

Guide to Residence Hall Living Policies and Procedures

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1. Accommodations

1.1. All students requesting housing accommodation (including but not limited to room type, ESA, etc.) should contact the Accessibility Resource Office (ARO) to discuss this accommodation request. All requests to the ARO should be submitted by a designated deadline provided by Residence Life or ARO for best consideration. Requests are considered on a case-by-case basis. For more information please visit the ARO website at:

<https://www.saintmarys.edu/student-life/student-services/disability-services>

1.2. Meal plan accommodation should contact Notre Dame Dining's Nutritionist, Jocelyn Antonelli (jantonel@nd.edu) to discuss this accommodation request. Notre Dame Dining must formally approve all requests.

2. Pets and Animals

2.1. Non-carnivorous fish in an aquarium less than 30 gallons are permitted.

2.2. Emotional Support Animals are permitted only with approval from the Accessibility Resource Office and the Office of Residence Life.

2.2.1. Emotional Support Animals are approved only for specific residents in specific buildings. They are not permitted in buildings where the approved resident does not live.

2.3. Family pets (i.e. dogs, cats) may not enter residence halls. Family pets that visit are only permitted outside.

3. Appliances

3.1. All large, domestic-type refrigerators are prohibited.

3.2. Small refrigerators of 4.5 cubic feet or smaller are allowed.

3.3 Refrigerators in student rooms must be in good operating condition.

3.4. Up to 1 small refrigerator per student occupant is permitted in each room.

3.5. Students are not permitted to use high-wattage appliances other than those provided by the College in residence hall kitchens and common spaces. i.e. no air conditioners, broilers, rotisseries, ceiling fans, skillets, rice cookers, dimmer switches, hot plates, microwaves, tabletop grills, toaster ovens, bread makers, air fryers etc.

3.6. Personally owned grills are not permitted.

3.7. Electric kettles that have received a UL certificate are permitted.

3.8. Only power strips with surge protectors are permitted.

4. Prohibited Items

The following items are prohibited in the residence halls. This list is not all-inclusive. The Office of Residence Life reserves the right to prohibit items and practices that may not appear on the list but are deemed hazardous or unsanitary.

- 4.1. Firearms or weapons of any kind including guns, BB guns, air pistols, bows and arrows, and knives with a blade of 3" or longer except for kitchen use.
- 4.2. Explosives or fireworks of any kind
- 4.3. Volatile liquids including but not limited to propane gas fuel, paint, paint thinner, and turpentine
- 4.4. Non-UL-approved multi-outlet plugs
- 4.5. Beer kegs and "party balls"
- 4.6. Gasoline motors, including motorcycles and mopeds
- 4.7. Open burning elements including cigarettes, pipes, candles, and incense
- 4.8. Waterbeds, hot tubs (including homemade tubs), and saunas
- 4.9. Electric heaters
- 4.10. Gas grills
- 4.11. Air conditioners (without prior written permission from the Accessibility Resource Office and Residence Life) and provided by the College.
- 4.12. Flammable or non-UL-approved decorations, including live Christmas trees
- 4.13. Unsanitary items, including dead animals
- 4.14. Major weight-lifting equipment
- 4.15. Illegal drugs and drug paraphernalia
- 4.16. Objects placed on window ledges or dangerously hung from windows
- 4.17. Appliances that exceed the rated outlet capacity of 110V, 15 amp, or are considered fire hazards including, but are not limited to, the following: crock pots, hotplates, toaster ovens, electric frying pans, toasters, air fryers, immersible heating coils, microwave ovens, and halogen lamps

5. Alcohol and Paraphernalia

Indiana Law states that:

- It is unlawful for any minor (a person under the age of 21) to possess or consume alcoholic beverages
- It is unlawful for any minor to misrepresent or lie about their age to obtain alcoholic beverages (i.e. fake ID)
- It is unlawful for any person to obtain alcoholic beverages on behalf of a minor
- It is unlawful for any person to consume alcoholic beverages on public property unless authorized to do so by proper officials.

Additionally, Saint Mary's College enforces that:

5.1. Any item, decoration, or structure which has a function to promote or serve alcohol is prohibited. The residence life staff is responsible for determining what items qualify as alcohol paraphernalia. This includes but is not limited to beer pong tables, shot glasses, and beer bong.

5.2. Students over 21 years of age may keep and consume alcohol in their rooms following the SMC Code of Student Conduct.

6. Illicit Drugs and Paraphernalia

6.1. The possession, cultivation, sale, distribution, and use of illegal drugs are prohibited following federal, state, and local statutes. The possession of drug paraphernalia is illegal in the state of Indiana.

6.2. Violation of this policy will be dealt with following the SMC Code of Student Conduct.

7. Smoking

7.1. Saint Mary's is 100 percent tobacco and smoke-free. This means the use of tobacco or tobacco-related products (such as vaping and snuff) is prohibited on any Saint Mary's or Sisters of the Holy Cross property, including residence halls, academic buildings, all grounds, and inside any vehicle.

8. Bicycles

8.1. Students who operate a bicycle on campus are required to register the bicycle with Saint Mary's Campus Safety. Please contact them at security@saintmarys.edu or 574-284-5000.

8.2. Bicycles are to be parked in the bicycle racks located throughout the campus.

8.2.1. Under no circumstances are students permitted to park or store their bicycles in stairwells or common areas of the residence halls.

8.3. During the winter months, long-term storage is available through Campus Safety.

9. Internet

9.1. Wireless and wired internet service is provided in the residence halls. Any problems with internet service should be directed to ResNet at resnet@saintmarys.edu.

9.2. Personal hotspots are not permitted.

10. Privacy and Security

10.1. Students are responsible for what occurs in their room. To provide maximum security for persons and property, rooms should be locked when the room is unoccupied or when residents are asleep. The College is not responsible for loss of personal property caused by theft, fire, or other causes. Students are advised to obtain insurance coverage for all personal effects.

10.2. Although the College will use reasonable efforts to protect a student's property, the College is not liable for any loss, theft, or damage to property belonging to residents. Students are encouraged to invest in a personal insurance policy if their belongings are not covered under their parent's homeowner's insurance.

11. Lofts

Students may rent loft kits from the College for a fee of \$50 per loft. Pins to set up bunk beds are supplied at no cost. Only college-provided lofts/loft kits are permitted. Bed risers are not considered lofts and are permitted.

11.1. Lofts cannot be placed in front of windows or against heaters.

11.2. Lofts must be on the 5th rung or lower.

11.3. The top of the mattress cannot be higher than the bed rail.

11.4. Residents may not have ladders.

11.5. Provided safety rails must be installed and utilized.

11.6. During the second week of school, RAs will complete safety inspections to ensure proper and safe construction.

11.7. All lofts must be taken down the week before finals in the Spring semester.

11.8. If a resident relocates midyear, the resident is responsible for removing the loft from the original loft and either a) returning it to the hall loft store or b) transporting it to the new room (if the new room is in the same hall)

11.9. To get a loft residents will be able to pick it up at the loft store of the residence hall building. Residents will also need to return the loft kits to the place where it was picked up.

11.20. Residence life staff shall determine whether any structures or room arrangements violate all relevant regulations.

11.21. Corrections must be made within the time set by the Hall Director (usually 24 hours).

12. Damage to Room/Furnishings

12.1. Room furnishings are not to be removed from the assigned room. This includes relocation of desks, unoccupied beds, etc.

12.2. Window screens should not be removed at any time.

12.3. Any damage to a residence hall room or its furnishings will be charged to the occupants of the room.

12.4. All residence hall rooms are inventoried before the opening of the hall and are inventoried again following the closing of the residence hall.

12.4.1. Damages, missing furniture, and rule violations will be noted and the occupants of the room will be billed accordingly.

12.4.2. If corridors and/or other common spaces are damaged, the occupants of student rooms in the damaged section may be charged for the damage.

13. Hall Access/Exterior Doors

13.1. Access to residential floors is limited to residential students.

13.2. All guests must be escorted at all times.

13.2.1. Students are not permitted to loan out their keys or ID cards to anyone.

13.3. Use of emergency exits is strictly prohibited except during emergency evacuations.

13.4. Doors that allow access to residential floors cannot be propped open.

14. Guests and Visitation Policy

Guest policies and visitation hours were established to provide a safe and respectful environment for all who live in the residence halls. Because of this, residents must communicate with their roommate(s) when they plan to have visitors.

14.1. Visitation Hours

14.1.1. Sunday - Thursday, 10am-midnight

14.1.2. Friday - Saturday, 10am - 2am

14.1.3. Visitation hours and policies are in effect during all breaks

14.1.4. Male guests are to use only designated restroom facilities

14.1.5. Students are permitted to have male visitors at any time in the 24-hour lounges

- McCandless- front section (Visible to the front desk)
- Holy Cross- Front entryway (Visible to the front desk)
- Regina North- Front Desk to the mailbox section (Visible to the front desk)
- Regina South- Front Desk to the mailbox section (Visible to the front desk)
- Le Mans- First 1/3 of Reighboux lounge (Visible to the front desk)
- Opus- Front Lounge by fireplace

14.2. Guest Guidelines

14.2.1. Guests do not need to check in at the front desk; however, the student needs to meet their guests at the front desk to escort them.

14.2.2. All visitors to the residence halls who are not Saint Mary's College students, Residence Life Staff, or other authorized College personnel must be escorted when on residential floors and have a valid form of Identification. If a guest is found without an SMC student, they will be escorted out of the building.

14.2.3. It is the hosting student's responsibility to make sure that their guest follows all College policies and procedures. In the case an incident does occur, the host can and will be held responsible for the actions of their guest(s). If an incident occurs it is expected that all parties present will present their IDs.

14.2.4. No guests (including other SMC students) may appear to be living in the student host room.

14.2.5. Before having an overnight guest, students must receive permission from their roommate to host the guest.

14.2.6. All overnight guests must be female and at least 5 years old.

14.2.7. All guests are prohibited from staying in a room for more than two consecutive nights. Exceptions to this may be made at the discretion of the Director of Residence Life.

15. Noise and Quiet Hours

15.1. Courtesy hours are in effect 24/7. Residents are expected to oblige if the request is made by another student or staff member to lower noise levels.

15.2. Music is not permitted to be played at a volume that can be heard from outside the room.

15.3. Residence hall quiet hours are in effect

Sunday - Thursday 10 pm - 8 am

Friday - Saturday 12 am - 10 am

15.4. During finals week quiet hours are in effect 23 hours daily with a break from 7 pm - 8 pm

15.5. Requests from staff to be quiet are grounds for disciplinary action per Saint Mary's College Code of Student Conduct.

16. Health and Safety Issues

All students share responsibility for the health and safety conditions of their hall. To keep halls safe, students must keep the following facts in mind:

16.1. The fire exit routes from the residence hall must be known.

16.2. Burned-out light bulbs in corridors will be replaced by the Facilities staff. Students should not replace any light bulb with brighter or colored bulbs. Oversized bulbs can overload the circuits and create a fire hazard.

16.3. Installation and/or the use of ceiling fans, air conditioners, water beds, and/or electronic or kerosene space heaters are not permitted.

16.4. Propane grills or any other type of liquid gas tanks are not to be stored nor used in residence halls.

16.5. The following are prohibited as an interior finish to any residence hall room:

16.5.1. The installation of plywood paneling, plywood sheets, decorative wood shingles, particleboard, hardboard, wallpaper, paperboards, and any other flame and smoke propagating materials.

16.5.2. Combustible fabrics, burlap, paper, cork, and other flame and smoke-propagating materials.

16.6. Combustible materials should not be placed against or left in contact with radiators, heating units, light bulbs, lighting fixtures, or any other electrical items.

16.7. Halogen torchiere lamps with a tubular halogen bulb greater than 300 watts are prohibited. All halogen lamps must have a properly installed safety guard. Individuals owning these lamps must prove the bulb wattage is 300 watts or less, replace all bulbs without wattage ratings, and obtain and properly install the wire safety guard.

16.7.1. Lamps should never be placed near curtains, bedding, posters, or pictures. Clothing, towels, etc. should not be draped over lamps.

16.8. Carpeting is not permitted on walls or ceilings. Ceilings shall not be draped with any fabric, netting, or paper products.

16.9. Partitions shall not be constructed in any residence hall suites or rooms.

16.10. Storage of any item no matter how small or large is not permitted in corridors or stairwells.

16.11. Bunk beds, as provided by the college, are always permissible.

16.11.1. No more than two beds in any bunk structure are permitted.

16.11.2. Extension beyond the normal height of the bunk structure is not permitted.

16.11.3. At least 3 pegs must be showing on top bunks/lofted beds.

16.11.4. Beds must be debunked and returned to floor level when residents move out of the hall.

16.12. Platforms or structures at any level constituting additional raised floor surfaces are prohibited.

16.13. Bed structures and furniture may not render windows unusable for emergency access or air circulation. Bed structures may not block access to heating or ventilating units, plumbing, lighting fixtures, and thermostats. Automatic sprinkler heads will be kept clear of all obstructions.

16.14. In multi-room suites, the corridor door in the center room shall be maintained for easy exit. The center room corridor door must be maintained to open at least 90 degrees. No bed structure or other furniture will block the use of the connecting room doors so there is a clear passage or direct access to the center room for exiting. All corridors in every room (including suites) shall be maintained for easy exit.

16.15. Fire safety equipment may not be tampered with or interfered with for any reason.

16.16. All decorations must be non-combustible or factory-treated with flame retardant. No paper of any type may be used to line the exit corridors and stairs.

16.17. Smoke detectors, heat detectors, or sprinkler heads cannot be covered or removed at any time. Nothing can be attached to these devices.

16.18. No decorations can be put on the hallway/common space floors that may be a trip hazard in an emergency or otherwise.

16.19. Fire Safety equipment and cabinets may not be covered with any decorative materials.

16.20. Residence hall room doors may be decorated up to 30% of the total space (not knobs, just the door surface), but no part of an exit or emergency lighting may be covered.

16.21. Only artificial, flame-retardant wreaths and trees may be used in the residence halls. Natural evergreen branches or trees are not permitted inside the residence halls.

16.22. Only low voltage, indoor-rated incandescent or LED lighting is permitted.

16.23. No outdoor displays or animated/mechanized decorations are allowed inside of a building.

16.24. Open flames, including all types of candles and incense, are prohibited.

16.25. Nothing may impede or hinder occupants' access to exits, including obstructing the view of an exit sign or exit doorway.

16.25.1. No flyers or promotional materials on exit doors or stairwell doors.

16.25.2. Windows cannot be blocked with decorations.

16.26. No modification of the building's electrical system is permitted. Extension cord use must be kept to a minimum, and electrical cords cannot run through doorways, windows, or fire doors, or be covered by rugs/carpet.

16.27. Colored lights may not be installed in corridor lighting fixtures.

17. Painting

17.1. Painting of student rooms, common areas, and/or hallways is prohibited.

18. Public Furniture

18.1. Furniture in lounges and common areas is provided for the use and enjoyment of all members of the hall community.

18.2. Students are prohibited from removing furniture from public areas.

18.3. It is each student's responsibility to return furniture to its original arrangement if it is moved (within the space) for any reason.

19. Window Screens

19.1. Throwing, dropping, or allowing any object or person(s) to pass through a window constitutes a safety hazard and is prohibited.

19.2. Window screens are provided for health and safety purposes and may not be removed.

19.2.1. Damaged and/or missing room screens will be repaired and/or replaced at the resident's expense.

20. Work Orders

20.1. Students are responsible for reporting maintenance issues in their rooms and common areas.

20.2. Work orders can be submitted to the building Hall Director using the form on the eRez portal. Residence life staff can also assist with filling out work order requests.

20.3. Please allow 24 business hours to process work order requests.

20.4. Urgent issues, including water overflow or fire hazards, should be reported immediately to Campus Safety.

21. Opening/Closing Procedures

21.1. Residence halls are closed during winter break.

21.2. The residence halls remain open during fall, Thanksgiving, Easter, and spring breaks.

21.2.1. Students remaining on campus during these breaks may be required to register with hall staff.

21.3. All non-graduating students must vacate their rooms by noon on the day following the end of second-semester final examinations. Seniors must vacate their room by noon on the day following Commencement. Students must get approval from the Office of Residence Life to remain on campus past the designated checkout time.

21.4. Students found in residence halls before the official opening for the fall and spring semesters or after rooms must be vacated for the summer will be subject to a fine, removal from the hall, and/or disciplinary action.

21.5. Late stay and/or early arrival requests for any break can be made to the Office of Residence Life and approval is at the discretion of the Director of Residence Life.

21.6. Meal plans are not in effect during these break periods. Students are responsible for their meals during these breaks should they stay on campus.

22. Housing Agreement

22.1. Housing contracts are accessible via the eRezLife system. Residents are responsible for reading and understanding the contents of the agreement including room costs, hall opening and closing dates, and damage assessments

23. Room Assignments

23.1. Upperclass Students (rising sophomores, juniors, and seniors) select housing based on a lottery process determined by classification. Students will receive more information during the spring semester.

23.2. New Students (first years and transfers) are assigned housing before their arrival. All assignments are based on deposit date and application completion. All necessary information must be completed (deposits, housing application, and preference form) to receive priority housing.

24. Roommate Bill of Rights

Sharing a room involves several different things. First, it is important to respect the rights of others, especially roommate(s). At the same time, protecting individual rights is also necessary. Fulfilling responsibilities as a roommate requires respect, compromise, and communication. These rights and responsibilities go hand in hand; you can't have one without the other. This declaration outlines basic rights and responsibilities that will help healthy roommate relationships develop.

24.1. All Roommates Have the Right

24.1.1. To privacy

24.1.2. To respect

24.1.3. To open communication

24.1.4. To mutually clean living quarters

24.1.5. To personal safety and security of possessions

24.1.6. To comfortable sleep and study conditions

24.1.7. To be asked before their possessions are used

24.1.8. To stay true to their values

24.1.9. To agree to disagree

24.1.10. To ask Housing and Residence Life staff for assistance when needed

24.1.11. To be treated civilly

24.1.12. To a room free of policy violations

24.2. All Roommates Have the Responsibility

24.2.1. To respect one another's privacy

24.2.2. To communicate openly with their roommate and discuss potential conflicts before they get out of hand

24.2.3. To keep their living space neat and clean

24.2.4. To lock doors and maintain personal/possession safety

24.2.5. To maintain a comfortable environment for sleep and study purposes

24.2.6. To treat one another's possessions with care and to ask before borrowing personal items

24.2.7. To respect differences

24.2.8. To compromise

24.2.9. To enlist the help of Housing and Residence Life staff when a roommate issue arises

24.2.10. To be kind and civil with no intent to harm

24.2.11. To check with one another before having overnight guests

24.2.12. To abide by all housing rules and regulations

25. Room Changes

25.1. College-initiated

25.1.1. The College reserves the right to move a student out of the room assigned to them and into a new room on campus to maintain community standards and/or ensure a student's health, safety, or well-being.

25.1.2. The College reserves the right to move students to and from rooms to consolidate space.

25.2. Student-initiated

25.2.1. Once each semester the College has an open room change period. Information regarding this process will be sent out early each semester.

25.2.2. Outside of the open room change period, room changes are not permitted and roommate issues need to first be addressed by the residents themselves and the hall staff.

25.2.3. The responsibility of working out the details of a student-initiated room change rests with the resident(s) requesting the change.

25.2.3.1. Selection by a student into a multi-space room does not give that student ownership over the other spaces.

25.2.3.2. In the event of roommate conflict requiring the relocation of any student, the decision of who is required to relocate rests with the residence life staff.

26. Room Condition Reports

26.1. The Residence Life staff will complete an inspection of each resident's space before the start of the academic year. The condition of the room will be noted on a Room Condition Report which will then be shared with the student.

26.2. the student is expected to review the document and report any necessary changes to the building Hall Director before the start of the second week of residing in the room.

27. Room Entry

27.1. Saint Mary's College reserves the right, as stated in the housing agreements, to enter rooms without a search warrant to maintain security, discipline, and the orderly operation of an educational institution.

27.2. All rooms will be entered and checked during closing for winter break for a health and safety inspection.

28. Keys

28.1. The unauthorized possession, use, loan, or duplication of keys is prohibited.

28.2. Room and mailbox keys will be issued when a student checks into the hall.

28.3. Any student who loses a key will be charged a replacement fee that depends on the number of room occupants.

28.4. Prompt reporting of lost keys and SMC ID cards is required to ensure the safety and security of all residents.

28.5. Key Replacement Costs

28.5.1. Single room key replacement \$68

28.5.2. Double room key replacement \$76

28.5.3. Triple room key replacement \$84

28.5.4. Quad room key replacement \$92

28.5.5. Quint room key replacement \$100

28.5.6. Mailbox key replacement \$68

28.5.7. Double Study Carrel key \$76

29. Lock Outs

If you are locked out of your room, please report to the front desk of the hall. The desk worker will be able to contact the appropriate personnel to let you into your room if there is no one at the front desk please call Campus Safety at 574-284-5000. There is an assessed fee for lockouts as outlined below.

29.1. Charges

29.1.1. 1st lockout free

29.1.2. 2nd lockout \$5

29.1.3. 3rd lockout \$10

29.1.4. 4th lockout \$25

29.1.5. 5th lockout \$50

30. Mail

Students are assigned mailboxes in their residence hall to receive mail from the United States Postal Service and campus mail distribution services.

30.1. The front desk workers sort incoming packages and require the resident's SMC ID to be picked up.

30.1.1. Residents will receive an email from Notifii when they have a package checked in at the front desk. If this email has not been received, the resident will not be able to retrieve the package.

30.1.2. Packages being left at the front desk for a student from another student must be checked in by a front desk worker into Notifii. Students should not leave packages when no worker is present. Anything left without a worker present is left at the student's own risk.

30.2. Outgoing USPS packages must be taken to the designated postal drop-off locations.

31. Laundry

All residence halls have laundry rooms with washers and dryers that residents can use free of charge.

31.1. Be courteous and remove your laundry from the washer and dryer promptly.

31.2. To keep the washing machines clean, leave the washing machine doors open when they are not in use.

31.3. Any lost items can be placed in the lost and found box in the laundry room. Periodically these items will be donated as this area becomes full.

31.4. The laundry room is a communal space and should be kept clean. Throw away garbage and clean up any messes you make.

31.5. Saint Mary's College is not responsible for any lost or damaged clothing.

32. Kitchens

32.1. Each residence hall contains at least one kitchen that is open for use by all residents of that hall.

32.2. All kitchen supplies are located at the front desks of each hall and must be checked out appropriately.

32.3. All students who use the kitchens are responsible for maintaining the cleanliness of the kitchens and must clean up after themselves.

33. Community Spaces

33.1. 24-Hour Lounges

33.1.1. Every hall has a designated 24-hour lounge. This area allows you to study and socialize with guests and visitors (including males) after visitation hours have ended.

McCandless- front section (Visible to the front desk).

Holy Cross- Front entryway (Visible to the front desk)

Regina North- Front Desk to the mailbox section (Visible to the front desk)

Regina South- Front Desk to the mailbox section (Visible to the front desk)

Le Mans- First 1/3 of Reighboux lounge (Visible to the front desk)

Opus- Front Lounge by fireplace

33.1.1.1. Sleeping in the lounge after visitation hours is prohibited.

33.1.1.2. Please respect students who are using the space to study. Use headphones when playing music or watching movies.

33.1.1.3. Keep the area clean by picking up after yourself.

33.2. Chapel or Prayer Space

33.2.1. Each residence hall has a chapel or prayer space that is open 24 hours a day for personal prayer. If you would like to use the space for something other than personal prayer, you must reserve the space through the office of the Center of Faith, Action, and Ministry. They can be reached at cfam@saintmarys.edu.

34. Trash Removal & Recycling

34.1. Each residence hall has a designated trash and recycling room. All trash must be taken to this space and sorted appropriately.

34.2. Large items must be disposed of in the large dumpsters behind the buildings.

34.3. All waste from Emotional Support Animals residing on campus must be disposed of in the dumpsters behind the buildings.

34.4. Students can request recycling bins by placing a work order. Bins can be emptied in the larger recycling bins in the trash and recycling room in the residence hall.

35. Sports in the Hall

35.1. Corridors and lounges are public areas and should not be used for sporting events or horseplay to avoid personal injury and/or property damage.

36. Severe Weather Procedure and Shelter Locations

36.1. In the event of severe weather, an email alert will be sent to all Saint Mary's email accounts.

36.2. Shelter locations are posted in each residence hall. Please familiarize yourself with your building's location for safe shelter.

37. Saint Mary's College Code of Student Conduct

37.1. All Saint Mary's College students are required to abide by the Code of Conduct in and outside of the residence halls. The Saint Mary's College Code of Student Conduct can be found on the Saint Mary's website.

37.2. It is the responsibility of the students to read and know the code.

37.3 Failure of students to read the Code of Student Conduct does not justify the breaking of the Code of Student Conduct.

38. FERPA

The Family Educational Rights and Privacy Act of 1974, commonly called the Buckley Amendment, is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate and misleading data through information and formal hearings. Information on the Buckley Amendment can be found online:

<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

39.1. Under FERPA, disclosure of student information, including financial and academic, is restricted. Release of information other than "directory information" to anyone other than the student requires written consent from the student.

39.2. The College may release "directory information" without prior written consent from the student. Saint Mary's College considers the following to be directory information:

- name, phone number, email address;
- photographs;
- date and place of birth;
- year in college;
- parents' names and addresses;
- prior educational institutions attended;
- dates of college attendance;
- degrees;
- scholarships and awards received;
- weight and height of members of athletic teams;
- participation in officially recognized activities and sports.

If you have questions, please don't hesitate to contact Academic Affairs.