

# Residential Life Handbook

## Contact List:

Residential Life – Emilie Hall Room 110 406-791-5225

Jeddie Herndon – Interim Director of Residential Life/  
Emilie Hall Resident Director 406-791-5279

Hayley Harned – 20<sup>th</sup> Street Residence Hall Director/ASC 406-791-5228

Drew Choules – 20<sup>th</sup> Street Residence Hall Director/Asst. Volleyball Coach 406-791-5956

## Student Affairs – Student Center Upper level

Jake Clark- Dean of Students 406-791-5230

## Security Office – Student Center Lower Level Cell – 406-791-5911

Ross Murphy – Chief of Security 406-791-5223

Campus Security is available 24/7 for emergencies or to report suspicious activities. The patrol will provide an escort service around campus in the evening if called. Security can be contacted 24-hours on the security phone at 406-791-5911

## **Residency Policy**

To be eligible for University housing, the student must be enrolled full-time, or with approval as a part-time student, for the upcoming academic semester. Any student who leaves the University due to either disciplinary reasons or an official leave of absence shall be required to vacate the room and remove all personal property within twenty-four hours of such action being taken, or immediately if circumstances dictate.

The University does not have established graduate, married, or family housing options. All unmarried students on campus under the age of 21, including transfers, are required to live on campus for two (2) academic years.

All unmarried student athletes are required to live on campus for three (3) academic years and are encouraged to live on campus for all four (4) years. All unmarried athlete transfer students are required to live in campus housing for a minimum of two (2) academic years. Failure to live on campus for the stated times may result in the loss of athletic scholarships.

Requests for an exemption to this policy must be filed in writing to the Residential Life Office and should be made prior to housing assignments. Exemptions may include: student living with parents, legal guardian, or immediate relative within 50 miles of the University of Providence campus; student who presents supporting professional documentation to be allowed to live off campus. All students are required to make a \$250 housing deposit which is refunded (if no damages occurred and assigned space is clean) upon leaving campus community.

## **Meal Plan Policy**

All students residing in University Housing are required to have a meal plan. The University of Providence partners with Pioneer College Caterers to provide an excellent dining experience for students. Pioneer College Caterers has been serving only faith-based colleges, universities, seminaries for nearly 45 years. More information about Pioneer specifically visit <http://www.pconline.com> Additional information regarding meal plans can be sought at either the Residential Life or Business office, located in Argo Central on campus. Requests for an exemption to this policy must be filed in writing to the Residential Life Office. Exemptions may include health and dietary restrictions, significant financial hardship, or documented medical condition. Exemptions are worked through with Pioneer College Caterers to determine their ability to serve dietary needs.

## **Housing Rates**

*Fall 2020 – Spring 2021*

Emilie Hall: \$2543.00 per semester

Sikora Hall/Sister Rita Mudd Hall: \$2755.00 per semester

Argo Hall: \$2755.00 per semester

## **Meal Plan Rates**

Platinum Plan (required of all freshman): 19 meals per week/\$2330.00 per semester

Gold Plan: 10 meals per week/\$1165.00 per semester

### **Residential Life Policies**

All students residing on campus at the University of Providence are required to adhere to the residential life policies and student code of conduct. Failure to adhere to these policies and procedures may result in termination of the housing contract, fines, and/or disciplinary action. Each resident is held ultimately responsible for the condition of the assigned room and shall reimburse the University, for all damage to, or loss of, fixtures, furnishings, or properties furnished. No alterations are able to be made in the furniture provided by the university and no furniture will be stored. Any additional furniture brought into the room must be free-standing and clear of all existing fixtures, heaters/air conditioners, windows, and mechanical equipment. Residents are not permitted to paint their rooms, furnishings or add any flooring that will attach to the provided floor covering. Removal of common-area furnishings or equipment from their proper location is not permitted and is a violation of University policy.

Each student will be required to complete and sign the check-in portion of the Residence Hall Inventory Form at the time of occupancy. When occupancy is terminated it will be necessary to complete the check-out portion of the Residence Hall Inventory Form with a Resident Assistant or the Residence Hall Director and return all keys.

Any keys not returned will be billed to the student at a flat rate of \$75. Students who break their contract after checking in for the upcoming semester by moving off campus or withdrawing from the University will forfeit the \$250 housing deposit.

The following regulations are enacted to create a safe and healthy living and learning community at the University of Providence. The regulations are instituted, enforced, and adjudicated by the Director of Residential Life. Violations of these regulations can be referred to the student conduct process outlined in the Code of Conduct.

Questions or concerns about the Residential Life Policies should be directed to:

Jeddie Herndon

Interim Director of Residential Life

406-791-5225

[jeddie.herndon@uprovidence.edu](mailto:jeddie.herndon@uprovidence.edu)

Emilie Hall – 1<sup>st</sup> Floor

### **Assignment of Rooms/Apartments**

Information sessions and the room selection will take place in the Spring Semester of each year for returning residents. Housing applications will be accepted in a credit-based tier system. Housing assignments may be based on the time of submission of the application, general availability, past disciplinary sanctions, and registration for the next semester. No housing assignments are guaranteed. Incoming students will be assigned housing based on age and availability. Incoming traditional-aged, first-time college students will be placed in Emilie Hall regardless of incoming credits or class standing. New or transfer students that are considered

non-traditional will be placed in Argo Hall, Sister Rita Hall, or Sikora Hall depending on availability. All housing placements and unique circumstances are at the discretion of the Director of Residential Life.

Students must follow all university established dates, deadlines and standards in regards to the move-in process. If the student fails to occupy the assigned accommodation on or before the first day of classes (or any applicable date when the student enters after the beginning of a term) without giving the Residential Life Office notice, that space may be assigned to another student. Residents will receive instructions from the Residential Life Office prior to move-ins each semester. Upperclassmen move-ins will not be accommodated before the posted date without the approval of the Director of Residential Life.

Residents must follow all University-established dates, deadlines, and standards regarding the move-out process. Move-out dates are posted throughout Resident Halls at the end of each semester. For all non-graduating students, it is expected that the student arranges to check-out 24 hours after their last final. Graduating students may remain in housing until the Sunday after graduation, no later than 5PM. Residents who fail to check-out on a timely basis may be assessed fees associated with the improper check-out. Late checkout exemptions must be submitted at least two weeks prior to finals week and approved by the Residential Life Office.

### **Common Areas**

Common areas including but not limited to lounges, recreation rooms, and hallways are public areas for the use of all students and must be respected as such. Emilie and Argo Hall lounges are available 24 hours a day. However, guests and quiet hours still apply in the common areas and students and guests may be asked to leave if these rules are violated. Personal items and trash must be removed when the owner leaves the common areas. Students are not allowed to sleep in public areas, such as lounges.

### **Community Living Standards**

Students are expected to maintain adequate standards of personal hygiene such that it does not interfere with the general comfort, safety, security, health or welfare of the residence community. In order to ensure this, there are sporadic inspections throughout each semester to ensure cleanliness in areas and apartments. 24-hour notice may be given but is not required. During formal break periods, health and wellness checks may be done in all rooms as well.

The university prohibits the following:

1. Intentional effort to force a roommate to move out of the room
2. Depriving a roommate the ability to have access to the room or apartment
3. Fostering an environment that violates the student code of conduct or where violations are welcome.
4. Vulgar displays or decorations that are inconsistent with our university's values
5. Discouraging active and meaningful participation in the University community
6. Discouraging the rich diversity of our community

## **Room Changes**

The Director of Residential Life will consider room and/or roommate changes only after the student(s) involved makes every effort to resolve current issues. No room changes will be approved during the first two weeks of the semester. Prior approval must be made with the Director of Residential Life before moving.

## **Room Consolidation**

The university retains the right to consolidate rooms when there are empty spaces. Every effort will be made to assure the process is fair and done in a timely manner. Room consolidations may occur as necessary throughout the semester.

## **Guest/Visitation Policy**

The University reserves the right to revoke the privilege of living on campus and visiting Residence Halls whenever the actions of a resident or visitor are not conducive to good study habits or when such actions interfere with the rights of others. Overnight guests are permitted to stay on campus overnight with the written consent of the Residential Life Office. Co-habitation or sharing of space by students not residing in a room is also prohibited. The following guidelines have been established to ensure a comfortable and safe community environment in the Residence Halls:

1. All guests, regardless of their designation, must abide by University policies, as well as the Student Handbook policies.
2. Overnight visitation must always be with the consent of roommates. Roommates may withdraw their consent at any time during a visit.

At least 24 hours' notice is required. Overnight guests must fill out an overnight guest form with an emergency contact name & number. All overnight visitations must be approved by the Residential Life Office. Overnight guest forms can be found online at:

<https://www.uprovidence.edu/student-life/campus-residential-life/overnight-guest-registration/>

3. Visitation must not interfere with the sleep and study of roommates and neighbors
4. Guests that are not University of Providence students are not allowed in student housing without a resident host or hostess. Guests must always be accompanied by a host or hostess of the hall or apartment
5. Guests (including overnight guests) will not be issued keys by University staff or by their hosts or hostesses
6. Residents will be held responsible for the behavior of their guests and of their guests' adherence to University rules and regulations
7. Guests must carry valid photo identification at all times; and must produce that identification upon request by any security or Residential Life staff member
8. Guests in violation of University policies may be escorted from the premises and barred from further entry into any Residence Hall or the campus as a whole

9. Such a request must be met with complete compliance
10. Additional sign-in procedures, which may include requests to show additional forms of identification, may be put in place in any Residential Life area where it is deemed necessary to maintain a safe and secure environment
11. Conflicts regarding visitation and infractions of the guest policy will be resolved through disciplinary action, as appropriate
12. Guests under the age of 18 years old, must be approved by the Director of Residential Life and the Office of Admissions
13. Guest may not stay overnight more than three (3) nights in a row and no more than four (4) nights in a week (unless approved by the Director of Residential Life)
14. Guests of the opposite gender are not allowed to stay overnight and will be denied when an overnight guest form is filled out

### **Quiet Hours**

Quiet Hours are enforced in all Residential Life areas from 11:00pm to 8:00am every day of the week. All residential complexes have 24/7 Quiet Hours during Finals Week.

During Quiet Hours residents should respect other students by limiting conversations in hallways and being respectful of noise in common areas. Residents should not be heard more than one door down from their premises. Pianos in public areas cannot be played after quiet hours. During normal hours we ask residents to still respect their neighbors as courtesy hours are always in effect. It is encouraged for residents to shut their door to contain their noise as much as possible. If a fellow resident is breaking quiet hour policies, please alert a Resident Assistant. Amplified musical instruments are not to be used or played in student rooms or common areas without prior approval from the Resident Assistant or Director of Residential Life.

### **Hall Sports**

Although hallways in Residential Life are recognized as good gathering spaces and invite social interaction, they are not designed for physical activities. Any physical sports activity is prohibited in the residence halls because of damage, personal safety, and noise.

The playing of sports (i.e. baseball, basketball, football, soccer, hockey, golf, Frisbee, etc.) in the hallways and public areas is prohibited. The riding of skateboards, hoverboards, roller skates, rollerblades, bicycles, scooters, etc. is also prohibited. If these items are used within the University buildings, it could be confiscated.

Being on roofs, climbing from windows, and scaling or rappelling outside walls is not permitted. In addition, the use of an unmanned aircraft systems (drone) inside any residence housing hallway, common area, and room is prohibited and subject to confiscation.

### **Address Changes**

When moving out of a campus housing, please make the appropriate contacts to change your mailing address. The University is not responsible for forwarding mail after the resident has moved out. All first-class mail will be returned to sender and bulk mail will be disposed of. If there is a special circumstance, please contact the Director of Residential Life and arrangements will be made.

Campus Mail is delivered to and distributed from the Student Center on the upper level. TO receive mail to campus please have it addressed in this way:

**YOUR NAME**

University of Providence  
1301 20<sup>th</sup> St S  
Great Falls, MT 59405

### **Alcohol**

The University of Providence believes that individual choices involving the use of alcohol have an impact on both the individual and the community. National studies have found that alcohol use is closely linked to sexual assault (although not responsible for), declining academic performance, violent crime and alcoholism among college students. For these reasons, the University's alcohol policy demonstrates a strong ethic of care and establishes healthy standards for the community in relation to the responsible and legal use of alcohol. The student alcohol policy can be found on page 37 of the student handbook.

As a residential campus, university students have the opportunity to learn within a group of individuals who make up their community. A part of the learning that takes place is social in nature. Responsible and legal alcohol use can be a part of that educational process. Learning to know one's limits and to care about the impact of one's actions on the community is a part of the residential experience. Students are expected to use caution in choosing to use alcohol and are responsible for their behavior at all times. Being a part of the university community means individuals are also responsible for others. Taking action to care about and confront inappropriate alcohol use among one's peers makes the community stronger. The University of Providence will intervene when inappropriate behavior regarding the use or abuse of alcohol is demonstrated. Students, whether of legal age or not, will be held responsible and accountable for their actions.

### **Individual Alcohol Regulations**

1. Any students of legal drinking age who choose to room with a student who's not of legal drinking age may only have alcohol in their assigned bedroom and still must follow all guidelines regarding drinking around minors on campus. Alcohol found in such common spaces of an apartment will be confiscated and all residents will face an alcohol violation. Students in possession of alcohol must carry a valid form of identification on them.
2. Students (and/or guests) under the legal age of drinking shall not buy, drink, exhibit intoxicated behaviors, or possess (even hold) alcoholic beverages.
3. Students (and/or guests) of legal age shall not act belligerent, exhibit intoxicated behavior, or be visibly intoxicated.
4. The possession and consumption of alcohol shall not infringe upon the privacy or peace of other individuals.

### **Group Alcohol Regulations**

1. Possession of any open container or consumption of alcoholic beverages in any area other than individual rooms or apartments is prohibited. This includes (but is not limited to)

common areas outside, hallways, corridors, lounges, study areas, community bathrooms, parking lots, and/or outside of Residential Life rooms/apartments.

2. Students and/or guests under the age of 21 found in a room/apartment where drinking is taking place, whether they are drinking or not, may be found in violation of the alcohol policy. Students of legal age in that location may also be found in violation of the alcohol policy. This policy is in line with the "Montana Code Annotated"
3. Students residing on campus are not allowed to host gatherings over the size of 6 people. Gatherings designed to accelerate the consumption of alcohol are strictly prohibited.
4. Students wishing to host an event where alcohol is served must obtain approval from the Dean of Students.

### **Bicycles**

All bicycles must be registered with Campus Security. Bicycles may be stored in the resident's room or in bicycle racks. They may not be left in hallways, stairwells, balconies, or laundry rooms. The University and Residential Life is not responsible for any lost, stolen, or damaged bicycles. Bicycles that are unclaimed for 30 days after the semester ends will be considered abandoned and disposed of at the discretion of the University.

### **Decorations**

Decorations in windows and on doors must reflect the spirit of the University of Providence Mission Statement and University policies. Inappropriate decorations or displays visible from the hallways or from outside the building are prohibited. The Residential Life Office reserves the right to deem any decoration inappropriate or offensive. For signs and posters, removable adhesive strips and poster putty are allowed. No nails or screws are allowed to be used on any wall or door. No signs or posters on exterior walls or in windows are allowed unless sanctioned by the University. Residents are responsible for damage to walls or ceilings and will be assessed the cost of repairs.

All decorations must comply with the fire code. No candles or items with an open flame element are permitted. Only artificial Christmas trees or trees that have been treated with fireproofing substances are allowed in residential areas. While every person likes to personalize his/her space in order to feel at "home," the Residential Life rooms/apartments are governed by certain local fire safety ordinances. It is necessary for residents to be aware of the following guidelines:

1. Students are not permitted to paint, renovate or modify their rooms in any way
2. Furniture must not obstruct smoke detectors or impair a quick exit from the room
3. Decorations must not be hung from or covering smoke detectors

### **Electrical Equipment**

Tampering with electrical equipment (breaker boxes, outlets, elevators, etc.) is prohibited. No electrical outlet is to be overloaded so as to cause repeated tripping of circuit breakers.

### **Tampering with Fire Equipment**

Persons found tampering with or vandalizing fire equipment or alarms are subject to a fine in addition to any costs to fix the equipment, disciplinary action, and possible criminal prosecution. All cases will be referred to the Director of Residential Life and Dean of Students.



## **Internet**

All Residential Living areas at the University of Providence are set up with wired and wireless internet connections. All residents and students are expected to follow internet use guidelines agreed to when their personal e-mail was set up and the guidelines established in the University's Acceptable Use Policy. Students must follow all local, state, and national laws concerning the use of the internet. If a resident is experiencing problems with their internet connection in their room/apartment or believes someone is abusing their internet privileges or has questions, please see the Director of Residential Life immediately.

## **Keys/Lock Outs**

Should you find yourself locked out of your room, contact the Resident Assistant on duty within the building. They may only unlock the door to your assigned room. They will maintain a log detailing this information. If you cannot locate a Resident Assistant, please contact the Residential Life Office to gain access to your room.

## **Laundry Facilities**

The University of Providence provides washers and dryers in each Residence Hall area. These machines are offered at no additional cost. Any malfunctions should be reported to maintenance staff or the Residential Life Office. The university is not responsible for damaged, lost or stolen items. Abandoned items will be disposed of.

## **Lost and Found**

Lost and found is located with the Campus Security Department on the lower level of the Student Center. To claim or check on a lost and found item, please contact Security at 406-791-5911 or by email at [security@uprovidence.edu](mailto:security@uprovidence.edu). Unclaimed or abandoned items may be disposed of.

## **Maintenance**

When maintenance is needed, the resident can alert his/her Resident Assistant or they may complete a maintenance work order that can be found online here:

<https://www.uprovidence.edu/student-life/campus-life/>

If the resident is not present during the completion of the maintenance request, maintenance may enter the room to complete the work order submitted.

## **Parking/Vehicle**

Vehicles must be registered and parked in accordance with the University Parking of Motor Vehicles Policy. Information on parking can be found by contacting campus security at 406-791-5911.

## **Personal Property**

The university is not responsible for a resident's personal property. Private property must be stored in the student's room. To avoid theft, loss, or damage, students are encouraged to keep doors locked and to avoid leaving money or expensive items in plain view. Each student is encouraged to have renter's insurance. Many parents' homeowners' insurance will already cover student loss or can be adjusted to do so. Students are also encouraged to keep a written personal

inventory with serial numbers. Any theft or loss should be reported to Campus Security and may be reported to the police.

### **Pets and Animals**

The University of Providence does not allow pets in Residence Halls other than fish in a maximum 5-gallon tank. It is the policy of the University of Providence to provide equal access and reasonable accommodation for individuals with disabilities to participate in any program, service, or opportunity provided by the campus; and to comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act as amended by the ADA Amendments Act of 2008 (ADA), the Fair Housing Act, and other applicable federal and state regulations that prohibit discrimination on the basis of disability. Under the Fair Housing Act, persons with disabilities may request a reasonable accommodation of an assistance animal, including an Emotional Support Animal (ESA) or a Service Animal in housing when its use is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling and/or the common areas of a dwelling. With respect to a request for an ESA or Service Animal, the University of Providence will determine on a case-by-case basis whether such an animal is a reasonable accommodation on campus. All requests must be completed through the Office of Residential Life and will be approved or denied by the Director of Residential Life. Animals may not be permitted to enter campus residence halls unless they have been completely approved. See the University Emotional Support Animal Policy for additional information.

### **Prohibited Items**

- Toaster ovens
- Hot plates
- Electric skillets
- Oil popcorn poppers
- Space heaters
- Full-size refrigerators
- Candles or open flames
- Fuel (camp stove or otherwise)
- Camp stoves
- Incense and burners
- Firearms and ammunition (includes airsoft, nerf guns, paintball, and pellet guns)
- Hunting knives (>3 inches)
- Collectible or decorative weapons
- Waterbeds and portable pools and jacuzzies (inside or outside University housing)
- Drug paraphernalia, including but not limited, to Hookahs, pipes, or bongos
- Individual generators
- Halogen desk lamps (flammable)
- Shopping Carts from the Local Businesses
- Darts/Dartboards
- Air Conditioner Units
- Hammocks or ceiling/hanging chairs

- Street signs and traffic markers
- Empty bottles or cans of alcohol
- Binge-drinking paraphernalia, including beer pong tables, beer bong, or any other items used to accelerate the consumption of alcohol
- Fireworks or explosives

### **Confiscation Policy**

Prohibited or illegal items will be confiscated by Residential Life or Campus Security. Illegal items that are confiscated may be turned over to local authorities or disposed of by University Officials.

### **Right of Entry/Search**

The University recognizes the right to privacy. However, employees or designees of the University may enter a student's room without permission for health, safety, welfare, maintenance purposes, or in the event that there is reason to believe the student has violated or is violating University policy or State or Federal law. With regard to the latter, only the Director of Residential Life or Dean of Students may authorize a search of personal room contents without prior notice in the event that there is reason to believe the student has violated or is violating university policy or State or Federal law. In addition, local enforcement may be requested to conduct a search of personal contents therein without prior notice in the event that there is reason to believe the student has violated or is violating university policy or State or Federal law. Residential Life Staff members may enter a room in the event that a noise disturbance (i.e. alarm clock, loud noise, etc.) is occurring in the absence of the resident, or to check the occupancy status of a room.

### **Safes, Lock Boxes, and Locked Containers**

Students are permitted to place safes, lock boxes, locked containers, or other similar secure devices within University housing. If a student chooses to utilize a secure device, they do so agreeing to the following:

1. The University reserves the right to request a student to open any secure device if the University believes in its sole and absolute discretion that the contents:
  - a. Violates the Laws of the State of Montana and/or the United States
  - b. Are in violation of the Code of Student Conduct, residential life policies, or the residential life contract
  - c. Jeopardize the safety/welfare of the campus community
2. The University may confiscate any secure device if the resident refuses to immediately comply with the request of the University to open the secure device. Additionally, the confiscated secure device will be held by Campus Security until such time that the resident agrees to comply with the University's request to open the confiscated secure device
  - a. If the resident does not open the secure device within 10 days, the University shall be authorized to open the secure device utilizing any means necessary and the University shall not be responsible for any damage to the secure devices, or the contents within the secure device, caused by such action.

3. The University is not responsible for any secure device or the contents within, at any time
4. The University reserves the right to prohibit a resident from possessing a secure device if the University believes in its sole and absolute discretion that the resident in his/her use of the secure device:
  - a. Is engaging in behavior that violates the laws of the State of Montana and/or the United States
  - b. The contents violate the Code of Student Conduct, residential life policies, or the residence hall agreement
  - c. The use of the device jeopardizes the safety and welfare of the campus community
  - d. Has failed to comply with a request by the University to open the secured device.

### **Safety and Fire Regulations**

The University has provided Residence Halls with comprehensive fire prevention systems. Periodic fire drills and health and safety inspections will be held for the safety of residents with the assistance of the Residential Life Staff and Campus Security. These drills are performed for your safety. Refusal to vacate a Residence Hall immediately during an alarm potentially places you and others in harm's way and may result in sanctions. Fire drills may be performed without notice to students. Emergency procedures and alert systems have been established, and each resident has the responsibility to be informed about them. Each room has an early detection smoke alarm. Additionally, there are fire extinguishers and fire hoses on each floor of the Residence Halls.

### **Screens**

Students may not remove screens from windows or doors. No objects or fluids may be thrown or dropped from the window of a Residence Halls.

### **Solicitors/Selling**

For the safety and protection of all students, staff, and faculty, and to prevent the interruption of studies, class, or sleep, solicitation on campus is prohibited unless approved by the Dean of Students. Students encountering a solicitor are encouraged to notify a Residential Life staff member or security officer immediately.

### **Storage**

There is no additional storage for residents other than their rooms.

### **TV Antennas and Cable**

TV Antennas, cables, and other apparatus cannot be hung out the windows or affixed to the outside of the building. Tapping of cable TV lines is considered "theft of service" and is illegal.

### **Discipline Procedures**

University residents charged with violating existing Residential Life Policies, Student Code of Conduct, and/or Student Handbook policies are subject to disciplinary action. All violations will result in a meeting with a Residence Hall Director, the Director of Residential Life, and/or the Dean of Students. Following a disciplinary hearing, sanctions will be handed down by the hearing officer as they see fit. Appeals may be submitted in writing to the Director of Residential

Life and/or the Dean of Students. Failure to cooperate with a disciplinary hearing may result in further sanctions. Violations may also result in further sanctions as outlined in the Code of Student Conduct.