

The following pages have been extracted from the
2021-22 Mount St. Joseph University Student Handbook,
**SECTION IV – STUDENT LIFE STANDARDS AND
DISCIPLINARY POLICY & PROCEDURES**

2. RESIDENCE HALL OPPORTUNITIES FOR INVOLVEMENT

Residents are encouraged to take advantage of opportunities in the residence hall that will aid their development personally, professionally and academically. Below are some of the many opportunities of which residents can take advantage:

Residence Hall Council (RHC) serves as an activities board for the residence hall. The council is responsible for planning, organizing, and supporting hall activities that address the needs and interests of the residential community. For more information, contact the Director of Residence Life or watch for advertisements announcing RHC activities.

The **Lion's Den Game Room** provides students with an opportunity to play games, get together with friends and make connections with new ones. The Lions Den features a pool table, table tennis, foosball and flat screen television with 3D capability for playing student-provided video games. The Lions Den is open 24 hours to both resident and commuter students and is located on the ground floor of Seton. Game equipment can be checked out/in from the Seton Lobby Front Desk.

The **Health and Natural Sciences Living Learning Community** is a space designed for students interested in pursuits related to the health and natural sciences. Students living in this community in the residence hall will work together to support each other's interests in learning more about topics and opportunities in the health and natural science fields.

The **Lions on a Mission Community** is home to students who are passionate about exploring the integration of faith and service at the Mount and the greater community. Members of the Lions on a Mission community will strive to serve others and embrace different cultures and beliefs. The members will be grounded in the spiritual values and vision of the Mount's founders, the Sisters of Charity.

The **Artists' Colony Living Learning Community** offers a unique experience to those interested in the fine arts such as art, dance, design, music, theater, and writing. Built for majors and minors alike, this space offers an environment of support and exploration for students' pursuits within not only the Mount's arts community but the greater Cincinnati arts community as well.

These floors will be supported by a Resident Assistant and the Director of Residence Life. If you are interested in being a part of any of these communities, please contact the Office of Residence Life at 513-244-4304.

3. FACILITIES AND SERVICES

Automobiles/Motorcycles. All students are permitted to bring cars and/or motorcycles to campus. However, parking on campus requires the display of a valid permit or decal. You can obtain your free parking decals from the Campus Police Department.

Cable Television. The University provides digital-ready cable television service to each room and the lounges. You must bring your own coaxial cable wire to connect your television. If you have trouble with your service, please contact the Office of Residence Life at 513-244-4304 for assistance.

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Computers. There are computer labs located on the ground floor of the Seton Center. If there are questions about computing, please contact Information Services and Support (ISS) at 513- 244-4357.

Dining Hall/Meal Plan. The Fifth Third Dining Hall serves breakfast, lunch, and dinner Monday through Friday, and continental breakfast, brunch and dinner Saturday and Sunday. All residents are required to have a meal plan. You must present your ID card to enter the dining hall. Please refer to *Section II.H (Food Services)* for details about meal plan and food service options.

Furniture in Lounges and Rooms. Students are responsible for the furniture in their room as documented on the room condition form at move-in. University-issued furniture may not be moved out of a student's room. Lobby furniture is not to be moved into or used in student rooms. Removal of lounge or lobby furniture, or the furniture provided for another residential room, is subject to a minimum \$100 fine per item, per resident.

Bed Lofting. Students are not permitted to loft their bed. Students can request for their bed to be lofted by completing a maintenance request by August 23, 2021. Beds will be lofted on August 24th starting a 9 am. Maintenance request can be submitted at the following link:
https://mymount.msj.edu/ICS/Mount_Community/Buildings_and_Grounds/AddView_Maintenance_Requests.jnz

ID Card. See *Section II.F.4 (Campus Police-Student Identification Card)* for more information.

Keys. Upon checking into the residence hall, students receive room keys from the Office of Residence Life. They will return the keys to the Office of Residence Life when moving out of the residence hall. The fee for replacing a lost key and to re-core the door is \$75.00.

Laundry. Washers and dryers are located in the residence hall on West 2, West 3, West 4, West 5, and Southeast 3. There is no additional charge for use of the washers and dryers. Please do not overload the washers and dryers. They are for resident student use ONLY. Violators will be subject to disciplinary action. Please report any malfunction of the units to the Office of Residence Life, 513-244-4304, so repairs can be made quickly.

Kitchen. A full kitchen is located on the ground floor of Seton Center and can be used by students by checking out/in a key at the Seton Lobby Front Desk. The person checking out the key must clean up the area and utensils and remove any trash from this area after each use.

Lounges/Kitchenettes. Each residence hall floor has at least two lounges for study, group meetings, relaxing, and watching television. These floors also include two small closed-door study rooms in the East section. Each floor is also equipped with a kitchenette that includes a microwave and sink. It is your responsibility to clean up after use. Failure to do so could result in loss of privilege.

Printers. Printers are available for student use in the Center West Lounges of every floor of Seton Residence Hall.

Mail. Residents should use the following address to receive letters and packages:

Your Name
Mount St. Joseph University
Seton Hall, Box #
5701 Delhi Road
Cincinnati, Ohio 45233-1672

Student mail and packages operate using a smart locker system. These mailbox and package lockers are located in The Lion's Den on the ground floor of the Seton Center. You will receive both a text message to your phone, and an email, alerting you that you have received a delivery on campus. The email will contain both a QR code and a password. Proceed to the Lion's Den and hold your phone, with the QR code facing the console, and the locker containing your item(s) will open. If your phone will not show the QR code (text only phones) you can type in the password given in the text message on the console to open the locker.

NOTE: Any package(s) which are too large for the lockers will be held in the mailroom to be picked up. The mailroom is located on the ground floor of Seton Center, roughly halfway down the hall as you exit the Lion's Den. You will get an email specifically telling you to come to the mailroom for a large package.

University personnel are not permitted to open your mailbox and remove mail. The following are held at the Mail Center (located on the ground floor of Seton) until you claim them: special delivery, registered, and express mail; telegrams; large packages; and postage-due mail. Students are notified of deliveries via e-mail and text messages. Mail is delivered and picked up once a day (Monday– Friday). An outgoing mailbox is located in the Seton Lobby. *Residents are required to clean out their mailboxes at least once per week while class is in session.*

Repairs/Maintenance. All needed repairs on residence hall floors and rooms are to be reported directly by student residents to the Department of Buildings and Grounds by filling out a work order using the Web Registration Maintenance Request Form found on myMount (Administrative Services tab>Maintenance Requests)
https://mymount.msj.edu/ICS/Mount_Community/Buildings_and_Grounds/AddView_Maintenance_Requests.jnz

Storage. The Office of Residence Life does not provide storage space for students in the residence hall. Room furniture provided by the University in each room MUST stay in each room. In addition the Office of Residence Life does not provide storage for luggage, boxes, or other types of moving materials.

Telephone Service. The University does not provide telephone service in the Seton Center. Resident students use personal cell phones and do not have a telephone line in their residence hall room. Resident students are expected to provide the Office of Residence Life with an up-to-date cell phone number and to maintain this number throughout the academic year.

4. RESIDENCE HALL POLICIES

a. Residence Hall Community Standards for Residents and Guests.

Living in a residential community usually means some adjustments of individual habits and attitudes. Adjustments are usually achieved through trial and error, with some common sense, and rarely occur overnight. The University policies and guidelines along with the residence hall policies and procedures promote a safe, educational community whose goal is a comfortable living environment. As a member of this community, you should expect to:

- study without interference or unreasonable noise/distractions;

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- sleep without disturbance from noise and other distractions;
- have your personal belongings respected by others;
- live in a clean environment;
- access your room and residence hall facilities;
- have personal privacy within the limits of your living space;
- host registered guests that adhere to all policies and procedures;
- discuss grievances with a staff member;
- be free from the threat of intimidation, physical and/or emotional harm.

As a member of this community, you have the responsibility to:

- verbally express your views in a constructive manner, if you feel your rights have been violated;
- treat other residents and University staff, including residence hall staff, with respect and consideration;
- read and understand all policies and procedures necessary for the hall and University communities to function;
- attend all floor meetings;
- respond to all reasonable requests of other residents;
- respond to and cooperate with residence hall staff members;
- take responsibility for personal and community security;
- take responsibility for securing and protecting your personal property and the property of the University;
- recognize that public area furnishings are used by the whole community and that the abuse of those areas violates the rights of all community members.

b. Policies Pertaining to All Students and Guests

Alcohol. The decision to drink is a personal one. MSJ residence hall policies foster an atmosphere conducive to individual choice and responsible consumption of alcohol. *However, if you misuse or abuse alcohol, you are held responsible for your behavior.*

In addition to complying with all applicable laws (see Ohio Revised Code Chapter 4301 (2008)):

- Persons under the age of 21 may not purchase, possess, or consume alcoholic beverages on campus or at a University sponsored event off-campus.
- Persons of legal drinking age may not supply alcohol to individuals under the age of 21.
- The misrepresentation of age or falsification of identification cards or use of another person's identification is prohibited.
- The opening or consumption of alcoholic beverages in a motor vehicle is prohibited.
- Possession and consumption of legal beverages in your room is permitted when in accordance with Residence Life policy and consistent with Ohio Revised Code, provided, however, that:
- When one roommate is not of legal drinking age, the roommate of legal drinking age shall not furnish alcohol to the underage roommate. When one roommate is of legal drinking age, the roommate of legal age may store and consume alcohol in said room.
- Individuals under the age of 21 may not be in the presence of alcohol when consumed by a person of legal drinking age in a student room unless they are the resident of that room and the resident's roommate is of legal drinking age.
- No alcohol is permitted at group events in residence hall facilities. Alcohol is not permitted in elevators, stairwells, lounges, lobbies, public hallways, Seton Center public area, or on campus grounds unless designated.
- Quantities of alcohol exceeding the following personal use limits are not allowed in any resident's room. The limits are 1.5 liters of wine or 750ml of spirits, or 12 12oz standard size cans/bottles of beer or malt beverages per legal aged resident assigned to the specific room. Spiked punch, "Jello"

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shots and grain alcohol are not allowed. Drinking games and drinking paraphernalia are not permitted.

- Kegs and large containers used for the purpose of holding alcohol are prohibited.
- Alcohol-related conduct that infringes upon the enjoyment of others of a quiet, orderly living environment is not acceptable.
- Pyramids or displays of empty beverage containers, possession and/or display of drug and/or alcohol-related paraphernalia are prohibited.
- Students are required to provide a valid state driver's license, state ID card, passport, or visa as proof of your eligibility to consume and/or possess alcohol.

(See Drug and Alcohol Policy and Guidelines, Section IV.J.3, for more information.)

Appliances. Both safety and the conservation of energy are important considerations in the residence hall. Limit the number of small appliances in your room and the frequency of their use.

- Appliances allowed in residence hall rooms are limited to clocks, radios, stereos, TV's, fans, hair dryers, computers, lamps, coffee makers with an automatic shut-off mechanism and irons for pressing clothes.
- Appliances with a heating element must have the element enclosed and the Underwriter's Laboratory approval (with the exception of clothing irons).
- Space heaters, sunlamps, halogen lamps, octopus plugs, and extension cords **are not** permitted in residence hall rooms because this constitutes a fire hazard. Exceptions pertaining to extension cords are described in greater detail in this policy under "Fire Regulations."
- Toasters, toaster ovens, microwave ovens, George Foreman grills (or similar versions) and, popcorn poppers **are not** permitted. A kitchenette, equipped with a microwave, is available on each floor.
- Residents are allowed to keep a refrigerator of 4.1 cubic feet or less. Both the refrigerator and the power cord must be approved by Underwriter's Laboratory. The refrigerator cannot be self-defrosting.

Authorized Entry. Students have the same rights to privacy as any other citizen and surrender none of these rights by becoming members of the academic community.

These rights of privacy extend to residence hall living. Authorized University personnel have right to enter a student's room: 1) for the purpose of performing maintenance and repair to rooms and equipment; 2) to ensure that health, safety and fire regulation standards are maintained; 3) in the event of an emergency which might endanger life, health, safety, or property; and 4) for the purpose of enforcing policies, regulations and procedures.

Candles. Candles, incense, or other open-flame elements are prohibited in residence hall facilities.

Drugs. *See Section IV.G.3 for more information.*

Emergency Procedures. *See Section IV.G.7 for more information.*

Entrances. Propping open building entrances, fire doors, or other locked doors is prohibited. Propping open doors decreases safety in the residence hall, and decreases the effectiveness of fire doors in keeping smoke out of fire exits.

Fire Regulations.

Extension Cords. Home-style electrical extension cords and plug expanders (e.g. octopus plugs, cube taps, and other multi-plug adapters and splitters) are not allowed for use in the Seton Center. Extension cords and plug expanders that fit the description will be confiscated.

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Surge Protectors. Where an adequate number of receptacles are not readily available, Underwriter's Laboratory listed plug strips are permitted provided that they are no longer than six feet, are equipped with a fuse or circuit breaker, and are plugged into a permanently installed receptacle. These are the only type of extension cords or plug expanders that are allowed in the Seton Center. This is a very important fire safety rule – overloaded extension cords can cause fires! Extension cords that do not fit the approved ratings will be confiscated as will plug expanders (e.g., octopus plugs, cube taps, splitters, etc.)

Suspended Items. Fishnets, parachutes, flags, tapestries, or other types of cloth or roped items may not be suspended from room ceilings because this constitutes a fire hazard.

Smoke Detectors. Smoke detectors or sprinklers have been installed in every student room. At the beginning of the fall and spring semesters, the University provides replacement batteries for each unit. It is the responsibility of the resident(s) to keep the battery in the unit. If a battery is found removed, or if the detector has been tampered with in any way, the resident(s) will be subject to disciplinary action.

Fire Doors. The greatest danger in University buildings is not from flames, but from smoke. Fire doors in the residence hall and stairways hinder the spread of smoke and must be closed at all times. *See Section IV.G.7 for more information about campus emergency procedures related to fire.*

Firearms and Weapons. *See Section IV.G.1 for more information.*

Furniture. You are responsible for the proper care and condition of all furnished items in your room. Carpet placed in rooms must have a "Class A" rating and may not have a foam backing. Students are not allowed to modify University property to accommodate carpets. Double-faced tape, glue, adhesive backing, tape, or nails are not permitted for carpet installation. Residents must remove carpet prior to check out. Students who are assigned to a double room, may occupy and furnish only one- half of the room.

Guest and Escort. Residents are responsible for the actions of their guest(s) including guest's adherence to the residence hall policies and procedures.

- A "guest" is anyone who does not have a housing assignment from the Office of Residence Life for the current academic term. This includes enrolled students who do not live in the Seton Center and family members. Due to COVID-19, no guests are permitted in the Seton Residence Hall. Residents should meet guests in public areas outside or visit off campus. This includes family members.
- All guest must be accompanied by the host at all times during their visit on campus grounds.
- Campus housing is for extended use of currently enrolled students with valid Room and Board Agreements only. Resident students may not allow non-resident students to live in their rooms or sublet their room. Persons found to be living illegally (without a valid Room and Board Agreement) will be asked to leave and may be subject to disciplinary action and/or trespassing charges. Resident students who allow persons to live illegally in any residence hall room are subject to disciplinary action.
- Residents are responsible for informing guests of security procedures in the event of an emergency.
- Cohabitation, defined as overnight visits with a sexual partner, is incompatible with the Catholic character of the University and with rights of the roommate(s) and will be considered a violation of the Guest and Escort policy.
- Any individual who has been dismissed from the University for academic, disciplinary or financial reasons is not permitted to be a guest in the residence hall or to visit campus.
- Students are responsible for the contents of their assigned rooms, **ALL** behavior occurring in their rooms, and the behavior of any guests.

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- Failure to comply with these guidelines may result in the guests being removed from University property.

Hallway Sports. Activities involving, but not limited to, the use, discharge, or throwing of the following are prohibited in hallways, lounges, bathrooms or student rooms: rollerblades, skates, golf equipment, hockey equipment, bouncing balls, firecrackers, Frisbees, balls, water hoses, and containers of water. These items are damaging to University property and fire equipment, and can cause serious injury to residents. Any programs and events that would include a sport of some kind must be approved first by the Office of Residence Life.

Lock-outs. Resident students are responsible for keeping their room keys with them at all times. However, if a student is locked out of the residence hall room, the resident must find a Resident Assistant to key them back into their room. If no one is available to perform a lock-out, a student might have to wait. All residents should carry their keys at all times and never leave doors unlocked. Students are permitted two “grace period” lockouts. After two lockouts, there will be a \$5 charge for each time any student is locked-out of their room and requesting to be keyed back into their room.

Noise. Maintaining an academic environment in the residence hall is vital. Please discuss, understand, and abide by the community standards of quietness. Please respect the needs of others 24-hours a day.

- You must be courteous to other residents in regards to noise levels 24-hours a day.
- The use of electronic equipment such as stereos, radios, amplifiers, and musical instruments in a manner that violates a standard of quietness conducive to study, sleep, or that disturbs University offices or classes is prohibited. Such use may result in the equipment being confiscated, among other disciplinary actions.
- Stereo equipment or speakers may not be placed facing out of an open window.
- Excessive noise or other behavior that disturbs others within the residence hall or staff in their offices is not permitted, including hallway sports or running in the hallway.

Noxious Odor. *See Section IV.G.1 for more information.*

Personal Property & Insurance. Please protect your valuables. You are responsible for the security of your personal property. The University does not assume responsibility for theft, loss, damage, or destruction of personal belongings in or on residence hall property.

- Students are encouraged to obtain insurance through a parent or legal guardian, homeowner’s or renter’s insurance plan or another personal properties insurance provider, or to make other insurance arrangements to protect against damage or loss.
- Please lock your door when you are not present in your room and when you go to sleep. Be safe. You may be held accountable for the loss of University property if it is not properly secured.

Pets. Animals with the exception of authorized service and emotional support animals are not permitted in the residence hall. Fish, in containers no larger than 10 gallons, may be kept in the residence hall. The feeding of stray animals in or around the residence hall is strictly prohibited. The Office of Residence Life reserves the right to remove any unauthorized pets and/or other animals and take them to a nearby shelter.

Proper Attire. *See Section IV.J.1 for more information.*

Social Gathering in Residence Hall Rooms. Due to COVID-19, residents should visit with other residents in hall lounges or outdoor areas, practicing social distancing. Social gatherings in individual rooms are subject to all municipal, state, and federal laws, as well as University policies.

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University officials and Office of Residence Life staff reserve the right to disperse a gathering when residents and/or guests are in violation of any University policy, or are causing undue disturbance to the community.

University ID. *Mount St. Joseph University students are required to carry the University Student Identification Card at all times while on campus.* For additional safety, residents may be asked to identify themselves, verify residency, and provide proof of age at any time.

- Report unauthorized people in the residence hall to residence life staff immediately or contact Campus Police.
- If you believe a crime is about to be committed, or has been committed, immediately call Campus Police and then report the incident to residence life staff. See Section
- II.F for more information.

Vandalism/Damage. Damaging University property is a serious offense. If you damage your room, hall facilities, hall equipment or hall decorations, you will pay the replacement cost of the item(s) and labor to repair the item(s). If you observe someone damaging the building, its furnishings, equipment, or decorations, and do not notify hall staff, you are considered to be an accomplice and you may share financial and disciplinary liability. When damage occurs to common areas the University will make every effort to identify the responsible person(s), otherwise, costs associated with damage to common areas (i.e.: lounges, hallways, bathrooms, etc.) will be charged to the residents of the floor and section of the residence hall in which the damage occurred unless the person(s) responsible for the damage is (are) identified.

Visitation. Due to COVID-19, no visitors are permitted in the Seton Residence areas.

- Residents may visit other residents without an escort. All non-resident guests must be signed in with an ID at the Seton Lobby Front Desk and escorted by and remain with their host at all times while in the residence hall (*See Guest and Escort policy*).
- Lounge spaces on the floors, hallways and laundry facilities in the residence hall have 24-hour visitation for residents ONLY.
- The Commuter Lounge and Seton Lobby 24-hour locations are open for all students.
- Any guest may be asked to leave the area, or campus, at any time for any reason deemed necessary by University officials.

Covid-19 Housing Policy. All residents are required to abide by the Universities Covid- 19 Guidelines. All residents are required to provide Coronavirus Vaccination Documentation to the Wellness Center prior to moving in the residence hall. Failure to do so will result in the cancellation of the students Housing Agreement and a loss of housing assignment.

5. SETON RESIDENCE HALL ROOM AND BOARD AGREEMENT

All residents are required to abide by the terms and conditions outlined in the 2021-2022 Seton Residence Hall Room and Board Agreement. Please refer to this link to access the agreement:

https://mymount.msjeu/ICS/icsfs/Housing_Contract_2021-22.pdf?target=9a42bb40-22a4-4b38-8525-fb9161677a60

6. For Student Rights and Responsibilities for Disciplinary Proceedings please see section:

https://mymount.msjeu/ICS/icsfs/IV_Disciplinary_Proceedings.pdf?target=e598582e-02b6-420f-bfe6-5608f612075b

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IV. Student Rights & Responsibilities

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