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We are pleased that you are considering residency at Salisbury University (the "University")! The University offers facilities that are well maintained and conducive to academic and social development. A highly supportive residence life program exists to assist individuals in dealing with personal needs and adjustments.

The information contained in this handbook is shared so that you will be informed about the residence hall functions, policies, procedures and standards of living. Please read it thoroughly and retain for future reference.

It is the responsibility of each student to become familiar with the information contained in this handbook, the Housing Contract, the University Catalog and the Student Code of Conduct.

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Residence Life staff, programs and policies value the unique backgrounds and rich cultural experiences students share in a residential community. The experience that takes place in such a community is built upon respect and honest dialogue among its members. Behavior that fails to respect the dignity of individual(s) or the diverse qualities of groups is therefore unacceptable.

Living in a University residence hall can be one of the most exciting, challenging and rewarding life experiences you will have. In fact, since more students want to live on campus than can be accommodated, you can consider living in a residence hall a privilege. To take advantage of the learning opportunities in the residence halls, it is important that you are aware of what your rights are and what responsibilities you are expected to assume. Our goal is to develop a residence environment that enhances academic achievement and fosters respect for the rights of other individuals.

We believe the following areas of conduct have an important effect on the quality of life in the residence hall. Under each heading is a statement of your rights and responsibilities followed by a statement of Housing and Residence Life Philosophy and/or University policy. We are emphasizing these areas because of their importance. The Housing Contract, the Student Code of Conduct and other

University policies outline regulations and standards with which you will be expected to conform as well.

You should be reminded that, as a resident, you are responsible for any conduct associated with your room and residence hall. This means that if you permit your friends or guests to create problems in your room, you will be held responsible.

The residence staff looks forward to working with you to create the best possible living environment for all residents. As an adult, you have a basic responsibility to yourself to stand up for your rights and to help us provide you with a productive residence experience.

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The Office of Housing and Residence Life is located in Sea Gull Square. It is responsible for the overall operation of the 12 residence halls. All correspondence or questions pertaining to on campus housing and/or residence life should be addressed to this office. We can be reached at 410-543-6040 or [house@salisbury.edu](mailto:house@salisbury.edu).

The Director of Housing and Residence Life is responsible for the overall administration of the 11 residence halls. Primary responsibilities include budget, occupancy, and facility usage throughout the year, staffing, programming, policy articulation/enforcement and personal safety. The Associate Director of Housing and Residence Life oversees hall staffing, programming, student conduct, and Living Learning Communities. Two Assistant Directors of Housing and Residence Life oversee the residence hall cleanliness, repairs, assessment of damages/billing charges, assignments and billing processes. Experienced clerical staff provide support to all these personnel.

Area Directors (AD) are full-time members of the professional staff who live in the residence halls. Each Area Director is responsible for the operation of two-three residence halls. Resident Directors (RD) are part-time members of the professional staff who are also graduate students at the University. Each RD is responsible for the operation of a building under the supervision of an AD.

Resident assistants (RA) are student staff members who live in each building and have the closest contact with residents. They are familiar with programs and services on campus and receive training in helping students have a successful University experience. RA's also work with the students on their floors to plan and implement various social, recreational, educational and cultural activities to meet the developmental needs of students.

The entire Residence Life staff functions to create an environment in the residence halls that is conducive to academic achievement and personal growth. Residents are encouraged to use the staff as a resource in dealing with any problems that arise.

Space in the residence halls is typically contracted for the full academic year (ending with the conclusion of spring semester), summer session(s) or winter term, whichever is applicable. Housing is not provided during recess periods (see University calendar). Returning to a residence hall at any time during a break is considered trespassing and will be handled accordingly.

Sea Gull Square and University Park offer 12-month housing options.

In the case of necessary repair or maintenance, the University reserves the right to direct students in any of the halls to remove their belongings for a specified period of time.

Barrier-free accommodations, which meet appropriate ANSI standards, are located in all residence halls excluding Dogwood Village. Students seeking an accommodation must register with, and be approved by the Disability Resource Center (DRC). Students should ensure that they follow through with any directives and/or requests from the DRC.

The residence rooms include the following articles, which may not be removed for any reason:

- Beds (extra-long twin); Sea Gull Square has full-size beds;
- Dressers;
- Study Desks and Chairs;
- Wardrobe/Closets; and
- Blinds.

The following items are provided in each residence hall:

- Kitchens/Microwaves (in some halls);
  - Washers and Dryers;
  - Televisions; and
  - Vending Machines.
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Residents can check in to their room by reporting to their assigned hall on the designated date, at the designated time. At check-in, residents get their cards programmed to open their room and other appropriate rooms. They will also review a Room Condition Report (RCR) on which the furnishings and condition of the room are noted. Residents should check this information closely for accuracy. Any discrepancies should be brought to the attention of a staff member before signing the RCR. This same sheet will be used at check-out to determine deficiencies in the room's furnishings and/or condition.

Failure to pay proper attention to check-in conditions may result in being fined for pre-semester damage. Damages occurring after check-in should be reported to facility repair at 410-677-3097.

When residents move out of a room or leave at the conclusion of a semester, they must check out with a member of the residence hall staff. Residents are responsible for leaving the room in the condition it was in when they checked in. This includes cleaning the room and removing all trash. Students may be fined for improper check-out.

The professional staff will inspect each room and charges will be assessed for any damages, missing furnishings, or a room that is not clean. If any damage occurs during the course of occupancy, the resident should call facility repair, 410-677-3097. Residents must also provide information regarding who is responsible for damage. If residents do not provide this information prior to leaving, they may be billed a pro-rate share of the damage assessment.

Due to specific program commitments, it is rarely ever possible to check in earlier than the date and time stated. Therefore, early arrivals need to utilize local motels and make reservations in advance. Any exemption to this policy needs approval from the Assistant Director; e-mail requests can be submitted to [house@salisbury.edu](mailto:house@salisbury.edu). Those students who are found in violation may be charged a fee per night equal to a local hotel's rates.

Residence halls are closed to all occupants during break periods (Thanksgiving, Winter and Spring Break) and will reopen according to the University calendar, excluding students residing in Sea Gull Square and Sea Gull Village.

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The University's Resnet system, once activated, allows residents to use web browsers, internet applications and access SU e-mail from their own rooms. All residence halls are wireless. Abuse of this computer privilege through harassing messages, or any other violation of University policy, may result in disciplinary action being taken through the student conduct process.

The campus network does not support dial-up, cable, or DSL modems. Wireless access points are not permitted in the halls. See the IT Helpdesk Web site for additional wireless information. When you arrive on campus you will be required to register your computer the first time you attempt to log on to the internet. You will need to follow the instructions provided by the system to gain access and use the

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Wood strips are on the walls in some residence hall rooms for wall hangings. Use only thumbtacks and small hardware. Nothing over 3/4 inch should be used. This hardware must be removed prior to final check-out.

Dry Wall Surfaces (Manokin, Nanticoke, Pocomoke, Wicomico, Dogwood Village, Sea Gull Square and Sea Gull Village) – ONLY push pins are permitted.

Brick Surfaces (Severn, Chester, Choptank, St. Martin, and Chesapeake) – Magic Mount adhesive ONLY is permitted (initial supply provided by the Housing Office).

Residents will be fined whenever screws, nails, adhesive picture holders, contact paper, decals and tape (excluding materials provided by the Housing Office) are used on walls, ceilings, doors, windows and/or















University official during a planned or unscheduled fire drill may be subject to disciplinary action through the Student Code of Conduct.

After students request and complete the Emergency Evacuation Assistance Plan (EEAP) process with the Disability Resource Center (DRC). Following the meeting with the DRC, Housing and Residence Life will also provide:

1. An email outlining the evacuation policy and procedures applicable to the student's on-campus residence hall which will include the following information;
  - a. When an evacuation is required in a residence building, Residence Life staff will immediately attempt to contact all individuals in need of assistance listed as residing in the affected building regardless of the time or individual's schedule.
  - b. Residence Lif

communicating the needs of the community and observed concerns. In the event that a resident has a personalized Emergency Evacuation Plan, staff are provided additional training and access to emergency contact information.

If an individual has a life-threatening emergency, call 9-911 for an ambulance. If the person is sick or injured and it is not life-threatening, call University Police at ext. 36222 or 410-543-6222 for transportation to the Emergency Room of Peninsula Regional Medical Center.

Increasing awareness of crime prevention techniques may decrease the opportunity for a person to commit a criminal offense. You are your own best protection.

1. Keep your door locked at all times. Don't unlock the door for strangers. Keep first floor windows locked.
2. Walk in well-lit areas and stay near the curb, away from alleys, entry ways and bushes where someone could be hiding.
3. Do not walk or jog alone after dark.
4. Do not walk with headphones on.
5. Avoid short cuts. Walk where there are other people present.
6. Do not hitchhike or accept rides from strangers. If a driver asks you for directions, stay far enough away so that you cannot be pulled into the car. Do not pick up strangers.
7. If you are being followed when walking, change directions, cross the street and vary your speed. Go to a well-lit place where there are other people. If followed by someone in a car, turn and walk in the other direction. If you can do so safely, record the license number.
8. Park your car in a well-lit area and lock the doors.
9. If you need an escort to or from your car, call University Police, 410-543-6222 or ext. 36222
10. Report any suspicious activity or crimes to the University Police.
11. Blue light phones throughout the campus provide immediate access to University Police.

Through having your Gull Card, specially programmed at check-in, you have access to your building, room, bathroom and laundry room. It is the responsibility of each resident to carry their Gull Card with them at all times. Realizing that there will be situations when residents will need to be let into their room, the University has put the following guidelines in place:

1. Should a lock-out occur Monday-Friday during the day, residents should attempt to locate Residence Life staff in their building to unlock their door. If they cannot do so within a reasonable period of time, they may call the Housing Office at 410-543-6040.
2. Between 5-8 p.m. Monday-Friday, residents should first attempt to locate so w.61 Tm59P7(the fe Sta636.ff0.00000

4. During the day on Saturday and Sunday, students should attempt to locate Residence Life staff before calling University Police.
5. During any time, if any of these individuals are occupied handling other matter, locked-out students will have to wait until staff or University Police are available to assist.

Again, it is the responsibility of the students to carry their cards at all times. Students who repeatedly get locked out will be held accountable for through the student conduct process. Sanctions may include community service and/or fines.

In residence halls with central door access (entrance and exit through a central door), any use of peripheral exits, other than in an emergency, will result in disciplinary action.

Keeping your room door, your bathroom door, your cluster door (if applicable) and your building door locked is the primary means you have of protecting yourself, your property and others. You must accept primary responsibility for your safety and security by keeping these doors locked. Any misuse or sharing of Gull Cards will result in disciplinary action through the student conduct process.

By accepting an assignment to any hall, you and your cluster/hall mates have control over the

