

# BE ONE.



## Resident Student Handbook 2014-15



# Welcome!

Dear Resident:

Welcome to University Housing! On behalf of Student Life and Leadership, we are excited that you are living on campus. Our residence life program strives to provide a vibrant, safe, and healthy living and learning environment.



Our focus is educating our residents to become active, responsible citizens while living on campus and good community members when they graduate from University Housing. Therefore, our programs assist residents to develop healthy lifestyle choices that contribute positively to both individual and community living, and to demonstrate personal responsibility and respect for others.

Residents will also learn about NDNU's core values and the hallmarks of a Notre Dame learning community. We commit ourselves to model these values and hallmarks, and in return we expect our residents to do the same.

I hope that you will take advantage of the services and programs the department as well as your Resident Assistant offer. We believe the more you are involved, the more successful you will be at NDNU and in life.

My staff and I look forward to getting to know you, and we hope you have a fabulous year.

Sincerely,

Richard Watters  
Director, Student Life & Leadership

# Table of Contents

Student Life & Leadership Staff.....	Page 4
Mission and Goals.....	Page 6
Community Standards.....	Page 7
Rules and Regulations.....	Page 8

## Appendix

Appendix A - Housing License.....	Page 36
Appendix B - Residency Requirement.....	Page 45
Appendix C - Missing Persons Policy.....	Page 46
Appendix D - Cable TV Channel Guide.....	Page 48
Appendix E - Laundry Card.....	Page 49
Appendix F - Guest Policy.....	Page 50

***\* The information contained in this Handbook was correct as of the date of publication. NDNU reserves the right to amend this Handbook as deemed necessary. Corrections will be posted on the University Housing website under Student Life and Leadership.***

# Student Life & Leadership Staff



Richard Watters  
Director  
rwatters@ndnu.edu

## *Responsibilities:*

Creating and maintaining a vibrant student life on campus. Overseeing the development and implementation of leadership programs, New Student Orientation, student activities, University Housing, Commencement, and advising student government.

---



Kyle Pretsch  
Assistant Director  
kpretsch@ndnu.edu

## *Responsibilities:*

Creating and maintaining a safe and vibrant living environment for resident students. Overseeing housing operations, facilities, logistics, room assignments, after hours duty rotation, and supervision of the SJ service desk.

---



Carla Christensen  
Student Activities Coordinator  
cchristensen@ndnu.edu

## *Responsibilities:*

Creating and maintaining a vibrant social, cultural and educational environment for NDNU students. Overseeing student activities, clubs and organizations, and leadership programs.

---



Kristen Bloom  
Residence Life Coordinator  
kabloom@ndnu.edu

## *Responsibilities:*

Creating and maintaining a vibrant residential living environment for students who live on-campus. Supervising the Resident Assistants; and overseeing resident activities and theme communities.

# Student Life & Leadership Staff

**Resident Assistants (RAs)** are the most visible members in University Housing. RAs are community developers who advise and counsel students, plan programs, maintain University policies and standards, provide after hours duty, help solve problems, respond to emergencies, and, most importantly, promote the well-being of each individual student as well as the community.

## 2013-14 Resident Assistants

Theadora Creer  
Oliver “Ollie” De Borja  
Lexy Brown-Johnson  
Luke Daly-Kalani  
Emina Kulasic  
Chesalie Loach  
Ashley Mandel  
Jeffrey Morgan  
Nathalie Moutal  
Oralia Pacheco  
Christina Sayegh  
Terra Tolentino  
Maria Torres

**The Desk Assistant (DA)** is an integral member of University Housing, serving as one of the front-line representatives of the NDNU residential community after hours and weekends. The DAs staff the University Housing office in St. Joseph Hall. They check-out supplies and rentals to residents, assist with lock-outs, check-in guests, and provide back-up support for the after hours on-duty RAs.

# Mission and Goals

*Student Life and Leadership develops and enhances students' talents and potential to be effective leaders and citizens in their communities through student programming and involvement, living-learning communities, leadership retreats, conferences, trainings, and academic courses.*

## **Program Goals**

- To provide, promote, and enhance individual and group leadership development
- To connect the academic classroom experience with daily leadership roles and organizational activities
- To encourage student participation at NDNU through community leadership experiences
- To provide a healthy and safe living and learning environment
- To promote all forms of diversity where students are challenged and supported in their development of values, personal responsibility and integrity
- To provide opportunities to socialize and build community among their peers
- To provide a vibrant and quality residence life program that retains and sustains students over their academic career

## **Learning Outcomes for University Housing**

- Students who live on campus will be able to develop healthy lifestyle choices that contribute positively to both individual and community living
- Students who engage in residence life programs will be able to demonstrate personal responsibility and respect for others
- Students who participate in residence life programs will be able to recognize the mutually beneficial relationship between themselves and the multiple communities of which they are a part

# Community Standards

*“NDNU expects high standards of honesty and integrity from all members of the community...creating an environment which facilitates the spiritual, academic, and personal development of its members.”*  
(NDNU Catalog)

Resident students are expected to observe the following community standards:

- Take personal responsibility and be accountable for your actions;
- Confront others in a respectful manner when your rights are infringed upon;
- Respect the dignity of all persons;
- Treat others with respect and fairness;
- Abide by all NDNU policies;
- Act in a cooperative manner with requests from Student Life & Leadership, Student Affairs and Public Safety staff members;
- Demonstrate respect for all common areas and facilities used by the community;
- Strive for personal integrity and academic excellence;
- Challenge all members of the community to abide by these standards.

# Rules & Regulations

## **Abandoned Rooms**

If a resident's room/space appears to be vacant but keys have not been returned to the University, the room/space may be presumed to be abandoned. Students will be notified via an abandonment letter that will be sent to their NDNU e-mail with a hard copy placed under the resident's door and a note placed on the room door for five (5) days, after which Student Life and Leadership staff will take possession of the room/space. If you abandon your room, you will be charged a lock change fee, moving and handling fee, possible storage fee for your remaining belongings, and applicable cleaning or repair fees, in addition to any housing fees still outstanding.

## **Agreement & Agreement Period** (See Appendix A)

## **Appliances** (See Microwaves and Refrigerator)

## **Argo TV** (see Cable Television)

## **Balconies, Walkways, and Railings**

Furniture provided by NDNU in student rooms may not be stored or used on balconies, hallways, or walkways. Residents may not cover the railing on New Hall second and third floor walkways. Additionally, residents cannot hang any items on the second and third floor railings (i.e. towels, clothing, rugs). Residents are prohibited from climbing on, hanging off of and/or jumping from balconies, railings, and windows.

## **Bicycles**

Students may bring a bicycle to campus at their discretion. The University is not liable or responsible for damage or theft of any personal belongings on campus, including bicycles. Students are expected to follow all reasonable safety precautions, federal, state and local laws. The City of Belmont requires bicyclists to wear proper safety gear, including a helmet, when using a bicycle.

Bicycle racks are provided in several places on campus. It is recommended that you purchase a lock to secure the bicycle to the racks. However, if a bicycle remains locked and without being used for an extended period of time, the University reserves the right to remove the bicycle and break any lock in place. Bicycles may not be chained to fence posts, guardrails, stairwells, signposts, light poles, fire equipment, trees, or anywhere that interferes with building exits. Bikes may be stored in a resident's room as long as the roommate(s) agree and it does not present a hazard for evacuation in case of an emergency. For safety reasons, bicycles must be walked, not ridden, in buildings. Bicycles CANNOT be stored in the common areas of any building. Bicycles parked improperly are subject to fines and/or removal by Public Safety.



### **Biohazard Exposure (Blood or Bodily Fluids)**

Any student who sees biohazards such as bodily fluids including vomit, blood, etc., in the residence halls is expected to call Public Safety (650-508-3502) immediately. Should a student come in contact with these biohazards, they are expected to contact Public Safety and seek medical advice.

### **Cable Television** (See Appendix D)

Cable TV is available in all the resident rooms and some of the lounges on campus. The selection of programming is aimed at providing an adequate lineup of television entertainment, news, sports, foreign language, and educational programming. The NDNU Channel Listing is available in the appendix of this document.

Should you need to report concerns related to your cable service, you can make a report via the University's online work order system. Please be aware that service outages and interruptions do not constitute a violation of our agreement and delays for repair may be based on outside contractors.

Student Life and Leadership also hosts two NDNU programmed channels. Channel 6 is the Argo Movie Channel. Each month, Student Life and Leadership will survey students to rank their top choices for movies among the list of possibilities. After reviewing student input, movies will be selected at the discretion of Student Life and Leadership staff to be available for students. This schedule will be available on our website.

### **Cancelling University Housing or Dining Agreements**

Please review the NDNU Housing License (available in the appendix of this document) for information about cancelling housing or dining plans.

### **Cars** (See Student Vehicles)

### **Changes and Corrections**

The University has made every reasonable attempt to ensure the information contained in the NDNU Housing License is accurate at the time of publication. However, the University reserves the right to make corrections when necessary. If changes are made, NDNU will inform residents of such changes through campus e-mail in a timely manner.

### **Check-In and Check-Out Procedures**

Specific check-in information will be provided to students prior to move-in day. If a student will be checking into a residential complex after the stated move-in day, he/she must notify the University Housing Office. All students will be expected to arrive and check-in within normal business hours (9:00am-5:00pm), Monday through Friday. For a student to check in outside of those hours, they must make arrangements with the University Housing Office in advance. Students who do not make advanced

adequate arrangements may be reassigned or subject to fines and may be denied entry.

Residents are required to remove all personal belongings and vacate their assigned room upon termination of the Housing License & Dining Agreement. This is expected to be done within 24 hours of the student's last examination or by the last Friday of exam week at 5:00pm, whichever comes first. If a student withdraws from housing, (for proration purposes) they will not be credited for checking out until their belongings have been removed. Students may also be billed for the storage of their belongings. If a student fails to check out of his/her room according to published procedures, he/she will be charged an improper check-out fee. For additional information refer to the section titled "Check-Out Options" in this document.

Each resident of Julie Billiard Hall, Saint Joseph Hall and the Apartments will receive a key for entry into their room. If the resident loses his/her key, or fails to return the key upon vacating the room, he/she will be charged for a lock change and any related costs. In most cases, New Hall residents will use their NDNU ID card for entry into their suite and room, and will be charged a fee for a replacement ID if the card is lost.

The student is expected to complete and sign a room condition report (RCR) with a Student Life & Leadership staff member, prior to moving into their assigned space. This serves as an inventory of furnished items, the condition of the furnishings, and the condition of the premises assigned to the student. This inventory will be completed again at the end of the resident's occupancy, and will serve as the basis for determining billable damages to the room and furnishings.

### **Check-Out Options**

Students moving out of a residence hall/apartment at the end of their agreement must follow NDNU check-out procedures. For both the fall and spring semesters, residents must check out 24 hours after the student's last examination or by the last Friday of exam week by 5:00pm, whichever comes first. Please note that checking out does not release a student from his/her responsibilities under the Housing License unless an exception is made, in writing, from Student Life and Leadership. If a student fails to properly check-out, they will be subject to an improper check-out fee. There are two options for check out procedures:

#### ***Express Checkout***

Express Check-Out provides students the opportunity to check-out of on-campus housing at their convenience, without having to complete a formal checkout with a SLL staff member. Students selecting this process are responsible for returning the room to the condition it was in when he/she checked in. Students are responsible for cleaning the apartment/room and furnishings prior to departure. Students utilizing this process must sign an agreement that they are responsible for any damages noted by residence hall staff and associated cleaning costs. Students using express check-out waive all appeal rights to damages/charges. Any student charges will be applied to the student's University account.

In order to complete an Express Check-Out, the student must follow the following procedures:

- Remove all belongings from room, suite, and/or apartment.
- Obtain an express check-out form from an Resident Assistant or the University Housing Office in St. Joseph's Lobby.
- Complete all necessary paperwork in the packet, sign the forms, insert your key into the packet, and return packet and paperwork to the University Housing Office.
- Ensure your door/suite is locked prior to your departure.

Upon receiving the completed packet, NDNU will then conduct an inspection of the student's room utilizing the Room Condition Report completed by the student at Check-In in order to assess the Check-Out condition of the space. If the student has chosen an Express Check-Out, they will not be with the hall staff member at the time of final inspection and, therefore, waive their right to appeal any charges assessed.

### ***Standard Check-Out***

A Standard Check-Out provides students the opportunity to check-out of housing at a pre-scheduled time with a housing staff member.

The Standard Check-Out procedures include:

- Schedule a check-out appointment with your RA.
- Remove all your belongings from your room, suite, and/or apartment prior to scheduled appointment.
- A staff member will report to the room at the scheduled time to conduct the room inspection. The staff member will compare the room condition report from the time of Check-In to the condition of your room at Check-Out in order to assess room damages.
- Ensure your door/suite is locked prior to your departure.
- Once the inspection is complete, the student should turn in his/her keys to the University Housing Office.

### **Children**

Minors under the age of 18 are not permitted in the residence halls, unless they are enrolled NDNU residents. "Babysitting" or child care is not allowed in campus residential facilities.

### **Cleaning** (See 'Housekeeping')

### **Clotheslines**

Clotheslines may not be hung outdoors, indoors, or within any public areas of the residence halls/apartments.

### **Common Area Damage**

Damage or missing furniture to common areas is the responsibility of all residents. Individual(s) found responsible for excessive room or common area damage may be subjected to disciplinary action and financial restitution. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether the community is comprised of a wing, floor, whole building, or entire resident population. Common area damage charges cannot be appealed based on a lack of individual responsibility.

Students are expected to provide Housing and Residential Staff Members with information that could lead to finding the student(s) who is/are responsible.

### **Common Area Furniture**

All common areas (lobbies, lounges, and study rooms) are furnished with chairs, couches, tables, and other furnishings for use by all student residents. Common area furniture may not be removed from these shared areas. Students who remove common area furniture and place it in their room, apartment, or other non-approved area will be billed to replace the furniture and may be subject to disciplinary action.

### **Communication**

According to University Policy every student is expected to check their University e-mail account regularly in order to receive official communication and must do so in a timely manner. Each student is held responsible for managing this e-mail communication. University Housing/Student Life and Leadership uses e-mail as the designated form of communication with all students.

It is also the responsibility of each student to keep their parents, guardians, or interested parties accurately informed.

In the event of an emergency, NDNU will use several means of communication which may include local radio, cable TV, NDNU e-mail, sirens, loudspeaker, emergency text message, or phone calls. Students are automatically enrolled in the emergency text message system and will receive a test message each semester. The emergency text message system is open to the public to sign up at [www.ndnu.edu/emergency](http://www.ndnu.edu/emergency). If you change your contact information, you may update it at [www.ndnu.edu/emergency](http://www.ndnu.edu/emergency).

During an emergency it may be difficult to make individual contact with students so residents are expected to monitor as many methods as possible for further communication.

### **Computer Access**

The resident computer network is managed by the Office of Information Technology (OIT). All rooms on campus are equipped with high-speed Internet/Ethernet access to

the campus data network. The cost of the internet service is included in the room and board costs. The student will need to bring their own Ethernet cable in order to connect to the internet. Additional requirements and instruction for connecting to the internet will be provided upon move-in. Students are expected to follow the University's Acceptable Use Policy. Wireless access is available in most of the residential areas. Individual routers are not permitted in residence halls.

### **Confiscation Policy**

If prohibited items are found in a student's residence hall room, suite, or apartment, these items will be confiscated by a University staff member. In addition to having the item(s) confiscated, students in possession of prohibited items may be charged with violating the Student Code of Conduct and referred to local law enforcement. Items confiscated from student rooms will not be returned and may be turned over to law enforcement agencies.

### **Consolidation (See 'Vacant Space')**

### **Cooking**

Appliances such as Sandwich makers, hot plates, toasters, toaster ovens, grills or any appliance with an exposed heating element **are prohibited**. NDNU does not permit students to have microwaves or refrigerators in New Hall, Julie Billiard Hall or St. Joseph Hall except when using an approved MicroFridge. In order to minimize power interruptions, we encourage you to consider renting or purchasing a MicroFridge if you wish to have both a microwave and a refrigerator in your room. Small appliances without exposed heating elements, such as hot pots or coffee makers, and small refrigerators no larger than six cubic feet are permitted in New Hall, Julie Billiard and St. Joseph Hall rooms.

Kitchens are available for resident use on the second and third floors of Julie Billiard Hall, multiple floors in St. Joseph Hall, and the Sky Lounge of New Hall. The apartments are furnished with kitchens, where cooking is permitted. Microwaves and refrigerators are provided in the apartments.

While cooking in the kitchen, do not leave food unattended. Burned food will activate the building fire alarm and the responsible person will be charged for any damages caused or costs incurred. Additionally, students who cause disruption or activate a false fire alarm will face disciplinary action.

Anyone using kitchen facilities is expected to clean up and leave the space ready for others to use!

### **Courtesy Hours (See also 'Quiet Hours')**

Courtesy hours are always in effect, 24 hours a day. At anytime, an individual can request of another resident to alter the sound that is disturbing the individual's activity. Refusal to comply with that request will constitute a policy violation. Loud or

excessively noisy group gatherings or guests can be disbursed/dismissed at any time.

### **Damage Appeals**

Students using the standard checkout process, not EXPRESS CHECKOUT (for more information, see “Express Checkout” under “Check-Out Options”) can appeal their damage charges should they believe it warranted. Students may appeal damage charges based upon three possible reasons: damage is believed to be the result of normal wear and tear; there is a duplicate charge; or the individual was not a resident student at the time. The damage billing appeal form will be made available on the University Housing website. Lack of culpability is not a bases to appeal community damage charges. For more information on damages, see ‘Damages and Upkeep of Facilities’.

### **Damages and Upkeep of Facilities**

Before students move in, each unit is checked to ensure that it is in good condition. Each resident assigned to the room is required to sign a room condition report at move in. On the form, it is important to list any problems found with the room at that time of move in. The resident is responsible for the condition of the room at time of checkout or room change. Once a resident checks out of their assigned space, a staff member will inspect the space and, if necessary, damage charges are assessed to cover the current replacement costs of the damages plus any associated labor costs. Normal wear and tear is expected; however, damaged items deemed in excess of this expectation will be billed to the resident(s). Staff have the authority to determine when damage(s) exceed normal wear and tear.

The resident is expected to maintain his/her assigned living space in a clean, orderly and safe manner. The resident will be held financially accountable for the repair or replacement cost of any damage to his/her room or furnishings in the room. When two or more residents occupy the same room or apartment and responsibility cannot be attributed to one resident, the damage charge will be divided equally among all occupants of the space. The resident assumes responsibility for the daily care and cleaning of his/her room and its furnishings, and for maintaining acceptable sanitary and safety conditions. He/she also agrees to use all public areas in a responsible manner and to help in assuring safety and cleanliness. The resident must not modify or allow modifications of the permanent structure of the room. This includes painting or making repairs without prior permission.

If damages to the exterior surface of a room door or window occur due to vandalism, the resident(s) must submit an incident report to the staff immediately and no later than 24 hours of the incident, documenting that he/she is not responsible for the damage. This incident report must provide details of the damage and information on who may be responsible for the damage. Such incident reports may be referred to the Student Conduct Office.

The resident agrees not to duplicate the room key and if the key is lost to immediately notify University Housing. If the resident loses his/her key, he/she will be charged

accordingly for a lock change and associated costs. In most cases, New Hall residents will be using their NDNU ID card as entry into their suite and room, and will be charged a fee for a replacement ID if the card is lost.

Relative to public and common area damages (i.e., hallways, lounges, laundry rooms, etc.), where costs are substantial and responsibility is not accepted by or identified as belonging to an individual or group, charges will be determined and divided among occupants of the residential complex, floor, building or the entire residential population.

If any damage charges apply, the fines/costs are charged to the student's account. Damages identified subsequent to the student's departure from campus will be billed to the student account.

### **Dining Services**

Any NDNU student, faculty, staff and their guests may eat in the Dining Hall during the posted hours.

\*Café hours: 7:30am-8:30pm

\*Meal Periods:

Breakfast 7:30am to 9:30am

Lunch 11:30am to 2:30pm

Dinner Service 5:00pm to 8:00pm

*\*These hours are subject to change during the semester*

The Café is open between meal periods for the sale of snacks and beverages.

### *Meal Plans*

You are welcome to eat as much as you would like during the posted meal periods. To help reduce waste, please only take what you think you can eat. Your meal is for you only, you cannot share your meal with others nor can you take your leftovers with you. Meal plans can be lowered during the first two weeks of the fall semester and the first week of the spring semester; however, you may choose to increase your meal plan at any time.

To change your meal plan, please complete a Meal Plan Change Form online through the forms page of the University Housing section of the Student Life and Leadership webpages (<http://www.ndnu.edu/campus-life/housing/forms>)

### *Leftovers*

You can not take your leftovers with you after you have eaten your meal in the Café. If you want to take food with you after you are finished dining in the Café, you must pay for the food and box with your flex dollars, it is not included with your meal.

### *Flex dollars*

Flex dollars can be used to purchase snacks and beverages between meal periods, meals for guests and certain items that are not included with your meal plan. Items not included in the meal plan are: Bottled beverages, bagged chips, yogurt, soy milk and sushi. If you have any questions about what is excluded, please ask the cashiers. Please try to use all of your flex dollars during the semester. Café goods for sale at the end of the semester will be limited to \$100.00.

### *Student ID Card Requirement*

All students are required to present their current student ID card to the cashier in order to use their meal plans or flex dollars. Given concerns surrounding identity theft, students may not verbally provide their student ID numbers to the café staff. If you lose your student ID card, please go to the University Housing Office to obtain another card before coming to the café. Students are not permitted to use other students' ID cards. Students with the flex dollars must be present if they are purchasing food for another person using flex dollars.

### *To-Go Policy*

To-Go boxes are available for those students who have either a class or job conflict that keeps them from eating in the café. To-Go boxes can be obtained from the servers at the grill, hot entrée or sandwich bar. You can take one entrée, grill item, sandwich or pasta to go. If you choose the to-go option, you are limited to one large to-go box and a beverage. The charge for this box is 50 cents. To-Go meals cannot be eaten in the café!

Please do not take china, mugs, tumblers or flatware from The Café.

### *Meal sharing*

Meal sharing is not permitted. Your meal plan is for you only and cannot be transferred to another student or friend. If you have guests staying with you for a weekend, you can purchase meals for them with your flex dollars or cash. Students sharing meals will be charged on their flex dollars.

### *Compliance*

Students are expected to comply with all café policies. Any student found violating café policies will be referred to the student conduct system and may risk losing their meal plan privileges.

### *FAQ:*

What if I run out of flex dollars during the semester?

*Flex dollars can be purchased at the Business Office. Please remember to bring your receipt to the Café office.*

What if I have a weekend guest?

*Meals can be bought for your guest with your flex dollars or be paid for in cash.*



I will be gone during Spring Break can my friend use my meals?

*No, meals are not transferable to other students, guests, or family members.*

Can I take more food with me after I have eaten my meal?

*Yes but you will have to pay for the food with your flex dollars.*

I lost my student ID can I still get a meal?

*No, you need to get a replacement card from the University Housing Housing.*

I left my student ID in my room. Can I please, please, please, get a meal?

*No, in order to be fair to everyone the staff needs to see your card at every meal. There are no exceptions.*

What if I am too sick/injured to leave my room and get a meal. Can someone get one for me?

*Yes, you will need to fill out the Sub Meal Form and have it signed to have a single person buy meals for you using your meal plan/flex.*

### **Doors and Door Locks**

Entrance doors to St. Joseph and Julie Billiard Halls as well as doors to the New Hall Laundry Room and Sky Lounge, may not be propped open for any reason. Additionally, students may not obstruct locks (including locks in New Hall suites) from functioning. Doors that are locked must remain locked.

### **Electrical/Electrical Outlets**

The use of extension cords is not permitted; however, you may use more than one electronic device on a circuit if you use breaker-protected, multi-plug circuited power strip. These may be purchased at most hardware/department stores. We also encourage you to use surge protectors on all electronic equipment (televisions, DVD players, VCRs, stereo equipment, CD players, etc.). Damage to equipment plugged in is not the responsibility of the University.

### **Elevators**

A passenger elevator is located within New Hall for use by residents of that building, their guests, and departmental staff. The following actions are prohibited and may result in disciplinary action:

- Damage and/or vandalism to elevators (i.e. prying doors open, jumping, etc.).
- Use of emergency alarms and emergency stops in situations other than an emergency.
- Unauthorized use of an elevator key.

### **Emergencies**

Local Police, Fire and Rescue may be contacted for an emergency by dialing 911 (for fire, ambulance, etc.).

Professional (live-in) residence hall staff are available and on-call from 5:00pm to 8:00am the following day, and can be contacted through the RA on duty or Public Safety Office. University Housing staff members are available to assist students Monday-Thursday, 8:00am-6:30pm; Friday from 8:00am-8:00pm; and Saturday and Sunday 12:00pm-8:00pm by contacting 650-508-3718. Resident Assistants are available in the University Housing office located in St. Joseph Hall Monday-Thursday, 8:00pm-12am; Friday, 8:00pm-2:00am; Saturday, 8:00pm-2:00am; and Sunday, 8:00pm-12:00am.

Public Safety is located in St. Mary's Hall, and can be reached at 650-508-3502. The Public Safety cell phones are 650-504-0656 and 650-740-1483.

### **Empty Bottles or Cans**

In a group living situation, pest control can become a major problem. Empty cans and bottles provide excellent breeding areas for roaches and other pests. In particular, alcohol bottles and cans may not be stored, collected, or used as decorations. Please recycle these items.

### **Explosives**

Explosive devices are not permitted in the residence halls, apartments, or anywhere on the NDNU campus and including the surrounding grounds. Possessing or using fireworks (firecrackers, smoke bombs, sparklers, etc.) or any explosive material will constitute a safety or fire hazard. Motorized vehicles (e.g., mopeds, motorcycles) may not be brought into a building or stored within a residence hall/apartment. Propane tanks may not be stored in residence halls or apartments.

**Extension Cords** (See 'Electrical/Electrical Outlets')

### **File Sharing/Illegal Downloading**

The entertainment industry (Recording, Movie, Television, Software, Game, and Book companies) actively monitors file sharing networks for illegal file sharing. Students who share, upload or download files over such networks expose themselves to prosecution from these companies up to and including formal legal action in addition to the disciplinary action taken by the University. It is important to be familiar with the NDNU Network Use Agreement and that you understand your responsibility for appropriate use of the technology available to you as provided by NDNU. If a student uses any of these file sharing programs, they must be aware that any illegal file sharing on their student room port is their responsibility and may result in restriction or termination of their access to the residential network. If illegal file sharing occurs, the student will be held responsible as the registered port user even if the student did not install the program and even if they were not aware the program was uploading a file/files illegally. (Please refer to OIT's Acceptable Use Agreement Policy)

### **Fire Safety**

Residents must evacuate a building immediately upon the sound of a fire alarm and

follow specific evacuation and safety procedures. Initiating a false alarm, misusing fire safety equipment, or lighting any kind of fire inside residence areas is dangerous and prohibited. Initiating a false alarm (whether by activating a pull station or smoking in a room) will result in a disciplinary action. Candles with unburned or cut wicks are allowed for use for their scent; however, candles with burnt wicks are not permitted. To ensure the safety of all students, the following items have been restricted from residence areas: hanging fabrics, burnt candles, incense, barbecues, hotplates, toasters, portable heaters, and microwaves.

### **Furnishings**

A bed, desk, chair, and closet/wardrobe are provided for each resident in a Julie Billiart or Saint Josephs room. Each room has an active telephone line; however, students are responsible for providing their own telephone (not provided by the university). All rooms and apartments are wired for cable TV, wireless Internet, and Ethernet access to the campus-wide data and entertainment network.

The apartments each have a common living and dining area as well as a kitchen. The living area is furnished. The kitchen has basic appliances (microwave, oven and refrigerator).

Students are responsible for maintaining the furniture in their rooms. Using furniture from the floor lounges, laundry rooms, or other common areas for a student room is not permitted and may result in a fine and/or disciplinary action. In addition, university-owned furniture is not permitted outside the residence hall or apartment building. Residents who move their furniture may be charged for repairing/replacing the furniture, in addition to being assessed a fine.

### **Grilling**

Outdoor grilling is permitted in the Pool Area of the Oaks only with prior permission of Public Safety. Students are responsible for cleaning up and making sure the coals are safely extinguished.

### **Guests**

Each resident and their licensed roommate(s) are the only ones permitted to live in their designated room. A guest is defined as any person who does not hold a residence agreement for the particular room/apartment. While guests are expected to observe all University rules and regulations, residents are ultimately responsible for the behavior of their guests. The host resident(s) will be held accountable for their guests' behavior so hosts should make sure they remain with their guest and their guests are knowledgeable of all University policies, found within the Resident Handbook and the Housing License Agreement.

You should stop by the University Housing Office to check your guest in if he/she is staying past 10:00pm during the week or past midnight on the weekends. Should your guest arrive after 10:00pm, please report directly to the University Housing Office in

St. Joe's or Public Safety when your guest arrives.

**Resident students are responsible for escorting their guests within the building at all times. Residents should not leave their guests unattended in their rooms/apartments at any time, even while the host is away for class or work.**

Should you have a registered overnight guest, you should have the completed Guest Registration Form with you at all times.

Please see the NDNU Student Handbook or Appendix F in this book for more information on our guest policy. University Housing reserves the right to deny entry or remove any guest, at any time, for any reason. It is important that all students register their guests. Please know that University policies limit the number of visits any one guest can make to campus. Residents are not permitted to have overnight guests for more than three consecutive nights in a one week period and must have the approval of their roommates to do so.

### **Hall Use**

Hallways are intended for egress and are not a location for recreation or hores-play. No sports, skateboarding, bike riding, throwing, or other activities which could block access or cause damage are permitted in these thoroughfares. Playing sports in public areas or hall/apartment rooms and hallways is not permitted. This includes, but is not limited to, in-line skating, skateboarding, soccer, lacrosse, football, basketball, bicycle riding, throwing, kicking or hitting any type of object.

### **Hazardous Materials**

Hazardous materials including, but not limited to, gas, propane, chemicals, and gas grills, are not permitted in on-campus housing under any circumstances.

### **Health and Safety Inspections**

Univserity Housing staff members complete health and safety inspections of student rooms and/or apartments during each semester, at closing for summer and winter breaks, and at other times as staff determines necessary. Whenever possible, these inspections will be announced in advance. These inspections are intended to provide a safe and comfortable living environment for all of our students living on campus or visiting campus. University Housing staff work with students to help ensure that the student residences are safe and sanitary, as well as inspecting for fire or safety code violations of University policies or laws. If, in the course of these inspections, you are found to be in violation of any University policy, you will be notified and provided with instructions on how to correct the situation. A re-inspection will occur to ensure these corrections have been made. Health and Safety Inspections are visual inspections of each living space, including student rooms. It is not University policy to open drawers or inspect trunks or luggage unless there is sufficient evidence to warrant a concern that a health or safety hazard exists.

According to the Housing License, the University reserves the right to enter student

rooms as necessary for repairs, inspections, and enforcement of University policy and local and state laws.

### **Holiday and Semester Break Closings**

Students are not permitted to remain in campus housing between semesters.

### **Housing Consolidation** (See ‘Vacant Spaces’)

### **Housekeeping**

Campus residences have custodians who perform daily and weekly cleaning duties in common areas. Outside vendors are not permitted to work in any residential facility without prior written consent by the University. The cleaning service for the residence halls includes rest rooms, lobbies, hallways, stairwells, public areas, and laundry rooms.

The custodial staff clean public areas and prepare individual student rooms for arrival in the fall. They do not maintain student rooms during times when these spaces are occupied. Students in New Hall and the apartments will be furnished with toilet paper on a weekly basis. Cleaning fees may be assessed for excessive cleaning due to negligence in rest rooms or in kitchen areas.

It is the responsibility of each student to clean and care for their individual living spaces. Residents are expected to keep their rooms clean, orderly, and in good repair at all times. Vacuum cleaners are available in the University Housing Office in St. Joe’s; and may be signed out for a limited time. If a room needs repair, residents should submit a work order promptly via the NDNU University Housing website.

Residents are expected to keep their room and public areas clean and free of excessive amounts of trash. Trash from student rooms must be placed in designated receptacles only. Garbage cans or trash of any type should not be left in the hallway or in any other public location for removal by others. Charges may be assessed if trash is not disposed of properly.

### **Identification**

It is University policy that resident students must have their valid NDNU student ID on them at all times. When requested, residents are required to present proper University identification in a cooperative manner to University staff. Individuals without proper identification may be removed from the premises. Providing false ID is prohibited and will result in disciplinary action. In the event that alcohol is involved, residents will be required to show proof of age.

In many cases ID cards are used for tracking building entry in residence halls. Possession and/or use of another students’ ID is a violation of University policies. NDNU offers residence hall security through the use of the University ID Card and the electronic access system. Residence hall exterior doors are locked 24 hours a day

on the weekends and between 8:00pm and 8:00am Monday through Friday. Doors are subject to an alternate security schedule during holidays and breaks. Each door is equipped with a card reader, and after the doors have been locked, students assigned to that building can gain access to their residence hall with their ID card.

All residents are permitted access to JB/SJ exterior doors. New Hall residents are permitted access through their ID to their suite and specific room within the suite.

All residents and their guest(s) should enter/exit the residence hall through the main doors. Only in case of an emergency should the doors at the end of the hallways be used. Individuals should never enter/exit the building through a window unless there is an emergency. Improperly exiting or entering buildings is grounds for disciplinary action.

### **Illegal Entry/Exit**

Entering and/or exiting your own or another resident's room, suite, or apartment improperly, without authorization, or during periods not permitted by your license agreement (i.e. winter break) is not permitted and will result in disciplinary sanctions up to and including dismissal from housing. This includes using emergency exits when there is no emergency, access through windows, etc.

### **Illegal Possession/Theft**

It is prohibited for individuals in the halls/apartments to possess, without authorization, goods belonging to other residents or the residence hall/apartments (e.g., lounge furniture), including food items not designated as a carry out item (e.g., utensils, plates, cups, etc.) by Dining Services .

### **Internet Connections**

Internet and wireless internet is provided in all residential facilities. Instructions for how to connect to the internet in the residence halls either through wireless connection or an Ethernet cable will be provided at move-in. It is recommended that students bring an Ethernet cable for access to wired internet in their room. Should there be problems with their internet connection, residents are asked to contact OIT at [oit@ndnu.edu](mailto:oit@ndnu.edu), extension 3555 or submit a University work order via the NDNU website. Personal wireless routers are not permitted in the residence halls and will be confiscated.

### **Keys and Card Access**

Residents are given necessary keys at the time they check into their living space. After receiving their key residents are responsible for keeping their keys with them at all times. Should a student lose the residence hall/apartment key, the student must report to the University Housing Office so that the room may be re-keyed. If the resident loses his/her key, or fails to return the key upon vacating the room, he/she will be charged accordingly for a lock change and any associated costs. New Hall residents will be using their NDNU ID card as entry into their suite and room.

For New Hall, deactivation of a lost key is accomplished by the activation and use of a new key. Therefore, residents of New Hall will need to use their key on both the suite and their room doors in order to fully deactivate the lost card.

The student's NDNU ID Card, room key, as well as any other keys issued to each resident, are the property of the University and are issued to a particular resident for his/her exclusive use. Students are not permitted to lend or give their room keys or ID card to anyone or any University group. Additionally, students are not permitted to install their own locks, alarms or video monitoring on any residence hall doors or in any Residence Hall common area.

### **Kitchens**

Small kitchenettes are located in on each floor of SJ/JB and in Sky Lounge of New Hall. The use of these facilities is open for residents in their particular building.

Julie Billiard Hall: Second Floor Lounge, Third Floor Lounge

Saint Joseph Hall: Second Floor Lounge, Third Floor Lounge

New Hall: Sky Lounge.

It is each student's responsibility to clean up after themselves and dispose of their garbage appropriately.

### **Laundry**

NDNU has laundry facilities, accessible to all residents, 24 hours a day. Our laundry services are provided through Wash Laundry, LLC., and its operation is facilitated by NDNU.

Laundry machines are operated by laundry cards. Value can be added to a laundry card via the web using a credit card, and updating your card at a value adding station. Value can also be added via cash at value adding stations in the Oaks laundry room (serving the apartments), Julie Billiard building lobby and the St. Joseph building lobby. The New Hall value adding station accepts both credit cards and cash payments.

Laundry rooms in the Oaks and New Hall are equipped with LaundryAlert, which students can utilize to check the status of an individual machine via [www.laundryalert.com](http://www.laundryalert.com).

Laundry facilities are provided in all residential areas and students using them are subject to courtesy and quiet hours.

### **Liability/Responsibility for Personal Property**

The University does not assume responsibility for any personal property for any cause, nor will the University assume responsibility for any injury to persons or damages to property while the student is a resident. Residents are strongly encouraged to consider carrying some form of renter's insurance if his/her family homeowner's or renter's

policy does not cover property while it is located at the University.

### **Lofts and Bunk Beds**

NDNU does not make accommodations for bed heights, including lofting beds, except in accommodating triple rooms and for medical accommodations. Requests for medical accommodations must be made through the Disability Services Coordinator.

If a student requests and is granted accommodations in a triple room, a loft will be provided without charge in addition to a bunk bed. No alterations to these arrangements are permitted for triple rooms.

Students interested in having a lofted bed may contact our approved loft retailer, Collegiate Concepts at [www.collegefridge.com](http://www.collegefridge.com) to be accommodated with a loft bed at their own cost. Students are solely responsible for such alterations and the University accepts no liability for installation or use of such lofts.

### **Mail**

Residents claim their mail and packages directly from the Central Services Office located on the bottom floor of Ralston Hall, room 104. The mail room is open Monday - Friday from 8:00am-5:00pm.

Students must show their ID to pick up their mail.

Unclaimed mail/packages will be returned to the sender after seven (7) days. Arrangements for forwarding mail should be made with the Central Services Office.

### **Maintenance and Repairs**

Maintenance requests should be placed through the NDNU website. The proper links to these forms may be found on the University Housing website.

Developing issues should be reported to NDNU Public Safety, University Housing staff or a RA on duty immediately, in addition to completion of the work order.

### **Meal Plans**

Students living on campus are required to have a meal plan. Meal plans are purchased and billed on a semester basis. Meals do not transfer from one semester to the next; however, flex value does (1 Flex = 1 dollar) carry over from the fall to the spring semester with the purchase of a Spring Meal Plan. Flex points and any remaining meals expire at the end of the spring semester. If a meal plan selection is not made by August 31st for the fall semester or by January 11th for the Spring semester, the 11 meal plan will automatically be assigned to the resident. Meal plan decreases are only permitted during a limited time period at the beginning of the semester. Students must fill out an online form to register a meal plan change. If a resident student moves off-campus, it is their responsibility to review the cancellation portion of their Housing License & Dining Agreement to determine eligibility to cancel the meal plan. Students



are not guaranteed a reimbursement of their remaining flex value when cancelling their meal plan, but will be allowed to use their flex balance during the remainder of the semester.

### **Medical Device (Sharps) Disposal**

A ‘sharp’ is any device having corners, edges, or projections capable of cutting or piercing the skin or that pose a safety hazard to the custodians and other personnel who handle waste. Sharps are usually hypodermic needles or other sharp medical devices, and are often contaminated with blood or bodily fluids. Sharps cannot be disposed of in the trash. They must be disposed in an approved sharps container. Students who use sharps must notify both the Health Services Coordinator and Disability Support Coordinator.

If you generate this type of waste, please follow the procedures listed below to dispose of your sharps waste.

- Purchase an approved sharps container from a local pharmacy, physician or hospital.
- Immediately transfer any used needles or other contaminated sharps into the container to minimize possible injury to others.

Individuals who have improperly disposed of sharps waste will be referred for student conduct violations and for violating local regulations. Sanctions may include removal from University housing.

### **Medical Emergency Situations**

In any emergency situation in which student(s) are in immediate danger, students should notify medical emergency personnel through 911 (from on-campus, dial 9, then 911). Inform the responder of the specific details of the emergency including location, severity, and the duration of the situation. After completion of this emergency call, students are expected to notify Public Safety and the RA on Duty immediately after calling 911. They can be helpful in expediting an emergency response.

In lesser emergencies, residents are expected to contact the RA on duty to evaluate the situation.

### **Medical Insurance (See Housing License for University requirements)**

Medical insurance is a requirement for all residents. All resident students must provide proof of medical insurance. NDNU offers a campus health insurance plan for purchase by students without adequate healthcare coverage.

### **Microwaves**

Residents are not authorized to use or possess microwaves inside the residence hall rooms. Possession of a microwave is grounds for disciplinary action and confiscation. Exceptions to this policy will be made for MicroFridges purchased or rented through

our approved retailer, Collegiate Concepts at [www.collegiateconcepts.com](http://www.collegiateconcepts.com).

### **Missing Resident (Refer to Appendix C)**

If a student is believed to be missing for more than 24 hours, it should be reported to a staff member in University Housing. The staff will activate the missing resident notification process which is an appendix of this handbook. If circumstances arise which indicate that a resident is missing from housing, professional staff, in conjunction with Public Safety, will conduct a preliminary investigation to obtain an explanation for the absence. If a reasonable explanation cannot be obtained or if the investigation suggests possible danger for the individual, the Belmont Police or appropriate law enforcement organization will be contacted and will determine appropriate next steps.

### **NDNU Identification Card (See ‘Identification’)**

### **Noise**

Excessive noise is prohibited at all times. Courtesy hours include any hours outside of listed Quiet Hours (for more information see ‘Quiet Hours’), and students are asked to be considerate of the rights of others to study and sleep. During all hours of the day, residents are expected to be sensitive to the fact that neighbors may be studying, sleeping, or otherwise occupied, and may not appreciate loud noise. If you are confronted for noise (even during Courtesy Hours), you are expected to comply with the request as if it were Quiet Hours. Loud sound systems, video games, gatherings in hallways, or other disturbances are not permitted. If sound systems are played out of windows, or are an issue in any area around the residence halls/apartments, the owner risks confiscation of the sound systems from the residence hall/apartment.

### **Pets/Animals**

Due to public health regulations, pets and animals are **NOT** permitted in on-campus housing under any circumstances, including brief visits or temporary stays. The only exception to this rule applies to service animals approved by the Disability Support Coordinator and University Housing. If a resident is found in violation of this policy, the resident will risk removal from housing. Pets found in violation of this policy may be removed immediately and turned over to the Animal Control Center or the Humane Society. Exceptions will also be made for non-carnivorous pet fish, in containers less than 5 gallons.

### **Quiet Hours (See also ‘Courtesy Hours’)**

Quiet Hours are in effect in the residence halls from 10 p.m. to 9 a.m. on Sunday–Wednesday. Thursday through Saturday quiet hours begin at midnight. During Quiet Hours noise should not be detectable beyond the room of origination to ensure that other residents are not disturbed. Noise should not be heard in the hallways or common spaces of the building during Quiet Hours. If a resident has an issue with the noise level, the first step is to speak to the offending resident(s) who is creating the noise. If the noise continues after a resident has addressed the situation, the floor RA should be contacted. If that RA is not available, contact the RA on Duty for that building/area.

During final exam periods, 24-hour Quiet Hours are strictly enforced. Signage will be posted in your residence hall/apartment building prior to final exams that will provide more details about Final Exam Quiet Hours. From the time classes end through the conclusion of the final exam period, Quiet Hours are enforced. Failure to comply will result in an offender being asked to leave the residential facilities.

### **Refrigerators**

Refrigerators larger than 6 cubic feet are not permitted in the residence halls, except where provided by the University in kitchen areas. University Housing strongly encourages residents to either rent or purchase the MicroFridge (see Microwaves).

### **Restrooms**

In SJ/JB, on each floor, separate rest room facilities are provided for men and women. At no time should individuals be in a rest room designated for another gender.

### **Room Alterations and Decorations**

Decorations are allowed in order to make a resident's room more comfortable and homelike. When decorating, keep in mind that residents are responsible for maintaining the condition of their rooms, and that nails, thumbtacks and tape may cause damage to walls and furniture. If posters are placed on the walls, use a poster putty material or paint-safe tape that will not damage the paint when the poster is removed. No wire, rope, or string of any kind is to be strung across the room for the purpose of hanging decorations. Wall hangings must be attached in a way that is non-destructive to the walls, furniture, doors, or woodwork. All decals and stickers are expressly prohibited from being directly affixed to any wall or window. Items may not be hung from, or attached to, any ceiling or door surface. All furniture must remain in the room and closet doors (where applicable) may not be removed. The resident, and potentially the roommate(s) will be charged for any damage that is caused by inappropriately attached room decorations. The residence hall facilities are painted according to a regular schedule; therefore, the painting of rooms, corridors, and wall murals is not permitted.

Do not attempt alterations or repairs in the residence hall or apartment on your own. This includes, but is not limited to, installing TV mounts, removing windows, screens or shades; painting or paneling the walls in your room or apartment; and removing built-in furniture, appliances, bookshelves, light fixtures, desks, or beds. Should a student perform his/her own repairs or alterations, the student will be required to pay any associated fees with restoring the room to its original condition and may also face disciplinary action. Excessive damage may result in removal from housing.

### **Roommate Agreement**

All residents in University Housing are required to complete a Roommate Agreement to facilitate a successful relationship with their roommate. The Roommate Agreement is considered a binding contract.

RAs will provide roommates/suitemates with the necessary Roommate Agreement Form and instructions at the beginning of each semester for each hall/apartment required to complete the agreement. The Roommate Agreement is considered a binding behavioral/social contract. Should one roommate violate the Roommate Agreement, the residents of the unit may be required to participate in a roommate mediation program managed by University Housing. Should a student violate the resulting agreement, the student may be referred to the Student Conduct process and/or be administratively moved.

### **Roommate Conflicts**

During the first two weeks of classes in both the fall and spring semesters, unless the situation involves a health or safety issue, there are no room or roommate changes. This provides roommates the opportunities to get beyond first impressions, unfounded biases, and encourages students to learn how to get along with people who are different from them. It also allows the University time to determine who has not arrived. With the high occupancy rate and overflow situation at the beginning of each year, room changes can be very difficult to orchestrate and space for room changes is extremely limited.

Roommate conflicts are best resolved by the roommates in conflict. When a first attempt at resolving the conflict is unsuccessful, it is important to engage the RA in the process to serve as a facilitator to allow both roommates to come to a mutually agreeable solution.

If roommates have lost or forgotten their roommate agreement, the RA will suggest that they discuss their specific problems in the context of completing an updated roommate agreement, listing common areas for disagreement and expectations and long-term solutions. If the roommates have a current roommate agreement, the RA will facilitate a discussion regarding whether the agreement is still valid, areas for revision, sources of current conflicts and possible resolutions. Roommates will sign the agreement acknowledging their willingness to abide by and hold each other accountable for the agreement. If the roommate agreement is breached and the RA is informed that the agreement is not working, he/she may try to facilitate another conversation, or may ask the Residence Life Coordinator for assistance in mediating the ongoing roommate dispute.

Regardless of how much time and effort is put forth to maintain a positive relationship with your roommate, there may be time when the Residence Life Coordinator will need to intervene. In these situations, we present students with three options:

Formal Mediation - If both students agree, we will arrange for formal mediation through the University Housing Office. This process is contingent upon both students agreeing to the mediation as it would not be effective to have forced mediation.

Voluntary Room Change - We will present the students involved the option of relocating to another room on campus (space permitting). If one student volunteers to move out to gain resolution, we will try to honor that request and find him/her an alternate assignment. This will not be offered unless a formal mediation has taken place.

Administrative Room Change - If one student does not voluntarily request to move and formal mediation is not agreed to, staff may impose an administrative room change for one or more individuals involved. It is not our policy to choose sides in a roommate conflict as we are here to serve as a resource for all students. In this situation, both students may be required to move to another location on campus if space is available. When students change rooms due to irreconcilable differences, our staff will take some extra steps to ensure that similar problems do not resurface in the new living arrangements. All students who are moved due to an administrative room change will be required to complete a Roommate Agreement for their new assignment. RAs will check on students periodically to ensure that similar roommate disagreements do not occur.

### **Room Condition Report (RCR)**

It is the responsibility of the resident to inspect his/her room and complete a room condition report (RCR) with a University staff member, prior to moving in to their assigned space (this includes mid-semester and/or mid-year). This serves as an inventory of the number of furnished items, the condition of the furnishings, and the condition of the premises assigned to the student. This inventory will be completed again at the end of the resident's occupancy, and will serve as the basis for determining billable damages to the room and furnishings.

Failure to complete and return the form will result in the assumption that the room condition at check-in was pristine, and all damages noted at check-out by staff will be assumed to be the responsibility of the resident. Residents are expected to return their room to its original condition or pay damages for deficiencies or damage that are present, beyond normal wear and tear, at checkout.

### **Room Entry**

The University respects the privacy of the resident and will protect that privacy. It may become necessary at times for the University to enter an occupied room in the interest of maintaining an environment that facilitates scholarship, provides for the health and safety of residents, ensures the safety of resident property, or in the interest of protecting University persons and property. Reasonable efforts shall be made to notify the resident(s) in advance of any entry. Staff member(s) will not enter a student's room without consent of a resident except as follows:

- Repairs, maintenance, or facility improvements.
- Recovery of University property not authorized for use in the assigned space.

- Periodic fire, health, and safety inspections.
- When there is reliable information that an emergency exists (including, but not limited to fire, accidents, sickness, or danger to the health and welfare of residents).
- When there is reliable information that a University policy is being violated. The University reserves the right to remove any items not in compliance with its policies.

If the University enters a resident's assigned space, the University will not intrude into a student's personal effects except with the permission of the resident or during an administrative search.

The University reserves the right to begin an administrative search (for more information, see 'Room Search') or refer a student to the Student Conduct process if an item that violates the Code of Conduct is in plain sight and witnessed during a standard or voluntary room entry.

### **Room Occupancy Limit**

At any given time, there may be no more than 12 people in one apartment, or 8 people in one residence hall room or New Hall Suite (including bedrooms).

### **Room Search and/or Administrative Room Search**

An administrative room search is a search by University personnel of the space occupied by a particular student or students for items that may harm the health, safety or welfare of individuals within the University community or for items which may involve a breach of the Student Code of Conduct. Searches of resident rooms by Public Safety and/or University Housing personnel shall only be permitted if there are at least two authorized University staff members present, except in the following cases:

- An imminent danger of harm to members of the campus community and/or their property. For example, if a fire alarm occurred, a single employee could enter a room without approval; the standard will be reasonable belief that there is an imminent threat of harm.
- A general search of rooms where the search is not directed to a particular individual or individuals. For example, if the University was concerned about fire hazards, theft, or closing a residence hall, a search could be conducted looking for fire hazards and this protocol would not apply.

An administrative room search normally will only be conducted after a request is made to the authorized University personnel. Upon finding items that may harm the health, safety or welfare of individuals within the University community or upon finding items which may involve a breach of the Student Code of Conduct, University personnel may:

- Attempt to contact residents to open locked areas. The University reserves the right to cut locks when contact cannot be made with residents.
- Advise the police and determine whether the police wish to obtain a search warrant before removing the item. If the police decide to obtain the search warrant, the room will be cleared of persons and secured until such time as the search warrant is executed.
- Confiscate the item and turn over to the police for disposal, if the item is contraband.
- Instruct the resident to remove items which are not contraband but which may constitute a threat to the health, safety and welfare of the campus community or a breach of the Student Code of Conduct from University property.

### **Solicitation**

In our residence halls and apartment living environments we strive to provide an atmosphere conducive to academics, as well as a comfortable and supportive living environment. Residence hall and apartment rooms are to be used solely for residential purposes; residents are not permitted to operate businesses out of their rooms or to list residence hall room or phone numbers in commercial ads or other business announcements. Soliciting or conducting business is not permitted in the residence halls/apartment complexes, including from within your residence hall room/apartment unit. This includes approaching students with a product(s), sliding information under doors (excluding NDNU approved events), stopping students in the hallways, baby sitting, etc.

### **Smoking**

Notre Dame de Namur University recognizes the serious health issues associated with smoking, not only for those who choose to smoke, but also for those in their company who are subjected to second-hand smoke. The University also recognizes its need to comply with smoking ordinances in public settings as mandated by the state of California. Therefore, all University buildings are smoke-free, including all residence halls and apartments. All common/public areas including balconies, patios, and entry ways are smoke-free. Residents may smoke only within designated smoking areas, as posted. Smoking is permitted only in designated smoking areas that are 20 feet away from any structure on campus. Marijuana is not allowed anywhere on campus (even if the student has a medical marijuana card). No vaping or use of vape pens is permitted inside any University building.

### **Student Vehicles**

Students, with the exception of freshmen, are allowed to bring their cars on campus. A parking permit is required. Parking permits are paid for in the Business Office and obtained from the Public Safety Office, both located in St. Mary's Hall. Residents are permitted to park in resident parking lots only. Please follow signage regarding fire zones, faculty lots, handicap spaces, and restricted parking.

**Subletting**

Residents of University Housing are not considered lessees and therefore, are not permitted to extend this agreement to any other persons. There is no ability to sublet your room or apartment space even to another NDNU student.

**Staff On-Duty**

Monday through Thursday, 8:00pm to 8:00am and Friday, 8:00pm through Monday, 8:00am, there are two Resident Assistants (RAs) On-Duty. If a student is in need of assistance and cannot find his/her RA, the student should talk with the RA on Duty. The RA On-Duty may be contacted through the Duty Phone by calling 650-703-2052 or 650-703-2053. The RA on Duty is available to assist residents with problems/issues associated with student housing.

If there is an EMERGENCY during non-business hours the RA on-duty can be reached by using the phone number listed for the duty phone. This number can be used for a variety of services, including lockouts, noise concerns, etc., and especially in emergency situations.

In the case of a fire or a life-threatening situation students should contact 911 for immediate assistance; then contact Public Safety and/or the RA On-Duty for support.

**Storage**

Trunks, suitcases, and other belongings must be stored in your room/apartment or taken home after you have moved into your room. We are unable to provide personal storage to students.

**Study Rooms**

Furnished study rooms are located in Saint Joseph Hall and Julie Billiard Hall on the third floor. Lobby and floor lounges on other floors may be used for studying, meetings, fitness, programs and/or community-building activities (although the Library is the best alternative for studying). For the safety of residents and guests, sleeping is not permitted in lounges or other public areas.

**Telephone Service**

Local campus telephone service is provided in each residential room. This free service will allow students to call other campus phone numbers free of charge. Students are restricted from calling out to all long distance numbers and many local numbers as well, but these lines will accept incoming calls from any location. Students must provide their own telephone and telephone cord for use, and will be required to utilize a calling card for long distance access and service.

**Theft Prevention**

Theft can be a serious problem in any residence hall. Theft occurs more often when students leave their rooms unlocked and unattended, or when students leave their



personal items unguarded in public areas. To help protect your personal property:

- Lock your room whenever you leave it - even if it is for just a few minutes.
- Lock your door when sleeping.
- Never lend your room/apartment key to anyone.
- Keep your valuables in a safe place; do not leave valuables in the open and unattended.
- Report suspicious persons to your residence hall staff or Public Safety at 650-508-3502.
- Do not permit anyone, other than your guest(s), to enter the building behind you. Make sure the main door closes and locks behind you.
- Do not prop open exit or stairwell doors.
- Report lost keys to the Univeristy Housing Office immediately.

### **Theft, Loss, or Damage of Personal Property**

NDNU assumes no liability for damage, theft, or loss of a resident's personal property. We encourage residents to carry personal property insurance to protect against the loss of their belongings while in University Housing. Before purchasing personal property or renter's insurance, students should check with their parent's homeowner's or renter's insurance policy to see if your property is covered while living in on-campus housing. Existing family insurance policies will sometimes cover items while away at school. If the family's policy does not cover the student's items, it is recommended that the student purchase a policy.

Report all thefts, vandalism, or attempted thefts to NDNU Public Safety 650-508-3502 immediately. Be alert for anyone who appears out of place or acts in an unusual manner in or around the residence halls/apartment complexes. Report any suspicious individual(s) to NDNU Public Safety immediately. In order to protect your belongings, keep your room locked at all times.

### **Throwing or Dropping Objects**

Throwing or dropping objects of any type, or hanging items from windows, presents a serious hazard to others and is strictly prohibited. Throwing objects (e.g., balls, Frisbees, or water balloons) inside any residence hall/apartment building is also considered inappropriate behavior and is not permitted. Any of these actions may result in disciplinary action.

### **Trash**

Large trash bins are located across from the Carroll Apartments next to St. Mary's Hall, outside Julie Billiard Hall, between St. Joseph's Hall and the Chapel, and behind the central stairs at each end of New Hall. Residents are expected to dispose of all garbage in the proper waste receptacles. Trash left outside rooms/apartments will result in a cleaning/removal fee. Students are encouraged to recycle items as appropriate to reduce waste.

### **Unauthorized Entry/Exit**

Entering or exiting buildings illegally, improperly, without authorization, or during non-contract periods without proper permission, any room/apartment, including alarmed exit doors or windows, is not permitted and may result in the immediate termination of your Housing License and/or additional fees being assessed to your student account. Such violations will also be referred to the Student Conduct system.

### **Unclaimed or Abandoned Property**

Lost or abandoned property left in a room, apartment, storage room, or on the premises will be disposed of in accordance with University policy. Abandoned property includes all property left by the owner after withdrawal from the University or living facility, regardless of whether the withdrawal was voluntary or involuntary. Abandoned property will be considered voluntary relinquishment of the owner's possession. Lost property is property where the owner does not voluntarily relinquish property and is due to accident, forgetfulness, negligence, and the property owner is ignorant of the property's whereabouts.

Items remaining in rooms/apartments after the space has been officially vacated will be treated as abandoned property and is subject to disbursement, disposal or donation.

### **Vacant Spaces (See also 'Consolidation')**

University Housing reserves the right to make an administrative room change into a vacant space when it deems a change is necessary.

Residents in a room or suite with a vacant space are required to accept a new roommate who is placed in the space by the University Housing Office. Refusing to accept a roommate or impeding University Housing's ability to effect an assignment into a vacant space (e.g. by not keeping the unoccupied space presentable) is a violation of the license agreement. While the staff will make every attempt to notify current roommates either through an official notification to the roommates, advance notice of a new roommate is not always possible. Therefore, residents must ensure that the vacant space and furnishings in their room or suite are in a condition ready for occupancy at all times. Failure to comply with these policies can result in the resident being charged the full rate for the vacant space.

### **Vandalism**

Any student who commits an act of vandalism (damaging University/personal property) will be charged for the damage and will face disciplinary action, including possible arrest and dismissal from the residence hall/apartment building. In the event a vandalism occurs in community areas and the student cannot be identified, the residential community will be billed for the damage. Residents are encouraged to hold other residents accountable for their actions.

**Vending**

Vending machines are provided in some residential facilities for the resident's convenience. The vending machines are operated by a subcontractor of the University. If you experience problems with the vending machines, report the problem to the company directly, at the number listed on each machine (refunds may be available at the Business Office).

Machines are located in the following areas:

- Campus Center (Drink, Snack, Specialty Drink, Coffee)
- Saint Joseph Stairwell (Drink & Snack)
- Julie Billiard Stairwell (Drink & Snack)
- Walter Gleason Gymnasium Exterior (Drink)
- New Hall Laundry Room (Drink and Snack)

**Visitors** (See 'Guests')

**Windows and Screens**

If a student is observed tampering with a window or security screen other than in an emergency situation, they will be subject to referral to the Student Conduct process, regardless if they were assigned to the room. Screens and blinds are not to be removed, except in the event of an emergency. At times, there may be tags or clips attached to windows or screens to track if they have been used. In the event these clips have been broken, students are subject to fines during the damage billing process.

**Withdrawal Policy**

If a student voluntarily withdraws from the University, having obtained and completed appropriate forms from the University, the housing and dining fees will be refunded according to established University policies as described in the Housing License.

# Appendix A

## LICENSE AGREEMENT FOR ON-CAMPUS RESIDENCE FALL AND SPRING SEMESTER TERMS AND CONDITIONS OF OCCUPANCY 2014-2015

The information contained in this License is extremely important. In order to assist you in the process of reading this document, please use the table of contents below to guide you through the following pages.

### **I. General Terms and Conditions**

- a. License
- b. Housing Reservation Fee
- c. Rates per semester for Housing and Meal Plans
- d. Refund/Cancellation Policy for Fall and Spring semesters
- e. Housing Refund Schedule
- f. Meal Plan Refund/Changes

### **II. Administrative Policies and Procedures**

- a. Health Insurance
- b. Residency Requirement
- c. Dates of Occupancy
- d. Assignment Policy
- e. Room Changes
- f. Consolidation
- g. University Liability
- h. Gender Roommates
- i. "Dry" and "Substance Free" Residence Halls

### **III. Policies Regarding Residential Living**

- a. General Policies
- b. Condition of room/apartment, damages, and furnishings
- c. Phone Services
- d. Ethernet Services
- e. Cable TV
- f. Medical and Pregnancy
- g. Lock-outs
- h. Searches
- i. Abandonment
- j. Academic Success
- k. Personal Wellbeing
- l. Pets/Animals

### **IV. Rights Reserved to the University**

- a. Right of Entry
- b. Termination
- c. Nonwaiver of Covenants and Conditions

- d. Right to Modify
- e. Compliance
- f. Parental Responsibility
- g. Governing Law

## I. GENERAL TERMS AND CONDITIONS

**a. License.** Notre Dame de Namur University, “NDNU”, or “the University” grants a student conditional permission to occupy a residence hall room / apartment as a Licensee upon proper completion of University on-campus residence procedures at the discretion of the University. The License for On-Campus Residence legally binds the student for room and meal plan charges for a period determined by the University not greater than one academic year, which includes the Fall and Spring semesters, and the remaining portion thereof. The License agreement is formed when a completed application, by the student, is accepted by the University and the University confirms a room / apartment space for the student. By submitting the completed Housing Application, student residents agree to all terms set forth in this document including the agreement to pay for all housing and meal plan charges.

On campus residency is at the discretion of the University. In order to be eligible for on-campus residency, students are required to be currently enrolled and matriculated as a full time student, or a deposited student that will be registered for classes in the immediate semester for a minimum of either 12 undergraduate units or 9 graduate units. Undergraduate students are given priority for on-campus residency.

If a student is admitted into housing prior to being registered for full-time student status, they must complete the Temporary Housing Agreement and complete the registration process within the designated timeframe. If the student fails to complete the terms agreed to in their Temporary Housing Agreement, then they must leave University Housing immediately.

The University reserves the right to refuse entry to any student. Furthermore, the University reserves the right to deny entry until a student enters good financial standing and has fully completed and satisfied the registration process for the current semester. **This license does not confer exclusive possession but a right to occupy space. The student is not a tenant and does not have the rights of a tenant. The student does not have any exclusive possession or exclusive occupancy to any premises on the campus of the University. This is not a lease. This license also requires residents to follow all policies in the Student Handbook and Resident Handbook to remain eligible to live in University Housing.**

The student shall not allow anyone to live in his or her room/apartment who is not assigned to it by University Housing. The student may not assign, sublet, mortgage, or hypothecate this License in whole or in part, to any other person.

**b. Housing Reservation Fee.** New resident students are required to pay a non-refundable \$200.00 housing reservation fee with their housing application, after which the University will process the housing application. For new students this is included as part of the \$400 “Intent to Register” deposit. If the student chooses not to attend NDNU or live in University Housing, this is non-refundable after the submission of the application and/or fees, whichever occurs earlier.

### **c. Rates per Semester**

#### **Room Rate Charge**

Single Occupancy Room (New Hall Only)	\$4,681
Triple Occupancy Apartment	\$4,577
Double Occupancy Apartment	\$4,880
Double Occupancy Traditional Room	\$4,057
Triple Occupancy Traditional Room*	\$3,236
Single Occupancy Traditional Room**	\$4,681

\*A triple occupancy traditional room rate is not guaranteed and is offered at the sole discretion of the University on a case-by-case basis.

\*\*Single occupancy traditional rooms are located in St. Joseph’s and Julie Billiard Halls; and are limited to freshmen and sophomore students needing special accommodations.

#### **Board Rate Charge**

11 Meal Plan/(400 Flex Dollars)	\$2,081
15 Meal Plan/(300 Flex Dollars)	\$2,190
19 Meal Plan/(200 Flex Dollars)	\$2,256
7 Meal Plan/(100 Flex Dollars) Apartment only	\$1,360

**d. Refund/Cancellation Policy.** A request to cancel housing must be submitted **in writing either through a University withdrawal form or Housing Exit Form.** The University may require additional exit paperwork or exit interview for the ability to be considered for a refund. Refund or cancellation requests will be processed and reviewed in compliance with this License Agreement.

Refunds or cancellation fees will be determined according to the guidelines below.

Cancellation fees do not apply to students who withdraw from the University, take a Leave of Absence from the University, or those who are removed from the University for administrative reasons.

#### **Cancellation Charges**

Any student who cancels this agreement prior to July 1st will not be subject to a cancellation fee. Any student who cancels their license agreement after July 1st will be subject to a \$400 cancellation fee.

<b>e. Housing Refund Schedule</b>	<b>Refund</b>
Check out prior to October 1	75%
Check out prior to November 1	50%
Check out prior to December 1	25%
Checkout prior to February 1	75%
Checkout prior to March 1	50%
Checkout prior to April 1	25%

The date used to determine any applicable refund is the date the student formally and properly checks out of University Housing, as specified in the Resident Handbook.

Any student who is removed from University Housing for conduct reasons is not entitled to any reimbursement of room or board expenses.

**f. Meal Plan Refunds/Changes.** It is mandatory that students participate in one of the three meal plans as a condition of this license. To change to a different Meal Plan or to decrease a Meal Plan, a student must submit a meal plan change form to University Housing within two weeks from the start of the academic semester. Students may increase their meals per week at any time. Meal plan change forms are available via the University Housing website. Student residents leaving prior to the second week of the fall semester or the first week of the spring semester are also responsible for payment on the portion of the meal plan that they used. No meal plan refunds will be issued past the second week after check-in in the Fall or past the first week after check-in in the Spring.

## **II. ADMINISTRATIVE POLICIES AND PROCEDURES.**

**a. Health Insurance.** The University requires that all resident students have medical (accident and sickness) insurance. The premium will be included on the student's billing statement each semester unless a waiver form is completed and returned to the Student Affairs Office prior to the first day of classes. Students with comparable coverage may opt out of the NDNU Insurance Plan if a signed waiver form is submitted to the Student Affairs Office by the first day of classes.

“Comparable Coverage” means that the policy meets the following criteria:

- The annual deductible must be no more than the minimum permissible per the Affordable Care Act;
- There is no less than a \$500,000 per injury or per illness maximum;
- Coverage must include maternity benefits (women only);
- Coverage area must include San Francisco Peninsula;
- Coverage must meet the State of California mandated benefits and federally mandated benefits;
- Coverage must be extended through entire academic year;
- Coverage must not extend beyond Emergency Services only (must include inpatient and outpatient services such as office visits, diagnostic services

and preventive services).

Students must notify the Student Affairs Office of any changes in policy or coverage during the academic year. Failure to maintain such medical insurance coverage shall constitute a material breach of the terms and conditions of the student's License. A new waiver form must be submitted ANNUALLY or after a break in academic studies.

**b. Residency Requirement.** Full-time students under the age of 21 with freshman or sophomore standing are required to live on campus. A student may be granted an exemption if he/she submits an exemption form documenting that he/she meets at least one of the criteria listed below:

- Lives with immediate family within Alameda, Contra Costa, San Francisco, San Mateo, or Santa Clara counties (must provide a copy of a valid ID/license or current utility bill) **AND** claim an extreme financial hardship
- Is a primary care-giver for a dependent child or parent (must provide a copy of the birth certificate or court papers)
- Has a medical condition(s) for which the University cannot achieve reasonable accommodations (condition must be on file with the Disability Services Coordinator)
- Is married or in a registered domestic partnership (must provide documentation)
- Claims an extreme hardship not listed above (must provide a detailed explanation)

The request must be submitted thirty (30) days prior to the first class day of the semester for which the exemption is requested, unless the student was admitted within 30 days of the start of the semester. If the student is admitted past the 30-day period, then the student should submit their request immediately upon admission.

Age is determined as of September 1st for Fall Semester and January 1st for Spring Semester. For new students, the basis for class standing will be transferable credits on transcripts submitted to the Office of Admission. For continuing students, the basis for class standing will be academic units reflected on the NDNU transcripts. Any student requesting an exemption must submit an exemption form to the Student Life and Leadership Office (SLLO) for approval. Approval of exemptions is case-by-case and is not automatic. Failure to attain an approved exemption from the SLLO will automatically result in the posting of the semester housing and meal plan charges to the student's NDNU account.

**c. Dates of Occupancy.**

**Fall Semester 2014**

Freshmen Move-in – Thursday, August 21 at 9:00am

New Transfer student Move-in – Monday, August 25 at 9:00am

Returning Student Move-in – Monday, August 25 at 9:00am

Halls Close – Friday, December 12 at 5:00pm



## **Spring Semester 2015**

All Resident Students Move-in – Monday, January 12 at 9:00am

Halls Close – Friday, May 8 at 5:00pm

Students who arrive prior to the official opening without prior written approval from University Housing will be refused entry to University Housing. For Fall and Spring semesters, residents must check-out of their University residence within 24 hours after their last final examination, but no later than 5:00 PM on the Friday that finals end. **If a student does not have any finals, they are required to depart 24 hours from their last academic class meeting.** Departures after the official closing of residence halls must be approved by University Housing and will result in additional charges. Students must completely move out, clean their room/apartment, and restore their living space to the condition it was provided to them at move-in at the end of the Spring Semester. Failure to do so can result in conduct charges and/or additional fees.

## **Winter Break**

Students are NOT permitted to live in University Housing during the winter break for any reason without explicit written approval from University Housing. University Housing is not responsible for providing housing to students during the winter intersession, and will not permit occupancy of the residence halls during that time.

Residents are permitted to keep their possessions in their rooms/apartments over the winter break. However, the University is not liable for any loss or damages to student possessions due to fire, water damage, terrorism, theft or Acts of God (see below for University Liability). All Residents must formally and properly check out of housing per the prescribed measures of University Housing prior to leaving for Winter Break. Failure to do so can result in conduct charges and/or additional fees.

## **Mid-term holiday, Thanksgiving break and Spring Break**

Students may occupy their room/apartment over the Mid-term holiday, Thanksgiving break and Spring break.

## **Summer**

University Housing is not responsible for providing housing to students during the summer sessions, and will not permit occupancy of the residence halls during that time.

**d. Assignment Policy.** Room assignments (for first-time residents) are confirmed after the application and designated deposits/payments have been accepted by the University. On campus housing is required for all Freshmen and Sophomore students as determined by the University Residency Requirement. Assignments are based upon the information the student provides on the resident housing application, with roommate and living preferences being honored at the discretion of the University. Apartments are assigned on the basis of triple occupancy as determined by the University. Exceptions to these policies are made only in cases of extenuating

circumstances limited to significant medical or disability needs as determined by the University. Freshmen students are not eligible for placement in the apartments or New Hall.

Due to space constraints, University Housing reserves the right to place/relocate students in or from rooms that may have themed communities or communities with additional restrictions to which the student must adhere. For instance, Julie Billiard Hall and Saint Joseph Hall are designated as “dry” buildings. “Dry” indicates no alcohol/illegal drugs or alcoholic/drug paraphernalia allowed in the building regardless of the age of the resident.

**e. Room Changes.** Room/roommate changes are not permitted during the first two weeks of the fall or spring semesters. Room/roommate changes and consolidation dates will be posted on the University Housing website, under “Important Dates”.

The University reserves the right to reassign students for administrative or disciplinary reasons. Furthermore, the University reserves the right to refuse to complete a room change request for any reason.

**f. Consolidation.** Where vacancies occur, the University reserves the right to fill the vacancy through consolidation. Consolidation means: (a) filling vacancies at the discretion of University Housing; (b) residents without a roommate requesting another roommate, and making arrangements with University Housing; or (c) de-tripling rooms, moving residents in triples to available spaces as determined by the University. University Housing will notify students of changes as soon as possible. All room/roommate changes must be completed within 3 days of notification. Housing rates will reflect changes in occupancy and be prorated accordingly (please see housing rates above). In the event the resident does not consolidate within 3 days, the student will be charged the full amount of the consolidated assignment for the entire semester.

**g. University Liability.** The University shall not be held responsible if it is delayed or prevented from fulfilling any of the terms or provisions of this License because of circumstances beyond its control. The University is not responsible for loss or damage that occurs on University property to the student’s property or person. The University does not provide casualty or other insurance coverage for the property of students and their guests. It is suggested that students purchase insurance or have their possessions added to their parents’/guardians homeowner/rental policy, if available.

**h. Gender Roommates.** The University requires that all roommates be of the same gender in all circumstances.

**i. “Dry” and “Substance Free” Residence Halls.** “Dry” and “Substance Free” indicates no alcohol/illegal drugs or alcoholic/illegal drug paraphernalia. Julie Billiard and St. Joseph’s Residence Halls are designated “dry” and “substance free residential facilities regardless of the age of the resident. New Hall and the Apartments are “Substance Free” buildings.

### III. POLICIES REGARDING RESIDENTIAL LIVING

**a. General Policies.** Each resident student is responsible for full compliance with the standards, procedures and regulations set forth in this License, the University Catalog, the Resident Handbook, and the Student Handbook as well as those standards, procedures and regulations which hereafter may be amended/enacted and promulgated during the academic year of this License.

Residents agree to comply with all applicable state and federal laws and University standards, procedures and regulations and to respect the rights, privileges, and property of other members of the University community; those who fail to do so in the judgment of the University will be subject to student discipline and/or termination of their License for On-Campus Residence prior to its scheduled expiration. **Students who live in the residence buildings are responsible for their living environment. Courtesy and consideration for others shall be maintained at all times.**

**b. Condition of room/apartment, damages, and furnishings.** Any permanent or temporary alterations or additions of any kind are strictly prohibited. The student will be held responsible for modifications/damages within his/her room. Each resident student residing in a room or an apartment will be charged equally for room damage and hall/floor damages when it cannot be determined which resident student is responsible for the damage. Damage to public areas not assessed to specific individuals is considered communal damage and will be prorated and charged to all students residing on that floor, residence hall, apartment building or the entirety of students in on-campus housing.

Resident students are responsible for cleaning their room or apartment and may not deposit trash in any common area except those designated for bulk trash disposal.

Residence hall rooms/suites are furnished with standard or extra long twin-size beds, dressers, desks, chairs, mirrors, sinks and closets or wardrobes. Each apartment is furnished with beds, dressers, sofa, chairs, tables, refrigerator and stove/oven. A student will be financially responsible for any furniture missing or damaged when he/she checks out of the room/apartment. A student can also be held financially responsible for any extra furniture that remains in the room after check-out. All furniture found in the room/apartment must stay inside the room/apartment during the entire occupancy period. Students are not allowed to store belongings on balconies, walkways, or hallways.

**c. Phone service.** Each room/apartment contains a phone jack with local service. Student residents must provide their own phones. No alterations or additions of any kind may be done to the wiring except by the University. Misuse of the phone system is a serious offense and may be cause for termination of the License for On-Campus Residence.

**d. Ethernet Service.** Each room/apartment contains Ethernet service. Students must provide their own Ethernet cable and utilities for access. To receive Ethernet service, students must register through the Office of Information Technology. All students are expected to be responsible for reviewing and agreeing to the NDNU Acceptable Use policy provided by the Office of Information Technology. No alterations or additions of any kind may be done to the wiring or hardware except by the University. Violations of the Acceptable Use Policy is a serious offense and may be cause for termination of the License for On-Campus Residence.

**e. Cable TV.** Each room/apartment contains a cable TV outlet for cable TV service. Students must provide their own cable cord and television. Modifications to the student space for additional television resources are strictly prohibited.

**f. Medical and Pregnancy.** A resident who is medically compromised as determined by the University or is pregnant or becomes pregnant while occupying University Housing must inform University Housing and Health Services in writing and submit appropriate documentation as deemed necessary by each office. In the case of pregnancy, the resident may remain in campus housing as long as she is in compliance with prenatal care and doctor's recommendations. The University does not permit infants or children to live in or be a guest in student housing.

**g. Lock-outs.** Students who lock themselves out of their building or room assignment will be granted one courtesy entry by a staff member per semester. Every lock-out thereafter will result in a lock-out fine that will be charged to the students account at the rate of five dollars (\$5.00) per lockout.

**h. Searches.** If there is reasonable suspicion of a violation of policies within the residence halls, a student's room and items in their room may be subject to search. Residents, if available, are offered the right to be present during any search of their belongings.

**i. Abandonment.** If a student abandons their living environment or fails to communicate to University Housing during what appears to be an extended absence of over 14 days, the University reserves the right to cancel the assignment, remove personal belongings, and charge any and all cancellation fees (see Abandonment section in the Resident Handbook for further procedures).

**j. Academic Success.** If a resident student establishes a cumulative GPA below 2.0, (3.0 for graduate students) the University reserves the right to terminate their housing license. The student may petition for an additional semester to live in the residence halls, and if approved by University Housing, may be required to sign a contract that involves mandatory academic and personal success initiatives including counseling, academic tutoring and other initiatives. Failure to meet these requirements may result in administrative withdrawal from housing and will not entitle the student to a refund of their fees for the semester.

**k. Personal Wellbeing.** If, at the discretion of the University, a student becomes a danger, problem, concern to him/herself or others, causes physical damage to

the property, and/or disrupts the living environment of residents, the University reserves the right to temporarily or permanently remove the student from housing. This removal may result in the forfeiture of housing fees for the current semester.

**I. Pets/Animals.** Due to public health regulations, pets and animals are **NOT** permitted in on-campus housing under any circumstances, including brief visits or temporary stays. The only exception to this rule applies to service animals approved by the Disability Support Coordinator and University Housing. If a resident is found in violation of this policy, the resident will risk removal from housing. Pets found in violation of this policy may be removed immediately and turned over to the Animal Control Center or the Humane Society. Exceptions will also be made for non-carnivorous pet fish, in containers less than 5 gallons.

#### **IV. RIGHTS RESERVED BY THE UNIVERSITY**

**a. Right of Entry.** The University reserves the right of entry into residents' rooms/apartments by designated personnel to:

- make necessary repairs;
- conduct inventory/condition inspections;
- assure federal, California, and University health and safety standards are met;
- investigate a reasonable belief that a violation of University regulation(s) or federal or State law occurred; and
- enter in the event of or to prevent any possible emergency situation.

The University respects residents' privacy insofar as consistent with the University policies and procedures; advance notice of entry will be given if reasonable to do so.

**b. Termination.** This License may be terminated and all rights of occupancy may be cancelled at the University's option under any of the following conditions and notice will be sent to the student's NDNU student email account:

- (a) failure to be a registered student;
- (b) determination by the Dean of Students or designee that a student is unfit to live in the University residence halls or apartments;
- (c) breach of any of the terms and conditions of this License, policies as set forth in the University Catalog, Resident Handbook and/or the Student Handbook as well as those standards, procedures and regulations which hereafter may be amended/enacted and promulgated during the same academic year of this License;
- (d) failure to make required payments when due (continued delinquency in payment may result in termination of student status);
- (e) for reason of forced measure, closure or any other condition or occurrence which is beyond the control of the University. Upon termination of this License pursuant to this paragraph or upon expiration of the period of occupancy as provided by this License, the resident shall vacate the residence hall and remove all personal property within 48 hours of notice. The University may dispose of property not removed at the occupant's expense and collect the cost thereof by direct billing or through a hold on a student's account.

(f) If the student fails to properly check into University Housing within one (1) week after the opening of the residence halls.

**c. Nonwaiver of Covenants and Conditions.** The failure of the University to insist upon strict performance of any of the covenants or conditions of this agreement or to avail itself of any rights or privileges enumerated herein, in any one or more instances with regard to any one or more students, shall not constitute a waiver or relinquishment for the future of such a covenant, condition, right or privilege, but the same shall remain in full force or effect.

**d. Right to Modify.** The University reserves the right to make and promulgate such modifications and/or additional rules, regulations and policies which in its judgment may be reasonably necessary or appropriate for the safety, care, and general welfare of the residents and to adjust charges or costs for accommodations, facilities, and food services at any time. Notice of such changes will be made via University email.

**e. Compliance.** The University reserves the right to withhold grades, records, degrees, credits, or other documentation in the event that there is a material breach of this License by the student. The University has the right to continue such withholding until such time as the student completely complies with any financial obligations or student conduct sanctions for violations of or failure to comply with this License.

**f. Parental Responsibility.** If the student is a minor (under eighteen years of age) his / her parent or legal guardian must become a party to this License. Failure to do so shall be considered a material breach of agreement.

**g. Governing Law.** At all times interpretation and enforcement of this License will be governed solely by California law, and the University when no applicable law exists.

# Appendix B

## On-Campus Residency Requirement

Full-time students under the age of 21 with freshman or sophomore standing are required to live on campus.

### Exemptions

A student may be granted an exemption if he/she submits an exemption form documenting that he/she meets at least one of the criteria listed below:

- Lives with immediate family within Alameda, Contra Costa, San Francisco, San Mateo, or Santa Clara counties (must provide a copy of a valid ID/license or current utility bill) AND claim an extreme financial hardship.
- Is a primary care-giver for a dependent child or parent (must provide a copy of the birth certificate or court papers)
- Has a medical condition(s) for which the University cannot achieve reasonable accommodations (condition must be on file with the Disability Services Coordinator)
- Is married or in a registered domestic partnership (must provide documentation)
- Claims an extreme hardship not listed above (must provide a detailed explanation)

The request must be submitted thirty (30) days prior to the first class day of the semester for which the exemption is requested, unless the student was admitted within 30 days of the start of the semester. If the student is admitted past the 30-day period, then the student should their request immediately upon admission.

Age is determined as of September 1 for Fall Semester and January 1 for Spring Semester. For new students, the basis for class standing will be transferable credits on transcripts submitted to the Office of Admission. For continuing students, the basis for class standing will be academic units reflected on the NDNU transcripts. Any student requesting an exemption must submit an exemption form to the Student Life and Leadership Office (SLLO) for approval. Approval of exemptions is case-by-case and is not automatic. Failure to attain an approved exemption from the SLLO will automatically result in the posting of the semester housing and meal plan charges to the student's NDNU account.

# Appendix C

## MISSING PERSON NOTIFICATION POLICY & PROCEDURES

### Purpose

The purpose of the NDNU Missing Person's Policy is to establish procedures for the University's response to a report of a missing student as required under the Higher Education Opportunity Act (HEOA) of 2008.

### Policy

The HEOA of 2008 requires institutions of higher education to establish:

- A missing student notification policy for students who reside in on-campus housing
- A process for students to register a confidential contact for use under this policy
- Procedures to implement this policy for students who reside in on-campus housing

If any member of the University community has reason to believe that a student may be missing, s/he should immediately notify the Public Safety Office at 650-508-3502. This policy applies to students who reside in campus housing, including off-campus apartment units leased by the University for student residences and found to be missing or absent from the University for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior.

A student will be considered missing immediately, if his/her absence has occurred under circumstances that are suspicious or cause concerns for her/his safety. Such circumstances could include, but are not limited to: reports or suspicions of foul play, suicidal thoughts, drug use, any life threatening situations, or where a student may be known to be with individual(s) who may endanger the welfare of the student.

### Procedures

If the initial report that a person is missing is made to a department other than the Public Safety Office, the staff member or faculty receiving the report will ensure that the Public Safety Office is contacted immediately. Students will be given the opportunity during each semester's registration process to designate an individual(s) to be contacted by the University "in case of emergency".

### Official Notification Procedures for Missing Persons

1. Any individual on campus who has information that a residential student may be a missing person must notify the Public Safety Office as soon as possible.
2. The Public Safety Office will gather information about the residential student from the reporting person and from any of the student's acquaintances.
3. Appropriate campus staff will be notified to aid in the search for the student.



4. If the above actions are unsuccessful in locating the student within 24 hours of the report or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), the Public Safety Office will contact the Belmont Police Department to report the student as a missing person and Belmont Police Department will take over the investigation.
5. No later than 24 hours after determining that a residential student is missing, the Dean of Students or his/her designee will notify the emergency contact (\*for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.  
\*Contact is contingent upon the correct emergency contact information being made available by the student.
6. Senior University Administration will be notified in accordance with this policy.

### **Procedures for designation of emergency contact information**

*Students age 18 and older and emancipated minors.*

In the event a student is reported missing Public Safety will attempt to contact his/her emergency designee no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth above. An emergency contact designee will remain in effect until changed or revoked by the student.

*Students under the age of 18.*

In the event a student who is not emancipated is determined to be missing pursuant to the procedures set forth above, the University is required to notify a custodial parent or guardian or confidential contact no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth above.

### **Communications**

Campus communications about missing students in all cases of a missing student, where the student is declared missing by the Public Safety Office after an initial investigation, the NDNU Public Information Office will provide information to the media that is designed to obtain public assistance in the search for any missing student. Any media requests to the college will be directed to the Public Information Office. Prior to providing the NDNU community with any information about a missing student, the Public Information Office shall consult with the Public Safety Office and with law enforcement authorities to ensure that communications do not hinder the investigation.

### **Public Communication**

Notre Dame de Namur University, Student Handbook Notre Dame de Namur University, Website Notre Dame de Namur University, Division of Student Affairs, Crisis Protocols

## Appendix D

<b>Channel</b>	<b>#</b>	<b>Channel</b>	<b>#</b>
Local Origination	3.1	FOX Movie Channel	27.5
Local Origination	3.2	Chiller	27.6
Local Origination	3.3	Cloob	27.7
KTVU	23.1	Syfy	27.8
KPLX	23.2	ReelzChannel	28.1
KGOD	23.3	ABC Family	28.2
KQED	23.4	Audience Network	28.3
KNTV	23.5	LEGO	28.4
KBCW	23.6	History Channel	28.5
CNN	23.7	Discovery	28.6
HLN	23.8	Discovery Fit and Health	28.7
FOX News	24.1	Investigation Discovery	28.8
MSPNBC	24.2	National Geographic	29.1
CSPAN1	24.3	Destination America	29.2
CNBC	24.4	TLC	29.3
Comcast Sportsnet - California	24.5	Food Network	29.4
Comcast Sportsnet - Bay Area	24.6	OWN	29.5
ESPN	24.7	Oxygen	29.6
ESPN2	24.8	Bravo	29.7
ESPN News	25.1	Nickelodeon	29.8
ESPN2	25.2	Cartoon Network	30.1
NFL Network	25.3	MTV	30.2
NHL Network	25.4	MTV2	30.3
NBA TV	25.5	CMT	30.4
Big Ten Network	25.6	VH1	30.5
MLB Network	25.7	VH1 Classics	30.6
Speed Channel	25.8	Fuse	30.7
Fuel TV	26.1	Biography Channel	30.8
Animal Planet	26.2	Tru-TV	31.1
Comedy Central	26.3	TV Land	31.2
USA Networks	26.4	Spike TV	31.3
TBS	26.5	TBN	31.4
TNT	26.6	Current TV	31.5
FX	26.7	E! Entertainment	31.6
A&E	26.8	GSN	31.7
BET	27.1	The Weather Channel	31.8
Lifetime	27.2	Travel Channel	32.1
Lifetime Movie Network	27.3	COM1000 Program Guide	34.8
AMC	27.4		

# Appendix E

WASH's new PinMate System is now available as an alternate means of adding value to your WASH laundry card. PinMate gives you the added flexibility to purchase pin codes in increments of \$10, \$20, \$30, and \$40 using your home computer. Your Pin Codes can then be redeemed at any PinMate Add-Value Station on campus.

Getting Started Using WASH PinMate!

**Step 1 Retrieve Your Laundry Card Serial Number** — *This step is only necessary if the 9 digit serial number is not printed on the back of your laundry card.*

1. Insert your laundry card into any PinMate Add-Value station.
2. Press the “#” key for the menu.
3. Press “1” on the keypad to “Get Card Number”.
4. Your 9 digit card serial number will be displayed.
5. Write down the serial number on the back of your card with a permanent marker for your records.

**Step 2 Register your Laundry Card**

1. Visit [www.washpin.com](http://www.washpin.com) and select the link to register your laundry card.
2. Complete all required registration steps. Keep record of your username and password as it will be required each time you log into your PinMate account.

**Step 3 Purchase a Pin Code**

1. Log into [www.washpin.com](http://www.washpin.com) and select “Click Here to Add-Value to Your Laundry Card”.
2. Select the amount of value you would like to purchase and enter your billing information.
3. Once complete, select “Purchase”.
4. Your 8 digit pin code will be displayed in red. Print this page or write down your 8 digit pin code.

**Step 4 Redeem Your Pin Code**

1. Visit you closest PinMate Add-Value Station.
2. Insert your laundry card into the card reader (Your current value will be displayed).
3. When prompted, enter your 8 digit pin code.
4. Your value will be added to your laundry card.
5. You are now ready to WASH.

*For assistance, please call 1-800-342-5932.*

# Appendix F

## Guest Policy

Only students who are currently licensed residents with an assigned bed space in either St. Joseph Hall, Julie Billiard Hall, New Hall or the Apartment Complex (Kane, Carroll, or Wilkie) may occupy a room or apartment in an on-campus housing facility. A resident who has a guest is responsible for, and will be held accountable for, the behavior of their guest in accordance with the policies as outlined in the student handbook.

The hosting resident may have no more than one (1) guests per night and overnight guests may stay no more than three (3) consecutive days and no more than a total of seven (7) calendar days per semester. Only persons over 18 years of age can be overnight guests. Any exception would need to be approved by the Student Life and Leadership office.

Overnight guests must be approved by all the roommates of the hosting resident BEFORE they arrive on campus. Failure to have the consent of roommates in advance prohibits guests from staying overnight (past midnight.) Any guest misconduct will result in the guest being immediately removed from campus by Public Safety officers or Student Life and Leadership professional staff and the host facing judicial proceedings.

Additionally, the following procedures must be followed for all overnight guests:

- The hosting resident must register their guests at the Student Life and Leadership office, SJ Hall desk, or with the Resident Assistants on duty before 10 pm.
- A guest must provide a government issued picture identification ID (driver's license, passport, etc.) at registration for photocopying.
- Guests must wear the guest bracelet issued at registration and carry their ID with them for the duration of their stay on campus. ID must be presented to campus officials if/when requested.

# History & Alma Mater

Founded by the Sisters of Notre Dame de Namur in 1851, NDNU is a private, independent, Catholic, co-educational institution. The Sisters of Notre Dame de Namur came to the San Francisco Bay Area from their mission schools in Oregon. While visiting the Bay Area they established an institute of higher learning, College of Notre Dame, in the city of San Jose. The school was chartered in 1868 as the first college in the state of California authorized to grant the baccalaureate degree to women.

The Sisters soon outgrew their facility in the South Bay and moved the campus to Belmont in 1923. They purchased Ralston Hall, the country estate of William Chapman Ralston, San Francisco financier and founder of the Bank of California. The Hall became the center of the campus and in recent years has been designated as a California Historical Landmark.

Notre Dame de Namur University is celebrating its 161st year of service to the community. The University has grown into a co-educational, fully accredited institution that offers degrees in 19 undergraduate majors; fifth-year credential programs in education; and master's degrees in business, teacher education, psychology, English, and music.

## ALMA MATER

*Text: Sr. Rosemarie Julie Gavin, SND    Music: Birgitte Moyer, Ph.D.*

On Belmont's shadowed campus,  
Among the wooded hills,  
Our praise of Alma Mater  
The sloping canyon fills.  
Through archways, halls, and silent groves  
Ring out Love's joyful psalm:  
"Ora et labora," Hail, O Notre Dame.



I commit myself to BE an active member of NDNU by modeling NDNU's Core Values and the Hallmarks of a Notre Dame learning community.

---

NDNU Core Values

Hallmarks of a Notre Dame Learning Community

**Goodness**

**Hallmark One**

We Proclaim By Our Lives Even More Than By Our Words That God Is Good

**Integrity**

**Hallmark Two**

We Honor The Dignity And Sacredness Of Each Person

**Justice**

**Hallmark Three**

We Educate For And Act On Behalf Of Justice And Peace In The World

**Service**

**Hallmark Four**

We Commit Ourselves To Community Service

**Diversity**

**Hallmark Five**

We Embrace The Gift Of Diversity

**Community**

**Hallmark Six**

We Create Community Among Those With Whom We Work And With Those We Serve

**Learning**

**Hallmark Seven**

We Develop Holistic Learning Communities Which Educate For Life

**Excellence**

