Residence Life Handbook 2026-2027

From the Director of Student Life & Housing

Welcome to on-campus housing at Mount Mary University!

We are so excited to welcome you to our vibrant community consisting of two residence halls, Caroline Hall and Trinity Woods. Whether it is your first year with us or you are a returning student, we hope to make our campus a place you will always call home. We strive to create a safe, clean, comfortable, and inclusive living environment for all students, and, we believe, that starts with setting and communicating the rights and responsibilities for all of our students living within our community. You will find these items outlined within the following manual, and it is your responsibility to become familiar with these policies.

As a residential student, you have several staff members, including your Resident Assistant (RA) and me, as well as various administrative, facilities and technology staff, who are looking forward to helping you succeed. We encourage you to reach out to these individuals and get to know them. They have a wealth of knowledge about our campus community and have a strong desire to help you make the most of your residence hall experience.

Again, welcome to our wonderful community! We look forward to getting to know you!

You belong here.

Markie Hopkins
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Our Mission & Goals

University Mission Statement

Mount Mary University, an urban Catholic university for women, sponsored by the School Sisters of Notre Dame, provides an environment for the development of the whole person. The University encourages

leadership, integrity, and a deep sense of social justice arising from a sensitivity to moral values and Christian principles.

Mount Mary commits itself to excellence in teaching and learning with an emphasis on thinking critically and creatively. The baccalaureate curriculum integrates the liberal arts with career preparation for women of diverse ages and personal circumstances; the programs at the graduate level provide opportunities for both men and women to enhance their professional excellence.

Residence Life Mission Statement

In addition to the University's mission, the mission of Residence Life at Mount Mary University is to facilitate the development of a well-rounded, engaged, and involved student. We strive to provide safe, clean, comfortable, and inclusive living environments as well as opportunities for individuals to be active participants in creating respectful and responsible learning communities. Residence Life staff members are committed to providing the support and services necessary to realize these goals and encourage resident development.

Residence Halls

Caroline Hall

Our primary residence hall for undergraduate housing. Caroline Hall consists of 3 floors of residential living space with multiple options for room configurations.

Trinity Woods

Trinity Woods is our housing for students who are single mothers with children and graduate students. Trinity Woods consists of apartment style units.

Staff

Director of Student Life and Housing

The Director of Student Life & Housing encourages and maintains student involvement through programming and services that supplement the academic programs of the University, specifically focused on efforts for students living on-campus. The Director of Student Life & Housing is responsible for the administration and management of Caroline Hall and Trinity Woods. The Director of Student Life & Housing works to create a living environment that is safe and comfortable, enhancing students' personal and academic growth along with their overall engagement in the campus community.

Graduate Assistant Hall Directors

The Graduate Assistant Hall Director position is designed to provide an educational experience in higher education. The graduate assistants are responsible for providing leadership and assisting staff and students. Initiatives with students focus on personal well-being, learning, multicultural competence, personal integrity and civic responsibility. Additionally, the graduate assistant will share responsibility for the management of residence hall operations and student conduct.

Resident Assistant (RA)
The resident assistant, a Mount Mary University student, lives on your floor amongst residents. An important focus is to aid residents in their adjustment to university life. As a member of the Residential Life staff, the RA is responsible for informing students of university resources and programs, working with various aspects of hall government, offering and receiving personal feedback, developing an educational atmosphere, encouraging involvement (wing, hall, and university functions), and dealing with personal and disciplinary concerns. RAs work to develop a community where each student can develop a sense of identity, find growth experiences, and feel a sense of responsibility toward others.

Resident Assistants are expected to work with residents to create an open, inclusive, and supportive residential community. At the same time, because RAs are students themselves, they are encouraged to participate in campus activities and organizations. As such, RAs may participate in, organize, and lead meetings or other activities within their rooms, floors, residence halls, or anywhere else on campus, to the same extent as other students. However, they may not use their positions to pressure, coerce, or inappropriately influence student residents to attend or participate.

Front Desk Workers
Front desk assistants are responsible for operating the front desk of Caroline Hall. Some of a desk assistant's duties consist of monitoring and maintaining security managing guest tracking, checking out front desk items to our residential students, , and greeting people who arrive in Caroline Hall. Front desk workers are an essential part of our Residence Life operations as they are the first face individuals see when they enter our community.

Occupancy

First Year Residency Requirement
All first-time first-year undergraduate students, enrolled full-time, who are younger than 20 years of age by the first day of classes and live further than 30 miles from Mount Mary University's campus are required to live on campus. Exceptions are rare, but if you believe you have extenuating circumstances, you may submit a written request to waive this requirement. Your letter should explain your situation and, if applicable, include documentation to support your request. Please submit the First Year Residency Requirement Exemption Form and it will be reviewed by Residence Life & Housing. Reach out to Director of Student Life & Housing Markie Hopkins for questions (hopkinsm@mtmary.edu).

Living on campus during the first year plays a crucial role in supporting academic success (higher GPAs), building community, and easing the transition to college life. Students who live on campus are more connected to campus resources, develop stronger peer relationships, and benefit from built-in support from Residence life staff. These experiences help first-year students feel a sense of belonging and set a strong foundation for success.

Part Time Status
Priority is given to students that are enrolled full-time. If undergraduate students fall below 12 credit hours or if graduate students fall below 6 credits (including withdrawal from courses) and have any behavioral or academic issues, student may be removed from housing.

Caroline Hall

Caroline Hall is a traditional undergraduate residence hall that is only open to undergraduate and graduate women as space is available. Housing priority is given to undergraduate students under 25 years old. The building has a maximum occupancy of 234 students with 9 different room types. The room types are: triple with community bathroom, double with community bathroom, triple with bathroom, double with shared bathroom, single with community bathroom, double with bathroom, single double suite, single suite with shared bathroom, and single with bathroom. Being a traditional hall, Caroline Hall has 6 Resident Assistants that live and work in the building to provide a positive community experience for the students. Meal plans are required for Caroline Hall residents and are separate from the cost of housing for Caroline Hall residents.

Trinity Woods

Trinity Woods is our housing option for undergraduate students who are single mothers that have children under the age of 11. Trinity Woods has two-bedroom units with capacity for one adult and up to two children (under the age of 11). Each unit of Trinity Woods comes furnished and has a small kitchenette. For single mothers, meal plans are included in the room & board rates for Trinity Woods, including all children in the unit. If space permits, graduate students may live in Trinity Woods. Graduate students have the opportunity to select a meal plan if desired. Trinity Woods units are available year round, and are 12-month housing contracts.

Room Assignments

Room assignments are made for all applicants without discrimination on the basis of race, creed, color, or national origin. Assignments for new students are made on the basis of date of receipt of the application and deposit to Residence Life. Students who would like to room together must both indicate this request on the Housing Portal. Otherwise, they will be assigned roommates based on the information submitted on the housing application. All attempts will be made to honor roommate requests if the applications are received by May 1st of each year. While every effort will be made to honor student preferences for residence hall assignment and roommate choice, final determination is made by Residence Life.

Residence Life reserves the right to change a student's room assignment at any time. Residence Life reserves the right to reassign rooms on its own initiative, with or without the consent of the involved residents. While Residence Life tries to honor specific building and room requests, the department is not able to do so in all cases.

Room Changes

If a resident would like to request a room change during a semester, they must submit a request for a room change, in writing via email, to the Director of Student Life & Housing. The Director of Student Life & Housing will only consider room change requests made AFTER the first 6 weeks of the semester. Depending on circumstances, the request of the resident may not be granted, even if the room is available.

Room Selection

Room selection is held in the spring semester for students returning to Mount Mary in the fall semester. Returning students select their own room for the upcoming year and new students are assigned. Additional information about the room selection process will be made available via e-mail and various other forms of communication each spring.

Meal Plans

All Caroline Hall residents are required to be on one of two meal plan options. The student ID is used as verification for meal service and must be presented in order to receive meals. Residents may choose to change their campus meal plan within the first week of the semester. Meal plan change requests may be made with the Director of Student Life & Housing.

Medical Information and Conditions

All resident students are required to submit their required vaccination information on the Housing application. The required vaccinations are the hepatitis B immunization and the meningitis immunization. Polio immunization and a TB skin test are strongly recommended. If a resident wants to be considered for an exemption from the immunization requirement due to religion, personal conviction, or medical contradictions, the student would need to submit the Vaccination Exemption Form and it could take up to 14 days to be reviewed. Please note that in the event of an outbreak of any disease, any students that are exempt from immunization requirements may be placed under quarantine and/or need to leave campus under the discretion of Residence Life staff. If request is not submitted via form to the Office of Residence Life 14 days prior to move-in day, the resident may be asked not to move-in or to move out of the residence hall.

If a resident has a contagious disease, they must report it and submit documentation to verify that the illness is no longer contagious. Any residents who fail to do this may be dismissed from the hall. Additionally, if a resident has a chronic illness or a life-threatening condition such as a serious diabetic condition, hemophilia, or is HIV positive, the resident should inform both the Vice President for Student Affairs and the Director of Student Life and Housing, particularly if emergency care might be needed as a result of this condition. The University accepts no responsibility for those who fail to inform the proper authorities about life-threatening illness.

Transitions

Check In

Upon arrival at the beginning of the year, residents are required to check-in at their assigned residence halls. Residence Life staff are available to answer questions and provide pertinent information. Finalized paperwork will be exchanged, keys will be distributed, and a Room Condition Report (RCR) will be completed by Residence Life staff. This will serve as a formal documentation of the condition of a room. This will be used to compare the condition of the room at check out.

Check Out

Residents who leave the residence halls must provide advance notice to Residence Life and must check out of their room with their Resident Assistant or an available Residence Life staff member. A staff member will inventory the room to assess damage and cleanliness before collecting the resident's keys. At that time, Residence Life staff will:

- Document any damages that occurred during occupancy.
- Gather all residence hall keys: a $35 charge will be assessed for each missing key

Residents must remove all personal property and return the room to its original condition upon check out. Failure to do so will result in damage or cleaning fines assessed to the student's account.

Residence Life and Mount Mary University are not responsible for the removal of items left in the room. Personal property left in a room will become the property of Mount Mary University after 60 days, and the resident may be subject to a labor cost for removal of the items.

Students moving out of any campus living facility prior to the end of their housing contract term must inform the Director of Student Life & Housing and must fill out the proper Housing Cancellation Request on the Housing Portal. Failure to follow the established checkout procedures may result in an improper checkout fee of $75.00.

Break Housing

Caroline Hall will be CLOSED over winter break, beginning the final day of fall semester classes at 12:00pm through the Friday before classes for the spring semester for returning students. During this time, all resident rooms will be bottom-locked. Residents returning after winter break for spring semester may keep their keys over winter break. Although residents may leave items in the room during the time the hall is closed, residents will not have access to the residence hall rooms during these break periods. Residence Life staff will provide closing instructions to residents prior to all break times.

Students who request to stay on campus during the semester break will be charged $15.00 per night for break housing. Students who request semester break housing are not guaranteed approval to stay. The Director of Student Life & Housing will take into consideration any conduct or community issues with the resident. Break housing will only be available to fall residents who are registered and made semester financial arrangements for spring semester by December 1.

All residents, unless graduating, must check out of their rooms within 24 hours after their last exam. Residence Life staff will provide closing instructions to residents prior to hall closing. Caroline Hall will close at the end of the academic year on Friday of the last week of classes at 12pm. Students graduating in May can reside up to one day past Graduation. Students that signed up for summer housing may remain on campus past the close date as designated by Residence Life.

Fall Break, Thanksgiving Break, Spring Break & Easter Break

For safety purposes, students may be asked to notify Residence Life if they plan to stay over these abbreviated semester breaks. There is no additional charge to residents during these four in-semester breaks.

Summer Housing

Any continuing students that are registered for Fall semester by the Friday of Spring Finals week at noon have the option of living on campus over the summer for an additional cost. Residents must submit a Summer Housing Application by the due date to receive a summer housing placement. If resident is not registered for Fall Classes by Residence Hall Closing (Friday of Finals week at noon), resident will not be permitted to stay on campus past the closing date.Residents may contact the Director of Student Life & Housing for more information. Any students staying for the summer session may be required to move to another room or building for the summer. Residents must also be in good standing with the University financially, academically, and behaviorally.

Occupancy requirements

Students must regularly attend classes in order to live on campus and must maintain enrollment at or above official full-time status (as defined by Registrar). Students must be making satisfactory academic progress toward degree. If a resident changes status and is not meeting any of the above requirements, they must notify Residence Life immediately. Exceptions to these requirements may be made on a case-by-case basis. Residents may not live in the residence hall unless they are enrolled at Mount Mary.

Cancelling/Terminating housing contract
Please refer to the housing contract for full details on canceling your housing contract.

Community Living Policies

Communication
The primary source of information and updates from Residence Life will be through MMU email. Residents are responsible for checking email on a regular basis and responding in a timely manner.

Communication Conflicts
The Residence Life staff believes in the value of learning to live in a community. This challenges residents to work with others to develop respect, tolerance, and consideration for one another. When residents are unable to resolve conflicts, a Residence Life team member will serve as a mediator. The staff member will provide opportunities for students to share concerns with each other and help develop a strategy for managing the conflict. The Resident Bill of Rights and Student Code of Conduct will serve as a tools in resolving this conflict.

Room assignment changes will not happen until a mediation is held and reasonable attempts from all parties to resolve the situation are made. Residence Life staff will reassign rooms if changes are necessary. Please note there may be a change in room & board rate if a student moves to a different room type.

Furnishings & Room Personalization
Caroline Hall rooms are equipped with the following items: one bed for each student, closets, dresser, window blinds, dressers, Internet access, desk, desk chair, mini fridge, and microwave.

No University furniture may be taken from lounges or common areas and moved into private rooms for personal use or into other lounges, common areas, or hallways. Fines will be assessed for students who are found with University furniture in their private rooms.

Furniture in private rooms may not be removed unless special permission is granted from the Director of Student Life & Housing. This includes moving private room furniture into the hallways, lobbies, common areas, etc. Storage is not available for a student's personal or University-owned items.

Painters tape (blue or green) may be used for wall hangings. Nails, push pins, and screws are not permitted. Only white sticky-tack is permitted. Charges for repainting a room with damaged walls will be assessed to the room's residents after move out. Painters tape and/or sticky-tack should be used on the door frames and walls.

Students are not permitted to paint their rooms.

Caroline Hall residents can submit a maintenance request to have beds lofted in their room by University staff only. To submit a maintenance request, contact your Resident Assistant.

Decoration of Rooms and Doors

Residents are encouraged to decorate their rooms in a manner that promotes individuality; however, safety and continued usability of the facilities must also be considered. The display of items deemed in poor taste or of stolen property (e.g. highway signs) is prohibited. If an item is deemed in poor taste or is considered offensive to others, the resident may be asked to remove the item. No more than 50% of the wall space and door space should be covered with burnable materials (posters, cloth, etc.). Residents may not bring their own bunk beds or lofts. In particular, beds or bed frames cannot be placed on heat units or dressers. All university furniture provided in the room must remain in the room. Residents will be fined for any university furniture missing at the time of check-out. Construction, decorations, or arrangement of furnishings in a manner that hinders exit from a room will not be permitted. Likewise, bunk beds and/or lofts cannot be assembled in a way that blocks access to the doors and windows. Doors must be free to open to their designed width. Area rugs are permitted, but cannot hinder the natural swing of the door.

Appliances & Equipment

Caroline Hall - Some common electrical appliances pose a safety hazard in confined spaces. If the appliance is rated over 6 amps (700 watts), has an exposed heating element (e.g., coils), or is not Underwriters Laboratory (UL) listed, it is not permitted in your room.
Examples of appliances not permitted in resident rooms includes, but is not limited to:

- Microwaves or fridges(other than the one provided)
- Toaster, toaster oven
- Space heaters
- Air conditioning units
- Electric skillet, panini press, hot plates
- Deep fryer
- Candle warmers or candles
- George Foreman Grill
- Any fish tank over 10 gallons
- Coffee makers without an automatic shutoff
- Non-surge protected multi-plug devices
- Halogen lamps or lava lamp
- Air fryers or Instapots

Air fryers, instapots, & toasters can be utilized in communal kitchens only. Students can store their personal air fryer, instapot, or toaster in their residence hall room (unplugged) and bring them to the communal kitchens for use. These appliances are only to be used in a communal kitchen.
Violations of this policy can be subject to disciplinary action.

Trinity Woods does not have the same appliance and equipment restrictions.

Candles/Incense

Candles and candle warmers constitute a danger of fire and are therefore not permitted in the residence hall. **Candles and candle warmers are not permitted.** Staff members will confiscate all candle warmers and candles found and further disciplinary action may be taken. Incense produces an odor that can be disruptive to others in the residence hall community. Staff members will confiscate any incense found burning or having been burned and disciplinary action may be taken.

Christmas Trees

Live Christmas trees or other natural materials that are considered hazardous such as evergreen boughs, branches with dead leaves, and straw are not permitted in residence hall rooms.

Pets/Animals

No pets or animals other than fish are allowed in campus housing. Due to health and safety issues, only fish (tank must be 10 gallons or less) are allowed in the residence halls. Electric tanks, however, are not allowed. Service and comfort animals, such as service dogs, are permitted with approval from Accessibility Services.

Emotional Support Animals

If a student would like to get approval for an Emotional Support Animal (ESA), approval may be granted through Accessibility Services. One (1) ESA is allowed for student. Accessibility Services will need proper documentation from a medical provider of the request. If approved through Accessibility Services, Housing will be notified by the staff member responsible for review. Residence Life staff will send the resident the appropriate paperwork to be approved to bring the ESA into on-campus housing. Additionally, student will agree to responsibility and care for ESA as agreed to with Residence Life.

Noise/Quiet Hours

Reasonable quiet must be observed at all times. The right to sleep and study supersedes all other activities. Quiet means that the residents and visitors must ensure that their noise level does not disturb any other resident. Each person shall have the responsibility of maintaining quiet within the hall. Residents are expected to ask other residents to adjust the volume of noise if it is bothersome. In return, residents are also expected to respect the request made by another resident by adjusting the volume accordingly.

Quiet Hours

Sunday-Thursday: 11:00 p.m.-10:00 a.m.

Friday-Saturday: 12:00 a.m.-10:00 a.m.

Courtesy Hours: 24 Hours, 7 Days a Week

During finals week each semester, 24-hour quiet hours will be in effect. During this time, no noise should be heard outside a resident's room and talking in the hallways should be kept to a whisper. Residents will refrain from using carts and vacuum cleaners past 9:00 p.m.

Guest Policy and Visitation Hours

Visitation Hours:

Sunday-Thursday 8:00 a.m. - 12:00 Midnight

Friday 8:00 a.m. - 2:00 a.m. Saturday 8:00 a.m. - 2:00 a.m.

Finals Week Visitation Hours:
Sunday-Thursday 8:00 a.m. - 10:00 p.m.
No overnight guests permitted during Finals Week

All Caroline Hall & Trinity Woods guests must be signed in and out completely at their respective front desks by the host resident, (last name, first name, resident hosting the guest, and time in/out). Each guest must leave a picture ID, (preferably state ID), at the front desk. The ID will be returned when the guest exits the building. A resident may not sign in more than three guests at one time. Once a guest is signed out of the building, the guest is expected to leave the premises of the University.

Additionally, subletting and temporary renting in all University owned properties are strictly prohibited. Only individuals included on the housing contract are permitted to reside in the assigned unit.

A Caroline Hall guest is defined as anyone who is not a current Caroline Hall resident and is 18 years old or older with a valid ID (physical). A Trinity Woods guest is defined as anyone who is not a current Trinity Woods resident and is 18 years old or older with a valid ID (physical). Residents are responsible for the behavior of their guests while in on-campus, including any damages or disruptions caused by their guests. All guests must abide by the rules of the University and Residence Life. Residents are responsible for informing guests of all rules and policies. Guests must be escorted by a resident at all times . Residents must not leave guests unattended in their rooms. If guest's actions are deemed disruptive or detrimental to the welfare of the student living community, or in violation of any rules and regulations set by University, they may be asked to leave the property.

Overnight Guests

Residents may have women as overnight guests in their rooms as long as they are 18 years old or older with a valid ID. All Caroline Hall and Trinity Woods overnight guests must be signed in at their respective Front Desk.

Overnight guests may stay up to three nights in a two-week period with agreement of all roommates. Overnight guests must be accompanied by their host at all times. Overnight guests may not sleep in Caroline Hall lounges, Trinity Woods lounges, or other University public spaces.

Guests (Men)

Guests that are men must be signed out by the designated times (Sunday - Thursday: Midnight; Friday, Saturday: 2:00 am). No overnight guests that are men are allowed on campus after visitation hours are over.

Kitchen Areas

The kitchens are shared by all residents. Consequently, all dishes, cooking supplies, and food are to remain in personal units when not in use. Residence Life is not responsible if unsecured items are taken or used by other residents. Kitchen countertops are not storage areas. This includes food items, such as boxes of cereal and personal electric appliances.

Some kitchen items have been provided by the University and are available for check-out at the Caroline Hall front desk. Items will be removed from each kitchen if they are left dirty, unattended while cooking, or misused. Residents may lose the privilege to check-out items if they are not returned in their original, clean condition.

Dishes are to be cleaned and put away when finished with them. If dishes need to soak, the resident must remain in the kitchen while items are soaking. If the resident does not remain in the kitchen and dishes are found in the sink with no one present, they may be thrown away without notice. If dishes need to dry, they must be taken to the resident's room.

The freezers are also considered community areas; all items must have a name and date. Please limit the amount of items stored in thethe freezer. Generally, no more than food for 2 days is permitted.

Residents are responsible for removing out-of-date food. Residents are responsible for their messes and must clean up after themselves. This includes wiping down counters, sweeping the floor, and wiping up spills.

A cover should be used on any cups or food containers that are taken out of the kitchens. Adults should be carrying items that can spill and stain the carpet or the walls.

Furniture in the common areas should remain as clean as possible, and beverages and food should not be consumed on the furniture.

Any items left unattended in kitchen spaces may be removed by Residence Life staff. Residents have three business days from the date their item is removed to retrieve the item from the Director of Student Life & Housing. Any unclaimed items will be discarded or donated at the discretion of the Director of Student Life & Housing. Residents who consistently leave items in common area kitchens are subject to fines and/or other student conduct actions.

Laundry Rooms

Laundry spaces can be used by any residents. In Caroline Hall, residents may use the laundry facilities by downloading the WASH-connect app. Trinity Woods residents can use the laundry facilities on their floor.

Common courtesy respect is expected in our laundry rooms. Residents must stay in the laundry room to retrieve items or be diligent with an exact timer. A 10-minute grace period is allowed after a cycle ends. After this time, others may remove items left in machines and place them on the laundry room table or in a basket to use the machines.

Laundry may not be left in the room to air dry. Items left behind will be removed. Any items left for more than 24 hours may be disposed of or donated.

Use appropriate amounts of detergent and avoid overloading machines. Only High Efficiency (HE) detergent and softener are permitted, as other products may damage the equipment.

Language

Residence Life and the University does not tolerate cussing, inappropriate, foul, or abusive language in community areas. This includes language emanating from individual rooms, hallways, and all other Trinity Woods community locations as well as on campus. Any instances of inappropriate language will result in student conduct action.

Mandatory Meetings

Residents living in Trinity Woods and Caroline Hall are expected to attend all hall and floor meetings. Residents will be notified of hall and floor meetings a minimum of 48 hours in advance through hall postings and/or MMU emails. If unable to attend a meeting, the resident must notify their Resident Advisor within 24 hours of the scheduled meeting. Residents are expected to be on time to all mandatory hall and floor meetings. Residents who do not attend mandatory meetings or who arrive more than 10 minutes after the meeting has started are subject to the student conduct process.

Room Care

Rooms and apartments are to be kept reasonably clean and organized to ensure a healthy, safe environment, provide safe movement in the room, easy exit from the room, and to prevent insects and other "critters" from gaining access or taking up residence. To this end, no excessive trash, laundry, clutter, or other belongings will be tolerated. Please refer to the Health and Safety Inspections section for more specifics on room care and safety. Failure to maintain the room may result in disciplinary action.

Facilities

Bathrooms

Residents need to assist the custodial staff in keeping a safe and clean environment. If individuals or communities are found to be conducting behavior detrimental to the safety and cleanliness of a bathroom facility, they may be subject to the conduct process. Excessive bathroom messes may result in a fee assessed to all individuals in the community in which the violation occurred.

Residents living in units with private bathrooms are responsible for cleaning their own bathroom facilities. Residents are responsible for their entire suite. Suitemates should work together to create a fair bathroom cleaning schedule so that everyone is working in cooperation. Suitemates should each plan to contribute to the cost of cleaning supplies.

Common Area Usage

Common areas such as hallways, lounges, and lobbies are for the sole use of residents and their guests. Sleeping overnight in common areas is prohibited. Students are responsible for maintaining a clean environment while using the common areas, which includes not abandoning personal belongings in the area. Items left unattended may be discarded.

Residents are also responsible for the condition of the common living areas in Caroline Hall and Trinity Woods, such as the corridors, elevators, lounges, kitchens, and bathrooms. Before the year begins and during the course of the year, RAs inspect common areas for damage. Public or common area furniture is for the use of all residents and should not be removed from these areas.

Common Area Obstructions and Recreation

For safety reasons all common areas should remain clear of obstructions. Obstructions consist of, but are not limited to, boxes, trash, furniture, or any other item, playing any kind of ball sport, hacky sack, roller blades/skates, hockey, water guns or balloons, bikes, and any other activity other than walking.

Common Area Damage

Residents may be held responsible for common area damages that occur in hallways, elevators, stairwells, lounges, entrances, etc. Residence Life staff will assess and determine any fines and responsibility for those fines. It is the responsibility of the residents of a community to watch over and make sure no one is causing damage to the community's surroundings. If someone is seen damaging the physical environment in a community, it is up to the individual(s) of that community to report it to a Residence Life or Public Safety immediately. Every effort will be made to identify specific individuals and groups responsible for common area damages. When specific individuals are not identified, the cost of repair or replacement will be divided equally among the floor or hall residents. Charges will be added to students' accounts.

Keys

Room keys and stairwell/elevator keys are the property of Mount Mary University and are issued at the beginning of the semester. Residents are responsible for the keys issued to them. Keys are to be used only by the resident to whom they are issued and are not to be loaned to anyone. Judicial action, including possible dismissal, will be taken if a resident is found loaning and/or duplicating keys.

If keys are lost, stolen, or misused, the resident will be charged for lock changes and/or replacement keys. Charges for key/lock replacement will be assessed on a case by case basis. For safety and security, residents are strongly encouraged to keep their room doors locked when asleep or leaving the room.

Lock Outs & Lost Keys

If a student is inadvertently locked out of their room, they should contact the RA on duty or Public Safety. Residents must sign a lockout form with the staff member prior to the door being opened.

Residents who have missing keys or have had keys stolen should file a report with either Residence Life or Public Safety **immediately**. Public Safety will determine if the missing/stolen keys are a security threat to the building and determine if specific rooms, floors, or the building should change out keys and locks. Charges will be assessed for replacement keys.

Posting & Solicitation

Mount Mary posting policies can be found in the Student Handbook. Residence Life staff are the only persons permitted to post information in the residence halls. If a student has information to share with everyone, they must obtain permission from the Director of Student Life & Housing, depending on where the information will be posted. Residence Life staff reserves the right to deny permission to post items if they are not appropriate or do not apply to all residents. Anything posted without permission will be taken down. Students are encouraged to share resources and relevant information with one another. Postings are at the discretion of the Director of Student Life & Housing and must be posted in appropriate places with approved materials.

Door-to-door solicitation in the residence halls is prohibited unless it is promoting an on-campus event or floor activity. To promote such an event, prior authorization must be received from the Director of Student Life & Housing of the building where the door-to-door solicitation will take place.

Materials intended for posting in the residence hall must not indicate that alcoholic beverages will be provided or include an alcohol company's name, logo, or slogan or mention any alcoholic beverage's brand name or generic name or include offensive or sexually suggestive language, pictures, graphics, or drawings.

Maintenance

If any item in a student's room is in need of repair, they must first let their RA know so the RA can put in a Maintenance Request. Buildings & Grounds will follow up about the repair/issue.

In an emergency, contact the RA on duty or call Public Safety. The student should be sure to identify themselves clearly, state the problem, and their location. Buildings & Grounds has after-hours staff on call or emergency maintenance issues.

Network Usage

Residence Hall Network Connectivity Wi-Fi access is provided to students living in the Caroline Hall residence. Devices connecting to the hall Wi-Fi must support WPA2 Enterprise level authentication. This type of authentication is supported by most computers and mobile devices, but most other consumer-level devices (e.g. smart TVs, game consoles, home assistants) do not support Enterprise authentication. An ethernet port for connecting a computer via a hardwire network connection is also available for each student in the Caroline Hall residence. Ethernet cables must be provided by the residents. In order to ensure the reliability and security of the campus network, it is not permitted to connect any Wi-Fi router to the campus network, or to create a personal Wi-Fi network in the residence hall. Creating an unauthorized Wi-Fi network provides an opportunity for attack by malicious actors and interferes with the signal broadcast by the university's access points. IT Services routinely scans for and deactivates rogue networks, which may result in the deactivation of the hard-wired network port to which any rogue device is connected.

Smoke Detectors

Smoke detectors are installed in every residence hall room. Residents should check regularly to ensure that the cover is free of obstruction and that nothing is touching the alarm. If there is a problem with a smoke detector, please contact a Residence Life staff member or submit a maintenance request immediately.

Trash/Recycling Disposal

Residents are responsible for disposing of trash from their rooms appropriately. A trash room is located on each floor. Receptacles for recyclable materials are located in each trash room. Trash cans in the kitchens, lounges, and community bathrooms are not intended for trash from resident rooms.

At NO time should trash be left in the hallway or put in the restrooms. Personal trash, including diapers, must be taken out to the dumpster; it is not to be thrown in any public trashcan, laundry rooms, or common spaces

Family Housing

Policies specific for Trinity Woods residents

Babysitting/Child Care

While balancing the roles of parent and student, it is understood that there may be times that someone other than a child's parent will be responsible for the wellbeing of her children. Students who are parents in the Trinity Woods community are responsible for arranging for the caregiving and safety of her child (ren).

Child (ren) may only be left in the care of an adult who consents to be responsible for the child (ren), including other residents within Trinity Woods. A caregiver may only agree to be responsible for a total of 4 children, including their own. They must be provided details of the parent's location, emergency contact information, and an approximate anticipated time of return. It is the responsibility of the resident parent to communicate expectations related to the care of the child to the caregiver.

If the adult responsible for a child leaves the room where the child is located, they must be within earshot of the child to safely monitor, and must be able to immediately respond to a child's needs. Within earshot is defined as no further than the distance from the floor common area to the student's room, and only if all doors along this path are propped open. Visual checks of sleeping children must be completed approximately every 30 minutes. For sleeping infants, a visual check must be completed every 15 minutes.

All Residence Life and Code of Conduct policies apply. Guests may not be given unescorted access to the building via a resident's keys or access card, and must remain in the suite with the child (ren) they are responsible for until the parent returns.

If a resident parent wishes to utilize someone that is not another resident in Trinity Woods, they must complete the following steps to be permitted to leave a guest in her room with her child:

- Each resident may select up to two adults whom they wish to utilize as a caregiver over the course of the academic year.
- Physical therapists, tutors, and other types of therapies or hired assistance can be listed as caregivers, but will not be counted as one of the two allotted adult caregivers.
- Persons must be approved by Residence Life
- Residence Life reserves the right to request additional documentation or proof of relationship of the caregiver to the resident or child.
- Caregiver will need to sign a form outlining consent to uphold and abide by all policies as outlined in this handbook.
- Residence Life must be notified of any changes to these individuals.
- Documentation of the names of the pre-approved individuals (if residents choose to opt in) will be provided to the Trinity Woods front desk staff.
- Upon check-in, the resident must sign in the caregiver as a guest and leave the guest's driver license or other form of identification. If staying overnight, the overnight guest form must be completed.
- Children not part of the Trinity Woods community are not permitted to stay overnight .
- The resident will escort the caregiver to their suite. The caregiver will not have access to a proxy card or room keys and must therefore remain with the child at the suite until the resident parent returns. The guest may not move about the building unescorted.

Child Unattended

All children must be under close adult supervision at all times. No child is allowed to be unattended; this includes in Trinity Woods, on campus, and in the dining hall. Children are not allowed to be unsupervised in the bathrooms, hallways, community room, and other places on campus. Residents will be held accountable if their children are not appropriately supervised. Violation may result in termination of residential contract.

Custody agreements

Court ordered custody agreements must be submitted to Residence Life prior to moving into Trinity Woods. Trinity Woods residents must have at least 50% custody of their child(ren) to live in Trinity Woods. Accommodations to guest policy and caregiver policies can be made as it relates to visitation and caregiving with the approval of Residence Life.

Bike & Stroller Storage

Trinity Woods families may not store children's bikes or strollers in hallways or common areas. Items left in this space will be removed by Residence Life staff. Residents will have 48 hours to claim removed items. Any unclaimed items will be discarded or donated at the discretion of Residence Life. Bikes and strollers should be stored in designated areas or personal units.

Common Areas

All Trinity Woods residents will sign a Common Area Agreement that specifies all expectations and responsibilities for the common areas. Failure to adhere to these will result in the loss or restricted privileges to the common areas for the resident and their child (ren).

Trinity Woods residents are expected to clean and maintain organization of the common areas. Any toys/supplies used by the residents or their children should be cleaned and put away in their proper location before leaving the common area. Any personal items brought to the common areas should be removed when the resident leaves the common area. No personal items may be left unattended in the common areas. Adults must be present and supervising children whenever they are in the common areas.

Hallways

Hallways are considered common areas in the residence halls. Consequently, for the safety of all residents, hallways may not be used as play areas at any time. For fire safety code regulations, no toys are to be left in the hallways; this includes, but is not limited to, bikes, strollers, car seats, balls, games, etc. All items left in the hallways are subject to removal. At absolutely no time should there ever be trash in the hallways. It is to be kept in the room or taken straight to the dumpsters. It is not the responsibility of custodial staff to take care of personal trash. No trash may be left in community areas.

Room Care

Apartments are to be kept reasonably clean and organized to ensure a healthy, safe environment in which to raise children, provide safe movement in the room, easy exit from the room, and to prevent insects and other "critters" from gaining access or taking up residence. To this end, no excessive trash, laundry, clutter, or other belongings will be tolerated. As a parent, residents are expected to be a role model for their children and provide a clean and safe living environment. As a member of the community, residents affect not only other

parents but the children with whom they share this space. Failure to maintain the room may result in disciplinary action.

Building Access

Children cannot be unaccompanied in the Town Center or any public spaces. Neither students nor children can be in the Lounge where alcohol will be consumed. All other spaces including the nail salon, market, and dining areas are areas residents may visit. The fitness center is accessible to residents (not their children) once they have going through a training conducted by Trinity Senior Services.

Room Entry

Room Entry, Privacy, and Security

The University reserves the right for its authorized personnel to enter rooms to inspect, protect, and maintain University property and to inspect the contents of personal property, packages, room furnishings, handbags, or backpacks when violations of University policy, State laws, or Federal laws are suspected. "Probable cause" exists when authorized University personnel has reasonably trustworthy information which would warrant a person of reasonable caution to believe that an offense has been or is being committed.

Director of Student Life & Housing, Graduate Assistant, Resident Assistants, and other University employees may inspect student rooms for the purpose of safety and security at times throughout the semester and at the start of each break period. Residents do not need to be present for the inspection. Rooms will be checked for open or unlocked doors and windows, unauthorized furnishings, plugged in and/or hazardous electrical appliances, or health hazards. If warranted, the student will be notified of any items confiscated; arrangements will be made for the return of confiscated items provided that the possession of these items is not a violation of public law. Disciplinary action may be taken.

Student rooms may also be entered without notice in emergency situations. An emergency situation exists when imminent danger to life, safety, health, or property is feared. Residence Life, Student Affairs, or Public Safety staff members may enter rooms without prior notification or in the absence of the occupant(s) for matters relating to the comfort and/or safety of fellow hall residents. Such entries are to be noted by the staff member, documenting the name of person entering the room, the time and date entry was gained, and the reason for entry.

In non-emergency situations, a Residence Life, Student Affairs, or Public Safety staff member may conduct a student room search in the residence hall without prior notification. Such a search may occur when there is probable cause to believe that a violation of University regulations has occurred or is occurring. "Probable cause" exists when a member of the above stated staff has reasonably trustworthy information that would warrant a person of reasonable caution to believe that an offense has been or is being committed. Contraband or evidence of a violation of a university policy will be seized by the persons making the search.

The above policy does not apply to maintenance personnel as maintenance requests by students shall be considered as permission to enter. In such cases, it is possible that no notification of entry will be given.

Health and Safety Inspections

Residence Life will conduct Health and Safety inspections of resident rooms and facilities once per semester. Dates for Health and Safety Inspections should be communicated a week in advance by the Director of Student Life & Housing or the Resident Assistant of the floor, and may happen over the span of one week.
Health and Safety Criteria are as follows:

- The resident must comply with university standards of conduct in all facets
- The resident must comply with all University policy guidelines regarding alcohol and other controlled substances
- All fire exits, windows and doors free of obstruction along with clear paths to all doorway and exits.
- The room must be free of excessive trash, food waste and other belongings that may cause a health concern.
- Room must be relatively clean and have no excessive grime, dirt, dust, mold

If a student fails the inspection they will be given 24 hours to become compliant with all policies set forward by Residential Living. If the resident still is not compliant after a 24 hour period the resident may enter into the Student Conduct Process.

Students with Emotional Support Animals (ESAs) will have Health & Safety Checks monthly.

Resident Bill of Rights

Your enjoyment of life in Mount Mary's residential facilities will depend, to a large extent, on the thoughtful consideration that you demonstrate for other residents.

You have the right to:

1. Read and study free from undue interference in your own room. Unreasonable noise and other distractions inhibit the exercise of this right.

2. Sleep without undue disturbance from noise, guests of other residents, children of other residents, etc.

3. Expect other hall residents to respect one another's personal belongings.

4. Live in a clean environment free from illegal substances.

5. Access to your own room and community facilities without pressure from another hall resident.

6. Privacy.

7. Host guests with the expectation that your guests are to respect the rights of the other hall residents and all University and hall policies.

8. Live in an environment without the fear of intimidation, physical harm, and emotional harm from students, faculty, or staff; this includes physical contact, gossiping, etc.

9. Expect reasonable cooperation in the use of "community-shared" facilities and appliances (bathrooms, kitchens, refrigerator, microwave, etc.).

10. A commitment to honor agreed upon payment procedures.

11. Be free from peer pressure or ridicule regarding the choice to abstain from or participate in the legal and responsible use of alcohol.

Campus Facilities

Computer/ Printing

There is a computer lab on the basement level of Caroline Hall for student use at any time. There are printers in Trinity Woods residential floors for use.

Internet Access

For residents who choose to bring a computer to campus, each residence room is equipped with at least one live jack for connectivity to the Internet as well as coverage via wireless networking technologies. Please do not bring your own wifi router or modem as it can interfere with the on campus internet. The Institutional Technology (IT) department does not provide hardware support for personal computers. The IT staff will monitor student use to protect the campus system from overload, viruses, and spy ware that can result from inappropriate use in accordance to the Student Acceptable Use Policy.

Campus Ministry

Mount Mary's chapel is open for individual or group prayer and reflection. There is Mass every Wednesday at noon, and Masses are open to the community and individuals from all faith backgrounds are welcome!

Counseling

The Counseling Center features: free individual and group counseling to undergraduate students, graduate students, faculty, and staff, regularly scheduled wellness offerings, counseling for personal and academic and work-life needs, and assistance with referral to local mental health or medical providers. To schedule an appointment, stop by the Counseling Center or contact them via: Phone: (414) 930-3022 OR Email: **mmu-counselingcenter@mtmary.edu**

Dining Services

Dining services features two dining locations for residents and commuters: Alumnae Dining Hall and Cyber Café along with vending machines across campus.
In order to find dining hours please visit the Mount Mary Dining wesbite.

Fitness Centers

. Our large fitness center is located in Parkway Place and is accessible to students and staff.
Trinity Woods residents have access to the Trinity Woods Fitness Center. Reach out to the Trinity Woods Front Desk to gain access.

Mail Room
The mail room is located in the basement of Bergstrom Hall. Students are assigned a mailbox with a code that they must pick up in the mail room in their first week of school.

Mailing Address:
Student First Name, Student Last Name
Room Number
2900 Menominee River Parkway
Milwaukee, WI 53222

MyMountMary
Every student at MMU has a MyMountMary account for the purpose of communication with and conducting business with the University.

Parking
All residents, like all students, can park on campus within their designated parking zones. Residential parking is located off of 92nd street next to Bergstrom Hall. It is mandatory that all vehicles used on campus be identified with a free MMU parking sticker. Vehicle registration and parking stickers are available in the public safety office. Students living in Trinity Woods will have a free assigned parking spot in the parking garage or lot of Trinity Woods. Those students are also welcome to get a free parking permit to park in the designated parking zones on the main part of campus.

Public Safety
The mission of Public Safety is to provide the highest level of safety and security for students, faculty, staff and visitors. This is accomplished by regular patrols of the campus, enforcement of MMU policies, ensuring all facilities are safe and properly secured, investigation of any crimes occurring on campus and the continuous assessment of our safety and security needs and programs. They provide coverage 365 days a year, 24 hours a day, regarding all safety and security issues. To contact Public Safety dial "3333" on any campus phone, or (414) 930-3333 from any phone. Or visit their office located in Bergstrom Hall 079.

Damage/Vandalism
Residents are responsible for the condition of the room and bathroom (if applicable) to which they are assigned. Residents will be held financially responsible for damages to their room. Roommates may share joint responsibility for damages. Residents will be held accountable for any damage caused by their guests in Caroline Hall and/or Trinity Woods. Damage that occurs beyond the limits of normal usage will be charged accordingly.

Residents are also responsible for the condition of the common living areas in Caroline Hall and/or Trinity Woods, such as the corridors, elevators, lounges, kitchens, and bathrooms. Before the year begins and during the course of the year, RAs inspect common areas for damage. Public or common area furniture is for the use of all residents and should not be removed from these areas.

All damage charges are subject to review by the Director of Student Life & Housing.

Safety & Security Policies

Alcohol

The consumption of alcoholic beverages is allowed in individual student rooms, with a closed door, only if the student is legally qualified. All individuals present in a room when alcohol is being consumed must be 21 or older, including guests. Only one drink per legal individual is allowed at any given time. Any displays of excessive intoxication will be addressed by hall staff and could be subject to disciplinary action. The host resident(s) can be held responsible for the actions of their guests.

Alcohol consumption is not allowed in the public areas; this is any area outside of the resident room.. Kegs, party balls, beer bongs, and/or barrels of beer are prohibited. No person shall provide alcoholic beverages to any person not of legal age for possession and/or consumption of such beverages. In addition, alcohol containers are not permitted in the room of a resident under the age of 21 at any time and will be confiscated by hall staff; this includes empty bottles used as decoration, souvenirs, etc. Any alcohol present in a situation that may constitute a violation of policy will be confiscated and disposed of in the presence of hall staff.

A person is expected to be responsible for their behavior at all times. Conduct which is in violation of state, county, and municipal laws or the University regulations relating to the use of alcoholic beverages will involve the student in University disciplinary procedures, with sanctions ranging from a warning to expulsion and referral for prosecution, regardless of the action that may be taken by civil authority. University action may be taken if an individual's conduct is inappropriate to an educational institution and to a residential community, whether or not their actions may be due to the consumption of alcoholic beverages.

Drugs, Illegal Substances, and Paraphernalia

All drugs, illegal substances, and paraphernalia are not allowed in residence hall rooms, and will be confiscated by the appropriate authorities and necessary disciplinary action will be taken.

Mount Mary is a Drug Free Campus. Possession, use, manufacturing, distribution, and/or sale, and student involvement in illicit use of narcotics, amphetamines, barbiturates, LSD, marijuana or any other harmful drug is illegal and is prohibited. Students shall not possess any illegal or controlled substance in crude or refined form except under the direction of a licensed physician. Students shall not possess any items that are designed for the use of drugs (pipes, blow tubes, bowls, bongs, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy. Student involvement in such matters is a Mount Mary University concern whether they occur on or off campus and irrespective of any action by civil authorities.

Bicycles

Bicycle storage is allowed in resident rooms. However, the placement of the bicycle must not impede the full opening of all doors in the room. Bicycles must not hinder quick exit of a room in case of fire, and they must not be stored in the hallways or common spaces. In double occupancy rooms, both roommates must agree to the

storage of the bicycle in the room. Bicycles may also be stored in the bicycle racks located outside of Bergstrom Hall & Caroline Hall. Mount Mary University assumes no responsibility for damage or loss due to theft of bicycles.

Building Security

Residence Hall entrances are secured by key fob system, front desk personnel, or other means of monitoring the safety of the buildings. Keys, student IDs, and key fobs are not to be shared with anyone. The "Keys" section in this handbook outlines all policies around keys and missing keys.

Residents are advised to never prop open the facility doors (hallway doors, etc.) to ensure the safety of all residents and keep the room door locked at all times. Mount Mary University is not responsible for money or personal belongings taken from residence hall rooms, cars, laundry rooms, or other community areas.

Explosives, Firearms, & Weapons

The following actions and behaviors are prohibited at Mount Mary or at University-sponsored events. Possession of explosives, dangerous chemicals, and weapons including, but not limited to: firearms, bows and arrows, sling shots, hunting and other knives, blowguns, BB guns, pellet guns, air soft guns, Tasers, etc.

All faculty, staff, students and all other persons visiting campus are prohibited from carrying a weapon of any kind, including a concealed weapon, onto Mount Mary property or into any Mount Mary facility.

A student who violates this policy will be asked to remove the weapon from campus immediately and will be subject to disciplinary action pursuant to the Code of Conduct. Further, MMU may contact the appropriate law enforcement agency if it learns that a student has violated or is violating the policy. The student may also be subject to arrest. If a student believes that a fellow student intends to or has brought a weapon or a concealed handgun onto the premise the student should alert Public Safety dial "3333" on any campus phone, or (414) 930-3333 from any phone. Or visit their office located in Bergstrom Hall 079.

Fire Hazards

Please review the list of prohibited items in each residential facility earlier in this handbook. Those prohibited items are to protect the safety of all residents by preventing fires and other disasters.

In case of power failure, emergency lights will activate, and the Residence Life staff will have flashlights for assisting residents.

Fire Safety Equipment

All halls are equipped with fire extinguishers, pull alarms, and individual rooms also have smoke detectors. Trinity Woods is equipped with a sprinkler system. This equipment is never to be tampered with or misused; both campus and law policy responses will be utilized in cases of intentional or reckless misuse of fire safety equipment. Flying projectiles are not allowed in any of the residence halls as they could damage fire safety equipment.

Note: Sprinkler heads are designed to flood the area and/or entire buildings in the event of a real fire and are very sensitive! At no time should students or children touch or use these heads for any purpose – including

hanging anything from the sprinkler. There is significant risk of considerable damage to property, yours and others, should the system be triggered. Financial responsibility for damage will be assessed in such cases.

RAVE Alert Information

RAVE Alerts are Mount Mary's primary means of communication for important weather and emergency announcements. To make sure you receive RAVE Alerts, please take a moment to register your cell phone and/or email address if you have not already done so.

If your cell phone number or provider, or your email address, have recently changed, please take a moment to update your contact information. For instructions, visit http://mtmary.edu/alert/rave-alert.html

Smoking

In an effort to promote a healthy environment for everyone, which is consistent with Mount Mary University's Mission Statement, all buildings on campus are smoke-free. This includes smoking of traditional tobacco products as well as electronic cigarettes, water pipes, and other related means.

Smoking will be permitted no less than 45 feet away from any building, with the exception of certain designated areas. These areas are the concrete aprons on either side of the front doors of Haggerty Library; the tables and benches outside the southeast Haggerty Library entrance; the west exit of Kostka Hall at the parking lot; and east of the Bergstrom Hall exit at the Mail Room. These areas are provided with receptacles for smoking materials. Students in non-compliance may face disciplinary action.

Suicide Ideation, Threats, and Attempts

Suicide Prevention and Intervention

Mount Mary University is committed to, and places high importance on, the wellness of all students. The MMU community places significant emphasis on mental health stability in order to promote a positive learning environment and effective development throughout one's educational journey.

MMU takes an active stance on suicide prevention and intervention. Threats of suicide are defined as statements about, or activity that inflicts, serious physical harm to self, such as overdose of pills, wrist incisions, attempts to jump from heights, a preoccupation with or repeated jokes about suicide, etc. Suicidal ideation and/or suicide attempts will be taken seriously and will be referred to the Counseling and Wellness Center for support. Please see the following details based on the student status:

Residential Students Procedure:

Resident students are defined as students who are living in Mount Mary University Housing. Resident students have special rights and responsibilities within the community of Caroline Hall, and Trinity Woods. MMU is proactive in promoting the well-being of all students, including the mental health of all resident students. In the event that a residential student is experiencing suicidal ideation or a suicide attempt, the following procedure will take place:

- The Counseling and Wellness Center is available 24/7 and will be contacted for immediate support.
- The student will need to complete a health assessment with the Counseling and Wellness Center to determine proper care planning. The student will work with the Counseling and Wellness. Center counselor and director to determine which services will best support the student needs to determine if it is through MMU Counseling and Wellness Center or within their local community.

- After the first incident of suicidal ideation or attempt, the resident may be readmitted to University housing only after the following guidelines have been discussed (A second incident of suicidal ideation or attempt by a resident may result in dismissal from campus living).
    - A resident must receive a written statement signed by a licensed mental health professional that states the resident is fit to return to campus living and that the resident is undertaking an appropriate counseling/therapy program. Vice President of Student Affairs will approve the documentation for resident to come back to residence hall.
    - The resident must sign a release form that states that the University has the right to check that the resident has kept appointments with an outside counselor and for other expectations. The counseling program must continue until determined otherwise.
    - A wellness plan will be co-created between the Resident and a MMU Counseling and Wellness Center Counselor under the supervision and direction of the Clinical Director and Vice President for Student Affairs. The wellness plan will include a description of ongoing expectations and guidelines that must be followed in order to continue living in University housing.

Illness/Injury

Any incidents occurring in University housing resulting in injury should be reported to Residence Life and Public Safety staff immediately. A written report will then be filled out by the University representative. Any long-term medical conditions or extended illnesses should also be reported Residence Life.

Illness, Injuries, and Accidents

In the event of an illness, injury or accident that is life-threatening and requires emergency care, students should call 911 immediately and direct them to the closest side of the University. After calling 911, please call Public Safety at 414-930-3333. A Public Safety Officer will respond to the emergency and render aid until an emergency vehicle arrives. Public Safety officers are CPR certified and trained in basic first-aid skills.

If the situation is not life-threatening and is not an emergency, contact Public Safety at 414-930-3333. The student should give their name and the location of the accident or health problem. The student should remain at the scene until help arrives. If help is not on the scene within two or three minutes, the student should follow up with a return call to Public Safety.

All accidents should be reported promptly, even though they may not require immediate aid. The University encourages the person sustaining the accident to seek medical attention and to file an accident report as soon as possible with the Public Safety Department.

Students are responsible for any charges for services rendered off-campus.

Emergency Campus Closing

Closing in case of extreme snowfall or other hazardous weather, Mount Mary University will contact the local media to announce the cancellation of classes. Decisions about evening classes will ordinarily be determined in the afternoon. Mount Mary administration will notify local radio and television stations as soon as possible when evening classes are not being held. Please keep in mind that the emergency school closing policy pertains to situations that may be unrelated to weather, e.g., broken water pipes or heating system, or flooding. When classes are canceled, the University may beclosed.

Additionally, Mount Mary University utilizes the RAVE Emergency Alert System. In the case of weather related school closings or other campus emergencies, the system will push alerts directly to your cell phone and campus email account. To receive these alerts 24/7, be sure your cell phone number is on file at the University.

Emergency closings during final exams: If there should be a weather emergency in effect at 7:00 a.m. on an examination day, all daytime (8:00 a.m.--4:30 p.m.) examinations will automatically move to the day following the last day of exams. Separate announcements will be made regarding evening classes. Friday and Saturday will be used, if necessary, to complete the exam schedule.

Emergency Evacuation

In every potential emergency, including an armed intruder/active shooter, weather, fire, biological/chemical, bomb threat, etc., a unique response is required. Please see Safety and Security | Mount Mary University for the most detailed and updated information regarding emergency procedures. The Mount Mary University Public Safety Department is staffed 24 hours per day, 7 days per week. In the event of an emergency, Mount Mary University works closely with the Milwaukee Police Department, Milwaukee Fire Department, and the City of Milwaukee Health Department to help mitigate the emergency.

A scheduled fire drill is conducted each semester in Caroline Residence Hall. The drill requires evacuation of the building. It also tests and evaluates the total response to the fire alarm. Students are expected to leave the building at any time that a fire alarm sounds; additionally, students should never tamper with fire safety alarms, including pulling alarms when no fire is present or intentionally setting off an alarmed door.

The RAVE Alert text messaging system is tested on an annual basis.

There are three general categories of response to emergencies: get out, hide out, or take out. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of student, staff, or visitors to campus, the University community will be given instructions on the safest response to the situation. The notification may be in the form of verbal instructions given in person, utilizing building loudspeakers where equipped, activating fire alarms, and/or sending a message via the campus emergency notification system (RAVE). Evacuation instructions are also posted throughout University buildings.

Mount Mary University will, without delay and taking into account the safety of the University community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Parent/Guardian Notification

The Vice President for Student Affairs is responsible for determining if and by what means parents/legal guardians will be notified for health and safety concerns, and/or when students under the age of 21 are found to have committed serious or repeated violations of federal, state, local law, or University policies related to the possession, use, or distribution of alcohol or a controlled substance.

Notification of parents/legal guardians is indicated in any of the following circumstances:

- The violation involved harm or threat of harm to self, other persons, or property.
- The violation involved an arrest in which the student was taken into custody.
- The violation suggests a pattern of alcohol or controlled substance abuse.
- The student who committed the violation required medical intervention or transport as a result of consumption of alcohol or a controlled substance.
- The violation resulted in or could result in the student being disciplined by the University including but not limited to the following: housing contract probation, housing contract cancellation, disciplinary probation, suspension, or dismissal.

The University supports students assuming personal responsibility and accountability for their actions as they learn to establish their own independence. The University also recognizes that the process of establishing personal independence requires support and, at times, assistance or intervention. In the appropriate circumstances, notification of parents/legal guardians can be a means of support in that transition. Consistent with this approach, the Vice President for Student Affairs will involve the student in a discussion about the decision to notify parents/legal guardian and will inform the student that notification will take place.

Nothing in these guidelines will prevent University officials from notifying parents/legal guardians of health or safety emergencies.

Missing Persons

In addition to registering a general emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Public Safety in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Public Safety will notify that individual no later than 24 hours after the student is determined to be missing. A resident student who wishes to identify a confidential contact can do so through filling out a Missing Person Contact on their Housing Application. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement in the course of the investigation.

If a member of the University community has reason to believe that a student who resides in on campus housing is missing, they should immediately notify the Director of Student Life and Housing or Public Safety. Public Safety will generate a missing person report and initiate an investigation. After investigating a missing person report, should Public Safety determine that the student has been missing for 24 hours, Public Safety will notify the Milwaukee Police Department and the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Public Safety will notify the student's parent or legal guardian immediately after Public Safety has determined that the student has been missing for 24 hours. Furthermore, University officials may check with roommates, close friends, and emergency contacts to ascertain the location of the missing student. A call may be placed to instructors to check if the student has been in class. University officials may also call parents or family members to check if they have information regarding the missing student's whereabouts.

Discrimination and Harassment

The University is committed to action that supports diversity and enables all members of the University community to build and enhance relationships in a safe environment. Mount Mary University is committed to providing and maintaining a healthy learning and working environment for all students, staff, and faculty members, free of harassment and of any kind against any person or group of individuals based on race, gender (including, but not limited to, identity, expression, and pregnant/parenting status), sexual orientation, age, national origin, religion, marital status, disability or other basis protected by law that applies to the University. In accordance with Mount Mary's values, its role as an educational institution, and local, state and federal laws, the University condemns any such form of harassment or discrimination in the University community. Any student found to have engaged in such conduct is subject to University disciplinary procedures and sanctions,

up to and including suspension and/or expulsion. In addition, any student who violates any state, federal, or municipal law shall be subject to disciplinary action for said offense(s). The adjudication of such violations may proceed regardless and/or independently of any action taken by state, federal or municipal agencies.

Policy Definitions

Harassment is defined as any behavior (verbal, written, or physical) that abuses, assails, intimidates, demeans, victimizes or has the effect of creating a hostile environment for any person based on race, gender, sexual orientation, age, national origin, religion, marital status, disability or any other basis protected by federal, state or local law.

Discrimination is defined as a distinction made against a person based on race, gender, sexual orientation, age, national origin, religion, marital status, disability or any other basis protected by federal, state or local law.

Filing a Complaint or Grievance

If a student feels that they need to file a formal complaint or grievance, there are several options, depending on the type and nature of the complaint. Students may initiate a formal reporting procedure if complaints cannot be settled on a personal basis with those involved (such as through a mediated conversation).

Students who have been discriminated or harassed against because of race, ethnicity, gender, religion, age, ability, national origin, or any other protected class, may submit a complaint to the University via the Equity and Bias Policy. Please note that a specific policy exists for any grievances related to sex and gender-based complaints, which can be found within this Handbook.

For students wanting to file a formal complaint through the Equity/Bias Policy, please go to that link, referenced in the Equity Policy section of this handbook. Grievances related to a charge of faculty misconduct/harassment that do not fall under Title IX or the Bias/Equity Policy should be reported to the Vice President for Academic Affairs. Other grievances should be reported to the Vice President for Student Affairs. An investigation of any complaint will be initiated by appropriate university personnel, including employees, based on the circumstances of the complaint.

Student names may be kept confidential if desired. Persons choosing to file complaints on a confidential basis need to understand that there may be limits on the University's ability to investigate and resolve a complaint on an anonymous basis. The University does, however, take such complaints seriously and will investigate and address complaints within the bounds of the confidentiality requested. While the University will take requests for confidentiality seriously, it must also consider its responsibility to provide a safe and nondiscriminatory environment for all students, including the student who reported the harassment, when that person is known to the University. The University prohibits retaliation against anyone who has reported any incidents of harassment or discrimination.