







## Mission Statement:

*Working in partnership with our students, faculty, and campus resources, the Office of Housing and Residential/Commuter Life constructs a healthy and positive community that enhances academic pursuits and promotes opportunities for personal, social and spiritual growth.*

The residence halls are a home to those students living on campus. A residence hall is a vital community: alive with a diversity of people, ideas, goals, needs, and most importantly, a commitment to sharing. The residence halls create a living and learning environment for students. These communities provide a supportive structure within which students feel comfortable exploring, both individually and collectively, many different possibilities for growth.

Community refers to a group of people sharing a common interest, who...

- are interdependent for the fulfillment of certain needs;
- live in close proximity and interact on a regular basis;
- share in defining expectations for all members of the group and assume responsibility for meeting these expectations;
- And are respectful and considerate of the individuality of other persons within the community.

The Office of Housing and Residential/Commuter Life team strives to make the residence halls feel like a home for students while they are living on campus, and hope that they will choose to become active members of the University community. There are many opportunities for students to get involved and to have a positive impact within our campus community. In order to assist students transitioning into the local community after their time in housing has ended, the Office of Housing and Residential/Commuter Life is also committed to maintaining resources on local rentals and rental information and serving as a support to commuters.



## About Our Staff

### Director

The Director provides overall leadership for the department, supervises the staff and serves as a general resource for all University students.

### Assistant Director

The Associate Director oversees day to day housing operations, coordinates RA selection and training, and acts as a second-level student conduct hearing officer.

### Office Manager

The Office Manager provides overall support for the Office of Housing and Residential/Commuter Life team and is the initial point of contact for students and visitors.

### Area Coordinators

Area Coordinators (ACs) are full-time, professional staff that live on campus and are on-call on a rotating basis. They supervise and support Resident Advisors, Community Assistants, and Community Life Mentors. They build community, maintain community standards, coordinate large-scale programs, and serve as student conduct hearing officers.

### Student Staff

**Resident Advisor (RA):** The RA is a live-on student staff member that engages and acts as a resource for residents, plans programs, and supports campus safety through serving in an on-duty rotation.

**Community Assistant (CA):** The CA is a student staff member whose primary role is to support to the operations of the main housing office and the programmatic efforts of the University.

### STATEMENT OF STUDENT RIGHTS & RESPONSIBILITIES

The Office of Housing and Residential/Commuter Life at the University of New England is committed to building a partnership with resident students, and in assisting our community members in achieving both intellectual and personal growth. Our success in doing this is dependent upon the understanding that with rights, come responsibilities. Our students have the right to certain educational and residential living expectations and a responsibility to assist in creating an atmosphere that is conducive to our goal of assisting community members in achieving intellectual and personal growth.

#### **Rights: Every residential student has the right to:**

- A clean, safe and secure living environment within the residence hall community.
- A residence hall community that promotes respect, personal growth and development, appreciation for differences and diversity, and accountability for violations of residence hall policies, standards, rights and responsibilities.
- A residence hall community which creates an environment conducive to achievement of intellectual and personal growth.
- Programs and activities that encourage the development of community and social connections.
- Access to resources to assist with the myriad of issues confronting college-age individuals.
- An equitable and consistent enforcement of policies, with due consideration of the rights of all members of the residence hall community.

#### **Responsibilities: Every residential student has the responsibility to:**

- Take learning seriously: attend class, be prepared, participate in discussions, ask questions and get assignments done on time.
- Practice social responsibility in support of community health by practicing good hygiene, maintaining a clean-living environment.
- Be aware of how personal choices affect your academic success, personal growth, and the quality of life for other community members.
- Attend residence hall floor meetings, programs and events; get involved in campus-wide clubs and/or organizations; take on a leadership role in some capacity.
- Check UNE e-mail regularly.
- Treat fellow students and University faculty and staff with respect.
- Contribute to the enrichment of your room, suite, floor, residence hall, University, and local communities.
- Communicate effectively to prevent and resolve conflict with roommate(s) and other community members.
- Protect and preserve property belonging to others and the University.
- Be knowledgeable of and comply with University policies as outlined in the University Conduct Code and Residence Hall Standards, Policies and Expectations.

## THE COMMON GOOD

One notable characteristic of positive communities is a





## PROGRAMMING

One of the foundations of the Office of Housing and Residential/Commuter Life is programming. We offer a wide range of educational, social, intellectual, physical,

programming requir

encouraged to get involved in the planning of programs and activities for their floor and hall.

### OVERVIEW

The Biddeford Campus of the University of New England has ten residence halls that house undergraduate students. Five are traditional double/triple room residence halls: Assisi, Avila, Frederick, Padua, and Siena. Featherman is a track-style, triple room residence hall. Champlain, East, West, and Sokokis residence halls are suite-style accommodations with single or double bedrooms. A directory of numbers can be found in the Staff Directory section of the handbook.

### ON CAMPUS HOUSING SELECTION

All resident students who wish to reserve a room for the following academic year and/or the summer must complete a Housing and Dining Services Contract by the designated the next year.

The Housing Selection process takes place during the spring semester in which students and their potential roommates select academic year housing. Prior to housing selection, students who have submitted their Housing and Dining Contracts will receive a date and time in which they will select their housing for the following academic year. Due to the changing residence hall population, it is possible a room assignment will need to be modified over the course of the summer. If this occurs, affected students will be contacted.

For those students who are eligible to live off campus, the Off Campus Requests Application will be made available online by the Office of Housing and Residential/Commuter Life. Please contact a Housing professional staff member for all inquiries as to eligibility.

### **Important Notes:**

- Ø There is a penalty for breaking the Residence Hall and Dining Services Contract. The liquidated damage fee for breaking your contract is 60% of a semester double room and board rate. Students are encouraged to read the terms and conditions of the contract before submission.
- Ø With the exception of East, West and Sokokis Residence Halls, single rooms may not be requested through the Office of Housing and Residential/Commuter Life room

## OFF CAMPUS HOUSING

The Office of Housing and Residential/Commuter Life also maintains a website of [rental listings](#) for those students who live off campus. This list is compiled from listings submitted to the Office of Housing and Residential/Commuter Life by members of the surrounding community. These listings and renters are not rated or inspected by the University and the University is not responsible for ensuring the quality of the rental properties or the landowners.



## RESIDENCY REQUIREMENTS

The University believes that residence hall living is an important aspect of the entire University program. The Office of Housing and Residential/Commuter Life makes initial assignments for first-year students with changes allowed after the first two (2) weeks of the semester.

UNE has a three (3) year residency requirement for full-time undergraduate students. Students who wish to explore an exception to this policy should contact

## Our Commitment to Residential Students

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Residence Hall norms, policies, and expectations are established to protect the basic living rights of the residents of University residence halls (refer to University Conduct Code). This section refers also to the Residence Hall Services and Residence Hall Policies sections of this Handbook. Issues of significant importance include but are not limited to:

### A. RESIDENCE HALLS SHOULD BE QUIET ACADEMIC ENVIRONMENTS

- Excessive noise (as determined by the residence hall staff) at any time will not be permitted.
- Broadcasting music to the campus beyond the residence hall is an intrusion upon the work and study of others and will not be allowed, except for special events and by permission of the Office of Housing and Residential/Commuter Life.
- It is important that students take into account that spontaneous gatherings can be bothersome to others on the floor or in lounges in the residence hall. Notice should be given to Resident Advisors so that floor members not wishing to be involved can either voice their dissent or make arrangements to be elsewhere during the event. What is acceptable in one residence hall or on one floor may not be acceptable somewhere else.
- Individuals for their own listening may enjoy radios, stereos or musical instruments, but no one has the right to compel others to listen beyond one's own room.

### B. RESIDENCE HALLS SHOULD BE SAFE

- Tampering in any way with fire emergency equipment will not be permitted. Fire extinguishers, smoke detectors, heat detectors and other related fire protection equipment are provided to protect life in the event of a fire. Any tampering with this equipment, including false alarms, will result in a minimum assessment of a fine of two hundred and fifty dollars (\$250.00) for a first-time violation and five hundred dollars (\$500) for subsequent violations [SL1], being levied against the individual in addition to other disciplinary sanctions. Tampering with fire alarms or sending false communication of a fire is a felony. Criminal charges may be brought against the violator(s). (See also ROOM DECORATIONS)
- Any infringement on the privacy, physical safety or emotional safety of another student will not be permitted.
- Students are not permitted to have firearms (including fake or toy firearms), ammunition, or explosives in any form on campus. Possession or use of fireworks will be dealt with as a very serious offense. No excuse or explanation for possession of firearms or fireworks will be accepted. Explosive components or chemicals such as explosives, gas or compressed air will not be used or stored in the residence halls or other University property, except under supervision of a faculty member.

- If it is reasonably suspected or determined that behavior in a room is in violation of University policy and occupants of that room fail to respond to a request to enter in a timely manner, a University official may enter a room upon identification.
- Hall sports may not be played within the residence halls due to the high risk of personal injury and/or property damage (See also HALL SPORTS).

#### C. PERSONAL AND UNIVERSITY PROPERTY SHOULD BE PROTECTED

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disciplinary action that could result in a student conduct fine. Students are expected to carry residence hall keys and their ID card at all times. All residential students are reminded that their ID cards will gain them access to the exterior hall doors and should be handled both cautiously and responsibly to ensure that easy access to the residence halls remains the privilege of resident students only. For reasons of safety, lost keys and ID cards must be reported to the Office of Safety and Security and the Office of Housing and Residential/Commuter Life immediately. Students must not give their keys or cards to anyone. It is against UNE Conduct Code to lend out room keys/cards.

Individual residence hall room doors should only remain open if the room is occupied. Rooms left open and unattended will be closed and locked. Keys may not be left in the

In the event of a power outage, all ID cards will continue to work on individual suite doors, but not exterior doors5(c-5(a)- o)492 reW\* nQq0.00000911(c)t1 0 0 (r d)-id2 Tms /P -3(i1 )8Sec

egress from either windows or doors. Room furniture may not be stacked on top of each other.

## FIREARMS, FIREARMS STORAGE, FIREWORKS, PROHIBITED ITEMS

No person shall possess weapons or any device(s) that, in the opinion of the Director of Safety and Security present a danger to the community. Prohibited items may include but are not limited to devices with a lithium battery or gas powered, tattoo supplies (ie. Tattoo machining gun, needles) and examples of weapons include swords, axes, machetes, martial arts weapons of any kind, knives, slingshots, paint-ball guns, nerf

, arrows, hunting knives, harpoons, and any firearm or ammunition. Pepper spray and or any other similar product are prohibited from all University buildings without the express consent of the Director of Safety and Security. Small "pocket knives" for personal use with blades no longer than 2 ½ inches in length are generally acceptable. No person shall possess replica or toy firearms that resemble an actual firearm or weapon.

Recognizing that any object could be a potential weapon the Director of Safety and Security shall evaluate any questionable object and determine if the device shall be prohibited under the terms of this policy. This policy shall in no way be used to prohibit the possession of kitchen type knives used for food preparation so long as they remain in the owners "kitchen" area. Weapons are not allowed on any University-owned or leased property, including parking lots and roadways and are not permitted at any University sponsored event on or off University property. Individuals should contact the Office of Safety and Security if they are unsure if an item would be considered a weapon or prohibited item. The officers will work with a community member to make sure the item is stored appropriately.

Any weapon as defined by the policy or determined to be so by the Director of Safety and Security that is found on campus, including any residence hall space, will be confiscated. The violation will be addressed expeditiously through the student conduct process with related sanctions including the potential of suspension or removal of the individual(s) from all campus properties.

## FIRE SAFETY

1. Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without the permission of proper authorities or fail to comply with University officials will be subject to disciplinary action and the assessment of student conduct sanctions.
2. Tampering with fire safety equipment or fire alarms is a violation of State Law, as well as University policy. Persons found in violation will be subject to serious disciplinary action.

3. Fire detection units should not be covered or blocked at any time.
4. All devices must be UL approved and in good working condition. Electrical appliances are permitted for use in resident rooms except for appliances, which 1) have exposed heating units or open flames; and 2) are used for the specific purpose of cooking food, with the exception of small appliances with enclosed heating elements and automatic shut off  
Other appliances are prohibited except with appropriate approval in residence hall kitchens, not suite kitchenettes. Such items may be stored in rooms as long as they are not used in rooms.
  - a. UL-rated, surge-protected power strips must be used. These power strips  
  
not provide any fuse protection and, therefore, provide no protection for the system. In addition to power strips, only UL -rated extension cords are allowed. Extension cords can only be plugged directly into a wall outlet.
  - b. For reasons of fire safety, the following items are not permitted in student rooms: irons (may be used in laundry areas); Cheater Units, plastic lamp shades, space heaters, halogen lamps, non-UL rated lamps, any non-UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, 3D printers, candles with or without wicks, decorative candles, incense, candle warmers, tart burners (unless those with a lightbulb), non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees and wreaths.
  - c. Office of Housing and Residential/Commuter Life staff has authority to prohibit and/or remove without prior notice all illegal or potentially dangerous appliances/devices for reasons of health and safety.
  - d. Students are expected to use reasonable care with regard to the appliances in residence hall kitchens. It is the responsibility of all residents to properly maintain (including cleaning) all appliances. Report any maintenance problems immediately to an RA.
5. Extension cords cannot be plugged into other extension cords (and power strips cannot be plugged into other power strips.) Therefore, it is advisable to purchase the cords in adequate lengths.
6. Unauthorized possession, storage or use of hazardous or dangerous weapons, explosive components or substances including, but not limited to, firearms, ammunition, fireworks and chemical materials such as gasoline/fuels, kerosene or compressed gases/air in University residence halls is specifically forbidden and, therefore, subject to severe disciplinary action.
7. The roofs and fire escapes of each building are for emergency purposes only and under no other conditions should these be used for any other purpose. Failure to comply will lead to disciplinary action.
8. Do not hang anything from the sprinkler heads. This can cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls must be at least 18 inches away from the ceiling.
9. For reasons of fire safety, the maximum occupancy may not exceed eight (8) people at any one time for a residence hall room and twelve (12) for a suite.





<http://bit.ly/housingguest>

**Important Note:**

Ø Guests are not permitted during exam periods, breaks, or summer housing.

HALL SPORTS

Due



4:30pm to request to be let in. If it is after hours or on weekend and you cannot find an RA, please contact the Office of Safety and Security at 207-602-2298 for assistance. Prior to completing the lockout, a Housing or Security staff member will request that a student provide some proof of identification. Students may be locked out of their room no more than two times without charge. A charge of \$25 will be assessed to the

## LOUNGE FURNITURE

Furniture has been placed in all common areas in the

## NOISE

### **Quiet Hours**

In order to meet the goal of providing a residence hall environment that is conducive to rest and study, we hold that the right of a student to study takes precedence over the right of a student to make noise and disturb others. Noise is defined as sound that can be heard outside a room with the door closed or sound that is disruptive or uncomfortable for others as they sleep, study or carry out their daily living. All students are expected to be quiet enough to respect the rights of others.

Quiet hours are uniform throughout campus:

Sunday - Thursday: 9pm - 9am  
Friday - Saturday: Midnight - 10 am

### **Courtesy Hours**

Courtesy hours have been established to assist students with noise or disruptions beyond the established quiet hour period. Students have the right to ask roommates or neighbors to lower voices, stereos, etc. in an effort to study or rest. Courtesy hours are 24 hours per day, 7 days per week.

Floors and/or residence halls may elect to make established quiet hours more restrictive by extending the quiet hour period. Any revisi ho 435.55 Tm.t-3( e)4(n)ui86(u)-3 0 612 792 reW\* nB7r

en cover such losses. Stolen property should be reported to the Office of Safety and Security.

## PERSONAL TRANSPORTATION

In response to Fire Safety and Regulation requirements set forth by the local Fire Departments. The term personal transportation vehicles is inclusive of but not limited to pedal or electric bikes, motorized scooters or any other motorized transportation powered by battery or gas.

1. No personal transportation vehicles may be left or used in the suite/room, corridor or public areas (i.e. laundry rooms, lounges, stair wells, etc.) in any residence hall at any time.
2. Bike racks are available around campus on a seasonal basis. Racks are not available during the snow ban parking season: mid-November – end of March.
3. Bicycles should be stored in the Sokokis or Champlain bike rooms when bike racks are no longer available. Space is limited and can only be accessed once a space has been reserved. To learn more about bike storage, contact the Coordinator of Outdoor Recreation and Wellness at X2768.
4. If a personal transportation items are found in a corridor or public area, it will be immediately confiscated by Security. If necessary, chains and locks will be cut.
5. UNE is not responsible for any lost or stolen personal transportation. It is strongly recommended that all personal transportation be locked at all times.

## RECYCLING

waste-recycling program. As such, the University currently employs a single-sort recycling program. Each building is equipped with the appropriate recycling containers. Please dispose of all approved recycling contents in the appropriate containers. Following this simple procedure will prevent contamination and the rejection of recycled material. Questions about specific materials may be directed to the Sustainability Coordinator at x2507.

## ROOM DECORATIONS

Students are encouraged to personalize their rooms to make them comfortable while they are on campus. Below are guidelines that must be followed:

- Hanging posters/pictures etc. should be done with poster putty only. Tape and other adhesive materials will remove the paint.
- No objects or materials may be hung on the walls within 18 inches of the ceiling. Additionally, no items may be suspended from the ceilings.
- Tapestries may be hung under guidelines of the tapestry policy (see Tapestry Policy below).

- Tape, stickers or other adhesive materials are not to be placed on ceiling or ceiling tiles. Students will be charged the replacement cost for each tile damaged in this way.
- No decorations should, at any time, be attached to or cover any fire safety equipment. This includes but is not limited to stickers on smoke detectors; any items that cover detectors or fire horns; and any items that cover the evacuation map or hang from the sprinkler heads.
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The University of New England is a tobacco and smoke free campus. Smoking of tobacco or other substances and use of all tobacco products, including electronic cigarettes or any form of vaping will not be permitted anywhere or anytime on the University campuses. This includes all parking lots (including personal vehicles), buildings, residence halls and their grounds, clinics, laboratories, classrooms, private offices, balconies, roofs, plazas, vestibules, loading docks, sidewalks, and on any other campus property, as well as within close proximity to or causing the obstruction of any building entrance, covered walkway or ventilation system.

Please note only FDA approved nicotine replacement therapy products will be permitted (Zyns are not FDA approved). The full Tobacco Policy may be found [here](#).

## STORAGE

There are no storage spaces on campus for students' belongings. The University is not responsible for anything left behind at the end of the academic year. Arrangements for storage rental can be made with local establishments.

## TAPESTRY POLICY

Students may hang a tapestry in their rooms under the following guidelines:

1. Tapestries may not be hung from or covering the ceiling in any way.
2. The tapestry may not cover or block fire safety or heating equipment.
3. A tapestry hung vertically must be against the wall only. It may not be hung in front of the doorway or to divide the room.
4. The tapestry must be hung at least 18 inches away from the ceiling, no larger
5. Failure to abide by these guidelines will result in immediate and permanent suspension of the privilege to hang a tapestry in the room.

This policy is subject to change depending on municipal and state fire codes.

## TELEVISION

Each room has one active TV cable line that provides over 70 channels for viewing. Students are responsible for providing their own TV and their own coaxial cable, which runs from the TV to the wall. A cable 10 feet or longer is recommended for flexibility in arranging the room. Many of the residence hall lounges are equipped with a television and DVD player that is connected to cable.

## TRASH REMOVAL

Students are expected to assume responsibility for the disposal of all personal trash. Dumpsters have been conveniently placed outside residence halls. Personal trash is not





## On-Campus Resources

### Office of Safety and Security

Emergency Situations: UNE Extension 366 or (207) 283-0176

Non-emergency situations: (207) 602-2298

### Student Health Center

Biddeford (207) 602-2358

Portland (207) 221-4242

### Student Counseling Center

Biddeford (207) 602-2549

[bcstudentcounseling@une.edu](mailto:bcstudentcounseling@une.edu)

Portland (207) 221-4550

[pcstudentcounseling@une.edu](mailto:pcstudentcounseling@une.edu)

### Office of Title IX and Civil Rights Compliance

Portland (207) 221-4554

Biddeford (207) 602-2931

Angela Shambarger, [ashambarger@une.edu](mailto:ashambarger@une.edu)

### Office of Housing and Residential/Commuter Life

(207) 602-2272

[housing-office@une.edu](mailto:housing-office@une.edu)

### Student Affairs

Biddeford (207) 602- 2372

[student-affairs@une.edu](mailto:student-affairs@une.edu)

Portland (207) 221-4212

[pcstudentaffairs@une.edu](mailto:pcstudentaffairs@une.edu)

### Student Access Center

Biddeford (207) 602-2815

[bcstudentaccess@une.edu](mailto:bcstudentaccess@une.edu)

Portland (207) 221-4438

[pcstudentaccess@une.edu](mailto:pcstudentaccess@une.edu)

## Off-Campus Resources

### The Police

Dial 911

### Maine Crisis Line

(888) 568-1112

### National Crisis Text Line

Text HOME to 741741

### National Suicide Prevention Lifeline

(800) 273-8255

### Sexual Assault Response Services of Southern Maine

24 hours, 1(800) 871-7741

### Caring Unlimited (DVRC York County)

24-hour hotline, 1(800) 239-7298

### Through These Doors (DVRC Cumberland County)

24-hours hotline 1 (800) 537-6066

### Rape, Abuse & Incest National Network (RAINN)

24-hour hotline, (800) 656-HOPE

### The Trevor Project

1-866-488-7386

### Trans Lifeline

877-565-8860

## On/Off-Campus Resources