

Residence Life Policies and Procedures

Introduction:

Residence Life at Thomas More University is a functional unit within the Department of Student Affairs. This addendum to the Saints Community Standards specifically addresses expectations of students within the residential living-learning community. The policies outlined in this section apply to any individual in the Residence Halls whether they are a resident or guest. All policies outlined in the Saints Community Standards supersede any policies outlined here.

Saints Community Standards:

Students are expected to conduct their behavior in the classroom, outside the classroom, and online in a manner

In the event the Residence Hall fire alarm is activated, all students are expected to immediately exit the building and meet in the Saints Center. Students who choose to ignore the fire alarm and remain in the building are putting their lives and the lives of others in jeopardy. Students will incur a fine of \$100 and will be responsible for betraying the Community Commitment to Community Responsibility.

What to do in Case of Emergency: In the event of an emergency the University will notify the community through one or all of the following methods: University website, mass text and/or voicemail messages, emails, or social media. These notifications will include instructions as to how to proceed. Please update your contact information whenever it changes on MyTMC under Personal Information link. After registering you can download the notification app to your smartphone.

students are not always able to access packages in a timely fashion, students should not utilize their campus mailbox to manage personal business ventures (Mary Kay, AdvoCare, etc.)

Guest policies/Sign in

Residents are expected to sign guests in and out of the residence halls at all times. Guests of the opposite sex may only visit during posted visitation hours. Overnight guests must be the same gender as the resident, over the age of 16, and must be with the resident at all times. Residents may not have overnight guests more than 4 times in any month. Residents are responsible for the actions of their guests and are expected to be with their guests at all times. Guests of the opposite sex in Marian, Howard, and Ackerman Residence Halls must use the guest bathroom located near the lobby area. Residents should discuss the frequency and expectations of guests with their roommates before they invite a guest to campus. In order to receive approval for an overnight guest, residents must fill out an overnight guest slip with their Resident Assistant while the RA is on duty at the desk. **(No overnight guests are approved after 11pm any night of the week)**

Access & Liability

Thomas More University is committed to providing a secure living environment. In order to help us achieve this goal, residents are expected to adhere to the following guidelines:

- No resident may give another individual their access card or room key
- Residents should secure their living areas locking the door behind you when you leave (even for a short time) will help deter theft.
- Screens attached to exterior windows may not be removed.
- No one may enter a residence hall building through a window, fire exit, or by any means other than through the front door. No bags or items may be passed through the windows of a residence hall.
- **Any individual may be asked to verify their identity by a member of the Residence Life staff, Campus Safety officer or University official upon entering a University facility.**
- **If a campus official has reason to believe a student might be in possession of a firearm, the student will be subject to a search.**

To request a room change, residents must:

1. First contact their Resident Assistant.
 - a. The Resident Assistant will intervene in most cases to address any concerns.
2. If a resolution cannot be found, the RA will bring the issue to the Senior Resident Assistant of that building to begin the room change process in consultation with the Asst. Dean of Students.

Community Areas:

Community areas such as activity lounges, study lounges,

6. Paraphernalia

- a. Paraphernalia indicative of drug, tobacco, or alcohol use are prohibited. Items include but are not limited to: beer bong/funnels, empty alcohol containers, hookahs, marijuana smoking devices (water bong, bowls, rolling papers, filters, pipes. etc.), prescription pill bottles with scratched labels or s, and any paraphernalia indicative of the use of e-cigarettes.
- b. Fines and further judicial action may be assessed if a student is found in possession of paraphernalia. Students may be dismissed from the residence halls if found responsible for multiple offenses or if residents fail to comply with directives from University officials.

7.

Community Standards

Meals and Dining

Each Thomas More University resident student is required to purchase a residential

Bed Bugs/Lice

A resident must promptly notify Residence Life of any known or suspected bug infestation. The resident must permit Aramark Facilities staff and residence Life staff to access the room at reasonable times to inspect for