. Air guns, water guns, paintball guns, and related materials are also prohibited in or near any campus residence.

11.3 No person shall possess combustible materials, explosives, caustic chemicals, or acid solutions in any campus residence.

11.4 No person shall burn candles in any campus residence due to the danger of fire.

11.5 No person shall tamper with fire equipment, nor use such equipment for other than the prevention or control of fire (Fire equipment includes, but is not limited to, smoke detectors, fire alarm mechanisms, extinguishers, fire hoses, and any other firefighting devices). Misusing equipment can cause the loss of life or property. You risk fines of up to \$500 and/or imprisonment if you tamper with fire safety equipment or cause a false alarm. This rule is strictly enforced at Aquinas.

11.6 No person shall set a fire in any campus residence or areas immediately associated with any residence.

11.7 No person shall remain in a residence after a fire alarm has been sounded. Fire drills are conducted in College housing to comply with state regulations and to ensure your safety. During fire drills you are expected to follow directions and maintain a mature attitude.

11.8 No person shall fail to respond to any instructions given to them by any College official during an emergency situation. (This pertains specifically, but not exclusively, to fire alarm, tornado warning, severe weather, bomb threat, etc.).

11.9 To prevent fires, only artificial, flame-retardant Christmas trees will be allowed in residents' rooms. If you wish to decorate your tree, the lights must be UL approved and used only when you are in your room.

11.10 No person is permitted on the roof of any campus residence.

11.11 No person shall throw or drop anything out of a campus residence window; nor shall one enter or exit a campus residence via a window.

11.12 No person shall remove windows or window screens from the windows at any time nor shall one sit in the windows.

11.13 No person shall store vehicles with combustion engines in a residence.

11.14 No person shall ride, park, or store a bicycle in the corridors, rest-rooms, lounges, entry ways, or in any other public area of a campus residence. Bicycles may be kept in designated bike rooms or student rooms with roommate consent.

11.15 No person shall fail to abide by the established guidelines for entrance into campus residences. Students may not allow any other person to use their key or access card, nor prop exterior doors open.

## 12.0 SMOKING POLICY

Recognizing the substantial health risks associated with tobacco use and smoke from tobacco and many other combustible materials, the following guidelines have been established to reduce exposure to hazardous substances for all individuals living in the residence hall community.

Students who desire information about smoking cessation programs offered through Aquinas College and various community agencies are encouraged to contact the Health Center at (616) 632-2970.

12.1 No person shall smoke or burn tobacco, cloves, incense, or any other materials inside or within 100 feet of any residence hall, except in exterior areas designated by the hall or area council.

12.2 No form of tobacco may be used in the hallways, lounges, lobbies, or any other public area of the residence hall.

## 13.0 VACATION PERIODS

Rooms may be occupied and vacated only in accordance with schedules published by the Residence Life Office. All campus housing is closed during vacation periods and students are required to vacate their rooms unless permission is granted by the Director of Campus Housing or an Area Coordinator. Those granted permission to stay will be assessed a nightly fee.

13.1 No person shall remain in any campus residence when it is closed during vacation periods unless permission is granted by the Residence Life Office. Violators will be assessed the nightly fee plus a fine of \$50.

13.2 No person shall fail to adhere to all College rules and regulations during vacation periods.

## Residence Life Staff Phone Numbers

616-632+ Ext

### **Woodward Area:**

Matt Delaney	Area Coordinator	Office 2955
Joe Cracchiolo	Dominican- Beta 1	1082
Kaylin Klein	Dominican- Gamma 1	1083
Andrew Kleinschmit	Woodcock Hall Room 1	1084
Monica Rischiotto	Knape Hall Apt 1	1085
Alicia Lynch	Meijer Hall Room 5	1086
Christopher Skurka	Browne Center 21	1112
Stephanie Krajnik	Williowbrook 203	
Raechel Wrona	Ravine A Room 103	1087
Ali Roberts	Ravine B Room 103	1088
Liz Johnson	Ravine C Room 103	1089
Jason Fischer	Ravine D Room 101	1090
Caitlyn Bonney	Ravine D Room 304	1091

### **Regina Area:**

Paul Willard	Area Coordinator	Office 2946
Bailey Terebinski	First East Room 101	1093
Megan Whitney	First East Room 118	1094
Kayla Sandell	Second East Room 207	1095
Melissa Goulet	Second East Room 222	1096
Andrea Fisher	Third East Room 309	1097
Melanie Capp	Third East Room 322	1098
Brian VanVels	First West Room 138	1099
Sean Briggs	Second West Room 243	1100
Michelle Plumstead	Second West Room 238	1101
Felipe Trevino	Third West Room 338	1102
Tom Olson	Third West Room 343	1103
Becca Ryan	Fourth West Room 440	1104
Marah Klose	Fourth West Room 441	1105

### **Siena Area:**

Liz Harpold	Area Coordinator	Office 2958
Ian MacNeil	First St. Joe Room 104	1106
Josef Broderick	First St. Joe Room 110	1107
Emily Langlois	Second St. Joe Room 208	1108
Jacob Bergmann	Second St. Joe Room 218	1109
Kaitlin Koett	Third St. Joe Room 308	1110
Rachel Varley	Third St. Joe Room 318	1111

**Siena Area (Con't)**

Michael Sendor	Ground Hruby Hall Room 13	1113
Carolyn Tuski	First Hruby Hall Room 113	1114
Ian Hart	Second Hruby Hall Room 213	1115
Patrick Janissee	Gatehouse Room 203	

**RA On-Duty**

Woodward Area	2072
Siena Area	2943
AC On-Duty	1999

**Other Numbers:** (616+632+ extension)

Campus Safety	Emergency & Non-emergency	2462
Maintenance/Housekeeping	Physical Plant Dispatcher	2012
	Health Center (Lower Wege)	2969
	Academic & Learning Services	2166
	Campus Life	2983
	Campus Ministry	2489
	Career & Counseling Services	2905
	Dean of Student Services	2171
	Dinning Services	2968
	Diversity Initiatives	2955
	Student Support Services	2165
	Sturrs Fitness Center	2470
	Weather Hotline	2463