

Housing Policies and Procedures

Residents agree to review and comply with all rules, policies, and procedures established by Mitchell College in the Code of Student Conduct, on the College's official website, and in any documentation provided by the College. Violation of and/or failure to comply with these regulations may lead to disciplinary measures, including but not limited to fines, confiscation of items, and/or housing suspension.

Air Conditioning

Only air conditioning units provided by the College are permitted; individuals cannot install air conditioning units in any housing unit.

Alcohol Storage & Consumption in "Mixed-Age" Housing Units

A mixed-age housing unit is where residents who are 21 years of age or older and residents who are under 21 years of age are assigned to the same room, suite, or apartment. Alcohol is prohibited in mixed-age housing units in East Winds, Fairhaven, Harbor House, Moorings, and Simpson Hall. Alcohol can be stored and consumed in bedrooms of mixed-age housing units in Mariner suites and Montauk Apartment when all of the residents assigned to that bedroom are 21 years of age or older; alcohol is prohibited in the common spaces of mixed-age housing units in Mariner suites and Montauk apartments. Students who are 21 years of age or older cannot provide alcohol to or consume alcohol with room/suite-/apartment-mates who are under 21 years of age at any time in mixed-age housing units.

Bicycles & Electric Scooters

Bicycles and scooters cannot be ridden inside any residence hall or campus building. When not in use, bicycles and scooters cannot be stored in building stairwells, hallways, common spaces, or housing units. Bicycles and scooters can be locked outside to bicycle racks; they cannot be locked to light posts, railings, or any other fixture not designed for the sole purpose of securing bicycles or scooters.

Candles & Incendiary Products

Candles and incense (lit or unlit), as well as candle warmers are prohibited. Electric wax warmers with automatic shut-off are permitted.

Community Common Spaces

Residents are responsible for keeping community common spaces (hallways, bathrooms, lounges, laundry rooms, kitchens, etc.) clear of personal belongings, and trash. Furniture in community common spaces cannot be removed or moved. If the cleanliness of a community common space becomes an ongoing problem, it may be closed, and/or residents may be billed for damage and/or cleaning costs.

Confiscated Items

Student Life staff and Campus Safety officers are authorized to confiscate any item prohibited in residence halls and/or on campus. Confiscated items will be stored, destroyed, or discarded, as appropriate. A notice will be left when an item is confiscated with instructions of how to claim eligible items. Any items not claimed by Commencement each academic year will be discarded.

Cooking

Cooking is only permitted in the community kitchens/kitchenettes in East Winds, Fairhaven, Harbor House, Moorings, Matteson, Saunders, and Simpson Halls, and kitchens in Montauk Apartments. Residents who

use these spaces must provide their own cooking utensils, properly store leftover food, dispose of food waste, and clean all areas of the kitchen/kitchenette after each use. If the cleanliness of a kitchen/kitchenette becomes an ongoing problem, it may be closed and/or residents may be billed for cleaning costs.

Only the following electric cooking devices – with automatic shut-off, are permitted to be used in community kitchens/kitchenettes: electric tea kettle, Keurig, air fryer, and instant pot. All approved cooking devices must also be UL listed. Other cooking devices (toasters, toaster ovens, hot plates, grills, etc.) are prohibited in all kitchen/kitchenette areas.

No cooking appliances are permitted in student rooms or Mariner suites.

Personal microwaves are only permitted as part of a MicroFridge rental units in student rooms. Microwaves are provided in Mariner kitchenettes and other residence hall community kitchens/lounges.

Decorations

Residents are permitted to decorate housing units, as long as they do not damage the unit (walls, flooring, furnishings, fixtures, etc.), create a safety hazard (interfere with fire detection/suppression equipment, block egress to any exit, etc.), attach items to fire safety equipment (sprinkler pipes, sprinkler heads, etc.), or use prohibited items. In addition door decorations should be at least one inch from all edges and decorations can only cover 20% of walls.

The following room decorations are prohibited:

- Ceiling decorations (all types)
- Items that damage surfaces (tape, tacks, nails, etc.)
- State-owned signs (traffic signs, traffic cones, etc.)
- Private-sector signs (real estate, restaurant, etc.)
- Lawn ornaments
- Cut trees and live pumpkins
- Alcohol paraphernalia as décor

Electrical Items

Extension cords, halogen lights, space heaters/heating devices, electric blankets, and large appliances (washers, dryers, dishwashers, hot tubs, etc.) are prohibited in housing units. Power strips are permitted.

All approved small electrical devices (clocks, televisions, gaming systems, computers, lamps, etc.) must be UL listed and turned off when not in use. Personal refrigerators (3.2 cubic feet or less), maximum of one per bedroom, are permitted. Irons and hair styling devices (curling irons, straighteners, etc.) with automatic shut-off are also permitted.

Fire Safety

Tampering with fire safety equipment (pull stations, fire extinguishers, exit signs, smoke detectors, sprinklers, etc.) is prohibited. Tampering with fire safety equipment and not immediately vacating a building when there is an alarm violates state and/or local ordinances and may also result in additional fines and/or criminal sanctions.

Anyone who sees signs of a fire (flames, smoke, etc.) should pull the nearest fire alarm to notify residents. Residents must immediately vacate a residence hall when there is a fire alarm and cannot remain in or re-enter the building until the New London Fire Department, a Campus Safety officer, or a Student Life staff member gives permission to do so. Fire drills are conducted in residence halls at least once per academic year and Residence Life team members will review fire evacuation procedures at building meetings.

Fireworks are prohibited anywhere on campus. Fires are prohibited anywhere on campus unless they have been planned and sanctioned by Mitchell College.

Flammable Materials

Flammable materials (gasoline, kerosene, lighter fluid, fireworks, explosive chemicals, etc.) are not permitted in residence halls.

Furniture & Room Furnishings

Furniture and college-supplied room furnishings cannot be removed from housing units or altered in any way. Residents will be billed for missing and/or damaged furniture, as well as any furniture that is not returned to its original location in a housing unit. Furniture in housing units cannot block egress to any exit. Waterbeds, lofts, bed risers, and non-Mitchell College wooden furniture are prohibited.

Guests

Residents must get prior approval from room/suite-/apartment-mates to have host any guests. Residents are responsible for the actions of their guests at all times. Guests include other residential students not assigned to a housing unit, commuter students, and individuals who are not Mitchell college students.

Guests must be 18 years of age or older, unless they are a Mitchell College (excluding dual enrollment) or Thames at Mitchell student, accompanied by a parent or guardian, or participating in an Admissions-sponsored event. Resident hosts are responsible for notifying guests of all Mitchell College policies and procedures. Any guest who violates a campus policy may be asked to immediately leave a residence hall and/or campus by Campus Safety or a Student Life staff member. A Campus Safety or Student Life staff member may search any suspicious item(s) brought in by a guest. A guest who is not a Mitchell College student may refuse to allow an item to be searched; however, the item must be immediately removed from campus. Guests must vacate housing units no later than 12 a.m. (midnight) unless they are approved as an overnight guest.

Overnight Guests

Overnight guests must be approved by a Residence Life staff member and sponsored by a host resident. Residents may have a maximum of two (2) overnight guests stay in their housing unit for a maximum of two (2) nights at a time. A guest can stay on-campus a maximum of four (4) total nights in any 30-day period. Guests are not allowed to “homestead” in residence halls, meaning they cannot go from resident to resident seeking a place to stay. Guests who are not Mitchell College residential students cannot stay more than two (2) consecutive nights in Mitchell College housing. Guests are not permitted the first two weeks of each semester. The responsibility to register a guest falls solely on the resident host. Residents must submit a Guest Registration Request Form a minimum of two (2) business days in advance. Any overnight guest who is not registered may be asked to leave a residence hall and/or campus immediately by Campus Safety and/or a Student Life staff member. Overnight guests must park in the commuter lot.

Health and Safety Inspections

Residence Life team members will conduct regular inspections of housing units to ensure health and safety standards are being met and report maintenance concerns. Campus Safety, Facilities, and/or Residence Life team members will enter each housing unit, assess the space, and leave a form with the results of the inspection. Violations must be corrected within forty-eight (48) hours. While residents are notified of scheduled inspections in advance, Student Life, Campus Safety, and/or Facilities team members have the right to enter housing units at any time if a health and safety concern or violation of a law/ordinance is suspected, or to ensure violations have been addressed.

Housekeeping & Trash

Residents are responsible for cleaning, as well as removing trash and recycling from housing units on a regular basis and immediately disposing them in designated collection areas outside of residence halls. Additionally, residents must properly store leftover food and/or dispose of food waste immediately. Garbage and recycling cannot be left in community common spaces (hallways, community bathrooms, stairwells, etc.). Residents are responsible for providing their own cleaning supplies (vacuum, broom, garbage bags, etc.). Community common spaces (stairwells, lounges, hallways, etc.) as well as community bathrooms are regularly cleaned by Facilities staff. Residents in Mariner and Montauk Apartments are responsible for cleaning their housing unit's common spaces (kitchen/kitchenette and bathrooms) and providing bathroom and kitchen/kitchenette supplies (toilet paper, soap, paper towels, etc.).

Housing Unit Capacity

Each resident assigned to a housing unit can host a maximum of two (2) guests in their housing unit at a time, with a maximum of six (6) people in each bedroom or common spaces in Mariner.

Keys and Student ID Cards

Residents are issued a key to their housing unit and provided card access on their Student ID to their residence hall. Residents should carry their key and Student ID card at all times. Residents cannot duplicate, lend, and/or give their key or Student ID card to anyone else. Residents must report a lost or stolen key or Student ID card to a Student Life team member immediately. Residents will be billed for any key reported lost and/or they do not return when checking out of their housing unit. This fee will be charged to a student's account and used to replace the lock core and keys for the housing unit. The lost key fee is \$125 for Saunders, Simpson, Matteson, Fairhaven, Moorings, East Winds, and Harbor House; \$300 for Mariner; and up to \$300 for Montauk Apartments (depending on the housing unit). The fee to replace a lost Student ID card is \$25. Keys and Student ID cards are the property of Mitchell College and may be collected at any time.

Laundry

Washers and dryers are provided by CSC for residents to use in each residence hall. Residents can use a credit/debit card or the CSCPay Mobile App to use the machines. Residents are responsible for providing their own laundry supplies (detergent, fabric softener, bag/basket, etc.). Residents should report machine malfunctions or problems to CSC Service at 1.877.264.6622 or using the CSC mobile app. Mitchell College is not responsible for damage to, or loss of personal property associated with the use of laundry machines. Tampering with laundry equipment is strictly prohibited.

Locking & Propping Doors

Building, hallway, and room/suite/apartment doors must remain closed and locked at all times. Propping exterior doors, tampering with, adding, removing, and/or disabling any lock or door closing device is prohibited.

Lockouts

Residents should contact a Student Life team member when locked out of their housing unit. Resident Assistants (RAs) on duty are available beginning at 5 p.m. weeknights and 24-hours/day on weekends. Residents will be required to provide their Student ID card to verify their identity and housing assignment. Students with repeated lockouts may be required to meet with a Residence Life team member.

Mail

Residents are issued a mailbox and combination at the start of each term. A resident's mailing address is the following: Student Name (line 1); 437 Pequot Avenue (line 2); New London, CT 06320 (line 3). Residents will be notified via email when they receive a package. The Mailroom is open Monday – Friday.

Maintenance Requests

Residents are expected to report any maintenance issues to a Residence Life team member as soon as possible so a work order can be submitted. Once a work order is submitted, Facilities staff will enter the housing unit to address the maintenance issue. Facilities staff typically complete work in students' rooms 8 a.m. - 2:30 p.m. Monday – Friday. Residents should remove personal belongings from the area in need of repair, as well as notify their room/suite-/apartment-mates that the maintenance issue was reported.

Meal Plans

Residents are required to have a residential meal plan. First-year residents, as well as any residents who do not select a meal plan by the stated deadline each semester, will be enrolled in the 19 meals per week meal plan.

Residential Meal Plans

- 19 meals per week; \$50 flex dollars per semester
- 14 meals per week; \$100 flex dollars per semester
- 10 meals per week; \$235 flex doors per semester

Noise

Residents are expected to always be conscientious of other residents living in their residence hall so community members can sleep and study. Yelling out windows, down hallways, or in stairwells, or placing speakers in or around window openings is prohibited. Devices designed to amplify sounds are also prohibited.

Courtesy Hours are all times other than quiet hours. During courtesy hours, residents are expected to refrain from unnecessary and excessive noise, as well as comply with reasonable requests from other community members to reduce noise in a housing unit.

Quiet Hours are designated times when the noise level from inside a housing unit, including rooms within a suite or apartment, should not be heard outside of that room, suite, and/or apartment.

Quiet hours are in effect the following days and times:

- Sunday – Thursday: 10 a.m. - 8 a.m. (the following morning)
- Friday & Saturday: 12 a.m. (midnight) - 10 a.m. (the following morning)
- Twenty-four (24) hour Quiet Hours will be in effect from reading day through the end of finals each semester.

Parking

Residents are required to obtain a student parking permit to park on campus. Resident students cannot park on main campus 7 a.m. - 6 p.m. Monday – Friday. Residents who are also part-time employees are required to follow student parking regulations.

Pets

Residents are permitted to have fish as pets in residence halls in five (5) gallon or less tanks. All other pets are strictly prohibited in the residence halls. Residents should contact the Office of Accessibility Services with any questions about Emotional Support Animals and/or Service Animals.

Posting on Exterior Doors and Windows

Posters hung in residence halls or designated campus locations must be approved by the Office of Student Engagement. Posters cannot be hung on exterior doors, fire doors and/or glass surfaces and will be removed. Residents will be responsible for the cost to repair any surfaces damaged from hanging posters improperly. See the Campus Posting Policy for more information.

Property Loss & Liability

Mitchell College is not responsible for loss of or 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 and keep their housing unit door locked at all times. Students are further advised to refrain from bringing irreplaceable objects to campus and to obtain a renter's/liability insurance policy.

Restricted Areas

Residents cannot access or provide any individual with access to restricted areas. Restricted areas include, but are not limited to tunnels, roofs, exterior building walls, posted or enclosed construction/work sites, utility areas, and secured spaces.

Room Entry & Search

The College appreciates and respects residents' right to privacy and Student Life team members typically gain a resident's consent before entering a housing unit. A College employee may still enter a housing unit after identifying themselves to:

- Respond to an emergency, crisis situation, or potential threat to person and/or property
- Complete work orders, perform maintenance inspections and repairs, and/or respond to urgent maintenance concerns
- Complete health and safety and closing inspections
- Verify room occupancy
- Resolve nuisance noise (alarm going off, etc.)
- Investigate and/or enforce probable violations of Mitchell College policies and procedures

Mitchell College reserves the right to search a housing unit and/or the belongings of a resident when there is a reasonable belief that a violation of federal, state, or local laws and/or Mitchell College policies and procedures is occurring. Searches must be approved by the Dean of Students or designee. Campus Safety will conduct a search. Closed areas (refrigerators, closets, drawers, etc.) can be opened and inspected during a search.

Disciplinary measures may be taken against residents for violating Mitchell College policies and procedures, regardless of if consent was given to enter a housing unit.

Smoke-Free Campus

Mitchell College is a smoke-free campus. Students and guests are not permitted to smoke cigarettes, vape, use chewing tobacco, or use any product that emits smoke, vapor, or aerosol inside residence halls or anywhere on campus. Approved smoking areas are located off campus. Tobacco products may be stored in housing units.

Solicitation & Commercial Uses

Residents cannot use housing units or residence hall facilities for any commercial purpose. Solicitors, salespersons, or their agents (residents, students, or others) may not contact residents or conduct any promotions in the residence halls for commercial purposes without prior approval from the Dean of Students or designee. See the Campus Solicitation Policy for more information.

Storage

Residents must store all personal belongings in their assigned housing unit during the academic year. Residents should contact [StorageSquad](#) for storage options during the summer.

Substance-Free Housing

Residents cannot use or possess alcohol, drugs, or other substances in Matteson and Saunders Halls, which are designated as substance-free housing.

Vaccinations

Residents must submit proof of required vaccinations (meningitis; mumps, measles, rubella; varicella, etc.) in order to live in campus housing.

Vandalism

Vandalism (the intentional or reckless damage, destruction, and/or defacement of College or personal property) is prohibited and should be immediately reported to Campus Safety and/or Student Life staff.

Weapons

Residents cannot possess, use, display, or distribute any type of weapon into the residence halls. Prohibited items include, but are not limited to, the following:

- Firearms (defined as any projectile-firing device)
- Guns (all types, including but not limited to BB, pellet, and dart)
- Air rifles (including but not limited to paint ball rifles)
- Ammunition
- Bow and arrows
- Explosives
- Any slingshot device
- Any item that bears a likeness to a weapon (even if the intended purpose is entirely different)
- Knives (including martial arts devices and ceremonial swords), except those that are designed and used for food preparation

It is the responsibility of students to check with Mitchell College Campus Safety if there is a question of whether an item would be considered a prohibited weapon.

Windows & Screens

Windows/screens cannot be adjusted or removed. Throwing or dropping any item out of a window, entering and/or exiting any residence hall through a window, and/or hanging any item from a window is prohibited.