



Live @
Coppin

Residence Hall
Handbook

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History

Dr. Flossie McClain Dedmond

Dr. Flossie McClain Dedmond (“Floss” to her close friends) was the seventh child of Mr. and Mrs. John W. McClain. In the home, filial piety, dedication to responsibility and respect for each other, as well as for persons outside the family circle were daily lessons that were taught to her and her siblings, by both parents.

Dr. Dedmond received a BA degree in English from Fisk University; MA degree in Speech Arts from Columbia University, and pursued post-graduate studies in English and in Speech at Ohio State University and at the Catholic University of America, respectively. She held the degree of Honorary Doctor of Humane Letters from Allen University.

At Coppin State University, she was a classroom teacher, a collaborator of Project Mission, acting chairman of the English Department, Director of the Evening University and of the Summer School, and finally, Dean of the Division of Arts and Sciences.

Dr. Guilbert A. Daley

Dr. Guilbert A. Daley, Professor Emeritus of Speech and Theatre, retired from Coppin in 1996 after more than 30 years of service to the university. Dr. Daley joined the Coppin State University Faculty in 1962, as an Assistant Professor of English and Speech and as Director of Theater.

Around 1968, Coppin State Teachers' University began its transition into a four-year liberal arts institution; thus, new majors were developed. When the English major was instituted, Daley developed new courses in literature, speech and drama, including Shakespeare and Advanced English Grammar. He was a Shakespearian scholar. In 1973, he became chairman of the newly established Speech-Theater Department, and the speech and drama courses and productions, originally offered through the English department, were moved into his area. Today, students can pursue the Speech-Theater concentration as a minor and an Urban Theater Management major.

Guilbert A. Daley served Coppin State University for thirty-three years. Throughout his entire career, he had a reciprocal learning relationship with his students. He believed that every good teacher can and does learn something from his students. He always placed his students first. Their growth in learning and their ability to think more profoundly and progressively were his chief concern. He set and modeled extremely high standards for his students and never allowed them to compromise for mediocrity. In 1996 he retired and as a tribute, he was requested to deliver the Commencement Address. Two years later, in 1998, Dr. Daley was bestowed another great honor.

He was conferred Professor Emeritus for his outstanding service and contribution to Coppin State University, its faculty, and its students. Dr. Daley was the first Faculty member at Coppin to be bestowed this status. Dr. Guilbert Alfred Daley passed away in 1999.

INTRODUCTION

Living in a residential community will offer numerous opportunities, experiences, rights and responsibilities. Coppin State University's residential community assists its residents in developing the skills necessary to become positive and productive members of society. We encourage you to participate in the development of your community. You will be asked to respect the privacy of your neighbors, promote safety, respect, as well as celebrate and appreciate individual differences, and uphold high standards of behavior.

THE LIVING/LEARNING ENVIRONMENT

The residence hall room or suite will be the center of the student's "living/learning" environment while at Coppin State University. The University's goal is to provide an environment that supports academic achievement and promotes individual development. The Office of Residence Life has arranged staff and programs which are designed to encourage students to:

- Meet other students and successfully live together.
- Assume responsibility for their lives and living environment.
- Participate in a variety of educational, social, and cultural activities.
- Develop skills through participation in residence life and campus activities.

COMMUNITY RIGHTS & RESPONSIBILITY

Choosing to live within a university community brings with it rights and responsibilities. Coppin State University takes seriously students' interest in having a pleasant environment in which to continue their education.

The following are the student's rights as a member of the community:

- The ability to read, study and sleep free from loud noise or other forms of disruptions.
- Personal privacy and equal space in the residence hall environment.
- Respect for personal belongings.
- A clean living environment and easy access to your room and hall.
- Freedom from harassment.
- Assistance from University staff.

The following are the student's responsibilities as a member of the residential community:

- A commitment to treat others in the community with dignity and respect.
- An individual commitment to personal and community security.
- To observe quiet hours.
- A commitment to ongoing communication with your roommate concerning sleep, study and guests to the room.
- A sincere effort to understand and comply with all University rules and policies.
- A resolve to keep the buildings in good condition.
- A willingness to learn about others who come from different backgrounds
- To notify staff of any and all problems in a timely manner.



ACCOUNTABILITY/RESPONSIBILITY

By signing the Residence Hall Agreement (Housing Contract), you agreed to comply with the policies established in this Residence Hall Handbook, the University's Student Code of Conduct, the Residence Hall Agreement (Housing Contract), the Fire Safety Regulations and all state and federal laws. A contract is an agreement between two or more people, which is legally enforceable. In this particular case, you have entered into an agreement with the Office of Housing. In accepting your contract, CSU agreed to provide you with a space in our residential facility and to provide certain services as outlined in your contract. In turn, you agreed to not only live on campus, but to abide by certain rules and regulations designed to provide you and other members of the community with a safe living and learning environment.

Students should develop standards for themselves and others that insure a safe and secure living community. Students will be held accountable for their own actions and activities within the residence hall communities.

CONTRACT RELEASE/CANCELLATIONS

Please note that the housing contract is for the entire academic year. For a release from the contract, please review your copy of the Housing Contract under Cancellation and Refunds. Students who lived on campus during the fall semester but who wish to request a release from the Housing Contract for the spring semester must complete an **Application for Contract Release** in the Office of Housing and provide appropriate supporting documentation.

NEW APPLICANTS AND RETURNING STUDENTS

Cancel for Fall	Amount of Charges
Prior to receipt of Room assignment:	No release fees, \$125 of the application fee refunded (June 30 th for Returning Students)
After assignments are finalized and prior to August check in:	No release fees, Forfeit \$150.00 application fee
After move-in through end of semester	Must pay pro-rated housing & meal costs through move-out date, forfeit \$150.00 application fee

NEW APPLICANTS for SPRING HOUSING

Cancel for Spring	Amount of Charges
Prior to receipt of Room assignment:	No release fees, \$125 of the application fee refunded (students not living on campus in the fall)
After assignments are finalized and prior to January check-in:	No release fees, Forfeit \$150.00 application fee
After move-in through end of semester	Must pay pro-rated housing & meal costs through move-out date, forfeit \$150.00 application fee

FALL to SPRING CANCELLATION REQUESTS

Students who live on campus for the Fall semester are expected to fulfill their contract in the Spring semester. Current residents who wish to cancel their contracts may submit an ***Application for Contract Release*** along with accompanying documentation by December 1st for consideration. Approvals may be subject to a \$400 contract release fee.

ROOM ASSIGNMENTS

NEW STUDENT (FIRST YEAR) ROOM ASSIGNMENT

The University is extremely committed to the housing needs of its first year students. Please note that on-campus housing is not required by the University, nor is it guaranteed. Room assignments are made on a first come first serve basis based on all required documents being on file and space availability. Being admitted to the University does not guarantee you an on-campus room assignment.

RETURNING STUDENT ROOM RESERVATIONS AND CONTRACT RENEWAL

If you would like to live on campus next year, you must participate in the re-contracting process. This process allows you, as a current student, to choose your space on campus for the next school year before new incoming students. Detailed information will be provided, explaining how re-contracting works. If you want to live on campus next year, make sure you carefully read this information. Remember, all bills must be paid to ensure financial eligibility for renewing your housing contract. All current students wishing to return to the residence halls in the FALL SEMESTER must participate in the re-contracting process by completing and returning the Residence Hall Contract and selecting a room on your assigned selection day using your Eaglelinks account.

CHANGE IN ROOM ASSIGNMENT

The Office of Housing tries to accommodate as many changes as possible provided spaces are available, and the request is being made for a legitimate reason. To request a room change, contact the Office of Residence life for approval.

ROOM CONSOLIDATION/ROOMMATE PLACEMENT

The following possibilities exist when students find themselves without roommates because of cancellation or withdrawals:

1. The Office of Housing could move or consolidate two students who are without roommates in with each other.
2. The Office of Housing can offer the resident the opportunity to stay in the room (without paying as a single) with the understanding that at any time a new roommate could be assigned to the room and the option to pay for the double as a single no longer exists.

Please note that the final decision on the status of a room will remain the responsibility of the Office of Housing. Residents should keep in mind that their contract is for a bed space only and not the entire room.

KEYS & ACCESS CONTROL

All residents are required to show their residence hall identification card each time they enter the hall in which they live. All non-residents are required to be signed in by a resident of the hall they are visiting and leave a picture ID at the desk when entering the building. Residents are responsible for their guest/visitors. A resident must provide authentic personal identification when officially requested to do so by a Residence Hall staff member or University official.

The possession or use of any University key and access card other than those issued to the resident by a University official is prohibited. Duplication of keys is prohibited. Alteration or installations of new locks is prohibited. The cost for a replacement access card is not less than \$30 and \$175.00 for a key. If door locks have to be changed the student is responsible for all related cost to replace locks. Please note that you are fully responsible for the key given to you at check in and if this key or access card is damaged, lost or stolen you are responsible for the cost of replacement regardless of the circumstance or location as it relates to how the key or access card became damaged, lost or stolen.

HOUSING DURING BREAKS/EXTENDED STAY

The residence halls will be closed to all residents during the Summer, Winter, and Spring breaks time to be designated on the day prior to the scheduled break period. The residence halls are closed during the semester break periods.

Anything you leave in your room during vacation or holiday breaks you will be doing so at your own risk. Break checklists and closing instructions will be distributed prior to each break period. Be sure to follow all instructions on these checklists to avoid charges for failing to prepare your room or suite for inspection or for improper check out.

Extended stay options are available for residents interested in remaining for Winter and Spring Breaks. Contact the Office of Housing for additional information including application, policies, fees and time frames.

BUILDING SECURITY

All residence hall doors are locked for your security. Therefore, propping exit doors or fire exits is not permitted. Residents must not allow strangers to enter the residence halls and all guests must be signed in and escorted at all times. **Those residents failing to escort guests or those who prop doors are subject to disciplinary action.** If you are expecting a guest on campus, courtesy phones are located within the front entrances of each residence hall from which a guest may phone his or her host. Residents are strongly encouraged to wait for their guests within the lobby area. For the safety of your residence hall and its residents, the following safety guidelines should be followed:

- Unprop any door that you find propped.
- Report any unescorted nonresident to the Office of Residence Life, RD or RA
- As you leave the residence hall, make sure the door is closed and locked
- Report any door that does not lock to the Office of Residence Life, RD or RA

For the safety and security of residents and guests, security cameras may be placed in the common areas of the residence halls. It is a violation of residence hall policy to tamper with safety equipment, including security cameras. Persons caught tampering with or causing damage to this equipment will face disciplinary action which can include monetary fines or removal from the residence halls.

ROOM INVENTORY/CHECK-IN AND CHECK-OUT

You must complete a Room Condition Report (RCR) upon moving into your room. RCRs are forms used to note the condition of your room and its furnishings when you move in. The purpose of the RCR is to protect you from charges for damage, which existed before your occupancy and to initiate maintenance or repairs. You should check your room/suite carefully and note any items in need of repair. Your signed form will be submitted to your RA and will be kept for use when you vacate your room. You may be charged for any damages at move out that were not originally listed on your RCR. Students who fail to follow the proper procedures for check in could be denied access to the residence hall and will be charged \$100.00 for improper check-in.

When the building is shut down for a period of time, such as a holiday, students are expected to check-out with the Resident Assistant, following the procedures that will be posted in the halls. When checking out of a room for the final time, residents must again check out with the Resident Assistant, return their keys and/or access card and sign the appropriate blank on the Room Condition Report in the process. Students who fail to follow these procedures will be assessed a \$100.00 improper check- out fee in addition to charges for other damages they may be assessed.

Students are responsible for the conditions of their rooms. When damage occurs the fees of the damages will be charged to the person(s) responsible. Rooms should be kept reasonably clean for health and safety reasons. Students must leave the room in a clean condition at check- out time; failure to do so will result in an assessment of not less than \$50.00 for extra cleaning.

There will be room inspections done twice every week which means rooms should be kept reasonably clean for health and safety reasons. This includes beds being made, floor being clean, closet and dressers being well organized, bathroom, hallway and living room being clean. Residents who fail to maintain a clean living environment will be fined for failing room inspection this could range from \$50.00-\$150.00 depending on the situation. If the situation is such that housekeeping staff members must be called in to clean up the area, then the cost of this including all overtime payments will be at the expense of the residents involved.

LIABILITY AND PROPERTY INSURANCE

The University does not carry insurance on residents or their property. The University is not liable for personal property that may be lost, stolen, or damaged while you are residing in one of the residence halls. Review your family's homeowners' insurance policy for coverage. You are strongly encouraged to insure your personal belongings. Personal property insurance policy registration brochures are available in the Office of Housing and Residence Life. Always lock your room, even if you are just going down the hall, sleeping, or leaving the room unattended. Theft only takes a few seconds. Do not leave suite or room doors propped open, doing so will result in the related students being fined.

Coppin State University is not responsible for theft, damage or loss of personal belongings, money or other items belonging to students. The best safeguard against such loss from your room is to **keep your door locked at all times**, even when in the shower or next door. You should report any theft or suspicious person(s) to your RA, Hall Director, or Campus Police.

We suggest you do not keep large amounts of money or valuable items in your room. Items that may be attractive to thieves such as stereos, TV's, laptops, etc., should be insured through your family's home owner's insurance. For information on other insurance programs that you can purchase please contact the Office of Housing. Regardless of the circumstances of the events (including accidents) leading up to personal property that may be lost, stolen, or damaged, the University will not assume any responsibility or be held liable in any way.

TRASH REMOVAL/TRASH ROOMS

Students are responsible for disposal of their trash. Trash rooms are located on every floor and may be locked for safety reasons each night. Student found throwing trash from windows to the outside of the building will be referred to the Judicial Committee with recommendation of being expelled from the residence life program. If trash must be removed from the interior and exterior of suite, a charge of \$50.00 per bag of trash will be assessed to the appropriate individual or suite members.

DAMAGE REPORTING

Each student is responsible for the general condition of the assigned premises, including damages, defacement, and general order. Room occupants will be held responsible for the condition of the room and the furnishings in the room, and any damage that may occur during occupancy. Charges for damages or defacement of any areas in common use, such as bathrooms, lounges, recreation rooms, or corridors, may be assessed equally against residents of the suite, wing, or floor or building. When individuals responsible for damages can be identified those individuals will be held accountable.

Students are required to pay all damages and fines upon notification. Students will not be allowed to check in until all outstanding damage charges and fines are paid.

Students are not permitted to perform maintenance tasks or paint any part of the accommodations. You should report any problems to the R.A. or complete a maintenance work order request through your Eaglelinks account.

Movement of any University equipment or furniture from the room or the area in which it is assigned, and altering or tampering with electrical systems are prohibited. If you are found with suite furniture in your room you will be fined an amount not less than \$150. Windows and window screens are not to be removed from their proper position.

Residents held responsible for damages will be billed by the Business Office, and must make payment immediately upon receiving the bill.

PROPPING DOORS OPEN

Doors should not be propped open. Each student entering or leaving a hall should ensure that entrances are secured and locked to prevent unauthorized entry. This includes suite doors. Students (entire suite members) found responsible for propping doors open could be fined not less than \$100.

BILLING INFORMATION

Students are responsible for the full payment of all services received. **Students are responsible for all institutional charges. If any payment is not paid when due, the entire balance, including accrued interest, shall, at the option of the Coppin State University, become due and payable on demand. In the event of any default, the student will be obligated to pay all collection costs and/or attorney fees incurred by the University in the collection of these charges.**

All students withdrawing from the Residence Hall or the University should notify the Office of Housing immediately. The procedure for withdrawing during the semester is as follows:

1. Notify the Office of Housing in writing to cancel Housing contract. This notification must include reasons for your decision. Failing to do this could result in you still being held responsible for housing cost.
2. You should report to your Hall Director to arrange for a residence hall staff member to inspect your room and check you out within 24 hours of your notification.
3. Turn in all keys and access card to the Office of Housing M-F 9am-5pm or arrange for an Express Check-Out with the housing office.

Students living in University housing are responsible for full payment of all services received. It is the responsibility of the resident student to ensure that their bill is correctly reflecting charges for all services being received for the semester in question. Your bill should have a separate line item for each billable item including tuition, fees, room and meals. Residents are responsible for payment of all services received.

ROOM CLEANING

It is the responsibility of each student to clean and maintain his/her room. Group living requires that residents perform certain duties to help keep the rooms clean. There will be room inspections done at least twice every week conducted any time between Monday and Thursday; which means rooms should be kept reasonably clean for health and safety reasons. This includes beds being made, floor being clean, closet and dressers being well organized, bathroom, hallway and living room being clean. Residents are responsible for providing their own cleaning equipment and materials (i.e., mops, vacuums and brooms). If available, vacuum cleaners may be checked out from the front desk by leaving I.D. card. It is the responsibility of the students to assist in keeping these areas clean. Residents responsible for excess dirt and debris will be charged for the extra time needed to clean these areas. In addition to the financial obligation, the student may also be removed from the residence program.

Trash containers or compactor chutes for the disposal of trash and debris are in specified areas on each floor.

ROOM DECORATIONS AND MODIFICATIONS

Students may not make any permanent structural changes in their rooms. This includes wallpapering, contact paper and paneling. Due to the damage that is done to walls and woodwork, tacks, nails, screws and adhesives (including two-sided tape and scotch tape) are not to be used on residence structures. Signs and decals should not be affixed to University property. The use of tape, adhesive, putty, glue, paste, nails, tacks, staples, and screws on walls, furniture, or doors, is not permitted. No papering or painting of rooms or furniture is permitted.

SUB-LEASING

Policy: Students may not sublet or otherwise loan the use of a suite or room. The student agrees that the suite or room will be used only as a living unit and no commercial operation will be carried on therein. An individual may not inhabit or take up residence in any suite or room unless assigned by the Office of Housing/ Residence Life.

LOCK-OUTS

If you get locked out of your room or suite temporarily, you can contact the Front Desk. You will be fined \$5 for the second lock-out, \$10 for the third lock out and \$20 for the fourth and subsequent lock outs. Lock-outs are administered by the Office of Residence Life.

UPKEEP OF COMMON AREAS

Policy: Residents are expected to take every precaution to ensure that communal areas (hallways, restrooms, stairwells, lounges, studies, utility rooms, kitchens, and laundry facilities) are not abused. In areas where the Office of Housing/ Residence Life has determined that residents are significantly abusing University property and that responsible individual(s) cannot be identified, upon proper written notice, communal areas will be locked and all residents will be held responsible for paying a prorated share of the cost of repairing such damages.

RESIDENTIAL FURNITURE

Policy: All residence hall rooms are carpeted and furnished with single beds and mattresses, desks, chairs. All suites are furnished with the following items: 2 desks (per room), 2 chests (per room), 2 single beds and mattresses (per room), 2 desk chairs (per room), 2 love seats, 2 lounge chairs, 1 coffee table, 2 end tables, wall-to-wall-carpet. Bedroom furniture must remain in the assigned room and common area furniture must remain in the living area and not be moved to private bedrooms. No furniture is to be removed from the room. Mattresses are to be used on the bed frames provided and not on the floor. All furniture is to remain in the upright position for which it is designed. Upon checkout, all furniture must be against the walls in their appropriate positions (i.e., doors facing out, bed bolster against wall). The student will be billed for the removal or reassembly of misplaced furniture.

Public Area Furniture

Moving furniture from public area (lounges or suite living room) deprives others of its use. Furniture and accessories may not be moved from the public areas to student rooms in residence halls. Fines, judicial action or local prosecution may occur if lounge furniture is found in student rooms. Lounge furnishings or property from public and communal areas of the building may not be removed from the areas into individual student rooms or anywhere. Abuse of this regulation may result in a service charge for removal of the furniture and/or judicial action.

MAINTENANCE REQUESTS/WORK ORDERS

Occasionally, it may be necessary to request maintenance or repair work in your room. It is important to make repair requests while they are still minor problems. If left alone, problems only become more difficult to repair.

You can report maintenance concerns by completing a maintenance request form through your Eaglelinks account. During the first week of school and check-in work orders can be submitted using a temporary form available at the front desk of your residence hall.

All repairs in residence halls and suites will be made only by the University through its authorized personnel or by authorized outside contractors, there is typically a 3-day turn around for all requests.

EXTERMINATION

All foods must be kept in tightly closed plastic or metal containers. The University will exterminate each residence hall and suite at various times during the year. Extermination costs may be charged to the residents if such services are required due to poor housekeeping or residents' living habits. Submit a work order to extermination needs.



RESIDENCE
LIFE

TOP 13 POLICIES

Be sure to read the entire “Judicial Process” section, but make special note of the policies below.

1. ACADEMIC AND RESIDENCY REQUIREMENTS

In order to live on campus in University Housing you must be registered for 15 or more credits. You must maintain 15 or more credits for the entire semester. Any student falling below fifteen (15) credit hours in any semester could be denied the opportunity to remain in the residence halls or not be allowed to renew the housing contract to return to the residence halls.

Further, on a case by case basis, the University reserves the right to waive this policy, if the application of the policy creates an unjust result, or undue hardship. Students should register for no less than 15 credits to maintain on campus housing. Students should consider registering for 18 credits per semester to allow for dropping a course if needed.

Residents must maintain a semester grade point average of 2.0 and a cumulative grade point average of at least 2.0 in order remain living on campus in University housing.

A student must maintain a semester grade point average of 2.0 and a cumulative grade point average of at least 2.0 to be regarded as making satisfactory process regardless of the number of quality hours and accepted transfer credits.

A student who fails to earn a 2.0 semester grade point average will be placed on grade warning for one semester. If the student fails to raise his/her semester grade point average to 2.0, the student will be placed on academic probation the following semester. If the student who is on probation, again, fails to raise the grade point average to 2.0 and the cumulative grade point average is less than 2.0, the student will be suspended from the University. A student will remain on academic probation the following semester if that student earns a 2.0 cumulative grade point average or higher with a semester grade point average of less than 2.0.

A student who has been suspended must remain out of the University for one semester and follow the procedures for readmission. Upon readmission, a student who has been suspended must maintain a 2.0 semester grade point average. A re-admitted suspended student who fails to maintain a 2.0 semester grade point average will be dismissed from University.

2. CONDUCT STANDARDS

Any community, including ours, must develop standards of conduct which serve as a guideline for fostering a healthy living environment. All University housing residents are expected to:

- Respect the physical and emotional rights of all other residents
- Recognize and respect the educational mission of Coppin State and the need for students to maintain a climate that supports this mission in a residential community.
- Properly care for the residential facilities

- Recognize that academic and personal development are the primary reasons for residing in this community
- Accept responsibility for their own behavior at all times

The following are considered serious breaches of student conduct standards and will result in disciplinary action:

- Destruction of property
- Possession, use or distribution of alcoholic beverage or illegal drug in any residential facility or campus property
- Illegal forms of gambling.
- Lighting of any fire or tampering with a fire alarm or fire and safety equipment
- Littering or intentionally marring the appearance of University property
- Violation of visitation or escort policies
- Disorderly or disruptive behavior, especially that which disturbs other residents
- Failure to obey a proper order of a University official acting in accordance with University regulations
- Violation of local, state or federal laws
- Creating, encouraging or participating in a situation detrimental to the health, safety or welfare of the University community and its members

Prohibited Conduct

The following activities and actions are prohibited in residence halls and may result in disciplinary action:

- Water fights, ball playing, bike riding, roller-blading, or similar activities that may cause harm to persons or property.
- Physical or verbal conflict
- Use of alcohol or other controlled substances
- Storage of bikes, suitcases, or cartons in stairwells or hallways.
- Painting, wallpapering, or similarly decorating individual rooms or common areas unless prior approval is given by the Office of Residence Life.
- Repairing any damages without prior approval.
- Applying any articles directly to walls, closets, doors, furnishings, or from the ceiling by tape, any adhesive material, screws, hooks, tacks, nails, etc., or any other way that causes damage.
- Removing or damaging furniture.
- Removing screens from windows.
- Installing wall partitions or paneling.
- Modifying the electrical system by splicing electrical wires, hooking up additional electrical equipment, removal of outlet plates or light switches, or tampering with circuit breakers or any other part of the electrical system.
- Burning candles, Sterno, kerosene, candle-lit potpourri burners, incense, or any other open flame item.
- Throwing any items into or out of windows or onto roofs or eaves.
- Installing personal locks or chains on doors or windows or altering the existing lock.
- Sleeping in public areas of the residence halls by residents and/or guests.
- Altering, tampering with, or dismantling any door closure; propping open any exterior door.
- Lending keys to others; copying keys.

- Smoking and tobacco products.
- Entering or exiting any structure through windows or gaining access to roofs or any other exterior portions of buildings.
- Draping or placing objects over lighting fixtures, smoke detectors, or fire sprinkler systems.

Prohibited Items

The following items are prohibited in residence halls:

- Cooking devices, including, but not limited to, broilers, toaster ovens, electric skillets, George Foreman grills, rice cookers, or hot plates
- Room heating devices with exposed heating coils
- Gasoline powered items, such as motorcycles, mopeds, or parts thereof
- Flammable and/or combustible items
- Fireworks, smoke bombs, sparklers, etc.
- Chemicals
- Weight lifting apparatus, such as barbells
- Animals or pets except service animals and non-carnivorous fish in 10 gallon tanks or less
- Unauthorized bed lofts
- Waterbeds and water furniture
- Air conditioners
- Dart boards
- Refrigerators, except 3.5 cubic feet or smaller. Only one refrigerator per room is allowed
- Illicit controlled substances, drugs or chemicals of abuse, and drug paraphernalia
- Halogen lamps
- Candles
- Tobacco products
- Weapons

Note: The preceding list is not all-inclusive. Any item that is a threat to public safety may be removed. The University will continually monitor all areas through staff visits and unannounced inspections by University staff. The presence of prohibited items will be documented and students will be required to remove those items from the premises, and may be subject to disciplinary action.

3. BEHAVIOR EXPECTATIONS

Students are expected to exhibit appropriate behavior within the community of the residence hall. Inappropriate behavior may be defined as an activity that disrupts, endangers, or interferes with the educational environment of the residence hall community. Students, guests of students and other members of the University community must comply with all University policies and procedures and the directions of University officials acting in the performance of their duties. Failure to do so may result in judicial action with the University Judicial System. Students will be held accountable for the action of their guests.

4. ALCOHOL

Maryland State Law is enforced in all residence facilities and on our grounds. Alcohol may not be possessed or consumed by anyone less than 21 years of age. Residents of legal drinking age may not possess or consume alcohol in the residence hall, their room or suite. **No alcohol is allowed on this Campus. This is a dry (no alcohol) campus.**

In accordance with Maryland State Law, you may not purchase, possess, consume or serve alcohol if you are under the age of twenty-one (21) in CSU's residential facilities or on residential grounds. If you are 21, you also may not host anyone, whether of legal age or a minor, who possesses, consumes, sells or serves alcohol. Drinking, serving and/or the sale of alcohol is not permitted. The University must comply with the State of Maryland Law which states that the purchase, possession or consumption of alcohol by persons under the age of 21 is illegal. In addition, the welfare of our residents and a desire to create policies conducive to a positive group living environment situation are considered important.

Students found responsible for using or involved in the use of alcohol will immediately lose their privilege of living on campus!!

Policy Statement on Alcohol, Other Drugs and Substance Abuse

Coppin State University and the Office of Housing/Residence Life do not condone the medically unsupervised use, possession, sale, manufacture, or distribution of drugs or controlled substances that are illegal, that may involve medical or psychological hazards to individuals, or that may lead to interference with the rights and privileges of others.

Activities of this nature have an adverse effect upon the student(s) involved, the University and the residential community. When such activity occurs in the residential community, the Office of Residence Life shall initiate appropriate measures, which will include judicial action. In addition, such matters may be reported by the Office of Housing/Residence Life to the appropriate law enforcement authorities. Since involvement with drugs and illegal substances may be associated with medical and psychological problems, residents may also refer themselves or be referred to Student Health Services, the Counseling Center or an external medical or psychological services.

The University and the Office of Housing/Residence Life will enforce Maryland State law prohibiting the possession, consumption, sale or serving of alcohol by or to those not of legal age (21 years). The University and the Office of Housing/Residence Life also believe strongly that those individuals who are of legal age must monitor their drinking behavior in order to ensure that their actions are not harmful to self and do not interfere with the rights and privileges of others. It is the responsibility of the University and the Office of Housing/Residence Life to continue to develop programs related to alcohol and drug education. It is expected that these efforts in education and provision for medical and psychological services will be matched by responsible behavior with respect to alcohol and other drugs.

Alcohol, including bottles and cans used for decorative purposes, is not permitted in any university residence hall. Any person found intoxicated or incapacitated as a result of alcohol or other controlled substances on campus property or who is abusive, disorderly, destructive, combative, etc., can be arrested by the University Police and charged with appropriate violations. The person may be referred by the Office of Housing and Residence Life to the

Judicial Committee for disciplinary action. Any financial costs such as emergency room care, EMT care, etc., associated with the actions of a person as a result of alcohol or drugs will be the responsibility of that person.

5. DRUGS

State and Federal laws as well as University policy prohibit the possession, use, distribution, or sale of controlled substances, drugs. Students involved in drug-related actions, whether it occurs within the Residence Hall or anywhere else on campus are subject to disciplinary action by the University and/or civil authorities.

The use, cultivation, manufactures, sale, distribution and/or possession of drug or controlled substances in violation of Federal, State, or Local law is prohibited by University. Controlled substances are, therefore, not permitted in the residence facility. The residence halls are not sanctuaries; laws that apply off-campus also on-campus. The use or possession of illegal drugs is prohibited and violators may be subject to prosecution and/or arrest, and/or dismissal from the residence hall

Students found responsible for using or involved in the use of drugs or other controlled substances will immediately lose their privilege of living on campus!!

6. FIGHTING

Neither Coppin State University, nor the Division of Student Affairs or the Office of Residence Life will tolerate any acts of fighting. **Students found responsible for or involved in fights will immediately lose their privilege of living on campus!! Always consider your options before fighting.**

In such cases residents who are removed from the residence hall because of their involvement in a fight will not be allowed to enter the residence hall for any reason.

No person may engage in any activity which serves to threaten or harass another member of the University community, or which serves the purpose of preventing that person from the proper exercise of his/her specific rights under University policy. These activities may include, but are not limited to:

1. Fighting, pushing, shoving, or any violent or unwelcome physical contact.
2. Attempting to block or detain a person(s) from entering or exiting any area where they are rightfully permitted to enter or exit.
3. Physical and/or verbal harassment, intimidation, or threats, including unsolicited and/or unwelcome telephone calls and electronic communications

7. SMOKING

Coppin State University is a smoke-free campus. Smoking is not permitted in the residence hall. Students, employees, and visitors are prohibited from smoking tobacco, chewing smokeless tobacco, or using snuff, in any existing building. Residents who are found smoking in any part of the residence halls will be subject to removal from the residence hall with the

condition of not being allowed back for at least one school year (2 semesters). This includes burning incense or candles in existing building. If you must smoke then you may do so outside the building, at least 50 feet away from the residence halls. You may use the dining hall parking lot, either of the circles or the central receiving parking lot area. **Students found smoking tobacco, chewing smokeless tobacco, or using snuff in the halls could face immediately loss of their privilege of living on campus!!**

8. FIRE SAFETY

Students, guests and visitors must evacuate the residence hall when a fire alarm sounds. Tampering with, disconnecting or obstructing fire alarm bells, smoke detectors or other fire equipment is prohibited and violators may be subject to prosecution and/or arrest, and/or dismissal from the residence hall. Fire doors can be used to enter or exit buildings only in an emergency and should remain closed at all other times. Any fire, no matter how small or even if the fire is extinguished, should be reported at once to a RA, HD, and Campus Police. Appropriate action will be taken based on the situation. Fire drills will be scheduled and conducted each semester.

Policy: Fire and safety regulations are for everyone's benefit and must be observed.

- a. Fire and safety regulations prohibit possession or use of potentially dangerous materials or devices including, but not limited to, firecrackers, firearms, ammunition, weapons, knives, bows and arrows, Chinese stars, candles, open flame devices, kerosene stoves, explosive material and/or fire safety hazards.
- b. Residents, guests, and visitors must evacuate the residence hall/suite complex immediately when a fire alarm sounds.
- c. Tampering with fire alarm horns, smoke detectors pull stations, extinguishers, fire evacuation ladders, sprinklers, and fire equipment is prohibited. This is considered a very serious violation subject to arrest.
- d. Fire safety and sanitation requirements prohibit cooking in any area within the residence hall, except in designated kitchen area.
- e. Lighted grills and fires are not permitted within ten (10) yards of the building.
- f. Live cut plants (Christmas trees, corn stalks, etc.) are prohibited.
- g. Items dropped from the ceiling or walls such as flags, nets, etc. are prohibited.

Candles/Incense Rationale: The use of candles, incense or potpourri burners are a fire hazard, therefore possession and use are prohibited in the residence halls. Open flames create a danger of fire. Damage to walls and furnishings may result from use of candles and incense.

Electrical Fixture Rationale: The potential danger to residents as a result of improperly installed electrical fixtures is great. Only designated Coppin State University personnel are authorized to make alterations/repairs to an electrical system and/or fixtures.

Fireworks Rationale: Explosives such as fireworks are illegal in the State of Maryland, create disturbances and are a threat to safety of residents.

Flammable Decoration Rationale: Items used in this type of decoration have a low flash point and one spark can generate a massive flame in seconds. Items falling from the ceiling present greater potential danger than items flat against the wall.

FIRE EQUIPMENT

MARYLAND STATE LAW PROHIBITS THE INDISCRIMINATE USE OF FIRE ALARMS OR LIFE SAFETY EQUIPMENT. INDISCRIMINATE USE OF FIRE ALARMS OR LIFE SAFETY EQUIPMENT WILL PLACE YOU IN A SERIOUS LEGAL AND DISCIPLINARY SITUATION WITH THE UNIVERSITY AND CIVIL AUTHORITIES.

Fire alarms and life safety equipment are located on each floor of the Residence Hall for your protection. Tampering with life safety equipment is a very serious matter and will result in University disciplinary action and possible criminal prosecution.

The State of Maryland and the University prohibits tampering, removal of, setting off, or damage to fire and life safety equipment, fire alarm systems or sprinklers in any University building when no fire or immediate danger of fire exists. In the absence of mitigating or extraordinary circumstances, a sanction of suspension or expulsion may be imposed on a student found guilty of improper use of fire alarm or life safety equipment.

FIRE EVACUATION PROCEDURES

When an alarm sounds, evacuate the building immediately.

- 1.** Feel your room door or doorknob. If either is hot, DO NOT OPEN. Call Campus Police, and signal rescue personnel out your window. Seal the cracks around your door with a wet towel (if able).
- 2.** Take keys, shoes and a towel. Walk- DO NOT RUN- to the nearest safe exit. Close your door behind you.
- 3.** DO NOT use the elevator.
- 4.** DO NOT enter areas if thick or heavy smoke is present.
- 5.** Exit the building and go to the designated gathering area.
- 6.** Do not return to the building until told to do so by campus police or Housing Staff.
- 7.** If you do not evacuate the building you will be fined \$25.00 for each occurrence.
- 8.** Each time the fire alarm is pulled the entire building (or just the responsible person when known) will be fined \$500.00.

SMOKE DETECTORS

All Residence Hall rooms are equipped with a smoke detector and heat sensor. Do not place any decorations or furniture near these devices as that impairs the operation of the unit. If you hear a smoke detector alarm, contact the Campus Police, the RA, and or the Hall Director, immediately.

The burning of items such as candles and incense is not permitted in the Residence Hall.

WATER SPRINKLER HEADS

The sprinkler heads that are on the ceiling of each room are very sensitive. **DO NOT HANG ARTICLES ON THIS EQUIPMENT**; doing so could cause major problems for which you will be held responsible.

9. NOISE/QUIET HOURS

Quiet hours are in effect on each residence hall floor between the hours of 10:00 p.m. and 8:00

a.m., Sunday through Friday and from midnight to 8:00 a.m. on Friday and Saturday. During quiet hours, sound should be confined to individual rooms. Even though it may not be quiet hours, courtesy hours are in effect at all times so that residents may sleep or study without undue interference. If music is too loud you will be given a verbal warning for the first violation and a written warning for the second violation. On the third violation you will have your music/stereo equipment taken or put in storage to be returned to you at checkout.

Policy:

- (a) Quiet hours will be in effect in the residence hall between the hours of 10 p.m. and 8 a.m., Sunday through Thursday. Quiet hours on Friday and Saturday night will be from midnight until 8 a.m.
- (b) During Quiet Hours, stereos must be turned down to a level which confines the sound to the student's room, and informal group meetings and discussions should be confined to individual rooms or suites. Noise in public areas should be kept to a minimum.
- (c) Twenty-four (24) hour quiet hours will be in effect two (2) weeks preceding the beginning of the final exam period and end with the last scheduled final exam of the semester. Twenty-four (24) hour quiet hours may start earlier or later at the discretion of the HD or the vote of the Hall Council.
- (d) Playing musical instruments, radios, stereos, TVs, or other amplifying devices, which interfere with the quiet enjoyment of the room/suite or community by roommates or residents, will result in the restriction of, or removal of, such items from the residence hall and possible judicial action. Stereo speakers should not be directed out of hall/suite windows or placed on balconies at any time.
- (e) Courtesy hours are in effect at **all times**.
- (f) Residents/hosts are responsible for the actions of their visitor and overnight guests and for ensuring their compliance with noise and quiet hour policies.

The residence hall is designed to enhance the students' total educational experience. The residence halls cannot successfully provide a climate conducive to study without some limitations being placed on the degree of noise made by residence and their visitors. Students should be able to study in their rooms without significant distractions. Consideration for others is an essential part of residential living. Noise can interfere with the right of others to a quiet environment in which to sleep or study.

Quiet Lifestyle Floors and Academic Emphasis Floor

Policy: Quiet hours will be in effect from 24 hours per day on designated floors in the residence hall. This policy will be strictly enforced. This living environment requires a special level of sensitivity and respect for others regarding noise.

The seventh floor in Daley Hall and the sixth floor in Dedmond Hall shall be 24 hour quiet floors. Residents living on these floors are expected to ensure that their noise level is kept to a level that is not heard outside of their rooms. Violators could be removed. Additionally, the seventh floor of Daley Hall is our Honor's Floor which houses our Honor Scholarship awardees.

Rationale: These living options provide an opportunity for residents to experience a unique living environment that will enhance their personal and educational development.

10. VISITATION

Like most opportunities at the University, visitation is not a right, but rather a privilege that may be suspended or changed at any time for violations of policies stated in this book or if the University's Administration deems a change is necessary and/or in the best interest of the overall mission of the University. **Please note that if necessary, changes to the visitation policy can be immediate and without advance notice. Visitation privileges may be suspended or discontinued administratively by the Office of Housing and Residence Life, one of its staff members or by a judicial hearing officer as a result of disciplinary action.**

The purpose of a student's room is primarily for study and sleep, which take precedence over social privileges. Respect for the wishes and well-being of one's roommate(s) is more important than someone's desire to have guests. Cohabitation is not permitted in any university housing facility. Visitors to your room will be on the same visitation schedule as that of the building. If visitation for the building ends at 12 midnights, then visitation end in your room at mid night. Please note that there is no overnight visitation allowed in the individual rooms of the residence halls regardless if the guest and the host are living in the same building. The in room visitation policy will be particularly enforced if roommates are having visitation problems in their room.

All visitors in the hall must be signed in at the desk at all times, a valid, current (unexpired) picture ID that clearly shows the expiration date is left at the desk along with the ID of the host. If at any time the ID is collected from the desk this means the visitor is checking out. Anyone who collects their ID must check back in upon returning to the building. A person who was checked in who came down and took their ID (checked out) must be checked in before the end of visitation in order to return to the building. Daily visitation begins at 12 noon. Visitation ends at 12 midnights, Sunday-Thursday, and at 2 a.m. Friday-Saturday

1. Definitions:

- a. **Resident Host**-is defined as a student currently assigned to the residence hall who invites a visitor or overnight guest to his or her room
- b. **Visitor** –is defined as any non-resident of the residence hall visiting in the hall who does not remain overnight.
- c. **Checked In** – Host came down to collect visitor, ID (guest and host) left at the desk, and all paper work fill out completely.
- d. **Check Out** – visitor is leaving the building, host escort visitor to desk to be signed out, ID is returned. This is also in effect any time the visitor comes down and collects his/her ID Card.

2. Host Responsibility:

- a. Hosts are responsible for the actions of their visitors and also for ensuring that visitors comply with University regulations.
- b. Hosts must show proper concern for the rights of roommates and suitemates and must accompany their guest throughout the building at all times.
- c. Hosts must be sure that the visitor or overnight guest for which they take responsibility is in fact their visitor or overnight guest and not someone who is visiting someone else.
- d. Hosts must inform visitors and overnight guests that, should circumstances and/or incidents arise in which their visitor and overnight guest is in violation of laws or University policies, the visitor or overnight guest and the host can be liable for University and/or legal action. The host should make every reasonable effort to ensure the visitor's or overnight guest's compliance with University and/or Housing/Residence Life policies and regulations, in order to avoid judicial action.
- e. Hosts may be charged additional rental for each day a visitor or overnight resides illegally in a suite and may be subject to judicial action. When the host leaves the building so must their guest(s).
- f. Residents caught checking in visitors for other residents who are on visitation suspension will also be placed on visitation suspension

3. Visitation Policy:

- a. When entering the residence hall, any individual who is not currently living on campus at CSU, or who lives on campus and does not have a CSU residence ID/meal card, or who lives on campus but in a residence hall other than the one being visited must do the following: be signed in by the resident host (someone

living in the building being visited), leave a valid, current (unexpired) picture ID that clearly show the expiration date at the desk, and be escorted by the resident host at all times when in the building. The host (resident being visited) must also leave their student ID at the desk at the time of checking in the guest.

- b. A visitor in the room one minute after the close of visitation will automatically be considered an overnight guest and the host will be assessed for an overnight visit.
- c. No minors (age 17 or younger) will be allowed to have overnight visitation.
- d. No minor (age 17 or younger) will be allowed to visit the residence halls on school days during the hours of 8 am to 4 pm while school is usually in session. Visitation will not be allowed before 4pm.
- e. Visitors who are minors (age 17 or younger) must be blood family members and you must be able to prove the family connection. You could be asked to complete a minor visitor registration at the beginning of the school year listing the members of your family who are minors and who may visit you while you are in the halls.
- f. Entry doors for the residence hall will be locked at all times.
- g. Both roommates will mutually determine the visitation hours for individual rooms. A formal roommate contract will determine the exact hours of visitation.
- h. Residents caught checking in visitors for other residents who are on visitation suspension will also be placed on visitation suspension.
- i. Persons found to be in the residence hall but not checked in and who refuses to indicate who they were visiting will be subject to a stronger penalty (possibly two times the usual) and be referred to the judicial committee. Residents found violating the visitation policy for a third time will be fined \$150.00.

4. Guest Responsibility:

- a. Should know and adhere to all University and Residence Life rules. Failure to adhere to policies will result in denial of access to the residence halls.
- b. Should be with host at all times never leaving to roam the residence hall, floor or suite unescorted regardless of the reason.
- c. In the case of two guests being checked in at the same time and one of the guest is about to leave then the host must take both guests to the front desk to complete the check-out process of the guest who is leaving.
- d. Guests found to disrespectful to staff or students will be subject to immediate removal from the residence hall.

THIS VISITATION POLICY IS SUBJECT TO CHANGE WITHOUT ADVANCE NOTICE RESULTING IN THE DISCONTINUATION OF ANY PART OF THIS POLICY OR MAKING ADDITIONS TO IT!!

COHABITATION

Individual Housing & Residence Life living units are intended for occupancy by students of the same gender. In the event that a vacancy occurs in a living unit, a member of another gender may not occupy it.

BABYSITTING

Due to insurance reasons, babysitting services are not permitted in the residence halls or apartments. Students may not use the residence halls in order to provide babysitting services. Students may not bring children under the age of 13 in to the residence halls without his/her parent or legal guardian being present. Children tend to disturb the routine decorum which residents have been led to expect and enjoy. Please note that all children need to be checked in and names recorded at the front desk.

Residence facilities do not lend themselves to baby-sitting. The facilities are not designed or equipped to meet the needs of young children. Children in the facility may create a hazard to themselves and create a disturbance for residents; therefore, except during move-in and move out periods, their presence is not allowed. Violators are subject to disciplinary action.

11. PARTIES/ SOCIAL GATHERINGS (IF ALLOWED)

Policy: This policy can be suspended at any time, without advance notice. Private gatherings are only permitted in individual suites and must be limited to the confines of these areas. All suite members must be in agreement to this activity. Permission to have social gatherings must be received from the Resident Director. Fire regulations prohibit more than (20) people from being in a student residence hall suite at one time, this includes the number of persons living in the suite. University and Residence Life rules, regulations, and procedures and Federal, State and Local laws must be adhered to during these gatherings in the residence halls. All noise levels should be kept inside the suite. If the gathering gets loud it will be shut down. This policy will serve as a warning.

When wanting to have a gathering, residents should make a written request to their Resident Director who must give final approval. The request for an approval to gather must include

- A list of all who will be attending,
- What is the start and end time?
- What is the desired date?
- The signature of all suite members indicating their approval for having the gathering in their suite, one missing signature will prevent approval from the Resident Director.
- The signature of all suite members indicating their acceptance of responsibility for the gathering and the guests.
- A Statement of acceptance of the fact that all gatherings must end by 12:30 am when there is school the next day and by 1:30 am on Friday and Saturday nights.

Failure to comply with this policy will result in suite gathering privileges being revoked.

Rationale: Residents are encouraged to socialize; however, gatherings must be monitored by the sponsor so that they remain within the legal occupancy level for the room.

12. ELECTRICAL APPLIANCES

Policy: Personal electrical equipment authorized for use in individual student rooms include TV sets, radio and stereo equipment, tape recorders, razors, toothbrushes, fans, clocks, hair dryers and lamps. Refrigerators which are more than four (4) cubic feet are not permitted in the residence halls. Stoves, grills and microwave ovens are not permitted in the residence hall.

Authorized appliances are acceptable if they do not exceed the amperage limits of the circuits, or create a hazard due to the manner by which they are connected. The following appliances may NOT be possessed in residence hall rooms: stoves, hot plates, portable grills, microwaves, refrigerators larger than four (4) cubic feet, immersion heaters (water heating coils), heat lamps, sun lamps, electric blankets, electric heaters, hot pots, toasters, blenders, juicers, non hot-air popcorn poppers, and any other such appliances. These appliances are safety hazards when used in areas not intended for such usage. If there is a question about an appliance, a staff member should be consulted. Holiday lights are permitted in the residence hall under the following conditions: They must be UL approved; have no bare wires; be used only in windows and not on doors or walls; not be used around paper or other flammable debris; be only one (1) string of lights; not be hung from metal wires or sprinklers; have no ornaments hung from the wiring; and be used only indoors.

Rationale: Possession and use of electrical equipment and appliances is restricted in order to comply with safety and fire standards and specifications.

13. WEAPONS AND EXPLOSIVES

The possession or use of fireworks, firearms, weapons (which include Chinese stars and other martial arts related weapons), ammunition, knives, lighted candles, open flame devices or explosive material is prohibited.

Resident students (including those licensed to have weapons) may not bring them into the Residence Hall. Prohibited weapons include knives greater than 3 inches in length, archery equipment, bayonets, rifles, guns, swords, and all types of martial arts weaponry.

Persons participating in programs that involve the need to use any of these items must find alternative ways of storing them other than bringing them into the Residence Halls.

Hazardous Materials: The possession, carrying or use of explosive items, hazardous materials or chemicals is prohibited, i.e., bullets, fireworks, firecrackers, etc.

Weapons Rationale: Such instruments, whether or not they are registered, are inappropriate in the densely populated confines of residential community because of their potential for inflicting bodily injury and/or property damage.

General Policies

FAILURE TO COMPLY

A student is expected to comply with the reasonable request of a university staff member. Examples of failure to comply would include but are not limited to refusal to open a room door, refusal to produce identification, giving false or misleading information, or failing to complete a disciplinary sanction.

Policy: All members of the Coppin State University residential community and their guests and visitors are expected to comply with the directions of University officials (Resident Assistant, Desk Staff, ARD, Hall Director, Police Aides and Campus Police, etc.) acting in the performance of their official duties. This includes, but is not limited to, identifying oneself and producing a valid identification card, changing one's behavior when asked, or attending a scheduled judicial meeting or conference when requested. Failure of a student to attend a scheduled educational conference will result in a decision made in their absence. Failure to comply with University officials will result in judicial action.

HORSEPLAY/SPORTS IN THE RESIDENCE HALL

Sports activities inside the residence halls are not permitted. This includes but is not limited to playing any kind of ball related games, roller-blading, running, having water fights, and bike riding.

Water balloons or Water guns are not permitted in the residence halls. In addition to prohibiting sports activities, outdoor barbeque grilling is also not tolerated in and/or around the residence hall. Barbeque grilling poses a fire safety hazard as well as a possible food sanitation hazard. Athletic activities are to be confined to areas designated for such use. There are designated areas in the University for playing baseball, weights/weight lifting equipment, Frisbee, soccer, lacrosse, tennis, volleyball, basketball, catch, etc. The use of residence hall/suite and areas directly around the buildings for these activities is prohibited except in areas specifically designated for this purpose (e.g., Fitness Center, etc.) The possession and use of dart boards within the residence facility is prohibited.

COMMUNITY AREAS

A common area is defined as any space and/or area outside a student's room. This includes but is not limited to stairwells, hallways, restrooms, lounges, elevators, entranceways, public lounges, recreation areas, and dining rooms. The use of a common area such as a residence hall lounge is limited to use by residents of that hall and by that hall's government. Exceptions can be approved in advance by the Office of Residence Life.

Common areas in the residence hall are for the exclusive use of those students that reside in the residence halls or the residence hall council. At no time will this space be allowed to be used by non-residents or outside organizations

EMERGENCY EXITS

Use of emergency exits is strictly prohibited except in the case of an actual emergency. Students found in violation of this policy are subject to a \$250.00 fine and possible eviction from the residence hall. Students should use the front main entrance to enter and exit the residence halls.

ROOF AREAS

Students and their guests are not permitted to use the roof, attic or ledge of any building for any purpose. Only maintenance personnel are allowed in these areas for business-related purposes.

HALL/FLOOR MEETINGS

Building and/or Floor Meetings are called to discuss various policies and information. These meetings are **MANDATORY**. Missing a floor meeting will result in a fine of not less than \$50.00 and other disciplinary action. All residents are held accountable for this information whether or not they have attended the floor meeting. It is your responsibility to attend these meetings.

GAMBLING

Maryland Statutes expressly forbid gambling in any form. Violators of this policy are subject to disciplinary action.

HAZING

Hazing is strictly prohibited.

ILLNESS

The RA, Senior RA, ARD and/or Hall Director should be made aware of students' illness as soon as possible. Students who suffer from chronic conditions, or who must take regular medication, should notify the Coppin State University Health Center so that the information may be kept on file. Students with physical disabilities or limitations which require special considerations with regards to their housing assignments should consult the Coordinator of Disabled Students Service in the Counseling Center first floor of the Administration building.

LAUNDRY FACILITIES

Washers, dryers, and a utility sink is located on the first floor of each Residence Hall. Washers and sinks may not be used for dyeing articles. Each resident is encouraged to stay with their laundry, as **the University is not responsible for any lost stolen or damaged articles**. Residents are encouraged to use courtesy and remove their laundry as soon as the machine cycle is completed. Non-residents of the building may not use the laundry facilities. The host and the non-resident found to be using the washers and dryers will have their visitation allowances suspended. Please be considerate of others needing to use the washers and dryers by not leaving your clothes in them unattended for long periods of time.

Laundry facilities are free to use and are for the sole use of those who live in the residence halls. It is required that you use liquid detergent.

PARKING

Parking is permitted on campus for students who obtain a parking permit upon registering their car. Freshman residents are not permitted to register their car for on campus parking. Unregistered cars will be ticketed and could be towed at the owner's expense.

CAMPUS ORGANIZATION ACTIVITIES

Clubs, fraternities, sororities, and other organizations may not bring their activities and functions, whether formal or informal into the Residence Hall without expressed consent from the Director of Housing and Residence Life.

PETS

The only pets allowed in the residence halls are fish in a tank holding less than ten (10) gallons of water. Unauthorized pets found in any room may be immediately removed. Violators of this policy will be billed for extermination and professional cleaning as a health and safety precaution. Please note that if housekeeping has to come to your room this is done on an overtime basis and you will be responsible for all related cost.

Policy: With the exception of fish in an aquarium (aquarium sizes limited to ten gallons), pets are not permitted in the residence facilities. Unauthorized pets found in the residence halls or rooms may be immediately removed by the appropriate campus agency. Violators will be billed for extermination and cleaning, and will be subject to judicial action. Residents are also discouraged from feeding stray animals.

VACATION/HOLIDAY

During regular shut-down periods, such as but not limited to Thanksgiving, semester breaks, and spring break, you may not occupy your room. Your room may be entered by authorized University personnel for various maintenance purposes, i.e., extermination, servicing heater, etc. (see BREAKS AND CLOSINGS)

WINDOWS/SCREENS

Windows and screens are not to be removed for any reason. If they are removed, student occupant(s) will be charged for labor cost for replacement as well as any damage caused. Students are not permitted to hang or lean out of windows. Signs, bottles, flags, lights, etc. in windows or on windowsills are prohibited. Tossing of any item from windows is prohibited.

SOLICITATION/SALES

Policy: Solicitation is any effort to ask for donations or contributions of your time, money, goods, or services. Solicitation will also refer to canvassing, door-to-door polling, and promotional activities. Sales are efforts to offer a product or service in return for money, goods, or other services. Solicitation and sales are prohibited in all residence facilities and grounds without written authorization.

Individual students may not conduct any business enterprises, exclusive of University approved activities, within the residence hall or suites. Furthermore, resident students may not contract with vendors which provide services in resident student rooms/suites. Solicitation including door-to-door sales within the residence hall/suite is not permitted. Residential staff and approved student organizations may request permission to sell or solicit in designated areas only. Request Forms and copies of the Sales and Solicitation Policy are available at the desk.

Rationale: The Office of Housing/Residence Life has the responsibility to protect the privacy of residents by regulating solicitation and sales activities.

STATE LAWS

A student must at all times abide by local, state, and federal laws. All residents and their visitors are subject to arrest for violations of these laws, as are other members of the CSU community.

WEEKLY ROOM INSPECTIONS

There will be room inspections done at least twice every week conducted any time between Monday and Thursday; which means rooms should be kept reasonably clean for health and safety reasons. This includes beds being made, floor being clean, closet and dressers being well organized, bathroom, hallway and living room being clean.

Your R.A will visit your room or suite to check for compliance with fire and safety regulations, maintenance repairs and cleanliness of bathrooms. Residents in rooms or suites found to be very untidy would be given one day to clean up the mess if this fails the mess could be cleaned by Residence Life at the student's expense. Please note that if housekeeping has to come to your room this is done on an overtime basis and you will be responsible for all related housekeeping cost including that amount that the housekeeping staff would be paid for coming in to clean up your mess. Residents who fail to maintain a clean living environment will be fined for failing room inspection this could range from \$50.00-\$150.00 depending on the situation. Remember, if the situation is such that housekeeping staff members must be called in to clean up the area then the cost of this including all overtime payments will be at the expense of the residents involved.

The ORL staff is very concerned about maintaining health and safety standards of the residence halls. Messy facilities create a variety of health problems, including the attraction of pests. No matter how often we exterminate, in an environment where many people live closely together, pests cannot be controlled if you or your neighbors neglect to empty the trash. Routine inspections also help us to prevent or correct maintenance concerns. Your RA may just seem picky if he/she asks you to remove dirt and hair from your shower drain, but in maintenance terms that hair is a clogged drain waiting to happen! The maintenance process requires your R.A to forward the information about the inspection to maintenance personnel. They will handle room entry as if you had filed a maintenance request at the desk. Finally, we need to ensure that your room or suite meets fire safety standards. For example, we need to make sure that when you hang a huge flag across your ceiling, you do not block the smoke detector. So, prepare for your inspection and help keep your room a safe and healthy place to live.

ROOM ENTRY/INSPECTIONS

Authorized University personnel may enter and inspect your room for reasons of health, safety, and general welfare or to make needed repairs. Room Entry can also occur when a member of the residence hall staff has reasonable cause to believe that a violation of residence life or other university regulations is occurring in that room.

Campus Police with a search warrant or with your permission can search your room.

Entry and search is incidental to arrest or probable cause for arrest. The immediate vicinity of an arrest by warrant or as a result of "hot pursuit" including the body of the person being arrested may be searched incidental to that arrest.

In case of emergency, fighting, screaming, etc., staff members and/or Security may use a master key to enter the room. As a matter of courtesy, staff members shall knock on the door twice, announce who they are and ask to enter the room. If there is no response or a delay in opening the door, the staff member and/or Security may use the master key to enter the room. A written notice will be left for the occupant(s) if entry is necessary while no one is in the room.

Policy: The University reserves the right to:

- (a) inspect each student's room or suite prior to or at the time any resident initially occupies it and inspect the room prior to the student's departure from the residence hall to ascertain that the condition of the room and furnishings agrees (agree) with the original Room/Room Condition Report;
- (b) make repairs in rooms/suites at any time during the school year, with reasonable consideration for the occupants;
- (c) enter students' rooms/suites when a staff member has reasonable grounds to believe that some condition exists which constitutes a clear and present danger to the health, safety, or security of the occupants of a room/suite and/or residence hall/suite complex;
- (d) enter student rooms/suites when a staff member has reasonable grounds to believe that unauthorized equipment is present in the area or to make routine inspections for maintenance, health, and safety reasons during each semester as announced by the Office of Housing/Residence Life. Smoke detectors and routine cleaning inspections are conducted during the first week of each month;
- (e) enter the room or suite if a staff member has reasonable grounds to believe that unauthorized persons are living there;
- (f) enter/inspect residents' rooms/suites when there is a reason to believe a specific violation of University or OHRL policies is taking place.

All room /suite inspections (exclusive of the previous conditions, emergency situations and maintenance functions) will be conducted only when : (1) occupants of the room/suite have been notified of the time of the inspection (excluding winter/summer semester breaks when inspections of a student room or suite must be made prior to occupation for cleanliness or maintenance concerns); and (2) if possible, at least one occupant or the room/suite is present during the inspection; and (3) when possible, 24 hours' notice has been given prior to routine inspections.

Entry under the above limitations may not be used as the basis for conducting a search for contraband. Searches may be conducted only by recognized State or University law enforcement officers who have obtained appropriate legal authorization.

The University reserves the right to remove unauthorized University or personal property. If the University must remove unauthorized items, a service charge will be assessed and or/ judicial action will be taken. Generally, residents will receive written notice to remove such personal property.

Disclaimer: Permission to search is not required from University authorities when contraband to be confiscated is in view of University authorities or when reasonable cause exists to suspect that a violation is occurring or has occurred.

Inspection: the entry into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, to check the physical condition of the room, to make repairs, or to perform cleaning and custodial operations. During the inspection, there will be no search of personal belongings.

Room Search: the entry into an occupied room by University authorities for the purpose of investigating suspected violations of University regulations and/or city, state, or federal law. During a room search, drawers, closets and personal belongings may be thoroughly searched. A room search will not be conducted unless there is probable cause for doing so.

Emergency Inspections: An emergency condition exists when the delay necessary to obtain authorization constitutes a danger to persons, property, or the building. In such cases, campus authorities may enter the room immediately.

BREAKS AND CLOSING

Residence halls will be closed to all residents during the Summer, Thanksgiving, Winter, and Spring breaks. Residence halls will be closed at 7 pm on the last day of classes before each break. Payments made for housing during the regular semesters (fall and spring) do not cover the days when the University is closed for a break.

During the winter and summer breaks residents are required to remove all personal items from the residence halls as this time is used for extensive maintenance and housekeeping projects. You may leave your belongings in your room during the Thanksgiving and Spring break periods only; however, we encourage you to remove valuable items. Break checklists and closing instructions will be distributed prior to each break period. Be sure to follow all instructions on these checklists to avoid charges for failing to prepare your room or suite for inspection or for improper check out. **Please note we are not responsible for items left in rooms.**

A small amount of space is available for break (summer and winter) housing and is offered on a first come first served basis. The cost for break housing will be not less than \$26.50 per night. Please note that payment for break housing is due in full at the time you file your application. Applications must be filed at least 14 days before the date you wish to check in. Your cost for break housing cannot be billed to your account or carried over to the next semester's bill. PAYMENT IS DUE AT THE TIME YOU SUBMIT YOUR BREAK HOUSING APPLICATIONS.

FRONT DESK SERVICE

Staffed by students and Security Officers, the residence hall desk service area provides a variety of services for residents. In the residence hall, 24 hour desks coverage provide a security check to ensure that only residents and their guests gain access to residence hall floors. The desks will have reduced hours during holidays, Winter Session, and Spring Break.

The residence hall desks provide a variety of services and information including distribution of mail, events, and maintenance requests. Many forms such as work order forms, information

on local restaurants that provide delivery and visitation registration forms are available at the desk. The desk phone number is listed in the Important Phone Number list.

DUTY STAFF

An RA is on duty each week night and weekend for emergencies and other needs. Student staff members are trained to handle concerns such as noise disturbances, inappropriate behavior, relationship concerns, advisement and counseling. A staff duty schedule is posted at the desk. Do not hesitate to call the staff member on duty should the need arise.

MAIL/PRINT SERVICES

Mail is delivered to the Residence Hall daily- Monday through Friday. Mail is not delivered on weekends. All residents are assigned a mailbox in the Residence Hall at the beginning of the year.

If there is a shortage of mail boxes, assignments may be made in the mailroom or in another designated location to ensure students are able to receive their written communication.

Residents may pick up mail in the Residence Hall lobby. Please encourage people who have important letters or packages to send them registered, certified and/ or insured. Mail will not be delivered on legal holidays. When sending family and friends your address, be sure it reads as follows:

For a Dedmond Hall resident:

Your Name
Dedmond Hall, Box #
Coppin State University
2510 W. North Avenue
Baltimore, MD 21216-3698

For a Daley Hall resident:

Your Name
Daley Hall, Box #
Coppin State University
2508 W. North Avenue
Baltimore, MD 21216-
3698

This format is very important. If your address is incomplete or not properly arranged, the U.S. Post Office may mistake the residence hall for a street address and your mail will not be sent to CSU. All residents are assigned a mailbox in the hall. You will not share your mailbox with your roommate. Your RA will give you the combination to your mailbox at your first floor meeting. Please encourage people who send you mail to have important letters or packages registered, certified and/ or insured.

During January, first class mail is forwarded to the home address. Bulk and third class mail is held until the students return to campus.

Letters can be mailed without a stamp to any location on the CSU campus from the desks or the mailroom located in the University Center through intercampus mail. Simply mark your letter "campus mail" and drop it off at the desk. Outgoing mail to off campus locations requires adequate postage and can be left at the desk for daily pick up Monday through Friday or dropped into any U.S. Mail box. Letters mailed from the desk may take a day or two longer to reach their final destination.

The nearest full service post office is located on Bloomingdale Avenue.

MEDICAL EMERGENCY ASSISTANCE

In non-life threatening emergencies, medical attention is available through the Coppin State Health Center, Monday-Friday from 8:30 a.m. to 5:00 p.m. The doctor is present from 8:30 a.m. – 7:00 p.m., on the first and third Wednesday of the month, and from 9:00 a.m. – 11:00 a.m., on the second and fourth Monday. If you need immediate medical attention during evening and weekend hours, resident staff is on call and should be contacted. If emergency health care is needed, resident staff will initiate contact with the nurse practitioner through the Campus Police. (For more information about Health Services see their entry in the Campus Service section of this publication.)

In medical emergencies of life threatening nature, you should contact the Campus Police directly at 3900, then contact the RA on duty. Calling the police directly can save precious seconds of response time. University Police can assist with aid or CPR until emergency or ambulance services arrive.

PHONE SERVICE

Emergency phones are located on each floor; they should only be used in emergencies and will only call University Police. Courtesy phones are available in the lobby area of each residence hall. These phones dial local only, a calling card must be used for non-local calls.

CABLE TV

Every residence hall room is equipped with cable service. This cable service is provided as part of your resident contract. This policy is subject to change. It is the residents' responsibility to provide any and all necessary equipment needed to access the cable service including cable cord and a cable ready TV set. Computer modems and answering machines are prohibited as your phone service includes voice mail and your room comes with data (computer) hook ups.

If you develop trouble with your cable service, check all of the connections to make sure all wires and plugs are hooked up properly before requesting service repair. (If you request service and no problem is found with the cable service, you may be charged for the service call even if all they have to do is plug the phone back into the wall.) We will act on your problem as quickly as possible. *This policy is subject to change.

POOL TABLES

Pool tables and equipment are available for your use in the Tawes University Center Game Room. You may use your resident ID card to check out pool equipment. Stop by or call the Game Room desk for more information.

TOILET TISSUE

Toilet tissue is available in the hall free of charge at the front desk. To get a new roll of tissue, simply bring your empty roll to the desk at any time and the desk staff person will exchange it for a new roll. This service is not provided during breaks or when school is out of session.

VACUUM CLEANERS

In the residence hall, vacuum cleaners, if available, may be checked out from the front desk with the use of valid resident ID. Please note that although sometimes available, vacuum

cleaners are not a part of the ongoing regular services provided by Residence Life. Residents are encouraged to bring a small vacuum cleaner.

VENDING MACHINES

Vending machines are located in the lobby of the resident hall. Machines are operated by an outside vendor and include soda and snack machines. Inquiries about refunds for money lost in vending machines should be made in the Office of Auxiliary Services.

BICYCLES

Policy: Bicycles or similar wheeled vehicles cannot be parked in public areas of residential buildings. Prohibited bike areas include, but are not limited to lobbies, laundry rooms, hallways, stairwells, breezeways and recreation areas. Bicycles can be stored in student rooms and outdoor areas with bicycle racks.

Rationale: The University prohibits the parking of bicycles inside buildings. Parking bicycles or other vehicles inside creates a safety hazard and reduces the amount of living space available to residents.

DINING SERVICES

All students living on campus are required to purchase a meal plan each semester. There is only 1 meal plan option, the anytime meal plan allows students flexibility to eat in the residence hall throughout the day.

Admission to the Dining Hall is by your CSU Identification card. Meal hours are posted; cash rates are available for guests and relatives. Meal cards are not transferable; i.e., a student may not use a meal card not issued to them. Students accessing the dining hall are expected to act in an orderly and respectful manner. Residents will not be allowed to enter the dining hall without proper dress attire, **no sleep wear allowed**.

Residents engaging in food fights will not be allowed to dine in the dining hall and could face being expelled from the residence halls.

Good manners, proper behavior and respect for the rights of others are expected of persons who eat in the dining facilities.

1. Students are not permitted to cut into food lines.
2. No food or service ware (glasses, china, silverware, etc.) is to be taken from the dining facilities.
3. No person is permitted in the dining hall unless he/she has presented a validated ID card or purchased a meal. Residents who allow other students to use their ID Cards to gain access to the dining hall will lose their card and will have to buy a new one. These residents will also be referred to the Judicial Committee.
4. All trays, silverware, china, glassware, and paper are to be taken to the dish room or appropriate racks.
5. Health and safety requirements demand that shoes and shirts must be worn at all times.
No spikes (rubber or steel) are permitted.

6. Smoking and/or use of smokeless tobacco is prohibited in the dining hall.
7. Students are not permitted to throw food or other objects in the dining facilities.
8. Foul language is not permitted.
9. You cannot bring your guest into the dining hall just to sit with you. (smaller font size)
10. Your guest cannot have a meal charged to your card.

PAINTING

Policy: General painting of the residence halls will be done on 3-5 year cycle or as needed. Residents are not permitted to paper or paint rooms or furniture. Painting of student rooms is handled through physical plant staff or a contracted service provider during the summer or during the year only when the condition warrants attention. Students may not paint their own room or any other part of the residence hall.

POSTINGS

Policy: Posting of materials is allowed only in designated areas in the residence halls and suites.

All materials posted in designated areas must be approved and stamped by a member of the Housing/Residence Life Staff prior to posting. Posting on the exterior of buildings, trees, and lampposts is prohibited. Banners, sheets, flags, streamers and other items may not be stretched or hung across hallways, doors or the exterior of buildings. Copies of the posting policy and a Request to Post Materials forms are available at the desk.

BULLETIN BOARDS/NOTICES

Policy: Floor bulletin boards and posting areas will be maintained by the RA or residents designated by the RD/ARD. Posting areas will contain notices covering policies and activities. Lobby bulletin boards/display areas are maintained by the RD/ARA/SRA and Desk Manager. Residents are responsible for information posted on bulletin boards and in posting areas and notices delivered to residents' mailboxes including, but not limited to, correspondence from the Office of Housing/Residence Life. Students wishing to post material in designated areas must get permission from the Hall Director.

INTRODUCTION TO THE JUDICIAL PROCESS

One of the primary goals of the residential community is to support and aid the personal development of students. Toward this end, residents are helped to learn to assume responsibility for their own actions. The area of "Judicial Process" is a part of the personal development process for each resident in the community.

Taking on certain responsibilities within the community should be viewed as a positive educational process through which residents are helped to become mature, self-controlled citizens whose actions are based upon enlightened understandings of how their actions influence the well-being of each individual. Office of Housing/Residence Life (OHRL) staff members assist residents in recognizing these responsibilities in order to help them to develop into well-adjusted individuals, able to maintain their individuality and at the same time adapt to the needs of the group.

A positive community atmosphere develops when you assume responsibility for your actions rather than just being obedient to a set of rules. You are more likely to take this responsibility when you know clearly what is expected and reasons why certain policies exist. A positive community atmosphere is also brought about through the development of a group loyalty. Acceptance of responsibility by the group member for self-direction and the establishment of traditions conducive to group discipline are best promoted by giving immediate responsibility for discipline to the group. This approach encourages individuals to take an interest in the enforcement of policies and regulations. When individuals accept responsibility, the group is taking steps toward acquiring self-discipline and self-control.

Each person, as a resident of Coppin State University residential community, possesses certain individual rights and responsibilities, which must be held in high regard. This document is intended to define and prioritize minimal expectations of residents in actualizing their freedoms, without placing constraints upon rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

YOUR RIGHTS

As a resident student you are entitled to many rights while living in our facilities. Three of the most important are:

- (a) The right to academic pursuit (read and study) free from undue interference or harassment irrespective of quiet hours): One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right. Behavior which attempts to force a roommate to move out of the room or suite will be considered by the University as sufficient grounds for reassigning the offending residents and/or referral for disciplinary action.
- (b) The right to sleep, the right to one's personal belongings, the right of free access to one's room and facilities, and the right of a clean environment in which to live: Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.
- (c) The right for redress of grievance: If the academic and residential communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. Administrative or judicial avenues of appeal are available to all students.

SECURITY REGULATIONS

- (a) All residents, visitors and guests must enter and exit only by the main entrance to the residence halls unless permission has been given from the Office of Housing/Residence Life.
- (b) Persons authorized to enter or leave by locked security doors are responsible for leaving the doors in a locked position.

- (c) All residents are required to show their residence hall identification card/security ID each time they enter the residence halls. All non-residents of the hall who are visiting are required to sign in at the hall desk when entering the building.
- (d) Residents are required to follow the established visitor registration procedure and will be held responsible for actions of their visitors.
- (e) Students should take precautions to safeguard personal property and report any suspicious persons or happenings to the Office of Housing/Residence Life Staff or Campus Police/Security Officers.
- (f) Residents are urged to lock their doors at all times, especially during periods of absence. During holiday periods, additional precautions should be taken, including removing valuables, small portable items and unplugging appliances. Any losses should be reported to the Campus Police and your RA.
- (g) Windows in residence hall student rooms are not designed to be opened. Students will be billed \$25.00 plus a billing fee for opening windows. If breakage occurs to an unauthorized open window, residents of that room will be billed for the cost of replacement (approximately \$210.00).
- (h) A student may not refuse to provide authentic personal identification when officially requested to do so by a properly identified Housing/Residence Life staff member or other University official.

Rationale: Security regulations are designed to safeguard residents and their visitors from unauthorized individuals or activities that could affect their well-being. While it is recognized that residents may rightfully feel their residence hall is their home and that it should not be necessary for them to identify themselves to gain access, it is important to remember that desk staff members will not recognize all individuals who enter a building as one of its residents and, as a result, must request identification.

POLICY STATEMENT ON ACTS OF INTOLERANCE

The Office of Housing/Residence Life strives to maintain an environment conducive to fostering respect among the various cultures represented in the University community. OHRL has a commitment to addressing, both proactively and reactively, problems which result from a lack of this respect. Whether these acts of tolerance are public or private, they serve to destroy the environment we share and are inconsistent with the fundamental purpose of the University. Such mindless acts do untold and unjust harm to those who experience this detrimental kind of discrimination and, to a larger extent, to the University community at large.

Acts of intolerance have the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment for a person or group of persons. Any Judicial Code or Housing/Residence Life violation which also victimizes an individual on the basis of another's race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, or level of ability/disability is regarded as a serious violation, and the severest sanctions may be imposed, including separation from the residential community. An individual responsible for this type of behavior may also be subject to criminal actions.

Such behavior includes, but is not limited to:

- graffiti placed on doors and walls

- ❑ defacing, damaging, or destroying personal or public property
- ❑ Harassment
- ❑ Threats
- ❑ Fighting
- ❑ Disrupting others in the exercise of their rights

Each resident should always report immediately any incident of this type to any Housing/Residence Life, Student Affairs, or Human Relations Programs representative. Whether you experience or observe this type of incident, you are encouraged to report it.

Housing/Residence Life also encourages you to reflect on the impact of such incidents on an individual, on the group he or she may represent, and on the community as a whole. We urge you to join us in trying to ensure that such incidents do not occur. We are interested in any suggestions which you may have on how to best accomplish this goal. Join with us in making the CSU residential community a positive place to live for everyone.

IMPORTANT NUMBERS

Office of Housing	410-951-6300
Office of Residence Life	410-951-6399
Dedmond Hall Resident Director	410-951-6769
Dedmond Hall Front Desk	410-951-6767
Daley Hall Resident Director	410-951-6397
Daley Hall Front Desk	410-951-6400
Community Health Center	410-951-4188
Business Office	410-951-3677
Mail/Print Services	410-951-3750
Records and Registration	410-951-3700
Student Activities	410-951-3922
Bookstore	410-951-1222
Campus Operator	410-951-3000
Public Safety	410-951-3900
Counseling Center	410-951-3939
Financial Aid	410-951-3636
Athletics	410-951-3737
Library	410-951-3400