

University of Massachusetts Lowell Office of Residence Life Information & Guidelines

Updated September 2018



River Hawk Village

2018-2019

Guidelines are subject to change.

Should changes occur, updates will be posted on the Office of Residence Life website: www.uml.edu/reslife

Welcome to University Housing

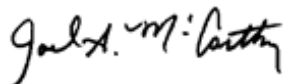
Dear Resident,

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, Area Coordinator/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

Associate Dean of Student Affairs for Residence Life

Our Mission

The mission of the Office of Residence Life is provide a living-learning environment that promotes personal and academic success. We strive to create safe, positive, and interactive residential communities that celebrate individual differences and help out students become engaged community members.

Our Statement of Inclusion

The Office of Residence Life works to cultivate an inclusive community that encourages self-awareness and embraces all expression of identities. Our staff are committed to welcoming all our student scholars into our residence halls – including, but not limited to: people of all abilities, ages, ethnicities, genders, gender expressions, ideologies, national origins, races, religions, sexes, sexual orientations, socio-economic statuses, and veteran status.

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, Associate Dean of Student Affairs for Residence Life

Amanda Surgens, Senior Associate Director of Housing

Joy Schmelzer, Senior Associate Director of Residence Life

Marshall Greenleaf, Associate Director of Residence Life for Selection and Training

Jim Whitaker, Associate Director of Residence Life for Inclusion

Erin Keeves, Assistant Director of Residence Life for Housing Administration

Forrest Finkler, Assistant Director of Residence Life for Operations

Michael Coughlin, Assistant Director for First-Year Experience & Family Programs

Max Quinn, Coordinator for Living-Learning Communities

Sue Bolduc, Office Manager & Student Employment Coordinator

Diane Shelley, Administrative Specialist

Area Coordinators (AC) & Resident Directors (RD):

Each Residence Hall has a live-in, highly trained Area Coordinator or Resident Director. The AC 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 AC/RD is available to discuss problems or concerns you may experience. Each night there is a duty rotation of AC/RD/AAC/GREs that are on call for the campus and can be reached through any Resident Advisor on duty or the University Police.

The Area Coordinator & Resident Director Staff:

<u>Residence Hall</u>	<u>AC/RD</u>	<u>Office #</u>	<u>Email</u>
Bourgeois Hall	Brittaney Cameron	X4-5012	Brittaney_Cameron@uml.edu
Concordia Hall & Sheehy Hall	Felina Kelly	X4-6198	Felina_Kelly@uml.edu
Donahue Hall	Rhea Richards	X4-6419	Rhea_Richards@uml.edu
Fox Hall Lower	David Benevides	X4-6450	David_Benevides@uml.edu
Fox Hall Upper	Stephen Rotondi	X4-5146	Stephen_Rotondi@uml.edu
Inn & Conference Center	Michael Bliss	X4-6875	Michael_Bliss@uml.edu
Leitch Hall	Toni Osier	X4-5762	Toni_Osier@uml.edu
River Hawk Village	Holly Brandewie	X4-5440	Holly_Brandewie@uml.edu
Riverview Suites West & 1301 Middlesex St	KaDiejha Delancy	X4-6473	KaDiejha_Delancy@uml.edu
Riverview Suites East	Danny de la Cuesta	X4-6722	Ricardo_delaCuesta@uml.edu
Sheehy Hall	Felina Kelly	X4-6198	Felina_Kelly@uml.edu
University Suites, River Hawk Village Townhouses, & Merrimack Street Apts	Liz Juarez	X4-6092	Lizbeth_Juarez@uml.edu

Assistant Area Coordinators (AAC)—Each Area Coordinator (AC) supervises an Assistant Area Coordinator who is a graduate student interested in pursuing higher education administration. The AACs help with the daily operations at the Inn & Conference Center, Sheehy & Concordia, River Hawk Village, Riverview Suites, 1301 Middlesex Street, University Suites, River Hawk Village Townhouses, and Merrimack Street Apartments.

Graduate Resident Educators (GRE)— There are six graduate fellows that work primarily with first year residential students to promote academic and extracurricular success. GREs help guide the Resident Advisors in their implementation of the Residential Curriculum, provide academic support to students in their area, contribute to large scale academic programming, and support first year student leadership initiatives. The GRE is a great resource for students to connect with to help them succeed in their first year living at UMass Lowell.

Senior Resident Advisors (SRA)—Each residence hall has at least one Senior Resident Advisor (SRA) on staff. These are graduate and/or undergraduate students who have been promoted from the Resident Advisor position. In addition to overseeing a floor of residents in their assigned residence hall, they also assist the Resident Director or Area Coordinator with any housing or facility related projects or needs.

Resident Advisors (RA)—These individuals are Residence Life Staff that are also undergrad or graduate students. To obtain their position, they have participated in an extensive interviewing process and have undergone intensive training on issues related to programming, social justice and inclusion, mediation, handling conflicts, dealing with crisis situations, and a wide variety of other topics. One to three staff members are assigned per floor in each 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. Residents can approach the RA with any sort of concern or if they need assistance.

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 AC 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 housekeepers, 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. In all areas but the ICC, you may also go to <https://www.uml.edu/facilities/Service-Requests/form/> to fill out a work order directly. All ICC residents should see their RA for assistance with work orders.

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.

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 either the Senior Associate Director of Residence Life or the Senior Associate Director of Housing 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 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!

\$11.00 pay rate

Days, evenings, weekends to suit your schedule

Security Desk Attendants (Evening Shifts)

Residence Hall Office Support Staff

Residence Life Central Office Front Desk Staff

Summer Staff Assistant

If you are interested or have any questions, please contact your AC or RD of your hall. All position postings and applications can be found on [UMass Lowell Job Hawk](#) located on the website of the UMass Lowell Student Employment Office. 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 starting in early October. *Applications and more information about the position can be found on our [resident advisor website](#).*

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 unless they complete an Intersession Housing contract and the contract is approved. 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. 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. Deposits are only accepted by credit card through the Online Housing Portal.

Occupancy Rules

Room exchange/changes: No student may exchange their room within the residence halls without proper authorization. Use of coercive actions to force room changes is expressly forbidden and documented with the Office of Student Conduct. There will be a charge assessed to students that do not move into the room that the Office of Residence Life assigns them in the Online Housing Portal.

Unauthorized facilities use: Unless approved by either the Senior Associate Director of Residence Life or the Senior Associate Director of Housing, 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.

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. It is important to keep your ID in an easily accessible, yet safe place. Bending, cracking, or puncturing your ID will render the data chip 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 UCAPS (978-934-4211) 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.

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 they are not specifically assigned. Residents may not grant permission or give use of keys and/or ID 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.

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 fliers must be approved by the Senior Associate Director of Residence Life and may only be posted by Residence Life Staff.

Residence Halls & Leased Apartment Locations for 2017-2018

Bourgeois Hall

71 Pawtucket St.
Lowell, MA 01854

Concordia Hall

6 Solomont Way
Lowell, MA 01854

Donahue Hall

91 Pawtucket St.
Lowell, MA 01854

Fox Hall

100 Pawtucket St.
Lowell, MA 01854

Inn & Conference Center

50 Warren St.
Lowell, MA 01852

Leitch Hall

111 Pawtucket St.
Lowell, MA 01854

River Hawk Village

39 Perkins St.
Lowell, MA 01854

Riverview Suites (East and West)

1291 Middlesex St.
Lowell, MA 01824

Sheehy Hall

8 Solomont Way
Lowell, MA 01854

University Suites

327 Aiken Street
Lowell, MA 01854

University Apartment Lease:

Merrimack Apartments

725 Merrimack Street
Lowell, MA

Middlesex Apartments (located next to Riverview Suites)

1301 Middlesex Street
Lowell, 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 6am. 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 6am.

Guest Sign-In Process: In order to ensure 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. This guest policy is valid for those guests who enter the building prior to 7pm and must follow the same guest procedures. All guests will receive a dated guest pass or electronic approval (depending on building). These guest passes are only good 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 in person or online (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 Area Coordinator or Resident Director of the building *at least 48 hours in advance (2 business days)*. The Area Coordinator 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, they assume 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 an Area Coordinator/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 an Area Coordinator/Resident Director to exceed this limit. The maximum occupancy for any residential area shall not exceed three times the designed occupancy.

Denial of Accommodations: An Area Coordinator/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 Senior 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 prohibited 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. Notification of entering a room will only be emailed to the residents if the residents fail the first inspection.

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 AC/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.

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, upholstered furniture, or other unapproved constructions; additional items or acts as may be prohibited by the Senior Associate Director of Housing. 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, air conditioners, 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 either the Senior Associate Director of Residence Life or the Senior Associate Director of Housing

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. Fuse panels in suite and apartment style buildings should not be covered. 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 Area Coordinator/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, River Hawk Village Kitchens, Riverview Suites Room Kitchens, etc). Possession and use of prohibited appliances is a violation of the conduct code.

Residence Life Commitment to the Environment

As a continuation of the Residence Life 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)
- Living in the Inn and Conference Center Floors 3-6? Bring Queen Size bedding
- 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; may still peel off paint)
- 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
- Some buildings provide toilet paper while others do not

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, River Hawk Village 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 (look for Energy Star rated strips)
- You can find more information on a wide range of appliances and devices at www.energystar.gov/products

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). Dimension: 20 length x 10 width x 12 height
- Candles (even if unlit), incense and/ or incense burners are not permitted
- Space Heaters
- Air conditioners (except with medical permission documented and approved by the Office of Residence Life)
- Excessively loud speakers and amplifiers
- Personal Furniture
 - Sofa, mattresses (unless approved for medical reasons and documented and approved by the Office of Residence Life), Desk, Wardrobe, upholstered furniture, etc.

- Drug paraphernalia of any sort, EVEN if it is considered decorative
- Cinder Blocks
- Decorative bottles or other alcohol paraphernalia in resident's room under 21 years old (such as bottle caps or six pack cardboard boxes)
- Weapons/firearms/knives
- Recreational: Dart Boards, Hover boards, nerf/guns, and slingshots.
- 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
- Wireless routers
- Using and/or possessing shisha, hookah, or similar pipes in the residence halls
 - These pipes involve the burning of smoldering ashes, which present a fire hazard.
- Items hanging from the ceiling
- Vaping device usage is prohibited inside the residence hall
- Holiday lights should not go across ceiling (against the wall is acceptable)
- Tapestries or any material used as a canopy or wall decoration- cannot cover more than 25% of wall space
- Lava lamps
- Hover boards, self-balancing scooters, battery-operated scooters and hands-free Segways are banned on all University properties.
- Grills
- Fireworks or explosives
- Gasoline and other flammable liquids
- Gas-Powered equipment
- Lava lamps
- Highly combustible materials
- Lighted smoking materials
- Noxious chemicals
- Smoke/fog machines

Other Appliances/Items Allowed:

(Must have auto-shut off feature)

- Hot air poppers (must have an auto-shut off feature)
- Rice cookers (must have an auto-shut off feature)
- Extension cords (the cord must be plugged into the wall directly or into a surge protector. Extension cords are prohibited if plugged into another extension cord)

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 Senior Associate Director of Housing 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 Area Coordinator/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, borders, 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 Conduct Process.

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.

Residence Hall	Evacuation Location 1	Backup Evacuation Location
Bourgeois Hall	Fox Hall	Donahue Hall
Concordia Hall	O’Leary Library	Weed Hall
Donahue Hall	Fox Hall	Leitch/Bourgeois Halls
Fox Hall	Leitch/Bourgeois Halls	Donahue Hall
Inn & Conference Center	Fox Hall	Leitch/Bourgeois Halls
Leitch Hall	Fox Hall	Donahue Hall
River Hawk Village	University Suites	Campus Recreation Center
Riverview Suites (West & East) & 1301 Middlesex St	O’Leary Library	Sheehy Hall
Sheehy Hall	O’Leary Library	Weed Hall
University Suites, RHV Townhouses, & Merrimack Apts	Fox Hall	Campus Recreation Center

Residence Life Services

Telephone Service & Features

For information about phone services for students, <https://www.uml.edu/it/services/voiceservices/forstudents.aspx>

Student Mail

For information on mail services, please visit www.uml.edu/studentmail

Cable Television

XFINITY Streaming is included with your campus housing!

- 100+ live channels (all are available from on-campus, some available from anywhere)
- Thousands of FREE on-demand selections
- Stream directly on your PC, Mac, and mobile device (Apple, Android, Kindle, Roku)
- Access your DVR library on the go and download recorded shows to watch offline
- Add subscription channels yourself

To Get Started:

On a PC or Mac:

1. Visit www.xfinityoncampus.com
2. Enter "Lowell" in the search field and select **University of Massachusetts Lowell** from the list.
3. Sign in using your standard UMass Lowell credentials.

On a Mobile Device:

1. Install the "XFINITY Stream" app from the Google Play Store or Apple App Store.
2. Log in by tapping "XFINITY On Campus Students **Sign in Here**"
3. Enter "Lowell" in the search field and select **University of Massachusetts Lowell** from the list.
4. Sign in using your standard UMass Lowell credentials.

On a Roku device:

1. Connect your Roku to the "UMassLowell" WiFi network. If your Roku supports a wired connection, you may plug it into an active network jack using your own network cable.
2. On the Roku, add the "XFINITY Stream Beta" channel from the Roku Channel Store.
3. On the Roku, open the "XFINITY Stream Beta" channel and make note of the 6-digit authorization code.
4. In a web browser on a PC or Mac, go to www.xfinity.com/authorize and enter the 6-digit authorization code from step #3 above. You will be directed to an XFINITY login page.
5. Near the bottom of the page, click "XFINITY On Campus Students **Sign in Here**".
6. Sign in using your standard UMass Lowell credentials.
7. Your Roku will automatically open the XFINITY Streaming menu.

If you're having technical difficulties:

- Make sure you are entering your UMass Lowell student email address properly, including "@student.uml.edu".
- Ensure that your password is correct. If you find that you cannot log into other UMass Lowell sites, please contact the IT Service Center at 978-934-4357 or help@uml.edu. Remember to update your password in the XFINITY On Campus web browser, smartphone/tablet app, or Roku device wherever you change your UMass Lowell password.
- If you are seeing an error message saying "Sorry, but we're having trouble signing you in" or "We received a bad request," try clearing the cache in your web browser.

For more information, visit www.uml.edu/XOC.

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. Students must provide their own laundry detergent. All laundry rooms accept credit cards.

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.

Semester Meal Plans: University Dining offers three semester meal plans to select from. For most resident students (exception for students living in University Apartments and Riverview Suites), participation in a meal plan is required. Semester Meal Plan options are below:

1. **PLATINUM** | Unlimited Meals with \$350 River Hawk Dollars & 8 Guest Meals - \$2,416 per semester
2. **GOLD** | Unlimited Meals with \$200 River Hawk Dollars & 8 Guest Meals - \$2,330 per semester
3. **SILVER** | 125 Meals with \$450 River Hawk Dollars & 5 Guest Meals - \$2,121 per semester

Meal Plan Changes: Students enrolled in a residential meal plan have the option to change their meal plan up until the add/drop date of that semester, (generally the first 2 weeks of classes). Students simply need to visit the University Dining office, located on the 1st floor of Fox Hall or visit www.uml.edu/dining and click on "Meal Plan Changes".

Special Dietary Needs: Our goal is to provide delicious dining options at every meal. For those with allergies or special dietary needs, we ask that you meet with University Dining staff to review menus and ingredient 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 or email dining@uml.edu.

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:

McGauvran Student Center (South Dining Commons)
Starbucks
Subway
Merrimack MRKT
Freshii
Grill Out

East Campus:

University Dining Commons (Fox Hall)
P.O.D. Market
Sal's Pizza
Rowdy's Roadhouse
Hawk's Nest
Red Mango

Downtown (Inn & Conference Center):

ICC Dining
50 Warren

Additional Information: Visit www.uml.edu/dining to view apartment meal plans, hours of operation, menus, contact information and special offers. You may also call University Dining's main office at 978-934-5369 for additional assistance.

Student Conduct

Please refer to the Student Conduct Code found online by visiting the Office of Residence Life website: www.uml.edu/reslife. Click on "Policies."