

Residence Hall Policies

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Residential Community Rights and Responsibilities

- The right to read and study without interference, unreasonable noises, and other distractions.
- The right to sleep without undue disturbance.
- The right of a resident to sleep or study supersedes the right of another person to **entertain**.
- The right of all residents to have personal privacy in their rooms.
- The right to live in a clean environment.
- The right to have free access to one's room and facilities.
- The right to host guests, but with the understanding that the guests will honor other residents' rights.
- The right to redress grievances. Students have the right to file a complaint against another student.
- The right to be free of fear or intimidation and physical or emotional harm.
- The right to assume there will be reasonable consideration in technology use.
- Each resident must respect his or her roommate's belongings.
- The right to have a living environment free from residents who abuse or misuse drugs/alcohol.

Within the first week of the semester, your Resident Assistant will make available to you a "roommate agreement" on Roomcompact. We strongly suggest you and your roommate utilize this tool to facilitate healthy, proactive communication. If it is evident that you and your roommate and/or other residents cannot live in peace and relative harmony, contact the Resident Assistant to help assist you first in solving the problem. If the initial conversation between residents is not successful, residents should reach out to their Resident Assistant and/or Resident Director to facilitate a discussion with all individuals. As a resident, you have the right to submit a written complaint concerning the behavior of your fellow residents.

Behavior taking place in the suite area is the responsibility of all individuals living there. Each person must take steps to deal with any given situation. Should a written complaint occur, all individuals in the suite may be referred to the appropriate University officials.

Individuals should show respect for others and comply with requests from University officials, including student staff members. Students are expected to show identification when requested by a University official. Any attempt to verbally or physically harass University or Housing employees while performing their duties may lead to removal from the residence halls.

Alcohol and Drugs

Alcohol

The possession or consumption of alcoholic beverages is prohibited in University residence halls and dining facilities. In addition, beverages that are sold as “imitation alcohol products” are not allowed. Students are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages.

It is a violation of residence hall policy to remain in a room where there is alcohol or other illegal drugs. Individuals in the presence of alcohol or other drugs may be subject to disciplinary procedures.

Violation of this policy may result in removal from the residence halls. Non-college students, who are minors (under the age of 21), found in situations with alcohol in the residence halls are subject to arrest along with their hosts.

Alcohol Containers and Window Displays

Alcohol containers and beer bong, full or empty, are not allowed in UND residence halls. Items pertaining to alcohol, including neon signs and other icons, or other offensive items, may not be displayed in residence hall windows. This policy will be enforced by residence hall staff and those who violate the policy may be subject to conduct proceedings.

Drugs

The illegal possession of drug paraphernalia or use of compounds or synthetic compounds that produce hallucinations or illusions when introduced into the body, and all compounds covered under federal and state drug control laws, are not compatible with the University’s expectations for student responsibility. Therefore, they are not allowed in UND residence halls. Individuals who engage in such illegal acts are subject to disciplinary and/or legal action, including an immediate/temporary removal and ban from the residence halls and/or dining centers. Students receiving an immediate/temporary removal and ban will be asked to surrender their room key until their conduct proceedings have been completed. The temporary removal and ban may become permanent if the student is found responsible through the conduct hearing process. Documentation for suspicion of possession, consumption, or ingestion of these types of drugs, will lead to an investigative meeting followed by a hearing with a Student Conduct Administrator. To find out more about North Dakota drug laws visit legis.nd.gov.

Animals on Campus

For health and sanitation reasons, NO PETS, except for fish in a single aquarium per resident, are allowed in the residence halls. Aquariums shall not exceed 20 gallons in size.

An aquarium in a student room must be mutually acceptable to all roommates. If found in violation of this policy, students will be charged with any relevant cleaning fees required for the health and safety of residents, in addition to a hearing with a Student Conduct Administrator. If an animal is found in a space it does not belong, it is required to be removed immediately. This policy does not apply to students with Service Animals, or students who are approved to house an Emotional Support Animal.

Emotional Support Animals (ESA)

You can submit a request for an ESA on campus. Once you complete the form, it should be submitted to UND Student Disability Resources for approval. Please note that the ESA should not be brought to campus until you have received official written approval confirming that all paperwork has been fully processed and accepted. For more information, please visit the Student Disability Resource page: <https://und.edu/student-life/student-disability-resources/index.html>

Building and Property

Appliance Usage

The following electrical appliances, which must be UL-approved and in good condition, are permitted in student rooms: clocks, desk lamps, hair dryers, flat irons/curling irons, computer equipment, radios, TVs, razors, fans, heating pads, sewing machines, and stereo equipment.

No more than two electrical appliances can be plugged into any double outlet. However, multiple outlet power strips, which are UL-approved and fused, are allowed in residence hall rooms with a limit of one per outlet.

Single serve coffee/hot beverage appliances with an enclosed heating element (Keurig or similar brand) are allowed for use in residence hall rooms.

The **storage** of coffee makers, hot pots, air fryers, and popcorn poppers is allowed in student rooms, **but the use is prohibited in student rooms or suites**. These appliances can be used in kitchenettes or University Place Apartment kitchens.

Electric grills, toasters, microwaves, toaster ovens, crockpots, electric skillets, electric pots, toaster ovens, or any other cooking appliance with a heating element **are prohibited** in rooms or suites, except University Place. The storage or use of charcoal, propane, wood, or camp grills and smokers is prohibited in student rooms/suites.

Space heaters, room air conditioners (window or portable), and extension cords, are not permitted in rooms.

Break Periods

For safety and health reasons before each break period, residents must turn off all the lights and appliances (excluding refrigerators, computers, and aquariums), empty wastebaskets and recycling container, close and lock window, leave blinds 12 inches open, as well as close and lock room door(s) and suite door (if applicable).

The residence hall staff will complete a Safety Check of every resident's room before winter break. Staff will verify there are no Residence Hall Policy violations, UND Code of Student Life violations, and check the fire safety equipment in the hall and individual student rooms. Violations will be documented during each vacation period and students may face student conduct action for Code of Student Life violations. Residents who leave excessive garbage in the room, that may lead to excessive odors during break, will be assessed a fee for removal of the garbage from their room/suite.

Biohazard/Sharps Needle Disposal

Students may be responsible for any charges that result in any biohazard clean up (e.g. blood, bodily fluids). Students who use hypodermic needles of any type are required to dispose of them in a proper manner. "Sharps" containers are required to be used and are available at the Student Health Service Office at no charge.

Cleaning

Residents are required to maintain clean and orderly living spaces and follow all expectations contained within the Residence Hall Policies and those provided by Residence Life staff, including their Resident Assistant. Residents are responsible for cleaning their assigned living space, which may include any rooms, bathroom, or common areas within a suite.

Bathrooms in "community-style" communities are cleaned daily by BST staff. Residents may not leave any items in community-style bathrooms at any time.

Electrical Items

All electrical items must be plugged directly into a wall outlet or into a surge protector that has an on/off switch. Daisy-chaining electrical items (plugging one directly into another) including surge protectors and twinkle lights is not permitted.

Elevators

Tampering or maliciously damaging the elevators may result in responsibility for repair costs being placed on the residents of a building if the responsible individuals are not identified. Residents are expected to follow the maximum weight listed in each elevator.

Furniture

Student rooms are furnished with a single bed that elevates to various heights, XL twin size mattress, desk, desk chair, and dresser. No structural changes, additions, attachments, transfers, or change of furniture may be made at any time. Residents may bring furniture from home if they desire; however, they are responsible for all furniture in their assigned rooms and all University furniture must remain in the student room. There is no storage space available for University furnishings moved to accommodate personal items. Furniture may not be transferred from one room/suite to another or removed from campus.

Lofts must be 18" (inches) below a ceiling mount smoke detector and must have the same straight-line clearance from a wall mount smoke detector. The lofts, or any bed, must not block the direct exit from the room.

Additional furniture must not impede the space of others in the room or block egress. Waterbeds are not allowed in the residence halls.

University property in common areas including furniture, whiteboards, decorations, pictures, and appliances may not be removed under any circumstances. Furniture from common areas may not be moved to resident rooms or suites at any time. If common area furniture is found in a resident's room or suite, the residents assigned to that space may be billed for taking the furniture.

Graffiti and Vandalism

Residents are expected to report to University residence hall staff or the University Police Department any offensive, harassing, slanderous or otherwise inappropriate graffiti, tagging, markings or drawings on any University property or publicly viewed areas.

Residents are prohibited from destroying or otherwise vandalizing the facilities, furniture, or any items contained within the halls. This includes, but is not limited to, bulletin boards, door decorations, posters/fliers, furniture, decorations, etc.

Malicious or negligent damage to a common area of a hall, above normal wear and tear, including theft of property, is prohibited.

In-Line Skates/Wheeled Transportation

Use of in-line skates and shoes with rollers, or any sort of wheel transportation, bikes, skateboards, unicycles, etc., with the exception of wheel transportation for medical purposes, in residence halls, tunnels, and/or building areas, except for entries, is prohibited.

The use, possession, or storage of Hoverboards, Segways, IO Hawks, motorized vehicles, Skywalkers and/or similar devices are prohibited in all residence halls.

Bike racks are available for use outside each residence hall as well as near campus buildings. All students who own bikes are encouraged to obtain strong locks and chains and register their bikes with the University Police Department on the Safe UND app. As they are outside vehicles, you cannot ride bicycles in the residence halls or tunnels. Bikes may not be stored in the residence hall common areas or in the suite areas. Bikes are allowed to be stored in the resident's assigned room if agreeable to the resident's roommate. Motorized vehicles are not allowed in the residence halls.

Kitchens

Common area kitchens are designed for students to supplement and enhance their meal plans, not to replace them. Students are expected to take reasonable care in using these kitchens in a safe manner. Students who misuse the kitchens or fail to clean up after themselves will be subject to losing the privilege of using the kitchens and/or other disciplinary actions.

Laundry

Washing machines and dryers are provided in each residence hall. Each residence hall laundry facility is dedicated for use by only University of North Dakota students that reside in that residence hall. Laundry is included in your room and board charges.

It is the resident's responsibility to switch their laundry promptly and to bring it back to their assigned room once it is completed. We encourage you to sit and stay with your laundry as it is being cleaned. UND is not responsible for any lost, stolen, or misplaced laundry.

If items are lost, stolen, or damaged, please contact the housing staff as soon as possible. Lost and found items are often brought to the hall's staff office.

Lithium Batteries and Car Batteries

To ensure the safety and well-being of all residents and staff, the presence of lithium batteries and car batteries within the building is strictly prohibited. Any lithium batteries or car batteries found within the building will be subject to immediate removal and disposal in accordance with safety guidelines.

Parking

Students, staff, and campus guests who park their cars on campus are required to purchase a parking permit. Residents are responsible for understanding and following rules for parking cars.

Refrigerators

Refrigerators are permitted in student rooms provided they are no larger than 5.0 cubic feet in size and are UL listed. The University reserves the right to request removal for safety reasons.

Microfridges, leased from University Housing, or approved models on the UND website are the only approved microwave/refrigerator appliance combination allowed in the residence halls.

Before moving out of the hall, your rented Microfridge must be defrosted and cleaned. Fees will be assessed for late returns, or if the Microfridge is not clean.

Renters Insurance/Property Disasters

The University is not responsible for the loss of personal property by fire, theft, or any other cause. All residents are strongly encouraged to secure their own renter's insurance policy to protect against these and other losses.

High winds, floods, fire, and loss of utility services can result in serious consequences for residents and the property. In the event of such an occurrence, the University shall attempt to restore the premises or services as soon as is reasonably possible. However, the University is not obligated to provide or pay for alternate housing in the event the premises are temporarily or permanently uninhabitable. Should the University determine a property to be uninhabitable, either permanently or for an extended time, the University may terminate the contract agreement.

Renter's Insurance Option

GradGuard is the leading embedded insurance platform that helps schools educate and protect students from the risks of college life. GradGuard is one of the number one providers of tuition and renters insurance programs in the nation. Please see the attached link for more information: <https://gradguard.com/renters/und>.

Residence Halls Entrances

Residence halls entrances are locked on a 24-hour basis. Residents are issued a room key during move-in. Residents are issued a U Card (University ID Card) by the UND U Card Office, which is used to access exterior building doors. All residents are required to obtain a U Card prior to move-in. Residents are responsible for the safe keeping of all keys, cards, or fobs and following guidelines provided by staff for their use. This includes the following guidelines for returning these by required deadlines. Residents are strongly encouraged to lock their room and suite doors whenever they leave.

Outside doors are unlocked during check-in and check-out periods to help make moving easier. Residents should never prop open locked buildings or wing doors or permit entry to

persons they do not know. Any doors which do not lock properly should immediately be reported to the hall staff member on duty.

Room Damage

Residents are responsible for damage to their room/suite that is not reported on the room condition report in Roomcompact at check-in. When responsibility for damage cannot be determined, room/suitemates will be held jointly responsible.

Room Personalization

Personalizing the room is permitted. Residents must not alter or damage the condition of the room and must conform to current housing guidelines.

Pictures and posters may be temporarily hung on the walls of the room. The use of stick-ons and other adhesive products is discouraged. Any damage resulting from the use of hanging material will be charged to the resident's account upon check-out. It is recommended that very small thumb tacks or nails be used to hang items. It is important to properly space any posters or decorations on the walls to prevent an increased risk of a fire spreading (flashover).

Hazardous materials as identified by university policy or the State Fire Marshal are not permitted in the residence halls. Students may not attach any items to the ceilings. Any materials, including wall hangings, posters, murals, wallpaper, etc., displayed on a wall/door which could lead to flashover are prohibited in the residence halls and are considered hazardous materials. The University further reserves the right to direct the residents to remove from their room any hazardous materials. The final decision regarding removal of such materials will be made by the Associate Director after review by the Resident Director.

Candles used for decorative purposes are prohibited. Candles and other devices with open flames, or which smolder, as well as incense, are prohibited. Additionally, flammable liquids, such as propane, gasoline, petroleum-based solvents, paint thinners, and similar flammable materials may not be stored in residence halls.

Safety regulations do not permit live holiday trees in residence halls. All holiday decorations in student rooms and hallways must be made of fireproof materials. Holiday lights/decorative lights must be UL-approved and must be of miniature size. Plastic guards are allowed on miniature lights. Ceramic lights are not permitted. Lights must not be hung on the curtains or on the windows themselves and must be kept from contact with fabrics. Residents must be in the room when lights are in use.

LED light strips may only be used with pins, tacks, or blue painters tape. Using the adhesive on the back of the LED light strips is prohibited. The adhesive on the back damages the walls and the furniture.

Sports in the Hallways

Sports or related activities are prohibited in hallways, wing areas, lounges, and tunnels of residence halls. This includes the use of remote-controlled airplanes or helicopters. Sporting equipment may not be thrown or used in any way.

Ball playing (throwing, kicking, batting, etc.), boxing, wrestling, rollerblading, skateboarding, use of toy guns that shoot any kind of projectile (i.e. Nerf guns), use of lacrosse or hockey sticks, and other similar activity is not permitted inside the residence halls. Ball playing (i.e. lacrosse, softball, football, soccer) in areas that are immediately adjacent to a residence hall is not allowed.

Windows

Windows may not be used as an entrance to or egress from the building. Window screens, stops or seals (where applicable) must remain secured to the window. Dropping, throwing, or in any manner allowing objects, liquid or solid, to be ejected from windows is strictly prohibited. Residents of a room are considered responsible for any object ejected from their window.

Window coverings are provided in all areas for privacy and protection from the heat of the sun. Residents are not allowed to block windows with any items not intended to serve as a window covering, including but not limited to clings, signs, tape, flags, string lights, stickers, foil, blankets, paper, etc. Additional curtains are allowed, but they must have a tag clearly stating they are flame-resistant.

Residents should be aware that leaving windows open during cold weather may cause the pipes in their rooms to freeze and possibly burst. Students are responsible for any damage that results from frozen pipes due to a window being left open in their room.

Code of Student Life

All residents are expected to abide by the UND Code of Student Life. UND Housing strongly encourages all residents to read the UND Code of Student Life prior to residing in the residence halls. As stipulated in the Code, residents are responsible for complying with university policy and procedure. Students with questions about the UND Code of Student Life should contact the UND Office of Student Rights and Responsibilities.

The Code can be accessed by visiting the code of student life:

<https://und.policystat.com/policy/14116676/latest/>.

Communication

Residents may be contacted by the Housing Office via e-mail, phone call, or text message. Residents must ensure their contact information is updated as needed with their direct contact information. The Housing Office will regularly communicate with residents via their

UND student e-mail address. All residents are strongly encouraged to check their UND e-mail regularly.

Emergency Procedures

High Winds, Floods, Fire, and Loss of Utility Services

Severe weather, and other emergency incidents, may result in serious consequences for residents and property. In the event of such an occurrence, the University shall attempt to restore the premises or services as soon as is reasonably possible. However, the University is not obligated to provide or pay for alternate housing in the event the premises are temporarily or permanently uninhabitable. Should the University determine a property to be uninhabitable, either permanently or for an extended time, the University may terminate the contract agreement.

As weather patterns and seasons change, severe weather can develop quickly. Please review the following information outlined on the Severe Weather website for Extreme Heat, Floods, Severe Thunderstorms, Tornado Safety, and Winter Storms.

Emergency Power Outages

During emergency power outages, residents should not use the tunnels in any complex unless there is a weather emergency. Residents are required to follow procedures as directed by University personnel.

Siren Notification

Four outdoor sirens are located on the UND campus as an additional method of emergency communication. In the event of an emergency, sirens will sound with an alert tone followed by a pre-recorded message containing information on the type of emergency. For more information, see UND.edu/emergency-management.

Tornado Procedures

During a tornado warning, residents are advised to seek shelter in the lowest level interior corridor of their residence hall and keep away from windows. The tunnel area provides good shelter. Residents who wish to remain in the building during a tornado alarm must follow procedures as directed by University personnel.

Fire Safety

Fire Evacuation

It is the responsibility of all students to familiarize themselves with proper fire and emergency evacuation procedures. In the event of a fire alarm, students should proceed as follows:

- All persons inside a residential or dining facility are required to leave the building.
- University staff may assist with the evacuation of the building as availability and safety permits.
- Failure to respond to a fire alarm or to a staff member's request during an evacuation may result in University disciplinary action and/or municipal fines.
- When an alarm sounds, follow these guidelines:
 - Close room doors and windows.
 - Don't panic, move quickly outside the building to at least 50 feet away from the structure to the designated assembly point and check in with University staff.
- Do not use elevators or tunnels as exit routes. Use the closest stairwells.
- Do not re-enter the building until the alarm is silenced and the "all clear" announcement is given by the emergency response personnel.
- If you are on an upper floor and are not able to safely leave your room:
 - Close your door and seal it off with a towel or blanket.
 - Dial 9-1-1 and report your situation to the dispatcher. Don't hang up until directed.
 - Hang a bright colored sheet or towel from your window to alert emergency crews to your location.
 - Wait for rescue. If you can't exit, don't panic and open the door, or prematurely jump from your window.

Fire Prevention

Fire prevention in the residence halls is taken very seriously by hall staff and is the shared responsibility of all students living in the halls. For safety reasons, interference with the operation of the smoke detector or any other fire safety equipment is prohibited, and room exits may not be blocked. Each residence hall is equipped with a building fire alarm system, and each student room has a smoke detector which is periodically checked by hall staff. In accordance with North Dakota state law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until permitted by hall staff.

Any violations of evacuation procedures by residents will be handled through conduct proceedings. The interference with the operation of the smoke detector or any other fire safety equipment will result in UPD being called and additional conduct proceedings.

Any person who willfully tampers with fire alarm equipment resulting in a false fire alarm is subject to criminal punishment. Fines may be assessed, and the incident will become part of that person's criminal record. Fire extinguishers are provided as a life safety feature. Tampering with them will result in disciplinary action and may result in removal from UND Housing.

A sprinkler system is provided for additional safety in the event of a fire in Brannon, Johnstone, McVey, Smith, Swanson, West and University Place. Residents must be careful not to damage, tamper with, cover, or hang items from the sprinkler heads or an accidental discharge of water may result. In addition, residents may not store personal items within 18 inches of any sprinkler head.

Drills

A fire drill is conducted at the beginning of each semester. The fire drills are designed to give students an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Failure to do so will result in disciplinary action.

Education

UND promotes campus fire safety on an ongoing basis through various safety education and training programs. Residence hall staff receive orientation to the operations and locations of the fire alarm system, as well as a review of their roles during a fire or fire drill. The hall staff members receive training by the Grand Forks Fire Department on the operation of fire extinguishers. Students receive a general orientation to the fire systems present in the building during the first week of the residents' arrival. Staff also review evacuation and emergency procedures with residents.

Reporting

Individuals discovering a fire should dial 9-1-1 and activate the fire alarm system. The fire alarm system in buildings on campus, when sounded, will not summon the fire department. They are for alerting occupants of the building only.

Gambling

Gambling of any form is not permitted in the residence halls. The dealing, playing, conducting, betting on, and providing facilities for games involving cards, dice, and other devices for money, checks, credit or representations of value is prohibited. This includes, but is not limited to, the games Texas Hold 'Em, blackjack, poker and other card games,

craps, roulette, and other comparable games when these games are played for monetary gains. University sponsored raffles and games are exempted from this policy.

Harassment and Discrimination

The University of North Dakota (UND) is committed to the principle of equal opportunity in education and employment. UND does not discriminate on the basis of race, color, national origin (including limited English proficiency), religion, age, disability, sex, sex stereotypes, sexual orientation, gender identity, pregnancy or pregnancy-related condition, genetic information, marital status, veteran's status, political belief or affiliation or any other status protected by law. UND prohibits discrimination and harassment of students, employees, and visitors based upon these characteristics as well as sexual misconduct. Sexual misconduct includes sex-based harassment, sexual assault, domestic violence, dating violence, or stalking.

If you or someone you know have experienced sexual misconduct or discrimination or harassment based on any other protected class, please contact the Equal Opportunity & Title IX Office or UND's Title IX Coordinator, Donna Smith, for assistance: 701.777.4171; donna.smith@UND.edu. UND will take prompt action to eliminate discrimination or harassment, prevent its recurrence, and eliminate its effects, including by providing supportive measures to the impacted parties.

Reporting and Response

Under UND policies, most UND employees, including Resident Assistants, Managers, and Directors, are required to share complaints of discrimination, harassment, and sexual misconduct with the Title IX Coordinator. These employees are not allowed to keep a report of sexual misconduct or other protected-class discrimination or harassment completely confidential. This is because UND has resources and support. We are concerned for the safety and well-being of the person impacted as well as the campus and community. This does not mean an investigation or other process will occur against the complainant's wishes.

Respecting a complainant's privacy is important to UND. Information will only be shared with individuals who need to know to provide resources for the complainant, to protect the safety of the campus community, or for investigative needs. If a complainant does not want their name revealed to the respondent, UND will do its best to honor that request. The confidential resources listed below will not report incidents of discrimination, harassment, or sexual misconduct to the Title IX Coordinator in a way that identifies the complainant without the complainant's consent. You can make a confidential disclosure and still receive counseling or other services through these departments.

More information about resources and support for sexual misconduct and protected-class discrimination and harassment is available through the Equal Opportunity & Title IX Office or by contacting UND's Title IX Coordinator directly at 701.777.4171 or donna.smith@UND.edu. Information about UND's policies, reporting options, and response can also be found at SafeUND.

Immunizations

The North Dakota University System policy requires all students to be vaccinated with two doses of measles, mumps, and rubella. All newly admitted students, ages 21 and younger residing in campus housing must provide documentation of immunity against meningococcal disease. One dose must be given after the 16th birthday to be valid. Students are also required to complete the TB (Tuberculosis) screening form. For more information, see web site UND.edu/health-wellness/student-health.

Occupancy and Guests

The student must occupy the assigned room and may not sublet. Occupancy of longer than a weekend by a guest without permission of the Resident Director or Associate Director, constitutes a sublease. A student living in a residence hall must be enrolled full-time at UND. If a student has questions or concerns regarding credit requirements, they should contact the Housing Office staff.

Guests/Escorts and Visitation Hours

Guests are welcome in UND's residence halls. However, having guests is a privilege and certain rules must be followed. A guest is defined as anyone who is not an assigned resident of a specific room, apartment or building. Guests are typically welcome to visit at any time of the day. Visitation may not infringe upon the rights of the roommates or suitemates. The right of a resident to sleep or study supersedes the right of another person to host guests.

Residents are prohibited from transferring use of their room, or any part of their room, including, without limitation, through the use of any room-sharing or home-sharing website.

Guests must be escorted at all times. Guests cannot be left in the building without their resident host. As hosts, residents may be personally and financially responsible for the actions and behaviors of their guests. Guests must be personally known to residents and hosts are responsible for informing guests of the policies and procedures of campus housing, and guests must abide by university and residential policies and procedures at all times. As hosts, residents are accountable and may be subject to disciplinary action if guests violate a policy or procedure. Guests who exhibit inappropriate behavior may be required to leave campus housing. Staff will not escort a guest into any units without a resident host.

Residents are allowed to host overnight guests after discussing the visit with all roommates prior to a guest's arrival. An overnight guest is anyone who is not a resident of a particular unit, which includes residents from the same residence hall/building. Roommates may request that the overnight guest leave the room or suite at any time.

Resident hosts are allowed to have overnight guests a maximum of two (2) nights in a seven (7) day period and for no more than five (5) overnight visits in any given academic semester. The seven-day period begins at midnight on Sunday and ends at 11:59 pm on Saturday. Overnight guests may only sleep in the room of the host who is sponsoring the visitation. Sleeping in other rooms or public/community spaces within the halls is strictly prohibited. In addition, guests may not stay in unoccupied beds in a room without the consent of the resident whose bed is to be used.

Quiet Hours

Noise Policies

Noise levels should be within standards that will facilitate an atmosphere conducive to studying. Residents are encouraged to approach individuals who are infringing upon their rights to pursue academic endeavors. If this initial confrontation is not successful, residents should then contact a Resident Assistant.

Quiet Hours

It is the responsibility of each hall government to establish a schedule of quiet hours for the year which will be conducive to sleep and studying and remain in effect through the week before each final's week. During both finals weeks there will be 24-hour quiet hours in order for students to have an environment that is appropriate for studying. The quiet hours of Sunday - Thursday: 10:00 pm - 8:00 am; Friday and Saturday: Midnight - 10:00 am; will be the established quiet hours unless the hall government establishes new quiet hours with resident consensus and Housing department approval.

While these are standard quiet hour guidelines, residents are expected to exercise courtesy and consideration with regard to noise at all times. These hours are enforced 24 hours a day.

Room Change Process

Current UND Housing residents who want to change rooms must contact their Resident Director to request a change. Room changes will occur between week 2 and week 11 of the Fall and Spring terms. Residents may request to change rooms to any vacant bed, or request to swap rooms with another resident who is mutually interested in swapping rooms. Please know that all impacted roommates must sign off on a room swap before it is approved.

Residents may not move to a new room, or swap rooms with another student, until written approval has been received from the Housing Office.

Students who want to make a room change, please follow these steps:

- Meet with your Resident Director (RD):

- Your hall staff will want to know if there are specific reasons you would like to move that should be addressed within the community.
- If your request to change rooms is approved, your RD will submit the request to be processed by the UND Housing Assignments staff. Requests approved after Wednesday will be processed the following Wednesday.
- Room Change Timeline
 - Wednesday: If there is a space available based on the preferences you have indicated, you will receive an email offering you the space.
 - Thursday at Noon: Deadline to accept or decline the space. Not responding in the allotted time will be the equivalent of declining the offer.
 - Friday after 4:30 pm: Staff will be available to complete the check-in process for your new assignment.
 - Sunday before 10:00 pm: Deadline to complete your room change and check-out of your former room assignment.
 - Room changes are not complete until you have completed a check-out with the hall staff.

When your scheduled check-out time arrives, all of your belongings must be out of your room. Your area should be clean and in the same set-up arrangements as when you moved in. When you check-out with your RA, please make sure you have taken care of the following items:

- Room is completely empty.
- Room has been thoroughly cleaned.
- Windows are closed and locked.
- Trash has been removed to the outside dumpsters and room vacuumed.
- All tape and sticky tabs, hooks, have been removed from walls, floors, doors, and furniture.
- Drapes are open.
- Lights are turned off.
- Keys are turned into RA.
- Check-out forms have been properly completed.
- RA has been told of any repairs needed in room.
- Beds are delofted and set to the correct height. Return safety railing and ladder to hall office (if used).

**Room changes that continue past Sunday at 10:00 pm are subject to an Improper Move-Out Fee of \$50.00. Should you continue to occupy two rooms beyond that time, you will also be subject to additional fees including, but not limited to, re-core of room locks, cleaning and/or maintenance charges, etc.

Room Consolidation Policy

If a room and/or suite falls below the designated capacity, residents will be notified by hall staff. Residents may request to keep the room as a double as single, depending on space availability. If a resident does not want to keep the room as a double as single, residents must find a person to move in with them or be reassigned to a room with other residents to minimize the number of students left in rooms by themselves. Residents in rooms and/or suites below the designated capacity will be charged an additional fee.

The University reserves the right to make changes in room assignments, to make additional assignments on a temporary basis, and to occupy residence hall rooms (requiring removal of the occupants' belongings) during non-contract periods for special needs of the University. These changes may be made without prior notice to the occupants. Extended housing assignments may be temporary assignments. A student occupying an extended housing assignment may be reassigned when space becomes available.

Right of Entry

University and/or hall staff may enter a resident's room to confirm the well-being, health or safety of individuals in the room. Entry will be made after receiving no response from loud, repeated knocking and verbal requests. University and Housing staff also reserve the right to enter a room based on reliable information that a University policy is being violated. University and or hall staff may enter a resident's room to address an emergency facility concern.

Solicitation and Posting

Solicitation

1. Solicitation is the sale or offer of any property or service and/or receipt of, or request of any gift or contribution. No solicitation shall be conducted in the residence halls except by the agents or employees of the University acting in the course and scope of their agency of employment, or by residence hall government and/or recognized student organizations, in accordance with University policy.
2. Complete regulations regarding solicitation on the UND campus are contained in Section 5-6 of the Code of Student Life. Student groups who qualify to solicit under those regulations must receive prior approval from the Associate Director of Residence Life at least three days in advance of the activity. In cases where there is a question of whether the solicitation activity is appropriate, the request for approval will be forwarded to the Director or designee.
3. Approved solicitation activities may only be conducted in the main lounge of a residence hall between the hours of 9:00 am and 10:00 pm. No door-to-door

solicitation will be permitted unless approved by the Housing & Residence Life Office.

Posting

The Director of Housing & Residence Life (or designee) approves items to be posted on exterior surfaces or the surrounding property, and in all common areas within University Housing residence halls, apartments, and faculty/staff guest housing including (but not limited to) lounges, stairwells, study areas, individual unit doors, entry ways and hallways. Posting will be allowed only in designated areas within each residential facility. Posting in Housing areas will be accomplished by Housing and Dining staff members.

Promotional material will not be posted on exterior doors. Exceptions include informational materials relating to housing and dining facility operations (i.e., hours of operation, etc.) or urgent or emergency information at the discretion of the designated approver.

Tobacco

The University of North Dakota is a tobacco-free campus. The use of tobacco is prohibited within university buildings, parking structures, walkways, arenas, in University or state fleet vehicles, and on University owned property, not otherwise leased to other organizations. Tobacco use includes the possession of any lighted tobacco product or the use of any oral tobacco product including electric cigarettes/pipes or other devices.

Hookahs, e-cigarettes, and other devices used for the purpose of smoking tobacco and other like products are prohibited in the residence halls. Ashes, from such items, implies their use in the residence halls and are therefore in violation of UND and Housing policies and could lead to disciplinary action.

Unauthorized Access

Students are prohibited from entering restricted access areas such as roofs of residence halls/dining centers and mechanical or custodial rooms other than those specifically provided for resident use. Students may not use another student's keys or student ID to enter a residence hall or residence hall room/apartment or use another student's ID to enter a dining center or pay for retail location food.

Weapons

The term weapon means any object or substance designed to inflict a wound, intimidate, cause injury, or incapacitate, including, but not limited to, the possession or use of items such as fireworks, firearms, explosive devices, metal-tipped darts, knives with blades five

or more inches in length, bows and arrows, BB guns, martial arts weapons, pellet guns, paintballs and/or paintball guns, imitation guns (squirt/toy) and ammunition, or other potentially dangerous items. These items are not permitted in the residence halls. See the Code of Student Life for weapons on campus (including automobiles) that are not allowed. Possession of such items could result in removal from the residence halls. The University Police Department (UPD) has a 24-hour accessible gun locker where weapons may be stored. If you have any questions, please call UPD at 701.777.3491.