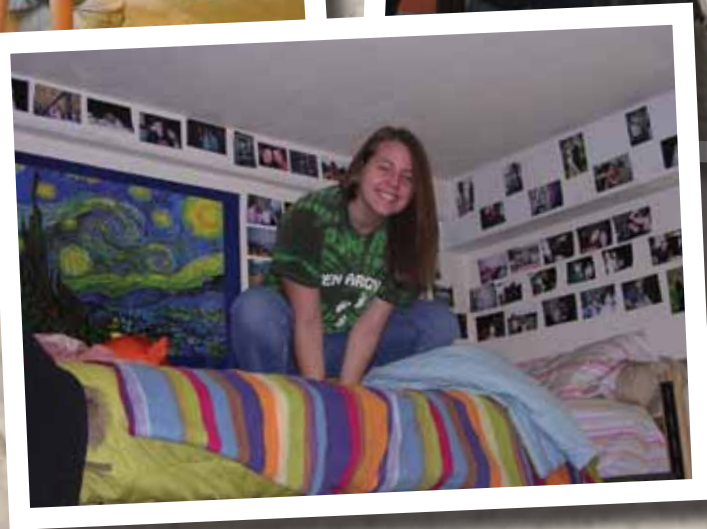
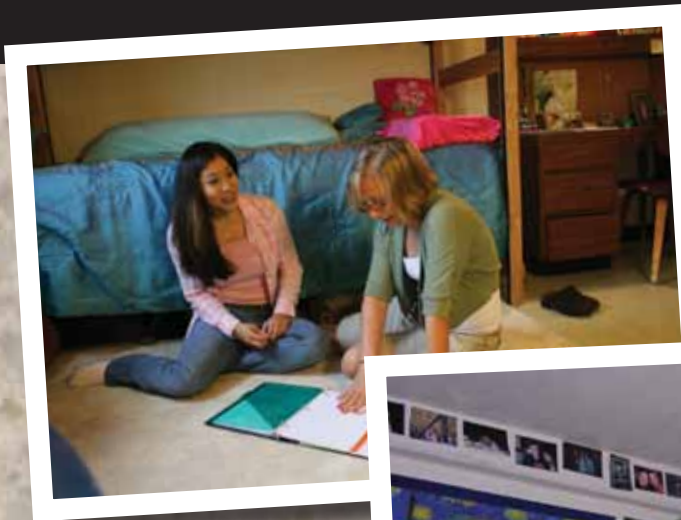


# LIVING *ON* CAMPUS

2011-2012



Millersville University  
SEIZE THE OPPORTUNITY

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# Welcome!

The Department of Housing and Residential Programs welcomes you to Millersville University and campus living. We are committed to helping you succeed both academically and personally. Above all, you will have the opportunity to live, learn and grow through the unique experience of living with other students.

Our residential areas surround the central campus area, so getting to classes, dining facilities, and social activities is easy. The choice is clear: living on campus is convenient, affordable, and close to campus resources.

We look forward to meeting you, and we encourage you to become an active participant in the array of activities offered on campus.

## Mission Statement

The Department of Housing and Residential Programs supports the academic mission of Millersville University through proactive environments that are conducive to learning, client centered services that provide students with tools to excel and positive emersion experiences that challenge our residents to transform into tomorrow's leaders.

## Values Statement

We value:

- Safe and secure living environments.
- Well-maintained facilities.
- Opportunities for learning, personal growth, and development.
- Respect for and dignity of the individual.
- Responsible behavior.
- Diversity.
- Community.
- Assessment and continuous improvement.
- Staff committed to providing an exceptional ethic of care.

Prices, dates, and times included in this booklet are subject to change without notice.

Millersville University is an Equal Opportunity/Affirmative Action institution. Coordinators: Services for Students with Disabilities—Dr. Sherlynn Bessick, Director, Office of Learning Services, Lyle Hall, 717-872-3178; Title VI and Title IX—Mr. Hiram G. Martinez, Interim Assistant to the President for Social Equity and Diversity, Delaware House, 717-872-3787; ADA Coordinator—Mr. Louis DeSol, Associate Vice President for Human Resources, Dilworth Building, 717-872-3017.

A Member of the Pennsylvania State System of Higher Education.

## What is a Resident Assistant?

A Resident Assistant (RA) is a full-time undergraduate resident student. An RA is a member of the Department of Housing and Residential Programs. An RA is responsible for providing the overall leadership to residents on a floor or wing, assisting students with personal and academic concerns, and helping resolve any group conflicts that might arise. Most importantly, the RA also serves as a facilitator to encourage a cooperative and considerate group-living environment. The RA is expected to help build a positive and inclusive community by initiating and organizing wing, floor, or hall activities and programs. She/he serves as an information resource about the campus, the residence hall, and the surrounding community. Most of all, an RA is a person who cares about her/his residents and attempts to make living on campus a worthwhile experience.

## What is a Peer Mentor?

Peer Mentors are staff members of Gaige, Harbold, Bard, Diehm (Honors) and Hull Halls. They are vital links to the success of the Freshman Year Experience (FYE) program and serve as a resource for all members of the FYE. This staff member is an effective link between the FYE faculty, Housing and Residential Programs staff, and existing support services at Millersville University. This position focuses on students' successful transition to the college environment and encourages students to integrate in-class instruction with out-of-class experiences.

## What is a Graduate Assistant?

The Graduate Assistant (GA) is a member of the Department of Housing and Residential Programs who lives in a residence hall and provides leadership for the Resident Assistants and the students living in the building. GAs are full-time students in a graduate degree program and work 20 hours per week for the department.

Residents will come into contact with a GA under many different circumstances during their stay in the residence hall; most likely, they will meet this individual when they check into their residence hall. Residents are encouraged to visit their GA during their posted office hours if they have concerns, questions or just to get to know them. An Area Coordinator (AC) supervises the GA. The GA aids the AC with maintenance concerns, discipline, roommate conflicts, and countless other services.

## Employment with the Department of Housing and Residential Programs

The Department of Housing and Residential Programs offers students positions such as Resident Assistants, Program Assistants and Peer Mentors. If a resident would like to learn more about the opportunities in the department, please contact a staff member in the Department of Housing and Residential Programs.

## On-Campus Residence Halls

All residence halls are air-conditioned and smoke-free. The following residence halls are considered on-campus and smoke-free living through the Department of Housing and Residential Programs: Bard, Burrowes, Diehm, Gaige, Gilbert, Harbold, Hobbs, Hull and Lenhardt Halls.

# Theme Housing

## Freshman Year Experience (Bard, Gaige, Harbold, and Hull Halls)

The Freshman Year Experience provides a living environment that emphasizes personal and academic development. Emphasis is placed on the individual student through an assortment of social and educational programs.

The Freshman Year Experience emphasizes the following:

- Living/Learning Communities – Freshman Seminar for Undecided—Provides the entering student who is undecided about a major an introduction to the University, with an emphasis on assisting the student in selecting a major area of study or enhancing understanding of the specific chosen major.
- Academic Support Services – Advising, peer mentoring, and career and major exploration are provided to assist students.
- Accentuating the Individual – Students are encouraged to get to know other students going through similar experiences in order to learn from one another and adjust to college life more easily.
- Student Involvement – Students are encouraged to take an active role in their hall and other leadership positions on campus.
- Diversity – Emphasis is placed on recognizing and appreciating individual differences.

## Center for Service Learning & Leadership (Hobbs Hall)

Hobbs Hall is a community-driven residence hall that emphasizes service learning and leadership. The center's mission reflects the ideals of L. M. Hobbs—teacher, minister, husband, Civil War chaplain, and one of Millersville University's founders by:

- Fostering personal growth.
- Inspiring and cultivating leadership.
- Creating global impact through service to the community.

## Honors and International Studies/Students (Diehm Hall)

This program emphasizes academic achievement, learning, and discourse. The Department of Housing and Residential Programs and the Honors College administer admission to the Honors Hall. More information may be obtained by contacting the Department of Housing and Residential Programs at 872-3162 or the Director of the Millersville University Honors College at 872-3571.

The International Housing option provides an opportunity for both U.S. and international students to experience, appreciate, and learn about different cultures. There is no language requirement, and admission is open to all on a first-come, first-served basis.

# Rights and Responsibilities

Living with other people in a University residence hall provides a wonderful opportunity to learn about yourself and others. However, these opportunities come with certain rights and responsibilities. In this section, we acquaint residents with the rights and responsibilities that are part of living on campus at Millersville University. These rights and responsibilities include guidelines and policies that help ensure all residents get the most out of their college experiences.

## Residence Community Bill of Rights

Each person, as a resident of a Millersville University residence hall, has certain individual rights and responsibilities that must be honored. This bill is intended to define minimal expectations on rights and responsibilities of residents in realizing their freedoms without placing constraints upon the rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her University life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

## Primary Rights

Primary rights of the resident include:

- The right to read and study free from undue interference in one's room. One of the basic purposes of the University is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep.
- The right to one's personal belongings.

- The right to free access to one's room during the period that the residence halls are open.
- The right to a clean environment in which to live. Optimal physical conditions are essential.
- The right to redress of grievances. If the academic and residential communities are to function in the most educationally profitable manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further holds the right to be free from fear or intimidation, physical and/or emotional harm, and without the imposition of sanctions apart from due process.
- The Department of Housing and Residential Programs reserves the right to temporarily remove a student from the residence hall if his or her behavior causes an employee or another student to fear for their safety. Behaviors include but are not limited to harassment, stalking, mistreatment, physical and/or emotional threats.

## Subordinate Privileges

Subordinate privileges of the resident are those that should be protected but should not infringe upon the reasonable exercise of the primary rights defined above. These subordinate rights include:

- The right to personal privacy. All persons should have the freedom from interference with their personal activities and should be able to maintain privacy for other than academic reasons.
- The right to host guests. All students should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Guests are to respect the above-stated rights of the host's roommate and of other residents.

## Information Concerning Students' Rights and Freedoms

Just as the University has the freedom to teach, students have the freedom to learn. The freedom to learn, whether it be in a living area or in the classroom, is dependent upon the conditions which prevail. Students can protect the freedom to learn through the choice of responsible actions. Each student's voice has the right to be heard when it comes to safeguarding their freedom to learn. For example, as a residence hall community member, a student is encouraged to assume responsibility in helping to foster community and maintain halls or area environments.

Although students bring to campus a wide variety of interests, they can develop many new and different interests while on campus. Students have the ability and the opportunity to organize and join associations that will promote their interests. Association with other students who have common interests can provide valuable educational opportunities.

## Responsibilities

Faculty, administration, staff, and students share the responsibility of developing and enforcing fair and reasonable codes of conduct and behavior. All members of the University community have the right to use the established disciplinary channels to protect the educational purposes of the institution. When students are accused of violating the Student Code of Conduct, they are guaranteed due process. This means that they will be informed of all charges brought against them, that they will be given a fair opportunity to refute the charges, and that the University will not be arbitrary in its actions.

# Policies

## Abandoned Property

If the student does not vacate the space assigned by the University at the conclusion of the period specified in the Housing Contract, or if the student does not remove all items of personal property from such space before the conclusion of the period, then the University may remove all property brought into the space by the student or any person admitted to the space by the student and restore the space. A minimum labor charge of \$65.00 may be assessed for removal and/or packing of abandoned property. Any property removed by the University may be stored or delivered to the student or treated as abandoned property and disposed of accordingly. The University shall not be liable for any damage to or loss of such property that occurs during the course of such removal, storage, delivery, or disposal. The student shall pay to the University all costs incurred by the University in effecting such removal, storage, delivery and restoring the space. In addition, unless the student's failure to vacate and restore the space is due to an act of God, national emergency, riot, or governmental directive to the University, the student shall be liable to the University for any loss suffered by the University if another student who has the right to use the space is materially delayed or impaired in his/her access or use by the student's failure to vacate and remove personal property from the space.

## Appliances

Because of an increase in the number of fires associated with cooking in residence hall facilities, the following standards have been set forth:

### *Approved*

Hot air popcorn popper, slow cooker/crockpot, blender, can opener, coffee maker/coffee pot, enclosed or low-heat hot pot, hair dryer, electric shaver, iron, radio, small microwave oven (9.5 amps), stereo and television, VCR/DVD, refrigerator (4 amps), PC/computer/fax machine.

### *Prohibited*

Deep fat fryer, hot oil popcorn popper, electric wok, electric griddle, regular toaster, toaster oven, grills (including George Foreman® grills), any high heat appliance or other appliance capable of heating grease to burning point, strobe lights and fog machines. Decorative string lights are also prohibited.

Refrigerators – Refrigerators must be limited to 480 watts of power and must not exceed four cubic feet in size.

If a student has any questions or needs additional clarification regarding the appliance policy, they may contact the Graduate Assistant or other Housing and Residential Programs staff.

## Bathrooms

Due to the increasing number of complaints received by the Department of Housing and Residential Programs, it has become necessary to make a formal statement regarding the appropriate use of residential bathroom facilities. The policy is:

- Guests must be escorted to and from the appropriate bathroom by a resident of the building. At no time should men be in a women's bathroom or women in a men's bathroom.
- A man may not shower in a women's bathroom; a woman may not shower in a men's bathroom.
- Only one person per shower at any given time.

The Department of Housing and Residential Programs must respond to complaints received about violations of this policy. Violations will be dealt with in accordance with the Student Code of Conduct. Repeated violations of this policy could result in cancellation of the housing contract.

## Beds and Furniture

The University does not provide bunk lofts. When roommates mutually agree, they are permitted to arrange their single beds into "lofts" provided they adhere to the "Loft Guidelines." Copies are available in each residence hall office. All units are to be inspected and approved by the Department of Housing and Residential Programs.

Waterbeds, beds suspended from ceilings, or any beds determined to be structurally unsound are not permitted. University beds may not be dismantled or removed (unless a loft is being constructed) nor may mattresses be placed on floors.

Please do not remove room furniture from rooms. In consideration of others, room furniture should never be left in study rooms, hallways, or lounges; furniture moving charges will result. Furthermore, if the furniture that was issued when residents accepted occupancy of the room is not in the room upon check-out, the residents will be held responsible for the full replacement costs.

## Bicycles

Bicycles should be appropriately secured and stored on campus in compliance with all campus, civil, and state fire and safety regulations. Bicycles should not be locked to any railings, trees, posts, tables, or pipes in residential areas, nor should they block fire exits. Bicycles must be secured to bike racks that are available either inside or outside of most residence halls.

All bicycles must be removed from bicycle storage areas the week following graduation, or they will be treated as abandoned property. The Department of Housing and Residential Programs encourages students to register their bicycle with University Police as a security measure.

## Bomb Threats

If you observe a potential bomb or suspicious object on campus, do the following:

1. **DO NOT HANDLE THE OBJECT!**
2. Call University Police at x3911.
3. Do not pull the fire alarm to evacuate the building. Instead, inform your hall staff and spread the word to people in your building. The police, when they arrive, will assist in evacuating the building.
4. Leave the building, move a safe distance away (300 feet or more) and remain there until instructed to return to the building.

### **If a bomb threat is received over the phone, ask the caller:**

When is the bomb going to explode?  
Where is the bomb located?  
What kind of bomb is it?  
What does it look like?  
Why did you place the bomb?

### **Write down:**

Time of call.  
Age and sex of caller.  
Speech pattern, accent, possible nationality, etc.  
Emotional state of the caller.  
Background noise.

Relay this information to the campus police officer and the police dispatcher and use the checklist to record this information.

## Break Housing and Inspections

Housing during academic year break periods is not available on campus.

For all breaks (fall recess, Thanksgiving, winter break and spring break), the residence hall staff will make a routine check of all rooms, in the interest of health and safety and to assure that the instructions for closings were followed. Repair work may be done by Maintenance Operations employees during these periods.

## Bulletin Board Guidelines

All items to be posted in the residence halls must be stamped and approved by the Student Memorial Center (SMC) Front Desk prior to posting any materials. Failure to do so will result in the immediate removal of all materials not stamped and approved. All approved notices will be removed at approximately two-week intervals.

Notices, advertisements, and documents of any kind are only to be posted on bulletin boards provided for such purposes or in areas that are designated for such postings by a University official. No notice, advertisement, or document of any kind should be attached to any wall, door, window, or other unapproved surface. Damage to walls or other surfaces resulting from violation of this policy will require that the individual responsible pay the costs of repair, and they may be subject to disciplinary action.

Inappropriate or offensive notices will be removed immediately and are subject to judicial action.

## Candles, Oil Burning Lamps and Incense

The possession or use of candles, oil lamps, incense, or any device producing an open flame is extremely hazardous and, therefore, prohibited.

## Card Access and Door Alarms

Millersville University I.D.'s are permanent cards for which students are responsible throughout their stay at the University. All residence halls are equipped with electronic card access devices, which will permit access only to residents and University personnel with valid identification cards. If a card is lost or stolen, you can get a replacement at the I.D. Office in Boyer between 8 a.m. and 4:30 p.m. Monday through Friday. After the I.D. Office is closed, students should report the lost or stolen I.D. card to the Graduate Assistant in their residence hall. The Graduate Assistant will issue a time-limited temporary card that must be returned in 72 hours to the residence hall office.

## Card Access and Door Alarms (continued)

### Care:

- Protect your card from physical abuse.
- Carry it in your wallet; DO NOT punch holes in the card.
- Avoid exposure to any type of magnetic source.
- Avoid running the I.D. card through washing machines or clothes dryers.

The halls are also equipped with peripheral door alarms, which will sound after a short period of time if the door is not properly closed. Students are expected to ensure that peripheral doors are closed properly as they exit, not to prop doors open, or allow non-residents who are not their guests to enter the buildings.

A resident host must escort visitors, guests, and other non-residents while in the residence hall. Residents who give entry to unescorted non-residents are in violation of the escort policy and are subject to disciplinary action.

## Common Areas

Common areas (lobby, study lounges, recreation rooms, etc.) of the residence halls are for the use of the residents that live in the respective residence hall. No individual or group should engage in an activity that inhibits the use of these common areas by other residents unless approved in advance by the Graduate Assistant. Lobby and other general public area uses can be scheduled with the Graduate Assistant. The use of balls and frisbees in common areas is prohibited.

## Common Area Damage

Students are expected to support and maintain the hall environment. When damages, thefts, messes, or other acts occur in the common hall areas (bathrooms, hallways, lounges, etc.), the hall learning community is jeopardized. Whenever possible, the Office of Housing and Residential Programs will hold the students responsible for all incurred charges. Students in the community can often help identify those responsible. If an individual does not take responsibility, the community as a group will take responsibility to pay for these damages. If the person(s) responsible are not identified, the community will be charged for common area damages. Charges are posted to the student's account once the billable damages reach \$5.00.

## Computers

All students are permitted to use personal computers in their residence hall rooms. All halls have direct WiFi access to the MU network and the Internet.

Students found virtually trespassing into other student computers or University computer systems will be referred to the Office of Judicial Affairs for disciplinary action. Students should also be aware that downloading copyrighted material is a federal crime with severe legal and University consequences.

For a full description of inappropriate computer conduct, refer to the Millersville University homepage and the University's Student Code of Conduct and its Policy for Responsible Use of Electronic Resources.

The Department of Housing and Residential Programs encourages students to register their computers with University Police. It is also strongly suggested that students provide surge protectors for use with their computers.

## Consolidation

The consolidation policy is intended to allow students who are interested in having a single/double room (single/double rooms will only be available when space allows) obtain one, to make the best use of residential space, and to be fair to students who have already paid for single/double rooms. Any student identified as living alone in a double room (whether because the roommate canceled, did not show up, or moved to another room) needs to take one of the following actions:

1. Move in with another student living alone in a double room.
2. Get another student to move into your room.
3. Sign a single/double contract addendum for the remainder of the academic year (single/doubles cost more per semester and the charge begins from the day of the signing of the single/double room contract addendum). Students wishing a single/double room will be moved to a vacant room.
4. Call the Housing Coordinator at extension 3162 to request consolidation with an assigned new roommate. The Housing Coordinator will then notify each student of his/her consolidated partner, which of them is expected to move, and by when the move must be completed.
5. The room must be ready for a student to move in at a moment's notice.

## Damages (also see Common Area Damages)

When a student checks into an assigned room, she/he accepts responsibility for its condition. The RA on the floor will complete a Room Condition Report (RCR), which will then be evaluated and signed by the resident. Upon signature, the RCR becomes a record for the condition of the room when she/he assumed occupancy. This report is compared to the condition of the room at the time of check-out. To protect themselves, students should thoroughly assess their room carefully when they move in.

Roommates will share equal responsibility for damages to furnishings, including doors and windows, when specific responsibility is in question.

Tape marks, glue, toothpaste, and self-adhesive plastic hooks on varnished or painted surfaces, as well as nails and screws in these same surfaces, cause damage for which residents will be billed.

The Department of Housing and Residential Programs will charge the occupants of a room for any restorative services (i.e., tape removal, wall washing and/or painting, surface refinishing on room doors, desk, dressers, bookshelves, closets, etc.). A minimum restorative damage charge of \$5.00 per person will be assessed for these damages. The use of poster putty is strongly recommended as opposed to tape.

## Appeals

Every resident has the right to appeal any bill received. Appeals to bills must be made in writing within fourteen (14) days of the posted date on the bill to the Department of Housing and Residential Programs. The appeal should address the following:

1. Describe, from your point of view, how the bill originated (what happened that caused us to bill you, in your view).
2. Describe your reasons for believing this bill should be waived or reduced in amount and the specific adjustment you think is appropriate.

## Decorations

Decorations can make accommodations more home-like and attractive, but this added beauty and comfort can easily be destroyed or turn to tragedy by a resident's failure to recognize and take necessary precautions to prevent potential safety hazards. Remember that a resident's safe actions may well protect the lives of not only themselves and their roommate but also other residents within the residence hall.

While there is opportunity for students to express individuality in decorating rooms, the following guidelines are to be followed in the interest of preventing fires and preserving our facilities.

- Decorative string lights are prohibited
- The possession and use of candles, incense, and oil-burning lamps is prohibited.
- Highly flammable materials, such as hay, straw, Spanish moss, cloth ceiling coverings, etc., are prohibited.
- Hanging flammable objects across the width or length of the room is prohibited.
- Obstruction of the access to the room door and/or window by furnishings or barriers is prohibited.
- Students may not paint their rooms.
- Windows and door exterior—if residents decorate their room windows or door, they should give consideration to the uniqueness of the University and the diverse population it serves. The Housing and Residential Program staff will contact students regarding inappropriate or offensive objects and decorations in the windows or on the door exterior.

## Holiday Decorations

- All electrical cords should be checked for frayed parts, loose connectors, etc., and must be UL approved.
- Candles, incense, gas or oil-fired lanterns, or any device producing an open or enclosed flame are not allowed.
- All decorative materials should be intrinsically flameproof or fire retardant or so rendered by treatment with solutions. Flameproof decorating paper is available commercially and should be used in all cases.
- Holiday decorations must be removed before Winter Break.

## Decorations in Public Areas/Rooms

- Windows or door exterior – if residents decorate their room windows or door, they should give consideration to the uniqueness of the University and the diverse population it serves. The Housing and Residential Program staff will contact students regarding inappropriate or offensive objects and decorations in the windows or on their door exterior.
- All hanging decorations in corridors must be fire resistant/proof materials.
- Decorations may not be hung from or in the way of fire alarm equipment (this includes smoke detectors, sprinklers, etc.). This applies to hallway and room decorations.
- Exit lights and fire extinguishers must always remain visible.
- Fire doors must remain free of paper and any obstruction at all times.
- Decorations may not be placed so as to obstruct access to hall, stairwell or exit.
- Candles (including decorative) shall not be permitted at any time.
- Decorative collections of alcohol containers shall not be permitted at any time.
- Covering the floor or walls with black plastic bags is not permitted.
- Live trees, branches, or wreaths made from live trees may not be used in decorating student rooms or corridors (this includes corn stalks and leaves).
- Student room doors may be decorated as long as materials are not draped or hung so as to create an imminent fire possibility. Peep holes and room numbers should be visible at all times.
- Extension cords are not to be used from student rooms into the corridor or hallways at any time.
- Decorative string lights are prohibited.

## Drug and Alcohol Abuse

The laws of Pennsylvania closely regulate all activities related to alcoholic beverages from manufacture to consumption. In keeping with efforts to maintain an environment that supports and encourages the pursuit and dissemination of knowledge, it is the policy of Millersville University to consider the use, possession, or trafficking of illegal drugs or any illegal use, possession or alcohol abuse by students, faculty and staff, or by others on premises under University control to be unacceptable conduct that adversely affects the educational environment. Disciplinary action will be taken if one is found in violation of this policy.

## Elevators

The elevators are the primary source of transportation in some of the living areas (Burrowes, Gaige, Lenhardt, and Hobbs Halls). Treat this equipment with respect and care. Misuse of the elevator's emergency apparatus will result in disciplinary action.

## Emergency Medical Intervention

For life-threatening emergencies, such as suicide attempts, drug or alcohol overdoses, hemorrhages, seizures, diabetic coma or shock, or possible fractures:

1. Call University Police emergency line x3911.
2. Notify a residence hall staff member as soon as possible.
3. Report all pertinent information regarding the incident and associated circumstances relevant to the situation.
4. The residence hall staff member will either contact other offices/individuals for assistance, or they may ask you, the student, to help make necessary calls.

This type of situation usually draws a crowd. This is why the staff member may solicit your help in contacting appropriate offices/individuals, or they may ask your assistance with crowd control. In doing this, you will allow us the opportunity to give the most expedient care we can to the student needing assistance.

If a student enters the building under the influence of alcohol, a staff member may deny entrance to that student. The student will be sent to the hospital for their safety.

## Entry and Search

The University reserves a reasonable right of entry into your room to assure proper maintenance and repair, to ensure the health and safety of all residents, and/or to investigate, when reasonable cause exists, that a violation of Housing and Residential Programs policies or other University, state, or federal regulations is occurring within the room. The complete policy on room entry and search can be obtained from the Judicial Officer in the Department of Housing and Residential Programs.

## Escort Policy

Residents are responsible for the conduct and behavior of their guests. This includes the responsibility of informing their guests of all pertinent residence hall policies and procedures. Residents must meet their guest(s) at the main entrance and escort them at all times.

Telephones are located at the main entrance or lobby of each residential area. These phones have been provided to allow a guest to contact a resident he/she wishes to visit. Residents must come to the lobby to meet their guests and act as an escort while the guest is in the building.

We value each resident's right to have guests as long as this does not violate the roommate's primary right of privacy. Guests should visit only with the approval of individuals with whom you live. In addition, guests may not remain in your residence longer than three nights. University policy states that a guest may stay for three nights in a row (with consent from the roommate). Finally, the guest may stay in the residence halls a maximum of eight nights per month. Failure to comply will result in disciplinary action and billing.

Guests ("occasional visitors") may not abuse visitation privileges by residing in the residence halls. The Department of Housing and Residential Programs reserves the right to distinguish between a visiting guest and actual resident. Violations of visitation guidelines could result in the cancellation of visiting privileges, cancellation of the resident's Housing Contract, and/or other disciplinary action.

## "Fighting Words" is Harassment in the University Community

Millersville University recognizes the right to freedom of speech as a fundamental tenet of the University and seeks to provide an environment for students, faculty, and staff that is fair, humane and respectful and from which violence or the threat of violence is eliminated. While the University is committed to allowing vigorous and open academic discourse and intellectual inquiry, the University reserves the right to intervene when "fighting words," as defined in this policy, are used in the University community.

This policy prohibits the face-to-face use of "fighting words" by a student, faculty member, or staff member to harass any person or persons on the University campus or other property under University control. "Fighting words" are those personally abusive epithets which, when directly addressed to any ordinary person, in the context used as a matter of common knowledge, are inherently likely to provoke an immediate and violent reaction, whether or not they actually do so. Such expressions include, but are not limited to, those terms or gestures widely recognized to be derogatory references to race, ethnicity, religion, gender, sexual orientation, disability, and other personal characteristics.

Members of the University community are subject to disciplinary action for violation of this policy through applicable disciplinary procedures. Persons who engage in disruptive conduct may be subject to penalties stipulated by civil and criminal law.

## Fire Alarms

**False Alarms/Intentional Fires.** Because of the dangers and risks to residents and fire fighters associated with false fire alarms and intentional fires, there are penalties for intentionally setting any fire; for intentionally causing any false fire alarm; and for vandalizing or tampering with any fire alarm or fire protection equipment. Sanctions may include, but are not limited to: loss of housing privileges, suspension, and/or criminal prosecution.

**If You Discover a Fire...Pull the Alarm!** Then call University Police (emergency line) at x3911 or x9911.

- Speak slowly enough to be clearly understood.
- Give your name.
- Give the exact location of the fire.
- Give any other relevant information, i.e., if anyone is hurt or in immediate danger.

When a fire occurs in a hall, it is especially life threatening because of the number of people endangered. It is essential that advance preparation be made by one so that if a fire should occur in a residence hall, the occupants and emergency personnel will have specific guidelines to follow. These guidelines should provide direction to those people involved in the emergency situation and lessen the number of decisions that must be made under stress.

**Evacuation Procedures.** WHEN A FIRE ALARM AT A HALL IS SOUNDED (by smoke, another person, fire drill or otherwise), ALWAYS TAKE THE FIRE ALARM SERIOUSLY AND ASSUME THERE IS A FIRE. All unauthorized persons are required to vacate the building or area.

If the situation allows, take a coat, wear shoes, and carry a towel for smoke and hair protection. Close your windows, leave the lights on, and shut and lock the door. Do not stop for personal belongings. Attempt to notify those in the most immediate danger first; help relocate those in need of assistance to a place of greater safety. This area should be away from the burning building and out of the path of arriving emergency personnel. However, everyone should remain in the area until emergency personnel can obtain an accurate list of those persons already evacuated.

**Residents With Special Needs During An Emergency.** Physically impaired students need to identify a number of “buddies” in their immediate living area who can provide them assistance during an emergency. Five or six

“buddies” are recommended in order that one or two may be present during an emergency or other special circumstance. These people would assist the individual in moving to a location of greater safety.

## Fire Safety Instructions

1. If there is smoke in the room, keep low to the floor. Not all rooms have windows that open! Residents should check to see if the window is capable of being opened. If the window does open, crawl to it and open it a few inches to allow fresh air in the room.
2. If the room is clear of smoke, touch the door before opening. If it is hot, do not open! If direct access to a phone is available, residents should call x911 to inform authorities that they are unable to leave the room. Stay in the room and wait for emergency personnel. If smoke is entering the room, stuff all openings with towels, etc.
3. Once in the corridor, head quickly but without panic to the outside stair well exit. DO NOT USE ELEVATORS UNDER ANY CIRCUMSTANCES.
4. Exit down the stairway double file, making room for the persons on the other floors as they enter the stairway.
5. When exiting, move quickly away from the building. Keep out of the way of emergency personnel. Residents are to immediately contact fire fighters, University Police or Housing and Residential Programs Staff if they believe someone is trapped in the building.
6. Do not re-enter the building for any reason.
7. If a student has information regarding a fire, they are encouraged to tell the nearest University Police Officer or call University Police at x3433. They may also contact the Department of Housing and Residential Programs at x3162.

Periodic fire drills will occur during the course of the academic school year. Please refer above for instructions.

## Fire and Emergency Equipment

Fire alarms are located on each floor, as are fire extinguishers. If abused, this equipment will not be functional in the event of a fire, thereby endangering the lives of many people. For this reason, anyone found tampering with or improperly using fire equipment will face disciplinary and/or legal action. Pulling a false fire alarm, for example, will result in removal from the residence halls and/or fine and legal action.

All residence halls are equipped with sprinklers. The Department of Housing and Residential Programs at Millersville University is not responsible for student effects and property lost or damaged due to fire or water damage should the sprinkler system be activated. Because of this, it is suggested and encouraged that all students have insurance to cover their personal effects.

## Firearms, Weapons, Fireworks and other Combustible Materials

Firearms (including toy/facsimiles and waterguns), BB guns, ammunition, fireworks, gasoline, motorcycles, mopeds and other combustible or explosive materials are not permitted in the residential areas. Knives, other than those used as kitchen tools, constitute a violation of policy as well. It is a violation of state law to store weapons of any kind on campus.

Any student caught throwing or using fireworks will be referred for disciplinary action, and his or her housing contract will be canceled (see Housing Contract).

## Housing Contract

Housing deposits are non-refundable. For further information regarding the Housing Contract, go to [www.millersville.edu/~housing/](http://www.millersville.edu/~housing/) and click on Housing/Housing Contract.

## I.D. Cards

### **Students must carry their I.D. with them at all times!**

Each Millersville University student is issued a permanent I.D. card, which carries the student's picture on it. A valid I.D. card carries with it certain privileges, such as use of the library, admittance to dining halls, admittance to various activities, and so forth. For residential students, the Millersville University I.D. allows them access to the residence hall in which they live.

In the event a student moves from one building to another, the Department of Housing and Residential Programs will update the student's I.D. to allow access to their new location and eliminate access to their old location. Students have 24 hours to move after they have completed the paperwork for a room change. During that period of time, the student will have access to both buildings. After 24 hours, access to the "old" building will not be possible except as an escorted guest of a resident.

For security reasons, each student I.D. card is for his/her use only and must not be loaned to other people. Violators jeopardize the security of other residents and are subject to University and/or civil disciplinary action.

## Illness and Absence

The Department of Housing and Residential Programs should be made aware of students' illnesses that may cause a student to miss classes for an extended period of time. Students who are unable to dine in the Residential Hall due to illness may receive a "Sick Tray." The service must be authorized by a staff member at Witmer Health Center, member of the Housing Administrative Office, or Graduate Assistant. Approved "Sick Tray" Service will be delivered to the Resident Hall Desk/Office after 5 p.m. All requests prior to 5 p.m. will be picked up by a roommate or designated friend. Trays that are not returned to Dining Services within 48 hours are subject to a charge being applied to their Student Account.

Students who suffer from chronic conditions, or who must take regular medication, should notify Health Services so that the information may be kept on file. Students with physical disabilities or limitations which require special considerations with regard to housing assignments should consult the Office of Learning Services in Lyle Hall. As with other student records, medical files are confidential and used by authorized personnel only.

Students who think they have been bitten by spiders, bed bugs or other insects should go to Health Services and have it verified; then report to in-hall staff for further instructions.

Students who have contracted AIDS will be evaluated by the AIDS Review Board concerning the advisability of their continuing to live on campus or attending classes. However, AIDS patients cannot legally be barred from enrollment, housing, or use of any University services.

If a prolonged absence is necessary for any authorized reason that the Registrar's Office has approved (these are listed on the Registrar's webpage: [www.millersville.edu/registrar/faculty/attendance\\_policy.php](http://www.millersville.edu/registrar/faculty/attendance_policy.php)), students should notify the Registrar's Office of their impending absence so that their professors can be notified officially. Upon return, in order to make up work missed, the student must have a written excuse from the Registrar's Office or their doctor to present to their professors. It is also suggested that the student inform their residence hall staff of their intended prolonged absence.

## Keys

Students are urged to carry their key at all times and to lock the door to their room. The room key should never be used by anyone other than the students themselves. Disciplinary action may result from the improper use of keys.

If a student's key is lost or stolen, they should immediately contact a staff member in their residence hall building and the staff member will order a lock change. The student will be billed for the new key and the lock change; the lock change is mandatory and is made to protect the students from unwanted intruders.

**Lockout Policy.** Students are urged to carry their key at all times and to lock the door to their room. The room key should never be used by anyone other than the students themselves. Disciplinary action may result from the improper use of keys.

If a student's key is lost or stolen, they should immediately contact a staff member in their residence hall building and the staff member will order a lock change. The student will be billed for the new key and the lock change; the lock change is mandatory and is made to protect the students from unwanted intruders.

If students lock themselves out of their room, they should proceed to the hall office and the staff member on duty will escort them to their room and unlock their door. If a staff member is not on duty, please call the housing office between 8 a.m.–4:30 p.m. or contact University Police.

Residents are responsible for their own room key. Unfortunately, however, it is not uncommon for students to accidentally lock themselves out of their room. Therefore, the assistance of a Housing and Residential Programs staff member may be needed in the event of a lockout. The policy for lockouts is as follows:

1. No charges will be assessed for students who lock themselves out the first 3 times.
2. Students will be charged a fee of \$5 for every lock out thereafter.
3. Students will be asked to verify identification.
4. Students locked out 5 times may face disciplinary actions.

A large part of Housing and Residential Programs Staffs' duties includes teaching responsibility of living in a communal environment. An easy way to avoid lockouts and subsequent fines is to always carry your key.

## Laundry Facilities

Washers and dryers are provided in each residence hall. Most are located in the basements of each building. Please check with a staff member for the exact location of the laundry facilities in each building. Residents are encouraged to stay with their laundry, as the University is not responsible for any loss or damages. Residents are expected to use courtesy and remove their laundry as soon as the machine cycle is completed. Non-residents of a building may not use the laundry facilities. All laundry machines are owned by Student Services, Inc. If machines are broken or not operating correctly, residents are to inform Student Services, Inc. staff of the issue (x3511).

## Liability for Losses or Thefts

The University is not responsible in any way for the damage, loss, or theft of a student's personal property or that of their guest(s), including losses attributable to vandalism. This responsibility must be borne entirely by the student. Many times, homeowner's insurance covers such circumstances. If not, we recommend that the student purchase rental insurance to cover their belongings.

Losses or suspected thefts should be reported to a staff member and to the Millersville University Police Department. Students are strongly discouraged from keeping large sums of money in their rooms and from discussing the value of their possessions with others.

## Linens

The University does not provide linen service. Students provide their own bedding and towels. For your convenience, the University does provide bed pads. Students must bring their own sheets, blankets, pillows, and bedspreads. All mattresses are now 80" long. There are some linen services available through outside vendors; contact the Housing Office for information.

## Mail

Mail is delivered Monday through Friday except on holidays or when the University is closed. The student's address should read:

Name	<b>Example:</b>
Room # and hall name	Jane Doe
Millersville University	123 Harbold Hall
P.O. Box 1002	Millersville University
Millersville, PA 17551-0302	P.O. Box 1002
	Millersville, PA 17551-0302

Students living on campus will receive their mail in their respective residence halls. Check your mailbox daily; newspapers will be discarded if not picked up within three days.

## Meal Plans

All students residing in University-operated residence halls are required to purchase either the captain's board plan, the 19-meal board plan or the 14-meal board plan. Student teachers and cooperative education students residing in University-operated residence halls may request a 10-meal board plan rather than the captain's board plan, 19-meal or a 14-meal board plan.

## Moving Off Campus

University policy requires all full-time undergraduate students (those enrolled for 12 or more credits) to live in University residence halls until they have completed four regular semesters, attempted 60 credits or turn 21, or students may live at the home of a parent or guardian. The one-way commuting distance is limited to 40 miles. Permission may be granted to commute from the home of a relative (grandparent, aunt or uncle) if the parent or guardian grants permission.

Students must complete a "Request to Move Off Campus" and/or "Request to Change to Commuter Status" form and receive permission to move off campus from the Department of Housing and Residential Programs. Forms are located in the Department of Housing and Residential Programs in Harbold Hall and on the Housing website.

## Moving Out/Check Out

When a student moves out (during the semester, midyear, end of the year or summer term), the student must schedule an appointment with the Graduate Assistant to make their desire to move known and then see the Resident Assistant to inspect the student's room. Every resident who moves out is expected to meet with a Resident Assistant after all belongings have been removed from the room and the room has been put in order (swept out, trash removed, original furniture in place).

## Moving Out/Check Out (continued)

At the time of the checkout appointment, a Resident Assistant will evaluate the condition of the room, noting any damages, trash, or cleaning concerns. The student will be advised of the assessment, if any, and notified of any possible fines or bills related to the room's condition. The student will have the opportunity to ask questions of the Resident Assistant to clarify his/her assessment. Please note: the Graduate Assistant and the Housekeeping staff will also inspect each resident's room.

Anything needing repair or replacement will be charged as "damaged" unless the item was: (a) listed in the same condition on the Room Condition Report (filled out when the room was first occupied by the student), or (b) normal wear and tear seems to be the cause. When it is not clear which resident is responsible for the damage, charges will be divided equally among the occupants of the room.

Moving carts are available and can be checked out/signed out from the RA office with your Millersville ID. You are required to return the cart in person to the originating residence hall. Failure to return the cart may result in your being charged for its replacement.

## Improper Check Out

Failure to complete a checkout will result in a \$35.00 fine. Additionally, students who check out after the conclusion of the semester as specified in the Contract for Housing and Residential Programs agree "to pay \$50.00 for each day or part of day in residence beyond that date." Also, see Abandoned Property in this handbook on page 4.

## Noise and Quiet Hours Policy

Since one of the basic purposes of the University is the dissemination and application of knowledge, one of the primary rights of students in the residential areas is the right to sleep and study, free from undue interference, in their rooms.

In order to insure that students have the opportunity to exercise their primary rights to sleep and study in their rooms, the following guidelines have been established:

### 1. Courtesy Hours and Quiet Hours:

- Courtesy hours are in effect **24 hours a day, seven days a week**. Students should confront neighbors when they think it is too noisy and, in turn, respect their neighbor's requests to hold the noise level down.
- Quiet Hours are from 10 p.m. to 8 a.m., Sunday through Thursday nights, and midnight to 8:00 a.m. on Friday and Saturday nights.
- During quiet hours, the noise level is to be one that is conducive to study and sleep.

d. During exam periods, quiet hours will be in effect 24 hours per day. Quiet hours begin at 12:01 a.m. on Sat., two days before exams begin to allow for appropriate study conditions and continue until all exams are complete.

e. These hours are applicable to both inside and outside noise which could be considered disruptive to one's right to study and/or sleep in one's room.

**2. Stereo Policy** – As a residential student, if the volume of a person's stereo equipment is such that it is being disruptive to his/her neighbors, the person will be asked to reduce the volume to an appropriate level. Continued use of excessive or disruptive stereo volumes may result in disciplinary action, which may include, but not be limited to: mandatory removal of the stereo equipment and cancellation of the Housing Contract for the academic year.

### 3. Should students feel that their primary right to sleep and study in their room are being violated, they should adhere to the following guidelines:

- Speak to the person(s) causing the interference.
- If this action doesn't produce satisfactory results, contact a Resident Assistant and inform her/him of the disturbance.
- Should a student still have difficulty, contact the Graduate Assistant.
- If a student still has difficulty, contact the Area Coordinator.

In summary, any type of disruption which interferes with one's right to sleep or study is not permitted. This includes noise that occurs outside or inside the residential areas whether it derives from an informal or organized event/activity. This will be enforced as a means of protecting the rights of students so that the University can promote its basic purpose of educating its many students. Violators of this policy will be subject to disciplinary action.

## Occupancy

Occupancy begins when a student is issued a room key and terminates when the key is returned according to proper withdrawal or room change procedures or checkout procedures.

## Pets

Because of public health regulations, pets (even those belonging to visitors) are not allowed in the residence halls. This includes, but is not limited to, cats, dogs, snakes, turtles, lizards, birds, hamsters, mice and other rodents. Fish in aquariums are permitted as long as they are kept in a sanitary condition—this is the only exception. A \$25.00 fine per day will be assessed until the pet is removed and disciplinary action may accompany violations of this policy.

## Room Changes

Room changes are not permitted during the first two weeks of classes each semester. The “freeze” period allows time to locate existing vacancies (through occupancy checks) and provides for a period whereby the residential population may stabilize.

Once the “freeze” period is over, room changes will be allowed during a period, which is advertised in all the residence halls. No physical changes can be made until the Housing Coordinator gives final approval. Residents have 24-hours during which to move after they have completed the paperwork for a room change.

Any resident who makes an illegal room change (a room change not approved by the Housing Coordinator in writing) may be charged with improper checkout and be subject to disciplinary sanctions. Room changes may be processed on an “as-needed” basis throughout the semester (depending on availability of space). Anyone who wishes to make a room change must make an appointment to meet with the Graduate Assistant of the residence hall to discuss the potential move.

## Roommate Agreements

The Department of Housing and Residential Programs believes that it is important for people to learn to live with each other and, as a result, emphasizes open dialogue and discussion. The Roommate Agreement is intended to serve as a guide for roommates in establishing greater understanding of expectations, values, and priorities. Whether students wish to use a formal document (available from the Resident Assistant) or carefully choose important issues for discussions, be sure to select an appropriate time at the very beginning of the year to discuss these issues.

## Safety and Security

Security starts with the resident. Despite the efforts of the Department of Housing and Residential Programs and the Millersville University Police Department, in the final analysis, students can make or break the best security plans. The personal security of resident students is a primary concern to the Department of Housing and Residential Programs. We are interested in the resident’s security concerns and problems and encourage them to work with us to make the year an enjoyable but safe one.

Simple reminders such as locking student room doors, going out in groups, and keeping track of room keys and I.D. are important security precautions that take little time but maximize personal security. Don’t let strangers into the building, don’t prop open doors, and always report suspicious people, packages or occurrences.

## Security Cameras

To add to the services that we provide our residents, vandal-proof cameras have been installed in the entryway and hallways of all residence halls. The cameras will be used to prevent, detect, and record activity that violates state or federal law and University policy. Retrieval of information for investigative purposes shall be the primary goal of the digital recording systems.

## Sexual Harassment Policy

A student may obtain assistance in understanding processes available to pursue either informal or formal resolution of a sexual harassment complaint on a confidential basis by contacting the Office of Social Equity.

A student who believes that he/she has been the victim of sexual harassment by another person should proceed in accordance with the Millersville University Code of Conduct. The policy can be found online at [www.millersville.edu/socialeq/files/SexualHarassmentPolicyStatement.pdf](http://www.millersville.edu/socialeq/files/SexualHarassmentPolicyStatement.pdf)

## Solicitation

No individual, group or group affiliate is permitted to make door-to-door solicitation in the residence halls. This includes activities such as selling, fund-raising, placing flyers under residents’ doors or on residents’ doorknobs and campaigning.

Note: the Department of Housing and Residential Programs reserves the right to place flyers under residents’ doors or on residents’ doorknobs when it pertains to information that affects housing policies, operations or procedures.

## Storage

The Department of Housing and Residential Programs cannot provide storage for University-supplied furniture that a student chooses not to use nor provide storage space for unused personal belongings.

## Telephones

Housing and Residential Programs will offer land-line phone capabilities within the residence hall rooms on an as requested basis. Telephone call boxes will be installed in key common areas of each of the residence halls and can be used for emergencies and outgoing non-emergency local calls. Requests for land-line capability can be submitted to the Office of Housing and Residential Programs, Harbold Hall. A limit number of phone lines are available.

## Television

TV service is available in all residence hall rooms and is included in the room fee. No premium services are available to students. Students are expected to supply their own cable cords.

## Television (continued)

If you experience problems associated with cable TV reception, please follow the guidelines listed below:

1. Is your television cable-ready?
2. Do you have the proper cord to connect the television?
3. Did you connect the cable cord to the correct outlet?
4. Did you try your television in another room with your cable cord and then with a different cable cord?

If problems persist, call the Help Desk at 871-2371.

## Thefts

Should a person be the victim of theft or other crimes, contact the Millersville University Police and the Graduate Assistant immediately.

## Threat Assessment Team

Millersville University has established a Threat Assessment Team (TAT@MU) to assist in addressing situations where students, faculty, or staff are displaying disruptive or threatening behaviors that potentially impede their own or others' ability to function successfully or safely. The process is designed to help identify persons whose behaviors potentially endanger their own or others' health and safety.

It is the responsibility of faculty, staff, and students to immediately report any situation that could possibly result in harm to anyone at the University. Any member of the campus community may become aware of a troubling person or situation that is causing serious anxiety, stress, or fear and, if so, this information should be provided to the Threat Assessment Team at (717) 872-3717.

In cases where a person may pose an immediate risk of violence to self or others, the Millersville University Police Department (MUPD) should be contacted at (717) 872-3433.

## Traffic Signs

The possession and display of traffic signs in one's residence is strictly prohibited. Disciplinary action will be taken against violators of this policy.



## University Police

The University Police office is located in Lebanon House. In an emergency situation affecting the safety of the residents or property of the University, this office should be notified at x3433 or x3911 (x3911 should be used for emergencies only). Certainly, if at any time a student is threatened with physical harm, call University Police immediately. University Police patrol the campus and are available to respond to calls 24 hours a day.

## Visitation

Lobbies are intended for use by residents and their guests only. Please remember that the right to study and sleep precedes any other privileges, such as visitation. The following general regulations are currently in effect in all residence halls:

1. All guests who are non-residents of the hall they are visiting must be met in the lobby or main entrance of the hall of their host. Guests must be escorted at all times. If guests are found without an escort, they will be asked to leave the building.
2. A hall resident may not escort more than five non-building residents and must remain with the guests at all times.
3. All roommates or hosts will be responsible for the actions of their visitors, whether or not these visitors are fellow hall residents.
4. A maximum of seven people in a room (resident or nonresident) will be allowed at one time.
5. No visitors are allowed to enter or remain in students' rooms without at least one room resident serving as a host. Therefore a host of the room must be present at all times.
6. The residence host and/or staff have the authority and responsibility to ask guests who are causing problems to leave the residence hall at any time. The staff may take appropriate action against anyone who is causing a disturbance or otherwise violating University regulations. The host of the guest causing problems may also face disciplinary action if they cannot control their guest(s).
7. Frequent violation of the visitation policy, as determined by the Department of Housing and Residential Programs, may result in the loss of visitation privileges for a room, wing, floor, or hall for a specified period of time.
8. Roommates are expected to show courtesy toward one another while entertaining visitors. Roommates should not be made to feel embarrassed or unwelcome in their room by the actions or habits of their roommate or roommate's guest.
9. Violation of these policies and procedures will be subject to judicial review and sanction in accordance with the Student Code of Conduct.

# Room Damage Fees 2011-2012

## Bath

Ceramic Toilet Top (special order)	\$77.00
Fan Over Toilet/Sink	Cost
Soap Dish	\$11.00
Sink	\$135.00 (minimum or cost)
Sink Drain Stopper	\$8.00
Shelves	\$25.00
Shelves <i>wall attach bar</i>	\$25.00
Shelves (Rehang)	\$15.00
Shower Curtain	\$13.00
Shower Curtain Rod	\$15.00
Shower Head	\$37.50
Toilet	\$299.00
Toilet Paper Holder	\$12.00
Toilet Seat	\$27.50
Towel Bar	\$23.50

## Bedroom

Desk	\$130.00 (minimum or cost)
Desk Chair	\$75.00
Desk Drawer	\$25.00
Desk Top	\$35.00
Mattress	\$110.00
Mattress Cover	\$15.00
Single Bed Frame	\$ Cost

## Doors

Closet Door	\$70.00
Closet Door <i>rehang</i>	\$20.00 (minimum)
Door Stop <i>kick-down</i>	\$15.00
Door Stop	\$8.00
Door Number Plate	\$20.00
Eye Viewer	\$13.00
Hole through Door	Cost
Hollow Core Door	\$80.00
Interior Door	\$130.00
Lock Core	\$50.00
Missing Door Latch Plate	\$9.50
Solid Core Door	\$310.00

## Fire Equipment

Broken Fire Alarm <i>apts.</i>	\$30.00
Fire Extinguisher	\$50.00
Fire Extinguisher Refill	\$35.00
Fire Extinguisher Glass	\$35.00
Fire Extinguisher Pin	\$5.00
Fire Alarm Pull Station Glass	\$8.00
Smoke Detector	\$100.00

## Furniture

Couch	\$1,000.00
Couch Cushion	\$100.00
Couch Rail	\$45.00
Furniture Burn/Stain	\$20.00
Furniture Finish Scrape	\$20.00
Kitchen Chair	\$50.00
Loveseat	\$800.00
Mirror	\$42.00
Mirror Remove/Rehang	\$10.00

Public Area Furniture Replacement	\$450.00
Recycling Bin	\$20.00
Trash Can	\$15.00
Wardrobe Knob	\$10.00

## Lighting

Ceiling Light Cover	\$30.00
Ceiling Light Globe	\$25.00
Complete Light Fixture	\$75.00
Desk Light	\$30.00
Exit Light Cover	\$50.00
Halogen Lamp	\$25.00
Missing Light Bulb	\$5.00
Reconnect Light Bulb <i>per bulb.</i>	\$1.00
Rehang Light Globe	\$7.00

## Paintwork (plaster repair additional)

Apartment	\$465.00
Bathroom	\$50.00
Bedroom	\$75.00
Ceiling Room	\$60.00
Highrise Room	\$100.00
Living Room Apt.	\$90.00
Paint Swatch Pulled Off Wall per 1"	Cost

## Plaster Work (cost per item)

Pin Hole	\$1.00
1/8 inch Nail Hole	\$2.00
Thumb-Size Hole	\$3.00
Ceiling Hook	\$5.00
Dent in Wall (1" square)	Cost
Large Area Plaster Work	Cost
Mark On Wall	Cost
Tape Tear in Paint Finish	Cost

## Refinish

Bed Drawer	\$20.00
Closet Door	\$55.00
Exterior Door	Cost
Interior Door	Cost
Wood Furniture	Cost

## Window Equipment

Blinds <i>bedroom/window</i>	\$60.00
Blinds <i>vertical/patio</i>	\$65.00
Blind Slat <i>each</i>	\$5.00
Blind String <i>each</i>	\$5.00
Blind Wand <i>each</i>	\$5.00
Glass	Cost
Screen, Window <i>bent frame</i>	\$30.00
Screen, Replace <i>frame okay</i>	\$15.00
Screen, Sliding Glass Door	\$65.00
Windowbar	\$15.00

## Miscellaneous

Bicycle <i>removal.</i>	\$5.00
Bed frame <i>improper storage in hall, seminar room, etc.</i>	\$25.00
Box/Store Personal Belongings	\$35.00
Burner Drip Pan from Stove	\$35.00
Cable Connector Plate	\$10.00
Carpet Burn - cigarette	\$10.00
Carpet Burn - iron	\$40.00
Ceiling Tile	\$6.50
Cigarette Ash Sand Can	\$55.00
Drip Pans	\$10.00
Fan Cover Over Sink	Cost
Fire Exit Sign	\$50.00
Floor Tile replacement	\$10.00
Loan Key - failure to pay for	\$5.00
Molding - <i>per section</i>	\$4.00
Outlet Cover Plate	\$5.00
Pets - per pet, per person	\$25.00
Porch Picket	\$7.00
Refrig. Outside Door	\$65.00
Refrig. Inside Molded Panel	\$60.00
Refrig. Door Handle	\$20.00
Refrig. Panel Bar	\$10.00
Retrieval of items from Drain	\$20.00
Wireglass - lg. door panel	Cost
Wireglass - sm. door panel	Cost

## Cleaning

Housekeeping Labor (per hour)	\$29.69
Adhesive on Window per mark	\$5.00
Bathroom	\$40.00
Bedroom	\$30.00
Cabinets	\$13.00
Chair/Sofa Cushion	\$22.00
Commode Area	\$15.00
Desk	\$2.00
Floor - <i>non-carpeted.</i>	\$17.00
Front Door	\$5.00
Gum/Wax on Carpet	\$10.00
Hallway	\$10.00
Kitchen - <i>per appliance</i>	\$20.00
Microwave Oven	\$6.00
Mirror	\$165.00
Porch/Patio Area	\$10.00
Recycling Bin	\$5.00
Shower	\$17.00
Sink <i>each</i>	\$6.00
Steam Carpet - <i>apartment.</i>	\$115.00
Steam Carpet - <i>bedroom</i>	\$25.00
Steam Carpet - <i>hallway.</i>	\$25.00
Tile	\$10.00
Trash Can	\$10.00
Trash - Excess in Room	\$9.00
Vacuum - <i>apartment.</i>	\$40.00
Vacuum - <i>bedroom</i>	\$10.00
Vacuum - <i>living room</i>	\$10.00
Vacuum - <i>suite.</i>	\$30.00
Windows - <i>inside, each.</i>	\$5.00

# Staff Telephone Directory

## BARD –

Office: 872-3055 / Lobby: 872-3056

Rooms and telephone numbers indicate RA  
(Resident Assistant)

Room	Ext	Room	Ext
123	4101	240	4273
140	4105	318	5083
218	4223	340	5095

## BURROWES –

Office: 872-3071 / Lobby: 872-3072

Rooms and telephone numbers indicate RA  
(Resident Assistant)

Room	Ext	Room	Ext
227	4386	727	4707
327	4364	827	4740
427	5292	927	4804
527	4570	1027	4974
627	4642	1127	5006

## DIEHM –

Office: 872-3111 / Lobby: 872-3112

Rooms and telephone numbers indicate RA  
(Resident Assistant)

Room	Ext	Room	Ext
110	5128	250	5413
130	5221	310	5416
210	5301	330	4035
230	5397	350	4063

## GAIGE –

Office: 872-3130 / Lobby: 872-3144

Rooms and telephone numbers indicate RA  
(Resident Assistant)

Room	Ext	Room	Ext
G77	5173	247	5242
108	5132	277	4107
147	4996	320	5392
177	5061	347	5069
220	5326	377	5451

## GILBERT –

Office: 872-3153 / Lobby: 872-3154

Rooms and telephone numbers indicate RA  
(Resident Assistant)

Room	Ext	Room	Ext
121	4189	241	4234
143	4145	317	4438
217	4196	341	4468

## HARBOLD –

Office: 872-3165 / Lobby: 872-3167

Rooms and telephone numbers indicate RA  
(Resident Assistant)

Room	Ext	Room	Ext
110	4444	247	4871
130	4561	310	4933
210	4663	330	4981
230	4752	347	5188

## HOBBS –

Office: 872-3238 / Lobby: 872-3239

Rooms and telephone numbers indicate RA  
(Resident Assistant)

Room	Ext	Room	Ext
109	4320	248	4697
128	4323	309	4936
209	4540	328	4983
228	4694	348	5159

## HULL –

Office: 872-3180 / Lobby: 872-3181

Rooms and telephone numbers indicate RA  
(Resident Assistant)

Room	Ext	Room	Ext
108	5192	248	5338
128	5205	308	5383
208	5208	328	4176
228	5311	348	4217

## LENHARDT –

Office: 872-3203 / Lobby: 872-3204

Rooms and telephone numbers indicate RA  
(Resident Assistant)

Room	Ext	Room	Ext
206	4121	706	4075
306	4555	806	4512
406	4127	906	4893
506	4069	1006	4860
606	4833		

# Important Dates 2011-2012

Orientation	Wed.	August 24	Halls open 9 a.m. – 4 p.m. for new students
Fall Semester	Sat.	August 27	Hall open, 9 a.m. – 5 p.m. for returning students
Opening	Sun.	August 28	Halls open, 11 a.m. – 4 p.m. for returning students
	Mon.	August 29	Fall 2010 classes begin, 7 a.m.
Labor Day	Mon.	September 5	No classes
Fall Recess	Fri.	October 7	Recess begins after last class, halls close 7 p.m.
	Tue.	October 11	Halls open 12 noon
	Wed.	October 12	Classes resume 7 a.m.
Homecoming	Fri.-Sun.	Oct. 28 – Oct. 29	
Family Day	Sat.	November 5	
Thanksgiving	Tues.	November 22	Thanksgiving recess begins after last class
	Wed.	November 23	Halls close at 9 a.m.
	Sun.	November 27	Halls open 12 noon
	Mon.	November 28	Classes resume 7 a.m.
Semester Break	Sat.	December 17	Classes end; halls close 7 p.m.
	Sun.	December 18	Graduation 2 p.m., Final closing 6 p.m.
	Sun.	January 22	Halls open 12 noon Sun. and Mon.
	Tues.	January 23	Spring 2011 classes begin 7 a.m.
Spring Recess	Fri.	March 9	Recess begins after last class; halls close 7 p.m.
	Sun.	March 18	Halls open 12 noon
	Mon.	March 19	Classes resume 7 a.m.
Semester Break	Fri.	May 11	Classes end; halls close 7 p.m.
	Sat.	May 12	Graduation 2 p.m.

*All dates and times are subject to change without notice.*

# Millersville University

SEIZE THE OPPORTUNITY



## Useful Telephone Numbers

When calling from off-campus, dial directly by preceding each four-digit number with "872-".

Emergency (Critical)	3911
Department of Housing & Residential Programs	3162
HARP FAX	871-2358
Off-Campus Housing Info	3707
Weather Forecast	3692
Daily Menu	3699
Information	3024
RecCheck	3501
University Police- Business	3433
Emergency	3911
Parking	3432
SMC Front Desk	3510
Facilities Management	3275
Activity Hotline	871-2302

Email [housing@millersville.edu](mailto:housing@millersville.edu)

Website [www.millersville.edu/~housing](http://www.millersville.edu/~housing)

## Important Phone Numbers

Bard Hall	3055
Burrowes Hall	3071
Career Services	3312
Counseling Center	3122
Diehm Hall	3111
Dining Halls	3443
Financial Aid	3026
Fitness Center	3898
Gaige Hall	3130
Gilbert Hall	3153
Harbold Hall	3165
Health Services	3250
Hobbs Hall	3238
Hull Hall	3180
Judicial Affairs	871-5841
Intramurals	3494
Learning Services	3178
Lenhardt Hall	3203
Library	3665
Mail Room/ID	3448
Registrar's Office	3035
Reighard Hall	871-5669
Shenks Hall	871-4600
Student Memorial Center	3510
University Police	3433
University Store	3268
Wellness Center	3841