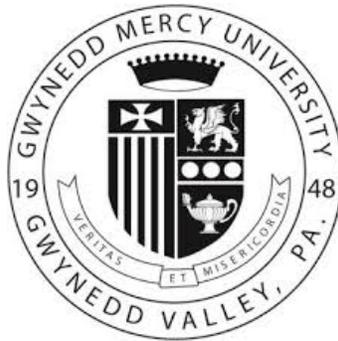


# **GWYNEDD **MERCY** UNIVERSITY**



## **GUIDE TO RESIDENCE LIFE** **2020-2021**

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# OFFICE OF RESIDENCE LIFE

Approximately 40 percent of Gwynedd Mercy University students choose to live on campus. Living on campus at Gwynedd Mercy connects you to a vibrant and dynamic residential community. As a residential student, you will live in an environment that supports academic excellence, emotional and intellectual growth, and personal exploration.

The Office of Residence Life is here to assist you in a variety of ways. Staffed with full-time professional staff members and student Resident Assistants (RAs), the Office of Residence Life offers residence hall programs and events, maintains community standards, and works to create close-knit residential communities. We strive to provide a positive experience for students living on campus.

Our residence halls are respectful, comfortable and supportive places where students can learn, develop, and grow. Residence Life expects students to act as responsible citizens and respect the rights of others at all times. In order to ensure the rights of all, the following policies and procedures have been adopted for all residential areas. This guide, along with the Annual Room and Board Contract and Student Code of Conduct provide the basis for community standards in the residence halls at Gwynedd Mercy University.

## Statement of Purpose

Residence Life is a distinctive living and learning environment consistent with the Core Values of the University. In our interdependent community, residents engage in evolving social relationships which stimulate academic and personal growth.

## Department Vision Statement

A premier residential experience which prepares Mercy leaders for tomorrow.

## Residence Life Staff

Main Office Location: Loyola Hall 138

Office Hours: Will vary by individual staff member each week due to COVID-19. Please view posted hours each week on individual office doors.

Telephone: 267-448-1305 (On-Campus: x21305)

Email: [reslife@gmercyu.edu](mailto:reslife@gmercyu.edu)

**Bryan Dunphy-Culp**, Director of Housing and Residence Life

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Loyola Hall 139, x21205, [turtle.l@gmercyu.edu](mailto:turtle.l@gmercyu.edu)

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Alexandria Hall 130, x21173, [hartman.k@gmercyu.edu](mailto:hartman.k@gmercyu.edu)

**Terri Schwabenland**, Administrative Assistant

Loyola Hall 138, x21305, [schwabenland.t@gmercyu.edu](mailto:schwabenland.t@gmercyu.edu)

## **Student Involvement**

### **Resident Assistants**

Resident Assistants (RAs) are student leaders who normally live on each floor to serve as a resource to students, guide the development of a strong residence hall community, and help facilitate a successful collegiate experience. However, due to reduced density in the residence halls due to COVID-19, RAs will be on every other floor/wing.

RAs focus on supporting the development of individual students, upholding community standards, participating in staff development and training, taking a broader leadership role within the University, and performing administrative duties. All RAs receive training on conflict management, emergency/crisis response and the resources available at the University in order to best support resident students.

### **Residence Hall Association (RHA)**

The Residence Hall Association (RHA) is made up of resident students who provide representation for all students living in the residence halls. RHA serves as an advocate and voice for the residents and communicates with Residence Life professional staff on current issues and initiatives that will enhance the social, functional, and cultural aspects of University housing. RHA plays a major role in improving services both in the residence halls and on campus.

Open to all residents to join as members, RHA will post meeting times and events throughout the year. Elections take place each spring for the next academic year. More information can be obtained by reaching out to a Residence Life staff member.

## Amenities, Services, and Policies

### GMercyU Shared Responsibility for COVID-19

Consistent with our Mercy values and in an effort to protect everyone in the GMercyU community, residents pledge to:

- Wear a face mask when around others.
- Stay 6 feet apart from others in all areas, including individual bedrooms.
- Follow all posted safety signage.
- Self-isolate and notify GMercyU officials if experiencing any symptoms associated with COVID-19 (cough, shortness of breath, fever, loss of taste or smell, other flu-like symptoms).

### COVID-19 Information for Residents

As a resident student, there are some general guidelines related to COVID-19 and University housing. Residents are expected to adhere to all health and safety requirements in all areas of housing, including bedrooms, bathrooms, community kitchens, lounges, hallways, and other common spaces.

Residential students are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by the University related to COVID-19. A resident may be asked to leave University housing if their lack of compliance with health and safety requirements in the community poses a health or safety risk for others.

Not all GMercyU residence hall rooms or suites are appropriate for quarantine or isolation. In situations where a student is recommended to quarantine or isolate, they may be moved to an alternative housing assignment. Relocation from your current housing assignment to an isolation or quarantine assignment does not constitute a termination of the Annual Room and Board Contract.

The University may be required to limit the total number of residents in housing due to COVID-19. This may result in the relocation of all or some residential students to alternative housing. Relocation does not constitute a termination of the housing contract. In the event GMercyU must relocate students due to COVID-19 for an extended period of time and alternative housing is not available, GMercyU will offer impacted students fair and reasonable reimbursement as appropriate.

By agreeing to live on campus in one of the University's residence halls, residents understand that they may be sharing a suite and other community spaces (i.e. lounges) with other students. As such, the University expects residents will maintain physical distancing in rooms, suites, and all common areas in and outside bedrooms.

Upon reasonable notice, GMercyU reserves the right to terminate housing contracts due to COVID-19. In this event, the University will offer fair and reasonable reimbursements for impacted students as appropriate.

Resident students who are not able to follow any of the guidelines under "University Pledge" and "COVID-19 Information for Residents" may be subject to disciplinary action that can include, but is not limited to, immediate removal from housing.

## **Alcohol and Drugs**

In alignment with our Catholic and Mercy identity, Gwynedd Mercy University promotes the educational mission of developing students' intellectual, moral and spiritual lives as they prepare for active roles in personal and professional service to society. As such, we expect our students to demonstrate behavior and personal deportment consistent with those educational objectives. The University seeks to encourage a social life that is guided by the care and concern for each individual and the welfare of other students. Gwynedd Mercy University expects all students to adhere to local, state and federal laws regarding the possession, use or distribution of alcohol, drugs and illegal substances.

### ***Alcohol***

The legal age to purchase, possess and/or consume alcoholic beverages in the Commonwealth of Pennsylvania is 21 years of age. Gwynedd Mercy University supports all local, state and federal laws relating to the use of alcoholic beverages and strictly enforces these laws both on and off campus. The University seeks to develop good habits and responsible behavior around alcohol use while allowing for moderate and appropriate drinking within the guidelines provided herein. The following policies will be adhered to regarding the use of alcohol on campus:

#### Individuals Under the Legal Age of 21 Years:

- May not possess, consume, transport or be in the presence of alcohol;
- May not allow people who are of legal drinking age to consume alcohol in their room, suite, or apartment;
- May not possess paraphernalia associated with the rapid ingestion of alcohol and/or drinking games, e.g., funnels and beer pong tables;
- May not possess or display alcohol signs or empty alcoholic beverage containers.

#### Individuals 21 Years and Older:

- May possess moderate amounts of alcohol for personal consumption inside their personal room or within a suite or apartment where all occupants are of legal drinking age;
  - Moderate amounts of alcohol are defined as one six-pack of beer or wine coolers (i.e. Seagrams, Mike's Hard Lemonade, Hard Cider), one 375 ml bottle of hard liquor or one 750 ml bottle of wine;
  - Students may not possess or consume liquor in excess of 100 proof, grain alcohol, or possess/consume caffeinated alcoholic energy drinks (including but not limited to: Four Loko, Sparks, Joose, Spylles, 24/7, or Torke);
- May not possess paraphernalia associated with the rapid ingestion of alcohol and/or drinking games, e.g., including but not limited to funnels and beer pong tables;
- May not possess kegs of any size, or similar bulk or common source containers used for mass consumption of alcohol;
- May not possess or consume alcoholic beverages in public areas including but not limited to hallways, lounges, stairwells, classrooms, restrooms or anywhere on University grounds including parking lots unless within the confines of a University sponsored event that has been approved by the Vice President for Student Services and Dean of Students;
- May not provide alcoholic beverages to any person less than 21 years of age;
- Must dispose of empty alcohol containers in a responsible manner.
- An individual student's privilege to possess alcohol may be terminated or suspended at any time based upon violation of these policies, violation of law, misuse of alcohol, or other failure to

prove responsible use. The University reserves the right to determine the responsible use of alcohol in all circumstances.

#### Not Permitted Regardless of Age

- Public intoxication as indicated by appearance or behavior such as slurred speech, unstable walk, unconsciousness, alcohol on breath, vomiting, disorderliness or offensive behavior resulting from alcohol use;
- Alcohol brought onto campus by off-campus guests and commuters regardless of age;
- Alcohol use in University-owned or contracted vehicles;
- Possession or consuming of alcoholic beverages in public areas including but not limited to hallways, lounges, stairwells, classrooms, restrooms or anywhere on University grounds including parking lots is prohibited unless within the confines of a University sponsored event that has been approved by the Vice President for Student Services and Dean of Students. (Note that any door of a room containing alcohol that is left open is considered a public space.)

#### Residence Hall Policies

Residents and guests acknowledge that they are part of a living and learning community and are therefore subject to all University and Residence Life policies. Individuals living within the Residence Halls who are of legal age may possess moderate amounts of alcohol for personal consumption inside their personal room or within a suite or apartment. For the purpose of this policy, a guest is defined as anyone who does not reside within the legally aged student's personal room. Consistent with safe hosting practices, the University has the expectation that students hosting others of legal drinking age will make available to guest non-alcoholic beverages and food items. Students who are of legal age and who wish to possess and consume alcoholic beverages within their room are required to meet the following conditions:

- Completion of a one-time educational program on the safe and legal possession and consumption of alcoholic beverages;
- Compliance with all policies listed for individuals 21 and older;
- The total amount of alcohol in a student's room, suite or apartment may not exceed the total amount permitted for each resident aged 21 or older. All alcohol must be stored in an enclosed area.
- The presence of alcohol within common areas of rooms, suites or apartments is prohibited unless all occupants are of legal drinking age. Common areas are defined as any space within a room, suite or apartment that is shared for occupants and guests who may not be of legal drinking age, including any room, suite or apartment with an open door.
- Students who are of legal drinking age and who share a suite or apartment with anyone under the legal drinking age, must possess or consume alcohol within the privacy of their room, and must store all alcohol within the confines of their private room.
- A gathering of students where alcohol is present and being consumed cannot consist of more than double the occupancy of that specific room, suite or apartment (including the residents of that area) and all guests present must possess State IDs specifying proof of age. No guest under 21 years of age is permitted at gatherings where alcohol is present.
- Social Hosting:

- The residents in whose room, suite or apartment alcohol is being consumed are responsible for the behavior of their guests and may be held accountable for any policy violations. Guests will also be held accountable for their behavior and any policy violations.
- It is the responsibility of the residents to verify the age of any person consuming an alcoholic beverage and ensure that minors do not consume and are not in the presence of alcohol.
- Residents are responsible for ensuring that of-age guests do not leave the room, suite or apartment with an open container of alcohol and that guests do not become intoxicated and/or disorderly.
- Students found responsible for violating hosting policies may be subject to disciplinary sanctions.
- A gathering of students may be terminated at any time if University officials determine the gathering is a threat to the health and/or safety of the community, is a disruption to the community, or is in violation of any University policies.

### **Drugs**

Consistent with local, state and federal law, the sale, use, possession, manufacture or distribution of illegal drugs or drug-related paraphernalia, including the misuse and/or unauthorized possession and/or distribution of prescribed drugs is strictly forbidden both on and off campus. Infraction of these laws constitutes a violation of the Code of Student Conduct and shall be addressed through the University's student conduct process.

### **Break Housing Periods**

As detailed in the Room and Board Contract, residents must vacate the residence halls by the dates and times listed below. During the final exam period, residents must vacate the residence halls 24 hours after their last exam or by the appropriate date listed above, whichever comes first. Approval to remain on campus during break periods is limited to international students, residents who live a significant distance away from campus, and students participating in University-sponsored activities including but not limited to athletics, student teaching, and internships. All residents who wish to stay in University housing during break housing periods must submit a break housing request form, which will be made available via e-mail, at least one week prior to closing.

Residents should note that there may be limited/no food services available or shuttle transportation during break periods. In addition, violations of the Student Code of Conduct during a break period may result in loss of University housing for the remainder of the break. Depending on the break period, a resident may be charged a daily or weekly rate for residing on campus.

Unauthorized residents in the residence halls during a break period may be escorted from the residence halls and may be subject to disciplinary sanctions.

***Due to COVID-19, we will be asking students to completely move out of their rooms and turn in their keys for Winter Break. In case there are changes to guidelines from at the local, state, and federal level, we want to make sure student belongings are with them at home and not on campus.***

For the 2020-2021 Academic Year, the Break Housing periods are below:

Tuesday, November 24, 2020- Halls close at 5 PM for Thanksgiving Break

Sunday, November 29, 2020- Halls re-open at 12 PM

Friday, December 18, 2020- Halls close at 5 PM for Winter Break

Wednesday, January 6, 2021- Halls re-open at 12 PM

Friday, March 5, 2021- Halls close at 5 PM for Spring Break

Sunday, March 14, 2021- Halls re-open at 12 PM

Wednesday, March 31, 2021- Halls close at 5 PM for Easter Break

Monday, April 5, 2021- Halls re-open at 12 PM

Friday, April 30- Halls close at 5 PM for Summer Break

As detailed in the Room and Board Contract, residents must vacate the residence halls by the dates and times listed above. During the final exam period, residents must vacate the residence halls 24 hours after their last exam or by the appropriate date listed above, whichever comes first. Approval to remain on campus during break periods is limited to international students, residents who live a significant distance away from campus, and students participating in University-sponsored activities including but not limited to athletics, student teaching, and internships. All residents who wish to stay in University housing during break housing periods must submit a break housing request form, which will be made available via e-mail, at least one week prior to closing.

Residents should note that there may be limited/no food services available or shuttle transportation during break periods. In addition, violations of the Student Code of Conduct during a break period may result in loss of University housing for the remainder of the break. Depending on the break period, a resident may be charged a daily or weekly rate for residing on campus.

Unauthorized residents in the residence halls during a break period may be escorted from the residence halls and may be subject to disciplinary sanctions.

### **Building Safety**

Safety is a matter of mutual support, caring, and caution. For security purposes, each entrance to the residence halls remains locked at all times. A resident's ID card will allow access 24 hours a day into the main entrance of both St. Brigid Hall and Alexandria Hall.

Residence halls may be protected by video surveillance. Tampering with cameras, ID equipment, propping doors, using maintenance entrances to enter or exit the halls, disarming locked doors for non-emergency reasons, using emergency doors for non-emergency reasons, and/or allowing non-residents access to the residence halls compromises the safety of all residents. Repeated violations of the above, may subject a student to disciplinary sanctions.

Student rooms should be locked at all times when you are not in the room or asleep. The Office of Residence Life strongly encourages students to refrain from valuable jewelry or large amounts of money to the University. Gwynedd Mercy University assumes no responsibility for the loss, destruction, or theft of a resident's (or guest's) personal possessions at any time, regardless of their presence on or absence from the University premises. Therefore, residents are strongly encouraged to obtain property insurance for their personal possessions. Insurance vendor information is included annually in room assignment letters, and is available throughout the year in the Office of Residence Life. Students may also secure coverage through either a homeowner's insurance policy or a personal property insurance policy (renter's insurance).

For health, safety, and maintenance reasons, screens shall not be removed from windows. Throwing objects out of windows is strictly prohibited. Residents may not use a window to enter or exit any residential area. This also includes accessing rooftops for the purposes of loitering or exiting from residential buildings. Students found in violation may be subject to disciplinary sanctions.

### **Cable Services**

Cable service is provided in various lounges within each residence hall and not provided in individual rooms.

### **Common Areas, Bathroom, and Lounges**

While lounges located throughout each residence hall will be open, signs will be posted that indicate the maximum number of people allowed at one time as well as 6-foot physical distancing reminders. The same will be found in all laundry areas as well. Students will be required to disinfect any area they use with the provided cleaning supplies.

Community kitchens located in St. Brigid, Siena, and Alexandria Hall will all be closed due to COVID-19.

University property, such as lounge furniture, is not to be moved into student rooms, to other rooms within the hall, or removed from the residence hall. Residents relocating furniture in the residence halls, even temporarily, may be subject to disciplinary sanctions.

The residents of each floor/wing are responsible for the condition of their respective lounge, hallway or bathroom. Damages or excessive cleaning in common areas may result in common area damage billing or restricted area use.

Community and single-sex bathrooms are located in Loyola Hall and sections of Alexandria Hall. Community bathrooms are cleaned and restocked with items weekdays between 9 a.m. and 11 a.m. In order to assist the housekeeping staff and maintain residents' privacy, showers may periodically be closed during this time to allow for proper cleaning. Housekeeping is not responsible for cleaning bathrooms located in suites. It is the responsibility of residents assigned to suites to maintain a clean bathroom. Residents of suites are to provide their own toilet paper, shower curtain and other necessary supplies. Residents and their must guests use an appropriate bathroom as labeled outside the bathroom door or as determined by the gender identity assigned to a specific floor.

Any personal items that are left in common areas may be removed and/or disposed. All students are responsible for taking personal trash to the designated location on each floor.

### **Communication**

The Office of Residence Life utilizes all means of communication with residential students including university email, Portal system, Omnilert emergency notification system, and on-campus mailboxes.

Students are responsible for checking their university provided e-mail, University Portal and mailbox. Failure to check these resources will not be accepted as a valid excuse for being uninformed. Each student is encouraged to register for the Omnilert emergency notification system so they can receive immediate information regarding campus emergencies or procedures.

## Fire Safety

It is imperative that residents take precautions at all times to prevent a tragedy due to fire and smoke. Fire alarms, fire equipment and fire drill procedures protect lives and property. Whenever a fire alarm sounds, the residence hall is to be evacuated immediately.

All residents should know the exit routes from their rooms. Please be familiar with the following fire evacuation procedures and please see a staff member if there are any questions.

When the fire alarm sounds, **LEAVE AT ONCE**. Triplex residents need to go to the grassy area between Maguire Hall and the St. Brigid parking lot while Alexandria residents go to the parking lots beyond the fire lanes, which is past the Emergency Call Box. In addition, residents should:

- ✓ Know where your exits are
- ✓ Close all doors behind you
- ✓ Proceed to primary fire exit nearest to your location
- ✓ **DO NOT** use the elevator
- ✓ Feel the door that leads from your room
  - If the door is hot or smoke is seeping in, do not open it
  - If you become trapped and cannot reach the fire exit
    - Keep the door closed
    - Seal off any cracks
    - Signal for help from the window (**DO NOT JUMP**)
- ✓ If caught in smoke or heat
  - Stay low where the air is better

Public Safety and Residence Life Staff will give residents permission to re-enter the building once it is determined safe to do so.

Tampering with fire safety devices is considered a serious offense and will result in disciplinary sanctions. This includes, but is not limited to:

- Tampering with, disconnecting, covering, or obstructing smoke detectors
- Tampering with fire extinguishers
- Covering or tampering with fire sprinklers
- Pulling a fire alarm or activating a smoke detector with no evidence of smoke or fire

Students may also be held accountable for failing to evacuate the residence halls during an alarm or re-entering without permission. Starting or causing a fire and/or an explosion in or around the residence halls may result in disciplinary sanctions

## Furniture

All residential rooms are supplied with furniture based on the capacity of the room. Residents are not permitted to remove any furniture, equipment, or other property belonging to the University. Persons found responsible for doing so may be subject to disciplinary sanctions.

All furniture must be adjusted according to manufacturer's specifications. Please verify correct adjustment procedures with a member of the Residence Life staff. If assistance is needed in adjusting furniture, follow the procedures listed under *Maintenance Request* below.

## Guest Policy

In an effort to maintain the safety of all members of the GMercyU community during the COVID-19 pandemic, guests will not be allowed in the residence halls from July 1, 2020 through December 31,

2020. This policy is separate from any move-in instructions Residence Life disseminates prior to August 31, 2020.

Guests are defined as any person(s) who do not currently live in University housing. If residents wish to host a non-resident or family member, they may coordinate a meeting outside of the residence halls while observing the University guidelines regarding mask-wearing and social distancing.

### **Health and Safety Inspections**

Periodically, Residence Life staff will conduct formal health and safety inspections to ensure that trash is removed, rooms and bathrooms are cleaned, and there are no fire hazards or other concerns present. Any prohibited item(s) found in rooms while conducting these inspections may result in confiscation and possible disciplinary action. Rooms that do not pass inspection are subject to re-inspection within 48 hours.

Due to COVID-19, Residence Life will advertise a week ahead of time to each floor of the general timeframe for inspections to occur. Residents who happen to be present during the inspection will be asked to wear a mask and depending on the size of the room, be asked to physically distance from Residence Life staff performing the inspection, including standing in the doorway.

The dates for Health and Safety inspections are as follows:

Monday, September 28-Friday, October 9, 2020  
Friday, December 18, 2020 (Winter Break closing)  
Friday, March 5, 2021 (Spring Break closing)

To assist with the health and safety of our residence halls, the University has established the following non-inclusive list of prohibited items. Students found in possession of these items may be subject to forfeiture of the item(s) and disciplinary action.

- refrigerators larger than 4.0 cubic feet (one per resident)
- extension cords that are not UL listed
- electrical cooking devices of any kind, which include but is not limited to:
  - microwaves except in Alexandria Hall suites where they must be 700 watts or less
  - coffee makers (except Keurig)
  - electric/gas grills
  - toaster ovens
  - hot plates
  - deep fryers
- portable heaters, black lights, space heaters
- individual room air conditioners (window or portable)
- halogen lamps of any kind
- candles (including decorative)/incense; electric candle warmers
- darts and dart boards (other than Velcro)
- adhesives other than blue painter's tape or masking tape
- mounting squares, hooks or nails
- animals of any kind except fish (with fins and gills that live under water) in 10 gallon tanks or otherwise approved by Student Accessibility Services
- alcoholic beverages/decorative alcohol containers (as restrictions apply based on age, please see Alcohol Policy above and in the Student Handbook)

- illegal drugs/drug paraphernalia
- weapons of any kind including pellet guns, paintball guns, and firearms
- ammunition
- fireworks or explosives
- dangerous materials
- wall mounted shelves
- cinder blocks/bricks/rocks
- items hanging from ceiling or any items that may block the view of the room, cover ceiling light fixtures, inhibit operation of fire equipment, and/or compromise a clear means of egress for evacuation

Residents must also take their own garbage to the appropriate trash room or when instructed, outside to the dumpsters. Students who leave trash in hallways/stairwells may be charged a trash removal fee and subject to disciplinary action.

The cleaning of the bedrooms, bathrooms, and other common spaces in suite-style rooms is the responsibility of each resident. All common areas outside a student room are cleaned on a regular basis by the custodial staff. Lounges, hallways, and bathrooms should be kept as clean as possible by residents.

Residents will be notified in writing whether or not they passed the health and safety inspection.

### **Indoor Sports**

No sports or sport-like activities are permitted in the residence halls, rooms, lounges, hallways, stairwells, etc. Indoor sports infringe on the rights of others, can lead to damage of University property, or may cause harm to oneself or others. Water fights and snowball fights are prohibited inside all residences. Violators may be subject to disciplinary action and may be billed for cleaning, damage, and/or fire alarm repair charges.

### **Laundry Facilities**

Washers and dryers are located in each residence hall and usage is free to all resident students. Laundry facilities are located in the following areas:

Loyola Hall	1 West, 1 East, 2 Center
St. Brigid Hall	All floors
Siena Hall	All floors
Alexandria Hall	All floors

In the event that a machine is not working correctly, please contact the Office of Residence Life by submitting an online maintenance request or via email at [reslife@gmercyu.edu](mailto:reslife@gmercyu.edu).

Each laundry room will have posted signs of occupancy limits and to maintain 6-foot physical distancing. Residents should be respectful of others and remove their laundry from the machines as soon as their clothes are finished being washed or dried so others can then use the machines. Any laundry left out on top of machines or tables in laundry rooms may be collected to be donated. Residence Life will notify residents of a floor where laundry has been left out prior to making any decision to donate.

### **Lockouts, Keys, and ID**

Residents are required to keep their student unit door locked at all times and keep in their possession their room key or key card. If a resident locks themselves out of their room they should first attempt to

locate their roommate(s) for assistance. If they are not available, contact Public Safety. Residents must show their student ID or show appropriate picture ID when locked out. University personnel will refuse access to any individual not assigned to a specific room.

Students who have misplaced their key may borrow a spare from the Office of Residence Life for up to 48 hours without charge. A \$25.00 replacement fee may be charged to replace the door lock when room keys are lost from units in Loyola, St. Brigid and Siena Halls. A \$25.00 replacement fee may be charged to replace a key card when lost from units in Alexandria Hall. An amount of no more than \$25.00 may be charged for a lost closet/cabinet/mailbox key.

It is the expectation that students carry both their University ID and residence room key(s) with them at all times. Residence hall room key(s) or a student's ID card is never to be given to another student or person for any reason which includes but is not limited to:

- Gaining access to any University owned building
- Library services
- Any dining facility
- Entry to any residence hall room, including suites

Students found in violation of this policy may face disciplinary action.

### **Lost and Found**

Gwynedd Mercy University Lost and Found is located at the Public Safety Office located in St. Brigid Hall. Individuals looking for misplaced items may also inquire about them at the same location or contact Public Safety at x21522.

### **Mail**

Each resident is assigned a mailbox located in the first floor of Loyola Hall, St. Brigid Hall, and Alexandria Hall. Mail is delivered by mid-afternoon each weekday. Students who need to send a stamped letter may put it in the mailbox located in the entrance of St. Brigid.

All packages will be available for pick-up at the mailroom, located on the first floor of Maguire Hall. Students whose packages have arrived at the mailroom will receive an email and/or text message letting the student know they have a package. Packages can only be picked up from 8:00 am – 9:45 am or 2:15 pm – 3:15 pm, Monday – Friday. Students must bring their student ID in order to sign for and receive their package(s).

Each resident is responsible for completing and mailing an Official Change of Address Card upon final departure from the residence halls in order to ensure uninterrupted receipt of mail. It is important to note that all mail sent to the residence halls after a resident has checked out will be returned to the sender.

A lost, misplaced, or a mailbox key not returned will incur a cost of \$15.

### **Maintenance Requests**

The Office of Residence Life features one request system for any issues relating to repairs in your room, common room, or for laundry. To submit an on-line request, please visit <https://www.jotform.com/gmercyureslife/residence-hall-work-order> and click on the maintenance request link on the right. If the problem is not addressed in 3 business days, please notify a member of the Residence Life staff so that we may follow up with the appropriate department.

Any internet/WiFi issues can be addressed directly with Information Technology by emailing the problem to [it@gmercyu.edu](mailto:it@gmercyu.edu).

### **Meal Plans**

All resident students are required to obtain a meal plan provided by Parkhurst Dining Services. The following are the available meal plans:

- 15 meals per week, including \$200.00 M.E.R.V. Bucks
- 100 Block Meal Plan, including \$100.00 M.E.R.V. Bucks

M.E.R.V. Bucks can be used at various locations on campus as an additional means to purchase items. M.E.R.V. Bucks will transfer from fall semester to spring semester only. For the 2020 fall semester, only the Waldron Café and Pepperazzi will be open for dining.

### **Medical Information**

A student will be permitted residency status only when a current health form and proof of meningitis vaccination or a signed waiver are on file with the Health and Wellness Center.

### **Noise**

Although it is not possible to accommodate the needs of every student regarding sleep and study time, "quiet hours" and "courtesy hours" have been established to provide an atmosphere that is conducive to study, sleep and relaxation. Students may call Public Safety or notify a member of the Residence Life staff to report a noise complaint. Quiet Hours during the week and finals are as follows:

Sunday-Thursday:	11 PM-9 AM
Friday-Saturday:	12 AM-9 AM
Finals Week:	24-hour Quiet Hours begin the Sunday before finals begin at 5 PM.

At all times, students are expected to be courteous and to conduct themselves in a way that does not intrude on the rights and privileges of others. Courtesy hours are in effect 24 hours a day, 7 days a week. Continual violations of courtesy hours may result in disciplinary action.

### **Parking**

For the 2020 fall semester, students will not be charged to park on campus, however, a student's car will need to be registered with Public Safety. Students will be able to use their 2019-2020 parking tag if they still have it. If you are a new student or no longer have the 2019-2020 parking tag, you will be able to obtain a new one from Public Safety after classes begin on August 31, 2020

Please call 215-646-7300 ext. 21595 or 21522 for more information. Additional information regarding parking can be found on the Public Safety website at [www.gmercyu.edu](http://www.gmercyu.edu).

### **Pets, Service, and Emotional Support Animals**

Fish (defined as animals with fins and gills, living under water 24 hours a day) are the only pets permitted in the residence halls with a maximum tank size of 10 gallons. Students assume the responsibility of their fish during all break periods. Violations will result in immediate removal of the pet and may result in disciplinary action.

A "service animal" is an animal that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual, or other mental

disability. The work or tasks performed by a service animal must be directly related to the person's disability. The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purpose of this definition. Species other than dogs or, in some cases, miniature horses, are not considered service animals for the purpose of this definition of a service animal.

University staff, faculty and employees cannot ask about the nature or extent of a person's disability to determine whether a person's animal qualifies as a service animal. However, when it is not readily apparent that a dog is a service animal, staff may make two inquiries to determine whether the dog qualifies as a service animal, which are:

- Is the dog required because of a disability?
- What work or task has the dog been trained to perform?

To ensure equal access and nondiscrimination of people with disabilities, members of the University community must abide by the following practices:

- Allow service animals to accompany people with disabilities on campus;
- Do not ask for details about a person's disabilities;
- Do not pet a service animal, as it distracts the animal from its work;
- Do not feed a service animal;
- Do not deliberately startle, tease, or taunt a service animal; and
- Do not separate or attempt to separate a person from their service animal.

Emotional Support Animals (ESAs) are a category of animals that may work, provide assistance, or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the ADA and Gwynedd Mercy University's Service Animal Policy. Some Emotional Support Animals are professionally trained, but in other cases Emotional Support Animals provide the necessary support to individuals with disabilities without any formal training or certification. ESA are only allowed in the residence halls if approved through Student Accessibility Services (SAS).

ESA and Service Animals must be under the control of the owner at all times. Any behavior that can be reasonably concluded as a threat, disruptive, destructive, or otherwise interfering with normal activities must be reported to professional staff. All documents pertaining to ESA are available on the SAS web page. Please note that the documents also include procedures for the potential removal of an animal.

### **Posting Procedures**

Only flyers and posters that have been officially approved for posting by the Student Services Office or the Student Activities Office will be allowed in residence hall hallways. The posting procedure and locations for posting vary throughout residence halls. Interested individuals should contact the Office of Residence Life, Loyola Hall room 138, for specific information on posting in the residence halls. Flyers and posters that have not been approved or have been posted improperly will be removed and discarded.

### **Privacy of Student Rooms**

University staff respects your right to privacy and will work to ensure that no unwarranted intrusion into your room occurs. It is occasionally necessary for the University to exercise its right to enter a resident's room for purposes of health, facility maintenance, or policy enforcement. The University reserves the

right to inspect a student's room periodically. Authorized University personnel or authorized agents of the University may enter a student's room whenever there is reasonable cause concerning the safety, health, and wellbeing of the individual residents, if there is reasonable suspicion that a violation of University policy is occurring, to perform damage assessments and/or repairs, to inspect for fire safety violations, or for other necessary reasons. When feasible, the University will notify the student in advance of any such inspection. University staff will conduct health and safety inspections based on the schedule detailed within these policies.

### **Property Insurance**

Gwynedd Mercy University assumes no responsibility for the loss, destruction, or theft of a resident's (or a guest's) personal possessions at any time, regardless of their presence on or absence from the University premises. Therefore, residents are strongly encouraged to obtain property insurance for their personal possessions. Insurance vendor information is available throughout the year in the Office of Residence Life. Students may also secure coverage through either a homeowner's insurance policy or a personal property insurance policy (renter's insurance).

In addition, residents are encouraged to inventory their personal possessions periodically, engrave their names on, and record the serial numbers of personal possessions. This information should be kept in a secure location.

### **Public Safety & Escort Service**

The Department of Public Safety is located in St. Brigid and Loyola Hall. Public Safety is available 24 hours a day, 7 days a week. For emergencies, please contact Public Safety at x21522 or call 215-641-5522.

Escort services are available for students, staff, faculty and visitors to and from locations on campus. A Public Safety officer will walk or drive individuals to and/or from their car, class, residence hall or any other facility. In order to utilize this service, please contact the Department of Public Safety at x21522.

### **Release from Room and Board Contract**

The Gwynedd Mercy University Room and Board Contract is a legally binding contract and is in effect for the entire academic year or portion thereof. However, the Office of Residence Life recognizes that students may experience unforeseen or extenuating circumstances that are beyond their control, which may impinge on their ability to honor the full contract term. Circumstances that may be considered for a release include a significant medical or financial change since signing the contract and/or military deployment. Residents are automatically released from the contract due to withdrawing from the University, leave of absence, study abroad, co-op, graduation, and/or academic dismissal.

Residents who believe they can no longer fulfill their obligations of the housing contract must formally notify the Office of Residence Life by completing a *Contract Release Request* form, which is available outside Loyola 138. After receiving the form, Residence Life staff will review it and render a decision that will be sent via GMercyU e-mail. The official date of move-out will be determined when the resident has submitted the *Contract Release Request* form, moved all of their belongings out of the residence hall and turned in all keys. Refunds, if any, will be made through the Campbell Solution Center according to the room and board refund policy designated in the Room and Board contract.

### **Residency Eligibility**

Full-time, matriculated and registered undergraduate students at Gwynedd Mercy University who are at least 16 years of age or older are eligible to reside in the residence halls during the academic year or summer break period. Students must also remain a full time student throughout the tenure of the

Room and Board contract for the specified academic year. Other students that may be considered to live in the residence halls include those in an enrolled graduate degree program or the ABSN program. The University and the Office of Residence Life reserve the right to refuse or remove students from University housing who have been convicted of a misdemeanor, felony, or other crime. Students who have been removed from housing through the student conduct system will be required to meet with the Director of Housing and Residence Life if they wish to reside on campus at a future time.

### **Room Assignments**

The assignment or reassignment of rooms and roommates is an administrative decision of the University. The University has the right to assign a resident to any existing vacancy on campus at any time. When a vacancy exists in a double room, The University has the right to reassign the remaining resident to a vacancy in another room. Residence Life staff will do their best to notify a resident(s) well in advance regarding a new roommate or assignment. Finally, Housing assignments are made without regard to race, color, age, religion, national origin, ancestry, or veteran status.

Residents may not move to another room without Residence Life approval. Residents found responsible for moving without approval may be subject to disciplinary action. In the event that another student is assigned, there must be a set of furniture ready for them upon arrival. As we are committed to friendship, diversity, and mutual respect, the University expects residents to make a potential new roommate feel welcome at all times.

### **Room Changes**

The Office of Residence Life works to develop and enhance the residential experience for each student. Having a roommate is an important part of the undergraduate college experience. Successfully sharing a space with another person requires communication, collaboration, and compromise. It can be challenging and rewarding while also offering students many opportunities to reflect on their own values and assumptions.

In order to promote positive roommate and suitemate relations, RAs will facilitate required Roommate and Suitemate Agreements with students living in the residence halls. The initial agreements will be completed within the first weeks of September and future agreements will be completed as room changes occur throughout the year. The residents of each room should discuss each topic of the agreement and then discuss their agreement with the RA. The final copy will then be kept on file by the Residence Director of their building. Please note that roommate agreements do not take the place of or negate any University or Residence Life policy.

If a conflict should occur, roommates should address each other directly and privately with any concerns and revisit the agreement that was made. If further problems occur, the roommates can request a meeting with an RA in order to mediate any unresolved issues. In the event that the RA cannot resolve the conflict between roommates, the Residence Director may become involved to facilitate a compromise.

Please be aware that room changes are not considered the most effective way to resolve conflicts and they are not automatic. However, we do understand that issues and challenges can arise when living with others and will do our best to work with all residents involved to reach a solution.

### **Room Condition and Damages**

Residents will be held responsible for the conditions, content, and policy violation(s) of the assigned individual's room and/or common area of the unit. Residents are given approximately one week after

moving into a room to provide Residence Life with any additional concerns to be noted about their room that may have been missed.

Rooms will be re-inspected when residents move out. Residents of a room may be billed for any damages noted and compared to the signed RCF at move in. Residence Life staff members complete a final room inspection and assign room damage charges at that time. All of the furniture that is provided to each room must stay within that particular room.

In an effort to reduce potential damage costs, residents typically are not allowed to make their own enhancements to the room (i.e. hanging curtains). Residents should speak with their Residence Director or another member of the Residence Life professional staff if there is an improvement they would like to make so an assessment can be made to its possibility.

Placing message boards or decorations on the exterior of room doors in the residence halls is considered a resident's privilege. As with any privilege, certain responsibilities are inherent. All residents who choose to express their creativity, via their door, assumes the responsibility for balancing their personal tastes with the rights of the community. Messages, signs, posters and/or decorations should be appropriate for public viewing. Profanity, sexually explicit, harassing, or discriminatory messages do not align with the University's Core Values and therefore, should not appear in public spaces in residence halls, including the outside of student room doors. Defacing or destroying someone else's door or door decorations is a violation of the Code of Student Conduct and those responsible may be subject to disciplinary action.

Holiday decorations (i.e. Christmas) are to be contained within a resident's room or suite and not in any hallway or resident door to the hallway, unless Residence Life has approved any decorating competitions ahead of time. At no time should decorations impede fire suppression equipment/systems or cause any hazards (See Fire Safety and Health and Safety sections). Residents are encouraged to utilize decorations that promote inclusion, community, and that represent our Core Values.

Please keep your room clean and safe by following the policies in this publication, cleaning your space regularly and keeping food items in sealed containers. Students with semi-private bathrooms are responsible for providing their own bathroom cleaning supplies and for cleaning the bathroom area.

Residents should use care in attaching materials to the walls. Charges will be assessed at the end of the year for touch-up painting or repairs for holes in walls. Blue painter's tape is the only university-authorized adhesives for all areas in the residence halls.

All personal property must be removed upon checking out of a room. The University is not responsible for any items left by residents. Anything remaining after the residence halls close on Friday, May 1, 2020 will be disposed of.

The Director of Housing and Residence Life, or their designee, reserves the right to refuse, revoke, suspend, or reassign housing of a student or group of students based on inappropriate behavior or damages.

### **Room Deposit**

All residents must pay a \$200.00 room deposit, as required by the University, prior to occupancy in the residence halls on a yearly basis. This deposit will be credited towards the room charge for the academic year.

New students (first-year and transfer), who are released from their housing contract after submitting a housing deposit, but prior to the close of business on June 30, will be refunded as follows:

Prior to May 1: Full refund of \$250.00 housing deposit

May 1 – May 31: \$150.00 refund from housing deposit

June 1– June 30: \$50.00 refund from housing deposit

Applicants who request to be released after the June 30 deadline will not receive any refund of their housing deposit. Current students who are released from their contract after April 30 and leave the University for any reason (which includes but is not limited to withdrawing from the University, transferring, academic dismissal, and conduct dismissal) will forfeit the \$200.00 deposit in its entirety. Otherwise, the deposit will act as a credit to their student account.

In accordance with University policy, room deposits for Room Selection will not be accepted or processed, nor will lottery numbers be issued for any student who has an outstanding balance or hold on their account. Housing deposit extensions will not be offered. Any resident who decides to return to housing for the next academic year must submit an application and a \$200.00 housing deposit.

### **Room Selection**

Room selection for returning residents occurs in the spring semester. Based on availability, residents in good financial standing who submit an application and the \$200.00 room deposit by the posted deadline will be given the opportunity to request a preferred room and roommate. Room deposits will not be accepted or processed for any student that has an outstanding balance or hold on their account. Students will be assigned according to class status, lottery number, and availability of space. The Office of Residence Life cannot necessarily guarantee a housing space for every resident student that participates in the room selection process.

### **Single Rooms**

For the 2020 fall semester, all students will be assigned to their own bedroom due to COVID-19 and will not be required to pay the additional \$500 the University charges for a student having their own room. The exception to this will be students who are living in the Siena rooms that have previously been identified as single rooms.

### **Smoking**

The use of tobacco products (including cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco and any other tobacco products) by anyone including students, staff and visitors, contractors and their employees are prohibited at all University locations.

The use of tobacco products (including cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco or any other tobacco products) is prohibited:

- In the interior spaces of all University locations;
- On all outside property of all University locations or spaces being used by or on behalf of the University, including partially enclosed areas such as walkways and doorways;
- In University vehicles, including vans and all other University vehicles or vehicles being used for University purposes;
- Personal vehicles parked on Gwynedd Mercy University property;
- In all indoor and outdoor athletic facilities being used by or on behalf of the University;
- All locations, other buildings, facilities, or grounds leased or used by Gwynedd Mercy University.

Littering the campus with remains of tobacco products or any other disposable product is prohibited. Organizers and attendees at public or private events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University facilities will be required to abide by the tobacco-free policy and procedure. Organizers of events are responsible for communicating the policy to attendees. Signs bearing the message “Tobacco-Free Campus” will be posted in prominent spaces to include University vehicles and parking lots. However, tobacco-free zones apply to the grounds around all University campuses whether or not signs are posted. No ashtrays or smoking shelters will be provided at any location of Gwynedd Mercy University.

As members of a learning community, dedicated to integrity in word and deed and social responsibility with a special care for the earth and the common good, all Gwynedd Mercy University students, faculty, staff, contractors and visitors are expected to comply with this policy. Additionally, all are invited to respectfully inform others about the policy in an ongoing effort to enhance awareness and encourage a healthy culture and environment.

Specific to the residence halls, all University residence halls are smoke/vapor-free environments. Residents and their guests are not permitted to burn any substance that will put smoke into the private or public spaces of their residence halls. Residents and their guests are not permitted to use any device that will put vapor into the private or public spaces of the residence halls. Examples of items that are not acceptable include, but are not limited to, cigarettes, e-cig, vapes, vape pens, hookahs, e-hookahs, cigars, incense, cigarillos, bongos, or smoke machines.

### **Student Handbook**

The Student Handbook is produced and maintained each academic year by the Division of Student Services and Campus Life and is available on the University website. It is expected that all students to become familiar with all of the material, to seek further information as needed, and to abide by the current policies and procedures.

The handbook also includes the Student Code of Conduct which includes standards that are to be followed by all University students in and outside the residence halls.

### **Student IDs**

All students are expected to present their Gwynedd Mercy University ID card to staff upon request. A Student ID is necessary for entrance to the residence halls, the Griffin Complex, the Computer Lab, food purchases and for borrowing privileges in the library. ID photos are issued Mondays through Thursdays from 8:00 a.m. – 5:00 p.m. and Fridays 8:00 a.m. – 3:30 p.m. in the Campbell Solution Center located in Campbell Hall. A \$10.00 fee is charged for replacement of a lost ID.

### **Weapons**

The possession of firearms of any kind including pellet guns, explosive devices of any kind and other dangerous weapons, including but not limited to knives, are not allowed on Gwynedd Mercy University property. Students found in possession of any dangerous weapon on campus may be immediately suspended from the University and the residence halls pending the outcome of their student conduct hearing. This policy applies to all students permitted by law to carry any firearm.

*Gwynedd Mercy University is committed to maintaining a positive learning, working, and living environment that is free from unlawful discrimination and harassment. Gwynedd Mercy University does not discriminate against any applicant for admission to or employment at the University because of race, religion, age, gender, sexual orientation, gender identity, national origin, disability, color, marital status, veteran status, genetic characteristics, or any other characteristic protected by federal, state or local law*

*("Protected Classes"). This includes, but is not limited to, admissions, financial aid, educational services, and student programs and activities, as well as to all terms and conditions of employment including, but not limited to, recruitment, selection, hiring, placement, transfer, promotion, training, compensation, benefits, discipline, and termination. The University will not tolerate unlawful acts of discrimination or harassment based upon Protected Classes, or related retaliation against or by any employee or student. This policy applies to all University faculty, administrators, staff and students. Persons who lodge discrimination or harassment complaints or participate in the investigation of such a complaint are protected from retaliation (e.g., adverse action or consequences) for those actions. Retaliation will not be tolerated at Gwynedd Mercy University. Although discrimination and harassment described and prohibited by this policy include a wide range of behaviors, certain discriminatory conduct is addressed elsewhere. For example, sexual harassment is addressed in the University's Sexual Misconduct Policy. Individuals who violate this policy shall be disciplined or subjected to corrective action, up to and including termination or expulsion.*

The University reserves the right to make changes to this publication as necessary and once those changes are posted online they are in effect.

**Updated 7/20**