This handbook has been prepared to provide you with information that will be helpful while living in the residence halls.

We recommend you read this handbook at the beginning of your stay and refer to the handbook throughout the year.
Welcome to Residence Life at St. Thomas

On behalf of the staff in the Department of Residence Life, welcome to your residential experience at the University of St. Thomas. Living on campus provides many exciting opportunities and benefits as you become part of a dynamic residence life culture.

We encourage you to get involved in your residential community; meet the staff and your neighbors, participate in hall programs, plan some of your own activities with friends, or assume a leadership role in your hall by getting involved with your Hall Council or your Residence Hall Association. Through your involvement, you will develop important life skills which will complement your classroom experience and college education. The more you are invested in your college experience, the greater the benefits.

The Residence Life handbook includes important information that you will need to know while living on campus, including policies and procedures that govern residential living. Your understanding and respect for these issues are critical to your success as a residential student. If you have any questions or require assistance with your living situation, Residence Life staff members are ready and eager to help you make the most of your experience.

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Aaron Macke, Ed.D.
Director of Residence Life
Values

1. We value a welcoming, diverse and inclusive community where the dignity of each person is respected and valued.
2. We value the fusion of living and learning by creating and supporting a learning environment within our residence halls.
3. We value the exploration, reflection, and discussion of faith in the halls.
4. We value the development of our student leaders.
5. We value and support a balanced, healthy lifestyle.
6. We value effective civil discourse that encourages positive interaction within the Residence Halls.
7. We value a safe, clean and comfortable physical environment.
8. We value meeting the needs of students, and implementing and providing quality, friendly services to constituents.

The Residence Life Staff

Area Directors/Hall Directors

Area Directors are Master’s level, full time, professional staff members who direct a hall or halls and supervise another hall or halls. Hall Directors are professional staff enrolled in a Master’s program who direct a hall and report to an Area Director. Both staff live and work in the residence halls, have significant education, leadership, and training in managing residence halls. Area Directors and Hall Directors work closely with the student staff (RA’s, AC’s, OM’s and Hall Council) to promote a positive residential community by supporting program opportunities and enforcing policies to maintain high community standards.

Assistant Director of Campus & Residence Life

The Assistant Director of Campus & Residence Life serves two primary roles: creating and producing marketing and design for the Division of Student Affairs, and working in Residence Life overseeing residence areas on the South Campus and in the center of campus.

Associate Director

The Associate Director of Residence Life oversees the professional and student staff of the residence halls. The Associate Director works closely with the director, assistant directors, area directors, and hall directors to provide welcoming, educational, safe, and fun halls.

Assistant Director of Residence Life

The Assistant Director of Residence Life oversees the room assignment and billing functions of the Department. The assistant director is also responsible for supervising the student staff in the central office.

Assignment & Billing Coordinators

The Office Coordinators manage the office and serve the needs of students with questions and concerns. They also run our Residential Management System (RMS), which manages the assignments and billing information of our resident students.
Director

The Director of Residence Life oversees all functions of the Department of Residence Life. The director is responsible for the leadership of the Residence Life program including the development and implementation of the Department’s philosophy, policies, and procedures.

The Residence Life Student Staff

Resident Advisor (RA) & Apartment Coordinator (AC)

Resident Advisors and Apartment Coordinators are community builders who live in designated areas of each residence hall on campus. They are full-time students trained to help with most situations that may arise for residents including academic and personal concerns. During the year, RA’s and AC’s will plan programs and activities to provide students with social and educational opportunities outside the classroom. RA’s and AC’s will also assist residents with upholding University policies.

Operations Manager (OM)

A senior level undergraduate student, the OM’s responsibilities include overseeing Hall Duty schedules, the Hall Desks, Night Access, staff supervision, and other administrative operations of the halls.

Hall Council

Each residence hall on campus has a Hall Council that is a member of the Residence Hall Association and advised by its respective hall director. A hall council functions as a programming group for the hall. All residents are encouraged to run for a position and/or participate in their respective hall council.

Residence Hall Association (RHA)

RHA is the umbrella organization that unites the Hall Councils from across campus and represents the interests of all residential students. RHA is governed by an Executive Board of student leaders advised by the director and assistant director of residence life.

Night Access Attendants

Night access attendants are full-time undergraduate students who provide after-hours information and assistance while ensuring only residents and registered guests enter the residence halls.

Community Living and Expectations

A residence hall is a unique living experience. This will likely be one of the few opportunities that you will have to experience such a lifestyle. For most people, living with a large group of people in a limited space requires some adjustment in personal habits and attitudes. These changes rarely occur overnight, but are most often achieved through trial and error as you and the people around you strive to create a comfortable environment.

Living in the residence halls at St. Thomas will change you both individually and as a community member. You will discover a wide variety of individual lifestyles and personalities, and your education will extend beyond the walls of the traditional classroom. Your residence hall is more than just a place to sleep. A variety of ways to get involved in your living environment and university are available. Your Residence Life staff and fellow resident students are invaluable during this experience.

Because of our diverse backgrounds and experiences, we each bring a special offering to the residence hall community, and it is very important that we treat one another with respect and appreciation. It is up to each of us to ensure that the rights of fellow resident students are honored and that the common good of the community is protected.
Behavioral Expectations of Resident Students

The Department of Residence Life reserves the right to hold residents responsible for knowing and abiding by the Student Policy Book, the Student Residence Agreement, and the Resident Student Handbook. These policy sources are important to providing and maintaining a living and learning environment that meets the needs of all our residents.

Health Insurance

Undergraduate students enrolled in 12 or more credits are required to demonstrate health insurance coverage every fall and spring semester. Please visit the Student Health Services within the university at 1-651-962-6750, studenthealthservices@stthomas.edu, or Brady Hall/Koch Commons Lower Level for more detailed information.

UST Cares

We all have bad days. These can occur for a variety of reasons and it can sometimes feel like the entire world is out to get you. If you or someone you care about is having problems that go beyond your typical bad day, and you are worried about them, please visit www.stthomas.edu/ustcares for detailed information regarding the resources on campus to take advantage of and get the help you need.

Student Policy Book
http://www.stthomas.edu/policies/undergraduate/UG_Student_Policy_Book.pdf

Student Residence Agreement

Emergency Contact Information

All students living in the Residence Halls are required to keep their up to date emergency contact information in Banner, the University’s official system of record.

Meningococcal Disease

Meningococcal disease is a serious illness caused by Neisseria meningitidis bacteria. It can cause meningitis, an infection of the brain and spinal cord coverings, and blood infection. Anyone can get meningococcal disease, but college students living in residence halls are at increased risk and should seriously consider getting immunized. To learn more call your local health department’s immunization program or the Centers for Disease Control and Prevention (CDC): 1-800-232-4636 (1- 800-CDC-INFO).
Student Residence Agreement

This Student Residence Agreement pertains to all resident students in housing managed by the Department of Residence Life. The Department of Residence Life reserves the right to make changes to this agreement ongoing and will post the most current edition on the Web site www.stthomas.edu/residencelife. Students are also responsible for reading the online Resident Student Handbook and the Undergraduate Student Policy Book as part of the conditions of their stay in campus housing.

Our primary means of communication is through a student's official UST email. Any reminders, official statements, and announcements will be communicated through email. It is expected that the residents check their UST email account regularly and keep up with emails from the Department of Residence Life. We are not responsible for missed deadlines or response to requests as a result of a student's mismanagement of their email.

1. Agreement Terms

This agreement is for fall, J-term and spring terms. Spring term ends 24 hours after a student's last final or after commencement for graduating students. This agreement between St. Thomas and the student constitutes an offer of housing accommodations within the limits of available on-campus housing. This agreement becomes effective for incoming students when the required housing deposit is submitted. This agreement becomes effective for returning students after the application is submitted online or after a paper application is signed, therefore constituting an acceptance of all the terms and conditions within this agreement and a promise to pay all associated housing and food service charges to the University of St. Thomas.

2. Eligibility

In order to be eligible for occupancy in University housing, the student must be a full-time degree seeking student enrolled for a minimum of 12 credit hours at the University of St. Thomas. A student may drop below 12 credits only if they are in their last semester in fulfilling graduation requirements (or if prior arrangements have been made with Residence Life).

3. Housing Deposit

A housing deposit of $200 is to be submitted by all incoming students. This deposit requests a space in on-campus student housing. It is credited to the students' room and board charges for the semester when the student is assigned and moves on campus. Refer to the Cancellation Policy for information on refund and forfeiture of the housing deposit. Returning students do not pay a deposit, but cancellation fees do apply, please see cancellation policy.

4. Cancellation Policy

For new students requesting a release for fall and spring semester: If the Office of Admissions receives from an incoming student written notification of cancellation for Fall Semester postmarked May 1 or earlier, the housing deposit of $200 will be refunded. Cancellations received after May 1 and prior to the first Friday of classes will result in the forfeiture of $200 housing deposit. Cancellations after the first class day of the semester will result in a prorated charge for usage of the room and a $500 cancellation fee.

For returning students requesting a release for fall and spring semester:

Returning students who were assigned to a living space, but cancel after April 15 and before June 15 will be charged a $350 cancellation fee. Returning students canceling between June 15 and the first Friday of classes will be charged a $500 cancellation fee. Cancellations after the first Friday of classes for returning students will result in a prorated charge for usage of the room and a $500 cancellation fee.

For current students requesting a release from housing mid-year:

Students remaining for fall semester, but cancelling spring housing prior to November 15 will be charged a $350 fee. Cancellations after November 15 and before the first Friday of Spring classes will be charged a $500 cancellation fee. Cancellations after the first Friday of classes for current students will result in a prorated charge for usage of the room and a $500 cancellation fee.

No cancellation fee will be charged if canceling for the following reasons: 1) study abroad; 2) graduation; 3) withdrawal from the university, and 4) marriage.

5. Food Service and Meal Plan Requirements

All freshmen residents are required to have a meal plan. Sophomore residents in all halls except Morrison, Flynn, CDC, Grand Avenue Apartments and the Transfer Houses must take one of the approved meal plans. Junior and senior residents of Brady, Cretin, Dowling, Grace, Ireland, John Paul II and Murray Halls only are required to have a meal plan and may choose any resident meal plan. Meal plans are for single student use only and may not be given or shared, with the exception of guest meals, with anyone else. Penalties may include fines and possible loss of meal plan privileges. Fall, January and Spring meal plans are only for the designated semester and do not roll over to the following semester. To cancel or adjust the meal plan, please visit the Department of Residence Life or Card Office to complete a cancellation or change form. For more information regarding Dining Services, please consult their Web site at http://www.stthomas.edu/dining/.
6. Rates

The student agrees to pay all room rates as published for the term of the agreement. Semester charges for room and board are billed to student accounts and processed according to the Billing and Financial Procedures of the University. The University reserves the right to adjust room and board rates during the term of this agreement. Rate increases will require a 30 day calendar notice to resident students.

7. Room Entry

Authorized University personnel may enter a student’s room at any time. Room searches will occur when University officials believe a search is necessary to resolve a life, safety or health threatening situation or when state law or University policy is being violated; to perform requested or preventative maintenance; or, if there is a cry for help, the smell of smoke, or to silence a disruptive noise.

Property can be seized and removed from a resident’s room if it constitutes an imminent danger or disruption to the resident or others, when the property is University owned, when state law or University policy is being violated, or when the property is unauthorized.

8. Liability

The University of St. Thomas is not liable for the loss, damage to, or theft of properties belonging to the student. Further, the University shall not be liable for any claims for damage by reason of any injury or injuries to any person or persons, or damage to property which in any way arises out of the use and occupancy of the on-campus housing. The student hereby agrees to hold the University of St. Thomas harmless from all liabilities on account of or by reason of any such injuries, liabilities, claims, suits or losses. The student shall be responsible for obtaining insurance coverage on her/his personal property.

9. Assignment Policy

First Year and Transfer students are assigned to rooms and halls according to their housing deposit date, housing preferences, and space availability. The University of St. Thomas reserves the right to make reassignments and temporary housing assignments as considered necessary.

10. Room Changes

A resident may change rooms only with authorization from the Department of Residence Life. Unauthorized room changes or failure to move out of a room when required may result in additional charges as determined by the Department of Residence Life.

11. Check-in and Check-out

Each resident is considered checked-in when she/he obtains the room key. When moving into the assigned room, the resident shall complete, sign and turn in a Room/Apartment Condition Report.

When vacating the assigned room/apartment, the resident must check out with the Area/Hall Director or his/her designee. Each resident agrees to follow the proper check-out procedures when vacating the premises or relocating within the system. Failure to follow established check-out procedures may result in improper check-out charges as determined by the University.

Assigned bed space will only be held until 3:00 p.m. on the first day of classes each semester. When the resident fails to check in at the assigned residence hall, he or she will be subject to applicable forfeiture and cancellation fees and will be charged all applicable room and board charges until written notice of housing cancellation is received by the Department of Residence Life.

Residents of Cretin, Grace, Brady, Murray, Dowling, Ireland, John Paul II, 2085 Grand, 2151 Grand, and the Transfer Houses who are not graduating must vacate the premises within 24 hours after their last final exam.

Residents in Flynn, Morrison, and CDC can remain in their housing until the day after graduation. If you need to stay in your apartment, you will be allowed to stay until the end of the month at a $40 daily rate upon approval from the Department of Residence Life (charging begins Monday after graduation). The University reserves the right to move students to a different room or hall for the remainder of their stay. Graduating students of any building are allowed to stay 24 hours after graduation.

12. Abandonment of Personal Property

If there are personal possessions left in a room or apartment after check-out or the terms of the agreement have ended, University officials will remove the items at the owner's expense at an hourly rate of $25 per hour. The Department of Residence Life, without liability, has the right to dispose of any personal property left on the premises after the end of the semester/year or other termination of this agreement. Additionally, an improper check-out charge may apply.

13. Break Housing

All University residence halls and apartments are open for the full academic year and do not close during holidays, breaks and J-term. Students living in the residence halls must still sign up and receive permission to remain in the halls through their Area/Hall Director. Additionally, University officials conduct safety checks of each room and apartment during break periods to maintain safe living environments throughout the year.

14. January-Term Housing

There is no additional charge for January Term housing unless the student is living on campus for only one semester besides January Term. A January Term Room Fee of $350 is applicable to students who request to live on campus in January when their agreement is for only one of the two semesters.
15. Single Rooms & Consolidating Vacancies
Contingent upon availability, students may request single rooms. Single room charges will be computed from the date the resident occupied the room as a single. The University reserves the right to change room or hall assignments, to assign roommates, and to consolidate vacancies by requiring students to move from a single occupancy of a double room to double occupancy of a double room.

16. Resident Responsibilities
The resident agrees to observe all rules and regulations of the University of St. Thomas, the Department of Residence Life, and the State of Minnesota which are incorporated by reference into this document. The resident agrees to honor all terms and conditions stated in this agreement, the Resident Student Handbook, and other official University publications. Violations of these laws or policies, especially ones related to alcohol and drugs, weapons possession, tampering with fire equipment, or pets, may result in eviction. For more extensive information on conduct expectations and residence hall policies, please go to www.stthomas.edu/residencelife to access the Undergraduate Student Policy Book and the Resident Student Handbook.

17. Damage and Costs
The resident agrees to be liable for damage or other loss incurred to the building, apartment, room, furniture, and/or equipment that is not the result of ordinary wear and tear. Damages that occur to common areas and/or public areas that are not attributable or chargeable to a specific individual or group shall be shared equally by the residents of the living area where those damages occur. The resident agrees to pay such damages to the University upon demand.

18. Lock Changes/Lost Keys
Lost room keys will result in a resident’s lock being changed. Cost of lock changes and key replacements will be charged to the resident’s student account.

19. Safety and Security
Residents shall comply with all state laws, the University rules and regulations and all safety and security procedures in University Residence Halls, including weapons policy, and shall not tamper with locked doors or admit unauthorized persons into buildings. Persons activating false fire alarms, tampering with or removing fire fighting equipment, or interfering with firefighters are subject to prosecution under Minnesota statutes as well as disciplinary action by the University. For more extensive information on conduct expectations and residence hall policies, please go to www.stthomas.edu/residencelife to access the Undergraduate Student Policy Book and the Resident Student Handbook.

20. Room Care
Residents are responsible for removing waste materials in a proper manner, cleaning their rooms and maintaining sanitary and safe conditions which are acceptable to the University.

Furniture attached to the floors or walls may not be moved. Moveable furniture allocated to public common areas may not be removed. No open flame devices, including candles and incense, may be used in student rooms. No pets are allowed in residence hall rooms or apartments nor anywhere in the residence halls; except for fish confined to a private room in an aquarium.

21. Solicitation
Residence Hall areas may not be used for any unapproved commercial enterprise. The Department of Residence Life reserves the right to limit commercial sales and solicitations in order to prevent disruption, to protect the safety and security of the students and to protect the students from commercial exploitation or for any other reason. The Department of Residence Life has a separate policy regarding political candidate solicitation.

22. Disciplinary Action
Disciplinary action may be taken against St. Thomas students and other individuals on University property for violation of state and local laws, and University rules, regulations and policies. This may include, but is not limited to, such action as monetary retribution, fines, rescinding privileges, or any sanctions necessary to maintain order and protect the rights of students, faculty and staff.

A resident will be immediately suspended from occupancy if the University determines continued occupancy poses substantial risk or harm to the safety of the residents or others, or unduly interrupts legitimate operational processes of the University. In the event a student is removed from the residence halls as a disciplinary action there will be no refund of room and board charges for the semester.

23. Termination of Agreement
By Residence Life
The Department of Residence Life reserves the right to terminate a Student Housing Agreement under the following circumstances; in all of these circumstances room and board charges for the semester will not be refunded:

• A resident is found to have violated any rules, regulations or laws listed in or referred to in this agreement, in the Resident Student Handbook, in any other official University publication or state law.
• A resident has any unpaid charges from a previous Student Housing Agreement or with other areas of the University.
• A resident poses risk or harm to the safety of others or themselves and/or interrupts legitimate operational processes of the University.
• The health and safety of a resident is such that the Residence halls are not a suitable living environment.
Residence Hall Policies

All residential students are governed by the Student Policy Book and the Student Residence Agreement. The following policies within this Resident Student Handbook are specific to the Residence Halls and are additions to the existing policies in the above documents. The Department of Residence Life reserves the right to hold residents accountable for not adhering to these policies, which may include moving a resident out of the room or terminating residency.

Advertising

Bulletin boards are provided in hallways to keep residents informed of Residence Life and University activities. Residents may post information in approved posting areas on their floor with permission from their RA, AC, or Hall Director. Postings on the main board must be approved by the Department of Residence Life.

Non-residents, clubs/organizations, and outside groups wishing to post in the halls must submit flyers to the Department of Residence Life for approval and final posting. Posting on main lobby doors, community windows, floors, ceilings, and building exteriors are prohibited.

Alcohol

Students under the age of 21 are not allowed to possess or consume alcohol on campus in accordance with the Student Policy Book and Federal and State Laws. Students of legal drinking age may possess and participate in responsible consumption in university residence halls.

In situations where there are residents of legal drinking age and those not of legal drinking age assigned to the same room or apartment, those who are 21 and over can have alcohol in the room or apartment, but cannot provide alcohol to their underage roommates.

Only guests of legal age are allowed in the room or apartment when alcohol is being served.

Large volumes of alcohol, which includes but is not limited to kegs, party balls, multiple cases of beer, wine, and multiple bottles of hard liquor, are not allowed in the Residence Halls.

Antennas/Satellite Dishes

Radio, television, or any other type of antenna or reception dishes may not be mounted outside of a student room, suite, or apartment.

Bicycles

Bicycles are permitted in the residence hall rooms as long as all roommates agree to the storage of the bike in a common living area. The bike cannot be stored in a manor that impedes safe entrance or exit or causes damage to the facilities. Bikes cannot be stored in the common areas of halls. It is recommended that bikes be taken home during winter months.

Bicycles must be walked through the building and lobbies. They may not be parked in hallways, lounges, trash/recycle rooms, or stairwells. They may not be hung from ceilings or any other university furnishings. Bicycles or equipment found in the hallways, stairwells, or hallways may be confiscated. Tire streaks, handlebar marks, mud, debris, or other signs left by a bicycle will result in extra cleaning or damage charges to the individual or community. Owners who fail to take proper responsibility for their bicycles may be prohibited from bringing them into the building. Residents with bikes are encouraged to register them with Public Safety upon campus arrival.
Cleaning and Housekeeping

Residents are responsible for cleaning their own rooms and suite/private bathrooms. Charges may be assessed if residents do not maintain these areas in a clean and hygienic manner. All personal trash must be tied-up in trash bags and deposited in the trash rooms or taken directly to the dumpster. Residents should not place personal trash in the hallway or in common area receptacles. Recycle bins are located in each room and residents are encouraged to recycle. Supplies can be located at the information desks.

Common Area Damages

Residents are responsible for damages they cause to their room and room furnishings. For shared room items and space, roommates will divide the cost of repair or replacement equally, unless one roommate accepts full responsibility in writing. Residents are also collectively responsible for the condition of the common areas of their residence hall community (hallways, lounges, stairwells, laundry rooms, etc.). If individuals responsible for damages to common areas cannot be identified, residents of that unit, floor, wing, or building will share the cost. Those residents found to be responsible for intentional damage or vandalism may be removed from housing. Anyone who accidentally causes damage to the residence halls is expected to seek out a Residence Life staff member immediately and ultimately explain the situation. Residents are not allowed to attempt to repair the damages.

Computing Resources

Computers are intended for instruction, study, academic research, and the official work of campus organizations. As with any campus resource, access to academic computing resources is provided to allow members of the community to learn, explore, and grow.

Confidentiality

Residence Life staff will respect private information that residents may share. Staff, however, will not and cannot promise absolute confidentiality. For resident safety and security reasons, staff members are required to report certain situations or incidents to their supervisors. These situations may include but are not limited to alcohol and drug abuse, emotional distress, suicide concerns, sexual assaults, eating disorders and other serious issues.

Decorating/Displaying of Items

Residents interested in decorating their rooms must adhere to the following guidelines: 1. Fire safety equipment must remain intact and uncovered. Tapestries, posters, and other large wall coverings may not be hung across the ceiling. Decorations must not obstruct exits or access to fire safety equipment. No bookshelves, lamps, or other furnishings may be affixed to walls or ceilings. Decorative/holiday lights must be UL approved. They may not be left on unattended. They may not be strung through doorways, windows, hung from the ceiling or placed on bed frames. Due to being a fire hazard, live garland, wreaths, or trees are prohibited in residence hall rooms. Combustible materials in hallways are restricted to 10% of the wall/surface area. Screws and nails may not be used to hang items. Residents are encouraged to use 3M Strips that remove without leaving a mark or damaging the wall. Residents may be billed for holes, tape residue, or damage their decorating leaves behind. Obscene or patently offensive material may not be displayed in windows or on the outside of room or apartment doors.

No items or written materials, with the exception of political signs, may be placed in the window sills/ledges or on the windows facing outward. Residence Life reserves the right to remove any item from a residence hall room that is visible to the public.

The University of St. Thomas allows political signs to face outward from resident room windows, as long as they are in good taste and are not offensive.
Door Locks and Lockouts

Residence hall room door locks must not be tampered with or removed. Residents should always carry their room keys and lock their room doors whenever leaving. If you are locked out of your room please use the following steps to gain access back to your room:

1) Check first with your Resident Advisor (RA) or Apartment Coordinator (AC) on your floor section and ask them to help you gain access back to your room.

2) If the RA or AC is not available and it is normal business hours, Monday through Friday, 8:00 a.m. and 4:30 p.m., you should come to the Department of Residence Life in Koch 106 and you will be provided a spare key or granted access back to your building upon confirming your identity, building and room number with the residence life staff.

3) If the RA and AC is not available and it is outside normal business hours (after 4:30 p.m. and before 8:00 a.m. weekdays, and all weekends and holidays) you should look for another RA or AC in the building or the RA/AC on duty to gain access back to your room. A listing of all staff members are posted in your building.

4) If no RA or AC is available in your entire building, then you should contact your hall or area director who can assist you.

Electrical Appliances and/or Cooking Equipment

Due to electrical requirements and safety precautions, some electrical appliances or equipment are strictly prohibited. These include, but are not limited to appliances with open heating elements (oil popcorn maker, toaster, toaster oven, hot plate-burner type, counter top grill, pizza baker/carousel, counter top sandwich maker, broiler, hotplate, etc.)

These include Factory Mutual (FM), American National Standards Institute (ANSI), and Underwriter’s Laboratory (UL). Approved devices are designated with the agency’s label.

With an increase in new cooking appliances and devices, this list is not all-inclusive. Please use the above as guidelines. If you have questions regarding an appliance, please ask your Area or Hall Director. All approved cooking appliances and electrical devices must have self contained, thermostatically controlled heating units and be equipped with automatic shut off. Appliances must not have frayed cords, bent prongs, or be plugged into multiple (octopus) outlets. It is required that students use a UL approved power strip with its own fuse or circuit breaker. It will protect sensitive electronic equipment from damage due to power outages or surges.

Elevators

Elevator doors should not be blocked, held open manually or pulled open. Doing so damages the elevators and may inconvenience the community. Elevator malfunctions should be reported to the Department of Residence Life immediately. It is expected that residents and guests maintain the cleanliness of the elevators as they would any other common area of the building. The bell and the phone in the elevator are designed to alert staff and Public Safety should an individual become entrapped. They should not be used in jest or for pranks. Misuses of the elevators may result in disciplinary action.

Note: If assigned to an apartment, you may bring these items.

All electrical appliances and equipment brought into residence halls must be tested and listed by an approved agency.
Emergencies
Students requiring assistance should contact Public Safety at (5555) from any on-campus phone or 651-962-5555 from an off-campus phone.

Entrance Door Security
Outside entrance doors or any other doors providing locked security to a common area must never be propped open. Designated emergency exit doors are restricted to use only during emergencies.

Entry and Search
Authorized University Staff have the right to enter and search rooms at any time. The authorized staff should knock, announce themselves, receive permission to enter, and then enter. In cases where the staff member suspects that a rule violation is taking place, the health and safety of a student is involved, or there is a need to conduct university business, that staff member may enter after knocking and announcing himself or herself. If possible, a reasonable effort will be made to have a resident of the room present.

False Information
Students supplying false information or identification to university staff will be subject to disciplinary sanctions.

Furniture
Residents are encouraged to arrange the furniture in their personal space to create a comfortable environment. Residents may bring in furniture but are prohibited from removing University furnishings. All other building furniture must remain in its assigned location. This requirement prohibits residents from placing common area furniture or any furnishings from another UST facility in their housing assignment and from “swapping” University furnishings with other residents. Removal of extra or unwanted furniture must be approved by the Department of Residence Life. At check out, room furniture should be returned to its original positions.

Bed frames should be set to original check-in height. Any missing items at time of check out will be billed to the student’s account for the replacement cost of such item. Homemade lofts are not allowed to be built or used on campus. We do allow lofts to be rented from Bedloft.com. The University will take no responsibility for students’ safety while the loft is in the room. The Department of Residence Life requires the use of guardrails and stabilizer bars for all lofted beds/systems within our residence halls. University furniture dismantled because of the use of a loft must remain in the room. There is no storage space for this furniture elsewhere in the residence hall. Additionally, all furniture must be properly reassembled in the room before a student may check out of the room upon departure from the residence hall. Bedloft.com works closely with students to provide lofts that meet University standards. They can be contacted by visiting www.bedloft.com. The university is not responsible for the use of beds, mattresses, chairs, or any other item not furnished by the university.

Gambling
Any gambling where one loses or has the potential to lose personal belongings or money is strictly prohibited. Gambling in the residence halls where a “buy-in” is required or people must pay-to-play is prohibited.

Guests/Visitation
Having guests in the residence hall is a privilege, not a right. Residents are responsible for the behavior and actions of their guest(s) at all times. Guests must be properly signed in at the night access desk and must always be escorted by a host resident. Not more than two guests may stay up to three consecutive nights, or a total of 10 days per semester.
A resident’s right to privacy and sense of security in his/her room supersedes a roommates’ privilege to have guests. Therefore, regardless of gender or time of day, residents must have the consent of their roommate(s) and the apartment mates in order to have guests anywhere in the room or apartment. It is the roommates’ responsibility to discuss guest visitation and to hold each other accountable. Residents uncomfortable with or incapable of discussing guest’s expectations with their roommates should ask a Residence Life staff member for assistance immediately.

Conduct that infringes upon the rights of others including (1) failure to respect a roommates’ right not to have unwanted guests present in the room/apartment, or (2) failure to respond to requests for guests to leave at any time, may result in judicial action. Even with roommate consent, residents may not host overnight guests for more than three nights in a seven day period without approval from the Hall/Area Director.

Only residents assigned to a particular room or apartment may live there. Anyone else, including family members or romantic partners, is considered a guest and subject to guest visitation policies. No guests under the age of 12 are allowed in the residence halls between 8 p.m. and 10 a.m. Opposite gender guests are not permitted to stay overnight in the residence halls. The hours of visitation for guests of the opposite sex in student rooms are from 10 a.m. until 12 a.m. Sunday through Thursday, and from 10 a.m. until 2 a.m. Friday and Saturday. Designated public lounge areas in each residence hall are available during non-visitation hours for guests of the opposite sex if they are personally accompanied by a host who lives in that residence hall. Sleeping is not allowed in 24-hour lounges.

Hallway or Common Area Activity

The throwing, kicking, or hitting of objects in public areas is not permitted. Personal injury, disruption to the community, and damage to property are often the consequences of such activity.

Hate Crimes and Bias-Motivated Incidents

The University of St. Thomas values and encourages diversity and is committed to providing a safe environment that protects the rights of all persons connected with the university. In addition, the University has no tolerance for acts of intimidation, assault, battery, vandalism, destruction or defacement of property, stalking and other actions that violate criminal and/or civil laws, University policies or student behavior codes.

When such actions appear to be directed at individuals because of their race, gender/gender expression, sexual orientation, age, national origin, marital status, creed, religion, socioeconomic status, physical or mental disability, they are considered to be (1) hate crimes or (2) bias-motivated incidents. Those who commit such actions may be seen to pose a risk to the safety and welfare of a class of individuals. All reported incidents will be investigated. In the event it is a hate crime or bias-motivated incident. Any violation of the Hate Crimes and Bias-Motivated Incidents policy will be handled through the conduct system.

Health and Safety Inspections

The purpose of Health and Safety Inspections is to ensure all student room and common areas are in reasonable condition and do not present health or safety hazards to individuals or the community. These inspections are conducted at least once per semester with notice given 48 hours in advance. During room inspections, Residence Life staff members will inspect the general condition of the living space including bathroom, closets, kitchens all appliances, outlets, and fire safety equipment. Residents will be informed when health or safety violations are found and will be given the opportunity to correct violations.
Any illegal or prohibited items in plain view may be confiscated and referred to the Area/Hall Director for judicial action. Failure to correct a violation or repeated violation of health and safety standards may result in judicial action.

Illegal Entry
Since each student’s room serves as a personal residence or home, non-residents of the room should not enter without one of the residents acting as a host. In addition, students are not to enter unauthorized areas of the university.

Insurance and Liability
Residents must take personal responsibility for the protection of property against theft, damage, or loss. Students are encouraged to review their parent’s homeowner’s, renters, and/or health insurance policies and obtain additional coverage if necessary. Each student is encouraged to carry personal property insurance. The university cannot assume responsibility for the destruction, theft, or loss of money, valuables, or other property belonging to, or in the custody of, the student for any cause whatsoever, regardless of whether such losses occur from the student’s room or public areas. Information on personal property insurance is available in the Dept. of Residence Life.

Items Left in Student Rooms
Personal property left in a resident’s room after they have vacated their assignment or at the end of a housing contract period will be handled in accordance with the Student Residence Agreement.

Keys and ID Cards
In order to ensure the safety of residents, Residence Life issues a key to each resident as they check into the residence hall. These keys and ID’s are to only be used by the resident. Residents are expected to carry their keys and UST ID at all times. Residents need to swipe their UST student ID in order to gain access into the hall. Student rooms will not be unlocked for anyone other than the assigned resident(s).

The University owns each room key distributed to residents, and it is not within the privileges of students to duplicate a room key or loan it to another person. Room keys reported lost or missing will result in changing the lock on the room door. Report lost keys to the Department of Residence Life in Koch Commons 106. The charges are as follows: Child development Center, Morrison, 2151 Grand, and 2085 Grand, and Flynn: $75; John Paul II and Murray: $50; and all other halls $40. Every attempt will be made to change the lock and supply new keys within 24 hours of the lost or missing key report. When the lock core is changed, the new keys will be available for pickup at the Department of Residence Life.

Lifesaving Devices
Because of the importance placed on lifesaving devices (which include but are not limited to, fire extinguishers, fire alarm boxes, sprinklers, elevators and their alarms, exit signs, and smoke or heat detectors), tampering with them constitutes a violation of safety standards in residence halls and is prohibited. Behavior that results in the activation of a fire alarm system is prohibited and will result in disciplinary action.

Lounges and Study Rooms
Study rooms and lounges are for the use of residents of the building. A resident or group of residents may reserve a room by contacting the Hall/Area Director. Furniture in lounges and common areas is for the enjoyment of all residents and their guests. Residence hall policy prohibits removing lounge furniture from its assigned area. Residents found to have common area furniture in their rooms will be subject to judicial action. Sleeping overnight in the lounge is prohibited.
Noise
Each resident’s personal habits and expectations will differ, so your tolerance of different lifestyles is essential. This is especially true of noise levels. Your favorite CD or TV show may not be appreciated by your neighbors. If you have problems with noise, we encourage you to speak to your neighbors, as they may not be aware they are disturbing your privacy unless you tell them. If you are still unable to resolve a conflict, your RA/AC will be happy to help you.

The practice or playing of musical instruments in student rooms may be disturbing to others on the floor and in the residence hall, so no practicing or playing is permitted in rooms. Practice rooms are available in the Brady Educational Center. Placing stereo speakers or other sound amplification devices in windows, doorways, and common areas is prohibited. Volume should be maintained at a reasonable level, so as not to disturb other residents or people outside the building.

The residence halls exist to support and complement the academic mission of the University. Quiet hours and courtesy hours provide standards of acceptable noise levels for residents to socialize, study, and sleep.

For all residents, as members of a residential community, the comfort and convenience of neighbors must be a primary consideration. Respect at all times is the underlying rule. 24-Hour Courtesy Hours are in effect in the residence halls at all times. When asked to lower the noise levels by a staff member or fellow resident, residents are expected to respond accordingly regardless of the hour, day or night.

Quiet hours are in effect 10 p.m. through 10 a.m. Sunday - Thursday and midnight to 10 a.m. Friday – Saturday. During finals week, quiet hours are in effect 24 hours a day. Failure to observe quiet hours or courtesy hours is considered conduct infringing on others and is a violation of residence hall policy.

Painting
Students’ rooms are painted by university personnel on a regular basis. Should a resident student request to have his or her room painted, it will be evaluated in regard to need. Rooms are not to be painted by resident students. If students paint a room or touch it up, they will be charged the cost of re-painting the entire room by university staff. Murals or any other form of artistic expression are also prohibited.

Personal Identification
University of St. Thomas students are expected to carry their student ID cards at all times. It is the only acceptable form of personal identification when identification is requested by a Residence Life staff member or UST Public Safety officer. Failure to produce the UST identification card upon request by a university staff member could result in detainment until one can be located. If an ID is lost OR the picture is not identifiable a student should go to the Card Office in Murray Herrick Room 209 to replace it, or call 962-6069 for further instructions.

Non-UST student guests or visitors in the residence halls must produce a current driver’s license or state issued ID. Individuals who are unable to provide adequate identification will meet with a UST Public Safety officer so that the matter can be resolved. Students who fail to show proper identification to a Night Access Attendant or other staff member(s) may be denied access to the hall.
Pets

Due to potential health problems and nuisance complaints from floor members, pets are forbidden in the residence halls. Only fish in maintained aquariums are allowed. If pets are found or it was determined that a pet had entered the room at any time, an extensive cleaning is required and all residents of the room will be billed.

Physical or Mental Illness

Residents with a physical or mental illness that threatens either them and/or the health of the residence hall community may be required to leave the hall until University staff and/or medical personnel allow re-entry. Sick or injured residents requiring continuing care and attention are asked to make their recovery at home or in a health care facility. These residents may return to their housing assignment when University staff and/or medical personnel determine they are healthy enough to care for themselves.

The Department of Residence Life may also require a student to leave the residence halls if it’s determined by Residence Life that they pose a risk or harm to the safety of others or themselves and/or interrupt legitimate operational processes of the University.

Postings and Bulletin Boards

All floor or hall postings or announcements must be approved by the Hall/Area Director and confined to designated posting areas. Individuals or organizations that are interested in having announcements or leaflets posted on residence hall bulletin boards should bring them to the Department of Residence Life. One bulletin board per hall is designated for this purpose. During elections for the Undergraduate Student Government and Hall Council, spaces are created in designated areas on each floor for announcements or postings of candidates; however, it is still necessary to receive proper prior approval.

Under no circumstances may a posting interfere with or obstruct fire or life safety equipment. This includes exit signs, fire extinguishers, smoke detectors, stairwells, or fire alarms pull stations.

Recycling

Blue recycling containers are present in each residence hall room and apartment. Recyclable products are to be deposited into these containers and residents are then responsible for taking the container to the multiple recycling bins on each floor and sorting their products.

Refrigerators

Micro-fridges, which are a combination refrigerator/freezer and microwave oven, are installed in the rooms of John Paul II, Murray, Flynn suites, and Grace Hall. Compact, portable refrigerators that meet university specifications may be kept in student residence hall rooms. Refrigerators are subject to inspection by residence hall staff at any time. The university retains the right to restrict the number of refrigerators in each room.

University specifications for student residence hall room refrigerators:

- Weight (maximum) 100 pounds
- Height (maximum) 35 inches
- Width (maximum) 24 inches
- Depth (maximum) 25 inches
- No exposed sharp corners or edges
- Voltage rating 115V, 50/60 cycles
- Amperage (maximum 1.7amps) (195 watts)
- Grounding type cord 3-wire
- United Laboratories (UL) approval of unit and cord, with label conspicuously placed.

To acquire refrigerators (and refrigerator/freezer/microwave units) that meet these specifications, residents are encouraged to rent them from the university-approved and licensed Bedloft.com. Refrigerators may be rented at any time of the year by visiting www.bedloft.com.
Removal from the Residence Halls

A Resident may be removed from their housing assignment and prohibited from entering other residential facilities on an interim basis, without a hearing, if the Director of Residence Life, or his/her designee, deems the student to be an immediate threat or disruption to the community. The student removed in this situation will not be permitted to return to their housing assignment or visit other residential facilities until approved by the Director of Residence Life.

Pertaining to this policy and noted in the Student Residence Agreement: the Department of Residence Life reserves the right to terminate a Student Housing Agreement under the following circumstances; in all of these circumstances room and board charges for the semester will not be refunded:

- A resident is found to have violated any rules, regulations or laws listed in or referred to in this agreement, in the Resident Student Handbook, in any other official University publication or state law.
- A resident has any unpaid charges from a previous Student Housing Agreement or with other areas of the University.
- A resident poses risk or harm to the safety of others or themselves and/or interrupts legitimate operational processes of the University.
- The health and safety of a resident is such that the Residence halls are not a suitable living environment.

Restricted Areas

Due to safety and security reasons, there are areas of university property that are restricted from admission or use without prior approval from the Department of Residence Life. These areas include, but are not limited to, mechanical rooms, elevator shafts, mechanical tunnels, rooftops, wall ledges, offices and main desk areas, circuit breaker panels, and storage rooms.

Screens and Windows

Window screens may not be removed or cut at any time. In addition to facing judicial action, residents may be charged to re-install, repair, or replace screens that have been removed in violation of this policy. Residents may not sit in or lean out of windows or pass people or objects through windows at any time. If a screen is missing or damaged, maintenance staff may enter a student room without notice to repair or replace the screen for security reasons.

Ground-floor windows equipped with a special security barrier mounted on hinges must remain closed and locked unless they are being used as an emergency exit. Removal of window screens, unless it is an emergency, will result in a $25 fine and possible replacement costs.

Single Resident Occupancy

Our Residence Halls, regardless of hall or room structure, are single resident occupancy and residents must be full-time degree seeking students enrolled in 12 credits or more at the University of St. Thomas. Students are not allowed to add persons to the contract, including siblings, children, parents, friends, etc. Any of these individuals qualify as guests and must adhere to our guest /visitation policy. The Department of Residence Life does not have Married and/or Family Housing available within the system. Please contact Off-Campus Student Services for a list of off-campus housing options.

Repair and Maintenance

To repair broken or worn articles and equipment, contact your RA/AC or the Department of Residence Life immediately. A work request will be submitted to the Physical Plant personnel so that the repair work may be done. All repair work in residence hall areas must be completed by the university. Articles such as light bulbs and toilet paper are available from your Building Service Worker. Students are not to attempt to repair any university owned item.
Solicitation (General)

No area of the hall, including inside a residential room, can be used for solicitation or sales unless approved by the Director of Residence Life. All individuals who either enter or live in the residence halls are subject to this policy statement.

Solicitation (Political)

The Department of Residence Life has established the following guidelines:

- Residence Life strongly discourages candidates from soliciting in the halls and recommends utilizing common areas outside of the halls.
- Common areas include Koch Commons, Campus Square and Campus Way in the Anderson Student Center.

If candidates choose to enter the halls:

- Candidates must contact the Department of Residence Life 24 hours prior to their requested visit date, in order to request permission from the Director of Residence Life to enter common/lobby areas of the residence halls.
- Candidates must contact Residence Life one week (5 business days) prior to their requested visit date in order to walk through the hallways of the residence halls.

Residence Life will notify all residents of the date, time and location the candidate will be in their residence hall. If candidates are granted access to walk the hallway, residents will be allowed to place a sign on their door asking candidates not to knock.

Candidates may only visit Monday – Friday between 10 a.m. and 3 p.m. Candidates will check in at Residence Life, Koch Commons 106. At this time candidates will meet their staff host and will be required to wear identification. Candidates will only enter the halls with a designated university host. No more than two campaign workers may accompany the candidate.

Any violation of these guidelines, or actions deemed as inappropriate by the Department of Residence Life, will result in immediate dismissal from the halls.

Smoke and Tobacco-free Environment

All residence hall indoor space is designated as smoke-free. No one may smoke in the residence halls. Violation of this policy will result in disciplinary sanctions, including possible removal from the residence halls. If it is determined that smoking occurred in a residence hall room or common area, the residents responsible will be charged for the cleaning. Furthermore, the University of St. Thomas is a tobacco-free campus. No tobacco products (including cigarettes, cigars, hookah, e-cigarettes, chew, and snuff) may be used on our campus.

Sports and Pranks

Sports and pranks are prohibited in the residence halls including but not limited to: balls, skateboards, in-line skating, bowling, boxing, Frisbees, NERF, dart or toy guns, pranks involving water or other damaging substances.

Unauthorized Entry

Residents and visitors must enter and exit the halls through designated doors at all times. No doors should ever be left propped open. Doors designated as emergency exits are for emergency use only. Unauthorized use may result in judicial action including a $50 fine. Other areas in and around the residence halls off limits to students include, but are not limited
Vandalism
Any destruction or damage to university or personal property due to pranks or any intentional behavior will result in responsibility for full remuneration for that property and will subject the individual(s) to disciplinary action.

Videocassettes and DVD’s
Federal copyright law restricts the use of videocassettes and DVD’s to private showing and prohibits their public performance. Space for any broadcast of a videocassette or DVD in a public area of a residence hall must be approved by the Hall/Area Director.

Waterbeds
Waterbeds of any kind or variation thereof are unauthorized furniture for any university-owned housing and may not be used.

Weapons
Weapons of any kind (firearms, knives, swords, arrows, various martial arts paraphernalia, bats/clubs, etc.) are not permitted in the residence halls. Weapons, whether intended for use or not, will be confiscated.

Building Hours
Residence halls are locked 24 hours a day. All residents have 24 hour access to their own residence hall. From 10 a.m. to 8 p.m. resident students will be able to use their UST identification card to gain access to other residence halls.

Electronic Card Access
Main entrance doors are equipped with electronic card access readers that allow students to gain entry by sliding their university identification cards through them. Students who lose or misplace their identification cards should report it as soon as possible to the Card Office in the Murray- Herrick Campus Center. Individuals found guilty of vandalism to an electronic card reader or door locking mechanism will be subject to sanctions including, but not limited to, fines, evictions from the residence halls, and/or suspensions from the university.

Should this access system become inoperable, every effort will be made to repair it immediately. During extended periods while inoperable, the outside door locks will be changed to accommodate a room key.

Night Access Attendants
(Traditional Halls Only)
A security procedure has been established in our halls for the personal safety of residents and to provide a secure environment in the residence halls. Night access attendants will be stationed at designated entrance doors at the following times:

10 p.m. - 2 a.m. – Sunday through Saturday

When Night Access is present, the hosts will log their guests in with the Night Access Attendant. When they leave, they will log the guests back out with the same Night Access Attendant. In buildings where there are multiple night access points, the guests must be checked out with the same attendant that has them checked in.

After the last set of rounds (12:00 Sunday – Thursday, 2:00 a.m. Friday and Saturday), the RA's check in with the Night Access Attendant, getting information as to which guests have not been checked out. This information is also given to the Operation Manager.
The University of St. Thomas suggests the following ways to guard against theft:

• Lock your room whenever you leave it. Your door should also be locked upon retiring, whether for an afternoon nap or for the night.

• Never leave wallets, purses, money, checkbooks, credit cards, identification cards, keys, etc. in the open or unattended.

• Maintain an accurate, updated inventory of all personal belongings. Participate in St. Paul Police Department’s Operation ID program. Engravers are available at the Public Safety to etch stereos, TV's, cameras, bicycles, VCR's, computers, CD players, and other valuables. Bicycles should always be locked using U-bolt type locks.

• Confront or report suspicious people (including solicitors and salespeople) who you may encounter on your floor or hall, and contact Public Safety and Parking Services to make sure they leave the campus. Room windows that are readily accessible from the ground should always be secured and are equipped with security screens. When moving into or out of the room, do not leave personal or university property unattended in your room or the hallway, as this is inviting to theft.

• Do not leave clothes unattended in the laundry room or bathroom.

• Books, backpacks, and other personal items should not be left unattended in classrooms, libraries, cafeterias, and other public areas.

IF THEFT SHOULD OCCUR, IMMEDIATELY CONTACT YOUR AREA/HALL DIRECTOR AND ST. THOMAS DEPARTMENT OF PUBLIC SAFETY.
Use of an electrical “octopus” to obtain a maximum number of outlets is prohibited can result in the overload of circuits and fire. Extension cords are a major factor in residential fires, therefore they are not allowed in the halls. Halogen lamps and space heaters are also forbidden due to their risk of starting fires.

**Appliances**

Appliances may overload circuits and must be used with extreme caution. Popcorn poppers, coffee makers, etc. must be attended to. They should be unplugged when not in use and stored away only when they are cool enough to touch.

**Open Flames**

Candles, bunsen burners, etc., can be extremely hazardous. Open flames and open flame devices are not permitted in residents’ rooms.

**Flammable Liquids**

Gasoline, ether, paint, etc., must not be stored in residence buildings.

**Obstacles**

Storage of bicycles, chairs, desks, and other items in exit ways, hallways, bathrooms, and public areas is prohibited by law.
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