

University of Maine at Presque Isle

Residence Hall Guide

Last updated August 2020



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

Welcome to the University of Maine at Presque Isle's Residential Community! Campus living is a unique opportunity for students to engage in a living and learning environment that will enhance the overall college experience. In this setting students further their development, learn critical life skills, and have a chance to grow and interact with a diverse group of individuals.

The residence hall 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 agreement cancelled, 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 and reporting behavior.

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.

<http://www.maine.edu/about-the-system/board-of-trustees/policy-manual/section402/>

<http://staticweb.maine.edu/wp-content/uploads/2015/07/Student-Conduct-Code-042115-FINAL-APPROVED-051815.pdf?565a1d>

Questions and complaints about discriminations in any area of the University should be directed to: Dean of Students, 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 Americans 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 that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of a housing agreement.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

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 express themselves individually or by association with groups.
- To participate in conduct proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

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, Associate Dean of Students, or Associate 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 an imminent threat to themselves or other students.**

Behavior, which is considered an immediate threat, would include, but are not limited to, the 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

- Secure your room door.
- Have your ID in your possession.
- Report any suspicious or unusual activity.
- Let someone know where you are going.

NEVER

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

CAMERAS IN THE HALLS AND ON CAMPUS

The University utilizes 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 and other campus buildings. The video produced by these cameras is stored for various lengths of time and is viewed as needed.

ADDENDUM TO HOUSING AGREEMENT AND/OR GUIDE TO CAMPUS LIVING

Welcome to our residential community! In a university, students learn as much outside the classroom as they do within it. Much of that outside-the-classroom learning will happen right here, in the experience as a resident in University of Maine System housing.

In order to safely return students to campus and in particular into University housing, additional policies related to the COVID-19 pandemic and reflective of current medical and safer operation guidance have been implemented for the residence halls, apartments and all other university housing. All residents and their guests (if permitted) are expected to abide by these and all University policies, procedures and guidelines in order to minimize the spread of COVID-19 to themselves, to other students, and/or to employees.

The University intends to deliver its mission while promoting the health and safety of its students and employees, and minimizing to the extent possible the potential spread of the disease within the campus community. This is vital in order for all students to remain on campus attending classes, labs and activities. NOTE: Residential students who have pre-existing conditions which may put them at higher risk for contracting COVID-19 and/or may make their symptoms more severe should carefully consider whether living on campus is appropriate for them. University Housing will honor the decision of any residential student who decides to forego living on campus with no financial penalty if notification is received at least 14 days prior to the start of the semester. Contact University Housing at: 207-581-4580.

The policies and guidelines that follow are incorporated into the housing license/agreement/contract and/or the corresponding Guide to Campus Living, and are applicable to all residential students and their guests (if permitted). As needed, additional updates, guidance and policies will be distributed to residential students.

1. Health and Safety: All members of the University residential community—residents, staff, and visitors (if permitted)—will act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residential students are prohibited from creating a health or safety hazard to others within the residence halls, apartments, suites and/or other University housing unit, and the University may request or require a resident to leave University housing if their continued presence in the housing community poses a health or safety risk for residential community members. Residential students are required to comply with health and safety laws, orders, ordinances, regulations, and health and safety guidance adopted by the University as it relates to public health crises, including but not limited to COVID-19. Guidance will evolve as the public health crisis evolves and may include, but is not limited to, social distancing, limitations on gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before, after and/or upon arrival to campus), contact tracing, disinfection protocols, limitation of guests/elimination of guest policy, and/or quarantine/isolation requirements (including before, after and/or upon arrival to campus). Adherence to health and safety requirements applies to all residents, staff, vendors, and guests (if permitted), and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, storage areas, basements, and other community/common spaces.

Residential students are required to participate in and complete any required health/safety training identified/provided by the University, including training which may be required prior to arrival on campus. The University will notify and make available any such required training to all residential students in a timely fashion.

2. Quarantine/Isolation/Separation: At any time, the University may request or require a resident to leave University housing when that resident's continued presence in the housing community poses a health or safety risk for community members. Residential students are required to comply with requests from the University to leave their assigned space due to COVID-19 or other public health emergency. Failure to do so is a violation of University housing policies and possibly a violation of the UMS Student Conduct Code as well. Failure to comply may also subject the resident to emergency removal from their assigned space.

Not all University housing residential rooms/spaces are appropriate for self-quarantine or self-isolation. In those situations where a residential student is recommended to self-quarantine or self-isolate, students will not be permitted to continue residing in their assigned residential space, but will be provided alternative housing arrangements as needed for the duration of the self-isolation or self-quarantine period on or off campus. Removal from the assigned University housing assignment to self-isolate or self-quarantine does not constitute a termination of a residential student's housing agreement or entitle any student to any refund.

3. De-Densifying Efforts: Residential students are required to comply with any de-densifying efforts needed on campus due to COVID-19 or other public health emergency, including but not limited to relocation of some or all residential students to alternative housing, relocation of some or all residential students to their home or other off campus private housing. In the event residential students are required to move off campus as part of a de-densifying strategy due to public health concerns for an extended period of time and alternative housing is not available through the University, the University will offer impacted residential students fair and reasonable pro-rata reimbursement as appropriate and based on information available at that time.

4. Dining Services: Dining service, including where and how it will be offered to residential students, is subject to the discretion of the University and is subject to modification to address public health concerns. Due to health and safety guidance adopted by the University, dining on campus may be limited in terms of occupancy, seating per table/area, allotted time in the dining commons, and/or other dining services (ex. pick up to go service only or other limitation on services). Dining services may make other operational adjustments to address health and safety concerns throughout the academic year, and will give as much advance notice to changes in operations or service as possible to residential students and other patrons.

5. Cleaning/Sanitation: The University will continue to implement and modify its cleaning protocols to address COVID-19 and/or other public health issues or emergencies in order to minimize the spread of the disease. Educational materials and information will be disseminated to residential students to help them maintain/clean their own spaces in order to curb/minimize the spread of disease in their personal spaces. Residential students are expected to keep their personal spaces clean (a limited amount of cleaning supplies are available in each residence hall) and to report any area requiring a cleaning or maintenance call-back to their RA immediately.

6. Termination: Upon reasonable notice, the University reserves the right to terminate housing agreements due to public health emergencies, including but not limited to COVID-19. In the event the University terminates housing agreements due to public health concerns, the University will offer fair and reasonable pro-rata reimbursements for impacted students as appropriate and based on available information.

7. Hold Harmless: As a residential student, you agree to release the University, its agents, and employees from any and all damages, liability, claims, expenses, or loss (collectively "Claims") resulting or arising out of your use of space within University housing, including those related to the potential exposure to contagious viruses like the coronavirus, and to indemnify, defend and hold harmless the University, its agents, and employees from any Claims resulting from or arising out of your use of space within University housing and/or your breach of the terms and conditions of your housing agreement or this Addendum. You understand that by residing in University housing, you are assuming the risks associated with communal living and, as in any shared living environment, those risks include potential exposure to contagious viruses, including but not limited to the coronavirus.

For questions regarding this addendum to the housing agreement, contact Donald Gibson at donald.gibson@maine.edu.

NOTE: In the event of a conflict between this addendum and the housing agreement and/or Guide to Campus Living, this addendum applies/controls.

HOUSING INFORMATION

STUDENT ELIGIBILITY FOR RESIDENCY

Students living in residency are required to participate in and will be billed automatically for the board plan. Students living at Skyway are exempt from the meal plan. Students living in Skyway 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. Non-Degree seeking students will not be given housing unless there is a request submitted to the Associate Dean of Students or Associate Director of Housing and Residence Life and it is approved.

In the event that additional room space is available, the following exceptions to the above eligibility requirements may be approved by the 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 who 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 please see the specific supplements.

STUDENTS WISHING HOUSING WHO HAVE FELONY CONVICTIONS

Due to concerns with public safety, it is important for the 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 Agreements 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 on the day prior to the first day of classes. 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 will be billed a per diem rate.

VACATION CLOSING

The University agrees to provide room and board accommodations to the student for the academic year with the exception of Winter Break and Summer Vacation.

SUMMER HOUSING

Summer housing is available to all students who are enrolled in summer classes. 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 at a designated date/time 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. S

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

Agreement Canceled by:	Refund Amount:
end of the first week of classes	100%
end of the second week of classes	75%
end of the fourth week of classes	50%
end of the sixth week of classes	25%
After the end of the eighth week of classes	0%

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:

Agreement Canceled by:	Amount of refund
end of the first week of classes	80% plus a prorated amount based on the number of days living in the halls
end of the second week of classes	55%
end of the fourth week of classes	30%
end of the sixth week of classes	5%
After the end of the eighth week of classes	0%

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

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.

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 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.

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 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 is pulled out of the suite, the 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 Residence Life Office, and an appropriate housing assignment will be made if possible.

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 available to students that are Sophomore students and above through the housing lottery or 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. The 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 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 Residence 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 composed 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 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.

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 the need to abide by the information.
2. Fill out an agreement. You may also find an on-line version of these forms by going to www.maine.edu/reslife, click on Room Selection, and then Housing Agreement.

MAILING ADDRESS FOR ALL CAMPUS RESIDENTS

Name

181 Main Street

Presque Isle, ME 04769

WHAT TO BRING WITH YOU WHEN YOU COME...

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.

- Coffee pot
- Computer
- Cell Phone
- Small microwave
- Small refrigerator (up to 4.0 cubic feet at max)
- TV (Cable-ready or with a converter)

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

- A few dishes and some silverware. For example: mugs/cups, dishes, bowls, dish soap, and can opener. Most students bring paper plates and plastic silverware (no washing needed).

- 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, and pillow.)
- Bike and Lock
- Clothes (Cooler clothing for September, October, April and May and warmer clothing for October through April)
- Desk lamp
- Flashlight with extra batteries
- Grooming needs (Hairbrush/comb, toothpaste and toothbrush).
- Items to decorate your room.
- Laundry supplies. (Machines are not coin operated)
- Power strip with a fuse or surge protector
- Sewing kit
- School supplies
- Skiing equipment

WHAT NOT TO BRING...

The items listed below are things that you should not bring.

- Waterbeds
- Pets other than a fish in a 10 gallon tank
- Items with open heating elements (hot plates, etc.)
- Halogen Lights
- Candles/Incense (any open flame items)
- Illegal Drugs (this includes marijuana)
- Alcohol (if under the age of 21)

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 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 will result in a \$35 fee in addition to any room damages.

ROOM CHANGES

There will be no room changes during the first three weeks 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 (residents in both rooms) must agree to the change before it is approved. The Residence Life Office must approve room changes. Students may not change rooms without approval. Students must remove all belongings from the room if they do not plan to return to campus for the following semester (for example: if you are a resident in the fall but are not returning in the spring semester).

The Housing and Residence Life Office reserves the right to change any room assignment at any time, but such changes would not occur unless circumstances dictate a need for the move.

STATEMENT ON REFUSING A ROOMMATE

The University reserves the right to charge a pro-rated single room charge if a resident refuses a student that is given the permission to move into a room. This charge will be assessed to the remaining resident(s). Our policy is that we will send students over to fill unpaid vacancies. If the student comes back and informs the 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. For example: hair dryer, high intensity 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. Please try to use removable tape items. For example: 3M removable double sided poster tape or removable tack putty. Do not use staples or nails in the walls as this is considered to be damage to the walls and you may be charged for the cost of repairing 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, candles, or melting of paraffin is prohibited. Oil lamps, fireworks, blowtorches or any source of open flame are not allowed in the rooms. **CANDLES ARE NOT ALLOWED TO BE BURNED DURING A POWER FAILURE.** Students should invest in a reliable flashlight or battery operated lamp and keep the batteries fresh.
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.
7. Any item found stored in a public area will be confiscated and may be claimed by the owner through the Residence Life Office or his/her designee. **This includes leaving any type of gaming equipment in the study lounge or recreation area.**
8. Smoking is not permitted anywhere on campus. The campus is a smoke-free area.

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 if 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 Residence Life Office at the time they are cancelling their meal plan.

MEAL PLAN OPTIONS

The cafeteria offers 3 different meal plans to help fit your dining needs. 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.

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: 19 meals per week and \$200 in declining meal plan dollars.

-14 meal plan: 14 meals per week and \$250 in declining meal plan dollars.

-10 meal plan: 10 meals per week and \$250 in declining meal plan dollars.

Meals are refreshed each week, they do not accumulate over the course of the semester. Remaining Declining Balance Dollars will move to the spring semester. Remaining Declining Balance Dollars are forfeited at the end of the spring semester.

GUESTS MEALS

Anyone not participating in the meal plan may pay the "casual rate" for the meal being served in order to enter the cafeteria. 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 week 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 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 Dean of Students or designee. The Dean of Students will then forward the request to the appropriate individual for review (Student Support Services or Health Services). The individual in conjunction with the Dean of Students will render a decision and inform the student.

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. If not operated 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

Furniture located in 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 per day. 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. There is to be no sleeping in the study lounges by residents or guests.

LAUNDRY FACILITIES

Each residence hall is equipped with several washers and dryers. These machines are free for students to use. It is advisable that all residents learn how to use washers and dryers before coming to campus.

HEALTH SERVICES

The Health Center is located in the Emerson Hall Annex. A Nurse Practitioner is available to assess and treat minor illnesses and injuries. There is no fee for health services such as check ups, physicals, or counseling for sexual/mental health that is provided at the Health Center.

Students on the University Health Insurance Plan will not be charged for shots, general office visits, or (occasionally) lab blood draws. Students are responsible for payment of all prescription medications and any extra tests or treatments performed at other health care facilities. If the student has their own private health insurance plan, they will be charged for all shots or other testing provided by the nurse. The student will be informed of the cost of these items at the time of the office visit.

An appointment to the health center may be made by calling (207) 768-9585 or 768-9587.

Health Center Hours: Monday to Friday 1:00 p.m. to 4:30 p.m.

Northern Light Health A.R. Gould 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 everyday 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.

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; an air-popcorn popper unit (not a hot plate with pan), and a small size refrigerator not larger than 4.0 cubic feet. All appliances must carry the UL approval label and be in good working order (no frayed wires or plugs, fully operating heating elements, etc.). Non-LED 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. Surge protectors are allowed as long as they are

UL listed. 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 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. These locations are:

- Emerson Hall and Merriman Hall, and Park Hall residents should go to the Owl's Nest.
- Skyway residents should take shelter in their vehicles until further instructions 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.

It 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 facilities 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 Conduct Code) 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

The University of Maine at Presque Isle is committed to promoting the health and safety of all members of the campus community. The University is dedicated to providing education and resources to assist all members in making responsible decisions regarding the use of substances. The University strives to develop alcohol and other drug policies that are clear, readily understandable, consistent, and fair to all; to create a supportive and non-threatening environment for those that choose not to drink and/or do drugs; to promote safety and individual accountability for those who decide to drink; and to assist those struggling with alcohol and drug related issues.

The following actions are prohibited:

- a. Underage drinking. Only persons of legal age (21 or older) may possess or consume alcoholic beverages. Legal proof of age, such as a valid driver's license or passport, may be required.
- b. Purchasing, serving, selling, or furnishing alcohol to or for a minor.
- c. Selling, manufacturing, or distributing alcohol without a license.
- d. Providing false information about name, age, and other identification or failing to provide identification.
- e. Administering alcohol to individuals against their will and/or without their knowledge.
- f. Possessing and/or consuming alcohol in Park Hall and/or Merriman Hall. No alcohol is permitted in these buildings by anyone, regardless of age. The possession and consumption of alcoholic beverages is permitted in Emerson Hall and Skyway only in student rooms, with the door closed, by residents 21 or older. Exceptions for Park Hall and Merriman Hall may be granted, on a case by case basis, by the Director of Housing and Residence Life.
- g. Exhibiting signs of being visibly intoxicated. Intoxication is identified by generally reliable signs such as a strong odor of alcohol on an individual's breath, slurred speech, impaired coordination, bloodshot and/or glassy eyes, and/or exaggerated emotions or behaviors. Individuals may be found in violation of the policy if their level of impairment attracts the attention of University, town, or other officials and/or warrants medical care or police custody.
- h. Possessing alcohol in unauthorized spaces, public spaces, and outside on the campus grounds. Students of legal drinking age are not permitted to transport alcohol in open containers through Emerson and Skyway hallways.
- i. Bringing alcohol to a University event, or leaving a University event with alcoholic beverages provided at the event.
- j. Containers of mass consumption such as kegs, punch bowls, etc.
- k. Large quantities of alcohol (more than a 30 pack of 12oz. beer or its equivalent), per room resident of legal age.
- l. Possession of more than ½ gallon hard liquor or its equivalent of the same liquor type, such as rum, whiskey, etc., per room resident of legal age.
- m. Engaging in drinking games and other behaviors designed for the purpose of becoming intoxicated (i.e. funnels, keg stands, "around the world" parties, beer pong tables, etc.).

Alcohol Citation System:

In general, the sanctions listed below will be given to all students, who are found in violation of the University's alcohol policy. The sanctions listed are minimums; additional sanctions may be given, or other sanctions may be substituted as deemed necessary by the conduct Officer, Dean of Students, or a Conduct Code Panel. All students have the right to appeal the sanctions as accorded to them through the University of Maine System Student Conduct Code. All alcohol sanctions remain in effect for one full year (365 days) from the time of the incident. The University makes no attempt to shield individuals from civil or criminal liability should they choose to violate local, state, or federal laws.

Medical Amnesty and Good Samaritan Policy:

There may be times where the abuse of alcohol and other drugs creates life-threatening situations that require an immediate response from emergency service personnel. The University's primary concern is the health and safety of all members of the campus community, and that those in need receive prompt medical attention.

Under this Good Samaritan policy, efforts will be made to mitigate the sanctions listed in the Alcohol and Other Drugs Policy for "Good Samaritans." These conditions apply to the individual in distress and those who sought assistance. This policy refers to isolated incidents only, and does not excuse or protect those who flagrantly or repeatedly violate the Alcohol and Other Drugs Policy. The University cannot guarantee absolute immunity from sanctions associated with violations of the Alcohol and Other Drugs Policy, University of Maine System Student Conduct Code, or local, state, and federal laws.

This policy cannot protect individuals from action by law enforcement personnel, but is consistent with Maine Statute 14.164 that provides immunity from civil damages to any person who voluntarily renders first aid or emergency treatment to a person who is unconscious, ill, or in need of medical treatment.

Parental Notification:

In accordance with the Federal Education Rights and Privacy Act, the University may contact the parent(s) or guardian(s) of any student under the age of 21 who is found in violation of any offense governing the use or possession of alcohol or a controlled substance.

Use of Fines:

All fines collected through the Alcohol and Other Drugs Policy sanctions will be used for educational and programmatic needs focused on the health and safety of the campus community.

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

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 Condition Report" form that will indicate the condition of the furniture and room at the time 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 room 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.

The following actions are prohibited:

- a. Illegally possessing, using, manufacturing, dispensing, or selling drugs
- b. Using, possessing, selling, distributing, or manufacturing prescription medication without a properly issued prescription
- c. Possessing drug paraphernalia which contains illegal drug residue, including but not limited to bong, glass pipes, syringes
- d. Exhibiting signs of being under the influence of illegal drugs (such as a smell of having used marijuana, bloodshot eyes, vomiting, difficulty standing, agitation, etc.) anywhere on campus or at a University sponsored event, regardless of where the consumption or use has occurred
- e. Administering drugs to individuals against their will and/or without their knowledge

The Presque Isle Police Department may be contacted for appropriate legal action by a University official, in any situation involving illegal drugs.

Drug Citation System:

In general, the sanctions listed below will be given to all students, who are found in violation of the University's drug policy. The sanctions listed are minimums; additional sanctions may be given, or other sanctions may be substituted as deemed necessary by the Conduct Officer, Dean of Students, or a Conduct Code Panel. All students have the right to appeal sanctions as accorded to them through the University of Maine System Student Conduct Code.

In addition to the sanctions listed, a conviction for any drug offense, including civil, will likely result in the loss of federal funding for student aid. All drug sanctions remain in effect for one full year (365 days) from the time of the incident. The University makes no attempt to shield individuals from civil or criminal liability should they choose to violate local, state, or federal laws.

Medical Marijuana:

To remain eligible for federal funding of various programs and grants, including student financial aid, the University complies with all federal laws and regulations. Federal laws including (Controlled Substances Act, Drug Free Schools and Communities Act, and the Drug Free Workplace Act) make it illegal to possess, cultivate, or sell marijuana. Thus, the University of Maine at Presque Isle prohibits the cultivation, possession, use, or distribution of marijuana, even for state certified medical purposes on campus or at University sponsored events.

Although the use of medical marijuana is not permitted, students may make a request for other reasonable accommodations through Student Support Services.

GUEST AND VISITATION POLICY

DUE TO COVID-19 ADDITIONAL RESTRICTIONS MAY APPLY.

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.

A guest is defined as any person who is not a resident of a specific residence hall room.

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(s) leave the room.

- 2) Daytime visitation has no limits other than the general expectation that guests abide by campus policy and the resident receives 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.
- 4) Each guest is only allowed to be a guest of campus for 2 nights only. This means that they can not "couch surf" from host to host.
- 5) 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.
- 6) Overnight guests must 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.
- 7) Hosts are allowed a maximum of 2 overnight guests per night.
- 8) 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.
- 9) Specific permission must be obtained from either the Director of Student Life or the Associate Director of Housing & Residence Life if a student wishes to host a guest during break periods.
- 10) 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 stay or sleep in the study lounges.

Hosts are not permitted to give room or building access cards to guests. Any non-occupant of a room observed using a University access card 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 Office. 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 sporting activity 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 alcoholic beverages 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 initial Student ID is free. However, if you lose your Student ID card, there is a \$20.00 replacement fee (A bill will be generated through the Business Office and added to your Maine Street Account). Student ID cards and replacements are issued by the Emerson Annex.

Resident Students will use their ID's to gain entrance to their residence halls and rooms. This will not allow you to enter any other residence halls other than the one you have been assigned to. The card **does not** get reissued each semester. For each semester that you take classes (fall, spring, and summer), your Student ID must be validated in the Business Office located on the second floor 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. Other cultural events on campus will require that you obtain tickets in advance. Your UMPI Student ID card must be shown at all SAO (Student Activities Office) events; otherwise, there will be a minimal entrance fee.

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

RENTAL 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 renter's 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 homeowners insurance.

The University does work with a student property insurer. If you need additional information about this inexpensive insurance, please stop by the 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.

CARDS, 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 all the time, but residents have the privilege of coming and going when they wish through the use of their ID Card. Propping any locked 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 building security 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. A resident should carry his/her ID Card at all times. Students should never leave valuables out in plain sight in their room even when they are present in the room.

Lost cards may be replaced in the Emerson Hall Annex for a charge of \$20.00. Damaged or broken ID Cards are replaced for free.

MAINTENANCE REQUEST

Requests for maintenance work should be submitted to maintenance by submitting a work order request through your Maine Street Account or by calling 768-9585 during normal business hours. Please call extension 9700 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. Routine maintenance, however, may take time since the Facilities Department has many demands placed on maintenance personnel.

Maintenance work orders may be filed by going to www.umpi.edu/reslife click "Important Documents" and then click "Maintenance Request Form."

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 Residence Life or a building staff member if 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 or Student Financial Services on the second floor of Preble Hall. 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. Students will be informed via email as to when and where they can park should there be a need to clean an entire parking lot.

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 are not permitted in the residence halls or Skyway. This includes caged or encased animals, birds, and insects of any kind in any container. One exception is fish in tanks of ten gallons or less. Other exceptions are assistance animals that have been approved through the Student Support Services Office. Approved service animals may be in the residence halls. Please contact Student Support Services for information on the process to gain permission to have a service animal in the halls.

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 and/or referral to the local police department for possible prosecution.

QUIET HOURS AND NOISE

Designated quiet hours for Park Hall and Merriman Hall are in effect from 10:00 p.m. to 8:00 a.m. daily, Sunday through Thursday and from 1:00 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. to 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 throughout the day and night. There are no exceptions to this policy.

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 the 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. As a general rule, the playing of musical instruments in the residence hall is prohibited. However, Students wishing to play a musical instrument must use 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 "24 hour 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.

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 closing procedures. Violations seen during these closing 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 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. If any items are left behind after you vacate your room at the end of the school year, the University will become the owner of the property.

TOBACCO FREE

The University is a tobacco-free institution, prohibiting the use of any tobacco or non-FDA approved nicotine products, including smokeless tobacco and electronic nicotine cigarettes (e-cigarettes). This policy applies to all full-time, part-time employees, faculty, students, contractors, vendors, and visitors. The use of all tobacco and non-FDA approved nicotine products such as e-cigarettes are prohibited on all campus property owned or leased and the sidewalk adjacent to the campus. This includes in and around all buildings, common areas, and parking lots on the main campus as well as the Houlton Outreach Center and Skyway housing complex. Tobacco use is prohibited in all

and any University owned or leased vehicles. Tobacco use is prohibited in any and all privately owned or leased vehicles while on University property.

Please see the Tobacco Free Campus Policy, for more information: www.umpi.edu/tobacco-free

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 Facilities for disposal or maintained in a location away from the residence halls.

WEAPONS

The possession and/or storage of weapons and/or ammunition 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 conduct. Contact a residence life staff member or the Director 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.

WINDOW POLICY

Drapes, blinds, window parts or screens may not be removed from the windows. If these items are missing at the time you check out of your room at the end of the year, all roommates will be charged for the replacement of the missing items.

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 Dean of Students or the Director of Student 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. All University owned 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 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).

SKYWAY SUPPLEMENT

This section contains items that are distinct to Skyway. All of the rules and regulations listed above apply at Skyway. 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 at Skyway need to meet. These requirements are:

1. Residents must be a resident in good conduct standing at the University of Maine at Presque Isle.
2. Residents are responsible for their own transportation. The University will not provide transportation to and from campus. Skyway is 2.3 miles from the UMPI campus.
3. All University rates, policies, and procedures apply to housing at Skyway.

Advantages to living at Skyway include:

1. Four men and/or women share a bathroom and kitchen.
2. Each 2-person 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. Residents have the option to cook their own meals or buy into one of the University's meal plans.
5. Laundry facilities and a large meeting room/social lounge are on the premises.
6. 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 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 Skyway, the front door is locked at all times. Please do not give your entrance key out to anyone and do not prop the door open. If you have company coming over, please have them contact you prior to their arrival so they can be met 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. 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.

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 purchase a commuter plan. There are several commuter meal plans available. Please go to the Kelley Commons for more information.

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 Residence Life Office at 768-9587. 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.

WEAPONS

The possession and/or storage of weapons within the rooms at 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 conduct action. A storage unit is provided at Skyway. Please contact the Skyway Manager if you need to store a weapon.

