University of Maine at Presque Isle Residence Hall Guide
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# Table of Contents

INTRODUCTION AND WELCOME ................................................................................................................................. 6
UNIVERSITY ANTI-DISCRIMINATION STATEMENT ........................................................................................................ 6
STATEMENT OF STUDENT'S RIGHTS AND RESPONSIBILITIES ................................................................................ 6
SAFETY AND SECURITY OF RESIDENTS .................................................................................................................... 7
SAFETY AND SECURITY TIPS ........................................................................................................................................ 7
CAMERAS IN THE HALLS AND ON CAMPUS ............................................................................................................. 7
HOUSING INFORMATION ............................................................................................................................................... 7
  
  
STUDENT ELIGIBILITY FOR RESIDENCY .............................................................................................................................. 7
STUDENTS WISHING HOUSING WHO ............................................................................................................................... 8
  
  
HAVE FELONY CONVECTIONS ........................................................................................................................................... 8
DURATION OF HOUSING AGREEMENTS ........................................................................................................................... 8
VACATION CLOSING .......................................................................................................................................................... 8
SUMMER HOUSING ........................................................................................................................................................... 8
HOUSING AGREEMENT ..................................................................................................................................................... 9
CANCELLATION POLICY ..................................................................................................................................................... 9
HOUSING OPTIONS AT U.M. PRESQUE ISLE ...................................................................................................................... 9
  
  
EMERSON HALL ............................................................................................................................................................. 9
MERRIMAN HALL ........................................................................................................................................................... 9
PARK HALL ..................................................................................................................................................................... 9
SKYWAY SUITES ............................................................................................................................................................. 9
FAMILY HOUSING ........................................................................................................................................................ 10
GENDER-NEUTRAL HOUSING POLICY .......................................................................................................................... 10
SINGLE ROOMS ........................................................................................................................................................... 11
HOUSING ACCOMMODATIONS PROCEDURE .................................................................................................................. 11
SINGLE ROOM DOCUMENTATION ................................................................................................................................... 12
GUIDELINES ................................................................................................................................................................. 12
HOW TO APPLY FOR HOUSING ....................................................................................................................................... 12
HOW HOUSING ASSIGNMENTS ARE MADE .................................................................................................................... 13
AFTER YOU ARE ASSIGNED ............................................................................................................................................. 13
WHAT TO BRING WITH YOU WHEN ................................................................................................................................ 13
YOU COME .................................................................................................................................................................. 13
WHAT NOT TO BRING ................................................................................................................................................................. 13
AFTER YOU MOVE IN ........................................................................................................................................................................... 14
ROOM CONDITION FORMS: CHECKING IN AND CHECKING OUT (DAMAGES) .............................................................................. 14
ROOM CHANGES .................................................................................................................................................................................. 14
STATEMENT ON REFUSING ROOMMATES ...................................................................................................................................... 14
DECORATING AND USING YOUR ROOM ........................................................................................................................................ 14
BOARD PLAN, KELLEY COMMONS CAFETERIA ............................................................................................................................... 15
POLICIES AND PROCEDURES .......................................................................................................................................................... 15
MEAL PLAN OPTIONS ............................................................................................................................................................................ 15
KELLEY COMMONS MEAL HOURS ...................................................................................................................................................... 15
OWL'S NEST MEAL HOURS ................................................................................................................................................................. 15
C3 CONVENIENCE STORE ............................................................................................................................................................... 15
GUEST MEALS ...................................................................................................................................................................................... 16
CARRY OUT .......................................................................................................................................................................................... 16
CLASS CONFLICT WITH MEALS .......................................................................................................................................................... 16
ABSENCE FROM CAMPUS ................................................................................................................................................................. 16
GENERAL BEHAVIOR IN THE CAFETERIA ......................................................................................................................................... 16
CHANGING YOUR MEAL PLAN .......................................................................................................................................................... 16
MEAL PLAN CANCELLATION POLICY ............................................................................................................................................... 16
FACILITIES AND SERVICES ............................................................................................................................................................... 16
KITCHENS ............................................................................................................................................................................................ 16
LOUNGES AND STUDY AREAS ............................................................................................................................................................ 16
LAUNDRY FACILITIES .......................................................................................................................................................................... 17
HEALTH SERVICES ................................................................................................................................................................................ 17
VENDING ............................................................................................................................................................................................. 17
FIRE AND LIFE SAFETY ...................................................................................................................................................................... 17
ELECTRICAL APPLIANCES ............................................................................................................................................................... 17
ELECTRICAL CONNECTIONS AND PLUGS ..................................................................................................................................... 17
FIRE SAFETY EQUIPMENT AND .......................................................................................................................................................... 17
FALSE ALARMS ..................................................................................................................................................................................... 17
EVACUATION PROCEDURES WHEN ................................................................................................................................................ 17
FIRE ALARM SOUNDS ......................................................................................................................................................................... 17
FIRE DRILLS AND FIRE SAFETY INSPECTIONS .............................................................................................................................. 18
The information in this guide is subject to change without notice.
INTERNET RESOURCES: Other resources regarding residence life may be found at: www.umpi.edu/reslife
INTRODUCTION AND WELCOME

The staff of the Housing and Residence Life Office is glad to hear that you are interested in joining the University of Maine at Presque Isle’s Resident Community. We hope the contents of this guide will help you decide to live on campus.

Living in a college residence hall presents unique opportunities. The primary mission is to develop a creative learning environment that balances the needs of each individual student with the wellbeing of all residents. We do this by involving students in the setting of community standards and by asking that all students be respectful of the rights of every other student in the residence halls. Learning to listen to fellow residents, to respect the rights of others, and to weigh new ideas are some of the great learning experiences that come from living in a college residence hall.

The residence hall agreement, the family housing agreement, the Residence Hall Guide and the Residence Hall Terms and Conditions are official documents enforceable by Campus Conduct Code and/or legal proceedings. They are binding on both the student and the University. The housing agreement is terminated if the student graduates at mid-year, officially withdraws, has the contract canceled, or is dismissed.

The Residence Life staff is responsible for the development of a sense of community and the enforcement of all policies to ensure an orderly living environment. They shall be considered to have the necessary authority for such enforcement. Residence life staff members are trained in observing behavior. Therefore, any report on student behavior by a staff member is considered valid, truthful, and accurate.

UNIVERSITY ANTI-DISCRIMINATION STATEMENT

In complying with the letter and spirit of applicable laws and pursuing its own goals of diversity, the University of Maine System shall not discriminate on the grounds of race, color, religion, sex, sexual orientation, including transgender status or gender expression, national origin, citizenship status, age, disability, or veterans status in employment, education, and all other areas of the University System. The University provides reasonable accommodations to qualified individuals with disabilities upon request.

The University will regard freedom from discrimination and discriminatory harassment as an individual employee and student right which will be safeguarded as a matter of policy. Any employee or student will be subject to disciplinary action for violation of this policy. Retaliation against anyone who makes a complaint of discrimination or harassment or who is involved in a complaint process will not be tolerated.

Questions and complaints about discriminations in any area of the University should be directed to Dean of Students, 236 Preble Hall, 181 Main St., Presque Isle, ME, 04769, phone (207) 768-9601, TTY available upon request. Inquiries or complaints about discrimination in employment or education may also be referred to the Maine Human Rights Commission. Inquiries or complaints about discrimination in employment may be referred to the U.S. Equal Employment Opportunity Commission.

Inquiries about the University's compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin; Section 504 of the Rehabilitation Act of 1973 and Title II of the Americas with Disabilities Act of 1990, which prohibit discrimination on the basis of disability; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex; and the Age Discrimination Act of 1975, which prohibits discrimination on the basis of age, may also be referred to the Office for Civil Rights, US Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617-289-0111, FAX: 617-289-0150; TDD: 877-521-2172, Email: OCR.Boston@ed.gov. Generally, an individual may also file a complaint with OCR within 180 days of alleged discrimination.

STATEMENT OF STUDENT'S RIGHTS AND RESPONSIBILITIES

Residents in university housing facilities possess specific individual and group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right...
- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing regulations or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.


Residents have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

The Student’s Rights and Responsibilities are adapted from the American College and University Housing Officers – International (ACUHO-I) Statement of Student’s Rights and Responsibilities – 2002 revision.

SAFETY AND SECURITY OF RESIDENTS

The safety of the residence life community is one of the paramount concerns of the University. For that reason, the Dean of Students or Director of Housing and Residence Life has the authority to require immediate, temporary dismissal from the residence halls for any resident who appears to pose a threat to themselves or other students.

Behavior, which is considered an immediate threat, would include use of a weapon in any way, physical assault on any individual including, but not limited to, rape and other forms of sexual assault, and uncontrollable drunkenness. If, in the course of an investigation, it is determined that a student has in the past committed an act which would fall into the category of being a threat to others, the Dean of Students may at that time require immediate, temporary removal from the halls without further hearing or investigation. If after further investigation it is determined that there is no threat, the student may be reinstated.

In addition to the authority for enforcement of housing policies, the residence life staff has the authority to issue warnings, place students on temporary residence probation pending further hearing or action, and issue restrictions to halls, floors, and/or rooms. Failure to abide by the requirements of a staff member doing his or her duty is considered a serious violation of housing policy and could result in dismissal from the residence halls.

SAFETY AND SECURITY TIPS

The University of Maine at Presque Isle offers a safe climate for its students, but even with all of our efforts, things do happen. We ask that all students follow the suggestions below to increase their safety on campus and in the local community:

**ALWAYS**

- Lock your room door.
- Let someone know where you are going.

**NEVER**

- Let a stranger into your room or the residence hall.
- Walk alone at night.
- Give out your computer password.
- Prop open exterior doors.
- Lend out your key cards.

CAMERAS IN THE HALLS AND ON CAMPUS

The University utilizes several cameras on campus for the protection of its students, staff, and faculty. These cameras are located in various public areas inside and outside the residence halls. The video produced by these cameras is stored for various lengths of time and is viewed as needed.

HOUSING INFORMATION

STUDENT ELIGIBILITY FOR RESIDENCY

The primary purpose for on-campus housing is to provide an appropriate academically oriented living environment for degree-seeking students who desire to live in an on-campus atmosphere.

Students living in residency are required to participate in and will be billed automatically for the board plan. Students living at Skyway or in family housing on Northern Road are exempt from the meal plan. Students living in Skyway, Northern Road Housing, and off-campus students may purchase a commuter meal plan through the cafeteria if they wish.
Priority housing will be given to degree seeking full-time students.

In the event that additional room space is available, the following exceptions to the above eligibility requirements may be approved by the Housing and Housing and Residence Life Office:

a. Graduating students who have been a resident and have less than 12 credit hours remaining to complete a degree will be granted highest priority.

b. Current residents who have dropped below the minimum of 12 credit hours for academic reasons (verification from advisor required) but are carrying at least 9 hours and are still matriculated will be granted second priority.

c. Degree seeking students carrying at least 9 credit hours and have established a record of satisfactory occupancy at this University or in a residence hall at another institution will be given third priority.

d. Students obtaining additional undergraduate hours for professional development whom have established satisfactory occupancy at this University or in a residence hall at another institution will be given fourth priority.

In all of these exceptions, the student's previous history of residence living will be reviewed. If it is found that the student has been involved in conduct code violations, the exception may not be granted. For specific eligibility requirements for the Skyway Suites and Family Housing, please see the specific Supplements.

STUDENTS WISHING HOUSING WHO HAVE FELONY CONVECTIONS
Due to concerns with public safety, it is important for the Housing and Residence Life Office to know if you have been convicted of a felony offense. Failure to answer this question truthfully will result in the immediate cancellation of an individual's housing agreement. Permission to live in the residence halls with a felony conviction will be determined on a case by case basis depending on the circumstances of the conviction.

DURATION OF HOUSING AGREEMENTS
The Residence Hall Housing Agreement and the Family Housing Agreement are entered into between the University of Maine at Presque Isle and each resident student for the entire academic year, consisting of consecutive fall and spring semesters. This agreement shall automatically terminate if the student withdraws or is dismissed from the University, or is evicted from the residence halls.

Residence Halls become available as published on the academic calendar. Upperclassmen usually return on the prior to the first day of classes (please check the schedule included on the back cover of this guide for the exact date). Freshmen usually arrive on campus a few days earlier for orientation. Individuals arriving earlier than their scheduled arrival date are subject to a per diem fee for each day they are here. The early charges begin when you arrive or when you drop off your belongings.

Students attending orientation or sponsored by an athletic team will not be charged.

The Residence Halls close on the last day of final's week at 10:00 p.m. During the spring semester the halls remain open to graduating seniors through 10:00 p.m. on commencement day. Students staying past these times without a sponsor will be billed a per diem rate.

Family Houses are available from August 15 through May 15. Housing may be available outside these times with the permission of the Housing and Housing and Residence Life Office. Housing costs will be prorated for days outside of the dates listed above.

VACATION CLOSING
The University agrees to provide room and board accommodations to the student for the academic year with the exception of the winter and summer vacations. Those who find it necessary to live on campus during the vacation periods will be charged and must make arrangements with the Housing and Residence Life Office prior to any vacation period. Normally all residents are required to vacate the halls during these vacations. Students will be expected to be out of the building by 10:00 p.m. on the day of closing. Students who are not out of the building by that time may be escorted from the building and may be charged the per diem rate for housing. Anyone found inside a closed building, without prior permission, will be treated as a trespasser and may be subject to conduct code proceedings or legal action.

Students who have a problem regarding vacating the residence hall during a closing time are to contact the Housing and Residence Life Office no less than 2 days in advance of the closing period.

Students remaining in the residence halls will be charged a per diem rate based on the normal contracted rate for the semester to defray extra costs of supervision, maintenance and utilities.

Each time a closing period approaches, specific instructions will be provided for complying with the closing procedures. For safety and efficiency, it is essential that all resident students follow these procedures.

Family Housing units are not affected by break closings.

SUMMER HOUSING
Summer housing is available to all students who are enrolled in summer classes or who have a fall schedule for the upcoming year. A special summer rate for housing has been developed.
Please check with the Housing and Residence Life Office for current pricing.

Students who will not be residing on campus during the fall term will have to vacate the residence halls no later than August 15 so that the halls may be prepared for the fall term.

**HOUSING AGREEMENT CANCELLATION POLICY**

The University’s Housing Agreement is a legally binding document. The agreement may be canceled prior to June 1, for fall agreements and January 1, for new spring semester agreements without the loss of the housing deposit.

Agreement cancellations after these dates will be granted, but the housing deposit will be forfeited.

Students who cancel out of the Residence Hall Agreement and are not coming to the University will receive a refund based on the Board of Trustee’s Refund Policy. This policy provides for the following refunds:

<table>
<thead>
<tr>
<th>Agreement Canceled by the:</th>
<th>Amount of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>end of the first week of classes</td>
<td>100%</td>
</tr>
<tr>
<td>end of the second week of classes</td>
<td>75%</td>
</tr>
<tr>
<td>end of the third week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>end of the fourth week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>After the end of the 4th week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

Students who cancel their agreement, but remain enrolled at the University will also incur a 20% cancellation fee. Refunds for these students will be based on the following refund table:

<table>
<thead>
<tr>
<th>Agreement Canceled by the:</th>
<th>Amount of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>end of the first week of classes</td>
<td>80% plus a prorate based on the number of days living in the halls</td>
</tr>
<tr>
<td>end of the second week of classes</td>
<td>55%</td>
</tr>
<tr>
<td>end of the third week of classes</td>
<td>30%</td>
</tr>
<tr>
<td>end of the fourth week of classes</td>
<td>5%</td>
</tr>
<tr>
<td>After the end of the 4th week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

Individuals living in Family Housing will forfeit $100.00 of their housing deposit if they cancel their agreement after June 1 or January 1 based.

Individuals who have their agreements canceled for judicial reasons will not receive a housing refund of any kind. Meal plan funds will be refunded following the above listed policy.

**HOUSING OPTIONS AT U.M. PRESQUE ISLE**

All of the residence halls are equipped with study lounges, social lounges, vending areas, and laundry facilities.

**EMERSON HALL**

Emerson Hall is a designated upperclassmen hall. Approximately 153 residents may live in Emerson Hall. Emerson Hall is a co-educational residence hall with men and women living on the same floor. The third floor of Emerson Hall is a designated quiet floor. Gender neutral and co-ed rooms are available in Emerson Hall.

**MERRIMAN HALL**

Merriman Hall is a designated freshmen hall. Merriman Hall is part of the Preparation for University Life and Learning (PULL) program. As part of the PULL program, several programs will be presented that will aid freshmen students in succeeding in their academic pursuits. Merriman Hall has two male floors and one female floor. Floor designations are subject to change based on enrollment numbers.

**PARK HALL**

Park Hall is a designated freshmen hall. First Year Experience programs will be offered in Park Hall. Park Hall contains smoke-free areas for freshmen women and men. Park Hall contains two women’s floors and one men’s floor. Floor designations are subject to change based on enrollment.

**SKYWAY SUITES**

This building houses up to 29 students in suite style housing. Due to the unusual style of this housing, there are several conditions that the residents of the Skyway Apartments need to meet. These requirements are:

1. Residents must be 21 years of age or older as of August 31 of the agreement year. The Housing and Residence Life Office may grant exceptions to this rule.
2. Residents must be in good judicial standing at the University of Maine at Presque Isle.
3. Residents are responsible for their own transportation. The University will not provide transportation to or from campus. Skyway is 2.5 miles or 5 kms from the University's campus.
4. All University rates, policies, and procedures apply to housing at the Skyway suites. Specific differences are listed in the Skyway Supplement at the end of this publication.

Some of the advantages to living in the Skyway Suites include:

1. Suites are set up with two double occupancy rooms connected by a kitchen and a bathroom.
2. Each room has its own refrigerator and vanity.
3. The doors connecting the suite's rooms to the kitchen and the bathroom may be locked so that the individuals living in the adjoining room cannot enter their suitemates' room.
4. Individuals living in the Skyway Suites will be housed with other individuals over the age of 21.

5. Residents have the option to cook their own meals or buy into one of the commuter meal plans.

6. Laundry facilities and a large meeting room/social lounge are on the premises.

Please view the Skyway Supplement at the end of this guide for more information about the Skyway Suites.

**FAMILY HOUSING**

Family units are available near the Skyway Suites. Family apartments are available at a cost slightly higher than the normal room rates, but the families will occupy a two-bedroom apartment with an attached garage. Please view the Family Housing Supplement at the end of this guide for more information about Family Housing.

**GENDER-NEUTRAL HOUSING POLICY**

The proposal for gender blind/neutral housing was submitted to the Vice President of Student Affairs/Dean of Students by the University’s Diversity Committee in the fall of 2011 and approved for implementation in the spring of 2012.

**Glossary of Terms**

The following terms are essential to understanding the gender neutral housing policy here at UMPI.

- **Single Gender/Same Sex Floors:** Floors in the residence halls that are designated as male or female. Single Gender/Same Sex Floors exist in the Merriman Hall and Park Hall.

- **Mixed Gender/Co-educational Floors:** Floors in the residence halls that are available for students of any gender. Mixed Gender/Co-educational Floors are available in Emerson Hall and Skyway.

- **Gender Neutral Housing:** A housing option in which two or more students may share a multiple-occupancy bedroom, by mutual agreement, regardless of the students’ sex or gender. Any room or suite in a mixed-gender area may be considered gender neutral.

- **Gender:** Social understandings of sex categories which may or may not align with biological sex.

- **Gender Expression:** Presentations of masculinity or femininity through how one looks, acts, and/or dresses.

- **Gender Identity:** The inner sense of being male or female.

- **Sex:** A determination made through the application of socially agreed upon biological criteria for classifying persons as females or males.

- **Sexual Orientation:** The romantic or physical attraction to another person. It can be considered as ranging along a continuum from same-sex attraction only at one end of the continuum to opposite-sex attraction only at the other end.

- **Transgender:** An umbrella term that describes many people who transcend “normative” embodiments of masculine and feminine, including transsexuals, genderqueers, and other gender variant people.

**Gender Neutral Housing Policy**

Gender neutral housing is a housing option in which two or more students may share a multiple-occupancy (double/triple/suite) bedroom, in mutual agreement, regardless of the students’ sex or gender.

Gender neutral housing supports the University’s nondiscrimination policy of social justice with respect to sexual orientation, sex, gender, and gender identity. Gender neutral housing provides housing options for students who may identify as transgender or may be questioning their gender identity or do not wish to prescribe to gender classifications. Gender neutral housing also decreases heteronormative assumptions regarding housing assignments. Students who are uncomfortable with a same-sex roommate or do not wish to have a same-sex roommate also have more housing options to choose from. Gender neutral housing applies to all multiple-occupancy rooms on mixed-gender floors in Emerson or Skyway.

Rooms or suites on mixed-gender floors are considered gender neutral rooms only when two or more students agree to live together. Students agree to live together when they select a room together during Room Selection in the spring semester. Students must self-select the gender neutral housing option. Gender neutral housing will never be forced upon a student. If a vacancy occurs in a room on a mixed-gender floor, the room is not treated as a gender neutral space. The remaining occupant(s) may pull in a student to maintain the gender neutrality of the room or the Housing and Residence Life Office may assign a student to the room. All four residents in a Skyway Suite must agree to the gender neutral option. If one of the students pulls out of the suite, the Housing and Housing and Residence Life Office reserves the right to break up the gender neutral suite if it is deemed necessary.

Gender neutral housing is not readily available for first-year students and new transfers unless there is space available in Emerson Hall or Skyway to accommodate this option. In general, new students under 21 years of age will only have this option available to them if space is available in Emerson Hall or Skyway. First-year students or new transfers who want a gender neutral space should contact the Housing and Housing and Residence Life Office, and an appropriate housing assignment will be made if possible.
**Frequently Asked Questions**

**Q:** How does gender-neutral housing work?
**A:** Members of the rising sophomore, junior and senior classes have the opportunity to choose their own room assignments through the spring housing lottery process. Through this process, students find a roommate and together the students select a specific room assignment. Students who wish to take advantage of the gender-neutral housing policy have the option of choosing a roommate of any biological sex or gender identity.

**Q:** Is gender-neutral housing all on one floor or in one residence hall?
**A:** No. Due to the configuration of bathrooms in Merriman Hall and Park Hall, the gender neutral option is not available. Emerson Hall and Skyway are the only two buildings on campus that are capable of housing students in a gender neutral setting.

**Q:** What about bathrooms? Are they gender-neutral too?
**A:** No. Emerson Hall has a male and female designated bathroom on each floor. The first floor of Emerson also has a bathroom that is designed for single use and may be used by gender neutral housing students.

**Q:** How many people does this impact?
**A:** The policy applies to rising sophomores, juniors and seniors. New students can request gender neutral housing, but will only have it granted if space is available.

**Q:** Under this policy, can couples live together?
**A:** Couples are permitted to live together under this policy.

**Q:** Can students be randomly assigned to a roommate of the opposite sex?
**A:** No.

**Q:** What if a student chooses to live with someone of the opposite biological sex or gender identity and becomes uncomfortable with the situation?
**A:** The College’s established room change process allows for reassignment in any living situation where there is a problem that cannot be resolved. If neither roommate is willing to move, all residents of the room will be required to move. The University will not take sides in a relationship issue.

**Q:** Why can’t freshman or transfer students participate?
**A:** The Housing and Housing and Residence Life Office does not place students in gender neutral housing unless the two students know each other and space is available in Emerson Hall or Skyway. If a new student wishes to be considered for gender neutral housing they should contact the Housing and Housing and Residence Life Office. In general, new students under the age of 21 will not be place in Emerson Hall or Skyway, however, the Housing and Residence Life Office will consider all requests on a case by case situation.

**Q:** What if a freshman or transfer student is assigned to live with a member of the same biological sex and feels unsafe or threatened in this situation?
**A:** The student should contact the Housing and Housing and Residence Life Office and efforts will be made to resolve the issue.

This policy was developed following the recommendations made by the University of Maine at Presque Isle’s Diversity Committee and after reviewing policies from Connecticut College, Clark College and Wheaton College.

**SINGLE ROOMS**

There are a limited number of single rooms available at the University of Maine at Presque Isle. Because of this fact, single rooms will only be issued to individuals with documented medical conditions that require a single room. There is an additional fee for designated single rooms unless the student’s condition meets the American’s with Disability’s Act’s definition for a single room without additional cost.

When space is available, a double room may be bought out as a single room. This option will be offered only when there is a minimum of three empty beds for each sex available in a building. The Housing and Housing and Residence Life Office has the authority to deny this option to an individual if the person is not on the medical needs list or has been involved in conduct code violations. Designated double rooms held as a single room have an additional 25% cost above the regular double room rate.

**HOUSING ACCOMMODATIONS PROCEDURE**

A student who believes he or she has a documented disability that may require a single room in the residence halls must follow the procedure below.

**A.** The student must submit a housing agreement to the Residential Life Office indicating that there will be an application for accommodations through the Student Support Services Office.

**B.** The student must submit a letter requesting accommodations for the residence halls along with supporting documentation, as outlined below, to Student Support Services. The deadline for submitting these materials for fall occupancy is August 1, the deadline for spring occupancy is January 1. Students are required to follow this process each academic
year. However, the need for documentation in addition to that first presented is determined on a case by case basis.

C. The Housing Accommodation Committee comprised of Student Health Services, Residence Life, and Student Support Services will review the completed documentation and determine if the student is eligible for a single as an accommodation. The committee may request additional information if necessary.

D. The Housing Accommodation Committee will provide information of its decision to the student and the Housing and Housing and Residence Life Office. A review of a previously approved housing accommodation is required each academic year and updated documentation may be required.

NOTE: Submitting a request does not guarantee an accommodation. Accommodations are approved based on careful review of the documentation provided.

E. Appeal Process – When a request for a housing accommodation is denied, the student may appeal this decision following the Academic Accommodation Appeal Policy and Procedure. Copies are available upon request at the Student Support Services Office.

SINGLE ROOM DOCUMENTATION GUIDELINES

All requests for housing accommodations require clear documentation of a disabling condition and associated limitations in function or performance specifically related to housing to substantiate the need for the accommodation. Substantiated need is constituted by a severe and chronic disabling condition well documented by the appropriate, qualified professional. The disabling condition must significantly restrict the student’s access to the residential educational environment and/or residential activities unless reasonable accommodations are provided. Approval of requests is determined on a case by case basis.

These guidelines should be shared with the appropriate qualified professional/specialist to ensure that the materials the student presents meet UMPI standards for document eligibility. Only information that meets the guidelines will be considered by the Housing Accommodation Committee. Students will receive notification when additional information is required.

When determining the need for a housing accommodation the question at issue is “will the student be denied equal opportunity to housing if the accommodation is not granted?” The question is not “will the accommodation be beneficial to the student or will the student do better?”

The following material must be included in all requests for housing accommodations.

1. Student’s written request for a housing accommodation.

2. A letter from the student’s personal care physician or specialist on office letterhead providing the following:
   a. Presenting diagnosis utilizing diagnostic categorization or classification from the DSM-IV or ICD-9. The diagnosis should indicate primary, secondary, etc. conditions and significant findings specifically relevant to the presenting problems.
   b. Date the examination/assessment/evaluation was performed for the presenting diagnosis; or, if following the student for an extended time, date of onset of condition and most recent date that demonstrates current functioning level.
   c. Identify current limitations in function or performance in activities such as mobility, self-care, and housing conditions/arrangements. Is the condition temporary or permanent? How is the requested accommodation necessary to the student’s capacity to function in standard residential housing?
   d. Is/was medication prescribed? If so, does the condition continue to affect the student’s functioning in the same way?
   e. Professional’s signature and credential information

3. Student’s full name and address.

Direct all questions regarding this process to the Student Support Services Office

HOW TO APPLY FOR HOUSING

Listed below are the things you need to do if you are interested in living in University-owned campuses.

1. Read the Residence Hall Guide very carefully. By signing the housing agreement, you will be held accountable for the information contained in this guide. Failure to read the guide does not relieve you of need to abide by the information.

2. Fill out the appropriate housing agreement. This guide contains a Residence Hall/Skyway Agreement and a Family Housing Agreement. You may also find an on-line version of these forms by going to www.umpi.edu/reslife, click on Room Selection, and then either Housing Agreement or Family Housing Agreement.

3. If you wish, fill out the Religious Preference Card. This may also be found on line at www.umpi.edu/reslife, click on Important Documents, and then click Optional Religious Preference Form. You do not have to fill out this card, but if you do, it will be forwarded to the appropriate religious leader.
4. If filling out a paper agreement, please return the housing agreement with check for your Room Reservation/Damage Deposit Fee, and the Religious Preference Card (if you wish) to:

Housing and Housing and Residence Life Office
181 Main Street
Presque Isle, ME 04769

Please make sure you are the person filling out your form. Housing assignments become more difficult if someone else fills out your form. Particular attention needs to be given to the smoking/non-smoking questions. An incorrect answer to these three questions may place you on a floor you may not want.

HOW HOUSING ASSIGNMENTS ARE MADE
Housing assignments are made on a first come-first served basis. Traditionally, the double rooms are filled first followed by the triple rooms. Students requesting a specific roommate should place that person’s name on their housing contact in the area provided for a requested roommate. Please make sure that your requested roommate also requests you on his/her housing agreement.

The earlier we receive your agreement, the better your chances of being placed in your preferred living situation.

In general, students are placed together as roommates based on the information contained on their information sheet. Please fill this sheet out accurately. The most important criteria used on the sheet is your smoking preference. Every effort is made to match smokers with smokers and non-smokers with nonsmokers. Students who list themselves as willing to live with a smoking roommate, but are non-smokers, will be placed based on room availability.

The Housing and Housing and Residence Life Office will accept agreements throughout the summer and the school year. We will make agreements with the local hotels if housing fills up. If students have to be placed in the local hotels, they will be moved back to campus as soon as space becomes available. Students staying in the hotels at the University’s rates will be required to move back on campus once space is available.

AFTER YOU ARE ASSIGNED
Once you are assigned a room, you will receive the name(s), phone number(s), and email addresses of your roommate(s). After you receive this information, you should contact your roommate(s) and get to know him/her. While talking to your roommate(s), you should also discuss the items you feel the two/three of you will share. A list of things you may share may be found in the areas of this guide listed as “What to Bring With You When You Come.”

WHAT TO BRING WITH YOU WHEN YOU COME
It is important to contact your future roommate before you decide what to bring to school. Having two TVs or two stereos in your room may make it a bit cramped.

Listed below are a few of the items that you might want to talk to your roommate about. These are items that you may be willing to share with each other or that your room needs only one of. Please remember, it is OK for each roommate to have these items, but it would make the room a little crowded.

- Coffee pot
- Computer
- Phone, phone cord, and answering machine
- Small microwave
- Small refrigerator
- Stereo (small to mid-size)
- Telephone with answering machine
- TV (Cable-ready or with a converter)
- VCR/DVD

The items listed below are things that each student should bring.

- Alarm Clock
- A few dishes and some silverware. Most student bring paper plates and plastic silverware (no washing needed) □
- A small refrigerator and/or microwave
- Bathing supplies (flip-flops, towels, wash clothes, soap, shampoo, hair dryer, etc.) and a shower tote to carry these things in.
- Bathrobe or something to wear to and from the shower.
- Bedding (Sheets-long twin size, blankets and comforters, mattress pad - egg crate kind works best, pillow.
- Bike and Lock
- Clothes (Cooler clothing for September, October, April and May warmer clothing for October through April)
- Pantry items (Mug/cups, dishes, bowls, dish soap, can opener).
- Desk lamp
- Flashlight with extra batteries
- Grooming needs (Hairbrush/comb, toothpaste and tooth brush).
- Items to decorate your room.
- Laundry supplies.
- Power strip with a fuse or surge protector
- Sewing kit
- School supplies
- Skiing equipment
- Stamps and letter writing materials

WHAT NOT TO BRING
The items listed below are things that you should not bring.

- Waterbeds
- Pets
• Items with open heating elements (hot plates, etc.)
• Halogen Lights
• Candles/Incense
• Illegal Drugs
• Alcohol (if under the age of 21)

AFTER YOU MOVE IN
Once you move in there will be many things that you will want to do. Some of these things will include unpacking, talking to your new roommate, setting up your room, etc. Along with these items you may want to do the things below.

ROOM CONDITION FORMS: CHECKING IN AND CHECKING OUT (DAMAGES)
Students are responsible for leaving rooms in the same condition as when they moved in. A "Room Condition Report" is provided at first check in, and should accurately describe the condition of the room at that time. Students should read the form carefully and note any discrepancies. Residents will be required to sign and return the form to the residence life staff, and the same form will be used to check the condition of the room when the student checks out. All charges for room damage will be based on this report, so it is important to make sure the form is accurate when first checking in.

At checkout time a residence life staff member will inspect each student’s room. He/she will use the Room Condition form and will compare present room conditions with the conditions indicated at the time of check-in. Students will again be asked to sign the form to verify the information (if present). If there are any charges for room or property damages, students will be billed by the University in the summer.

The student will not substitute or remove University furniture or furnishings from his/her room without approval of the Housing and Housing and Residence Life Office. The student agrees that upon checking out of the room, the student's room will be left in the same condition and with the same furnishings provided at the time of check in. Failure to do so may result in loss of the room deposit. If any missing furniture cannot be found, the student will be billed for the cost of replacement.

Failure to follow these check-in and checkout procedures or failure to turn in your keys will result in a $35 fee in addition to any room damages.

ROOM CHANGES
Normally there will be no room changes during the first week of the semester so that all assignments can be verified, all vacant spaces can be checked, and the waiting list purged as much as possible.
Any room change requests should be made after room verification has been completed. Contact a residence life staff member to do this. All affected parties (roommates in both rooms) must agree to the change before it is approved.

The Housing and Housing and Residence Life Office must approve room changes. Students may not change rooms without approval.

The University reserves the right of room assignment and reassignment for the benefit of the individual student or a group. In the event of under-assignment, the University reserves the right to reassign individuals to consolidate space. Furthermore, in extreme circumstances (as determined by the Housing and Housing and Residence Life Office) the University reserves the right to utilize any student room during the vacation time between the fall and spring semesters. Thereby it reserves the right to have students remove their belongings during that period.

The Housing and Housing and Residence Life Office or the Vice President of Student Services and Dean of Students reserves the right to charge a pro-rated single room charge if a resident refuses a student that is given the permission to move in to a room. This charge will be assessed to the remaining resident(s).

Generally, our process is that we will send students over to fill unpaid for vacancies. If the student comes back and tells the Housing and Residence Life Office that the current resident(s) stated they did not want someone to move in or gave them a hard time about moving in, the current resident(s) will have an opportunity to explain why they refused the roommate. If a valid reason is not presented, the current residents will be made to take the newly assigned student as a roommate or will be billed for a double as a single.

DECORATING AND USING YOUR ROOM
Your residence hall room will be your home away from home for the better part of a year and you should feel as comfortable as possible living there. To minimize the risk of fire, however, the following policies must be followed in decorating your room:

1. All burnable materials (cloth, paper, tissue, etc.) must be well clear of potential sources of ignition (hair dryer, highintensity lamps, heater, bare light bulbs, etc.).

2. Posters and wall hangings are great, but the more there are, the greater the potential for fire to spread around the walls if one gets started. All decorations must be flat against the wall.

3. Do not attach items to or cover the Sprinkler heads or smoke detector.
4. If a student uses his/her own curtains, the student must show proof of fire retardation capability.

5. Burning incense or candles of any kind is prohibited. Oil lamps, fireworks, blowtorches or any source of open flame are not allowed in the rooms. Candles may not be burned during a power failure. Students should invest in a reliable flashlight and keep the batteries fresh. Melting of paraffin is prohibited in the residence halls.

6. Nothing may be stored in the hallways, stairwells or entrances to buildings because of the obstruction that would be caused in the case of an emergency. This includes bicycles, furniture, boxes, motorcycles, etc. Any item found stored in a public area will be confiscated and may be claimed by the owner through the Housing and Residence Life Office or his/her designee.

7. Smoking is not permitted anywhere inside the residence halls. Smoking is permitted outside of the residence halls in the smoking gazebos located by the Campus Center and between Emerson Hall and Park Hall.

**BOARD PLAN, KELLEY COMMONS CAFETERIA POLICIES AND PROCEDURES**

On campus, residency requires participation in the board plan. All resident students are automatically billed for the highest board plan of one is not selected. The board plan is contracted to a national food service company. A professional dietitian plans all menus. Menus are rotated on a four-week cycle. Membership in the meal plan is not transferable to any other person, and each member must have the specially coded ID card at each meal to enter the cafeteria. All food served in the cafeteria MUST be consumed in the cafeteria. There is no reimbursement for meals missed. Students who move out of the residence halls are automatically removed from the meal plan. Individuals who move out of the residence halls and wish to remain on the meal plan must notify the Housing and Residence Life Office at the time they are cancelling their meal plan.

**MEAL PLAN OPTIONS**

The cafeteria offers 6 different meal plans to help fit your dining needs. These meal plans have three leaves of meals per week and two different Declining Balance Dollar Levels per plan.

The cafeteria serves 19 meals a week, three meals each week day and brunch and dinner on the weekends. The meal plan levels reflect the most common eating patterns of our students.

19 meal plan: The 19 meal plan is best for students who do not miss meals and do not go home on weekends.

14 meal plan: This plan works best for the student who goes home on weekends or misses the occasional meal. Typically this is the student who doesn’t get up for breakfast or doesn’t like eating lunch.

10 meal plan: This plan is best for those students who are student teaching or involved with sports teams that are away from campus most weekends. This plan also works well for students who go home each weekend and who miss meals on a regular basis.

Each meal plan has various amounts of Declining Balance Dollars. The standard level of Declining Balance Dollars for each meal plan is:

- 10 and 14 meal plans: $150 DBD
- 19 meal plan: $100 DBD

Each meal plan may also be purchased with an additional $100 declining Balance Dollars to increase your buying power during the semester. The enhanced plans offer the following levels of Declining Balance Dollars:

- 10 and 14 meal plans: $250 DBD
- 19 meal plan: $200 DBD

The meal plan levels recycle each week. Unused meals do not accumulate.

Remaining Declining Balance Dollars will move to the spring semester. Remaining Declining Balance Dollars are forfeited at the end of the spring semester.

**KELLEY COMMONS MEAL HOURS**

Times are subject to change.

<table>
<thead>
<tr>
<th>Time</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon-Fri</td>
<td>7:00-9:00 am</td>
<td>11:10-12:45 pm</td>
<td>5:00-6:30 pm</td>
</tr>
<tr>
<td>Brunch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday and Sunday</td>
<td>10:30-1:00 pm</td>
<td>5:00-6:30 pm</td>
<td></td>
</tr>
</tbody>
</table>

**OWL’S NEST MEAL HOURS**

Times are subject to change. Changes will be posted on the Cafeteria and in the Owl’s nest.

The Owl’s Nest serves pizza, subs, and drinks for your late night needs.

Sunday-Thursday 7:30-10:30 pm

**C3 CONVENIENCE STORE**

Times are subject to change. Changes will be posted on the Cafeteria and at the C3 Store.

The C3 Store is located in Folsom Hall by the Whooo’s Hut. The C3 serves soups, sandwiches, salads, snack food and beverages. The C3 accepts cash and Declining Balance Dollars.

Mon.-Thurs. 7:30 am - 6:00 pm
Friday  7:30 am – 12:00 pm

GUESTS MEALS
Anyone not registered on the meal plan may pay the "casual rate" for the meal being served in order to enter the cafeteria during the meal serving times. Residential students may also utilize their Declining Balance Dollars to pay for guests.

CARRY OUT
Board plan students who need a bag lunch prepared ahead of time must make prior arrangements with the Director of Dining Services. A legitimate reason (work, internship, athletic practice or games, or student teaching schedule) must be verifiable at the time of request.

CLASS CONFLICT WITH MEALS
Students in this situation must present a copy of their official class schedule to the Director of Dining Services who will then attempt to work out a solution. The Carry Out option may be utilized if appropriate.

ABSENCE FROM CAMPUS
Students who schedule a trip away from campus for more than two meal periods do so at their own inconvenience with regard to the board plan. There is no reimbursement for meals missed. The cafeteria is NOT authorized to make up lunches for students who will be traveling unless requested by a coach for an athletic trip; food provided in this case will be for one meal only and will include only cold storage food.

GENERAL BEHAVIOR IN THE CAFETERIA
Students are to treat the cafeteria as they would treat their own dining room. It is expected that they will treat the staff as they would treat any professional person. Food is not to be thrown. All dishes and waste must be bussed to the receiving window. Food is NOT to be taken out of the cafeteria. Dishware, glassware, utensils, and other materials are not to be taken out of the cafeteria. Do not harass the cafeteria staff personnel; this includes foul language, hollering, nasty gestures, and any other rude or insulting behavior. Disciplinary action will be taken for violation of these policies. Continued violation will result in dismissal from the residence halls.

CHANGING YOUR MEAL PLAN
Meal plan changes may be done through the cafeteria through the first two weeks of each semester. Students requesting a meal plan change will need to fill out a Meal Plan Change Form at the cafeteria’s front desk.

MEAL PLAN CANCELLATION POLICY
Students with special menu requirements are to make such requirements must follow the policy below.

Meal plan reimbursement will be based on the number of days in the halls multiplied by a daily-prorated fee.

All students residing in on-campus student housing are required to have a meal plan. If a meal plan is not selected, the largest meal plan will be assigned by the University. Adjustments to the level of a student’s meal plan may be done during the first two weeks of the fall and spring semesters. Students who have medical conditions or other reasons that they feel should exclude them from the meal plan must first meet with the Director of Dining Services in Kelley Commons to discuss their needs and give the dining service provider an opportunity to meet the outlined conditions/restrictions. If accommodations for dietary restrictions (as outlined by a medical care provider) cannot be reached, the student may then appeal for a waiver of the meal plan by submitting a copy of the medical documentation along with a letter outlining their request to the Vice President for Student Affairs and Dean of Students (VPSA/DOS). The VPSA/DOS will then forward the request to the designated committee for review. The committee in conjunction with the VPSA/DOS will render a decision and inform the student.

FACILITIES AND SERVICES

KITCHENS
Each residence hall has a kitchenette for student use. These spaces are available for use as long as they are treated with respect. They must remain clean, safe, and in proper operating condition. When not operating properly, the equipment could become a fire hazard. Kitchens are to be cleaned after use, and malfunctioning equipment is to be reported immediately to a residence life staff member.

All cooking is to be monitored because of possible fire hazards. Improper use of the cooking facility sometimes results in activation of the fire alarms. Any student who accidentally sets off the fire alarm in the kitchen while cooking may be barred from further kitchen use as deemed necessary by the residence life staff.

LOUNGES AND STUDY AREAS
The study areas, social and TV lounges are to be available at all times for any resident to walk in and use, so they must not be used for scheduled meetings unless arranged through the Housing and Residence Life Office.

Furniture located in the public areas must stay in those locations. Lounge or study room furniture found in a student's room will result in a fine being shared by the occupants of that room. The current charge is $35.00 per item of furniture.

The furniture in the lounges is there for student use, and it may be arranged in any way. However, the furniture must not be stacked, turned over, walked on, jumped on, or used for any purpose other than sitting.
The Aroostook Medical Center (TAMC) offers a walk in clinic. The walk in clinic (also known as North Street Healthcare) is located in the Emerson Hall Annex. A Family Nurse Practitioner is available to assess and treat minor illnesses and injuries. There is no fee for health service provided at the Health Center. Students are responsible for payment of all prescription medications and any extra tests or treatments performed at other health care facilities. An appointment to the health center may be made by calling (207) 768-9585.

The Aroostook Medical Center (TAMC) offers a walk in clinic that may be used when the Family Practitioner is not in at the UMPI Health Center. The cost of a visit at the walk in clinic will be based on your insurance plan.

The walk in clinic (also known as North Street Healthcare) is located at 23 North Street, Suite 2 in Presque Isle. The clinic is open Monday through Friday from 8:00 a.m. to 8:00 p.m. and from 8:00 a.m. to 1:00 p.m. on Saturday and Sunday. Their phone number is 760-9278.

VENDING
Each of the residence halls has a soda machine, a juice machine, and a snack machine in the lobby area. Please report any problems with the vending machines to the Office of the Vice President of Administration and Finance on the first floor of Preble Hall. They may be reached at 768-9249.

FIRE AND LIFE SAFETY
In an environment such as our residence halls, where a lot of people live in close proximity surrounded by flammable and combustible materials, there is a great potential for fire. That is why the University is adamant about prohibiting any materials and any behavior that might cause or contribute to a fire. There is too much at stake to allow any exceptions to these policies, and the penalties for violating these policies are, of necessity, very severe. In general, any willful violation of fire hazard policies will result in the dismissal of the student from housing for at least one full semester.

The following policies have been developed to assure the highest possible degree of safety from fire hazard in the residence halls.

ELECTRICAL APPLIANCES
1. Cooking is not allowed in the rooms. All cooking must be done in the kitchens, and all safety regulations must be followed in the process. The following appliances are the ONLY appliances allowed in the rooms: an electric coffee maker or small water heater for making coffee or tea only; a microwave oven; a popcorn popper unit (not a hot plate with pan), and a smaller size refrigerator. All appliances must carry the UL approval label and be in good working order (no frayed wires or plugs, fully operating heating elements, etc.). Hot lights such as outdoor Christmas lighting and sun lamps are prohibited due to fire hazard potential. The best test for any light is the touch test. If you can hold onto the light for a period of thirty seconds, without burning your hand, the light is ok.

2. Portable space heating or cooling units are not allowed in the student residence hall rooms.

ELECTRICAL CONNECTIONS AND PLUGS
1. Any electrical item that causes an overload of circuits will be traced and removed from the room. Multi-plug units or multi-plug extension cord arrangements are prohibited. One extension cord per electrical unit per wall socket outlet is the limit. For example, three units hooked up to one extension cord would not be allowed. Three units could be used on one cord, but not at the same time; they would have to be individually plugged and unplugged in order to be legal in the residence halls. Extension cords may not be run under the rug, over a door or over a window. Extension cords must have built-in circuit breakers.

2. Tampering with or altering smoke detectors, circuit breakers, or any part of the electrical system in your room is prohibited.

FIRE SAFETY EQUIPMENT AND FALSE ALARMS
Anyone who tampers with fire safety equipment or who causes a false alarm will face charges under the System Conduct Code and may be subject to legal action.

EVACUATION PROCEDURES WHEN FIRE ALARM SOUNDS
Anytime the fire alarms sound, everyone in a residence hall is required to leave. Everyone should go to the nearest building exit, and leave the building. Never assume it is a false alarm.

First, check the room door carefully to make sure the fire is not just on the other side. If the door is extremely hot, it should not be opened. If the door can be safely opened, open it slowly in order to ascertain that there are no toxic fumes in the hall, or that a smoldering fire is not about to erupt with the onset of fresh air. If there is excessive heat or smoke in the hall, the student should return to the room and a towel should be placed under the door to keep the smoke out. If the room is on the first floor, the window may be usable as an exit. Otherwise, a student should try to attract attention from the window and wait for help. While doing so, the student should be careful to keep low and near a source of fresh air.

If an individual can safely leave the room, he/she must do so immediately. Try to close all windows and the room door before leaving the room. This will prevent additional fresh air from reaching the fire. A student should keep low on the way
out and crawl, if necessary, to avoid the heat and smoke. Progress should be continuously towards an exit. Please keep in mind that breathable air is always near the floor in any fire regardless of smoke thickness.

If possible, as a resident leaves, he/she should bang on other doors on the way out to be sure all residents heard the alarm. However, no one should linger as seconds can count. If a student thinks someone is still in a room, it should be reported immediately to the nearest residence life staff member.

Students should leave the building by the nearest exit and get well away from the building. The residence life staff will have spots designated for gathering floor residents. The purpose for doing so is to take attendance. Unless a student has something to report to a staff member, he or she must keep quiet and calm and remain in the area.

The residence life staff is authorized to enter every room during a fire alarm situation to make sure the room is vacant. Any student, who refuses to leave a room or the building during a fire alarm, will be subject to disciplinary action. Students who refuse to leave will not be forced to leave by a staff member, but their name will be reported to the Housing and Residence Life Office immediately after the fire alarm situation has been cleared. In the case of an actual fire, students who refuse to leave their room will be reported to the Fire Chief.

Several gathering zones have been designated for use during evacuation due to inclement weather. These locations are:

- Emerson Hall and Merriman Hall residents should go to the Park Hall Pit (basement).
- Park Hall residents should go to the Emerson Hall Television Room.
- Skyway residents should take shelter in their vehicles until further instructs are received.

FIRE DRILLS AND FIRE SAFETY INSPECTIONS

Periodic fire safety inspections of every room will take place throughout the year. These may be announced or unannounced. When unannounced inspections occur, the rooms are to be immediately opened to the inspecting officials without exception. In this way, the fire inspectors have a good chance of catching illegal and potentially dangerous procedures. Situations encountered that present immediate threat to building and human safety will be corrected (or required to be corrected by the occupant) immediately. Refusal to take immediate corrective action may result in conduct code action. Materials that are found to be in violation of these regulations will be confiscated. In accordance with state laws, the University will conduct fire drills on a periodic basis. Normally, drills will not be conducted when weather conditions are such that it would be extremely uncomfortable or inconvenient to go outside. However, there will be at least one late-night drill per semester in order to test and evaluate response capability in the middle of the night. Failure to evacuate a room or building during a fire alarm will result in disciplinary action.

If is against University policy and state law to prop a fire door or to remove an automatic door closer. Each residence hall door is equipped with a door closer. Individuals who remove the screws that make these door closers functional will have to reattach the screws or will be charged $10 for physical plan to reattach the door closer.

In summary, fire regulations, although restrictive, are for student safety. The University of Maine at Presque Isle has never had a serious mishap due to fire. The University has every intention to keep that record intact. This is possible only because the University enforces the above regulations and the students cooperate.

COMMUNITY LIVING REGULATIONS

The following constitutes policies and regulations established by the University to promote peaceful coexistence and an academic environment suitable for the pursuit of academic studies for residents of the University.

A full listing of the University of Maine System Conduct Code Book may be found at www.umpi.edu/reslife, click “Important documents” and then click “Student Conduct Code.”

EXPECTATIONS FOR INDIVIDUAL BEHAVIOR

It is essential that each resident respect the rights of all other residents. On the other hand, it is essential that each student realize that his or her rights do not take precedence over the rights of other residents.

Behaviors that infringe on the rights of others such as excessive noise at any time (including the playing of music at a volume that can be heard outside the room over normal sounds, loud voices either inside the room or in the hallways, and any disregard of quiet hours); vandalism and/or destructive behavior that results in damage to property; disrespect for the school property and the property rights of others; intimidation or harassment of another resident or of a member of the residence staff; noncompliance or any refusal to comply with instructions of a residence life staff member trying to do his or her duty in the enforcement of these policies; pulling a fire alarm without cause (this is also a violation of law); etc. will be confronted.

Students who behave in a consistently inconsiderate manner (as defined by the Residence Hall Guide and/or the UMS Student Handbook) are disruptive to normal residence life just as much as those who openly violate policies and regulations. All students are expected to conduct themselves in ways that are supportive of the community living concept and the academic environment that we seek to maintain. If a student is asked by a staff member to discontinue a behavior that has been determined by the staff member as disruptive, the student is required to immediately discontinue that behavior. Failure to comply with
the reasonable request of a staff member is considered a violation of housing policies as well as the University Conduct Code.

**ALCOHOL USE AND ABUSE**

Alcohol abuse is any use of alcoholic beverages, which results in any noticeable level of intoxication on the part of the user. Alcohol abuse results in many problems, not the least of which is reduced clarity and ability to make discriminating decisions. Alcohol abuse is not tolerated under any circumstances on campus; students who abuse alcohol are subject to disciplinary action.

The University supports and enforces Maine law that prohibits the consumption or possession of alcohol by anyone under the age of 21. Therefore, alcohol consumption in the residence halls is closely monitored and regulated.

Park and Merriman Halls are "dry" halls and no alcohol is permitted in the building by anyone, regardless of age. Legal consumption of alcoholic beverages is permitted in Emerson Hall and Skyway only in private rooms where the residents are of age. "Open parties" are not allowed when alcohol is being consumed. Possession, consumption, and transportation of alcohol are prohibited, regardless of age, in Park and Merriman Halls.

Examples of how an underage individual may be found in violation of the University’s alcohol policy include but are not limited to: possessing alcohol, possessing alcohol containers (empty or full), carrying an open container; consuming alcohol in a public area, or violating any University policy while intoxicated.

Examples of how an of age individual may be found in violation of the University’s alcohol policy include but are not limited to: carrying an open container; consuming alcohol in a public area; providing alcohol to a minor; providing a site for minors to consume alcohol; or violating any University policy while intoxicated.

Because the University stresses reason and responsibility in drinking, the following items are permanently excluded from the residence halls regardless of the circumstances: kegs, pony kegs, party balls, punch bowls, "trash can" punch, bathtub mixers, etc. In other words, large containers of alcohol are not permitted.

Visitors who fail to comply with these policies will be barred from the residence halls. Residents who violate these policies may be subject to termination of their housing agreement.

In 1997, the University adopted a three-strike policy for alcohol violations. The sanctions listed below will be given to all students who are found responsible of violating the University’s alcohol policy regardless of age. The sanctions listed below are only minimums. Additional sanctions may be given, or other sanctions may be substituted as deemed necessary by the Housing and Residence Life Office or a conduct code panel.

**First Offense:** Student is warned of the sanctions that may occur if a second or third offense occurs, the student is placed on disciplinary probation for one calendar year, and the student receives an educational sanction. The educational sanction may include a paper, a bulletin board, or another sanction deemed appropriate by the hearing officer.

**Second Offense:** Student is warned of the sanctions that may occur if a third offense occurs, the student’s disciplinary probation is extended to one calendar year after the date of the new incident, and the student receives an educational sanction. The educational sanction may include a paper, a bulletin board, or another sanction deemed appropriate by the hearing officer.

**Parental Notification after the Second Offense:** In accordance with the Federal Education Rights and Privacy Act, the Housing and Residence Life Office may contact the parents of any student under the age of 21 who is found guilty of a second level alcohol violation or a first offense that is deemed to have endangered the student’s life or well-being.

**Third Offense:** Student meets with the University’s Conduct Code Panel with a recommendation of a minimum of a housing agreement cancellation. The Conduct Code Panel reserves the right to seek suspension or dismissal based on the circumstances of the incident.

Non-residence hall students involved in alcohol violations will be banned from the residence hall for a period of no less than the remainder of the semester and no more than the remainder of the semester and an additional two years depending on the severity of the violation. Off campus students may be sent to the University’s Conduct Code Panel with a recommendation that they be suspended or dismissed based on the circumstances of the incident.

All alcohol strikes remain in effect for one calendar year.

Individuals found in violation of the University’s alcohol policy will have their alcohol confiscated and dumped down the drain.

**BEHAVIOR WHILE UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS**

Any violation of housing policies which occurs as a result of being under the influence of intoxicating or mind-altering substances can be grounds for dismissal from the residence halls regardless of the seriousness of the violation. The reason for this rule is that anyone who allows himself/herself to become so influenced by the intake of such substances that he/she cannot stop from violating policy is potentially dangerous and
threatening to the residential community. Therefore, that person may be required to leave.

**DAMAGE AND VANDALISM**

**Individual rooms:** All University furnishings in a room become the responsibility of the student(s) who occupies that room. Upon moving into a room, the student will sign a "Room Inventory" form that will indicate the condition of the furniture and room at the time of the student moves in. The form will be used at checkout time to determine what damages, beyond fair wear and tear, should be assessed to the residents. All University furniture in a room must remain in its assigned room. Damage to furniture can also result in disciplinary action against the resident. Damage beyond "fair wear and tear" becomes the responsibility of the resident(s) of a room.

**Common area:** In the event that damage occurs to a common area for which the individual(s) responsible cannot be identified, the University reserves the right to hold all residents of the floor or residence hall financially responsible.

Students who vandalize University property will be reported for disciplinary action, will be charged for the cost of replacement or repair of the property, and will be subject to other sanctions as deemed necessary.

**DRUGS**

The unauthorized use, possession, or distribution of any prescription drug or legally controlled substance is forbidden. Additionally, any paraphernalia that is normally used in relation to drug use or misuse is prohibited.

All situations involving drugs will result in the Presque Isle Police Department being contacted for appropriate legal action. Students who are found to be in possession of or use of illegal drugs on campus will, at minimum, have their housing agreement canceled and be banned from the residence halls. Students found distributing illegal drugs or prescription drugs to other individuals will be sent to the University’s Conduct Code Panel with a recommendation of suspension or dismissal from the University. Students suspended or dismissed from the University of Maine at Presque Isle are automatically suspended and may face conduct code sanctions related to the violation. If convicted of an offense involving the possession of a controlled substance: Ineligibility period is:

First offense: 1 year  
Second offense: 2 years  
Third offense: Indefinite

A student who is convicted of any offense under any federal or state law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified below.

If convicted of an offense involving the sale of a controlled substance: Ineligibility period is: First offense: 2 years  
Second offense: Indefinite suspension

**GUEST AND VISITATION POLICY**

To create an environment that is conducive to learning and safe living, the Department of Residence Life encourages residential students to interact with one another responsibly. Students living on campus are welcome to have guests provided the conditions below are met.

The Guest and Visitation policy provides parameters to foster a safe living environment that promotes learning with respect being shown to roommate and floor mates.

**General guidelines:**

1) Roommates have the right to request that a guest leave a room. If this occurs, the resident is expected to have the guest leave the room.
2) Daytime visitation has no limits other than the general expectation that guests abide by campus policy and the resident receive permission from roommates.
3) Hosts are expected to abide by the “2 nights in 7” rule in that they can only have overnight guests for 2 nights in any consecutive 7 day period. If a residential student has a roommate, the roommate must provide prior consent to have any guest stay in the room overnight. Occupant(s) of the room not hosting the guest will in all cases have the right to refuse any guest to the room.
4) Overnight guests should be signed in during RA office hours from 8:00 p.m. – 10:00 p.m. The guest does not have to be present to be signed in provided that enough information can be provided by the host.
5) Hosts are allowed a maximum of 2 overnight guests per night.
6) If a guest creates a disruption to the community or breaks campus policies, the Department of Residence Life reserves the right to revoke the guest privilege and ask the guest to leave campus immediately. In these cases, the host is responsible for their guest’s behavior and may face conduct code sanctions related to the guest’s behavior.
7) Specific permission must be obtained from the either the Director of Residence Life or the Assistant Director of Residence Life if a student wishes to host a guest during break periods.

8) Continued misuse of the guest and visitation policy could result in the loss of guest privileges and other appropriate conduct code sanctions.

Guests are required to show identification whenever asked by the residence life staff. A guest's behavior is the responsibility of the host. The host will be subject to all disciplinary action resulting from a guest's behavior. No guest may be in a room unless escorted by the host. Residents may not allow non-residents to use their room in their absence, but a host can make arrangements for a guest to use a roommate's bed if the roommate plans to be absent and agrees to the arrangement. Guests may not "bunk out" in the study lounges.

Hosts are not permitted to give room or building access to guests. Any non-occupant of a room observed using a University access will have the card confiscated and he/she will be asked to leave the residence halls.

Individuals under the age of 18 are prohibited from staying overnight in the residence halls. Exceptions to this rule occur when the resident is under the age of 18 and a matriculated student at the University of Maine at Presque Isle or during Family and Friends week.

All guests under the age of 18 must be registered with the residence life staff. As a general rule, all unescorted or unregistered underage guests will be confronted by the staff and will be required to leave.

HALL SPORTS

No sports may be conducted in any part of the residence halls. Violation of this rule will result in confiscation of all recreational equipment being used and additional violations may result in disciplinary action through the Conduct Code.

HALLWAYS AS "PUBLIC DOMAIN"

The hallways outside the rooms are not extensions of the rooms. They are "public domain" (or University domain) by State law. Residents may not drink in the hallways, hold parties or games in the hallways, decorate the hallways without prior permission, play music in the hallways under any circumstances, or use the hallways for any other private use. In addition, the door to the room is also considered "public domain" and MAY NOT BE DECORATED ON THE HALL SIDE with any kind of picture or sign except a standard size message board.

ID CARDS

Eligibility for an UMPI ID card is determined through MaineStreet. Your ID card is non-transferable, and is the sole responsibility of the cardholder. This ID card is the official University of Maine at Presque Isle ID and is not a State ID card.

Your first Student ID is free. However, if you lose your Student ID card, there is a $15.00 replacement fee ($25.00 if the card is not paid for at the time of receipt and a bill must be generated through the Business Office). Student ID cards and replacements are issued in Emerson Annex.

The card does not have to be reissued each semester. Each semester that you take classes (fall, spring, and summer), your Student ID must be validated in the Business Office. The latter is located in the basement of Preble Hall. The UMPI Student ID will be needed for the cafeteria (for the meal plan), the library, athletic contests, and other campus events.

Resident Students also use their ID’s to gain entrance their residence halls.

When shown at the door, this card will allow you free entrance into some athletic events and cultural programs. Other cultural events on campus will require that you obtain tickets, in advance. Your UMPI Student ID card must be shown at all SAB (Student Activities Board) events; otherwise, there will be a minimal entrance fee.

- You may also use your Student ID to receive discounts during academic year at various businesses off campus. Offers subject to cancellation or change without notice
  - Arby’s-10% discount
  - Big Cheese Pizza-Free Bread Stix with Pizza Order
  - Big Rock Ski Area in Mars Hill-½ off lift tickets
  - Dead River, 283 Main St.-$0.02 off per gallon
  - OAPI outdoor equipment rental 768-9401-Reduced rates or free, call for availability
  - Presque Isle Skating Rink at Forum-Free admission
  - Sandwich Shop-10% discount
  - Smart Style Hair Salon-10% discount
  - Free admission to Museum of Fine Arts, Boston

If you have questions regarding the Student ID card, please call 768-9585 or stop by Emerson Hall Annex.

INSURANCE

The University of Maine at Presque Isle does not carry insurance for students’ personal belongings, and therefore does not assume any responsibility for lost or damaged property. Students are advised to obtain commercial insurance for anything they own that is of value that might be lost, damaged or stolen while at college. In most cases your belongings may be covered by your parent’s renters or home owner’s insurance.

The University does work with a student property insurer. If you need additional information about this inexpensive insurance, please stop by the Housing and Residence Life Office. In addition, students should clearly mark each item with a personal identification, and keep a separate record of
serial numbers of insured and/or expensive items. These procedures will aid in recovery of stolen items.

KEYS, LOCKS, AND BUILDING SECURITY
When students check in to the residence halls they will receive a temporary card. This card will give you access for a short time. Residents will need to get their ID encoded for their room and building in the Emerson Hall Annex as soon as possible after arrival to the campus.

The residence hall doors are locked 24/7 except for a short time at opening and closing. Students have the privilege of coming and going when they wish through the use of their ID Card.

Blocking a door open is a violation of campus security and will result in disciplinary action because it jeopardizes the security of everyone in the building.

Residents should never loan out their ID card to another person. Non-residents who are caught with a student's ID card in their possession will face possible criminal charges.

The success of the building security program depends on each resident of a building. Students should never let a non-resident into the building unless prepared to stay with that person and monitor his/her behavior. Keep room doors locked all times, even when leaving for just a brief period. A resident should always carry his/her ID Card. Students should never leave valuables out in plain sight in their room even when they are in the room.

Lost Cards may be replaced in the Emerson Hall Annex for a charge of $15.00 if paid for when the new card is made. If a bill must be generated by the business office, the student will be billed $25.00.

Damaged or broken ID Cards are replaced for free.

MAINTENANCE REQUEST
Requests for maintenance work should be submitted to maintenance through a residence life staff member or by calling 768-9585 during normal business hours. Please call x9700 or 768-9600 outside of business hours. Maintenance work will be completed as soon as possible and very quickly if it is a security or safety-related matter. In routine maintenance, however, it may take a while because the Physical Plant has many demands made on the maintenance personnel.

Maintenance work orders may also be filed by going to www.umpi.edu/reslife click “Form” and then “Maintenance Request Forms.”

Emergency maintenance needs would include broken windows, broken doors or door locks, burst or dripping water pipes, anything electrical, heating system damage, etc. Emergency requests should be reported directly to the Housing and Residence Life Office if a building staff member is not available.

Please note the condition of public areas in the residence halls and report any maintenance needs that you may detect.

NOXIOUS ODOR POLICY
A noxious odor is ANY scent of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Some examples are: cigarette, cigar or pipe smoke; incense; perfume; air freshening spray; rotten food, body odor or large amounts of dirty laundry.

Because incense is a source of noxious odors and is also a fire hazard, it is prohibited in student rooms.

When a noxious odor can be localized to a particular room, the resident(s) and/or guests of that room may be in violation of residence hall policy and may be asked to take steps to eliminate the problem.

PARKING AND TRAFFIC
All privately owned vehicles operating on campus must display a current University decal. Decals cost $10.00 for the first car, $2.00 each vehicle thereafter, and may be purchased at the Office of Safety and Security in the Emerson Hall Annex. To register a vehicle, you must bring your license plate number. Temporary permits are available for specific periods of time.

The University reserves the right to tow vehicles if they are obstructing snow removal, sidewalks, roadways, entrance ways, or parked in fire lanes, faculty/staff area, handicapped spaces, and/or other unmarked spaces.

The University is not liable for any damage to vehicles that are operated in violation of University policy. The University will not be responsible for any damage done to vehicles on campus nor while a vehicle is being towed for violating University parking regulations.

Resident students may park in any spot not designated for faculty/staff, visitors, or in any area otherwise designated for other individuals. An appropriate tag is necessary for parking in handicapped spots. Fire lanes will be strictly enforced. Parking in Emerson Circle except in designated 15-minute spots is prohibited due to fire regulations. All unattended vehicles may be ticketed and/or towed.

Driving on the pathways around campus is strictly prohibited. The pathways are wide enough to permit easy snow removal by University vehicles. Students found driving on the pathways will be ticketed and may lose their parking privileges.

Residents who endanger the safety or lives of others due to reckless driving on campus will be subject to disciplinary actions.
Individuals with three or more unpaid parking tickets will be subject to towing. The cost of towing and any additional fees will be the responsibility of the vehicle’s owner or the campus user. Failure to pay parking tickets may result in the withholding of class registration, grades, and transcripts.

These policies are subject to change. Please consult the material given to you at the time you register your vehicle.

**PARKING (VISITORS AND GUESTS)**

Visitors to the Residence Halls at UMPI must use visitor parking located at the Upper Merriman Hall Parking Lot or the Tennis Court Parking Lot. Guest vehicles parked in fire lanes will be towed.

**PETS**

Due to state and local regulations and out of consideration for other residents, pets will not be permitted in the residence halls, Northern Road Apartments and Skyway. This includes caged or encased animals or birds, and insects of any kind in any container. The only exceptions are assistance animals that have been approved through the Student Support Services Office. Fish in tanks of ten gallons or less are permitted.

**PHYSICAL VIOLENCE OR HARASSMENT**

Physical violence or harassment of another individual will not be tolerated and could result in the cancellation of a student’s housing agreement and may result in suspension or dismissal depending on the circumstances of the situation.

Since such behavior is in violation of the University Conduct Code, it could also result in disciplinary action under the Conduct Code.

**QUIET HOURS AND NOISE**

It is the University’s intent to create an atmosphere conducive to the pursuit of academic goals in the residence halls. This should certainly be balanced by an environment that promotes pursuit of appropriate leisure time activities that do not infringe on the rights of other residents. Therefore, all residents must refrain from creating excessive noise. All noise should be confined to an individual’s room. Any music played at a volume that can be heard outside the room may result in a request from the residence life staff to quiet down. Behavior that results in repeated requests to turn down music may result in confiscation of the stereo equipment or other appropriate sanctions.

In addition to music, loud talking can also be a detriment to residence hall living, but this has to be a judgment matter. Residents should always be conscious of the fact that their behavior, even though inside their room, can be an irritant to others if it involves excessive noise.

As a general rule, the playing of musical instruments in the residence hall is prohibited. Students wishing to play musical instrument will need to channel the sound through headphones. Space for practicing instruments may be acquired by contacting the Conferences and Special Programs Office in the Campus Center. The CSP Office’s number is 768-9558.

**Students who are bothered by noise are expected to confront the offending individuals themselves.** It is also expected that residents will honor the request of other residents to reduce the sound level coming from the room. When a student refuses to heed a request for quieter behavior, then it is appropriate to involve the residence life staff.

The policy of “courtesy hours” is in effect at all times in all residence halls. Residents may ask individuals to lower the volume of conversations or music at any time during the day. When such a request is made, it is only courteous to respond to it and agree to quieter behavior out of respect for the rights of those making the request. It is only when someone asserts a right to be noisy over the right of someone else to have quiet that conflict occurs. At that point, the residence life staff becomes involved.

Designated quiet hours for Park Hall and Merriman Hall are in effect from 10:00 p.m. through 8:00 a.m. daily, Sunday through Thursday and from 12:00 a.m. to 8:00 a.m. Friday and Saturday.

Designated quiet hours for buildings other than Park Hall and Merriman Hall are in effect from 11:00 p.m. through 8:00 a.m. daily, Sunday through Thursday and from 1:00 a.m. to 8:00 a.m. Friday and Saturday. These times are subject to change based on student polls that are taken periodically.

Twenty-four (24) hour quiet hours are in effect during the weekend prior to, and the week of, final exams. During 24-hour quiet hours, all noise regulations will be strictly enforced. There is no exception to this policy.

**RIGHT TO PRIVACY**

The privacy of all residents will be protected and guaranteed by the residence life staff, however, the University reserves the right to enter student rooms at any time for maintenance, health and safety reasons, and to regulate the use of the premises in accordance with University rules and regulations. If a room must be entered in order to enforce rules and policies, a staff member has the right to enter that room without permission. Attempts to prevent such entry can become grounds for dismissal from the residence halls.

Rooms will be entered at the start of each break to check on closedown procedures. Violations seen during these closedown room checks will be adjudicated through the University’s Conduct Code System.

**SOLICITATION POLICY FOR THE RESIDENCE HALLS**

No one is permitted in the residence halls selling or soliciting for anything without specific approval by the Vice President of Student Affairs/Dean of students. In order to gain permission a person or group must fill out and submit a Fundraising/
Solicitation Request Form and return it to the lobby area of South Hall.

**STORAGE**
The University does not provide storage areas. Students wishing to leave items in Presque Isle should contact a local storage unit site. Typically 3 or 4 students can share the space.

**TRASH, ROOM CLEANLINESS, AND FLAMMABLE MATERIALS**
All trash, when taken out of the room, must be carried to the dumpster located on the outside of the building. Organic trash (food) should be sealed in some kind of wrapping so as to discourage pests. Residents who leave trash in public areas will be assessed a $35.00 fee. Continued violations may result in disciplinary action.

Rooms should be kept in a reasonably sanitary condition. Conditions, which attract rodents and insects, will not be permitted in any room. If residents become a problem with unhealthy or unsanitary room conditions, they could be required to vacate the residence halls.

Storage of flammable materials is not permitted in students' rooms. Flammable materials should be given to the Director of Physical Plant for disposal or maintained in a location away from the residence halls.

**WEAPONS**
The possession and/or storage of weapons within the residence halls is forbidden. "Weapons" includes firearms of any kind that propel a projectile and knives used for cleaning, cooking, or hunting, and/or have a blade longer than 4 inches. Violation of the weapons possession policy will result in confiscation of the weapon and appropriate judicial action. Contact a residence life staff member or the Coordinator of Security and Safety for information on how to store weapons on campus.

Storage of weapons in the residence halls will result in a conduct code case. The possibility of agreement cancellation exists in cases involving weapons storage in the residence halls.

**FIREARM STORAGE POLICY**
A storage area for firearms has been established in the basement of the Emerson Annex at The University of Maine at Presque Isle. The Office of Security and Safety, under the following guidelines, will grant permission to those wishing to hold or store firearms on The University of Maine at Presque Isle campus.

**DEFINITIONS OF WEAPONS AND AMMUNITION**
A weapon is defined as: An instrument of offensive or defensive combat or something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell or other material. This shall include, but not limited to firearms, bows, arrows, swords, rockets, sling shots, air guns and martial arts devices.

Ammunition is defined as: Any material capable of being projected by a weapon and makes the weapon operational.

- The firearm(s) must be registered by the owner and stored in the basement of the Emerson Hall Annex.
- Any person who stores a firearm with the Office of Security and Safety will be required to sign a copy of this Firearms Storage Policy which will be kept on file at the Office of Security and Safety located in Emerson Hall Annex.

The University of Maine at Presque Isle, its offices, departments, and personnel
- will not be held responsible for loss or damage incurred during the storage period.
- Limit of two firearms per person.
- All firearms must be signed in and out by the owner only.
- If the owner is intoxicated or disturbed in any way, he/she will not be allowed to sign out the firearm.
- Check-in and checkout times for weapon storage are as follows: 8:00 a.m. - 11:00 p.m. daily as university staff is available.

Implementation Responsibility: Coordinator of Security and Safety

**WINDOW POLICY**
Drapes, blinds, window parts or screens may not be removed from the windows.

**WOOD CONSTRUCTION AND ROOM ALTERATION OR REARRANGEMENT**
Students may not operate any construction or wood manufacturing machinery in their rooms. Students may not make any alterations to any wood-constructed items in rooms. Unauthorized construction in the room (such as loft-building) will be terminated as soon as it is discovered, all materials will be confiscated, and the room will be returned to its original state... all at the student's expense. Students wishing to build a loft must meet with the Assistant Director of Residence Life or the Assistant Dean of students/Director of Residence Life and submit a detailed plan for the construction. If the work is not approved, it must not begin. Any such furniture added to the room is done completely at the student's expense and labor. Normally, all furniture must stay in the room. Furniture is not to be moved into the hall, into a public area, or into the storage facility.

If your beds are convertible (bunk to stand-alone) students may request that the current configuration be changed. Do not attempt to "fix" furniture on your own, no matter how easy it looks. Damaged furniture will be charged to the student. Requests for furniture rearrangement must be made through the Housing and Residence Life Office.
Students may add their own furniture to the room but the room must remain relatively clear for compliance with fire codes. Added furniture must be in good condition (i.e., not a health hazard, not a safety or injury hazard, and not a fire hazard).

Waterbeds are not allowed in students' rooms.

**SKYWAY SUPPLEMENT**
This section contains items that are distinct to Skyway. All of the rules and regulations listed above apply in the Skyway Suites.

This building houses up to 29 students in cluster style housing. Due to the unusual style of this housing, there are several conditions that the residents of the Skyway Apartments need to meet. These requirements are:

1. Residents must be 21 years of age or older as of August 31 of the agreement year. The Housing and Residence Life Office may grant exceptions to this rule.
2. Residents must be in good judicial standing at the University of Maine at Presque Isle.
3. Residents are responsible for their own transportation. The University will not provide transportation to and from campus. The apartments are 2.3 miles from the University's campus.
4. All University rates, policies, and procedures apply to housing at the Skyway Apartments.

Several advantages to living in the Skyway Apartments include:

1. Four men and/or women share a bathroom and kitchen.
2. Each room has its own refrigerator and vanity.
3. The doors connecting the suite's rooms to the kitchen and the bathroom may be locked so that the individuals living in the adjoining room cannot enter their suitemates' room.
4. Individuals living in the Skyway Apartments will be housed with other individuals over the age of 21.
5. Residents have the option to cook their own meals or buy into one of the University's meal plans.
6. Laundry facilities and a large meeting room/social lounge are on the premises.
7. Gender neutral housing arrangements are available at Skyway as long as all four residents of the suite agree to the living arrangements and it is proved by the Housing and Residence Life Office.

All of the University policies and procedures apply for the residents of Skyway. Living at Skyway is a privilege. Residents who are found to be in violation will be required to move back on campus. Housing in Emerson Hall is not guaranteed if you are moved back to campus.

**BUILDING SECURITY**
Due to the location of the Skyway Suites, the front door is always kept locked. Please do not give your entrance key out to someone and do not prop the door. If you have company coming over, please have them contact you prior to their arrival so that you can meet them at the door.

**KITCHENS**
Each suite has its own kitchen. It is the responsibility of the suitemates to keep the kitchen clean. At the end of the year all of the residents will be held accountable for the condition of the kitchen.

**LAUNDRY FACILITIES**
Washers and dryers are provided near the dayroom. These machines are coin operated. It is advisable that all residents learn how to use washers and dryers before coming to campus.

**LOUNGES AND STUDY AREAS**
The study dayroom is designed as a social meeting place. Due to this area being a common area of the building, alcohol is not permitted in the lounge.

**MAIL BOXES**
Mailboxes are available at the University mailroom in the Campus Center. These mailboxes are free of charge. To receive a mailbox, please go to the mailroom and request one. If you decide to get a mailbox on campus your mailing address will be:

Name  
Room # Skyway  
181 Main Street  
Presque Isle, ME 04769

**MEAL PLANS**
Individuals living at Skyway may sign up for the meal plans offered to Residence Hall students if they wish to. All you have to do is indicate a meal plan choice on your housing agreement.

In many cases, Skyway residents buy commuter plan. There are several commuter meal plans available. Please go to www.campusdish.com/en-US/CSNE/UnivMainePresqueIsle for more information about our current commuter meal plans.

**SINGLE ROOMS**
Single rooms will not be assigned at Skyway. On occasion individuals have not been assigned roommates at the beginning of the semester, in these cases a roommate may be assigned at any time with 24 hours notice.
SNOW REMOVAL
The removal of snow is the responsibility of the Maine School Administration District (MSAD 1). If they fail to remove the snow in a timely manner, please contact the Housing and Residence Life Office at 768-9560. A request will be made to maintenance to come to Skyway as soon as possible. Please remember that the cleaning of the campus will be the number one priority.

SUMMER HOUSING
In general, summer housing at Skyway will not be available. Residents wishing to stay in University-owned housing will need to move into Emerson Hall.

TRASH REMOVAL
Residents are required to throw their trash in the dumpster located outside of Skyway. Trash left in the building may be subject to a $35.00 removal charge.

VENDING
Due to the small size of the Skyway population, the local vendor has decided not to place vending machines in the Skyway Suites.

WEAPONS
The possession and/or storage of weapons within the rooms in Skyway is forbidden. "Weapons" includes firearms of any kind that propel a projectile and knives used for cleaning, cooking, or hunting, and/or have a blade longer than 4 inches. Violation of the weapons possession policy will result in confiscation of the weapon and appropriate judicial action. A storage unit is provided at Skyway. Please contact the Skyway Manager if you need to store a weapon.

FAMILY HOUSING SUPPLEMENT
The family units are located on Northern Road about 2.3 miles from campus. Family houses are available at a cost slightly higher than the normal room rates, but the families will get a two-bedroom house with a garage. The 2012-2013 academic year rent was $645.00 per month. A $645.00 security deposit is also required. The rent includes heating, electricity, water, sewage, and trash removal. Cable service is not provided and must be contracted through Time-Warner Cable of Maine. Phone Service must be contracted through multiple sites. The family houses are unfurnished.

All of the rules, regulation, and policies used on campus apply to the family houses. Individuals found in violation of University policy are subject to University Conduct Code Action. Family housing is available to couples or single parents with children. Due to the size of the units, families of four or less are recommended.

The University will be responsible for mowing the grass around the houses in the summer and for the maintenance of the houses throughout the year. Maintenance concerns should be called into the Physical Plant Office at 768-9658. Adapters for washers and dryers will be made available to the residents upon request.

MAIL BOXES
Mailboxes are available at the University mailroom in the Campus Center. These mailboxes are free of charge. To receive a mailbox, please go to the mailroom and request one.

If you decide to get a mailbox on campus your mailing address will be:

Name
House # Northern Road
181 Main Street
Presque Isle, ME 04769

MEAL PLANS
Individuals living at Skyway may sign up for the meal plans offered to Residence Hall students if they wish to. All you have to do is indicate a meal plan choice on your housing agreement.

In many cases, Skyway residents buy commuter plan. There are several commuter meal plans available. Please go to www.campusdish.com/en-US/CSNE/UnivMainePresqueIsle for more information about our current commuter meal plans.

SNOW REMOVAL
The city of Presque Isle is responsible for the removal of snow on their driveways and their sidewalk. Maine School Administration District (MSAD 1) will help with plowing the driveways when possible, but this service should not be expected.

TRASH REMOVAL
Residents are required to throw their trash in the dumpster located outside of Skyway. Trash left in the building may be subject to a $35.00 removal charge.

NOTES
EMERSON HALL FLOOR PLANS

Standard Double 13' x 16'
Window 81.5" wide x 47" high

Standard Triple 12' x 22'
Windows EL 5" wide x 47" high
and 33.5" wide x 47" high
People wishing these rooms must have three individuals to sign-up
EMERSON HALL FLOOR PLAN

Standard Single 12.7' x 16.7'
minus a 5' x 5' area for
the building chimney
Window 81.5" wide x 47" high
* assigned based on single room eligibility

Special Single 9.5' x 16.5'
Window 81.5" wide x 47" high
Assigned based on single room eligibility

Special Double 12.7' x 22'
Window 81.5" wide x 47" high
Assigned based on single room eligibility
MERRIMAN HALL FLOOR PLANS

Standard Double 12.7' x 16.6'
2 Windows 31" wide x 59" high

Standard Single 12.7' x 16.5'
minus a 4.5' x 4.5' area for the building chimney
2 Windows 31" wide x 59" high

Standard Triple 16.5' x 22.2'
2 Windows 31" wide x 59" high

Special Single 9.5' x 16.5'
Window 31" wide x 59" high

* assigned based on single room eligibility
Park Hall

Laundry Room

Shower/Toilet

Physical Plant

Standard Double 12.7 x 375''
Window 79.0'' wide x 50'' high

Triple 13.9 x 23.3''
2 Windows 79.0'' wide x 50'' high

People wishing to reserve a room must have three individuals sign up or those rooms will be used when all of the doubles are filled.
PARK HALL FLOOR PLANS

Triple 205/206/214/215/305/305/314/315
15.9' x 17.5'

2 Windows 73.7" wide x 58" high

People wishing these rooms must have three individuals to sign-up or these rooms will be used when all of the doubles are filled

Special Single 12.7' x 17.5'
Window 73.7" wide x 58" high

109 – 110 Medical Single - assigned based on single room eligibility

119 Bathroom

Tripe 216
15.9' x 17.5'

2 Windows 73.7" wide x 58" high

People wishing these rooms must have three individuals to sign-up or these rooms will be used when all of the doubles are filled

213 & 313 Medical Single - assigned based on single room eligibility

Standard Single 12' x 17.5'
minus a 10' x 4' area for
SKYWAY FLOOR PLANS

Room size 11'8" x 15' 3"
Window 54" wide x 50.5" high
People wishing these rooms must meet Skyway regulations

Room size 11'8" x 15' 3"
Window 54" wide x 50.5" high
People wishing these rooms must meet Skyway regulations

Door
Refrigerator
Door
Vanity
Door
Kitchen
Door
Bathroom
Door
Refrigerator
Door
Vanity
Door
From campus, make a left on Main Street

Go three lights and make a left onto State Street

Follow State Street until you come to a “T” in the road. Make a left on to Central Drive.

Take the first right hand turn you come to. This is Edgemont Drive.

Drive 4 blocks and turn right onto Northern Road. The Mic Mac Heath Center is on your left hand side when you make the turn.

For Skyway, go one block and turn left on to Skyspot Lane. UMPI’s housing is on the left hand side of the Skyway Educational Complex.

The Family Housing Units are one block down and on the left hand side of the road. 1 Skyspot Lane/17 Northern Rd
IMPORTANT TELEPHONE DIRECTORY
If you are on campus you must dial 8 prior to calling off campus numbers.

(8) 911 Police, Fire, or Ambulance 768-9589 International Student Services
768-9400 UM Presque Isle Main No. 768-9626 IT Services
768-9798 Class Cancellations 768-9591 Library
768-9858 Housing and Residence Life Office 768-9615 Lost and Found
768-9750 Affirmative Action/Equal Employment 768-9600 Maintenance/Physical Plant (after 5p &
768-9520 Academic Affairs weekends)
768-9610 Advising Center 768-9576 Maintenance/Physical Plant (business hours)
768-9506 Athletic Department 768-9607 Office of Student Records
768-9572 Book Store 768-9588 Owl’s Nest 768-9545 Business Office 768-
9525 President’s Office
768-9538 Cafeteria 768-4000 Presque Isle Hospital
768-9750 Career Planning and Placement 768-9792 Project Compass
768-9626 Computer Services 768-9434 Prometric Testing Center
768-9615 Counseling Center 768-9580 Safety and Security Office
768-9601 Dean of Students 768-9582 Student Activities
768-9585 Emerson Hall Annex 768-9551 Student Employment
768-9510 Financial Aid 768-9561 Student Senate
768-9772 Gentile Hall 768-9615 Student Support Services
768-9585 Health Services 768-9624 University Credit Union
531-3100 Houlton Center 768-9741 University Times
768-9551 Human Resources 768-9540 Veteran’s Information
768-9750 International Student Services 768-9711 WUPI Radio

UNIVERSITY OF MAINE AT PRESQUE ISLE RESIDENCE HALL CALENDAR

Fall 2012

New Freshmen Move In Wednesday August 29
New Student Orientation begins Thursday August 30
Returning Students Check Into the Halls (9:00 a.m.) Monday September 3
Classes Begin Tuesday September 4
October Break begins Saturday October 6
Classes Resume Wednesday October 10
Thanksgiving Vacation begins after completion of classes Tuesday November 20
Classes Resume Monday November 26
Last Day of Classes Friday December 14
Final Examinations Begin 8:00 a.m. (per Exam Schedule) Monday December 17
Final Examinations End 5:00 p.m. (per Exam Schedule) Thursday December 20

Spring 2013

Residence Halls Open (9:00 a.m.) Monday January 21
Classes Begin Tuesday January 22
February Vacation begins after completion of classes Friday February 15
Classes Resume Monday February 25
Spring Vacation begins after completion of classes  Friday  March 29
Classes Resume  Monday  April 8
Convocation  Sunday  April 28
Last day of Classes  Friday  May 8
Final Examinations Begin 8:00 a.m. (per Exam Schedule)  Monday  May 12
Final Examinations End 5:00 p.m. (per Exam Schedule)  Thursday  May 15
Commencement  Saturday  May 17

INTERNET RESOURCES
Other resources regarding residence life may be found at:  www.umpi.edu/reslife