



## Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract

We are glad that you have chosen to live in Mitchell College Residential Housing. By doing so, you have accepted the responsibility of being a member of the Mitchell College community. Living in this community can have wonderful benefits if each member follows these guidelines.

These Residence Life Guidelines and Standards and the Housing Contract (together, this "Agreement") are essential to building our community. This Agreement gives you, the student, clear and concise information concerning the rules and standards of behavior which all students are expected to follow.

Violation of these Guidelines and Standards may subject you to disciplinary action. Please take the time to review this Agreement carefully, as it is your responsibility to understand and adhere to this Agreement in its entirety and you will be expected to know the information contained in the following pages. **Lack of knowledge or unfamiliarity on your part will not be an excuse for a violation.**

Should you have any question regarding this Agreement, please direct them to the Office of Residence Life.

### Residence Hall Information

Mitchell College offers traditional style rooms in co-ed Residence Halls, suite-style living, and apartment style living.

**\*Mariner Hall** is a four-story, suite style Residence Hall with two community lounges and laundry facilities. The hall is co-ed by suite and accommodates 112 students. Each suite consists of three double bedrooms, a kitchenette, and two full bathrooms. Rooms are climate controlled, including air conditioning. To reside in Mariner Hall, students must be an upperclass student (sophomore, junior, senior) with a minimum Cumulative Grade Point Average of 2.5 and be in good behavioral standing. (Single room buyouts and accommodations are not available in Mariner Hall)

**\*Matteson Hall** is co-ed by floor with common bathrooms, lounges and laundry facilities, a full kitchen on the first floor and a kitchenette on the 2nd floor; accommodates 121 students. Thames at Mitchell program students are housed here. This is a substance free-living environment.

**\*Simpson Hall** is co-ed by floor and has common bathrooms, lounges, laundry facilities, and two kitchenettes. This residence is designated for students who have attained at least their sophomore year. The building accommodates 116 students.

**\*Saunders Hall** is a designated first year Residence Hall and is co-ed by floor with common bathrooms, lounges, and laundry facilities. This is a substance-free living environment and accommodates 112 students.

**\*Moorings, Harbor House, and Fair Haven** are located on Pequot Avenue. A short walk from campus, these three waterfront residence are designated for upper class students and home to living learning communities depending on interest level (ex. The Honors program). These historic Victorian and Colonial homes each house between 20 and 30 students and offers unique rooms; many with water views. Each hall has a lounge, laundry room and common area bathroom.

***\*Denotes substance-free residence***

### Apartment-Style Residences

**Montauk Apartments** accommodates twenty students. Each apartment on the 2nd and 3rd floor includes a bathroom and kitchen. The first floor contains two bathrooms and a full kitchen. Students are expected to have independent living skills in order to reside in these apartments and are responsible for the maintenance of the bathroom and kitchen areas. Laundry facilities are in the basement and the residence is air-conditioned. This is a designated living and learning environment for upperclassmen (juniors and seniors) seeking the experience of



## Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract

apartment living while enjoying the convenience of living on campus. (Single room accommodations or buyout are not available in Montauk apartments).

**\*East Winds House**, located two blocks off campus, is an easy five-minute walk to dining, classes, and the hub of campus life. East Winds House provides an independent living opportunity and accommodates thirty-six students in one and two-bedroom apartments. The residence includes a full kitchen, washer and dryer, a project area, and common lounge area. This is a designated living and learning environment for sophomores or older and is a substance-free living environment. Currently offline for the 2022-2023 academic year.

\*If you select to reside in Specialty housing (Mariner or Montauk) and require a single accommodation, your selection may be voided and you can be placed in a housing location that allows for single room accommodations and buyouts, unless you intend to waive your accommodation. Please also note there is an additional cost associated with residing in premium housing.

***\*Denotes substance-free residence***

### Residence Life Guidelines and Standards

The Mitchell College ("MC") Residence Hall community is special and unique! We hope that you will increase your academic ability, learn more about yourself, grow in your experiences with other people, and have a better understanding of your local and global community by living on campus. The success of a residential community depends upon the mutual respect, tolerance, and cooperation of all residents. Residents need to be concerned for the safety, rights, and property of both themselves and their fellow residents, and are expected to abide by the policies found herein, as well as those established by the Residence Life Staff. Students who fail to abide by these guidelines are subject to disciplinary action, which may include suspension or expulsion from the College and/or from MC housing.

These policies are subject to change at the discretion of the College.

### Student Code of Conduct

All students living in MC Residence Halls and Apartments are subject to the provisions of MC's policies governing student conduct and discipline. Students are responsible for knowing and observing MC's regulations and procedures. Students must recognize that as citizens they are subject to Federal, State, and local laws in addition to MC regulations governing student conduct and responsibility. Copies of the Student Code of Conduct are available in the office of Residence Life and can also be found on the College website. The Code is designed to establish behavioral standards for all students and to create a campus environment that fosters academic success and personal growth. The Code emphasizes respect for all MC students, staff, faculty, facilities, and educational mission.

### Residence Life Policies and Standards of Behavior

**Alcohol & Drugs:** MC fosters a supportive campus community, and through the use of educational programming, campus outreach, and community collaboration, students are encouraged to make responsible choices about alcohol and substance use. Violation of any of the following policies may subject a student to disciplinary action.

1. Consumption or possession of alcoholic beverages is strictly prohibited by all students and guests under the age of twenty-one (21).

2. **Alcohol is only permitted in a room or suite when ALL persons in the room or suite are 21 years of age and the residence is not designated substance-free. Purchasing, serving, or furnishing alcohol for or to a minor is prohibited and is punishable both by MC and under Connecticut law.**



## Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract

3. There are alcohol limits for those that are 21 years of age and older. These persons are limited to; (12) cans or beer or seltzers and/or (1) 750 mL bottle of wine. No hard liquor is permitted on campus.
4. Alcohol paraphernalia such as empty alcohol cans, bottles, containers or packaging is not allowed. Alcohol paraphernalia as décor is not permitted.
5. Use, possession, or distribution of any illegal drug or drug paraphernalia is prohibited.
6. Provision of prescription medication to any person other than the individual for whom it was prescribed is strictly prohibited.
7. Behavior that threatens the health or safety of the actor or others, or that may cause damage to property, is prohibited.
8. Students or guests under the age of twenty-one (21) may not purchase, possess, consume, or distribute alcoholic beverages at any MC sponsored event.
9. Alcohol without liquid (AWOL), including generators or vaporizers, or other equipment that encourages heavy alcohol consumption is prohibited.
10. Engaging in drinking games and other behaviors designed for the purpose of becoming intoxicated through the excessive use of alcohol is prohibited.
11. Open containers and/or consumption of alcohol in public areas (bathrooms, hallways, lounges, outside of buildings, etc.) are prohibited.
12. Attempting to coerce an individual to drink or abuse alcohol is prohibited.
13. Intoxicated students exhibiting disorderly or disrespectful behavior or who fail to adhere to MC staff directives may be subject to disciplinary action.

**Abandoned Property:** Property left behind when you vacate the premises will be donated to a charity or properly disposed of. **The College may assess an “improper check-out” charge of up to Two Hundred Fifty Dollars (\$250.00) for this additional service.**

**Appliances:** Small appliances/equipment such as clocks, radios, lamps, personal computers, and televisions may be used in student rooms provided the resident ensures the wiring is safe, items are turned off when not in use, and concerns from other residents/staff regarding noise from such appliances/equipment are respected. Electric cooking appliances of any kind, portable barbecues, and **any items with exposed heating elements are prohibited (with the exception of a microfridge).**

Students are required to use power strips instead of extension cords to protect their equipment during power outages and for fire safety. Space heaters and other heat-producing appliances are prohibited. For questions regarding items not allowed please refer to the student life section of the MC website.

**Bicycles:** Residents with bicycles must store them in their rooms or on designated bike racks on campus. Bicycles are not to be stored in stairwells, hallways, or lobbies. Bicycles must be locked when not in use.



## Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract

**Break Housing:** Residents may apply for break housing through the Office of Residence Life. Applications will automatically be denied for students who have had any serious conduct violations, including, but not limited to, alcohol or substance abuse, Residence Hall or conduct probation, vandalism, and security or safety violations. Students owing outstanding balances to MC also will be denied break-housing consideration. The cost for break housing is forty dollars per day (\$40.00) and does not include dining services. Residents who remain on campus over break are not allowed to have visitors or guests during this time. The College does not guarantee the availability of housing during scheduled breaks.

**Candles/Other Incendiary Products:** The possession or use of incense, candles, or candle warmers is prohibited. Upon discovery, any incense, candle, or candle warmer will be immediately confiscated and the student found in possession thereof will be reported to the Office of Residence Life. Electronic wax melters are permitted as long as there is an automatic shutoff.

**Check-in/Check-out Procedures and Room Condition Reports (RCR):** All residents are required to follow designated check-in and check-out procedures. All residents will complete an RCR upon checking into their rooms (this is found in Residence). It is critical that residents review this form carefully and note, in detail, the condition of each item listed. Once signed, the resident assumes financial responsibility for any new damages, beyond normal wear and tear, sustained to the room and/or its contents. **Residents who fail to complete their RCR within the first week of occupancy will be assumed to have approved the room's condition.** Residents will be notified when it is time to schedule a check-out inspection date and time. Details on check-out procedures are distributed prior to final check-out inspection. Students who do not follow proper check-out procedures will be charged an "improper check-out" fee.

**Common Areas:** Residents are responsible for keeping hallways, bathrooms, and common areas of Residence Halls and grounds free of personal trash and belongings.

**Community Respect:** Bigotry or hatred have no place within our community, and no one has the right to degrade, denigrate, or discriminate against any human being based upon their age, physical or mental ability or disability, national origin, race, sex, sexual orientation, gender, gender identity or expression, or religious affiliation. Mitchell College will not tolerate physical, verbal, or written abuse, threats, intimidation, violence, or any other form of harassment against any member of our community. Likewise, we will not accept alcohol, ignorance, ridicule, or substance abuse as an excuse, reason, or rationale for such behavior. Such behavior will result in disciplinary action, which may include removal from Residence Halls and/or expulsion from MC.

**Confiscation:** Residence Hall staff and campus safety officers are authorized to confiscate any item not permitted in the halls. Items not permitted include but are not limited to electric cooking appliances, alcohol (possessed by minors), kegs, illegal drugs, weapons, martial art implements, paintballs, airsoft guns, pets (not approved), incense, candles, candle warmers, explosives, and drug paraphernalia. Confiscated items will be turned over to Campus Safety, the Director of Residence Life, or the police, and the residents will be notified of the confiscation.

**Consolidations:** MC reserves the right to change room assignments, assign new roommates, and/or consolidate vacancies at any time. If directed to consolidate, and if space permits, a student may pay a higher fee for the remainder of the term to keep a single room.

**Damages/Alterations to Premises:** A damage deposit of Two-Hundred, Fifty Dollars (\$250) is required of all residents and is held against the student's account for the duration of the student's residency. Damage, theft, or acts of vandalism to MC property are strictly forbidden. Residents are responsible for repair costs for all damages (accidental or malicious) they cause in the residences (except normal wear and tear). MC maintenance staff will make all repairs. Residents are not permitted to attempt any repairs of any kind (i.e.; painting, furniture repair).



## Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract

Residents are asked to report all vandalism and identify individuals responsible to Residence Hall staff. Anyone found to be responsible for extensive and/or malicious damage is subject to disciplinary action, including removal from residency, in addition to the damage charges. Residents found responsible for damage will have their accounts charged at the end of the semester. Residents may appeal a damage bill by submitting an appeal in writing to the Director of Residence Life no later than thirty (30) days after the billing date.

**Decorations:** Provided that damage is not done to the rooms/furnishings and that they do not create fire hazards, residents may decorate their rooms. Items such as tape, tacks, and nails cause damage to walls and should not be used. State owned items or signs from the private sector, including but not limited to traffic signs, lawn ornaments, traffic barricades, and real estate signs are not permitted in student rooms. Alcohol paraphernalia as décor is not permitted.

**Exterior Door Locking:** For safety reasons, the exterior doors to the halls are locked at all times. Residents should carry their key/fob with them to gain entrance.

**Exterior Door Propping:** It is a security, fire, and safety hazard to prop open exterior doors. Students found propping the doors will be subject to disciplinary sanctions. The only exception is on move-in or move-out day, and doors should be closed promptly after you are finished moving items in or out.

**Fire Safety:** Tampering with fire safety equipment including pull stations, fire extinguishers, smoke detectors and alarms, alarm bells, fire exit signs, or any other item related to fire safety is a threat to life and safety is prohibited. **Violations of this policy will automatically result in a fine of up to Five Hundred Dollars (\$500.00) from the College and may result in further disciplinary action by the College. Fines and costs to repair or replace damaged fire safety apparatus will be charged directly to the student(s) responsible. Tampering with fire equipment is also a violation of State and local ordinance and may result in fines or criminal sanctions.**

Anyone who sees a fire in a building should pull the fire alarm to notify residents of the danger. We conduct a fire drill at least once each semester, announced or unannounced. Residents are required to vacate the facilities in the event of a fire alarm. Failure to do so is a violation of state law. No person may remain in or re-enter a building until the New London Fire Department, a campus safety officer, or a Residence Hall director gives permission. Residents are also required to vacate the facilities when directed to do so by staff members in the event of an emergency.

Any room decorations that create a fire hazard, hang from the ceiling, block fire detection units, facilitate ignition, or create dangerous barricades are prohibited. Residence Hall staff reviews fire evacuation routes with residents at pre-arranged meetings. Fires and fireworks are strictly prohibited in the halls or on MC grounds unless planned and sanctioned by the MC.

**Furniture:** The furniture in each room belongs to MC and is not to be removed or defaced in any way. Missing/damaged furniture will result in charges to those responsible. Common area furniture may not be removed from common areas. Waterbeds, homemade lofts, and non-MC wooden furniture are prohibited. Room and common area furniture must not block a clear path to any exit.

**Garbage:** Residents are responsible for the removal of all garbage and trash from their rooms. Trash or garbage shall be removed on a regular basis and shall be disposed of at the designated collection area outside each Residence Hall. Garbage or trash may not be left in hallways, common areas, bathrooms, or be thrown from a window. Residents may be charged an excessive cleaning charge if garbage is not disposed of properly.



## Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract

**Guests:** Residents have the right to have overnight guests in their Residence Hall rooms. However, the privilege of hosting guests is negotiable between roommates and a roommate's right not to feel imposed upon takes priority over a student's right to host an overnight guest. Each resident may have a maximum of two (2) overnight guests stay in their room for a maximum of two (2) nights at a time. A resident may not host the same overnight guest for more than four (4) nights in any 30-day period.

**Overnight guests must ALWAYS be approved by a resident's Residence Hall Director and sponsored by a host resident.** The responsibility to register a guest falls solely on the host student and must be done at least twenty-four (24) hours in advance. Students can submit a request to register an overnight guest online. The host student accepts the responsibility to notify the guest of all MC policies. Any guest not registered or who violates campus policies may be asked to leave campus immediately in the discretion of Residence Life Staff or Campus Safety. The host is responsible for the behavior of their guest at all times and shall bear financial responsibility for any damage to MC property caused by their guest. Any guest under the age of eighteen (18) must be a relative of the host resident, be approved by the Director of Residence Life, and fill out the required paperwork in advance of the visit.

A Campus Safety or professional Residence Life staff member may search any suspicious item(s) brought in by guests. A guest may refuse to allow an item to be searched; however, the item must stay locked in their vehicle, or be removed from campus at the discretion of the staff. Overnight guests must park in the commuter lot.

Note: Guests are not allowed to "homestead" in the dorms. In other words, they will not go from resident to resident seeking a place to stay. Non-residents may not stay more than two consecutive nights in Mitchell College housing.

**Housekeeping:** Residents are expected to maintain and clean their rooms on a regular basis. Monthly inspections will be conducted by the Residence Hall Staff to identify health, safety, and maintenance concerns. Residents are obligated to make the necessary corrections as directed. Common areas are attended to daily by the cleaning staff; however, cleaners have the right to refuse service to areas excessively dirty. If common areas are refused service for being too dirty, the residents with access to that common area will mutually share financial responsibility for any costs associated with cleaning.

**Health and Safety Checks/Rooms and Bathrooms:** Residents are expected to keep their rooms neat, clean, safe, and healthy. Residence Life staff performs health and safety inspections on a monthly basis. Residents will be given advance notice of these monthly inspections. Campus Safety and Residence Life staff will enter each room to check whether proper safety, health, and hygiene are being adhered to. We leave an inspection form for each resident with the results of the inspection. Any violation must be corrected within forty-eight (48) hours and the room will be re-inspected. The Residence Life, Campus Safety, and Facilities staffs have the right to enter any room at any time if a health and safety concern or violation of a law or ordinance is suspected.

Residence Life staff & Facilities staff will also conduct a formal inspection of all rooms prior to the closing of the hall at the end of each term. Near the end of the school year, a memo is sent out instructing residents how the room should be prepared for final move out.

**Judicial Procedures:** MC adheres to a restorative justice model and the school's judicial process utilizes this framework. If residents violate Residential Housing community guidelines or the Code of Conduct, they will be contacted either by phone or in writing to schedule a meeting to discuss the infraction. Residents are expected to respond to this request within forty-eight (48) hours and attend the meeting. If residents do not respond to the meeting request, they forfeit the opportunity to speak on their own behalf and any right to appeal the decision made. For further details on the MC judicial process all students are expected to familiarize themselves with the Code.



## **Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract**

**Keys and IDs:** Residents Students are provided building access (ID Card) and a room key. Student ID cards are coded to work only as an exterior door key to your assigned Residence Hall. Residents must carry their key and Student IDs at all times and may not duplicate keys or lend either their key or ID to others. Residents must report lost keys to their Residence Hall Director immediately. Students will be charged for the replacement of lost keys and/or ID cards. In the event the key is lost, the responsible person will be held accountable and liable for the reimbursement cost of \$75.00 for traditional buildings: Saunders, Simpson, Matteson, Montauk & Waterfront. Mariner keys are \$300 for the suite replacement. IDs and Keys are the property of Mitchell College. We as an institution have the right to collect these keys during long or short breaks, suspension, or expulsion from the institution.

**Kitchen Use:** The kitchens and kitchenettes found in Residence Halls are available for use by residents. All who use these spaces are expected to follow the posted guidelines. Residents must provide their own cooking utensils and leave the kitchen facility clean after each use. Residents who use the kitchen and do not clean it will be given a warning. Continued violations will result in more severe sanctions. In the event cleanliness becomes an ongoing problem, the kitchen may be temporarily or permanently closed.

**Laundry Room Use:** CSC Service installs washers and dryers for student use in all residential halls. MC is not responsible for damage to or loss of personal property associated with the use of laundry facilities. Tampering with laundry equipment is strictly prohibited. To report machine malfunctions or problems contact CSC Service at 1-877-264-6622. CSC Service also offers a mobile app for both android and ios users, which can be used to file a service request if needed. Please closely monitor your laundry and check on it often during the laundering process. This will help secure your belongings and make the machines available for other residents as soon as possible. You will need to supply your own laundry soap, bleach, and fabric softener.

**Lockouts:** Students should contact the Resident Assistant on duty if locked out. Identification will be required upon unlocking a door for security purposes. Each resident is allowed two (2) free lockouts per semester; further lockouts will result in a charge of Twenty-Five Dollars (\$25.00).

**Liability:** MC is not responsible for damage to a student's personal property by fire, theft, or any other cause. Students are encouraged to remove all valuables from their rooms during periods of absence. Students are further advised to refrain from bringing irreplaceable objects to MC and to obtain a homeowner's renter's insurance policy that provides coverage for their possessions.

**Maintenance Request:** If something breaks or malfunctions in a room, residents are expected to report it to a Resident Assistant or Residence Hall Director as soon as possible so a work order can be submitted. Work orders give MC staff and maintenance technicians permission to enter the resident's room in order to complete the required repairs. MC staff will attempt to make repairs while residents are in their rooms. Repairs not completed within five (5) working days should be brought to the attention of Residence Life Staff.

**Mail:** Residents are issued a mailbox and combination at the start of the term. A resident's mailing address is "Student Name, 437 Pequot Avenue, New London, CT 06320". All incoming mail will be sorted and placed in the resident's mailbox. Residents will be notified via email when they receive a package. The Mailroom is the white cottage next to Bingham Hall. **Mailroom hours are Monday through Friday 9:00 AM-3:00 PM.**



## Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract

**Meal Plan:** All residents are required to participate in a College meal plan. Students will have a choice of one of the following meal plans:

- 1) 19 meals per week/\$50 flex money per semester (required for all freshmen); or
- 2) 14 meals per week/\$100 flex dollars per semester; or
- 3) 10 meals per week/\$235 flex dollars per semester.

All students who do not select a meal plan by the stated deadline will be enrolled in the first meal plan listed above.

**Parking:** All resident and commuter students are required to obtain an MC parking permit if they intend to park on MC property. Parking permits may be obtained from Campus Safety in Nathan Hale room 105. Parking rules and regulations will be provided when you obtain your permit. There is NO student parking on the main campus Monday-Friday from 7am-6pm. Students who are also part-time employees of MC are required to follow the student parking regulations at all times.

**Pets:** With the exception of Service Animals and Emotional Support Animals (ESAs) no pets or animals of any kind are permitted in the Residence Halls at any time. Please contact the Office of Accessibility Services with any questions about accommodations involving service animals.

**Posting on Exterior Doors and Windows:** Surfaces which are visible to the public, including exterior doors and windows, must be free of distasteful postings, markings, and other alterations. Any damage done to these spaces will subject the individual to repair charges to restore any damaged surfaces. Any poster or flier a student would like to post within the Residence Halls must be approved through the Department of Residence Life. To post outside of the Residence Hall and around campus, fliers must be approved by the Office of Student Engagement and Orientation and shall be posted in pre-approved, designated locations.

**Quiet Hours:** Designated quiet hours are in effect Sunday through Thursday from 10:00pm to 8:00am, and Fridays/Saturdays from 12:00am to 10:00am. During quiet hours no noise should be heard outside of a room. Repeated violations of quiet hours may result in the removal of offending items, including stereos and televisions. **However, residents are expected to be conscientious of others in their Residence Hall at all times.** Yelling out windows, down hallways, or within stairwells is not acceptable behavior at any time. **A fellow resident's right to sleep and study supersedes the privilege to entertain yourself or others at any time.**

From the last day of regular classes through finals week, up to the closing of the Residence Halls, noise will be restricted twenty-four (24) hours per day to allow all students the optimum opportunity for study and sleep.

**Refrigerators/Microwaves:** The College does not provide microwaves, refrigerators, or microfridge combinations to resident students living on the MC campus. Students may bring their own refrigerators, but they must be 3.2 cubic feet or smaller. Microwaves are not permitted unless they are part of a micro-fridge unit, which has added features to ensure safe use. MC provides rental information for students wishing to rent a micro-fridge for the year. Residents are responsible for the return of this appliance in a clean, working order, reasonable wear and tear accepted. The College will not be responsible for any equipment left within the Residence Halls at the time a student vacates the premises.

**Room Entry/Search:** Residence Hall staff usually enters a student's room only after seeking the resident's consent. If a resident refuses consent, the staff member may still enter (after identifying self and staff role) for reasonable cause. Reasons for which staff may enter a room include but are not limited to: (i) to perform routine





## Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract

safety/maintenance inspections/repairs;(ii) to verify room occupancy; (iii) to respond to an emergency/crisis situation; and (iv) to investigate probable violations of MC policy. Even when consent is given, action may be taken against residents who are in violation of any MC policy.

MC reserves the right to search a room and/or the belongings of any resident upon reasonable belief that violations of federal, state, or local laws or MC policy are occurring. Such searches occur only with the approval of the Dean of Students or his/her designee after being requested by the Supervising Campus Safety Officer or Residence Hall Director. In the event a significant emergency exists that may place students in danger, the Director of Campus Safety may authorize a room search.

**Rooftops:** The rooftops of the Residence Hall buildings are off limits. If you lose an item on the roof, such as a ball or Frisbee, contact the Resident Advisor on duty for assistance.

**Room Changes:** MC believes that part of the residential experience is learning to live with other people through shared experiences and compromises. It is expected that students who request to live together do so for the entire year. It is also expected that students assigned together will make every effort to be successful roommates through talking and compromise so they can remain together for at least one semester. All requests for a room change must be presented in writing to the Residence Hall Director who will consult with the Director of Residence Life. Unauthorized room changes are not permitted and will result in the students involved moving back to their original rooms, losing their room change privilege for the rest of the year, and can result in a \$100 fine. **No room changes will be authorized during the first two (2) weeks of the semester.**

**Room Parties:** Social gatherings of 6 or more people within a traditional hall or 10 or more people in suite or apartments is not allowed for safety reasons.

**Sexual Misconduct:** The College's policies on consent to sexual activity and on sexual misconduct are part of the Student Code of Conduct. MC views violations of those policies with particular seriousness. Any student who believes they have been subjected to an instance of sexual misconduct, or that they have witnessed such an incident, is encouraged to report the incident to Residential Life staff.

**Single Rooms:** The majority of housing assignments on campus are in rooms with double occupancy. Students should expect to room with at least one other individual for the academic year. If a student requires a single room as an accommodation for a disability, they must contact the Office of Accessibility Services and complete the necessary application.

**Accommodation Single:** If you are an upper-class student who is approved for a single room accommodation through the Office of Accessibility Services, you can only be placed in Simpson, Moorings, and Fairhaven. First Year students seeking a single accommodation will be placed in Saunders or Matteson. All Thames Students seeking a single accommodation will be placed in Matteson.

**Placement:** \*Single room accommodations are not allowed in premium housing (Mariner or Montauk). If you submit an application to reside in premium housing, you are waiving your accommodation and will be given a roommate\*

**Solicitation/Commercial Uses:** Students are not permitted to use their rooms, or facilities in the Residence Halls, for any commercial purpose. Solicitors, salesmen or agents (student or others) may not contact residents or conduct any promotions in the Residence Halls for commercial purposes without prior approval from the Director of Residence Life.



## Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract

**Storage:** The Residence Halls are designed with minimal storage space and residents are expected to store all personal items in their rooms. **Storage is not available to students over the summer months.**

**Theft:** The unauthorized taking or possession of property belonging to MC or to any other resident is considered theft, and any student involved in such behavior will face College disciplinary action and will be reported to the appropriate authorities.

**Tobacco Use and Vaping:** Connecticut law requires all residential facilities to be smoke-free. Residents are not allowed to smoke cigarettes, vape, or use chewing tobacco inside the Residence Halls or any other building on campus. Please use designated smoking areas outside of campus grounds.

**Weapons & Other Prohibited Items:** Residents may not bring any type of weapon into the Residence Halls. This includes, but is not limited to, guns of any kind, "BB" rifles/guns, airsoft guns, martial arts implements, knives, swords, machetes, bombs, and explosives. Any student in possession of a weapon, even if brought into the Residence Hall only for display, will face disciplinary action by MC, up to and including expulsion.

**Vaccinations:** All residents must show proof of meningitis, mumps, measles, and rubella vaccinations in order to occupy MC housing. Effective Fall 2021 all students are also required to submit proof of Covid-19 vaccination.

**Windows/Screens:** Windows/screens may not be adjusted. Any removed screens will result in a financial fine and disciplinary action. No one may throw objects at or from the windows. Yelling from, or up to, Residence Hall windows is considered unacceptable behavior. Stereo speakers may not be placed in or around any window openings.

### Students' Rights and Responsibilities

It is important that you understand your responsibility as a resident and community member of MC. When you encounter another resident violating community guidelines, or if someone's behavior is disturbing you, the expectation is that you will request the offender to comply with community standards. If you are uncomfortable with this interaction, please seek help from Residence Life staff. If you do approach someone and the person does not comply, you should inform a Residence Life staff member on duty or Campus Safety of the situation.

It is also important that you realize that the Residence Life staff is not solely responsible for maintaining your environment and enforcing MC rules and guidelines. Residents themselves are at the heart of establishing a positive residential community. While staff is prepared to support residents by responding to infractions, they are not there to solve all problems. As a member of the residential community, you are also responsible for responding to and reporting violations. Every hall is assigned a Resident Assistant (RA) and every building has a Residence Hall Director (RHD); please make the effort to get to know these staff and how to reach them. Residence life staff is here to both support and help you throughout your residential experience.

**It is your responsibility and choice to remove yourself from any and all situations when you perceive a violation is occurring, or you may be held responsible for the violation even if you did not initiate it or engage actively in prohibited conduct. For example, if you are in your room and alcohol is being consumed, and you or others are not twenty-one (21) years of age, you need to make the choice to leave the room, ask the others to stop, or seek assistance, even if you are not drinking. If you remain, and the situation is documented, you will be held responsible for an alcohol violation. It is important you make informed and healthy decisions, however difficult, and are accountable for them.**

We hope that you can develop self-advocacy, leadership, problem solving, critical thinking and independent living skills while a member of our residential community. The quality of your experience while living on campus will be determined by your involvement and engagement as a community member.



## **Residence Hall Information, Residence Life Guidelines and Standards, and Housing Contract**

### **Housing Contract**

This Housing Contract ("Contract") is entered into between Mitchell College ("the College" or "MC") and the student who signs it in the space provided below ("Student") and shall be effective on the date it is signed by the Student.

WHEREAS, the Student has been admitted to Mitchell College, and wishes to reside in a Mitchell College Residence Hall or Apartment during the academic year; and

WHEREAS, MC is willing to provide the Student with a space in a Residence Hall or Apartment on the terms and conditions set forth in this Contract;

NOW, THEREFORE, in consideration of the promises set forth herein, the Student and the College agree as follows:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_