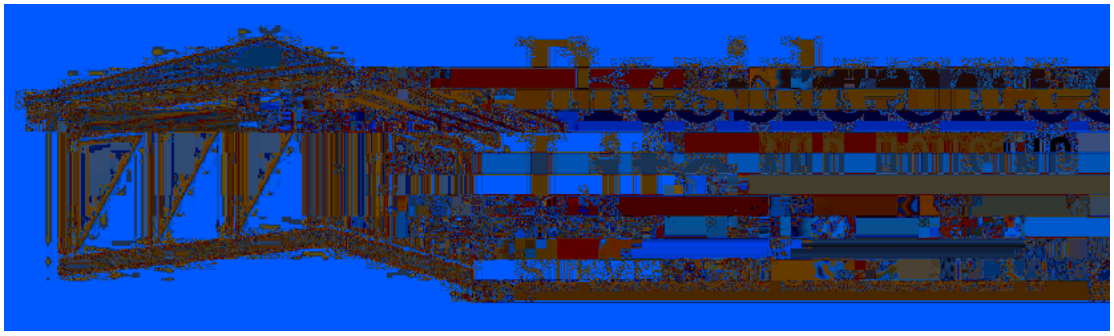

2023-2024

RESIDENCE LIFE & HOUSING RESIDENT HANDBOOK

Welcome

Dear Residents,

On behalf of the Residence Life & Housing staff and everyone at Stevenson University, we would like to welcome you to your new home.

Stevenson University prides itself on being a welcoming and inclusive environment that will support your academic, social, professional, and personal goals. By living on campus, you will be a part of an inclusive community that celebrates the diversity of our residents. We encourage you to get to know your neighbors, Resident Assistants, and the staff here to support you. All our professional and student staff are here to provide you with a secure environment designed to give you meaningful opportunities for engagement.

We are committed to your success and strive to provide you with exceptional programs, services, and facilities. This handbook is designed to serve as a reference tool for you while you are living on campus. Please use it to learn more about the programs, services, facilities, and health and safety policies and procedures provided by Residence Life and Housing.

Our office is located in the Ratcliffe Community Center and we encourage you to connect with our staff with questions or concerns. We are excited to provide any support or resources you may need.

Once again, welcome to your new home! We hope you have a safe, exciting, and successful academic year!

Sincerely,

Residence Life & Housing Team

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Goals for Our Residents

1. Awareness of Self: Residents will engage in opportunities to reflect on the intersecting components of identity development through exploration of one's value systems and lived experiences. In order to do so, students will explore all aspects of identity, grow in communication and self-advocacy practice healthy behaviors, and develop an understanding of core values and goals.
2. Awareness of Others: To be an inclusive and transformative member of the residential community, students must understand dimensions of one's own identity and their relation to others. Students will develop community through the creation of dialogue, practicing respect, understanding and empathy, and advocating for others.
3. Academic Commitment: Grounded in the understanding that learning happens both inside and outside the classroom, the goal is to look at learning through a dimensional lens. This includes integration of active exploration in fields of study and interest, utilization of academic resources provided on campus, creation of one's own definition of academic commitment, and then building upon for individual career preparation.
4. Global Awareness In unison with awareness of others, students will explore their impact on their community through developing their global awareness. Specifically, students will construct roles and responsibilities to their community, examine how their actions impact their local and global community, and develop their cultural competence through micro and macro community interactions.

SU News:receive texts/emails about campus new and events such as social and cultural events and activities, *Arts Alive!* events, and other campus activities of interest to students.

SU Resident Newsreceive important news, updates, and information specifically for SU students living in campus housing.

https://www.stevenson.edu/about/campus-services/alert/

Eligibility

Students must have a signed Residence License Agreement on file with the Office of Residence Life and Housing prior to occupancy of University housing. To be eligible for residences, students must carry a *minimum of 12 credit hours per semester* (unless approved by the Director of Residence Life & Housing)

insurance. The University's property insurance program does not cover student's property. Some homeowner's policies automatically cover property while a student is away at college. Otherwise, a "Renter's Policy" can be purchased specifically for the student. Please check with your family's insurance agent about obtaining appropriate coverage. A homeowner's or renter's policy may also provide

Staff Directory

Professional Staff

Jacquelyn Wonsey, Director of Residence Life and

Whatis anRA?

A

Mustang Meetups

These happen once in the fall semester and once in the spring semester and serve as an intentional check-in with your RA to see how you are adjusting to campus life and help you in meeting your goals. These conversations allow your RA to get to know you better and better serve as a resource for you so that you can succeed and thrive while living on campus.

Bulletin Boards

Bulletin BoaBuloaBo2(RA) (oaB).82 Td -.c 0 Tw ( )llnd [(he)4Bt

providing good customer service. Office Assistants (OA) are expected to know, voice, model, and motivate students and guests to adhere to the policies and procedures of Stevenson University. Open positions will be posted on the University Human Resource page at https://www.stevenson.edu/human-resources/

Community Living

Community Development

Living in the housing community can be a highlight of your University experience. This independent yet interdependent way of life helps to prepare you for community living once you graduate. It [illegible]

4. *Study habits matter*. Make sure to discuss your study habits so that your roommate is aware if you prefer to study in quiet or with music on. Talk with your roommate on your preferred time to study so that you can be successful while in your room.
5. *Address problems while they're little*. Addressing things that bother you while they're still little can help your roommate be aware of something they may not otherwise know.
6. *Respect your roommates' stuff*. This is one of the biggest reasons why roommates experience conflict. Be sure to get permission before using their items.

Use of Common Area

All common areas, including but not limited to parking lots, stairwells, hallways, laundry rooms, courtyard areas, lounges, sidewalks, and lawns must be kept clear at all times of trash, refuse, bicycles, athletic equipment, and other personal belongings. Any such items noted by Residence Life staff will be considered abandoned and will be discarded. Common areas are for the use and enjoyment of all Stevenson University residents. No loitering is permitted. Such behavior will be subject to disciplinary action. Riding of bicycles and other riding vehicles or equipment will not be permitted in any common areas. Alcoholic beverages may not be served or consumed in any hallway, common areas (including any outdoor areas), or parking lots. In compliance with State and Local Fire Codes, bicycles, carts, and other items are not to be left at entrances or in hallways at any time. Likewise, nothing should be stored in mechanical rooms.

Stevenson Dining Services

In order to meet your campus dining needs, we have designed a variety of meal plans. Meal plans can be used at the Greenspring, Owings Mills, and Owings Mills North Campuses. On the Owings Mills Campus you can enjoy All-You-Care-To-Eat in the Rockland Marketplace as well as dine in or carryout at Pandini's. You can also use your meal plan and flex dollars in Natural Smoothie located in Ratcliffe Center. Our Owings Mills North campus includes the newly-built Cafe North dining location as well as the Cafe North Retail Wall. On the Greenspring Campus your meal plan is accepted in Mustang Corral. Be sure to keep an eye out for any dining updates throughout the year.

On-Campus Dining Options

- Natural Smoothie, Ratcliffe Center
- Pandini's
- Rockland Marketplace
- Café North
- Garrison Coffee House
- Mustang Corral, Greenspring Campus

See hours of operations and menu at https://stevenson.sodexomyway.com/dining-near-me

quality of life in the Stevenson University residential facilities:

- In all cases, be alert to your surroundings.
- Do not intervene in crimes in progress. Call Campus Safety at x 4500 or 911 to report ALL crimes and suspicious activity.
- Remember, "better safe than sorry" is sound advice.
- Do not walk alone; stay on well-lit pathways and away from deserted areas.
- If you are being followed, change direction, and go to a populated location.
- Know the location of the Emergency phones and Blue Lights.
- Do not go to parties with unfamiliar groups alone. Do not leave your friend at a party. Agree in advance that you will leave together.
- If you are walking someone home, be sure to wait until they are safely in the building.
- No matter how short or long you will be gone, lock your door when you are leaving. Be sure to take your keys with you.
- Let roommates know when you are going out and how long you will be gone. However, don't leave information posted on your door or posted online via social media as you do not want everyone to know when/where you will be away from your room and/or when/where you are going.
- Do not keep excessive money or valuables in your room.
- Request identification of any unfamiliar person attempting to gain access to your room. If you are still unsure call Campus Safety at x4500 or 443-352-4500.
- The use of unauthorized side door entrances is strictly prohibited. Never open/prop the side doors open for anyone.
- If you see something, say something.

Health & Counseling Services

The University Wellness Center offers limited primary health care and counseling services. To learn more about the Wellness Center's Services, please contact the Wellness Center at 443-352-4200. For after-hours consultation for medical or mental health advice, you can contact our Forensic Nurse on call at 1-800-245-4691. In the event of an emergency, students should contact Campus Safety at x4500 or call 911. The student is responsible for any costs associated with transportation to the hospital or medical care facilities.

do so. Students who fail to do so may be subject to disciplinary action, including termination of the Residence License Agreement for failure to comply with the directions of a University official. If you lose your ID card, contact Campus Safety to obtain a new one. Your old ID card will be deactivated. There is a $25 fee for a new ID card that will be posted to your student account.

Parking

Parking is available for any resident with a valid Stevenson University parking permit. Cars which fail to display appropriate permits may be ticketed by Campus Safety. Guests may park in designated areas only. The speed limit on all Stevenson University property is 15 miles per hour. M (s)ills.6 0 d [(S)-4 (2.3 Tw 1.44 0 Td ( )Tj -0.004 Tc 0.004 Tw 0.22 c22.73 -1.33 Td [(w)2 (i)-)-5

Accidents

While everyone works together to try to maintain

Dispose of lint, empty containers, softening sheets, etc. in a trash receptacle. If a machine becomes inoperable, please report any loss of money or malfunction by submitting a ticket to the Helpdesk at https://helpdesk.stevenson.edu/

Housekeeping

It is the responsibility of each resident to take care of, clean and maintain their apartment/suite, including the bedrooms, bathroom(s), kitchen, and living room areas (if applicable). Community living requires that residents perform certain duties to help keep the living unit clean. Residents must provide their own cleaning supplies. If the condition of the apartment/suite is not satisfactory, residents will be asked to correct the problem in a timely manner or disciplinary action may be imposed. Additionally, students must provide their own shower curtains.

Housekeeping staff are responsible for cleaning lobbies, hallways, laundry rooms, stairwells, lounges, elevators, and all other common areas on a regular basis. In the event that an excessive amount of debris or mess is created by students, the smallest identifiable community may be charged for services above and beyond normally required cleaning. The same applies, of course, to damage. Requests for maintenance work should be submitted on78 0 Td ( )Tormmage. Re9 0 Td ( )Tj

All requests for services should

operation, thermostats should not be set below 68 or above 72 degrees. Students may be charged for any damage to units due to misuse of heating and cooling systems. Only operate laundry machines and dishwashers when there is actually a full load to be cleaned. Any damage or costs for repairing appliances because of misuse or negligence will be billed to the smallest identifiable community.

Decorating/Alterations

You must adhere to the following guidelines in decorating and caring for your space. You may not install equipment, make alterations, paint or make repairs. You may not change or add to the existing shape of your room. Do not mark the walls, ceiling, or doors; remove screens; dismantle or remove furniture. No nails or screws are to be used on the walls. Decorations may NOT be attached to the ceiling. If you choose to put pictures or posters up on your walls, you will be responsible for any damage to the walls. Violations of this policy may result in a fine and/or other disciplinary action.

Flags, Tapestries, & Curtains

Students may use up to 75% of each wall to hang flags and tapestries. No decorations, including flags and tapestries can be hung from the ceiling. Stevenson University Staff reserve the right to determine if coverings on the walls are deemed to be excessive. In the event of excessive wall coverings, the student will be asked to remove wall coverings until an acceptable amount is reached. Failure to comply with this policy may result in disciplinary action.

Students may choose to hang curtains in their windows. Curtains are optional and are not provided by Stevenson University. 2 (a)4 (i)-2 (ns(l)-10 (114 (e C)-3 ns(l)- h)-1]TJ 0 (s)-1 C)-3 nTw []-2 (n r(-5 (i)-6

and the University's supplied bed and bed frame must remain in the assigned bedroom. Misuse of furnishings and abuse of property will add to student repair and replacement costs. All residents are expected to respect university property. Furniture provided in the lounges and other common areas must remain there and cannot be moved to a resident's suite/apartment.

Construction & Repairs

At any time, constructions and repairs may take place in or around residential units. In the event of an emergency, Stevenson University reserves the right to move students and their belongings to another location. No adjustments will be made to any resident's bill at any time based solely on the construction or repair. However, students can and will be charged for any damages they cause. Stevenson University will attempt to notify any students affected by upcoming construction or repairs.

Housing Procedures

Move-In Procedure & Room Condition

Within two weeks after occupancy of the residence, any damage or missing items must be noted on the Room Condition Report (RCR). It is the responsibility of the student to make an initial inspection of their residence and notify their Resident Assistant (RA) in the building regarding damages. Students will be held 004 Tc 0.004 Tw .(A)2 (s)-il J 1.22 0 Td 4at0 Tc 0 a (el)-26 (y)]TJ xl-0

returned in time. Lost keys will result in the student being assessed the cost of replacement keys and/or a lock core change ($150.00). Students may NOT order replacement keys. Bent or broken keys will be replaced with no charge. Students needing assistance entering their living space after business hours must contact Campus Safety. The officer will verify your identity and your housing assignment before allowing you access to your living space. Students are strongly advised to keep room doors locked at all times and keep keys on your person.

Housing Assignment & Request for Room Change

Returning Students will choose their rooms and/or roommates as outlined in the room selection process in the spring semester. Housing assignments for incoming students are made by the Office of Residence Life and Housing based on information provided in the first-year residential profile administered through the ResLife system. New students are typically assigned to the suites and should expect to have a roommate. The Office of Residence Life reserves the right to move students into any vacant space in the residence halls. Residents do not have the right to refuse a roommate. Students may only occupy the space and furniture assigned to them. Students found occupying both spaces and furniture in a residence hall room may be subject to disciplinary action. Students receive their keys upon checking in on move-in day.

Requests for room changes will be considered on a case by case basis and are strongly discouraged during the first three weeks of each semester. Residents who wish to change their housing assignments after that date must first meet with a Professional Staff Member for a mandatory roommate mediation meeting. After the mediation, the staff member will either approve or deny the move request. If spaces are available, the staff member will provide options to the resident to determine a new housing assignment.

Residents who change rooms without obtaining approval from Residence Life may be required to move back to their assigned rooms. In addition, students who change rooms without obtaining approval from Residence Life may be sanctioned a $150 fine.

At any time during the year, residents wishing to change bedrooms within an apartment or suite, must contact the Residence Life Office for approval. This is important as each bedroom is assigned to a specific student and the initial Room Condition Report (RCR) Form indicates the bedroom that students originally chose or were assigned.

Health & Safety Inspections

The University reserves the right of entry by authorized personnel to make inspections at any time and for any reason, including, but not limited to, health, maintenance, safety, sanitation, violation of University and Housing regulations and policies, and the possible breach of federal, state, or local laws.

The resident shall at all times maintain the interior of the apartment/suite in a clean, orderly, and sanitary condition. The resident(s) assigned to the specific apartment/suite shall be accountable for any damage, or violation(s) of the University, Residence Life, State, and/or other policies and

regulations existing at the time of inspection. The University reserves the right to have apartments/suites cleaned by housekeeping staff and/or to initiate disciplinary proceedings against students who do not respond to requests to upgrade the condition of their bedrooms, suites or apartments. Any charges incurred would be billed directly to the student(s) account. Health and safety inspections occur throughout the entire academic year. The goal of these inspections is to ensure that rooms are both healthy (as not to attract bugs and rodents) and safe in order to prevent emergencies (fires, floods, etc.). All inspections can occur with or without students being present in the space.

Maintenance and cleanliness issues will be noted and policy violations will be documented. Residents will be notified of inspection issues within their living units and given time to rectify the situation (unless policy violation).

Failure to do so may result in fines and/or disciplinary action.

Withdrawals

The License Agreement to live in Stevenson University housing is for the entire academic year. Residents who wish to withdraw from housing may remain responsible for the full financial consideration as noted in the Residence License Agreement. No refund will be given for paid housing fees. Students planning to drop below 12 credits or withdrawing from the University should immediately notify the Office of Residence Life in writing using the Electronic Release From Housing Request Form on the Residence Life Portal Page or eRezlife. All keys must be turned in directly to a Residence Life staff member.

Move-Out Procedures

All residences must be cleared of all personal belongings and cleaned prior to moving out. Furniture must be placed in the same location as it was originally located at the time of move in to avoid charges. The move-out procedure is:

1. Review the Check-Out Procedures Email sent to all students in April.
2. Remove all personal belongings.
3. Clean the living unit. Put all trash in appropriate dumpsters located outside the residence halls.
4. Properly dispose of all food items.
5. Notify the Residence Life Staff

Full Housing Operations Timeline

August 2023
Tuesday, August 22nd – Thursday, August 24th First Year & Transfer Move In

Residence Life & Housing Policies

The safety and well-being of students is our primary concern, and we all play a role in ensuring the well-being of all memb3Td [(b)-

Residence Life staff is to report offenders to the Office of Student Conduct. The students involved will meet with a Student Conduct representative to determine appropriate sanctions if warranted. Any student failing to meet with a Student Conduct representative upon request will be subject to termination of the Residence License Agreement for failure to comply with directions of a University official.

Standard Sanctions for Alcohol Violations

Students found in violation of this policy may be subject to disciplinary action, including but not

Students found in violation of this policy may be subject to disciplinary action, including but not limited to fine, alcohol/drug education, suspension, removal from residence, or expulsion from the University.

Employees found in violation of this policy may be subject to disciplinary action up to and including termination from employment.

Anti-Harassment Environment

Discriminatory harassment is strictly prohibited by this policy and by federal, state and local law. It is verbal, written, visual, physical or other conduct that demeans, humiliates, embarrasses, abuses, denigrates or shows or creates hostility towards a person based on actual or perceived race, color, gender, sex S12 -0 0 12 6 (y--0.0(,o0 (e)4)Tj EMC (r)3 (c).pt (nt)-2 1(c)-6 (y)20 J 0 Tc 0 Tv

apartment/suite. Disruptive noise may include but is not limited to loud music/TV/video games, excessive yelling/screaming, loud knocking/pounding/stomping,

Prohibited Items

Holiday Decorations

We encourage residents to decorate for and celebrate holidays, their community, and school spirit. All policies and procedures in the Housing Guidelines apply. Listed below are additional regulations for decorating in the residence halls at Stevenson University.

- Exits signs, security cameras, fire alarm pull stations, sprinkler heads, smoke detectors, doorways, fire extinguisher cabinets, stairwells and exits must remain uncovered and clear of obstructions. Do not drape or attach decorations to these items.
- No floor level obstructions that create tripping hazards are permitted. Carpets and rugs are the only items that are permitted to be on the floor.
- No obstructing of hallways, aisle ways, or corridors and no covering interior windows.
- Hallways cannot be completely dark. There must be enough light to see to the end of the hallway from anywhere in the hall.
- All combustible items must be flame retardant or treated with flame retarding solution.
- Halloween pre-packaged spider webbing is permitted, but individuals must be able to pass through the hallway without walking through the cobwebs.
- Covering entire walls with paper (or any other substance) is a fire hazard and not permitted.
- Using detergent on walls, carpet, or any other surface is not permitted (it glows with a black light).
- Do not overload extension cords or outlets and do not connect mul>Tj /TT1 1 p). extensin(c)4 (n)
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Unauthorized Access

Students are not permitted in areas and rooms that are locked for which they have not been assigned a key (e.g., empty rooms, food services areas, storage, communications/mechanical rooms, etc.) and are subject to disciplinary action including but not limited to termination of the Residence License Agreement. Propping open entry doors is strictly prohibited. Unauthorized students in the buildings or on residential grounds during designated break periods are subject to disciplinary action.

Sales or Solicitation

So that residents may enjoy the privacy of their living community, please report any uninvited solicitors or salespeople to Campus Safety immediately. Residents may not conduct or operate any business/entrepreneurial endeavors including, but not limited to, hosting product parties, selling or advertising products or non-university events within the residential community.

Hall Sports

Sports activities, including, but not limited to, ball sports, rollerblading, hoverboarding, and bicycle riding, are prohibited in the residence halls. Hall sports which result in damage or disruption will be considered disruptive behavior and may result in disciplinary action. "Soft" sports are permitted in the Quad areas of the residence halls including Whiffle ball, Nerf football,

andHousingfor approval

Residence Life Sanctions

A student who violates University policy with regard to the residences may be subject to any one or more of the following sanctions, depending on the severity of the violations and/or number of violations. Sanctions can include but are not limited to:

1. Verbal warning from the Director of Residence Life, Resident Directors, and/or Resident Assistants.
2. Warning letter and meeting with professional Residence Life or Student Conduct staff member
3. Fines
4. Community service/service project
5. Type-written essay pertaining to the issue/violation
6. Educational seminar participation
7. Mandatory change of housing assignment
8. Meeting with Office of Student Conduct or designated staff member
9. Parental notification
10. Housing probation
11. Termination of Residence License Agreement and privilege to reside in University housing
12. Termination of the right to visit the University's housing facility
13. Termination of guest/visitor privileges
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Quick Reference Guide

In case of Emergencies

Call Campus Safety at: 443-352-4500 and/or 911

Staff Contact Information

Title	Name	Email	Office Phone	Office Location
Director, Residence Life & Housing	Jacquelyn Wonsey	jwonsey@stevenson.edu	443-352-4027	Ratcliffe
Assistant Director, Housing Operations	Bradley Donovan	bdonovan@stevneson.edu	443-352-4059	Ratcliffe
Resident Director	Janel Heasley			

All rules and regulations set forth in this handbook have been designed to provide for the fullest intellectual and personal development of the student and to make for a pleasant and orderly way of life on the Stevenson University campus, with full protection for the rights of all.

An earnest attempt has been made to answer here the principal questions which the student may have and to supply information needed to understand the services and functions of the University.

If any questions remain unanswered, however, the student should feel free to contact any member of the University staff or faculty, all of whom will be glad to convey the information or to direct the student to the proper source.

If a student has a complaint regarding housing, they should first speak to their RA informally. If the concern is not addressed to their satisfaction, the student should reach out to their Resident Director using the contact information listed on page 10 of this document. If the student remains