



## *Office of Residence Life*



*2017 – 18 Resident Handbook*

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# *Greetings from the Director of Residence Life*

Welcome new residents to the Residence Life program at Bowie State University! We are pleased that you have decided reside in one of our on campus living facilities. Returning residents, we are glad that you have chosen to return to one our residence halls.

Living in the residence halls provides a variety of opportunities to develop and expand on the skills and attitudes necessary to become productive community members and extraordinary leaders. With that in mind, we encourage residents to participate in the development and governing of their building. As a community member, residents and their guests are expected to:

- 1) *Respect the privacy and needs of everyone*
- 2) *Promote safety, respect and an appreciation of others like and different from yourself and;*
- 3) *Uphold BSU standards of behavior and dress*

While living in the residence halls, we expect residents to share the living space, interact with others and participate in residence hall programs and activities which will enable you to understand, relate to and work with people similar and different from yourself. With the cooperation and assistance of everyone, the Residence Life Staff will create a comfortable and safe environment for residents to develop and enhance their academic, interpersonal and life skills.

The Residence Life staff consists of highly trained and qualified individuals who are committed to creating an, interactive community experience. They will assist and challenge residents to reach their full potential as they embark or continue on their journey to becoming well-rounded men and women. We expect residents to get to know the Resident Director (*RD*) of their building, the Resident Assistant (*RA*) who lives steps away, as well as, all of the other individuals of the Residence Life staff who will work with residents to maintain the upkeep in and around the facility and keep people safe and secure.

We expect residents to become familiar with the contents of this handbook, as well as, the policies and procedures as outlined in the traditional residence hall contract, CMRC lease and the university student code of conduct since they have been established to set behavioral standards and to protect their personal liberties and those of their guests. Throughout the year, we will provide explanations and rationale for any changes in policies or procedures. We invite all residents to participate in the decision making process by sharing questions, or concerns with their building staff and attending any meetings where changes are being discussed. Residents can also stop by the Residence Life office, located in Haley Hall, room 160 if they think they need to speak with a senior staff member or they just to say "hello".

To parents and guardians, we view our residents as young adults and we respect their growing independence and hold them accountable for the decisions and choices they make. We also respect resident privacy, and therefore will be unable to promise confidentiality for residents 18 years of age and older unless the issue involves their well-being.

We view parents and guardians as our partners and will collaborate with them to the best of our ability and within the parameters of the law to assist their off spring. However, it is our priority to work directly with these young adults to foster their growth and development. Parents and guardians are encouraged to continue supporting their young adult by mentoring and coaching them as they navigate being an independent adult. We hope that our residents and families will agree that our goal is one in the same, to see all of our residents develop personally and professionally both inside and outside of the classroom.

I look forward to meeting each of you throughout the school year.

Best wishes,

*Rodney C. Peters*

OFFICE OF RESIDENCE LIFE

## ELIGIBILITY REQUIREMENTS

To be eligible to live on campus, residents are expected to have and maintain a minimum **2.3** grade point average (GPA), be enrolled at Bowie State University as a full-time student (*taking 12 or more credit hours*) and be in good financial and judicial standing. Additionally, all residents must be vaccinated against meningococcal disease and submit the appropriate documentation to the Wellness Center **before** they are issued keys to their room or apartment.

Failure to meet any of these requirements at any point during the academic year can result in the termination of the **Contract** by the Office of Residence Life (ORL).

Residents are required to contact the Director of Residence Life in writing **before** dropping down to part-time status. The Director, at her discretion, may cancel a part-time resident's residence hall contract.

A resident may have their contract or lease denied, terminated or be prohibited from returning to campus residency by the Director for a semester, academic year or indefinitely if the resident: *does not meet academic or financial requirements, violates policies and procedures, exhibits behavior deemed inappropriate, accrues excessive damage amounts* during or at the conclusion of a semester, year, or break period.

## ROOM CHANGES

Room changes in the traditional residence halls may not occur during the first two weeks of each semester unless approved by the Director of Residence Life or her designee. Requests for room changes must be approved by your Resident Director and the Room Assignments Coordinator.

## UNAUTHORIZED ROOM OR APARTMENT CHANGES OR SWITCHES

Residents making unauthorized room or apartment changes may be subject to fines and will be required to return to their original assignment.

## ROOM ABANDONMENT AND NO SHOWS

Residents will be held liable for all room and board fees should they decide not to move in or if they abandon their room without notifying ORL first. Please review the last paragraph under item "H" referring to check-in/checkout, on page 5 of the 2017-18 Residence Hall Contract, Policies and Procedures, for more information on this topic.

## ENVIRONMENTS THAT FOSTER EDUCATION BEYOND THE CLASSROOM

### **Freshmen Residence Halls** (*new and transfers with less than 24 credits*)

All double and triple rooms in Holmes, Towers and sections of Kennard and Tubman Halls are designated as freshmen housing. These halls have a supportive environment that provides deliberate attention to the developmental, academic and personal needs and concerns of first year residents. Residents learn how to play an integral part in establishing and maintaining community standards. Everyone is encouraged to respect the rights of others and appreciate lifestyle differences. Staff in these halls are specially selected and trained to work with first year residents.

### **Upper College Residence Halls** (*sophomores, juniors and seniors*)

Staff working in upper college halls strive to create and maintain a supportive community atmosphere that encourages continuous learning. Programs and activities are designed to help residents develop a balance between having more freedom and making informed choices. Mutual respect is expected and highly promoted. Residents are encouraged to participate in establishing community standards for the building during the first few weeks of the fall semester.

### **Residence Hall Styles**

Holmes, Kennard, Towers and Tubman halls offer traditional corridor style living. Haley Hall offers suite-style living. Christa McAuliffe Residential Community (CMRC) offers apartment living.

All traditional residence halls are equipped with cable T.V. Residents living in Christa McAuliffe can contact the leasing office about acquiring cable T.V. in their apartment.

## RESIDENCE HALL DESCRIPTIONS

### **Christa McAuliffe Residential Community: “A Community Fostering Academic & Social Success”, Occupancy, 465 Upper College Co-eds**



Christa McAuliffe Residential Community (CMRC), named for one of Bowie State University's most famous alumnae and the first civilian in space, opened for residency in the fall of 2004. Activities planned by the Residence Life staff make living there the most enjoyable experience ever. Individually leased by the bedroom, CMRC offers 2, 3 and 4-bedroom apartments fully furnished and conveniently equipped with full kitchens. Rental fees include furniture, electricity, water/sewer, cable T.V. and internet access. Building amenities include a fitness center, laundry facilities, study lounges and a game room.

### **Alex Haley Residential Complex: “The Mecca of Academic Excellence” – Occupancy, 300 Co-ed Upper College Residents**

Alex Haley Residential Complex was constructed in 1994 with the purpose of supporting and promoting an atmosphere conducive to high academic standards. The staff strives to cultivate an environment that thrives on an interdependent relationship between residents and the university community to create and maintain academic excellence. The Residence Life Central Office is located on the first floor, room 160. Building amenities include: a main lounge with a large flat screen TV, kitchenettes on each floor, computer lab, a convenience store located on the 1st floor, laundry facilities and coin machine.



### **Dwight Oliver Holmes Hall: “Raising the Standard” – Occupancy, 121 Freshmen Males**



Dwight Holmes Hall was built in 1951 and is the second oldest residence hall at Bowie State University. At various times during its history, Holmes Hall has served as an administrative office building and a female residence hall. It is presently designated as the home to 126 freshmen males. The goal of the Holmes Hall staff is to provide guidance and support to young men as they transition into the University environment. Building amenities include: TV room, lounge, study room, kitchen area, laundry facilities and a coin machine.

### **Lucretia Kennard Hall: “Striving for Excellence” – Occupancy, 80 Freshmen & Upper College Males**

Kennard Hall was constructed in 1955 and was named after a Maryland educator who lived on the Eastern Shore. In the past, Kennard Hall has housed male and female residents and has served as an administrative facility. The staff encourages residents to be positive role models and strives to educate residents on the importance of doing one's best and developing ethical and honorable behaviors. Building amenities include: a large flat screen T.V. in the lobby, a study room, kitchen, laundry facilities and a coin machine.



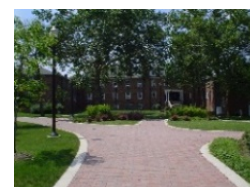
### **Towers Hall: “Where Excellence Begins” - Occupancy: 192 First Year & Upper College Females**



Towers Hall has been a part of Bowie State University since 1973. At one point it was a co-ed facility and previously, the home of the Residence Life Office. Currently, it serves as home to freshmen and upper college females. This facility houses the largest number of freshmen women. The goal of this community is to provide a nurturing environment that fosters a smooth transition for young women attending college for the first time. Building amenities include a study room, T.V. lounge, Laundry Facilities and kitchenettes.

### **Tubman Hall: “Developing Virtuous Women” - Occupancy: 159 First Year & Upper College Women**

Harriet Tubman Hall, named after the legendary heroine of the Underground Railroad, is the most historic residence hall on campus. The hall opened in 1921 to house young women until the mid-80's when it became a co-ed facility. It currently houses some of the most intellectual ladies on the campus. The residence hall is cozy, personal, and cultivates an environment that fosters the development of healthy, well-rounded young women. Building amenities include study rooms, T.V. lounge, a kitchen and laundry facilities.





## **ESTABLISHING GUIDELINES FOR LIVING VIA A ROOM OR APARTMENT MATE CONTRACT TO RESOLVE CONFLICTS**

Prior to coming to college, many Bowie State students never had to share a room with someone they just met. To assist residents with developing a positive living environment, during the first few days of the semester, Resident Assistants (RA) will distribute to everyone living in the hall, a booklet entitled *Talking Points*. This booklet will require each room or apartment mate(s) to answer a series of questions that will enable them to establish ground rules and mutual expectations for living together. Answers to those questions will enable everyone living there to formulate a “contract” to hold everyone accountable for whatever occurs in that room or apartment.

During this process, the Resident Assistant will go door-to-door to lend residents assistance with creating their personalized contract. A day or so later, the RA will return to collect the completed contract. A copy will be made and kept on file in the Resident Director’s office. The original will be returned so the room or apartment mates can post it in their room or the living room.

Thereafter, should a conflict arise, roommates will be expected to review the contract to remind each person of the previously established ground rules or to modify them if necessary. If the contract needs “tweaking” the RA or the Resident Director (RD) will assist with any needed revisions.

If roommates are unable to resolve conflicts on their own, the RD will be available to mediate the situation.

Each resident has specific rights and responsibilities which include but are not limited to:

1. *The right to read and study free from undue interference in one's unit.*
2. *The right to a clean environment in which to live.*
3. *The right to petition for redress of grievances.*
4. *The right to be free from fear of intimidation, physical, and/or emotional harm*

### **LEADERSHIP OPPORTUNITIES**

The Office of Residence Life seeks to create an environment in which residents can develop leadership skills, explore self-direction and personal growth. These skills can be developed and/or enhanced by actively participating in two residence hall initiatives—Hall Council and the Residence Hall Association (*RHA*).

Both of these groups play a key role in identifying and articulating the needs of students living in the residence halls. Both make recommendations regarding improvements in the living environment and programs/activities that should be planned to meet residents’ needs and interests.

#### **Hall Council**

The Hall Council is the governing body of each residence hall. Each hall government functions independently and has a full complement of officers and representatives elected to deal with common concerns in their respective hall. The Hall Council represents the interests and needs of its constituents, and examines the issues that affect their hall. A major focus of the Hall Council is to develop and encourage hall spirit, pride and unity.

The Hall Council reports to the Residence Hall Association. Hall Councils provide excellent opportunities for residents to develop and refine leadership skills that will benefit them beyond graduation. The Resident Director of each hall serves in an advisory capacity to the Hall Council.

#### **Positions include:**

- President
- Vice President
- Secretary
- Treasurer
- Parliamentarian
- Mr./Ms. Hall Representative (*both represents their hall at Coronation*)

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

The Residence Hall Association serves as the residence hall representative body which: 1) *identifies and articulates resident needs*; 2) *seeks to improve in the living environment and*; 3) *plan and facilitate cultural, educational, social, and recreational programs and activities in the residence halls*.

RHA works with each building's Hall Council to encourage an awareness of the resident's perspective when formulating residence hall policy, staff selection, programming coordination and development, fiscal concerns, long and short range planning and problem solving.

The RHA also has representatives on various Residence Life committees including: programming; policy review; building and renovation initiatives and long range planning.

Each Hall Council is responsible for appointing two residents to serve as RHA representatives. These residents will make up the RHA Assembly. Officers are appointed or elected via annual by resident elections. The RHA designates individuals to represent the organization on various Residence Life committees and at regional and national conferences.

### **Letting Your Voice Be Heard!**

Residents who have ideas or situations for how to improve their residence hall should speak with their RD or their Hall Council President. They can also drop their feedback or idea in the building suggestion box, located in the lobby of your residence hall.

## **RESIDENCE HALL STUDENT JUDICIAL PROCESS**

Whenever boundaries or limits are set, inevitably someone will test them. While we want residents to be comfortable and enjoy themselves, we expect them to abide by Bowie State University's behavioral standards. It is important that residents recognize that their behavior, both good and bad, has a direct impact on the entire community. When residents violate University or Residence Life policies, they in effect, take something positive away from the community. As a result, they will be required to give something back to the community. A review of the inappropriate behavior can occur in a couple of ways.



For violations such as *visitation, noise, trespass, etc.*, the resident must have a one-on-one discussion with the Resident Director for an "administrative" hearing. This is a formal meeting designed to help the resident understand why the behavior was inappropriate and how they can make amends to the community. If the resident is found responsible, the Resident Director will issue an appropriate sanction.

In cases involving a failure to show their ID or refusing to leave the building when a fire goes off, the resident may be required to appear before the Resident Judicial Board (RJB). The RJB serves in the capacity of a "jury" and the hearing is conducted in a court-like format. Following the hearing, in a closed session, the RJB reviews all oral and written materials related to the incident, decide on the resident's level of responsibility and renders a recommendation for sanctioning to the chairperson.

The Residence Life Assistant Director for Resident and Staff Initiatives serves as the chairperson to the RJB. Members are comprised of students living in the residence halls. Residents interested in becoming a member of the RJB, should stop by the ORL to speak with the Assistant Director. More serious violations involving drugs or physical violence will be referred to the Coordinator of Resident Conduct.

## **RESIDENCE LIFE STAFF RESPONSIBILITIES**

### **Desk Assistant (DA)**

Desk Assistants are residents hired by ORL to cover the front desks in each of the traditional residence halls, 8 am – 5 pm, Sunday thru Saturday. Like Security personnel, DAs help to ensure that only residents and their authorized guests are allowed to enter the building. DAs are expected to verify resident or visitor's identification by asking to see their Residence Life ID or picture ID upon entry into the building.

### **Computer Lab Assistant (CLA)**

Computer Lab Assistants are residents hired by the Office of Residence Life to manage the operations of the Ernest E. Just Learning Center and Computer Lab located on the 2<sup>nd</sup> floor of Haley Hall.



### **Resident Assistant (RA)**

The RA is one of the most important people living in the residence halls. RAs are upper college students hired and trained to provide leadership and support to residents. They plan programs and activities, mediate room or apartment mate disputes, address inappropriate behavior and serve as a resource to residents living on their residence hall.

### **Resident Director (RD)**

Resident Directors are professional staff members who live in and maintain an office in each residence hall. Their primary responsibility is to manage the day-to-day operations of the hall. RDs supervise RAs and DAs, advise Hall Council and are available to help residents have a positive living experience. RDs maintain on-call responsibilities on a rotational basis to respond to emergency situations that occur during the evening hours. RD office hours are posted on their office door. Residents can go to the lobby to see when their RD will be in their office.

### **Graduate Resident Assistant (GRA)**

The CMRC Graduate Resident Assistant primarily assists the Resident Director in managing the day-to-day operations of the building and participates in the RD duty rotation.

ORL also hires a graduate student assistant to work in the central office to support the AD for RSI with various tasks.

## **OFFICE OF RESIDENCE LIFE (ORL) CENTRAL OFFICE STAFF**

In addition to the live-in staff, there are a number of other individuals who play important roles in assisting residents with their personal and academic development. These individuals make sure that the residence halls are safe, comfortable, and well maintained.

### **Director**

The Director is responsible for the overall management of the Residence Life program. Her responsibilities include: *direct supervision of senior staff members and indirect supervision of RDs, GRAs, RAs, DAs, Facilities, Security and Housekeeping personnel to insure the smooth operation of seven residence halls.* The Director collaborates with Capstone personnel to ensure that the needs and concerns of CMRC residents are met and University and Residence Life policies and procedures are consistently enforced. The Director also works with the residents to ensure that we are making fiscally sound decisions.

### **Assistant Director for Housing Services (AD for HS)**

The Assistant Director for Housing Services manages and maintains all physical operations of the residence halls such as renovations, repair and replacement of all furniture and equipment. This individual: *works with: Housekeeping and Physical Facilities* personnel to ensure that all halls are appropriately cleaned and maintained; Security and Desk Assistants to help keep the residence halls safe and secure; various outside vendors to provide a myriad of services and; assists the Director in the development and management of the residence life budget.

### **Assistant Director for Resident & Staff Initiatives (AD for RSI)**

The Assistant Director for Resident and Staff Initiatives assists the Director by providing direct supervision to six RDs, and indirect leadership and supervision of thirty-four RAs. The AD for RSI also assists the Director in: *the recruitment and hiring of RDs, GSAs and RAs; the coordination and management of the Residence Life resident judicial process; working with staff to develop, plan and facilitate Residence Life programs in addition to staff training and development.* The AD for RSI also works with Conference Services to manage occupancy for a variety of summer conferences and camps.

### **Room Assignments Coordinator**

This individual coordinates the room assignment process for all residents living in the traditional residence halls. The Rooms Assignments Coordinator works with the Registrar's Office to ensure that each resident meets eligibility requirements for campus residency. She is also responsible for applying charges to resident's accounts, managing data to generate room rosters and various housing reports. This person also serves as one of the advisor to the RHA and a resource person to RDs chairing various department events such Tribute to Scholars and the Mother/Daughter Tea.

### **Building Service Manager**

This person reports to the Assistant Director for Housing Services and works directly with Physical Facilities personnel to address maintenance issues that occur day-to-day. He also meets on a weekly basis with the Head of Housekeeping.

### **The Residence Life Administrative Assistant II**

This person greets anyone when they call or visits the central office. She readily answers all questions, no matter how major or minor. The AA keeps the Director on schedule; assists the Room Assignments Coordinator with managing the room assignment process; and serves as the department's web manager.

### **Residence Life Central Office Clerk**

The Office Clerk is available to answer general residence life questions and provide clerical and secretarial support to central office staff and assist the AA with sorting the mail and answering phones.

### **Students Living On Campus**

Our residents, are also considered essential members of the Residence Life team. ORL cannot provide high quality services, programs and activities without resident input and participation on the various Residence Life committees. Therefore, we encourage residents to get involved in leadership opportunities; share ideas and concerns to enable us to better serve ALL of our clients!

### **KEYS AND BUILDING FOBs**

In order to insure the safety of residents and their buildings, ORL issues a key and building fob to each resident living in the traditional halls at check-in. Residents are expected to carry their room key and fob at all times. If a room key is lost, stolen or damaged, residents are expected to report it to their building front desk personnel immediately to enable the maintenance staff to have the lock changed quickly. A room will not be unlocked for anyone other than the resident(s) assigned to the room, apartment or suite.

Loss of building fobs must be reported to the building front desk immediately for replacement. The cost of replacing keys or fob will be charged to the resident's university account.

Residents who lend their room/apartment key or building fob to other individuals are in violation of residence hall policy.

### **RESIDENCE LIFE ID**

Residents must show their Residence Life ID when entering any residence hall. If a resident loses their Residence Life ID, they must report the loss to their RD immediately so it can be replaced. Residents who lend their Residence Life ID to another individual is in violation of residence hall policy and will be referred to the RD or the RLSJ board for a judicial hearing.



### **PUBLIC SAFETY**

The Office of Public Safety is responsible for providing protection to the entire campus community twenty-four hours a day, seven days a week. These qualified, well-trained individuals: respond to calls for assistance, administer first aid, provide foot patrol and escort services, enforce policies and laws, investigate criminal actions, and conduct educational security and safety programs.

Public Safety is located in the McKeldin Gym. Residents may contact them by telephone at 301-860-4040 or (301) 860-4688 in case of an emergency. From a campus telephone, dial 2-4040.

### **BUILDING SECURITY**

Residents and their guests must comply with building security procedures and policies. All guests must be escorted throughout the building. Only authorized entrances and exits may be used. Everyone is required to show picture identification at all check points. Residents are expected to refrain from propping doors and removing window screens. All residents are expected to obey University Police and Security personnel.

Failure to comply with posted or announced security regulations subjects the offender to judicial action being taken against them, which could include fines and possible termination of their lease or residence hall contract.

## CAMPUS ESCORT SERVICE

To assist with keeping residents safe, a campus escort service is available to all campus residents, staff and visitors. To utilize this service, call Public Safety at (301) 860-4040. When arriving on campus during late evening hours, residents should contact the officer on duty.

## FRONT DESK

Each residence hall has a front desk area. This is the communication center for residents and guests. The desk area is generally covered from 8 am to mid-night by Residence Life staff and from 12 mid-night to 8 am by an independent security company.

When entering the building, all residents are expected to present their Residence Life ID. Anyone refusing to comply with this process will be denied access into the building.

## BUILDING AND FLOOR MEETINGS

Each semester building and floor meetings are called by the building staff during the first week of classes and periodically throughout the semester. Attendance at these meetings is mandatory because information concerning safety and security, regulations and services is distributed. Residents are responsible for the information given at all of these meetings. If a conflict with scheduled floor meetings arises, contact the RD prior to the meeting, then follow up later with the RA to obtain the missed information.

## RENTER'S INSURANCE AND RESIDENT LIABILITY

All residents are mandated to take personal responsibility for the protection of their property against theft, damage and loss. We encourage residents sit down with their parents or guardian to review their homeowner's or renter's policies and obtain additional coverage, if necessary. All lost, stolen or damaged items should be reported immediately to Public Safety. Residents should also sit down with their Resident Director to complete a Residence Life Incident Report form to document any lost, stolen or damage items. This will assist Public Safety with their investigation.

Neither the University nor ORL will be liable for thefts, damage or loss due to fire, flood or natural disasters. To purchase insurance for your valuables, you may contact the following companies:

### CSI Insurance Agency, Inc.

Telephone: 1-888-411-4911

Fax: 1-678-832-4910

Website: [www.collegeresidentinsurance.com](http://www.collegeresidentinsurance.com)



### National Student Services, Inc.

Fax: 1-405-372-9584 to learn more about various renters' insurance plans

You can also log on to [www.bestcolleges.com/resources/student-renters-guide](http://www.bestcolleges.com/resources/student-renters-guide) to learn more about various renters' insurance plans.

## RESIDENT MAIL AND PACKAGES



Mail is delivered to the Residence Life Central Office, Monday – Friday when the university is open and can be picked up by residents after 3:30 pm. When mail is received, an updated listing of names, according to residence hall, is posted on the side of the large gray mailbox that is adjacent to ORL. When picking up mail, residents will be required to sign in and show their Res Life ID.

To ensure that your mail arrives, please make sure the package or envelop contains:

- the resident's full name—no nick names
- The name of the resident's building name and room number, *i.e. Tubman Hall, Room 227*
- 14000 Jericho Park Road
- Bowie Maryland, 20715

Packages sent by United States Post Office are also delivered to the ORL. Residents are notified by the staff of their residence hall when they have a package to pick up. Packages sent by other means such as Federal Express or UPS are

typically delivered to Central Receiving, located in the Maintenance building behind CMRC. Notification will be posted by the mail list.

The ORL will accept or reject mail, packages and parcels on behalf of residents. Residents must be aware that any perishable packages, parcels, and deliveries may not be stored in a climate-controlled environment. ORL will not accept liability or responsibility for packages, parcels, or deliveries should they be lost, damaged, or otherwise harmed.

Any mail, packages or parcels not claimed within seven (7) days, will be returned to the sender or discarded as ORL deems appropriate.

## **CHANGE MACHINES**

Change machines are located in the main lobby of the traditional residence halls. Residents should follow the direction located on the outside of the machine if they experience problems with the machine.

## **VENDING MACHINES**

Vending machines are located in the lobby areas of most residence halls. If a resident loses money in one of these machines, request a refund in the Bulldog Card Office located in the resident center.

## **LAUNDRY ROOMS**

All residence halls are equipped with washers and dryers. Residents must supply their own detergent and other laundry supplies.

## **FIRE SAFETY**

All halls have a fire alarm system that will sound if there is a fire emergency. Residents and guests are required by law to promptly evacuate the building when the fire alarm sounds. Always exercise caution and report any fire or smoke to hall staff.

The following behaviors could result in immediate removal from the residence halls:

- Tampering with or activating any alarm when no fire is present
- Tampering with fire equipment, carrying or removing fire extinguishers from their mounts or storage boxes except in case of fire
- Disconnecting, sounding or otherwise tampering with any smoke detectors



To prevent fire hazards, open-ended heating elements, electrical appliances such as hot plates, hot pots, and space heaters may not be used, possessed or stored anywhere in the residence hall.

Immersion heaters (*water heating coils*), *halogen lamps*, *heat or halogen lamps* and *personal ovens (microwave or otherwise)* are not permitted in resident rooms. Do not overload electrical outlets; use surge protectors.

## **SMOKING**

Smoking of any kind in or directly in front of any residence hall is prohibited. Individuals are expected to move at least 50 feet away from the building before lighting cigars, cigarettes or tobacco pipes. Disciplinary action will be taken against anyone found in violation of this policy.

## **CANDLES AND INCENSE**

The burning of incense, candles or any type of smoldering or open flame are not allowed due to fire safety concerns. Candles with burnable wicks should be replaced with "flameless" ones instead.

## **PUBLIC TELEPHONES**

Public phones are available on each traditional hall in the following locations:

- Haley: 1 on each floor, located in the pantry
- Holmes: 1 in the laundry room and 1 on 3<sup>rd</sup> floor
- Kennard: 1 in the basement, 1 on first floor alcove and 1 on 3<sup>rd</sup> floor
- Towers: 1 in each kitchen and 1 in each laundry room

- Tubman: 1 on the ground floor in the lobby/kitchen area, 2 on the 1<sup>st</sup> floor and 2 on the 2<sup>nd</sup> floor

Report any malfunction of the emergency phone to your RA, Desk Assistant, or to ORL immediately.

**RESIDENT FINES**

Residents can be fined for minor infractions such as replacing loss of keys to more major violations such as tampering with fire equipment. Fines are placed on the resident’s account and must be paid within 30 days of it being issued. The list below represent only a few of the fines that could be levied as a result of things being discovered in the room during monthly health and safety inspections or when staff conduct daily walkthrough of the building:

- Burning Incense/Candles \$ 100.00 *for the 1<sup>st</sup> violation*
- Dirty Room @ room inspection \$ 100.00 *or more depending on the severity for the 1st offense*
- Failure to show ID upon entry \$ 50.00
- Haley re-core \$ 68.00
- Other Residence Hall re-cores \$ 50.00
- Fob replacement \$ 10.00
- Illegal appliance \$ 50.00 *for the 1<sup>st</sup> offense*
- Improper check-out \$ 75.00
- Improper disposal of trash \$ 100.00 *for the 1st offense or more depending on the hall*
- Key Replacement \$ 50.00
- Lock Outs \$ 25.00 *for the 2<sup>nd</sup> offense; \$40.00 for the 3<sup>rd</sup> offense*
- Missed Mandatory building meeting \$ 25.00 *(Unexcused)*
- Possession of public area furniture \$ 100.00 *for 1st offense*
- Replacement of building fob \$ 10.00
- Residence Life ID Replacement \$ 30.00
- Room Cleaning at checkout \$ 50.00 *For light cleaning, \$100 for minor; \$200 for major*
- Tampering with or misuse of Fire Equipment \$ 500.00
- Unapproved Parties \$ 250.00 *plus damage charges when applicable*
- Unauthorized Overnight Guest \$ 100.00
- Failure to Respond to a Fire Alarm \$ 250.00
- Propping open of fire doors \$ 250.00



**RESIDENCE HALL DAMAGE**

As community members, residents are responsible for the upkeep of both their room/apartment and their building. Should damage occur the staff will conduct an investigation to discover who is responsible for it. If the staff is unable to damage occurs in a public area and the staff is unable to ascertain who is responsible for it, the bill will be equally divided between building or floor members—whichever is appropriate.

**MANDATORY HEALTH & SAFETY INSPECTIONS**

Monthly inspections are conducted by Residence Life staff. If the staff cannot clearly determine who might be responsible the offense since it is not located on a specific side of the room or in common space like a the bath or living room, all occupants will be equally billed for damage if no one takes responsibility for it.

It is the University’s intent to act in a manner consistent with residents’ constitutional right to privacy and freedom from unreasonable search and seizure. ORL reserves the right to inspect rooms, suites and apartments in the interest of health, safety, cleanliness, and property control.

This will be only notice given to Residents as to what day each month Health and Safety Inspections will occur.

**KEYING INTO A RESIDENT’S ROOM OR APARTMENT**

In situations involving health, safety, maintenance issues, or suspected policy violations, authorized University personnel may enter without prior notice.

University personnel may not enter any room or apartment without first knocking on the door and allowing a reasonable period of time for a response by the residents. In all cases, authorized personnel must carry University identification, present it upon request and announce their purpose for entry.

## RESIDENT GUEST POLICY

Bowie State University's Office of Residence Life (ORL) is committed to fostering an environment conducive to the academic and personal growth of all students living in residence. To that end, the guest policy was revised to reflect the changes that residents were requesting without decreasing the staff's ability to keep our residents safe.

A guest is considered to be anyone who visits a room or apartment and were not assigned to that space, including family members, would be considered a guest.

The following are conditions which residents and their guests are expected to comply with:

- ☞ Having people visit must be by mutual consent of all room or apartment mates.
- ☞ Residents must show their current Residence Life ID upon entering any residence hall that they do not live in. They produce their Residence Life at the request of university staff member

Non-residents visiting any residence hall must show and leave at the front desk a current, picture identification to authorized staff. Acceptable forms of identification are: *Driver's Licenses/Permits, State Identifications, Military Identifications, Passports, and Green Cards. Identifications will be deemed accepted only when they are valid and not expired.*

- ☞ Residents failing to sign in guests are subject to disciplinary action
- ☞ The resident will be held responsible for the behavior and actions of their guests, invited and uninvited, and any other persons in their room or residence hall. The resident may be charged in lieu of their guest(s) who violate Residence Life policies. In addition, any guest(s) who does not comply with policies and procedures will be asked to leave immediately and risk other penalties, including criminal prosecution.
- ☞ The resident must escort their guest(s) throughout the building for the entire duration of the visit.
- ☞ Guests may not be left alone in their host's room or apartment while their host is away for an extended time; this includes while the host is in class. Such action leaves guests unescorted
- ☞ Guests are not permitted individual access to building amenities such as laundry. T.V. lounges, kitchen areas
- ☞ All guests must leave the building upon the request of any Residence Life or University staff member.
- ☞ The resident is limited to a maximum of two (2) guests at any given time.
- ☞ Guests may not stay overnight for more than three (3) consecutive nights at a given time. Residents are limited to three (3) overnight guests per semester.
- ☞ Repeated visits by guests over extended periods may be considered unauthorized occupancy of a room. The Residence Life Office reserves the right to prohibit repeated, extended visits. The ORL may also fine the resident and their guest(s) for such violations.
- ☞ Guests, including family members, visiting residents living in the traditional residence halls will not be allowed past the front desk outside of the hours listed below:

### Freshmen Residents

During the fall semester freshmen residents, including freshmen Honor residents living in CMRC are not permitted to have guests until the mid-term exam period has concluded.

The hours that freshmen can begin hosting guest in their room begins at 5 pm, Friday, October 21, 2016 are as follows:

- *Monday - Thursday, 5 pm – 2am; Friday 5pm - Sunday, 2 am*
- **Study Hours, 5 pm - 7 pm**, are considered designated quiet periods

**Upper College Residents living in the traditional halls** may have guests: *Monday - Thursday, 5 pm -2 am; Friday at 5pm through Sunday at 2am.* Guest will be permitted in the hall on the weekends when a Desk Assistant is on duty at the building front desk.

### CMRC Residents

- Guests may visit a CMRC resident at any time throughout the day.
- CMRC Freshmen residents may have guests visit beginning Friday, October 21, 2016



**NOTE:** Guest hours may change without notice at the discretion of the Resident Director after consulting with the AD for RSI.

## CHILDREN IN THE RESIDENCE HALLS

Children are not allowed in the residence halls at any time. Guests must be 16 years of age or older to be governed under the Guest and Visitation policy. Residence halls or apartments may not be used for baby-sitting.

## OVERNIGHT GUESTS

Residents may have same sex overnight guests stay overnight if they submit an Overnight Visitation form to the RD at least 24 hours prior to the guest's arrival. The form must be signed by all room or apartment occupants to indicate that they give consent to a room or apartment mate hosting an overnight guest.

Overnight guests may not stay in the room or apartment for more than three (3) consecutive nights at a time and are limited to three (3) overnight visits per semester.

## QUIET/HOURS v. COURTESY HOURS

Residents living in a residence hall are not expected to be as quiet during the day as they would be in a library. However, the noise level must always be at a reasonable level for the consideration of those in your surrounding community. Everyone needs some time to study and sleep. Therefore, quiet hours are enforced from 10 p.m. to Noon daily.



**Courtesy hours are in effect at all times.** Please be considerate of others so they may be successful in achieving their academic goals.

During quiet hours all residence doors must be closed, and hallways and stairwells must remain quiet. All stereos, TV's, and other devices that make noise must not be heard in the hallways, and visiting should be done in the rooms. Residents must always be aware of the noise generated in their room. This also applies to areas immediately around the outside of residence halls.

If there is a problem with noise, the first step should be to request that the person "tune down the noise". If they do not respond or comply, contact the Resident Assistant or the Resident Director for assistance. Courtesy hours for each hall are determined at the beginning of each year in conjunction with the visitation policy.

All noise (*i.e., stereos, televisions, radios, verbal interactions, etc.*) must be kept low enough as not to be heard by neighboring residents. Prolonged and/or blatant noise is in violation of the policy. RAs will meet with floor residents at the beginning of each semester to discuss the rules, regulations, and the enforcement of the quiet hours' policy.

**During final exams at the end of each semester, 24-hours of quiet will be in effect. They start Wednesday, December 13 and end when the halls close at 6 p.m., Wednesday, December 20, 2017.**

## ROOM AND APARTMENT DÉCOR

While residents are allowed to decorate their rooms, for safety reasons, the guidelines listed below have been established:

- Pictures, posters, or other materials must be hung from picture moldings, on bulletin boards or Command mounting hooks.
- The use of nails, tacks, screws, tape, glue, or other adhesive on walls, ceiling, wardrobes, woodwork, doors, or furniture is prohibited.

Wall hangings may not exceed 20% of the total wall space in a room. Tapestries, carpeting, or other objects or decorations may not be suspended from walls or ceiling.

To prevent problems when exiting a building during an emergency, residents may not string paper, garlands, etc., across hallways or lobbies. Residents will be held responsible for damages assessed as a result of violating any part of this policy.

## HOLIDAY DECORATIONS

During the holiday season, to protect residents and the residence hall, holiday decorations are allowed to the extent that the regulations listed below are followed:

- A. Natural trees and Christmas lights may not be used in resident rooms.
- B. Be sure the electrical decorations and trees used in public areas are in good working condition. Electrical lights must display the UL approved label. Electrical decorations must not be left unattended and must be disconnected every night.
- C. Materials such as artificial "snow" are not permitted in or outside of buildings. These types of materials are very difficult to clean and may require costly sandblasting to be removed properly.
- D. Open flame devices are not permitted.

Decorations in resident rooms, apartments and public areas must be disposed of before residents leave for holiday breaks.

## ROOM AND APARTMENT FURNITURE

Residence Life supplies basic furniture including a desk, chair, dresser, closet, bed frame, shades or blinds, and a mattress. Residents must supply their own sheets, mattress pads, pillows, pillow cases, blankets, bed spreads, towels, wastebaskets, study lamps, and other personal items. Residents are not allowed to remove, add, stack, store in closets, or disassemble furnishings in their rooms or public areas.

## BIKES, MOTORCYCLES, & MOTOR SCOOTERS IN THE RESIDENCE HALLS

Residents must use bike racks provided in designated areas outside the residence halls. Residents are expected to purchase their own lock to secure their bikes. Bikes may not be stored in your room, in any public area including stairwells, lounges, and lobbies near entrance doors, or locked near entrance doors either inside or outside of the building. Neither the university nor ORL will be responsible for the theft or damage done to the bike.

Storing motorcycles, motor scooters, mopeds and other fuel-powered vehicles are not allowed in the residence halls and must be parked in designated areas in accordance with university parking regulations.

## APPLIANCES IN RESIDENT'S ROOM & APARTMENT

The following Underwriter Laboratory (UL) approved electric appliances are permitted in resident rooms: *clock radios, computers, shavers, portable televisions, DVD players, CD players, VCRs, stereos, Keurig personal coffee maker, portable hair dryers, toothbrushes, small fans and lamps.*

Residents are not allowed to have individual microwaves, hotplates, grills, or any other cooking device in their rooms. Refrigerators may not be placed in closets.

**Microwave and refrigerator combinations** are allowed providing the unit is no larger than 3.1 cubic feet and is labeled as an energy star appliance. Residents can go on line to [www.Bizrate.com/refrigerators/microwave-fridge-combo/](http://www.Bizrate.com/refrigerators/microwave-fridge-combo/) to compare prices or choose to rent one at: [info@MyFridgeRental.com](mailto:info@MyFridgeRental.com) and have it delivered to the room. The resident is expected to consult with the ORL Building Services Manager if they have questions, **before** making a purchase.

## DIGITAL LOCKBOXES

You can contact MyFridgeRental.com at (301) 758-7967 or email them at: [info@MyFridgeRental.com](mailto:info@MyFridgeRental.com) to rent a digital lockbox to store personal valuables.

## PAINTING ROOMS OR APARTMENTS

Residents are not allowed to spackle or paint their room or apartment. Rooms and apartments are predetermined for painting over the summer, between semesters or when vacant.

## STORAGE

Storage is not available in the residence halls. Residents must take their items home or store them in an off-campus storage facility at the end of the academic year.

## **BUILDING CLEANING HOURS**

Public areas such as halls and stairways, lounges, meeting rooms and public bathrooms are cleaned by the housekeeping staff Monday thru Friday, 8 am - 3 pm. Housekeeping personnel do not work on days when university offices are closed. You are responsible for cleaning your own room.

## **RESIDENCE HALL REPAIRS**

If items provided by ORL are in need of repair, please inform your RA. The RA will submit a work order request that will allow maintenance personnel to enter the area (*including resident rooms*) to complete the necessary work. Barring any emergencies, maintenance will complete work orders between 8 am - 3:30 pm, Monday through Friday. Maintenance personnel will make the repairs whether or not you are in the room.

You may not personally make repairs or have repairs made by anyone other than university maintenance without permission from ORL.

## **WINDOW SCREENS**

Residents are prohibited from allowing individuals into the building or onto the floor via the window. Both residents and guests are prohibited from entering or exiting the residence hall through the window.

## **COOKING IN RESIDENT ROOMS**

Since cooking is not permitted in resident rooms, many halls have a small kitchenette for residents' use. Regular cleaning of the stove is necessary to avoid damage to the stove surface.

It is the responsibility of the residents to clean the broiler pan and oven. Please use proper cleaning items and **DO NOT USE SHARP UTENSILS TO REMOVE ENCRUSTED FOOD!!!** It is the responsibility of the residents to help maintain and keep kitchen areas clean.

## **DINING ON CAMPUS**

All residents living on campus must purchase a meal plan. The Resident Center dining hours are as follows:

### **Monday – Friday**

*Breakfast:* 7 am - 10 am  
*Lunch:* 11 am - 2 pm  
*Dinner:* 4 pm - 8:30 pm

### **Saturday & Sunday**

*Brunch:* 10:30 am - 1:30 pm  
*Dinner:* 4 pm - 6 pm

Absolutely no food, tableware, or other items may be taken from the Dining Hall. Individuals found removing or attempting to remove such items from the Dining Hall are subject to University disciplinary action including, but not limited to fines and civil actions. No refunds are made for meals that are missed for any reason with any meal plan option.

## **BEES - NOTIFICATION OF CAMPUS EMERGENCIES**

BEES (*Bowie State University Electronic Emergency System*) is a mass emergency notification system that enables the University to send instant alerts to all residents, faculty and staff via email, pager, cell phone, Smartphone (*e.g., iPhone, Droids*), Personal Digital Assistant (PDA), college web pages and to Google, Yahoo and AOL home pages simultaneously.

Everyone is encouraged to sign up for BEES to receive notification of university closings, weather advisories and emergency broadcast messages instantly in addition to receiving emergency information via radio and television.

## **RESIDENT PARKING**

All residents, visitors, faculty and staff are required to obtain a parking permit in order to be allowed to park a vehicle on campus. Residents can park only in spaces designated as resident parking in lots E, H, I and L.

## FRESHMEN LIVING ON CAMPUS AND CARS

Like many institutions, Bowie State University restricts freshmen residents from having CARSs on campus. Freshmen seeking exemption from this policy must contact the Office of Public Safety at (301) 860-4050.

## ERNEST E. JUST LEARNING CENTER & COMPUTER LAB



The *Ernest Everett Just Learning Center* is located on the 2<sup>nd</sup> floor atrium of the Alex Haley Residential Complex. There, you can use computers for paper writing and internet access. The *Just Learning Center* contains computers, a shared printer and software for word processing, spread sheets and, data management.

Hours of operation are: **5 pm - Midnight, Monday – Friday** *Weekend hours to be posted*

## HEALTH SERVICES

The Henry Wise Wellness Center is the place to go to when you have questions about enhancing your health and promoting a healthy life style. It is also the place to go should you become ill.

Additionally, ALL residents must be vaccinated against meningococcal disease and submit the appropriate documentation to the Wellness Center **before** they will be allowed to move into their room or apartment.

### General Office Hours

- Hours: Monday - Friday, 8:30 am - 5 pm; Wednesdays, 8 :30 am – 7 pm
- Appointments are encouraged. Walk-in for sick/flu/emergency patients allowed.
- By Appointment: 301-860-4170 Fax 301-860-4179
- Physician's hours: Monday - Friday 2:30 pm – 4 pm By Appointment Only

**The Wellness Center is closed weekends & holidays.**

## MEDICAL EMERGENCIES

**Illness and Injury:** When the Wellness Center is closed, contact your RA or the Resident Director on duty for assistance.

**Serious Injury or Illness:** Contact Public Safety (301-860-4040) and your hall staff.

### Emergency Numbers

- Public Safety: 301-860-4040
- Ambulance/Fire/Police: 911
- Wellness Center: 301-860-4170

### Local Area Hospitals:

- Bowie Health Center 301-262-5511 - Bowie
- Laurel Regional Hospital 301-725-4300 – Laurel

## SEXUAL ASSAULT AND INTIMATE PARTNER VIOLENCE

**If you believe that you have been sexually assaulted, call someone to help you immediately.** It is recommended that you call campus police at (301) 860-4040. You may make a request to speak with a female office on duty. Or you may contact the Office of Counseling Services located in the Martin Luther King Jr. Building, third floor, and (301) 860-4164.

Immediately after the assault you may be in a state of shock. Usually, your first reaction will be to take a bath or shower.

**Please do not take a bath.** Instead, wrap yourself in something warm such as a blanket or coat. **Save your clothes for evidence by putting them in a paper bag.**

It is very important that you see a doctor as soon as possible after a sexual assault. A medical examination serves two (2) purposes: it ensures that you receive whatever medical aid you need and that any available evidence is collected.

The University's initial contact person(s), campus police at (301) 860-4040 or the Office of Counseling Services located in the Martin Luther King Jr. Building, third floor, (301) 860-4164 will assist a victim in obtaining medical attention if the victim chooses, including providing transportation to the hospital or other emergency medical facility.

## **OFF CAMPUS RAPE CRISIS CENTERS**

### **Sexual Assault Center, Prince George's Hospital Center**

3001 Hospital Drive, Cheverly, MD 20785, (301) 618-3154

### **Montgomery County Rape Crisis & Sexual Assault Center**

(301) 217-1355; 24-hour emergency services (301) 656-9420

Evidence is collected at Shady Grove Hospital Emergency Department: (301) 279-6053

## **COUNSELING SERVICES**

Professional counselors in the Office of Counseling Services are available to assist residents with various types of issues such as stress, anxiety, alcohol, substance abuse, career exploration, academic problems, depression and coping with grief. Crisis intervention is also provided. Workshops on topical issues are also provided. For more information, contact the Counseling Staff at (301) 860-4161.

## **TUTORING SERVICES, COSC Building, Room 107**

Monday – Thursday: 9:30 am - 9 pm

Friday: 9:30 am - 3 pm

Saturday: 9:30 am - noon

**Tutoring Center Annex, 1st Floor of the Thurgood Marshall Library, Monday-Friday 8 am - 8 pm**

To make an appointment for tutoring services, call 301-860-3999 or go on the Bowie website to electronically request a tutor.

## **COMMUNITY SERVICE**

Community service is defined as work or service performed by residents either voluntarily or for some form of compensation or academic credit through nonprofit, governmental and community-based organizations, or through schools, colleges and universities.

National research shows that participating in almost any type of extracurricular activity, involvement in honors programs or undergraduate research projects are factors significantly affecting the residents' persistence in college.

Being involved helps residents with their time management, leadership and interpersonal skills that cannot be learned through academics alone. Also, volunteerism develops a renewed spirit to improve the quality of life in our community and greater society at large.

The Residence Life Office encourages individuals, floors or entire residence halls, to undertake a community service project. RHA and Hall Council typically take the lead in developing community service programs and projects throughout the year.

Participation is not required, but your involvement will do a world of good for others and yourself. See your Hall Council President or Resident Director for more information.

## IMPORTANT CAMPUS PHONE NUMBERS

- Bowie State University Main Number (301) 860-4000
- Office of Residence Life (301) 860-5000
- CMRC Leasing Issues (301) 352-1600

- *For Roommate Issues, contact your RD:*

- Christa McAuliffe Resident Director (301) 352-1608
- Haley Resident Director (301) 860-4293
- Holmes Hall Resident Director (301) 860-4270
- Kennard Resident Director (301) 860-5951
- Towers Resident Director (301) 860-4275
- Tubman Resident Director (301) 860-4295

To Report Maintenance Concerns in the traditional halls (301) 860-4251

CMRC residents must contact the Leasing Office at (301) 352-1600 to get access to get access to the work order portal

- DIT Computer HELP Desk (301) 860-4357
- Residence Hall Telephone Issues (301) 860-4039
- **PUBLIC SAFETY** (301) 860-4040
- In case of Emergency (301) 860-4688
- Campus Tip Line (301) 860-3366
- Wellness Center (*Health Services*) (301) 860-4170

To report an incident of sexual assault, contact Campus Police at (301) 860-4040

- Counseling Services (301) 860-4161
- Student Accounts (301) 860-3490
- Financial Aid Office (301) 860-3540
- Bulldog Card Office (301) 860-3795
- Student Government Association (301) 860-3796
- SSS/TRIO Program Tutoring Center (301) 860-3999



## The ABC's of Bowie State University

<b>ACC</b>	The Academic Advisement Center advises students up to 59 credits. Students must meet with department advisor in seeking advisement after 60 credits
<b>AD for HS</b>	Assistant Director for Housing Services
<b>AD for RSI</b>	Assistant Director for Resident & Staff Initiatives
<b>ATOD</b>	Alcohol, Tobacco & Other Drugs Prevention Center
<b>BSU</b>	Bowie State University
<b>BSUPD</b>	Bowie State University Police; sometimes referred to as “4040”
<b>CDA</b>	Community Desk Assistants in Christa McAuliffe
<b>CIAA</b>	Central Intercollegiate Athletic Association
<b>CLA</b>	Computer Lab Assistant
<b>CLT</b>	Center for Learning & Technology Building
<b>CMRC</b>	Christa McAuliffe Residential Community
<b>COSC</b>	Computer Science Building
<b>DA</b>	Desk Assistants
<b>FERPA</b>	Family Educational Rights & Privacy Act
<b>GAGSA</b>	Graduate Resident Assistant
<b>HBCU</b>	Historically Black College University
<b>MLK</b>	Martin Luther King Jr. Fine & Performing Arts Building
<b>NSO</b>	New Student Orientation
<b>OIT</b>	Office of Information & Technology
<b>RISEM</b>	Tutoring Center
<b>RA</b>	Resident Assistant
<b>RCR</b>	Room Condition Report
<b>RD</b>	Resident Director
<b>RHA</b>	Residence Hall Association
<b>RLSJB</b>	Residence Life Student Judicial Board
<b>ROTC</b>	Reserve Officer Training Corps
<b>SGA</b>	Student Government Association
<b>SOA</b>	Student Office Assistant
<b>SOS</b>	Symphony of Soul
<b>SSRC</b>	Student Success & Retention Center
<b>SSS/Trios</b>	Provides academic counseling, tutoring, workshops, and cultural events to low-income, first-generation college students and students with disabilities.



# RESIDENCE LIFE IMPORTANT DATES

**FALL 2017**



1st Time Freshmen must go to McKeldin Gym for financial clearance, 9 am – 4 pm <i>*CMRC Honor Residents check in, CMRC Game Room 10am-4pm</i>	Wednesday, August 23
1st Time Freshmen must go to McKeldin Gym for financial clearance, 9am-4pm <i>* CMRC Residents check in, CMRC Game Room 9:30 am – 4 pm</i>	Thursday, August 24
<b>Mandatory meetings for: Holmes Hall, Student Center Theatre, 9 pm and Towers Hall, Student Center Theatre, 7:30 pm; Kennard Hall, Proctor Building 117, 7:00pm; Haley Hall, Student Center Ballroom, 8:00pm; Tubman Hall, Student Center Ballroom, 8:30pm</b>	Thursday, August 24
<b>Upperclassmen traditional halls (returners &amp; transfers) McKeldin Gym, 10am-4pm Enclave residents report to Enclave 10am-4pm</b>	Friday, August 25
<b>Mandatory Hall meetings for: CMRC residents, Student Center Ballroom, 8 pm and; Towers returning residents, Towers Lounge, 9 pm</b>	Sunday, August 27
<b>FALL 2017 CLASSES BEGIN</b>	Monday, August 28
<b>ERNEST E. JUST LEARNING CENTER &amp; COMPUTER LAB OPENS AT 6 PM</b>	MONDAY, AUGUST 28
<b>Tubman mandatory hall meeting for upper college residents, CLT 102, 7 pm; Kennard mandatory hall meeting for 1st time freshmen, CLT 102, 8 pm, Kennard mandatory hall meeting for returners, Kennard Lower Level Lounge, 9 pm</b>	Monday, August 28
<b>Haley Hall Mandatory building meeting, Student Center Ballroom</b>	Monday, August 28
<b>DA Information Session # 1, Haley Hall Conference Room, 7 pm</b>	Wednesday, August 30
<b>DA Information Session # 2, Kennard Hall Study Room, 8 pm</b>	Thursday, August 31
<b>Labor Day! The University will be closed but the Residence Halls will remain open</b>	Monday, September 4
<b>2017-18 Resident Judicial Board (RJB) Application available on ORL website</b>	Tuesday, September 5
<b>2017-18 RLSJB INFORMATIONAL SESSION, 5:30PM (HALEY HALL CONFERENCE ROOM)</b>	Wednesday, September 6
<b>2017-18 RLSJB INFORMATIONAL SESSION, 5:30PM (HALEY HALL CONFERENCE ROOM)</b>	Thursday, September 7
<b>Room Change Request form for Fall 2017 due into ORL by 2 pm on Sept.15</b>	Monday, September 11 - Friday, September 15
<b>2017-18 DA APPLICATIONS FOR NEW APPLICANTS DUE INTO ORL BY 2 PM</b>	Tuesday, September 12
<b>FALL CONVOCATION</b>	Wednesday, September 13, 2017
<b>2017-18 RJB APPLICATIONS DUE INTO ORL BY NOON</b>	Friday, September 15
<b>2017-18 COMPUTER LAB ASSISTANT (CLA) APPLICATION AVAILABLE ON ORL WEBSITE</b>	Friday, October 6
<b>CLA INFORMATION SESSION, 7PM (HALEY HALL LOUNGE)</b>	TUESDAY, OCTOBER 10
<b>LAST DAY TO APPLY FOR WINTER COMMENCEMENT 2017</b>	Friday, October 13, 2016
<b>FALL 2017 MID-TERM EXAMS</b>	Monday, October 16 - Friday, October 20
<b>2017-18 CLA APPLICATION FOR NEW APPLICANTS DUE INTO ORL BY 2PM</b>	TUESDAY, OCTOBER 17
<b>HOMECOMING WEEK, the Football Game is on Saturday, October 28</b>	<b>SUNDAY, OCTOBER 22 - SUNDAY, OCTOBER 29, 2016</b>
<b>RA Application for Spring hire available on the ORL website by the COB</b>	Tuesday, October 31
<b>RA Information Session #1 for Spring 2017 Hire, Haley Main Lounge, 7 pm</b>	Wednesday, November 1
<b>RA Information Session #2 for Spring 2017 hire, CMRC Game Room, 7 pm</b>	Tuesday, November 7
<b>SPRING 2018 ADVISEMENT WEEK</b>	Monday, November 6 - Friday, November 10
<b>Spring 2018 Mid-Year Hires Desk Assistant (DA) Application Available online by COB</b>	Friday, November 10
<b>WINTER 2017/SPRING 2018 REGISTRATION BEGINS</b>	MONDAY, NOVEMBER 13
<b>DA INFO SESSIONS, TOWERS HALL LOUNGE-8PM</b>	MONDAY, NOVEMBER 13
<b>SPRING 2018-HOUSING APPLICATION OPENS 10AM</b>	MONDAY, NOVEMBER 15
<b>SPRING 2018 DESK ASSISTANT (DA) APPLICATION DUE BY 2PM TO ORL</b>	FRIDAY, NOVEMBER 17
<b>Residence Halls close for Thanksgiving Break at 6 pm</b>	Wednesday, November 22
<b>Residence Halls reopen at 3 pm</b>	Sunday, November 26
<b>CLASSES RESUME</b>	MONDAY, NOVEMBER 27
<b>1st Day to submit Contract Release Request for Spring 2018</b>	Monday, November 27 - Monday, December 11
<b>1st Day to submit Room/Building Change &amp; Meal Plan Change Request forms to ORL</b>	Monday, December 4-Monday, December 11
<b>FINAL EXAMS FOR FALL 2017 GRADUATES</b>	FRIDAY, DECEMBER 1- THURSDAY, DECEMBER 7
<b>FALL SEMESTER LAST DAY OF CLASSES</b>	MONDAY, DECEMBER 11
<b>Last Day to submit Requests for Contract Release for Spring 2017 due to ORL by 2 pm</b>	Monday, December 12
<b>Final Exams, Non-graduating students</b>	Wednesday, December 13-Wednesday, Dec 20
<b>SUBMIT RA APPLICATION PACKETS FOR SPRING 2018 HIRE TO ORL BY 2 PM</b>	WEDNESDAY, DECEMBER 13
<b>FALL 2017 SEMESTER FINAL EXAMS FOR NON-GRADUATING RESIDENTS</b>	WEDNESDAY, DECEMBER 13 - WEDNESDAY, DECEMBER 20
<b>WINTER COMMENCEMENT 2017</b>	Friday, December 15
<b>RESIDENCE HALLS CLOSE FOR WINTER BREAK AT 6 PM</b>	Wednesday, December 20



## SPRING 2018

<i>THE HALLS OPEN TODAY! NEW RESIDENTS MUST GO TO THE OFFICE OF RESIDENCE LIFE TO CHECK THEIR CLEARANCE STATUS. RETURNING RESIDENTS MUST CHECK INTO THEIR HALL, 10 AM - 4 PM.</i>	MONDAY, JANUARY 22, 2018
<b>2018-19 RA Applications available on the ORL website by COB</b>	Monday, January 22
<b>Mandatory Hall Meeting for Towers Hall 1<sup>st</sup> time freshmen at 7:30pm in NSC Theatre</b>	Wednesday, January 24
<b>RA Info Sessions for 2018-19, CMRC, 7 pm</b>	Tuesday, January 23
<b>SPRING 2018 CLASSES BEGIN</b>	WEDNESDAY, JANUARY 24
<b>RA INFO SESSIONS FOR 2018-19, HOLMES HALL LOUNGE, 7PM</b>	WEDNESDAY, JANUARY 24
<b>RA INFO SESSIONS FOR 2018-19, KENNARD, 7 PM</b>	THURSDAY, JANUARY 25
<b>Spring 2018 Resident Life Student Judicial Board (RLSJB) Application available on the ORL website by COB</b>	Friday, January 26
<b>RLSJB Information Sessions for 2018-19, Haley Hall Conference Room, 5:30 pm</b>	Monday, January 29
<b>RLSJB Information Session for 2018-19, Haley Hall Conference Room, 5:30PM</b>	Tuesday, January 30
<b>RA Information Sessions for 2018-19, Haley Hall, 7 pm</b>	Monday, January 30
<b>RA Information Sessions for 2018-19, Tubman Hall, 7 pm</b>	Wednesday, January 31
<b>RA Information Sessions for 2018-19, Towers Hall, 7 pm</b>	Thursday, February 1
<b>Spring 2018 RJB Applications due into ORL by Noon</b>	Friday, February 2
<b>First day to submit room change request forms</b>	Wednesday, February 7
<b>SPRING CONVOCATION</b>	Wednesday, February 7
<b>Spring 2018 Room Change Requests forms due into ORL by 3 pm</b>	Tuesday, February 13
<b>LAST DAY TO APPLY FOR SPRING 2018 COMMENCEMENT</b>	<b>FRIDAY, FEBRUARY 16</b>
<b>2018-19 RA APPLICATION DUE TO ORL BY 2PM</b>	<b>FRIDAY, FEBRUARY 16</b>
<b>SPRING MID-TERM EXAMS</b>	<b>MONDAY, MARCH 12 – FRIDAY, MARCH 16</b>
<b>2018-19 Computer Lab Assistant (CLA) Applications available on the ORL website by the COB for New Applicants only</b>	Friday, March 16
<b>RESIDENCE HALLS CLOSE FOR SPRING BREAK AT 6 PM</b>	<b>Friday, March 16</b>
<b>SPRING BREAK</b>	<b>MONDAY, MARCH 19 - SUNDAY, MARCH 25</b>
<b>2018-19 Desk Assistant (DA) Applications available on the ORL website by the COB for new applicants only</b>	Friday, March 23
<b>RESIDENCE HALLS RE-OPEN AT 3 PM</b>	<b>SUNDAY, MARCH 25</b>
<b>CLASSES RESUME</b>	<b>MONDAY, MARCH 26</b>
<b>2018-19 DA Info Session #1 for New Applicants only: Towers Lounge, 7 pm</b>	Monday, March 26
<b>2018-19 DA Info Session #2 for New Applicants only: Haley Lounge, 7 pm</b>	Tuesday, March 27
<b>2018-19 CLA Info Session #1 for New Applicants only: Haley Conference Room, 8 pm</b>	Tuesday, March 27
<b>2018-19 CLA Info Session #2 for New Applicants only: Haley Conference Room, 8 pm</b>	Thursday, March 29
<b>2018-19 CLA Applications due into ORL by 2 pm</b>	Friday, April 6
<b>2018-19 DA Applications due into ORL by 2 pm</b>	Wednesday, April 6
<b>UNDER GRADUATE ADVISEMENT WEEK</b>	<b>MONDAY, APRIL 9 – FRIDAY, APRIL 13</b>
<b>FOUNDER'S DAY</b>	<b>WEDNESDAY, APRIL 11</b>
Summer 2018 and Fall 2018 Registration begins	Monday, April 16
<b>Residents must pay the deposit, then log on to the ORL website to complete a Returning Resident Application for 2018-19</b>	<b>Tuesday, April 17 - Friday, April 20</b>
<b>Room Selection Process for 2018-19 Lottery Recipients</b>	<b>Monday, April 30- Thursday, May 3</b>
<b>FINAL EXAMS FOR RESIDENT GRADUATING SPRING 2018</b>	<b>FRIDAY, MAY 4 – THURSDAY, MAY 10</b>
<b>Last Day of Classes</b>	<b>Thursday, May 10</b>
<b>Reading Day</b>	<b>Friday, May 11</b>
<b>GRADUATION CLEARANCE</b>	<b>MONDAY, MAY 14 – FRIDAY, MAY 18</b>
<b>FINAL EXAMS FOR NON GRADUATING RESIDENTS</b>	<b>MONDAY, MAY 14 - FRIDAY, MAY 18</b>
<b>RESIDENCE HALLS CLOSE FOR ALL NON-GRADUATING RESIDENTS AT 7 PM</b>	<b>FRIDAY, MAY 21</b>
<b>Spring 2017 Commencement - Residence halls close for graduates at 3 pm</b>	<b>Monday, May 21</b>

# Residents' Bill of Rights



## *Residents have the right to:*

- Quiet time for sleep, study and relaxation
  - Be safe from weapons
  - Privacy and the safety of self and property
  - Be protected from fire
  - Protection from injury in the building
  - A smoke free environment
  - Access the use of the building facilities unless judicially prohibited
  - Information
  - Be heard
  - Be spoken to courteously and treated with dignity
  - Expect that these rights will be respected
  - Embrace diversity, while striving to learn from differences in people, ideas and opinions
  - Encourage a fair, productive atmosphere among peers
- Be fully responsible for upholding the policies contained in the Bowie State University *code of resident conduct*, *residence hall contract* and the *Christa McAuliffe rules & regulations*.