University of Massachusetts Lowell
Office of Residence Life Information & Guidelines

*Updated January, 2016*

Rendering of Riverview Suites. Riverview Suites West (phase I) opened in August, 2013 housing nearly 500 students.
Riverview Suites East (phase II) opened in August, 2015 and houses an additional 300 students.

2015-2016

Guidelines are subject to change.
Should changes occur, updates will be posted on the Office of Residence Life website
Welcome to University Housing

Dear Resident,

Welcome to the University of Massachusetts Lowell residential community. Each year offers the promise of new and exciting opportunities, and this year is no different. I encourage you to seek out the unique experiences and advantages that living on campus has to offer including building strong relationships with roommates, establishing life long friendships, interacting with residents from backgrounds different than your own, and connecting with Residence Life staff - get to know your Resident Advisor, Complex/Resident Director and other staff living in your hall. You will see a wide variety of programs hosted in your hall and on your floor – attend them. I guarantee you will learn something and your participation will help shape the culture and expectations of your residence hall.

As a member of the residential community you have the ability to take advantage of all of the opportunities listed above, but you also have the responsibility to establish and adhere to standards of behavior that allow you and other residents the unfettered opportunity to explore these experiences. You should read and be familiar with the Student Conduct Code. The Student Conduct Code outlines expectations for all students and can be found online by visiting the Office of Residence Life website: www.uml.edu/reslife. Click on “Policies.” The Student Conduct Code along with the Office of Residence Life Guidelines outlined in this document have been created to promote an experience of campus life that is respectful, cooperative, accepting, and one that dignifies and supports each community member’s individuality and uniqueness.

Again, welcome to the UMass Lowell residential community. I look forward to working with you over the next year to establish an inclusive, healthy, and positive campus community. A great year lies ahead – let’s get started!

Sincerely,

Joel McCarthy-Latimer
Assistant Dean of Student Affairs for Residence Life
Residence Life Information

Residence Life Staff

Contact us at:

Address: University Crossing, 220 Pawtucket St, Suite 120, Lowell, MA, 01854-5140
Phone: 978-934-5160
E-mail: ResLife@uml.edu

Central Office Staff:
Joel McCarthy-Latimer, Assistant Dean of Student Affairs for Residence Life
Amanda J. Surgens, Associate Director of Residence Life for Housing and Operations
Joy Schmelzer, Associate Director of Residence Life for First-Year Experience & Family Programs
Marshall Greenleaf, Associate Director of Residence Life for Selection and Training
Phillip Begeal, Associate Director of Residence Life for Living-Learning Communities
Erin Keeves, Assistant Director of Residence Life for Housing Administration
Forrest Finkler, Assistant Director of Residence Life for Operations
Michael Coughlin, Coordinator for First-Year Experience & Family Programs
TBD, Coordinator for Living-Learning Communities
Femi Adeyemi, Graduate Housing Coordinator
Kellie Fokin, Graduate Housing Coordinator
Sue Bolduc, Office Manager & Student Employment Coordinator
Diane Shelley, Administrative Specialist

Complex Directors (CD) & Resident Directors (RD):
Each Residence Hall has a live-in, highly trained Complex Director or Resident Director. The CD or RD is responsible for the total management and supervision of his or her Residence Hall/Area. This includes responding to emergencies, supervision of the staff and students, discipline, activities and programs, and management of the operational aspects of the building. Each CD/RD is available to discuss problems or concerns you may experience. Each night two CD/RD are on call for the campus and can be reached through any Resident Advisor on duty or the University Police.

The Complex Director & Resident Director Staff:

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>CD/ RD</th>
<th>Office #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bourgeois Hall</td>
<td>Andre Ifill</td>
<td>X4-5088</td>
<td><a href="mailto:Andre_Ifill@uml.edu">Andre_Ifill@uml.edu</a></td>
</tr>
<tr>
<td>Concordia Hall</td>
<td>Michael Bliss</td>
<td>X4-6198</td>
<td><a href="mailto:Michael_Bliss@uml.edu">Michael_Bliss@uml.edu</a></td>
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<tr>
<td>Donahue Hall</td>
<td>David Benevides</td>
<td>X4-6419</td>
<td><a href="mailto:David_Benevides@uml.edu">David_Benevides@uml.edu</a></td>
</tr>
<tr>
<td>Apartments</td>
<td>Michael Bliss</td>
<td>X4-6198</td>
<td><a href="mailto:Michael_Bliss@uml.edu">Michael_Bliss@uml.edu</a></td>
</tr>
<tr>
<td>Fox Hall Lower</td>
<td>Toni Osier</td>
<td>X4-6450</td>
<td><a href="mailto:Toni_Osier@uml.edu">Toni_Osier@uml.edu</a></td>
</tr>
<tr>
<td>Fox Hall Upper</td>
<td>Rhea Richards</td>
<td>X4-5146</td>
<td><a href="mailto:Rhea_Richards@uml.edu">Rhea_Richards@uml.edu</a></td>
</tr>
<tr>
<td>Inn &amp; Conference Center</td>
<td>Nicole Johnson</td>
<td>X4-6875</td>
<td><a href="mailto:Nicole_Johnson@uml.edu">Nicole_Johnson@uml.edu</a></td>
</tr>
<tr>
<td>Leitch Hall</td>
<td>Lindsay Ferguson</td>
<td>X4-5762</td>
<td><a href="mailto:Lindsay_Ferguson@uml.edu">Lindsay_Ferguson@uml.edu</a></td>
</tr>
<tr>
<td>Riverview Suites West</td>
<td>Kelly Bowes</td>
<td>X4-6473</td>
<td><a href="mailto:Kelly_Bowes@uml.edu">Kelly_Bowes@uml.edu</a></td>
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<tr>
<td>Riverview Suites East</td>
<td>Christina Salinas</td>
<td>X4-6722</td>
<td><a href="mailto:Christina_Salinas@uml.edu">Christina_Salinas@uml.edu</a></td>
</tr>
<tr>
<td>Sheehy Hall</td>
<td>Michael Bliss</td>
<td>X4-6198</td>
<td><a href="mailto:Michael_Bliss@uml.edu">Michael_Bliss@uml.edu</a></td>
</tr>
<tr>
<td>University Suites</td>
<td>Richard Doria</td>
<td>X4-6092</td>
<td><a href="mailto:Richard_Doria@uml.edu">Richard_Doria@uml.edu</a></td>
</tr>
</tbody>
</table>
Assistant Complex Directors (ACD)—Each Complex Director (CD) supervises an Assistant Complex Director who is a graduate student interested in pursuing higher education administration. The ACDs help with the daily operations at the Inn & Conference Center, Riverview Suites, University Suites and University Apartments.

Graduate Resident Educators (GRE)—There are three graduate students who live and work directory with first year students in Fox Hall, Leitch Hall, Sheehy Hall and the Inn & Conference Center (ICC) to promote academic success. These graduate students are interested in pursuing a career in higher education administration. If you need additional academic support, connect with a FYRE today.

Graduate Housing Coordinators (GHC)—There are one-two Graduate Housing Coordinators who are graduate students interested in pursuing a career in higher education administration and assist the housing operations staff with housing assignments and occupancy management.

Assistant Resident Directors (ARD)—Each residence hall has one Assistant Resident Director (ARD) on staff. These are graduate and/or undergraduate students who have been promoted from the Resident Advisor position. Assistant Resident Directors have taken on increased responsibilities within their halls by assisting the Resident Director in almost all areas of Residence Life.

Resident Advisors (RA)—These individuals are students who are just like you. To obtain their position they have participated in an extensive interviewing process and have undergone intensive training on issues related to activity/event planning, mediation, handling conflicts, dealing with crisis situations, and a wide variety of other topics. One to three staff members are assigned per floor in a residence hall. They live on the floors with students to assist them with the transition to college, help with roommate conflicts, plan social and educational events, and provide support to students who are having personal or academic difficulties.

Resident Advisors (RAs) work together as a team in each building to promote a comfortable and supportive living and learning environment for all residents. They hold floor meetings, act as resources for campus and the surrounding community, and explain and enforce the University Student Conduct Code. There is an RA on duty in each residence hall every night from 7pm – 7am. They are in radio contact with the University Police at all times during their shift. The Resident Advisor position is a great opportunity to gain valuable leadership experience and get more out of your time at UMass Lowell. If you are interested in learning more about how to become a Resident Advisor, please ask your CD or RD or call the Office of Residence Life, 978-934-5160.

Maintenance/Housekeeping - Maintainers are full-time workers who are primarily responsible for cleaning hallways, lounges, and other service areas. Each residence hall has one to five custodians, depending on the size of the building. If you have a basic maintenance need in your room or in your building, an RA can assist you in filling out a work order request form.

Security Officers—Student Security Staff sit at the front desk of each residence hall beginning at 7pm every evening. At 11pm, Campus Security Officers (CSO) take over and provide security until 7am. They are in radio contact with the University Police at all times during their shift.

Our Mission

The Office of Residence Life is committed to the personal and academic success of each residential student. We endeavor to provide a safe, interactive and well maintained environment in which students can live, learn and grow while respecting and appreciating individual differences within our community.

The mission of the Office of Residence Life is to provide a living and learning environment that promotes the personal and academic success of each individual student while preparing them to be engaged citizens.
Our Statement of Inclusion

We, the members of Residence Life at the University of Massachusetts Lowell, strive to cultivate an inclusive community that encourages self-awareness and embraces all expression of identities, including but not limited to; people of all abilities, ages, ethnicities, classes, gender, gender expressions, national origins, races, religions, sexes, sexual orientations, and veteran status within our campus community and the greater Lowell community.

Official Directives

Within the University and city, authority is delegated specifically to some individuals and some official bodies to direct the action of other members of the University and city in fulfillment of legitimate purposes and functions of the University and community.

1. No student shall refuse to comply with the directions of University/city officials, instructional or administrative, including University Police and Residence Life Staff, acting in performance of their duties.
2. I.D. Cards—All students must immediately surrender their University I.D. card upon request by an authorized University/City official such as Police, Administration, Residence Life Staff, etc. Altering, improperly possessing, or lending a University Identification Card to another person for any reason not expressly authorized by the University is a violation of this code. A University Identification Card falling into any of these categories may be confiscated by any student, Staff or faculty member in the course of his/her charged work responsibility.

Staff Directives: Students must comply with the appropriate directives of University officials exercising assigned duties. University officials include Police, Security Officers, Fire Safety personnel, Residence Life staff, administrative staff, and faculty. Students must not interfere with the actions taken by staff. Students must comply with the directive to accept medical assessment if failure to do so may cause a medical emergency or injury to the student. When a student or guest is asked to open their backpack or bag(s) for suspicious contents and the student refuses to comply, the bag(s) or backpack will not be allowed into the residence hall. Students may appeal directly to the Director of Residence Life for a rescission of any official directive, but they must be in compliance with the directives at the time of the appeal.

Opportunities for Employment

Are you looking for an on-campus position that offers the convenience of location and a great rate of pay? Do you have College Work Program or Federal Work Study as a part of your Financial Aid package? If you answered “yes” to both of these questions we may have a job for you!

- Minimum of $10.00 per hour
- Days, evenings, weekends to suit your schedule
- Security Attendants
- Office Support Staff
- Technical Support Staff
- Mailroom Staff
- Rowdy Zone Staff

If you are interested please contact your CD or RD of your hall. If you have further questions, contact the Office of Residence Life at x4-5160 or reslife@uml.edu and see if what you have to offer is what we are looking for!
Resident Advisor Positions: The Office of Residence Life collects applications for RA positions throughout the academic year and in the summer. If you are interested please visit the Office of Residence Life in University Crossing, Suite 120 and pick up an application or go online to www.uml.edu/reslife

Vacation and Break Housing

Intersession (winter break): The residence halls will close at 6pm on the last day of final exams in the Fall Semester. All students are expected to vacate their housing for the 4-5 weeks of Intersession Break. For complete information concerning Intersession Housing please call or visit the Office of Residence Life in University Crossing, Suite 120 or check the website (www.uml.edu/reslife) in November. While there are always a minimum of two buildings that remain open during Intersession, students who do not reside in these buildings will need to submit a room change request prior to intersession or make alternative arrangements. If you know you need to stay on campus for intersession, we encourage you to speak with a member of the Residence Life staff as soon as possible. There is a charge for Intersession Housing, which will be billed to the students’ account.

Spring Break Housing: Although the residence halls remain open during Spring Break, students must register to stay on campus. Please call or visit the Office of Residence Life in University Crossing, Suite 120 or check the website (www.uml.edu/reslife) for more information.

Summer Housing. Summer Housing is available from the close of Spring Semester until the end of Summer Session II. Please call or visit the Office of Residence Life in University Crossing, Suite 120 or check the website (www.uml.edu/reslife) for more information. There is a charge for Summer Housing, which can be paid by check or credit card prior to moving into Summer Housing.

Room Selection Process

All returning students will be assigned housing for next academic year as long as the student participates in the Room Selection Process during the Spring Semester and meets the deadline for housing deposits and contracts. After the Room Selection Process is concluded, returning resident students will be assigned housing after all new students have been assigned housing. There is no guarantee of housing for the Fall semester after the Room Selection Process is complete.

Early in the Spring Semester (February/March) all returning students will be issued a booklet concerning the Room Selection Process for the upcoming academic year. Please be sure to read this booklet in its entirety so that you will secure the room you would like for the coming year. Your $200 non-refundable room deposit must be received prior to the identified deadlines; be prepared to pay this deposit and sign a contract if you would like to participate in Room Selection.

Occupancy Rules

Room exchange/changes: No student may exchange his or her room within the residence halls without proper authorization. Use of coercive actions to force room changes is expressly forbidden.

Unauthorized facilities use: Unless approved by the Assistant Dean of Student Affairs of Residence Life or designee, non-sleeping facilities in the residence halls such as living rooms and lounges shall not be used as a sleeping area, nor can the designed occupancy of an area be increased by students.

Bathrooms: Bathrooms in the residence halls are designated for single gender use only. Students of one gender may not use bathrooms designated for the opposite gender. Public bathrooms are available in each building’s common area or as identified. If a guest uses the wrong bathroom, the host will be held accountable.
Residence Life Operations

Student Identification Card: UCard

ID Card: All students are provided with an official University Identification card that must be carried at all times and shown to university officials upon request. This single card provides the myriad of services listed below. It is important to keep your ID in an easily accessible, yet safe place. Bending, cracking, or puncturing your ID will render the data chips inside useless and ruin the card. Lost or Damaged IDs must be replaced within a reasonable time period. Please take good care of it and your ID will last you for your entire college career. Your ID card will allow you, as a resident student, access into your residence hall 24 hours a day.

Lost ID: As soon as you have determined that you have lost your ID check with your staff office to find out if anyone has found it. If it is not there, call Access Services Office (x4-4211) to see if it has been turned in. If that fails ask them to cancel your old card and ask when you can come in to pick up a new one—the same photo will be used. The cost for a new ID is $20.00.

Other Uses: The University ID card gives you access to the dining halls and allows University Dining to keep track of your meal plan. You can also use your ID to take books and required readings out of the library. The ID card will give you complete access to the Campus Recreation Center and the extensive services they offer, including, but not limited to the fitness area, classes, locker rooms, and Intramural/Recreational Sports. The ID is your access to approved parking gates.

Solicitations and Distribution of Literature: All persons are strictly prohibited from solicitation of any product, service, non-university group or organization, or alcohol establishment within the residence halls and/or parking lots. Posters and flyers must be approved by the Assistant Director of Residence Life and may only be posted by Residence Life Staff.

Security of Buildings & Facilities

Students of the University may enter and use all campus buildings and areas for the purposes assigned to these facilities and places during established operating hours. Exceptions to this rule are made only in the interests of safety, personal use and privacy, protection of valuable materials and equipment or to regulate access according to the hours which are normal for their assigned functions. When buildings or spaces within them are officially closed or restricted, limited access applies to all students of the University unless specifically exempted. Students must adhere to all local, state, federal regulations regarding trespassing on private property.

Unauthorized Access: No individual shall use or possess any key or ID card to any residence hall room or area to which she or he is not specifically assigned. Residents may not grant permission or give use of keys and/or I.D. to an unassigned student.

Illegal Entrance; Unauthorized Presence: No student shall break into, or without authority or permission, enter any residence hall, office, or bedroom (of any other residence hall); nor shall any unauthorized student enter or remain in any residence hall at a time when that facility is officially closed.

Restricted Areas: No unauthorized student shall enter into any restricted area; nor shall any student assist or make possible the unauthorized entry of any person into any restricted area. Restricted areas may include tunnels, roofs, posted or enclosed construction sites, secured utility areas, and identified staff parking spaces.

Unauthorized Parking: No student shall park in any restricted area; nor shall any student assist or make
possible the unauthorized entry of any person into any parking area.

Residence Halls & Leased Apartment Locations for 2015-2016

**Fox Hall**  
100 Pawtucket St.  
Lowell, MA 01854

**Donahue Hall**  
91 Pawtucket St.  
Lowell, MA 01854

**Leitch Hall**  
111 Pawtucket St.  
Lowell, MA 01854

**Bourgeois Hall**  
71 Pawtucket St.  
Lowell, MA 01854

**Inn & Conference Center**  
50 Warren St.  
Lowell, MA 01852

**Sheehy Hall**  
8 Solomont Way  
Lowell, MA 01854

**Concordia Hall**  
8 Solomont Way  
Lowell, MA 01854

**Riverview Suites (West and East)**  
1291 Middlesex St.  
Lowell, MA 01824

**University Suites**  
327 Aiken Street  
Lowell, MA 01854

*University Apartment Leases:*

**East Meadow Lane**  
49/61 East Meadow Lane  
Lowell, MA

**Moody Street**  
500/502 Moody Street  
Lowell, MA

**Merrimack Apartments**  
725 Merrimack Street  
Lowell, MA

**Princeton Properties Locations**  
- **Princeton Park** - 670 Princeton Blvd, Lowell MA  
- **Princeton Reserve** - 100 Merrill Lane, Dracut MA
Guest Information

Having guests visit in the residence halls is a privilege, not a right – and may be revoked due to violations of the conduct code.

Guest Sign-In Locations & Hours: In the lobby of each Residence Hall there is a security desk that is staffed every evening from 7pm to 7am. Our student Security Staff sits at the front desk of each residence hall beginning at 7pm each evening. At 11pm Campus Security Officers (CSO) take over and provide security until 7am.

Guest Sign-In Process: In order to insure the safety and security of our students, it is necessary that we strictly enforce our guest sign in process. Every individual is required to present valid, picture identification at the desk when they enter the building. This includes residents of the building. All non-Resident guests, including residents of other buildings, must follow the guest sign-in policy. All guests will receive a dated guest pass good only for the building and date issued. Guests must have this identification on their person at all times. Their host must escort them at all times while in the building.

University Resident Students: When you enter your own building you are required to show your ID to the Security Officer and then swipe your University ID across a verification reader to prove that you are indeed a resident of that building. Students who are visiting from another building will have to show and swipe their ID, sign in, and have a “host” from within the building to escort them and take responsibility for them.

University Non-Resident Students: Students must present their University ID at the desk, sign in, and have a host from within the building escort them and take responsibility for their actions.

Non-University Guests: All non-University guests must present their valid picture identification at the desk, complete a guest pass (which you must carry at all times) and have their host escort them and take responsibility for their actions. Valid picture identification is limited to a drivers’ license, state identification card, military identification card, or a passport.

Age: Guests under the age of 17, with a valid ID, are only permitted to be in the building until 11pm when they must leave. Special permission for under 17 overnight guests can only be obtained from the Complex Director or Resident Director of the building at least 48 hours in advance (2 business days). The Complex Director or Resident Director may ask for parental/guardian permission and contact information so please be prepared and plan ahead.

Responsibility of Host: Hosts are ultimately responsible for the actions of their guests and we do hold the guest accountable for the Conduct Code and all University policies. Failure to follow the guest procedure or any University policy can result in a guest losing his or her privilege of visiting anyone on the University campus. All University students will be held to the standards set for behavior on campus and will be adjudicated with due process through the University disciplinary process for failure to follow policy and conduct unbecoming to a University of Massachusetts Lowell student. When a resident has a guest, she or he assumes full responsibility for the conduct of that guest even if they are separated in the building. The host is subject to disciplinary action as a result of their guest’s behavior. Host is defined as the student signing the guest into the room, and/or the student in the presence of the guest.

Guests and Alcohol: As noted above, valid, picture identification and proof of age is required for permission to drink alcohol in the residence halls and only in the room of a resident who is at least 21 years of age. No guest is allowed to transport alcohol into any of the buildings, only a host (building resident), at least 21 years old, may bring alcohol into the building. Please review the complete text of the alcohol policy in the Student Conduct Code.

Intoxicated Guests: Residents may be restricted from signing in a guest if University Police or the Residence Life Staff determines, or the guest appears to be under the influence of alcohol or other drugs. Parents or guardians may be called to transport the guest.

Extended Stay: Individuals remaining for an extended period of time, or without the permission of a Complex/Resident Director are subject to a charge of $25 per night billed to the assigned occupant /
resident. Extended periods are considered to be more than two (2) nights in any residence hall within a seven (7) day period.

**Absence of Occupants:** A guest may not occupy the hosts' bedroom or suite room in the absence of the host. The host must be in the presence of all guests at all times within of the residence hall.

**Maximum Occupancy:** Residents may have up to two (2) guests in accordance with the sign in procedures, and must have the permission of a Complex/Resident Director to exceed this limit. The maximum occupancy for any residential area shall not exceed three times the designed occupancy.

**Denial of Accommodations:** A Complex/Resident Director may deny a guest permission to remain overnight or be a guest in the future. The guest shall be informed of the reasons when she or he is asked to leave. Appeals must be directed to and the Associate Director of Residence Life for Housing and Operations.

**Trespassers:** Any person living in or visiting the residence halls, without a valid housing contract or without following Residence Life guest procedures is a trespasser. Trespassers shall be subject to a minimum charge of $25 per day during the period of occupancy and subject to criminal charges.

### Health and Safety Inspections

**Safe and Healthy Living Conditions:** In addition to the room inspection and inventory conducted prior to occupancy and upon your departure from your room, the Residence Life staff conducts periodic room checks during the course of each semester to make sure that safety rules and regulations are being followed. During these inspections the staff will also insure that illegal items, such as candles or common area (lobby) furniture, are not present; such items will be removed from the room. When possible, residents will be informed in advance of room inspections and when students are not at home during these inspections the staff will leave the results of the inspection in the room.

**Inventory Status:** If, during the course of your semester on campus, you should experience a change in the status of your room inventory (furniture stolen, damaged, broken, etc), it is important that you notify your RA or CD/RD as soon as you possibly can. The benefits of early notification are that the item will be fixed and you will have the opportunity to explain what happened and avoid confusion. Whoever is responsible for the damage or lost inventory will be held accountable and billed accordingly. Residents are responsible for all the furniture in their room/suite. All furniture must remain in the designated area and cannot be stored.

**Room Entry**

**Reasons/Authorization**—Residence Life Staff, University Police and other University designees may enter a residence hall room at any time for the purpose of health, safety, and/or maintenance (emergency or student requested). In addition, the University reserves the right to enter a room when state, local or federal laws and/or the UMASS Lowell Student Conduct Code or Residence Life Guidelines, as related to the safety and well being of a resident or community member, are suspected of being violated. Whenever possible, the University will attempt to provide the assigned resident with advance notice. Feel free to consult the staff with any questions you may have concerning the results of the inspections or the process.

**Notification**—As with Health and Safety Inspections, if room entry should occur, notification will be left for the residents of the room.

### Safety, Health and Wellbeing
**Safe conditions:** No student shall create a safety or health hazard or nuisance in any residence hall. Examples of prohibited behavior include, but are not limited to: the possession or use of fog machines, excessive accumulation of garbage or filth in rooms, suites, hallways or lounges; changes in electrical wiring; lofts; homemade beds, water beds, or other unapproved constructions; additional items or acts as may be prohibited by the Director of Residence Life. The maximum occupancy for any residential area shall not exceed two guests per resident living in the room.

**Personal safety:** No student shall knowingly create a condition, which unnecessarily endangers or threatens the safety or wellbeing of themselves, any student, persons or property on the University campus including propping doors or emergency exits, “penny-in” occupants, preventing a door from closing or locking properly, as well as circumventing security procedures (i.e. entering or exiting through a window or an alarmed door).

**Windows and Roofs:** No individual shall open, remove or damage screens or windows from any residence hall, nor attach any objects to the outside of the window/sill or roof; this includes cable wires, mini-satellite dishes, amplifiers, etc. No student shall throw, drop, project, or excrete any objects or liquids from any window or roof areas. Students and guests are prohibited from all roof areas, or from entering or exiting persons or belongings through windows. Violation of this guideline may result in removal from housing as well as a referral to the University Campus Conduct Process.

**Noise:** All residents are expected to respect each other’s study, sleep, and privacy needs. Residents are accountable for any noise that can be heard beyond their own bedrooms and/or common areas in keeping with 24-hour courtesy hours. Residents are expected to adhere to quiet hours, Sunday-Thursday, 9pm-8am, and Friday and Saturday, Midnight –10am. Quiet Hours are extended to 24 hours per day during Final Exams. The use of amplified instruments or drums is prohibited without the written consent of the Director of Residence Life or the designee.

**Fire Safety**

**Fire Safety:** No student shall refuse to observe any safety regulations or procedure and are required to evacuate during all fire alarms. No student shall cover, tamper with or otherwise misuse or endanger the proper functioning of smoke detectors, exit signs, fire extinguishers, fire safety systems, fire doors or other safety equipment on the campus. Tapestries, banners, flags, holiday lights, sheets, etc. may not be hung over light fixtures, smoke detectors, doorways, ceilings or sprinkler heads and pipes. The possession or use of fog machines is prohibited. Soldering, welding, or any open flame is prohibited in the residence hall. Halogen and “octopus” lamps are prohibited from the residence halls. Power strips and electrical sockets must not have more than one continuous extension cord plugged into it (multiple extension cords cannot be connected to each other). Extension cords should not be run underneath carpeting. Live holiday trees, laurel roping, and wreaths are not permitted in the residence halls. Students are not permitted to use electrical closets as storage space. Students found in violation of this guideline may be charged with a felony by the Commonwealth of Massachusetts. Violation of this guideline may result in removal from housing as well as a referral to the University Campus Conduct Process.

**Candles, Incense and Potpourri:** Incense, candles, potpourri, and oil burners with open flames or coils may not be burned in the residence halls. No candles, including decorative candles are permitted. Candles will be confiscated immediately and discarded if not claimed from the Complex/Resident Director within 72 hours.

**Appliances:** Cooking appliances are prohibited in all residence hall bedrooms, suites and common areas, with the exception of specifically designated locations (Fox Kitchens, University Suites Kitchens, Riverview Suites Room Kitchens, etc). Possession and use of prohibited appliances is a violation of the conduct code.

**New: As of 1/8/2016: Hoverboard Ban**

Effective Jan. 8, 2016, the University of Massachusetts Lowell prohibits self-balancing scooters, more popularly known as hoverboards, on all campus property, including residence halls.
The ban applies to all hoverboards, self-balancing scooters, battery-operated scooters and hands-free segways.

This action is the result of a number of reports of lithium-ion battery fires and injuries related to hoverboards that are being investigated by the Consumer Product Safety Commission.

If you own a hoverboard, please do not bring it to campus when returning from winter break.

The Office of Environmental and Emergency Management will continue to monitor news and regulations regarding hoverboards. If the products become safer, we will reevaluate this policy and update the campus at that time.

**Residence Life Commitment to the Environment**

The mission of the Office of Residence Life at UMass Lowell is to provide a safe and secure learning environment for our students. As a continuation of this mission, we encourage students to consider the environmental impact of items they choose to bring on campus. The University of Massachusetts system has committed to becoming carbon neutral by 2050; in order to do so, we need your help.

**Things you should bring to campus:**
- Clothing/ hangers
- Blankets/ bedspread/ bed pillow/ towels/ washcloths/ sheets (to fit 80" twin mattress)
- Small Fan
- Toiletries / container to carry toiletries to shower / sewing kit
- High Efficiency or Environmentally Friendly Laundry detergent
- Backpack/Carrying bags/foldup boxes/Laundry bag
- School supplies
- Wall decorations (we recommend using Command Strips to hang pictures to prevent wall damage)
- Carpet or floor rug
- Flashlight/ umbrella / raincoat
- Waste paper basket/ Recycling bin
- Dishware
- Iron/ ironing board
- Personal electronics/ Entertainment
- Hobby supplies
- Environmentally safe cleaning supplies and air fresheners

**When purchasing small appliance, please consider the environment.**

**We recommend the following items:**
- Energy Star rated Refrigerator (up to 4.4 cubic foot fridge per 2 residents). Depending on location, your apartment or suite may already have a refrigerator – no need to bring one if you live in Riverview Suites, University Suites, or one of our apartment locations. Community kitchens with full-size refrigerators are also located in Leitch Hall (first floor), Bourgeois Hall (first floor) and Fox Hall (various floors).
- Energy Star rated microwave or micro-fridge, 1100 Watt maximum
- Energy Star rated light bulbs, lights and lamps with only one bulb
- Energy efficient beauty equipment (ie: hair dryer, flat iron etc)
- Coffee maker with an automatic shut off
- Power strips with automatic shut off and surge protection

**Prohibited Items:**
- Cooking appliances such as a hot plate, griddle, toaster (unless in apartments), deep fryer or any other appliance with an open coil, and George Forman Grills
- Pets other than fish in a ten gallon tank (or smaller)
- Candles, incense and/ or incense burners are not permitted
- Air conditioners
- Homemade beds or lofts
• Drug paraphernalia of any sort, even if it is considered decorative
• Weapons or recreations of any kind
• Large scale and potentially dangerous sporting equipment (track and field equipment or paintball guns, etc.) Arrangements should be made for storage off campus. Please contact Athletics, your coach, or the Office of Recreation Services/Club Sports Coordinator for assistance
• Halogen lamps & Octopus lamps
• Lava lamps
• Hoverboards

Other Appliances Allowed:
(Must have auto-shut off feature)
• Hot air poppers
• Rice cookers

The Office of Residence Life must approve the use of any other cooking appliances. The installation and use of window air conditioners is prohibited. Exceptions are made by the Assistant Dean of Student Affairs for Residence Life or his/her designee for portable air conditioners only, and will be granted for documented health reasons only.

Misuse of elevators: No student shall overload, jam, jump in, or in any way misuse, damage or create an unsafe condition in any elevator in the residence halls. Vandalism to elevators will result in disciplinary action and restitution.

Sports and Activities: Use of sports equipment including but not limited to bicycles, metal tipped darts, skate boards, and roller blades are prohibited in the residence halls. Physical activities including wrestling, martial arts demonstrations, and sports games are prohibited in the residence halls. Students and guests should don recreational equipment (i.e. roller blades) outside of, or in the foyer of their buildings. The use of water guns and water balloons is prohibited in the residence halls.

Bicycles and Motorcycles: Bicycles may not be stored in public areas such as hallways or stairwells unless stored in a designated area. Bicycles may be stored in designated storage areas, as well as student bedrooms or suite living rooms within the residence hall or outside the building. Bicycles may not be hung on walls or ceilings. All motor vehicles (including motorcycles and motorized scooters) may only be parked in parking lots. Fuel and fuel storage tanks are not permitted in the residence hall for any reason. All motor vehicles must be registered. Bicycles need to be removed / taken home, at the end of the academic year; bicycles not removed will be considered abandoned and will be disposed. Refer to http://parking.uml.edu.

Tobacco-Free Campus (as of 8/25/14)
As of August 25, 2014, all campus property is designated smoke- and tobacco-free. To assist in the implementation of the new policy, signage has been posted throughout campus reading “Share Fresh Air. Welcome to our smoke- and tobacco-free campus.” Also to support the campus during the transition, we have partnered with Lowell General Hospital to provide free, eight-week smoking cessation programs for students, faculty and staff. The “Freedom from Smoking” program provides support and guidance for those seeking a tobacco-free lifestyle. Students, faculty and staff seeking assistance in quitting smoking or tobacco use are encouraged to register for the free program. For additional information, please contact Maria Figueroa in Human Resources at Maria_Figueroa@uml.edu.

Alcohol
Alcohol: Please refer to the Student Conduct Code for more detailed information regarding the University Alcohol Policy. The Student Conduct Code can be found online by visiting the Office of Residence Life website: www.uml.edu/reslife. Click on “Policies.”

In support of the laws of the Commonwealth, no alcoholic beverages shall be offered, gratuitously or for sale, to a person under the age of 21, either privately or at a group function, whether it is at an approved function
or informal gathering in the residence halls. The possession or consumption of alcoholic beverages in the residence halls by a person less than twenty-one years of age is prohibited.

Students under the age of 21 years are not permitted to possess, consume, or be in the presence of alcoholic beverages. A resident or guest who is of legal drinking age may possess and consume alcoholic beverages in the residence hall only in the privacy of the resident’s own room or in the room of another resident who is of legal drinking age and who is present during the consumption. The door of the room must be kept closed. Behaviors committed under the influence of alcohol will be considered a violation of the Alcohol Policy.

The purchase or delivery of alcoholic beverages in the residence halls, gratuitously or for sale, to a person under the age of 21 is prohibited and shall constitute a major infraction of University regulations. Commercial deliveries of alcoholic beverages to the residence halls are prohibited.

Only residents of legal drinking age may bring alcoholic beverages into their own residence hall. At no time may a guest of any age or resident under the age of 21 bring alcoholic beverages into a residence hall. University Police or Residence Life staff will confiscate all alcohol in the possession of any guest or resident students under the age of 21 in public areas; in addition any open containers of alcohol will be confiscated regardless of age.

The possession or use of alcoholic beverage containers such as kegs, partial kegs, mini-kegs, punch bowls, beer balls or any common containers, whether partially full or empty, in any residence hall or grounds by anyone, whether of legal age or not, shall constitute a major infraction and will result in immediate removal from housing. The possession or use of funnels is strictly prohibited.

Beirut, Beer Pong, and other drinking games involving alcohol or any substance are expressly forbidden.

Upon request by University personnel (i.e. residence hall staff, University Police, administration personnel) residents must provide a valid form of identification upon entering a residence hall or while transporting or consuming alcoholic beverages within a building or on University grounds.

In the event that a resident or guest is deemed by University Police or Residence Life staff to be intoxicated, the resident and or guest will be asked to remain in the residence hall under host supervision until determination can be made that the intoxicated person(s) is in a safe condition. In addition, drunken disorderliness in any University building or grounds is prohibited and shall constitute a major infraction of University regulations. In a situation where a student is determined to be in an unhealthy state the University Police or Staff may call the parent or guardian to take custody of their student.

All persons are prohibited from drinking alcoholic beverages or having open or previously opened alcoholic beverage containers in all residence hall public areas, including hallways, stairwells, bathrooms, lounges, lobbies, and outside grounds including, stairs, lawns, roofs, parking lots, patios, etc.

Parties and gatherings where alcohol is present, informally or otherwise, are strictly prohibited in all residence halls. Any gatherings in excess of two guests per occupant present where alcohol is present will constitute a party or gathering and may be disbanded by University Police or Residence Life staff. In these events, the alcohol will be confiscated regardless of the amount or age of the residents.

No more than 1 open container, cup, bottle or can may be present for each individual above the legal drinking age when in the presence of underage individuals. University staff will construe additional open containers in excess of the number of legal age individuals as consumption by minors.

Alcohol may not be stored or displayed in suite common areas unless all assigned occupants are of legal drinking age.

All students are held to the University Alcohol and Drug Policies as stated within the University of Massachusetts Lowell Student Conduct Code and Disciplinary Process. Please familiarize yourself with the Student Conduct Code and policies.
Health Risks: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood of an accident. Moderate to high doses of alcohol cause marked impairment in high mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome.

Room Decorations and Furniture

Wood construction or lofts and/or bookshelves: Wood construction in student rooms/apartments, including lofts and bookshelves, is not allowed. However, some residential areas have a limited supply of approved loft equipment. See the Housing and Residence Life website for details. For your safety, beds must be lofted or bunked only as instructed.

Ceiling and wall hangings: Tapestries and other combustible items are not permitted to be hung from ceilings and cannot obstruct smoke detectors, fire alarms or sprinklers. Students cannot paint their room or apartment.

Furniture: No student shall move any University furniture out of their assigned room or move any unassigned University furniture into their assigned room. Students found in possession of Common Area furniture will be fined up to $25.00 per student, per incident or piece of furniture, and may face other sanctions. Furniture must be used as designed and beds may only be raised by the use of an item designed for that purpose, and approved by the Complex/Resident Director for that specific use. Furniture must remain as assembled; any alteration from the assembly will result in monetary fine. Furniture may not be placed on cinder blocks, radiators, or other furniture unless specifically designed for such use. Lofts, homemade beds, and waterbeds are not permitted. Cinder blocks are not permitted in the residence halls. Damage beyond normal wear and tear may result in the replacement cost billing for the piece of furniture.

- You are responsible for the furniture assigned to your room or apartment. If a piece of furniture is removed, you may be assessed a charge to replace the furniture.
- Overstuffed, plastic or combustible furnishings procured from other sources may be a safety hazard or pose an increased risk of fire. Furniture presenting a fire or safety risk will need to be removed.
- Do not take any furnishings from common areas/lounges for your room or apartment. You will be billed if any common area furniture is found in your room or apartment.
- You may not move furniture from one room/apartment to another. You may also be billed for any damages.

Painting: Students are restricted from painting any bedroom or common areas in or around the residence halls. Wallpaper, boarders, stencils, glow paint, and laundry detergent are prohibited. Any students painting any areas will be held financially responsible for the restoration of that area and subject to the University Campus Conduct Process.

Additional Prohibited Items

In addition to the cooking items listed above, the items below are not permitted in the residence halls or apartments. Possession of these items is a violation of the Residence Life polices and will result in disciplinary action.

Prohibited items include but are not limited to:
- candles
- incense
- air conditioners
- grills
- explosive materials
- facsimiles of weapons
- firearms or lethal weapons of any sort
- fireworks or explosives
- gasoline and other flammable liquids
- gas-powered equipment
- halogen lamps
- lava lamps
- highly combustible materials
- lighted smoking materials
- noxious chemicals
- octopus lamps
- pellet guns
- pets, except for approved service animals and fish in tanks no larger than 10 gallons
- pyrotechnic devices and smoke machines
- space heaters of any kind
- waterbeds
- hoverboards, self-balancing scooters, battery-operated scooters and hands-free segways

### Short-term Evacuation Plan for Residence Halls

In the event that a residence hall needs to be evacuated (example: extended fire alarm), students will be instructed to immediately leave the building. In the case of inclement weather, students will go to one of the locations below. If you have questions about where to go during a residence hall evacuation, please contact your Resident Advisor or the Office of Residence Life at 978-934-5160 or ResLife@uml.edu. In the event of a long-term evacuation, you will receive additional instructions and information from your residence hall staff.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Evacuation Location 1</th>
<th>Backup Evacuation Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bourgeois Hall</td>
<td>Fox Hall</td>
<td>Donahue Hall</td>
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<tr>
<td>Concordia Hall</td>
<td>O’Leary Library</td>
<td>Weed Hall</td>
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<tr>
<td>Donahue Hall</td>
<td>Fox Hall</td>
<td>Leitch/Bourgeois Halls</td>
</tr>
<tr>
<td>East Meadow Lane Apartments</td>
<td>Lydon Library &amp; Cumnock Hall</td>
<td>Fox Hall</td>
</tr>
<tr>
<td>Fox Hall</td>
<td>Leitch/Bourgeois Halls</td>
<td>Donahue Hall</td>
</tr>
<tr>
<td>Inn &amp; Conference Center</td>
<td>Fox Hall</td>
<td>Leitch/Bourgeois Halls</td>
</tr>
<tr>
<td>Leitch Hall</td>
<td>Fox Hall</td>
<td>Donahue Hall</td>
</tr>
<tr>
<td>Riverview Suites (West &amp; East)</td>
<td>O’Leary Library</td>
<td>Sheehy Hall</td>
</tr>
<tr>
<td>Sheehy Hall</td>
<td>O’Leary Library</td>
<td>Weed Hall</td>
</tr>
<tr>
<td>University Suites</td>
<td>Fox Hall</td>
<td>Campus Recreation Center</td>
</tr>
</tbody>
</table>
Residence Life Services

Telephone Service & Features

The telephone jack/port in your room is included in your room charge. The telephone is on an analog line. To find out your phone number, dial #*113. The voice will give you a four-digit extension. Your phone number will be 978-483-xxxx number. You must provide your own phone, corded or cordless.

Features of service:

To call another student’s room from your room on campus, simply dial “3” and the last four digits. To dial an office on campus from your room, simply dial “4” and the last four digits. For example, to call the Office of Residence Life from off campus you would dial 978-934-5160. To call from your room, dial 4-5160. To dial off campus, dial 8 first, then the telephone number you wish to dial. Our phone service includes local exchanges and the ability to dial toll free numbers.

Call Waiting and Caller ID: Your phone line has the capability of Call Waiting and Caller ID.

Voicemail & Instructions: To get into the voicemail system, dial x4-5000 on campus or *5 in your room; off-campus dial 978-934-5000. Your default password is 1111. For security and privacy, you and your roommate should change your password and keep it between each other. Listen carefully to go step by step through the system.

Long Distance: Long distance service is not provided, however you can make collect, calling card, and credit card calls. Just press 9 to get an outside line and then service provider number. You will need to have a pre-paid calling card, a calling card from home, or a cell phone to make long distance phone calls.

Cable Television

All rooms are “cable-ready”

High Speed Data Access

Hardware & Software needs: For in-room high-speed data access you will need a PC or Mac; a network card is required to access the Internet. In addition you will need an Ethernet card (10base T or 10/100 Ethernet card). You will also need an Ethernet Cat 5 RJ 45 network cable. Finally, you will need to have Internet browser software such as Microsoft Internet Explorer or some other similar software. Modems will not work on our system.

University Email Accounts: All UML students receive an email account through the University. It has been set up before you even arrived to campus. You can activate your account through the Internet. Log on to http://webmail.student.uml.edu. This has the manuals and information you need to get the most from this service.

Security Standards for Students

The University’s Computer and Information Network is a continually growing and changing resource that supports thousands of users and systems. These resources are intended to support the academic, research, and business needs of the University Community. For detailed information about our Security Standards for Students, visit: http://www.uml.edu/IT/Services/IT-Security/IT-Security-Standards-students.aspx

Laundry Service
Students can do laundry right in their building; just ask a staff member where the machines are located. Cash can be used; however it is 25 cents cheaper if you used your UCard. Students must have their own laundry detergent; and a couple of lessons from mom or dad may not hurt if you are not used to washing your own laundry.

University Dining

University Dining is proudly operated by ARAMARK, an international corporation that services major colleges and universities, hospitals, ballparks, and even the Olympics! University Dining offers fresh, innovative cuisine served in relaxed atmospheres. Taste, value, nutrition, and convenience are located in over twelve locations around campus. Please read below for important information regarding meal plans, locations and contact information.

**Meal Plans & River Hawk Dollars:** University Dining offers three meal plans and dining options to suit everyone’s schedule on campus. For most (exception for students living in University Apartments and Riverview Suites) resident students, participation in a meal plan is required. Meal Plan options are below:

1. **PLATINUM** | Unlimited Meals with $350 River Hawk Dollars & 8 Guest Meals - $2,255 per semester
2. **GOLD** | Unlimited Meals with $200 River Hawk Dollars & 8 Guest Meals - $2,175 per semester
3. **SILVER** | 100 Block Meals $350 River Hawk Dollars & 5 Guest Meals - $1,980 per semester

**Meal Plan Changes:** Students enrolled in a residential meal plan have the option to change their meal plan during the first 2 weeks of classes for both semesters. Students simply need to stop by the University Dining Office, located on the 1st floor of Fox Hall (as of 9/5/14) or visit their website at [http://www.campusdish.com/en-us/CSNE/UMassLowell](http://www.campusdish.com/en-us/CSNE/UMassLowell) and click on “Meal Plan Changes.”

**Special Dietary Needs:** We try and make it as accommodating as possible to find delicious dining options at every meal. For those with allergies or special dietary needs, we ask that you meet with a University Dining staff member to go over menus and food lists. We will do our best to help identify options that meet your needs, as well as make additional accommodations if necessary. For more information, please call University Dining at 978-934-5369.

**Dining Locations:** Below, please find a list of the dining locations across campus:

**North Campus:**
- Einstein Bros. Bagels
- P.O.D. Express (Ball Hall)
- Southwick Food Court
- Starbucks
- Crossroads Café (University Crossing)

**South Campus:**
- Starbucks
- Subway
- Hawk’s Nest
- Mill City Restaurant

**East Campus:**
- University Dining Commons
- Canal Side Café
- P.O.D. Market
- Sal’s Pizza
- Rowdy’s 2
- Taco Bell
- Hawk’s Nest
Red Mango

*Downtown (Inn & Conference Center)*:
- ICC Dining
- Rowdy Zone
- 50 Warren

Additional Information: Visit [www.uml.edu/aramark](http://www.uml.edu/aramark) to order online and find hours of operation, menus, contact information and special offers. You may also call the main office at 978-934-5369 for additional assistance.

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**Student Conduct**

Please refer to the Student Conduct Code found online by visiting the Office of Residence Life website: [www.uml.edu/reslife](http://www.uml.edu/reslife). *Click on “Policies.”*