

RESIDENTIAL STUDENT HANDBOOK



2024-2025



Last Revised July 2024

Residential Student Handbook

The Office of Residence Life at Neumann University is committed to fostering a vibrant and inclusive living environment that nurtures the holistic development of our students. Grounded in our Catholic Franciscan Tradition, the mission of Residence Life is to create transformative residential communities that inspire personal growth, promote intellectual curiosity, cultivate spiritual formation, and support student thriving. Neumann University offers traditional-style, suite-style, and apartment-style residential communities housing more than 700 undergraduate students in 10 residential communities on campus. Included within this Residential Student Handbook is information regarding residential resources, residential housing policies, and information about department procedures.

Residential Handbook Section

- [Residence Life Resources](#)
- [Residential Policies](#)
- [Housing Operations](#)
- [University Resources](#)

Residence Life Resources

The Office of Residence Life at Neumann University is dedicated to the RISES values and focused on fostering a welcoming, inclusive, and supportive residential community. Within the Residence Life office there are a variety of resources to support residents and address questions and concerns. You can contact Residence Life at reslife@neumann.edu or 610-558-5657. The Residence Life Office is located on the Ground Floor between Cunningham Hall and O'Neill Hall, Rm. 038.

Office Assistants

An Office Assistant (OA) is an hourly student worker who supports the office function and provides information about residential living at Neumann not limited to students, staff/faculty, and guests at the Residence Life office. OAs are supervised by the Housing Operations Coordinator or designee.

Resident Assistants

A Resident Assistant (RA) lives in the residential community and contributes to the growth and implementing initiatives to assist with the development of a residential community. Through the academic year, RAs will engage in different types of programming from community building, academic, seasonal to RISES themed. It is common for several RAs to collectively create informal educational campaigns, facilitate community and large-scale programming, serve in the on-call rotation, and serve as a resource for residents in their residential neighborhood. RAs are supervised by Hall Directors or designee.

Lead Resident Assistants

A Lead Resident Assistant (LRA) lives in the residential community and serves as a mentor for the Residence Assistant team providing leadership in conjunction with the Hall Director for a residential neighborhood. Over the course of the year, LRAs assist with serving in the on-call rotation, coordinating neighborhood large scale programming, facilitating training, co-leading a department committee, and serving as a resource for student staff and residents in their residential neighborhood.

Graduate Hall Director

The Graduate Hall Director (GHD) is a part-time, live-in staff member who is responsible for the residential education and operations of a residential neighborhood comprised of 200-350 students in several residence halls. General responsibilities of a GHD include, but are not limited to student staff development, student support, community development, programming, student conduct, daily

collaboration with university stakeholders, and cultural humility education. The GHDs are supervised by the Director of Residence Life or designee.

Graduate Assistant for Housing Operations

The Graduate Assistant for Housing Operations (GAHO) is a part-time, live-in staff member who assists the Housing Operations Coordinator with the assignment and facility management of the residence halls. The GAHO oversees the desk operations in the residential communities and serves as the supervisor for student staff operating the desks. General responsibilities of the GAHO include facilitating roommate mediations, overseeing the room condition report process, processing room changes and work orders for residential facilities, and collaborating with the facilities, maintenance, and campus safety teams to create safe residential communities. The GAHO is supervised by the Housing Operations Coordinator.

Housing Operations Coordinator

The Housing Operations Coordinator (HOC) is a full-time staff member who is responsible for the housing assignment process, occupancy management of residential communities, supervises the GAHO, coordinates residential desk operations, and serves as a liaison with campus partners in ensuring their needs are met by the facilities, maintenance, and housekeeping staff in a timely manner. The HOC for-Residence Life is supervised by the Director of Residence Life.

Director of Residence Life

The Director of Residence Life provides oversight for all aspects of residential life at Neumann University, including housing assignment, residential education including the learning community program, and student support services. General responsibilities of the Director of Residence Life include supervision of the HOC and GHDs in their development of a vibrant and inclusive residential community that supports the well-being and academic success of residential students. The Director of Residence Life is supervised by the Dean of Students.

Residential Polices

A. Abandoned Property

- a. **Residential Rooms:** Residence Life assumes no liability for damages or loss of abandoned property. Any personal property not removed after check-out, published hall closing deadlines, suspension, relocation, or withdrawal from the university is considered abandoned. A room cleaning charge will be assessed against any student who fails to remove their items or personal property, in accordance with housing damage billing.
- b. **Common Areas:** Personal property left in hallways, stairwells, lounges, and other common areas will be considered abandoned property. Abandoned property is subject to disposal or recycling as deemed appropriate at the student's expense.

B. Guests: A guest is defined as any person who is not assigned by Residence Life to live in the room, even if that person is a Neumann University student. No more than one (1) guest per resident of that space are allowed at any one time.

- a. It is the resident's responsibility to ensure their guest is aware of and remains in compliance with the *Student Code of Conduct* and *Residential Handbook*. Residents are responsible for the behavior of their guests.
 - i. If you cannot come to an agreement with the other students in your living unit, the right of the student who does not want guests takes priority.
 - ii. Guests may stay a maximum of two consecutive nights in a 14-day

- period.
- iii. Residents/Guest are only allowed 20 overnights a semester.
- iv. Residents are responsible for complying with these procedures and for the actions of their guests, including compliance with all traffic and parking regulations.

b. General Visitation

- i. General Visitation Hours 10am-12am Sunday-Thursday, and 10am-2am Friday and Saturday.
- ii. Residence Life may restrict all guest privileges at any time for the benefit of the community. Should guest privileges be restricted, Residence Life will notify residents in writing.
- iii. If a guest violates the *Student Code of Conduct*, the host will be sanctioned for the guest's offense. The residents of a room where a policy violation has occurred may be held responsible for the violation, whether they were present or not in the room at the time of the violation.
- iv. Students may enter another student's living area only after permission has been granted by the student residing in that area. Host residents must always escort their guests.
- v. Students may not pressure or force roommates to allow a guest.
- vi. Students may not give a guest a room key, University ID, or other means of entry to enter residences.

c. Non-Resident Guests

- i. All guests must adhere to the guidelines set up in the roommate agreement.
- ii. All guests must bring valid photo ID to give to desk officer.
- iii. All guests must be escorted at all times by their host resident.
- iv. Residence Life staff may ask guests to leave at any time, requests to which guests are required to comply.

d. Overnight Guests (resident and non-resident): An overnight guest is defined as a guest who stays after 12am Sunday-Thursday and 2am Friday and Saturday. You are allowed to have overnight guests to your living space provided you acquire advance permission from your room/apartment/suitemates.

- i. Resident students are limited to one guests at a time.
- ii. Resident students are limited to only 2 consecutive overnight visits in 14-day period.
- iii. Resident students are limited to 20 overnight visits a semester.
- iv. Residents are responsible for the behavior of their guests.
- v. All guests must possess and present a valid form of identification upon request. Failure to do so will result in removal from campus.
- vi. All overnight guests must be at least 18 years of age.

e. Minor Visitation (at least 16 years): Must complete Minor Visitation Form 5 days before visitation and wait approval from Residence Life Staff.

f. Cohabitation, loan, subletting, or rental of residence hall space is prohibited at Neumann even if no money is exchanged.

C. Appliances and Equipment: Below is a list of the most questioned prohibited items in the residence halls. Residents found in possession of prohibited items will be required to remove the

item from the residence halls and may face disciplinary action. In addition, residents may be responsible for any cost related to the removal and/or storage of the item. Residents are responsible for all damages from permitted and/or prohibited items.

a. Permitted Items:

i. Appliance(s)

1. Computers (laptop or desktop)
2. Curling/Hair Irons (required auto-off feature)
3. Micro-fridge unit either rented from university-designated provider or student purchased (limited to Energy Star certified or UL approved, 700-watt Micro-fridge, .7 cubic feet microwave, and under 3 cubic feet refrigerator) or compact refrigerators limited to 3.3 cubic feet or smaller (operate at 118 volts, 60Hz, or less and draw no more than 1.5amps or 180 watts of power).
4. Sealed unit coffee makers (e.g., Keurig, coffee makers without exposed heating elements)
5. Sealed unit electric water kettle
6. Rice cookers
7. Portable hair dryers
8. Electrical
9. Power strip (with on/off switch and internal overcurrent protection)
10. Battery operated holiday lights
11. LED light strip (Not on walls)

ii. Other

1. Bicycles (cannot be stored in residence hall common areas)
2. Fish tanks (10 gallons or smaller)
3. Kitchen utensils
4. Live potted plants
5. Bed risers less than 8 inches

b. Prohibited Items

i. Flammable items

1. Incense cones or sticks, candles, oil lamps
2. Lighter fluid for refillable lighters
3. Propane tanks
4. Plug-In air fresheners

ii. Appliances

1. Electrical appliances with exposed heating elements (e.g., air fryers, no toaster oven, coffee makers, heaters and others with exposed heating elements)
2. Wall-mounted televisions
3. Anything over 12 Amps

iii. Combustibles

1. Cut trees or dead plants
2. Hookahs

iv. Electrical

1. Halogen lamps and bulbs
2. Black lights and black light bulbs
3. Spider lamps (e.g., lamps with more than one bulb for one electrical outlet)
4. Extension cords and multi-plug adaptors (without on/off switch and

internal overcurrent protection)

5. Motorized vehicles
 6. Hoverboards
 7. Electric skateboards and scooters
 8. Wax melts
 9. Lava lamps
 10. 3D printers
- v. Loft equipment
1. Non-university supplied loft equipment (e.g., cinderblocks, wooden supports, and any manufactured loft equipment higher than 8 inches)
- vi. Other
1. Pets (except toothless fish)
 2. Projectiles or projectile propelling devices (e.g. Firearms, Nerf Guns, Orbeez guns)

- D. Fire Safety:** Smoke detectors are placed in student rooms and public areas for the safety of the community. Students may not tamper with this equipment (e.g., remove batteries).
- a. Students caught tampering will be subject to immediate disciplinary action. Nothing may cover smoke detectors.
 - b. All residents are required to attend a fire safety meeting at the beginning of the semester.
- E. Assignments:** Residence Life may need to assign students to temporary housing or permanent relocation. All residents must adhere to the relocated allotted by staff. All relocations or room changes must be approved by staff prior to the move.
- F. Bathrooms:** As a member of the community, residents are asked to help maintain a clean, sanitary, and non-hazardous living environment. Residents are responsible as a member of the community to keep bathrooms, showers, and restrooms clean, sanitary, and non-hazardous.
- a. All residents are responsible for cleaning the bathroom(s) in their living space.
 - b. Bathroom and shower stalls are designated for individual use and are only to be used by one person at a time.
- G. Bicycles:** The university is not responsible for theft or damage to bicycles. If you choose to bring a bicycle to campus, you are responsible for securing and storing it properly. Bikes may not be stored in any common areas of the residence halls including internal entry ways, lounges, and hallways. Bikes stored in common areas of the residence halls will be considered abandoned and will be removed.
- H. Chronic Misbehavior:** A resident established an unacceptable pattern of misconduct when the resident is involved in/or around multiple policy violations, even though individual offenses may be minor. A pattern of irresponsible conduct may result in the behavior being addressed through the Community Standards process as well as a discussion about that student's previous behaviors and whether or not the resident should remain in the residence halls.
- I. Cleaning:** Residents are asked to help maintain a clean, sanitary, and non-hazardous living environment. It is the responsibility of residents as members of the community to keep your assigned space and common areas (e.g., bedroom, lounges, bathrooms) clean, sanitary, and non-hazardous. Students who fail to practice good housekeeping could be responsible for associated charges. Fees and/or other sanctions will be assessed for excessive cleaning.
- a. Students are responsible for removing trash and recycling from their rooms in a timely manner. Students must dispose of trash and recycling in the dumpsters outside of their

residence hall. Disposal of trash in community trash cans will result in damage charges applied to student accounts.

- b. Students are required to clean all pots, pans, and dishes used and return them to their proper place.
 - c. All sinks, showers, counters, and floors should be cleaned.
- J. Littering and Trash:** All residents are expected to dispose of their refuse in trash receptacles on campus and in-residence halls. Any Neumann University student or guest who litters on campus or community property, throws objects of windows or from balconies may be referred for disciplinary action in addition to any changes for clean-up.
- K. Painting and Decorating:** Nothing may be put on exterior windowsills or hung out of windows. Wall coverings and upholstered furniture must adhere to applicable fire codes and the guidelines of insurance underwriters. Students may not paint their rooms, cover sprinklers or smoke detectors. Only students living in areas with cement walls can put items on the walls and must use painters' tape. Any damages will be added to damage billing cost at the end of the year.
- L. Cooking Safety:** Cooking in residential facilities, other than those designated by the university, is strictly forbidden. Violators will be subject to disciplinary action and fines. Food may not be kept in residence areas except in closed tin, plastic, or glass containers.

M. Noise and Volume

- a. **Courtesy Hours:** Courtesy hours are observed 24-hours a day throughout the residence halls. When asked by another resident or staff member to reduce noise to a reasonable level, residents are expected to comply as a courtesy to fellow community members.
 - i. Resident Assistants (RAs) are expected to help maintain a reasonably quiet environment on the floor with the cooperation of residents.
 - ii. Residents in each hall are expected to act in a manner conducive to effective study. Everyone must adhere to this basic expectation.
 - iii. Electronic devices like televisions and speakers are normally permitted in rooms provided they do not disturb others. They should be heard only in the confines of the individual's room, and the door should be closed when they are operated. Such equipment will be ordered to be removed immediately if, after other residents or hall staff have made a complaint, their use continues to be distracting to study/living conditions or is judged to be a hazard.
- b. **Quiet Hours:** A violation of the quiet hours policy is defined as any time noise from a room/apartment/suite is audible outside the door past quiet hours. Failure to comply with a request to educate noise levels by a residence may result in disciplinary action.
 - i. Quiet hours will be observed during the following times:
 - 1. 9 p.m. to 7 a.m. Sunday through Thursday
 - 2. Midnight to 10 a.m. on Friday and Saturday.
 - ii. 24-Hour Quiet Hours: 24- hour quiet hours begin at 5pm on the last day of classes before each final examination period.
 - 1. Quiet hours are observed throughout the duration of final exams.
 - 2. Resident violation the 24-hours quiet hours may be asked to leave immediately from the residence halls, in addition to standard disciplinary procedures.

Housing Operations

- A. Communication:** The Office of Residence Life utilizes messages via eRezlife, Residence Life Email Address, Director of Residence, or designee e-mail systems for communication relevant and important information to its residents. You are responsible for setting up and checking your official Neumann University e-mail account regularly and will be held accountable for all information communicated by Neumann e-mail.
- B. Key/Access Cards:** Residents will either be issued keys and/or have their Neumann ID cards programmed to gain access to their assigned residential space. The keys issued upon move-in are property of Neumann University and cannot be duplicated or loaned.
- Students using another resident's key or Neumann ID card may face disciplinary action.
 - Residents should keep key or access cards with them when they leave their room.
 - Lost keys need to be reported within 3 days and purchase a replacement at the Business Office
 - Access cards should be reported to the Campus Safety Office.
- C. Lockouts:** Students locked out of their room must contact one of the Resident Assistants (RAs) as soon as possible to gain access to the room. If an RA is not available, call Campus Safety (610) 558-5555. Campus Safety will require identification to prove the person is assigned to the room in question. "Room Lock-Out" requests will be honored as soon as possible, subject to other priority calls.
- Each residence hall room is equipped with a working lock. Tampering with any lock can violate the *Student Code of Conduct*. Violators are subject to disciplinary sanctions and fines plus damages for restitution.
 - Report any lock problems to the Office of Residence Life immediately.
- D. Right of Entry:** The University reserves the right to enter an individual's room at any time; whenever possible, advance notice will be given before entry. In cases of emergency or for purposes of inspection, maintenance, and/or protecting the health, safety, and security of residents, the University reserves the right to enter an individual's room without notice. All staff members must announce themselves and knock on the door before entering students' residential spaces.
- E. Room and Board Rates:** For comprehensive information about room and board charges, as well as fees and payment, visit the Financial Aid website:
<https://www.neumann.edu/financialaid/cost.asp>
- F. Change of Residency Status:** During the housing selection process each spring semester, students wishing to change their status from residential to commuter or off-campus status for the following year must submit a change of residential status form. Students will receive a confirmation email notifying them of their change in status. Students wishing to reside on-campus can change their residency by submitting a change of residential status form.
- G. Health & Safety Inspections:** For the health and safety of each resident, Residence Life staff members will inspect rooms for safety hazards, damages, cleanliness, and other policy violations, minimally twice an academic year.
- Presence of a Violation:** When a violation is present, there may be a reinspection of the space to ensure it has been corrected. Failure to correct items such as prohibited items will result in the item being confiscated and the student being referred for disciplinary actions. All items confiscated are subject to disposal.

H. Immunizations & Health Insurance Requirements: Please visit Student Health Services website at https://www.neumann.edu/life/health_services.asp for required insurance and immunization information.

I. Break Housing: All Residence Halls are subject to be closed during any break (fall, Thanksgiving, winter, Spring, and mid-term breaks). For students who need to remain on campus they will be asked to complete a break housing form. There will be an additional cost for break housing. The Office of Residence Life will send out information before each break.

J. Residence Hall Closing: Before the residence halls close at the end of fall and spring semesters (residence halls are closed by 6 p.m. on the last day of each semester), students will receive a move-out memo with more detailed information and dates. Residents should leave their accommodation at the end of the school year within 24 hours after their last final exam. Improper check-out fines of \$100 will be charged if residents fail to follow check-out procedures including break and extended stay requests.

- a. A student properly terminates occupancy by confirming eligibility with the Office of Residence Life, gaining release approval from the Office of Residence Life, notifying their floor RA, removing all belongings from the room, turning in all keys to the Residence Life Office, and signing a check-out form.
- b. A \$100 fee will be imposed for an improper check-out (e.g., not following check out procedures communicated via the memo sent at the end of each semester)
- c. Students who leave a room in unacceptable condition, as determined by the Residence Life staff, will be billed per resident for cleaning. Personal belongings left in a room after the vacating deadline will be removed and disposed of by the university at a charge to the student.
- d. Graduating resident seniors will be permitted to occupy special assignments between finals week and graduation if an application has been filed and approved by the Office of Residence Life. Failure to comply with this policy will result in a \$100 fee.

K. Damage Billing: Damage and billing costs are assessed by Residence Life during the semester closing process. Damage billing may occur throughout the academic year as students check out of the residence halls during withdrawals, room changes, or suspensions. If damages are discovered during check-out at the end of the semester, students will be responsible for any cost of \$50 or more per resident. If you have incurred a damage charge, you will receive charges added to your student account within 30 days of move out. Students will be notified via email of all damages and the appeals process.

- a. Residents are made aware of this policy before check-in via the Housing Agreement and the Room Condition Report.
- b. Students have 48-hours after move-in to discuss any changes that need to be made to the room condition report with their area's Graduate Hall Director. At the end of the academic year, the Residence Life team uses the same room condition report to compare the ending condition to the beginning condition of the room.
- c. **Vandalism:** If the individual(s) responsible for the damage have neither come forward nor been identified by others, then the cost of the damage (materials and labor) will be divided evenly among all residents of the affected space.
- d. **Common Area Damages:** A common area is defined as any space and/or area outside a student room. This includes, but is not limited to stairwells, hallways, restrooms, lounges, elevators, entrance ways, recreation areas, and study rooms. Community members share responsibility for ensuring that common areas are properly utilized.
 - i. Damage/billing charges resulting from the misuse or abuse of common areas will be assessed.

- e. **Damage Responsibility:** If the individuals responsible for the damage are identified, then only those persons are charged. If not individual takes responsibility for the damage, the charge will be disbursed to all residents of the community or Hallways if applicable.
 - f. **Appeals:** If a student feels they have been incorrectly or unfairly assessed for a damage charge, a written appeal must be submitted via the Damage Appeal Form on the Housing Portal within 7-business days of receipt. In the appeal, residents are asked to be specific and note which charges they are appealing as well as the reason(s) why they should not be charged. Students will be notified of decisions regarding appeal status within 10 business days of its receipt.
 - i. A "hold" may be placed on a student's account if the student fails to pay or reimburse the university for any loss, damage, destruction, or third-party theft to living quarters or property issued to them by the university.
- L. Room Condition Reports:** Each student occupying a room in a residence hall must sign a "Room Condition Report" form at the beginning of occupancy. This form not only lists the items of furniture but also their condition, as well as general room conditions. The students assigned to a room will be responsible for any damage beyond normal wear and use that occurs during the students' occupancy. When a student ends occupancy of the room, the "Room Condition Report" form is completed by Residence Life staff. Until the sign-out procedure has been completed, the student will be held responsible for the room's contents and condition. Students are also fined for improper check-out or lack of completing any part of the checkout procedures.
- a. Loss or damage of furniture should be reported immediately to the Resident Assistant (RA) via email, as furniture will be charged to the occupants unless recovered.
 - b. Students with additional university-owned furniture in their rooms without the specific approval in writing from the Office of Residence Life will be required to return immediately such property to its proper place and will be subject to fines, restitution, and/or disciplinary action.
 - c. The university reserves the right to inspect students' rooms at any time. The underlying reason for inspections is the protection, safety, and welfare of the students and of the university. Such inspection by university officials shall be done generally in the presence of a room resident and/or staff.
 - d. Exception to this procedure is emergencies when imminent danger to life, safety, health, or property is reasonably feared. Each semester, health and safety inspections will be conducted to ensure the security of the hall.
- M. Requests for Repairs:** The Office of Residence Life will make every effort to inform residents of maintenance and housekeeping projects whenever possible. NOTE: These procedures are in reference to work done by the Offices of Maintenance and Facilities. The university reserves the right to enter rooms at any time for safety inspections and reasonable cause.
- a. **Work Orders:** Requests for repairs for rooms or public areas should be reported to Office of Residence Life via eRezlife, reviewed then sent to the Office of Maintenance and Facilities. Requests for work orders include heating, air conditioning, and housekeeping services. Students should allow 7 working days for completion of nonemergency repairs. Repairs not completed within that time should again be reported to the RA.
 - b. **Emergency Repairs:** In case of an emergency, contact the Office of Residence Life between 8:30 a.m. and 5 p.m., Monday through Friday, or the Office of Campus Safety if after hours.
- N. Housing Assignments**
- a. **Deadline to Claim Services:** Students must claim their housing assignments and

Neumann University identification cards before 11 a.m. on the second scheduled day of classes each semester or within 72 hours of receipt of assignment if the assignment is made after the first-class day of a semester.

- i. If any emergency prevents a student from appearing to claim services, immediate written notice must be given to the university.
 - ii. Failure to notify the Office of Residence Life of delayed arrival may result in the space being offered to another student.
 - iii. To claim a housing assignment, students must report to the location designated through the university check-in procedures.
- b. Room Changes:** Once a student occupies their assigned room, the assignment may not be changed unless the Office of Residence Life gives approval. No room change requests will be allowed during the two week "room freeze" at the beginning of each semester.
 - i. Students who make unauthorized room changes are subject to disciplinary action.
- c. Open Room Change:** Open room change is a process that occurs the third and fourth week of fall and spring semester where students can request a room change for any reason without participating in a mediation first. More information about open room change is sent to residential students the second week of the semester. The room change application is on the Housing Portal.
- d. New Resident Notification:** The Office of Residence Life reserves the right to reassign any student to a different room at any time. While every attempt will be made to notify the resident student of changes in room assignment prior to his or her arrival on campus, situations may arise that make this impossible.
- e. Room Change Freeze:** The Office of Residence Life freezes room changes from occurring after housing assignments are made through the open room change period of each semester. This process allows for move in and occupancy verification to take place. In cases of significant extenuating circumstances, a room change may be considered. Please email reslife@neumann.edu for more information.
- f.** If a member of the Residence Life staff becomes aware that a student may have discouraged a potential roommate from moving into his or her room, a mandatory meeting will be called to discuss the situation. If the violation appears to be valid, the student(s) may face disciplinary action.
 - i. Proper check-out of the current assignment is required before moving to a new assignment or moving off-campus. The Residence Life staff will assist with the necessary documentation.
 - ii. A student who is in single occupancy of a double accommodation (e.g., because a roommate withdrew from the residence hall) may be required to move or may be assigned a roommate at any time at the discretion of the Office of Residence Life.
- g.** Students must be enrolled full-time in an academic program to be eligible to live in University owned housing. Students who are not enrolled full-time before the first day of classes, must move-out of the residence halls.
- h.** During housing selection, only students who have applied for housing and are enrolled full-time are eligible to select housing.

O. Air Conditioning & Heat: All residence halls are equipped with air conditioning & heat. Students may not install or use their own air conditioners or bring heaters. If you require further assistance medical purposes must submit written documentation from their physician to Office of Accessibility Services.

P. Furniture: Each room is supplied with a desk, desk chair, wardrobe (or closet), bed frame, and mattress for each student assigned to a room. No furniture can be removed from a room. The hall staff will do an inventory control check at the completion of each term. Any missing items will be

billed to the occupants of the room.

- a. University-owned mattresses are to remain on bed frames and are not to be placed on the floor. Refusal to comply with this policy will result in the student being charged with the cost of mattress replacement and lofts are prohibited.
- b. Students are expected to provide their own study lamps, bedspreads, blankets, throw rugs, pillows, linens, and all bathroom necessities.
- c. **Special Note:** Residents are expected to bring their own floor or table lamps. Ceiling fixtures are limited and may not be provided in each residence hall.

Q. Summer Housing: Students who are pre-registered for the subsequent fall semester are eligible to reside on campus during the summer. There will be an additional cost for summer housing. Students can obtain information and an application by following instructions electronically provided by the Office of Residence Life in the spring semester.

R. Personal Property Insurance Coverage; Many students have valuables in their rooms, such as personal computers, jewelry, and televisions. It is the student's responsibility to follow all rules designed to protect these items. Students should make an inventory of items brought to campus. Students must also lock their rooms when they leave no matter how short the time they plan to be away. Students should not leave personal property unattended. In addition, students should report any suspicious persons or occurrence to Campus Safety immediately. They must also close all doors to the outside when entering and exiting so that intruders cannot gain entrance to the residence halls. The Office of Residence Life recommends the purchase of insurance.

- a. **Note:** The university is not responsible for loss or damage of personal property by any means or for any cause. Students are encouraged to see that they are covered under their parents' or guardians' homeowner's policies or to take advantage of special insurance programs available for college students. Students may wish to review the application from National Student Services, Inc. Neumann does not in any way endorse this program as being either the best or the only alternative available to students, but it is one that has been used successfully by other institutions. Valuables must be taken home during break periods and over summer sessions.

S. Extended Housing Policy: To accommodate as many students as possible in University housing, the Office of Residence Life reserves the right to place students in extended housing triple rooms. These triple rooms are designed as larger double rooms, providing more square footage for three students. Each student in an extended housing triple room will have a bed, desk, desk chair, and wardrobe.

- a. Students living in extended housing triple rooms will receive a weekly reimbursement of \$20 to their student account starting from the first day of the fall semester. When double occupancy rooms become available, students will receive room change offers from the Housing Operations Coordinator. If no students currently residing in the extended housing triple room wish to move, they may remain in their current assignment but will no longer receive the weekly reimbursement.
- b. Anticipated plans involve moving all extended housing students into permanent double rooms by the spring semester. Reimbursements from the extended housing program will be posted to the student's account after they have been offered or accommodated in a permanent double room assignment.
- c. The University provides staff and services to support students residing in extended housing, including exclusive programming and assistance in establishing roommate agreements. All students living in extended housing will be invited to meet with the

Housing Operations Coordinator, their Graduate Hall Director, and Resident Assistant during the second week of the fall semester to learn more about the process and timeline for transitioning to permanent double assignments.

University Resources

A. ID Card

- a. **Meal Plan Changes:** Students can adjust their meal plan during the 2 weeks of the semester via the Business Office.
- b. **Replacements:** Students needing an ID card replacement must go to the Campus Safety office during business hours to request a replacement. There is a fee associated with replacement IDs.

B. Student Accessibility Services:

Students wishing to request housing accommodations for a medical or mental health reasons should initiate the process through the Student Accessibility Services website at <https://www.neumann.edu/academics/ssc/accessibility-services>

- a. Please note that depending on the volume of need for the office, it may take the office a few weeks to complete the process.
- b. Students need to renew their approved housing accommodations every semester. The information regarding renewals is on the Office of Accessibility Services website.

C. Campus Safety:

The Campus Safety office collaborates with and advises residence hall personnel regarding the security needs of each hall. The following security procedures are instituted in all residence halls:

- a. All exterior doors to the hall are locked 24 hours a day.
- b. Campus Safety officers make routine inspection rounds of all exterior doors.
- c. Residents are requested to report any suspicious situations or persons to the Office of Campus Safety immediately (610) 558-5555.
- d. All students share responsibility for using and following security procedures for their own and other halls. This means using security devices, keeping doors locked and kindly asking visitors to be escorted by their host resident.
- e. Emergency exit doors in residence halls have alarm systems to discourage illegal entry and exit. Do not prop open doors. Abusing the alarm system results in increased theft and vandalism in the residence halls.
- f. Outside contractors will be accompanied by a representative of the university whenever they enter a student's room or when they enter a residence hall.

D. Dining Services

- a. Meal Plan Requirements
 - i. All residential students are required to carry a meal plan.
 - ii. All Students not living in an apartment-style community are required to carry Unlimited, 150 or 125 meal plan.
 - iii. All students living Houses, Buoni, Chiara, Flynn Apartments or Glen Riddle are required to carry at least the 60-block meal plan
-