# **MARYGROVE COLLEGE**

# RESIDENCE LIFE HANDBOOK 2013-2014



# **Florent Gillet Hall**

A Residential Community of *Competence*, *Compassion* and *Commitment* 



# Mission of the College

Marygrove College, an independent Catholic liberal arts college sponsored by the Sisters, Servants of the Immaculate Heart of Mary, is committed to fostering Christian values, to educating students from diverse backgrounds, and to serving the people of Metropolitan Detroit and beyond.

The fundamental purpose of Marygrove College is to educate each student toward intellectual and professional competence; toward career flexibility through grounding in the liberal arts; and toward active compassion and commitment. To this end, Marygrove provides a personalized learning environment which, through excellent teaching in its undergraduate, graduate, and continuing education programs, sets for its students these goals:

**Competence**, the ability to understand and participate effectively in the promise of our evolving world.

**Compassion**, the capacity to care about and respect the worth and dignity of people.

**Commitment**, the will to act responsibly based upon one's beliefs and to contribute to the building of a more just and humane world.

#### **OVERVIEW**

# A Quick Glance of Residence Life at Marygrove College

The Residence Life program at Marygrove College strives to create a balance that translates into an exceptional College experience for all resident students. This balance includes fun, academics, involvement, leadership, support, challenge, and outreach. Living on-campus at Marygrove College can improve your grades, help you make friends, and improve your overall quality of life while in College.

A Residential community is made up of students, living and learning in a diverse environment, where each person is held accountable and responsible. The Residence Life program also offers students educational and social opportunities that promote growth and self-fulfillment. Through combined efforts of the Residence Life Staff and various student organizations, students are able to develop a sense of community.

#### Florent Gillet Hall

Florent Gillet Residence Hall is named for the missionary priest who helped form the IHM Community, the founders of Marygrove College. While Florent Gillet is a coeducational residence hall, suites are only available for students of the same sex. The residential experience of Florent Gillet, includes a meal plan, housing, as well as educational and social opportunities that promote growth and self-fulfillment.

### **CONDITIONS FOR RESIDENCY**

The following terms and provisions supersede any previously published terms and provisions. It is the policy of the Marygrove College Residence Life to offer full, equal and non-discriminatory assignments without regard to race, nationality, gender, sexual orientation or religion. In this document, College shall refer to Marygrove College

Residence hall accommodations are available for currently enrolled full-time, traditionally-aged (17 - 24 yr.) undergraduate students — unless overriding approval has been granted. Marygrove College does not provide housing for

- **A.** To be eligible to reside in Florent Gillet Residence Hall, a student must:
  - 1. Complete a residence hall housing application.
  - 2. Pay a \$250 security deposit to the Business Office (8425 W. McNichols Rd. Detroit, MI 48221)

- 3. Provide proof of coverage by a personally selected health plan or have a Marygrove College Health Insurance Waiver on file with the Office of Residence Life.
- 4. Register for classes. Students must be full-time (12 credit hours minimum) to be eligible for housing.
- 5. Complete all business office and financial aid requirements.

# B. Application/ Room Assignment

- 1. Applications are for a bed space in the residence hall and include a \$250 security deposit. Residence Life will make every attempt to accommodate a student's request, but reserves the right to make assignments as necessary. The \$250.00 security deposit/reservation fee may be returned at the end of the academic year, if the student has submitted a written request, and has a zero balance with the College and/or if the resident does not apply to return to the residence halls for subsequent years.
- 2. Residence Life reserves the right to consolidate rooms when suites are not filled. Students who wish to change room assignments must submit a request and receive approval from Residence Life. Students who move to another room without proper approval will be subject to disciplinary action, which could include a fine and cancelation of housing privileges.
- 3. A student may cancel their housing assignment according to the following:
  - a) At least 10 days prior to the beginning of classes, there will be no charge to the student. His/her deposit will be refunded.
  - b) Once a student moves into the residence hall, he/she is responsible for the full housing cost for the semester.
  - c) If a student is removed from the residence hall for disciplinary and/or administrative reasons, he/she is still responsible for all housing charges.
  - d) Failure to properly check out of the Residence Hall as directed will result in a prorated fee for every day in which the resident remains in in possession of keys.

4.

- 5. When an individual's GPA falls below a 2.0 he/she has one semester to improve the GPA to a 2.0 or better, or they may lose the privilege to reside on-campus.
- 6. Residence Life reserves the right to cancel an assignment within 24 hours of the first day of class (This applies to Fall and Winter semester).

### **COMMUNITY STANDARDS**

Residence Life is committed to the development of a living and learning environment that exemplifies care and respect, while promoting scholarship, urban leadership, and personal responsibility. Students are expected to work collaboratively to establish mutual standards and community needs, reach consensus agreements, support and appropriately challenge peers, maintain accountability for community living.

# The Residential Experience

The following statements outline minimum expectations of rights and responsibilities of residents that are a necessary part of healthy community living.

# **General Expectations of Residents**

# Residents are expected to:

- Contribute positively to the community, which includes accepting responsibility for personal and community safety at all times. Students must refrain from misusing safety equipment, damaging property, losing keys / swipe cards, propping doors and letting, etc.,
- Adhere to all Federal, State and city laws and all College policies as outlined in the Student and Residence Life Handbooks.
- Conduct him/herself in a manner which respects the spiritual, religious, educational, cultural, and moral philosophies of the College and other residents.
- Act in such a manner as to promote the existence of a quiet, safe and secure residence hall conducive to the pursuit of academic and other learning goals.
- Contribute positively to the community which includes accepting personal responsibility for personal and community safety and well-being. Conduct deemed to be inappropriate and unbecoming to one's peers and the campus community is prohibited and includes, but is not limited to, inappropriate dress in common areas (hallways, cafeteria, and classroom) and harassment of any kind which includes derogatory or threatening language.
- Be responsive to all reasonable requests from fellow students, and to cooperate in all issues dealing with the College and Residence Life Staff.

# **POLICIES AND PROCEDURES**

# **Behavior Expectations**

**Appropriate dress** is expected in common areas including hallways, computer rooms, community room, cafeterias, classrooms, and offices. Examples of inappropriate attire are Items which allow for the excessive showing of skin, including going shirtless, wearing of nothing but sports bras, short shorts, pajamas, doo rags, and/or being shoeless.

**Social networking groups** (eg. Facebook and MySpace) are public spaces and any information or photographs posted on those sites may be used in ways that negatively affect those who post the information or who are featured in the photographs. The creation of negative pages, remarks of any kind, and matter subjecting other students to harassment is strictly prohibited.

**Theft or vandalism** of any type. Students found removing food or other items from rooms, offices, classrooms, bookstore, and cafeteria may face severe fines, judicial action and/or possible criminal charges.

**Residents are not permitted** in restricted areas including areas labeled "Authorized Personnel Only", maintenance areas, or main buildings after hours. Tampering with the elevator (including jumping in the elevator) or ringing the emergency alarm in non-emergency situations is not allowed.

**No Additional furniture** is not permitted in rooms except for office/desk chairs which must be approved by the RLD in advance. The removal of any College furniture from any community room or lounge is not permitted and should never be in individual rooms. Failure to comply will result in judicial action.

**Horse play, pranks and practical jokes** which may be considered dangerous, harmful or damaging are not permitted based on the discretion of the appropriate Residence Life staff.

 Residents shall not conduct activities such as hockey, skateboarding, "mattress wars", any physical games or activity outside of walking in hallways and/or common areas. Inline skates are not to be worn inside the buildings.

**Residents are not permitted** to loan their key card/keys to anyone, including roommates.

# Alcohol, Smoking, and Drug Policy

Florent Gillet Residence Hall is a drug and alcohol free building. The consumption of alcoholic beverages is strictly prohibited on the premises at all times by residents and

their guests regardless of age. This includes rooms, public/common areas such as hallways, lounges, lobby, bathrooms and extends to the outside of the hall onto the College grounds which includes the parking lot and grassy areas.

- The collection/display of empty alcohol containers and or paraphernalia anywhere on the premises of the residence hall inside or outside is strictly prohibited.
- Anyone present in a room, public/common area, or area
  of the premises including parking lot and grassy area
  where an alcohol infraction has occurred will be
  considered in violation of the alcohol policy and all parties
  will be held accountable.

**Drug and Alcohol Policies are Non-Negotiable.** Marygrove College expects you to observe Federal and State laws with regards to drinking, the use and possession of drugs, including marijuana. Drug possession, use or sale on campus is strictly prohibited. Violators are subject to immediate suspension from the College and criminal prosecution. All violations that are also a violation of state and federal laws will be referred to the appropriate police agency and they will determine if prosecution takes place criminally. Zero Tolerance – Residents found with alcohol or illegal drugs are subject to immediate judicial action and possible removal from the hall.

**Smoking is prohibited** in the residence hall. Smoking is permitted at least 50 feet away from the building. Smoking is not permitted at the entrance of the Residence Hall.

The use and/or possession of firearms, ammunition, weapons (including knives and swords), simulated weapons, fireworks and other incendiary devices are not permitted

# **Building Policies**

All residents, students, and non-students must show proper valid picture identification to gain access to the building. Residents must be prepared to show their current picture identification (ID) cards as issued by the College.

Residents are not permitted to allow access to the building to anyone other than their own approved guests; this applies to propping open doors or entry via the cafeteria door. Residents are not permitted to loan their key card/keys to anyone, including roommates.

# **Visitation and Guest**

The visitation policy is in place to protect the safety and security of residents and their guests while ensuring local, city, and state fire codes are adhered to. The policy is designed to promote a healthy living and learning environment for the entire student resident body.

Residents are 100% responsible for the behavior of their guests at all times. Remember, your guest is an extension of **you**. Failure to inform your guest of Florent Gillet policies and procedures is not a valid excuse if your guest fails to comply with the regulations set in place.

The Director of Residential Life, along with Residence Life Staff, reserves the right to deny/revoke quest privileges at their discretion.

<u>Guest hours</u> provided below. A resident may not have more than **two (2)** guests signed in at one time. This includes overnight guests as well.

# **Sunday through Thursday:**

10 am – 10 pm (Overnight guests may be permitted Thursday for upperclassmen in good academic and social standing)

# Friday:

10 am – 12 am (overnight guests permitted except for first semester freshmen)

# Saturday:

10 am – 12 am (overnight guests permitted except for first semester freshmen)

**Residents and guests must identify themselves** each time they enter the building. Please have your identification (ID) ready for front desk personnel at all times.

**No guests under the age of 18 are permitted.** This includes, but is not limited to, babysitting infants, family members, and any person from 0-17 years 11 months. Brief family visitations (with family members younger than 18) are allowed with the expectation that the visit will be no longer than one (1) hour.

The resident must accompany the guest at all times. Guests found wandering the building without their host will be asked to leave the building and could be banned from the residence hall. In most cases, the violation will also result in visitation restrictions

for that resident. Remember, the resident is responsible for all actions which the guest may be directly responsible.

Residents are permitted to sign in two (2) guests at a time. If the number exceeds two guests, you should make use of the Residence Hall Community Room based on visitation hours.

**First semester freshmen** are not permitted overnight guests. Second semester freshmen in good academic standing (GPA of 2.5 or above) will be allowed overnight guests after the first semester grade reports are circulated.

**Guests are not permitted** through the cafeteria entrance without expressed written permission from the appropriate Residence Life Staff. All guests must enter through the main front entrance door, be signed in, and leave valid government issued identification.

Residents shall not have pets, Students will be required to remove the pet if found in non-compliance. Failure to do so will result in the pet being confiscated and turned over to the Humane Society. Small Goldfish are allowed by approval only.

# **Electrical Appliance Policy**

**No open heating elements** used for cooking are allowed in rooms Items such as sunlamps, hot plates, immersion heaters, frying pans, toasters, toaster ovens, heating coils, candles, halogen lamps, incense, and air conditioners are not allowed in the residence hall. The residence life Staff reserves the right to remove any illegal or dangerous electrical appliances or devices. If in doubt of the usage of any appliance, check with a Residence Life Staff member.

**Microwaves** are allowed only if they are fewer than 500 units/watts. A microwave and full size refrigerator is available for your use in the kitchenette located in the community room on the first floor. When using the kitchenette, you are responsible for cleaning up after yourself. Please understand that when you leave items in the refrigerator, you do this at your own risk. The food may be taken by someone else or thrown out if improperly labeled or left for a long period of time.

# **Health and Safety**

Students are responsible for cleanliness and proper removal/disposal of trash. Garbage and recycling must be disposed of in the designated/appropriate location(s) of the residence hall. Personal items and all trash must be removed from residence hall rooms

and common areas and disposed of properly upon check out. Residents who do not properly dispose of trash will be subject to judicial action and fining.

# **Room Inspections**

Routine room inspections will be conducted by the Residence Life Staff. Room inspections are important in order to ensure the safety of all residents and to maintain a clean and sanitary living environment. Residents will receive 48 hours notification except in the case of an emergency. Inspections may be conducted in the absence of the resident(s). Rooms found in violation will be given 48 hours to improve the condition before judicial action is taken.

# **Residence Hall Entrance and Search Procedures**

Marygrove College recognizes and respects the students' desire for privacy, especially within the context of a community living environment. The College also recognizes its responsibility to encourage and preserve a wholesome living and learning environment on the campus, to provide adequate maintenance and protection of public property, and to protect the health and safety of all persons. These fundamental assumptions are embodied in the following commitments and procedures concerning the entry or search of College residence hall rooms.

The College recognizes that it is difficult to balance the need to encourage and preserve a wholesome living and learning environment and the expectations of privacy of students living in a residence hall. As a result, the following procedures have been developed to help define the reasonable expectations of privacy that a person should have in these circumstances, bearing in mind the need for the College, Staff, and its residents to help create and maintain an educational learning environment. These procedures also provide a guide for College Staff to enable them to perform their duties and to maintain certain standards necessary to support the educational mission of the College and its residential community.

# The College reserves the right to enter residence hall rooms under the following circumstances:

- By a College employee, with the permission of a resident or occupant.
- By a College employee, when there exists an immediate threat to the health or safety of the occupants, individuals, or College property.
- By a College employee, when there is a reasonable belief that a College regulation has been or is being broken.
- By a College employee, or maintenance personnel for repair, replacement, or inspection of College property.
- By a residence hall Staff member, in order to complete the opening and closing of the residence hall, or as a part of the check-in or check-out procedures.

- By a police officer, whenever it would be legally permissible.
- Use of evidence

If during the entrance or search of a residence hall room, evidence of a violation of College regulations is found, the College may refer the student and/or occupant for disciplinary action. The College may use evidence obtained during the entrance and/or search during a College disciplinary proceedings. In addition, if otherwise permitted by law, evidence so obtained may be used in criminal proceedings.

# **Room Entry, Inspection and Property Removal**

Marygrove reserves the right to enter rooms or space for any purpose relating to (1) improvement, (2) maintenance, (3) custodial, (4) recovery of College property, (5) fire, health and safety inspections (6) as determined by the College that the safety, health and general welfare of student is at risk, (7) protection of property, or for the (8) deterrence or detection of conduct which is contrary to the law and Marygrove policies, rules and regulations <u>Harassment Policy</u>

The Office of Residence Life and Housing is committed to providing a safe, tolerant and respectful environment for all members of the residence community. Harassment is defined as inappropriate comments or conduct in relation to a person or group of persons which has the effect or purpose of creating a hostile or intimidating living, working or educational environment. Harassment based on a person's race, culture, creed, sexual orientation, gender, age or appearance will not be tolerated. Examples of behavior, activities and comments that will not be tolerated include, but are not limited to:

- Posting and/or distributing materials in the residence hall (this includes room doors, bedroom doors, washrooms, hallways, bulletin boards, message boards, windows, Computer rooms, stairwells, elevators, lobby, laundry rooms, storage rooms) that are racist, sexist, homophobic, inappropriate, offensive or threatening in nature.
- Voice mail, telephone calls, e-mail, web-based or written messages that are inappropriate, hostile, offensive and/or threatening.
- Writing and/or drawing graffiti anywhere in or on the residence hall building or campus grounds.
- Engaging in inappropriate behavior and/or inciting others to engage in inappropriate behavior.
- Repeatedly making unwanted contact (physical, verbal, written or otherwise) or following another person without his/her consent.

- Practical jokes, raids, pranks and/or actions that are demeaning and/or offensive
  or those that interfere with the rights of another student or group of
  students. This includes, but is not limited to: moving residence furniture,
  repeatedly targeting one person or group of people, posting inappropriate signs
  of any kind, etc.
- Any sort of unwanted attention and/or requests of a persistent or abusive nature.
- Gossip or rumors particularly those which are maliciously or intentionally hurtful and/or destructive in nature.
- Verbal or physical threats against a person or property.
- Bullying (e.g. treatment in an overbearing, aggressive or intimidating manner) to other students, faculty or Staff.

All residents have the responsibility to act appropriately and respectfully, and to conduct themselves in a manner that does not place themselves or others at risk. If any residents are faced with an act defined as harassment they are to contact a Residence Life Staff member and report the situation immediately. Students are encouraged to file a complaint or report about any form of harassment with Campus Safety.

# **Key/ID Policy**

Each resident will receive a key to his or her room in addition to an ID which allows them to open the front door. The Residence Life Staff are the only persons permitted to change or transfer keys and IDs between residents. Misplaced or lost keys or IDs are to be immediately reported to the Residence Life Staff. Failure to report may result in fines and/or judicial action. The cost associated with misplaced or lost keys and IDs will be the responsibility of the resident. Residents may not change their locks or duplicate keys for any reason.

## **Pet Policy**

For health and safety reasons, all animals are prohibited from the residence hall, with the exception of goldfish maintained in a small fish bowl.

# Roommate Request/Change Policy

Each room in Florent Gillet Residence Hall has an occupancy capacity of 4 residents. Requests to change room assignments must be for legitimate reasons and approved by the Director of Residence Life. All requests must be submitted in writing.

## **Damages Policy**

Residents shall have individual and collective concern for the security, maintenance and preservation of the residence hall and its grounds. Costs of repairs, replacement or extraordinary cleaning shall be assessed according to current repair or replacement costs.

If the individual(s) involved can be identified, they will be solely liable for restitution; if it is the guest of the resident, the resident shall be held liable.

If damage occurs in common areas and cannot be attributed to specific individual(s), the residents of the floor/unit or building may be held jointly responsible for restitution depending on the nature of the damage. Each resident will be given a room condition report to document the condition of the room and the furniture at check-in. Residents are asked to document any damage or missing inventory on their reports. At the time of move-out, these reports will be used to identify any new damages that may have occurred to the room in addition to missing inventory. All damages post check-in will be directly charged to the residents that occupied the room.

# **Damages and Repairs**

**Residents of the room** shall make restitution for repairs, replacement of equipment or extraordinary cleaning in their room.

**Residents are not permitted** to repair any damages on their own. All repairs are to be completed by the College Facilities Staff.

**Residents may not paint** or wallpaper their rooms.

Residents are responsible for the cleanliness of their room and bathroom and shall maintain their rooms in a manner which is sanitary and acceptable to their roommate(s), and/or Residence Life Staff.

# <u>Technology/Computer Lab Policy</u>

Students shall not tamper with, destroy, remove, or modify any of the equipment in their room or in any other areas of the hall related to receiving data, telephone or television transmissions (including the Internet Service Provider's equipment). If damages to any of the above-mentioned equipment occurred as the result of the president's actions, the resident will be responsible for costs of repair, replacement or reimbursement to outside vendors or internal departments.

Unauthorized access to cable TV or Internet is strictly prohibited and punishable by law.

Residents shall not run wires, cables, or other electronic connections between rooms or in the hallways or outside buildings between windows.

Students are subject to all College policies related to internet usage (refer to Student Handbook)

The computer lab is designed for quiet study and for use by residents only. If you wish to listen to music, please use headphones. Please keep voices to a minimum. In addition, no food is allowed in the computer lab. If you choose to violate this policy, it will result in disciplinary actions and/or sanctions, and loss of privileges from the lab.

# **Quiet Hours**

**Quiet hours** are Sunday through Thursday, 12:00 a.m. – 10:00 a.m.

Quiet hours on Friday and Saturday are 1:00 a.m. – 10:00 a.m.

**Courtesy or respect hours** are in effect 24 hours a day, seven days a week. This means that residents are mindful of the disturbing effect of their noise on others, and at all times are to respect the requests of others to cease making noise at any time.

**Noise** that is generally disruptive to the College campus and residence hall premises which includes the parking lot, courtyard, and grassy area is prohibited.

**Finals**: During finals there is a 24 hour "quiet hour" policy, which begins the weekend before finals and ends 24 hours after finals are over. Quiet hours are defined in that noise should not be heard from at least one door down from your room. For Finals, violations of quiet hours will result in disciplinary action and/or early removal from the hall.

# **Fire Drill Policy**

All students must exit the building at the sound of a fire alarm. using the nearest stairwell (Do not use elevator). Students should gather on the south side of the building and/or stand at least 50 feet away from the building and check in with a Residence Life Staff member. Fire drills are conducted at least twice per semester in accordance with national policies and procedures. All residents are expected to participate and comply with all fire drills.

# **Lockout Policy**

**Lockouts**: Resident students are responsible for carrying their room key with them at all times. In the event that a student becomes locked out of their living area, they should contact their RA immediately.

Lockout Charges: Residence Life will keep accurate documentation of all lockouts

First offense: \$20 All further offenses: \$40

# **Lost Key**

The cost of a lock change for a lost key is \$25.00 The cost is billed to the student's account. All residents must present proper ID to request a lockout.

# **Theft Policy**

Marygrove College and/or Residence Life is not responsible for any lost, stolen, or damaged property of its residents.

Any occurrence of theft should be reported to the Residence Life Staff for assistance.

Tips for theft prevention:

- Never leave the room without locking the door.
- Avoid leaving money or valuables in plain sight.
- Always keep your key in your possession.
- Do not leave belongings unattended in community areas.

# **Posting/Solicitation Policy**

Only organizations or individuals who are members of, or are affiliated with, the College community will be allowed advertise the Residence Hall. to in posters/flyers/announcements must be delivered to the Residence Life Office (Room 101) by 3:00pm on Friday, where they will be stamped and approved prior to posting by the Residence Hall Staff at the beginning of the following week. Posters are restricted to designated bulletin boards with only one poster permitted per board. All postings not approved and stamped by Residence Hall Staff (RHS) will be removed, including those posted on the outside of the building(s).

Door-to-door solicitation for commercial purposes, such as for outside organizations and personal profit, is **not permitted**. However, the sale of textbooks and items sold by

students to raise money for registered Marygrove organizations is allowed with proper approval from the Director of Residence Life.

Policy Violation	Sanction/Fine
Destroying property, such as furniture, walls, vandalism, etc.	Cost of Repair
Failure to check out of your room according to procedures (Improper check-out)	\$55.00
Absence from a mandatory hall meeting w/out a valid excuse (class or work). Must email in advance.	\$10.00
Alcohol Policy Violation	Judicial Sanction(s) / Subject to Removal
Lockout	1 <sup>st</sup> Occurrence: \$20.00 All Further Occurrences: \$40.00
Use/Possession of Drugs	Judicial Sanction(s) / Subject to Removal
Housing unsigned guests	\$40.00 per day / Judicial Sanction(s)
Lending key to non-resident	\$50.00 / Behavioral Sanction
Lost/Non return of keys	\$50.00
Lost Access Card	\$30.00

Removal of furniture from public areas 24 hours to move

back/Duties assigned or fine

Unescorted/unsigned guests \$40.00

Violation of visiting hours \$40.00

Leaving rooms unclean and unsanitary Cost to

clean/improper check out fee

Trash and improper disposal (left in

hallways, computer rooms, community room, lobby, laundry

rooms)

\$76.00

Removal of cafeteria dishes \$20.00

Excessive Noise 1<sup>st</sup> Warning / 2<sup>nd</sup>

Educational Sanction

Theft of any kind Cost of item /

Judicial Sanction(s) /

Possible Removal

Smoking varies

Leaving/propping doors open Serve as security

for 8 hours/fine

Room change without approval from

Residence Life

\$55.00

Health and Safety Violations

(deemed during random room checks)

1<sup>st</sup> Warning-48 hours to clear up

**o**nd

\$76.00/possible removal from residence hall

Non Compliance with Fire Drill \$55.00

(No Right to Burn)

False Fire Alarm \$500.00\*

\*(\$500.00 for the individual if known, otherwise all residents split the fee)

Note: at any given time the Director of Residence Life reserves the right to render a sanction based on the violation that may result in removal from the residence hall and/or immediate judicial action.

# **Frequently Asked Questions**

### Who do I go to for support, questions or concerns?

Each floor has two Resident Assistants (RAs) that have been specially trained to assist residents with a variety of needs and can refer to other campus partners if necessary. RAs are student leaders who are expected to hold all students accountable to policies and procedures. The Residence Life Coordinator is a college professional that lives in the community to assist with afterhours needs and community development. The Director of Residence Life serves as the campus lead for all residential concerns. Any of these staff members can assist you, however, please use your RA as your first line of communication as they have been in your shoes and share your student experience.

#### What if I no longer want to live on campus? How do I cancel my housing?

To cancel housing student must submit an email to the Director of Residence Life. All fees must be paid according to the agreement.

#### How do I change roommates?

If a resident is facing challenges with their roommate situation, they should first discuss the concerns with their Resident Assistants (RA). Their RA will discuss the concerns with the Residence Life Coordinator/Director of Residence Life. Room changes are available based upon space. However, the first goal is to mediate the conflict and provide roommates with tools to improve their relationships.

## How will I get to know my roommate?

During the first two weeks of the semester, Resident Assistants (RAs) will have meetings will the residents of each room to complete a roommate contract. This meeting will serve as a time for roommates to discuss and create expectations for each other in the living environment. Roommate agreements will remain on file and each resident will be held accountable to the expectations.

# How do I contact maintenance to fix something in my room?

Any necessary repairs to a student's room must be submitted via email to <a href="mailto:facilities@marygrove.edu">facilities@marygrove.edu</a>. Residents should include their name and room number and specific details of the repair. A member of the maintenance team will respond within 24 business hours. If there is an emergency after hours or during the weekend, residents should contact an RA or the Front Desk for assistance.

#### Is there a curfew?

There is no curfew for the residence hall.

#### Who do I speak with if I am having problems with my roommate?

The Resident Assistant (RA) should serve as the first contact for residents. RAs are trained to facilitate conversations and mediate conflict between roommates. RAs will discuss all concerns with the Residence Life Coordinator Director of Residence Life. Also, RAs will facilitate a Roommate Contract at the beginning of Fall semester that will allow all roommates to develop expectations for their living space. Roommates will be held accountable to the contracts.

# Can I stay over Winter Break? /Do I have to move all of my things out of the residence hall when I leave for Winter Break?

The Residence Hall will close at the end of the Winter Semester. All residents must check out after finals are complete. Residents do not need to move all of their belongings out of the room unless they aren't returning for the Winter Semester.

### Do I have to move out for Thanksgiving Break or Spring Break?

No, residents are allowed to remain in the Residence Hall over these short break periods. Sign up procedures and expectations will be announced several weeks before each break.

### What if I want to change my meal plan?

All meal plan changes must be taken care of at the Student Services Center.

### What is there to do in the Residence Hall? Are there activities or programs for residents?

Multiple programs and events are hosted for residence hall students designed to help connect residents to the residential community, campus community and Metro Detroit area. Upcoming programs can be found on the Residence Life Website Events Calendar. Additionally, residents will receive a calendar of events for each month. Resident Assistants (RAs) will promote events and encourage support.

#### Is the Residence Hall safe? Who provides safety in the residence hall?

The Residence Hall is a very safe community. Entrances to the Residence Hall have card swipe operating systems and only students and staff with proper access are allowed access. The Front Desk is staff 24 hours to provide service, support and to connect directly with campus safety. Campus Safety completes nightly walks throughout the community to ensure all things are safe and secure. Additionally, The Residence Life Staff provides layers of after-hours support to connect with resources for emergency and crisis response. The RAs complete nightly rounds to connect with residents, maintain policies and procedures, and provide support as needed for residents. The Residence Life Coordinator provides a physical late night presence for emergency and crisis response.

### **EMERGENCY / HELPFUL INFORMATION**

**Campus Safety** 

Ext. 1411 (313) 927-1411

Residence Life Front Desk (Security Line)

Ext. 1380 (313) 927-1380

housing@marygrov.edu

**Residence Life Office** 

Ext. 1601/1650 (313) 927-1601/1650

**Emergency 911** 

Non-Emergency (313) 927-1411 (Campus Safety)

**Fire Department** 

Emergency 911

**Poison Control Center** 

1-800-222-1222

**Medical Emergency** 

Emergency 911

**Medical Assistance** 

Closest Hospital: DMC Sinai-Grace

Hospital

Maintenance Emergency

Report to Residence Life Staff immediately.

Email: facilities@marygrove.edu.

Transportation (Bus/Mass Transit)

Detroit Department of Transportation (DDOT)

(888) DDOT-BUS

www.ridedetroittransit.com

Greyhound

1001 Howard Street Detroit, MI 48226 (313) 961-8011

www.greyhound.com

**Amtrak** 

11 West Baltimore Avenue Detroit , MI 48225 (313) 873-3442

www.amtrak.com