



**Residence Life  
Information &  
Regulations**

# Residence Life Information and Regulations

*Note: This section addresses the services, regulations, resources, and operations associated with the six University residence halls (Gillson Hall, Hayes-Healy Hall, Lone Mountain Hall, Phelan Hall, Pedro Arrupe Hall, and Xavier Hall) and apartment style living (Loyola Village and Fulton House). Behavioral expectations and standards of conduct apply to all students residing in University-operated housing, as well as their guests. Additional information pertaining to apartments may be found in the University of San Francisco Apartment Style Living Student Handbook.*

## A. RESIDENCE HALL LIVING

The Office of Residence Life welcomes you to the academic year at the University of San Francisco.

One of the most exciting advantages of living on campus is the opportunity to establish relationships with people from many different backgrounds and parts of the world. Through living with others, you can learn more about yourself and gain the skills necessary to live successfully in a multicultural world.

Your experience on campus will be enhanced by your energy and enthusiasm. Living with others can be a difficult task. It takes consideration, patience, and a level of responsibility to keep a residence hall community functioning at its optimum level. An understanding of and respect for the rights and interests of others is key to making the residential experience meaningful for all who live in the halls.

The Residence Life staff is available to make your on-campus experience as comfortable and enjoyable as possible. The live-in staff provides direct service and support to residents. Residence Hall Directors (HDs) and the Apartment Director (AD) are full-time staff members with advanced degrees who are responsible for creating a safe, supportive and educational environment for residence hall students. Assistant Hall Directors (AHDs) and the Assistant Apartment Director (AAD) are graduate students who assist the HDs and AD in their responsibilities and oversee the hall desk operations. The AD, HDs, AAD and AHDs supervise the Resident Advisors (RAs), who are students residing on the floors trained to assist you in creating a positive floor community. Resident Ministers (RMs) of many faiths also live on residence hall floors; they provide spiritual direction for the residents.

The Central Office staff members are responsible for ensuring that residence halls facilities and programs meet the needs of the residents. Much of this is accomplished through the supervision and training of hall, apartment and office staff. Central staff includes the Director of Residence Life; the Associate Director for Staff and Programs; the Assistant Director for Operations, Facilities, and Marketing; the Assistant Director for Apartment Life; the Associate Director for Business Operations; the Assignment Coordinator; the Office Manager, the Graduate Assistant for Judicial Affairs and the Graduate Assistant for Facilities, Operations and Apartment Life. The Central Office is located in Phelan Hall 140.

Many leadership opportunities exist for students in the residence halls. The chance to learn and develop leadership skills as a member of various residence hall committees and councils can be a valuable experience. Residents may choose to become part of the Phelan

Multicultural Community, the Erasmus Project, the Pedro Project, the Martin Baró Scholars, the Loyola Village Themed Housing, and the Global Living Community. In addition, residents may choose to serve as a member of the Residence Hall Association or the Residence Life Student Judicial Board, or pursue a position as a Resident Advisor or desk staff member.

## **B. BEHAVIORAL EXPECTATIONS**

Violations of behavioral expectations and policies outlined in this section are grounds for disciplinary action. Students found responsible for repeated violations of either the Standards of Nonacademic Conduct (see Section D of the Nonacademic Student Conduct and Disciplinary Procedures) or policies contained in this section may be removed, either temporarily or permanently, from University-operated housing. Please refer to Section I of the Nonacademic Student Conduct and Disciplinary Procedures for information on the adjudication of alleged violations of University policy occurring within University-operated housing.

## **C. RESIDENCE LIFE POLICIES**

### **1. Alcohol and Other Drugs**

The State of California has established the age of 21 as the age at which alcohol consumption is legal. The privilege of drinking alcohol is extended only to those of legal age (21 years of age or older) in their assigned rooms or apartments (or in the room or apartment of a 21-year old host), excluding individuals who have signed a Substance-Free Room Agreement. The University of San Francisco is a drug-free campus and illegal drug use will not be tolerated and may result in immediate removal from University-operated housing. (Please refer to the Nonacademic Student Conduct and Disciplinary Procedures and the Drug-Free Policy, both included in this Handbook, for information on drug- and alcohol-related violations and sanctioning.)

The following behavior is prohibited within University-operated housing and will result in disciplinary sanctions:

- Intoxication (regardless of age).
- Possession of empty alcohol containers, even for decorative use, if residents are under the age of 21. Containers found in a student's room or apartment will be considered property of that student.
- Organization of or participation in a student group event where illicit drugs or alcohol are being consumed. Participation is defined as being present at the event, regardless of consumption.
- Possession or use a common source of alcohol (e.g., keg, party ball, trash can, etc.), or participation in an event where a common source of alcohol is present. Excessive amounts of alcohol, regardless of container type, may be considered to be a common source.
- Being present while others are using drugs.
- Being present (if under the age of 21) while others are consuming alcohol.
- Being present while others are unlawfully consuming alcohol.

Students hosting guests are responsible for their guests' adherence to University drug and

alcohol policies. Students present when drug and/or alcohol violations are taking place are subject to disciplinary action and may be held responsible for violating the Drug-Free Policy.

## **2. Animals**

For the health and safety of the community, animals are not permitted in University-operated housing. (Note: This does not apply to seeing-eye dogs and fresh-water fish with a 15-gallon tank limit.)

## **3. Bicycles and Motorcycles**

Motorcycles or any other gas- or electric-powered vehicle or machine may not be taken inside any University-operated housing facility because of fire regulations. The University reserves the right to remove bicycles blocking the entry or exit of any building and to impound motorcycles found in any residence hall facility. Bicycles can only be stored in private, assigned rooms. The University provides on-campus parking for motorcycles. Motorcycles must have a permit to park on campus. Contact Public Safety at x4222 for information.

## **4. Candles**

Candles (including unburned, decorative candles), incense, and other objects with open flames are considered extremely dangerous due to the potential for fire and are prohibited in both private and public living spaces. Candles found in the residence halls or apartments will be confiscated and destroyed, and students found in possession of candles are subject to a \$250 fine and other disciplinary sanctions.

## **5. Damage Charges**

Residents must take responsibility for causing damages to University property. Whenever it is not possible to assign charges for damage or theft of University property to specific individuals, those charges will be divided equally among the members of the hall or apartment floor or community. In those instances of damage to a student room where the responsible individual(s) is not identified, the residents of the room will share the charge. At the beginning of each semester, and periodically throughout the semester, damage assessment checks of shared public spaces (e.g. hallways, lounges, etc.) of the floor will be made by the Resident Advisor. Residents are encouraged to participate in the damage assessment process, and each resident will receive a bill for his or her share of damage to a public area at the end of the semester. A complete list of damage charges and costs is available on your Room Inventory Form.

## **6. Decorating**

Residents may choose to personalize their room or apartment. We encourage creativity with items such as bedspreads, posters, lamps, and plants. The basic guideline is to avoid doing things that will damage the room, doors, walls, furnishings, ceiling, or floors. Residents are not allowed to paint their room or apartment. Residents are responsible for any damage to their apartments, rooms, walls, floor, ceiling, and room door. Damage includes but is not limited to nail holes, stickers, holes or gouges, and graffiti. No items may be attached to the ceiling, light fixtures, from windows or hanging on the outside of the building from patios or

window ledges or fire safety devices. Smoke detectors must not be covered or altered for decorating. Those found in violation may be subject to a \$250 fine.

## 7. Electric Appliances

Electrical appliances with exposed heating elements, including but not limited to space heaters, sun-lamps, torchiere halogen lamps, ceiling fans, air conditioners, and hot plates, afford undue safety risks and are prohibited in rooms and apartments. Woks, rice cookers, toaster ovens, and similar cooking appliances may not be used in any room other than a kitchen or kitchenette.

## 8. Facilities and Property Use

Residents and their guests are expected to be respectful of University-operated housing facilities at all times. Use by a resident or guest of any bathroom facility except that which is designated for his or her sex is prohibited. Removal, without proper authorization, of residence hall property including, but not limited to, signs, lounge and bedroom furniture, and trashcans, is also prohibited. Those found in violation are subject to a \$250 fine. Due to safety hazards, residents may not affix anything to the walls or the buildings, including but not limited to TVs, shelving units, satellite dishes, banners etc.

## 9. Guest Visitation Policy

The right of a student to live in reasonable privacy takes precedence over the right of a student to entertain a guest in the room. Hosting guests is a privilege, not a right. All members of the residence hall community share the responsibility of helping to secure their community's welfare by communicating to visitors the expectations established through these regulations. Residents are responsible for the actions of their visitor(s) for the duration of their visit, and visitors must have a resident host at all times. All students, including non-resident students, are expected to abide by the terms of this policy and are subject to disciplinary action for violations.

Residents may host an overnight guest of the same sex by registering the guest at the residence hall front desk. Residents are allowed overnight guest privileges four times per month (one guest on four occasions, four guests on one occasion, or any combination totaling four nights) with the consent of their roommate. Residents may not permit a visitor to remain in or use the facilities of a residence hall (including a residence room, lounge or common area) or University-operated apartment for more three consecutive days during any given month without the permission of the Hall Director or Assistant Director for Apartment Life. Only students that have signed a current Contract for University Operated Housing may reside in a residence hall or University-operated apartment and only those students assigned to a particular room may reside in that room.

All guests are required to leave a valid USF or government issued picture ID at the residence hall front desk and hosts are required to register all guests and escort them at all times. Room occupancy is limited to no more than five people in a single room; 10 people in a double room. Occupancy in University apartments is limited to no more than 15 people in a three-bedroom unit; 10 people in a two-bedroom unit; and six people in a one-bedroom or studio unit. The Office of Residence Life depends on the integrity of the community to help staff uphold this policy.

## 10. Identification Cards

Student ID cards are produced by the One Card Office, located in Campion Hall room A2. They serve as a student's residence hall ID, meal card, Gleeson Library Card, Koret Health and Recreation Center Card, Career Services Center Card, Health Services Card and ID to cash checks on campus. Students are expected to carry their ID cards with them at all times, and IDs must be presented upon entry to all residence halls and upon staff request. All residents must have a current residence hall sticker affixed to their ID. Students that fail to present their ID when requested to do so are subject to disciplinary action, including a \$50 fine.

## 11. Posting and Mailing Policy

**Posting:** The Office of Residence Life is responsible for monitoring all literature distributed or posted in the public areas of residence halls and apartment buildings. All literature to be distributed or posted needs to be approved in advance by the ASUSF Graphics and Publicity Center, located in University Center 100, and the Office of Residence Life, located in Phelan Hall 140. Information is approved and posted based on the following criteria:

- USF departmental information, academic information, student services, and activities information. We will accept up to 80 copies of these fliers to be posted on each floor and in the lobbies of the Residence Halls.
- Residence Life reserves the right to refuse to post fliers attempting to sell goods, furniture, or services.
- Fliers that advertise alcohol-related events or which violate the University's Publicity Regulations will not be accepted or approved for posting or distributing in the residence halls or apartment buildings.

Posting of materials is permitted only on designated bulletin boards. Any materials posted in other areas will be removed, and no more than one poster advertising the same item or event is permitted per bulletin board. Students or student groups found responsible for violating this policy are subject to a monetary fine and the loss of the privilege of posting materials in University-operated housing.

**Mailing:** The University communicates with residents by means of residence hall mailboxes, University email and voicemail. Mailboxes are located in each residence hall or apartment complex. Residents are responsible for all information, including policy and procedure information, placed in mailboxes, sent via email or left on voicemail.

## 12. Quiet Hours

Residents are expected to be considerate and respectful of other residents at all times. Unreasonable noise and other distractions that interfere with the legitimate rights of others will not be tolerated. Students that create or contribute to unreasonable noise in residence halls, apartments, or areas immediately there surrounding during non-quiet hour times, otherwise known as courtesy hours, will be subject to disciplinary action. Quiet hours are set in each residence hall between 8:00pm and 8:00am Sunday through Thursday, and between 12:00am and 8:00am on Friday and Saturday evenings. Twenty-four hour quiet hours are enforced during exam periods. During the quiet-hour period, sound from a room should not be audible outside the room door or in surrounding rooms.

## 13. Smoking

Smoking is prohibited in all residence halls and apartments, as well as in any common area within the residence halls and apartments. In accordance University policy, smoking is not permitted within 30 feet of entrance to any University building, including the residence halls and apartments. Those found in violation may be subject to a \$250 fine.

## 14. Solicitation and Commercial Activity

**Door-to-Door Solicitation:** The University does not allow door-to-door solicitation of products or services in the residence halls or apartments. Printed material may not be distributed beyond a residence hall's front desk by any individual or group.

**Reserving Public Lounge Space:** Lounges and other public areas are for the exclusive use of the residence hall students and their invited guests. For special occasions these areas may be reserved through the Residence Hall Director or Assistant Hall Director. Overall responsibility for the condition of the room rests with the sponsoring individual or group, and furniture must be returned to its original order after the event. Use of a public lounge space for commercial activity is prohibited, and all University policies apply when the rooms are in use.

# D. RESIDENCE LIFE OPERATIONS AND SERVICES

## 1. Beds and Boxsprings

Because of the likelihood of excessive wear or damage, all boxsprings or headboards/footboards must remain in the room. Students found in violation of this policy will be fined \$50.00.

## 2. Cable Television

All residence hall rooms and floor lounges are equipped with cable television hook-up (local network service only). Residents are not permitted to purchase or install additional upgrades or other services or tamper with current cable connections. Please report any problems to Instructional Media at 422-2002.

## 3. Cleaning and Trash

Residents are responsible for regularly cleaning their room, removing waste materials, and for maintaining reasonable sanitation and safety standards. Room trashcans are to be emptied into the large garbage receptacles located in bathrooms on each floor. Please keep the bin areas neat. Cans and bottles are to be put in recycling bins only. Under no circumstances are trashcans to be left in the hallways outside student rooms. Residents who leave trash outside of their rooms are subject to a monetary fine. Trashcan liners and vacuums are available at the front desk.

## 4. Custodial Service

Custodial services for the residence halls are provided by ABLE Building Maintenance, a private company contracted by the University. The custodial staff is responsible for the daily maintenance of all bathrooms, facilities, lounges, kitchenettes, and corridor areas. Residents are responsible for cleaning their own rooms and ensuring the cleanliness of public areas

(hallways, lounges, and bathrooms). ABLE is not responsible for the removal of individual trash cans from residence hall rooms.

## 5. Damage and Property Loss

The University does not assume liability directly or indirectly for loss of or damage to personal property caused by fire, theft, water damage, or by any other means except to the extent provided by law. Additionally, the University is not responsible for personal property left behind by students upon check-out. Information on personal property insurance is available from the Office of Residence Life.

## 6. Keys

**Lock-Outs:** Lock-out keys are available at the front desk for emergency lock-out use. These keys must be returned to the desk within 24 hours to avoid a lock-core change. After two uses of a resident's lock-out key, the resident's Bursar account will be charged \$30.00 for each subsequent use during the remainder of the academic year. Each staff assisted entry is considered a lock-out key use. In addition, a meeting to discuss the abuse of the lock-out key policy will be held with the Hall Director or designee.

**Lost Keys:** Immediately report any lost keys to your residence hall front desk. The room will be re-keyed with a new lock. The cost to resident will be \$30.00 each time a key is lost. The roommate(s) will receive new keys, the cost of which is included in the fee. Once a lock recore request is made, it cannot be cancelled.

**Stolen Keys:** If a resident's keys are stolen, immediately contact the front desk, Residence Hall Director, and Public Safety. Residents are responsible for the \$30.00 lock-change charge.

*Note: Loyola Village residents should consult the Apartment Style Living Handbook for information on lock-outs and lost keys.*

## 7. Kitchens

Kitchens or kitchenettes are available in each of the residence halls and apartments. Keys to the residence hall kitchen may be signed out through the front desk with a student ID. Because of fire safety and health restrictions, kitchens are the only areas in the residence halls and apartments where cooking is permitted; students are not permitted to cook in residence hall rooms or apartment bedrooms.

## 8. Laundry Facilities

Laundry rooms are located on the lower levels of all residence halls and apartments, and include both coin and Dons Dollars card operated machines for washing and drying clothes. Residents provide their own soap and should not leave their laundry unattended. If a machine is out of order, please report it to the front desk of the building. To add money to your Dons Dollars account, please contact the One Card Office, located in Campion Hall room A2, at 422-7663 or visit pay stations located throughout campus.

## 9. Light Bulbs

Replacement light bulbs are available at the front desk. Facilities Management will replace vanity or overhead lights in student rooms upon request. Call 422-6464 to reach Facilities Management.

## 10. Mail

U.S. mail and intercampus mail (including hand-delivered mail from a University official) addressed to residents will arrive daily to each residence hall's front desk and will be distributed into mailboxes by a mail clerk. Residents will receive a package slip in their box when an oversized package or package requiring a signature arrives in their name. Notices concerning residence hall and campus events that are authorized by the Office of Residence Life also may be placed in resident mailboxes. As the University communicates with residents via mail, residents are responsible for checking their mailboxes regularly and will be held responsible for all information, including policy and procedure information, placed in student mailboxes.

*Note: Students residing in Loyola Village receive their mail directly from the U.S. Postal Service. Residents who receive packages or mail requiring a signature will be contacted via phone by the front desk.*

## 11. Maintenance

If a resident's room is in need of repairs during the course of the year, the resident shall contact Facilities Management at 422-6464 in order to file a Maintenance Work Order. For requests concerning blinds or furniture, please contact the Residence Life Work Crew at 422-6859. Our maintenance staff work Monday–Friday and are on-call for emergencies. Work requests are usually completed within two-working days, depending on availability of materials and the nature of the work. Request a follow-up if the work has not been completed within a reasonable amount of time. Residents should be aware that maintenance and Residence Life personnel might need to enter a room to fulfill requests (see Student Privacy in the Residence Halls). Residents are responsible for any damage to their room beyond normal wear and tear. Maintenance repairs or clean-up costs that result from vandalism, misuse or pranks will be charged to the responsible parties or floor community as appropriate.

## 12. Newspapers

Newspaper subscriptions will be delivered to the front desk. Residents should pick up their paper daily. Unclaimed papers will be disposed of at the end of the day, as determined by each desk.

## 13. Pest Control

The residence halls are serviced by a private pest control service. Pest problems in a room should be immediately reported to Facilities Management at 422-6464.

## 14. Recreation Equipment

Recreation equipment, such as cue sticks, pool balls, and ping-pong paddles, is available for use with pool and ping-pong tables located in some of the residences halls. Residents must sign-out the equipment from the front desk and will be held responsible for any damage to the equipment.

## 15. USF Recycles Program

USF is committed to developing environmentally responsible practices, both in energy conservation and solid-waste management. The USF Recycles Program recycles aluminum

cans, brown, green, and clear bottles, paper, cardboard, and plastics. Over 200 bins are placed around campus, including in the residence halls, to collect approximately seven tons of material each month. You are requested to help the efforts of recycling by placing materials in the proper bins. It is the responsibility of the entire floor to keep the recycling rooms clean. In situations where clean-up costs or damage charges are assessed, such costs or charges will be divided equally among the members of the floor. You may reach USF Recycles at 422-2705.

## **16. Refrigerators and Microwaves**

Small room-size refrigerators (no larger than 3.8 cubic feet) and microwaves are available for rent through non-University vendors. Students are limited to one mini-refrigerator and one microwave per residence hall room. Mini-refrigerators are not permitted in University-operated apartments. During the first two weeks of each semester, mini-refrigerator and microwave rental salespeople are usually located outside each residence hall. Any and all leasing agreements and rates are made available at that time.

## **17. Residence Hall and Apartment Front Desks**

Residence hall and apartment front desks serve as resource centers for each building in the delivery of a variety of services. The front desk provides 24-hour security, emergency assistance, and hall and campus information. It is also the place to check out lock-out keys and hall equipment, such as a vacuum.

## **18. Storage**

Because of limited space, the Office of Residence Life is not able to provide storage facilities for residents. Storage companies are listed in the Pacific Bell Yellow Pages.

## **19. Telephones and Ethernet Cords**

All rooms are furnished with a digital telephone. The telephone system provides long distance calling through the University. Residents receive an authorization code that allows them to place long distance calls. The phone in each room is part of the University system and offers options such as voicemail and compatibility for computer hook-up through a modem. Ethernet cords are available at the front desk. Additionally, each hall has a courtesy phone located in the lobby for calls to student rooms and on-campus locations only. Emergency phones are located on each floor and outside of each campus building. Please direct phone problems to Telecom at 422-4357 and computer problems to ITS at 422-6668.

## **20. Vacuums**

Vacuums are available at the front desk. Due to the high number of requests for vacuums, residents are only allowed to use them for 30 minutes at a time. Residents are responsible for the care of the vacuum cleaner while in their possession.

## **21. Vending machine Refunds**

Vending machines are located in each residence hall. If a resident loses money in one of the machines, he or she should report it to the front desk to fill out a loss form. The desk worker will direct the resident to the correct department for the proper refund.

## **E. CONTRACT INFORMATION AND RELATED REGULATIONS**

### **1. Room Assignments**

Room assignments are made based on information given on the Housing Preference Sheet. Hall and floor preferences, lifestyle preferences, age, and class standing are major considerations when making assignments.

### **2. Consolidation of Residence Hall Spaces**

The University reserves the right to assign residence hall rooms and apartments to make the most effective use of available space. Residents without a contract for a single room and who do not have a roommate are subject to room consolidation with another student. When space permits and at the discretion of the Director of Residence Life or designee, residents living alone in a double room may be offered the opportunity to rent their double room as a single at an increased cost. If a resident's roommate moves out of the room after the Room Change Week and another roommate is not assigned to the room during the semester, the student will have the option of remaining in the room and will not be charged the single-room rate. This provision is made as long as the roommate moved out of the room through no fault or cause of the student remaining in the room.

### **3. Room Check-In and Check-Out**

- a. At the beginning of the year, each resident will receive a Room Inventory Form to complete. It is the resident's responsibility to inventory the condition of the room and then have it verified by his or her Resident Advisor within seven days of checking in to the residence hall room or apartment. Any resident who fails to complete the Room Inventory Process may be held responsible for all damages to the room/apartment.
- b. Whenever a resident plans to move out of his or her room, either for a room change, at the end of the academic year or due to an approved contract release, he or she needs to inform the Resident Advisor or Apartment or Hall Director. They will provide the resident with instructions on how to properly check out of his or her room. The resident is responsible for making an appointment with a Resident Advisor, Hall Director or Apartment Director to complete the Room Inventory Form once all of their belongings have been removed from the room. The student will also need to fill out a forwarding address card at the front desk and turn in the room key(s). Please read all memos and information from Residence Life to avoid any last minute confusion, frustration or a \$50.00 improper check-out fine.
- c. Once a student has checked out of a particular residence hall, either because he or she has relocated to a new room in a different hall or moved out for the semester, that student may not return and enter the building unless he or she is registered as a guest. Students found in violation of this policy will be subject to disciplinary action.

### **4. Dates of Occupancy for 2004-2005**

The dates of occupancy are 9:00 a.m., Saturday, August 21, 2004 to 12:00 noon, Saturday, December 18, 2004 for the Fall 2004 semester; and 12:00 noon, Sunday, January 2, 2005 to 12:00 noon, Sunday, May 22, 2005 for Intersession and Spring 2005 semester. Exceptions to

the above dates must be requested in writing and approved by the Director of Residence Life or designee. Residents authorized to check-in prior to the contract period of occupancy may be assessed additional daily room charges. All University-operated housing facilities are closed during the Winter Break period (12:00 noon, Saturday, December 18, 2004 to 12:00 noon, Sunday, January 2, 2005).

## **5. Room Changes**

We encourage residents to make all reasonable attempts to work out any issues with their roommate(s). If all attempts have been unsuccessful, the resident should discuss the situation with their floor Resident Advisor. Residence Life staff are trained and available to support their efforts to work out any concerns that occur. Many rewarding roommate relationships have resulted from time, patience, and open communication between roommates. However, if all attempts to work through conflict fail, room changes are permitted during the second week of classes each semester, subject to availability.

Guidelines are distributed to all residents each semester explaining the room change process and residents may contact their Residence Hall Director for more information if needed. All residents involved in the room change must be in agreement before changes are made. Unauthorized room changes are not permitted and may result in termination of a resident's contract, assessment of a disciplinary sanction (a \$150.00 fine), or both.

## **6. Singles Rooms**

Single rooms are limited and offered on a first-come, first-served basis. An interest list for single rooms is maintained in the Office of Residence Life. The list is established by the order of class rank (graduate residents get first choice, followed by seniors and juniors).

## **7. Summer Sessions**

Limited housing is available during Summer Session for students enrolled in Summer Session. Current residents who plan to enroll in Summer Session must complete a separate Contract for University Operated Housing available through the Office of Residence Life. Residents remaining on campus will be consolidated into one designated residence hall.

## **8. University Residency Requirement**

Students who graduated from high school in 2003 or 2004 and are under the age of 21 are required to live in University-operated housing. Exemptions from this requirement may be granted to students living at home with their parents if their parents' permanent address is within a 30-mile radius of campus, or for medical or financial hardships as determined by the Director of Residence Life or designee. All requests for an exemption must be made on the Exemption Request Form and submitted to the Office of Residence Life for approval. When campus housing nears capacity, the University reserves the right to relax the exemption requirement at its discretion.

## 9. Contract Releases

The Contract for University Operated Housing is a legally binding document for the duration of the period of the agreement. However, a resident may request a release by submitting a Contract Release Request form provided by the Office of Residence Life. The Director of Residence Life or designee will consider requests for release based on (a) a significant change in finances, (b) illness or hospitalization, or (c) leave of absence, transfer, or withdrawal from the University. All requests are granted based solely on these grounds, and if a release is granted, the resident's Bursar account will be credited according to a pro-rated formula for room charges, plus the actual balance from the pre-paid meal plan. Contract releases will not be granted during the final four weeks of the semester.

## 10. Meal Plans

Resident students have the opportunity to select from one of three meal plans. Flexi-point plans utilize a declining balance system, similar to a pre-paid credit card, which allows each student to pay for only what he or she chooses. None of the plans is a "guarantee" of any specific number of meals. Students at all times are responsible for being aware of their remaining balance and should budget and spend according to their needs and preferences for meals.

Residents assigned to live in Phelan Hall, Hayes-Healy Hall, Gillson Hall, Lone Mountain Hall, Xavier Hall and Fulton House must purchase a mandatory meal plan each semester. Students may change their meal plan by completing a Meal Plan Form available from the Office of Residence Life. All meal plan changes for both the fall and spring semesters must be completed by the Census Date for each semester.

Flexi-points may be used at a variety of facilities located on campus, such as The Market, Jamba Juice, and Crossroads. Points may be used to purchase any items offered.

All food Flexi Board plans are nontransferable and are nonrefundable. This means that any balance remaining at the end of the spring semester is forfeited. Also, the value of Flexi-points cannot be transferred to pay other bills owed the University (such as tuition). Flexi-points do carry over from the fall to the spring semester, but a new plan must be purchased each semester. Students are responsible for spending their Flexi-points in a wise manner to prevent running out of points too soon or creating a large unspent balance at the end of the semester or year.

A fourth meal plan, only available for the spring semester, may be purchased by students who have a balance of \$200 or more carried over from the fall semester. This "mini" plan is available by completing a Meal Plan Form available at the start of Spring contract from the Office of Residence Life. All "mini" meal plan changes must be completed by the Census Date for the spring semester.

Students who have either (a) diets restricted for medical reasons or (b) have classes scheduled off campus, which makes it impossible to eat some of their meals at USF, can receive consideration for a modification of the required meal plan. Modified meal plans are only granted for these two reasons. All requests for a modified meal plan must be made prior to October 1 in the fall semester and February 20 in the spring semester. Forms to receive consideration may be obtained at the Office of Residence Life (Phelan 140).

## **F. EMERGENCY PROCEDURES**

### **1. Emergencies**

In case of emergency, dial x2911 for Public Safety, fire, or ambulance response. Refer to the last page of this Handbook for additional information about Emergency Procedures.

### **2. Fire Regulations**

**Fire Alarm System**-All residence halls and Loyola Village have fire alarm systems consisting of pull stations and bells. Activation of the pull station will ring the bells in the hall. Activation of the smoke detectors within the room will sound in the individual unit only. Please call x2911 to report the fire and summon the Fire Department.

**Smoke Detectors**-All student rooms have single station smoke detectors. Activation sounds a local alarm in the room only. Students are not permitted to tamper with, disable or destroy smoke detectors.

**Fire Lanes**-It is essential that fire lanes be maintained clear of vehicles and obstructions at all times. Vehicles in violation will be cited and are subject to towing at the owner's expense.

### **3. Fire Evacuation Procedures**

All students should be familiar with the fire evacuation route in their building. When a building alarm sounds:

1. Grab some warm clothing and shoes.
2. Feel the door before opening it. If it is hot, do not open the door. Call x2911 to report your location and hang a sheet or towel out of the window to attract attention.
3. If the door is cool, exit and proceed out of the building. Keep low to the floor if smoke is present.
4. Exit the building quickly and calmly, using the designated stairwells.
5. Once outside, move away from the building to allow the fire equipment to reach the scene of the fire.
6. Residence Life staff members or Public Safety officers will notify you when it is safe to return to the building.

Evacuation procedures for each residence hall are posted and the floor Resident Advisor will help familiarize residents with them. Stairwells marked for evacuation are for emergencies only. Residents who do not immediately evacuate the building during a fire alarm are subject to civil prosecution as well as University disciplinary action.

## **G. STUDENT PRIVACY IN THE RESIDENCE HALLS**

### **1. Limitations to Privacy**

The University of San Francisco recognizes the basic right of each resident to privacy in his or her University-operated residence hall room or apartment, whether located on or off campus. Although every effort will be made to respect this right of privacy, the University reserves the right to enter any resident's room or apartment to conduct a search for health, safety, and/or maintenance reasons, as well as suspected violations of University policies or procedures, local, state or federal laws.

It should be clearly understood that the guidelines outlined herein for search and entry are intended for the protection of the individual resident and the University. It is anticipated that the spirit of this search and entry policy will reflect an attitude of fair play to maintain the integrity of the individual and the University.

### **2. Room or Apartment Entry**

Rooms or apartments can be entered by authorized representatives of the University for the following reasons:

- a. Inspecting for condition of room and compliance with safety regulations;
- b. Repair, maintenance or cleaning of facility and furnishings by an employee or authorized representative of Facilities Management (including contracted janitorial personnel);
- c. Responding to reported or perceived emergency situations;
- d. Enforcing University policies and investigating possible infractions thereof; and
- e. Inspecting rooms and apartments to ensure that the building is vacated in fire drills, during vacation periods and, in the judgment of an authorized person (i.e., a University Life official, Residence Life staff, or a Public Safety Officer), there is an immediate and clear emergency regarding health or safety (e.g., a bomb threat, the presence of harmful animals, or a particular telephone number or address is needed in an emergency situation).

Authorized representatives of the University are expected to respond to violations of campus policy discovered upon entering a resident's room or apartment. Violations will be documented and students may be subject to disciplinary action.

### **3. Room or Apartment Search**

Residence hall rooms and apartments will be searched only with the voluntary consent (waiver) of the resident unless an Administrative Search Warrant has been granted by the Vice President for University Life or designated representative. The occupant(s) will be informed of the reason for any room or apartment search. It is understood that this policy in no way limits bona fide law enforcement officials with a search warrant from lawful entry. A possible reason for a room search includes but is not limited to an indication that the occupant(s) is in violation of University policy with regard to conduct, health standards, or safety regulations.

## 4. Procedures for Room Entry or Search

- a. No resident's room or apartment should be entered without first knocking. Entry, following the knock, shall be preceded by a time lapse of sufficient duration to provide occupant(s) with ample opportunity to open the door him or herself. In cases in which a room or apartment is entered in the absence of its occupant(s), written notification will be left by authorized personnel.
- b. Residents will be given a receipt for any belongings removed following a search or discovered upon entry. Their belongings will be returned, if and when it is safe and lawful to do so, after the disposition of the case by the appropriate University or civil authorities.
- c. Two University representatives must be present when searching a room or apartment if an occupant is not present.

## 5. Administrative Search Warrants

The Administrative Search Warrant authorizes only University officials to search a room or apartment. Any search by local police or other civic officials must be conducted with a search warrant issued through a court having competent jurisdiction.

An Administrative Search Warrant must include the following information:

- a. The violation(s) suspected;
- b. The basis for suspicion and the particular item(s) for which the search is being conducted;
- c. The room or apartment number to be searched and the occupant(s) name(s); and
- d. The date and approximate time of the search.

The Administrative Search Warrant must be authorized by the Vice President for University Life or designee.

## H. RESIDENCE LIFE CONDUCT PROCESS

The Residence Life Conduct System exercises jurisdiction over disciplinary cases related to alleged violations of the Standards of Nonacademic Conduct within University-operated housing. Its jurisdiction extends to all resident students.

Most cases of misconduct occurring in University-operated housing fall under violations enumerated in the Standards of Nonacademic Conduct, Residence Hall Services and Policies, and the Apartment Style Living Student Handbook. Students should refer to the Nonacademic Student Conduct and Disciplinary Procedures in this Handbook for information on the jurisdiction and reporting of misconduct in University-operated housing, a description of the Standards of Nonacademic Conduct, the due process rights afforded students charged with misconduct, and the possible sanctions that may be imposed as a result of a disciplinary hearing.