

Residence Life Handbook



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INTRODUCTION TO RESIDENCE LIFE

The residence areas of Rivier University offer a unique experience in community living that extends the learning process of the University beyond the classroom. Students and staff work cooperatively to establish and maintain a living environment that supports the University's mission, promotes student growth and respects all people as individuals. At Rivier, we strive to create a community in which everyone is included and encouraged to actively participate in the developing and changing nature of our campus. It is the hope of the Residence Life Staff that each resident will give and receive respect, support and encouragement to grow, change, learn and develop through their experiences living on campus.

RESIDENCE LIFE STAFF

Trained students and professionals staff all residence areas. These individuals are employed by the University specifically to assist and serve students. These staff members are particularly important to students and we recommend that you become familiar with who they are and what they do.

RESIDENT ASSISTANTS

Of foremost importance to students are the Resident Assistants. RAs are full-time undergraduate students who have been selected and trained to assist resident students with the challenges of community living. Their responsibilities include: getting to know each of the residents in their building, especially on their floor, familiarizing students with the University's standards for community living, helping to maintain an environment conducive to learning, and assisting students with personal, social or academic concerns, as well as addressing personal conduct issues.

RESIDENT DIRECTOR

The Resident Directors (RDs) are full-time staff members who live on campus and assist with the management of the residence halls. They provide resources on campus information, programming, referral, and University/Residence Life policies and procedures. In addition, they provide on-call duty coverage for the campus. The RDs are available to all residents for consultation or assistance and serve as supervisors for the RAs.

ASSISTANT VP FOR STUDENT AFFAIRS/DIRECTOR OF STUDENT LIFE

The Assistant VP/Director of Student Life coordinates the overall supervision and operation of the Residence Life and Housing program. She is responsible for developing and maintaining an environment that promotes a living/learning experience for the resident students and for coordinating the work of the Residence Life and Housing Staff. The Director is also available to assist students with personal, educational and housing concerns. Additionally, she is the chief judicial officer to whom students will report for continued offenses of University policy violations or conduct code violations that merit consequences beyond the jurisdiction of the Resident Directors.

The Assistant VP/Director also oversees some other campus offices including *resident Health Services, the Student Government Association, Student Activities/Orientation, and Public Safety/Security*. The Student Life staff is primarily responsible for providing opportunities to students outside of the classroom. Each of these areas has staff members coordinating activities and services for students.

STAFF AVAILABILITY

There is a staff member on duty at all times. You can reach a staff member by calling his/her campus extension, paging them in the buildings or calling the duty cell phone. The staff roster and instructions are available at the front desk of each residence hall and will be posted on each floor.

ADMINISTRATIVE ACTION

Members of the University and Residence Life Staff are charged with maintaining environments conducive to the living and learning purposes of the University. Staff members may take immediate action in response to any given situation. The instructions of a staff member acting in the fulfillment of his/her duties are to be followed. Failure to heed these instructions is a serious breach of University conduct and will result in disciplinary action including, but not limited to, removal from on-campus housing.

SOLICITATION

The University does not permit any type of solicitation, sales, or door-to-door canvassing without the permission of the Coordinator of Student Activities. This applies to individuals, students and non-students, and campus or non-campus groups or organizations. Unauthorized solicitation should be promptly reported to Public Safety.

PUBLIC SAFETY/SECURITY

The Office of Public Safety/Security is located in the Dion Center on the main floor. The Security staff is on duty 24 hours per day, seven days per week. Officers may be reached at all times by calling the 24 hour number 888-1666. In case of emergency: first call 911 and then the Security Department number 888-1666. Yellow "HELP" phones are located throughout the campus and will automatically dial the Security office number when activated. All students are encouraged to use these phones whenever assistance is needed.

The Security staff patrols the main campus and areas owned by the University on foot, by bicycle and by vehicle. Potential or actual emergencies should be reported directly by any student to the Public Safety/Security Department, Nashua Police Department, or Residence Life Staff members. Delays in reporting problems or incidents may hinder an investigation or place other community members at risk. When in doubt, always contact Security or the Residence Life Staff member on duty.

EMERGENCY CALLS

To make an emergency call from a campus extension, first dial "7" then the number you want to contact. When using a pay phone to call 911 or any of the staff beepers, no coins are required.

HEALTH SERVICES

The Sister MaryAnne Quibin Student Health Clinic is staffed by Nurse Practitioners (NP's) who offer a wide range of services to all resident students. The University collaborates with a medical director who is a physician in the Nashua area. Those students requiring medical attention may visit the NP, who will evaluate any medical needs, provide follow-up care, prescribe medication, offer educational information and refer students when necessary, to the Health Stop, St. Joseph's Hospital or Southern New Hampshire Regional Hospital emergency rooms.

CLINIC

The Health Clinic is located on the first floor of Guild Hall. The NP is in the clinic at varied hours each week according to student schedules. These hours are posted monthly on the clinic door and on every floor of the residence halls. If there are some occasions when the NP is not available, the Resident Assistants and Security personnel will be able to refer students to alternate care providers.

REFERRALS/EMERGENCIES

Should you need lab work or a physician, you will be appropriately referred and an appointment made for you. Please make sure you have your insurance card. You will need your insurance card whenever you are referred or experience an emergency. Should there be an emergency that cannot wait, go directly to St. Joseph's Hospital (Kinsley St., Exit 5E on DW Highway north) or Southern NH Regional Hospital (one mile down on Main Street).

HOUSEKEEPING AND MAINTENANCE

The excellent condition of the buildings and grounds is due to the outstanding efforts of the Housekeeping and Maintenance staff. The common areas (hallways, bathrooms, lounges) of the residence halls are cleaned Monday-Friday by the University housekeepers. Students are required to leave all common areas in acceptable condition after use. Please assist the staff by helping to keep Rivier a clean and comfortable place to live.

RESIDENCE HALL DESKS

At each Residence Hall entrance, a work-study student manages the front desk from 11:00am to midnight Sunday-Wednesday, and until 2:00am on Thursday-Saturday. She/he answers and transfers phone calls, signs-in guests and visitors, makes announcements for various purposes, issues overnight registration forms and is responsible for reporting any problems encountered to the staff member on duty. She/he also answers many questions, and assists visitors who need information. The responsibility of a desk worker is sometimes difficult and students are expected to treat them with courtesy at all times.

ON CAMPUS HOUSING

THE RESIDENCE HALLS

There are four residence halls on Rivier's 68-acre campus. Guild Hall, built in 1960, Trinity Hall, opened in 1965, Presentation Hall, opened to the University's Sisters in 1977, then opened to students for the first time in 1999 and the Brassard Hall, opened in the fall of 2001. Traditional-aged first year students are assigned to Guild Hall. After the first year, residents are free to live in the hall of their choice based on space availability. Presentation Hall is home of the Wellness Housing Program and offers a substance-free living environment for interested students.

LIVING IN A COMMUNITY

Community is defined as a group of people living in the same locality and under the same government. Residents at Rivier have chosen to become part of a large community of people who work hard to foster personal, spiritual and educational growth. Within the residence halls you become members of a smaller community that share much more than common facilities.

Students are encouraged to be responsible for their individual actions as well as for the way the community functions as a whole. Inherent in any community is basic responsibilities for all members; these guidelines are outlined as follows:

The Basic Responsibilities of All Residents: A Social Contract

- ◆ To treat other residents with respect and consideration
- ◆ To understand all policies and regulations necessary for the hall community to function, and to abide by those rules
- ◆ To be responsive to all reasonable requests of fellow residents
- ◆ To be responsive and cooperative in all dealings with residence hall and University staff members
- ◆ To accept responsibility for personal and community safety - refrain from misusing safety equipment, propping open locked doors, losing or forgetting room keys
- ◆ To recognize that public areas and their furnishings belong to everyone, and abuse of those areas violates the rights of the community

We ask that each resident abide by the previously stated social contract to ensure that the needs of all students are taken into account.

ELIGIBILITY FOR ON-CAMPUS HOUSING

A student living in the residence halls must be enrolled in and maintain a minimum of 12 credits per semester within the School of Undergraduate Studies or 9 credits in the School of Graduate Studies. Exceptions to this policy for resident students will be considered by the Assistant Vice President for Student Affairs on a space available basis. Returning resident seniors in their last semester may carry fewer than 12 credits and still remain in the halls while completing degree requirements.

HOUSING DEPOSIT

A deposit of \$250.00 is required to reserve a room; it is credited to the students room and board account at the Business Office. Only returning students who have paid the deposit are eligible to participate in the room lottery and housing selection process in the spring. Room deposits for returning students are refundable until May 1st.

DAMAGE DEPOSIT

A Hall Damage Deposit of \$100.00 is payable each year of residency. When a student graduates or leaves the on-campus-housing program, the remainder of this damage deposit is refunded. Students are required to pay for any and all damages in individual rooms and common areas, which are assessed, to their account - the damage deposit will not be used to pay for damage assessments unless the student withdraws from housing.

ROOM LOTTERY AND HOUSING SELECTION

During the spring of each year each resident selects a room and roommate(s) for the following academic year. Priority for selection is based on each resident's class status, as determined by the Registrar's records.

Only students who have paid the \$250.00 deposit and have proof of payment from the Business Office are eligible to participate in the lottery/selection process. Specific lottery/selection procedures can be found in the Office of Student Life and Housing Services and are made available to all students during the spring semester each year.

ROOMS IN THE HALLS

There are triple, double, single and designated single rooms available to students. Room rates are determined by the Business Office and posted in the halls prior to room selection. All rooms are available to all students registered for the lottery/selection process during the spring semester, unless certain rooms have been reserved for staff, medical problems or as deemed necessary by the University.

LIVING AND LEARNING TOGETHER

Regardless of the length of time you and your roommate have known each other, a challenge confronts you: the challenge to create a roommate relationship or to continue one based on respect for your roommates' personal life, tolerance for the differences which exist between you and the commitment for open discussion and resolution of problems which may arise while living together.

ROOM CHANGES

The Office of Student Life and Housing Services recognizes that not all people are compatible and at times, a room change may be necessary. Students who are contemplating a room change should begin by discussing the situation with their roommate and involve their Resident Assistant when necessary.

During the first two weeks of school there is a room freeze that puts all room changes on hold. During this time, the residence life staff determines who has returned to campus, who has yet to return, and what spaces are available for students interested in changing rooms.

Any room changes recommended by residence staff will be made for well-founded reasons only. The Assistant VP/Director of Student Life must authorize all changes and all residents involved will be required to complete a Room Change Request Form.

The Director reserves the right to change room assignments of any student if deemed necessary for judicial reasons or otherwise. Additionally, the Director may withdraw a student from the residence halls for disciplinary or medical reasons prior to a hearing in cases where there exists a danger to self or to others.

ROOM INVENTORY

Each person is responsible for the proper care of his/her room. At the time residents move in, each receive a room inventory sheet, which is prepared by a member of the Residence Staff. This inventory determines the content and physical condition of the room. It is imperative that each resident reviews this sheet carefully before signing it so as to insure accuracy; any discrepancies need to be reported to the assigned RA. Any damage beyond normal wear and tear will be the responsibility of the room occupants. Damage billing is completed by comparing the room inventory report from check-in to the condition of the room upon check-out. Billing costs are placed on student accounts at the Business Office.

SUMMER HOUSING

The residence halls are available during the summer months for:

- ◆ Students who are attending summer school at Rivier University
- ◆ Students who are involved in an internship or other field experience
- ◆ Groups who are participating in a workshop sponsored by and/or given at Rivier University
- ◆ Students who are required to live on campus as a function of their Rivier job

The Registrar's Office makes class offerings and registration details available, while the Office of Student Life and Housing Services provides Summer Housing applications and information.

VACATION PERIODS/RESIDENCE HALLS CLOSINGS

The residence halls officially close during all major vacation periods (Thanksgiving, Christmas, Winter, and Easter breaks). Only under unusual and extenuating circumstances will a student be permitted to remain on campus when the residence halls are closed. Student teachers and interns must obtain authorization from their department chair in order to be considered for vacation housing. All residents are encouraged to take special notice of scheduled hall closings and make the necessary arrangements for travel plans or time off from work if applicable. All students remaining in the residence halls during vacation periods will be charged the current rate for vacation housing. Only those students who are on academically authorized internships and student athletes required to attend games or practices, will be exempt from vacation housing charges. Students who are authorized to live on campus while the halls are officially closed must abide by all policies, procedures, guidelines and standards outlined in this handbook as well as any regulations established during the time of vacation housing.

The Residence Life Staff will post the actual time of closing and re-opening of halls a week prior to each vacation period. Students must vacate the halls by the time posted. Before you leave for any vacation, it is your responsibility to see that refrigerators are unplugged (Christmas and Winter break only), windows are closed, lights are out and trash is emptied. A residence staff person in your hall will conduct a health and safety check in each room during all scheduled closings.

RESIDENCE HALL FACILITIES

Common Areas:

Any area or space other than individual student rooms is known as a common or public area. These include hallways, lounges, lobbies, stairways, bathrooms, etc. Residents jointly share responsibility for the condition of common areas. Intentional damage or unnecessary messes will be considered a violation of Rivier's community standards and will not be tolerated. If a room or area has damages, which no student has taken responsibility for, charges for said damages will be equally shared between building and floor residents. Since all residents have the right to use public areas you are reminded to be courteous of each other's rights to those facilities. TV/VCR and lounge space usage is on a first come first served basis. Common lounges and equipment can be reserved at any time for special programs or activities by signing up in advance with the staff member on duty.

Furniture such as tables, chairs or hall equipment are for use in the common areas only. Please do not remove anything from the lounges or kitchenettes that does not belong to you. If you bring personal items into the common areas please take them with you when you leave. The University is not responsible for loss of stolen items.

RIVIER'S COMMITMENT TO RECYCLING

The Rivier University community is sensitive of the need to recycle. All sorted and/or mixed paper (colored or white), magazines, books and cardboard is acceptable for recycling. Large blue recycling containers are located in each building.

BATHROOM FACILITIES

You are requested to use the shower rooms on your floor only. Failure to be sensitive to this can create inconveniences for others. You are expected to treat these facilities with respect so that all floor members will have the benefit of a clean, problem-free area. Please report leaks, floods or any other problems to the residence staff member on duty.

KITCHENETTES

Shared kitchenettes are provided in each residence hall. These areas are equipped with sinks, stoves, refrigerators, microwave ovens, toaster ovens, and ironing boards for your use. While you are cooking or using any other electrical appliances you must stay in the immediate area. Because so many residents use the kitchenettes they must be cleaned up immediately after use. The housekeeping staff is not responsible for the cleaning or upkeep of the kitchens - resident students are. Since fire codes prohibit cooking in individual rooms, students are encouraged to use any and all electrical appliances for cooking in the kitchenettes.

LAUNDRY ROOMS

Each residence hall has a laundry areas equipped with debit-card operated washers and dryers, sinks, ironing boards and drying racks for resident's laundry needs. Residents must supply their own soap, etc. The cost per machine is posted in each laundry area. The main laundry rooms in each building are considered common areas and shared by all residents unless otherwise posted. There is a debit-card purchasing machine where you can buy a card or add cash to your card; this machine is located in the upper level of the Dion Center.

LOUNGES

There are several common areas where students can study, socialize, and watch TV. These lounges are furnished as comfortable as possible, and a fireplace enhances the atmosphere in the Guild main lounge. Each hall is equipped with cable televisions and a VCR for use in the main lounges. A recreation room is located in Guild Hall in which there is a billiard table, Ping-Pong table, and soda, juice, candy and snack machines.

LOST AND FOUND

If you find an item, please turn it in to a staff member, and leave a message at the front desk. The person sitting at the desk will make announcements about lost and found items. Lost laundry items are usually left on the table in the laundry rooms. Please respect other resident's property. Taking what does not belong to you is considered stealing and will lead to disciplinary action.

IN-ROOM TECHNOLOGY

Internet

Each residence hall room is equipped with one internet jack per person/per room. This will allow students to connect to the World Wide Web through the University's own network. Internet and telephone lines are separate. Information Technology Services is available to all resident students to assist with technological problems within the halls. All residents are required to activate and check their Rivier University e-mail accounts.

Telephone

Each residence hall room is equipped with local telephone service and the University voice-mail system. Long distance calls may be made by using a Calling Card (available for purchase at the Rivier Book Store). All residents are required to set up their University voice-mail system so that messages may be received and sent.

Cable Television

Local Cable Service (65 channels) is provided in each residence hall room. Additional cable services are available through the cable company at the residents' request.

VACUUM CLEANERS

To borrow a vacuum cleaner, you may contact any member of the Residence Life Staff. Vacuum cleaners are kept in the Staff Office in Guild and in designated areas of Trinity, Presentation and Brassard. You will be asked to leave your student ID or license to borrow a vacuum cleaner.

VENDING MACHINES

Soda and snack machines are located in Guild and Brassard Halls as well as in all classroom buildings. Filing a refund request with the Sodexo Campus Services staff in the Dion Center can refund money lost in the vending machines.

FIRE SAFETY REGULATIONS

CANDLES/INCENSE

Open flame sources such as candles, potpourri burners, incense, bottled gas appliances, lanterns and the like are prohibited in residence hall rooms.

COOKING APPLIANCES

No cooking appliance may be used in individual rooms. You may use these in the kitchenettes only.

EXTENSION CORDS

Nashua Fire Department requires the use of power strips, rather than extension cords. The University recommends using a power-strip that has a circuit breaker switch. However, if extension cords need to be used, it is required that they are heavy gauge-type, and that you do not overload them, or cover them with clothing, carpets or furniture.

ELECTRICAL APPLIANCES

Use of any appliance in an individual room that has an open element (for example, an electric coffee maker or a hot plate) is against city fire laws and therefore strictly prohibited. Individual heating units/hot air blowers, air conditioning units and halogen/torch lamps, are not allowed in the residence hall rooms.

FIRE ALARMS

Students should know all of their choices of exits and stairways, before they actually need to use them in an emergency. All residents must vacate the building when the fire alarm is sounded during a fire or fire drill. Evacuation procedures are explained below and posted on your floor. Any person who willfully sounds the fire alarm or tampers with any fire equipment without cause will be subject to severe disciplinary action and/or criminal prosecution and may be suspended from the residence halls.

IN CASE OF FIRE...

If you discover a fire in your building

- Do not endanger yourself, get out of the building as soon as possible
- Activate/Pull the fire alarm station on your way out of the building
- Be sure to leave the surrounding area of the building and report to the Dion Center
- Please be cooperative and follow instructions from Residence Life Staff or University personnel

If you hear the fire alarm sounding

- Go to your door and feel it to see if it is hot before going out into the hallway.
- If it is hot, put a wet towel under the door, and hang a sheet out the window.
- DO NOT OPEN THE DOOR.
- If the door is cool, leave by the nearest exit.
- Take a blanket or towel with you to cover your mouth and nose if you should encounter smoke.
- Close all doors behind you.
- As you leave, the way may seem clear. If conditions change and smoke fills the hallways, get down low, on your hands and knees, and crawl to stay below the smoke.
- Once out of the building, go to your designated area and direct any questions to your RA or Hall Director.

***** Never go back into the building until the all-clear is given by the Fire Department*****

FIRE DRILLS

The Public Safety/Security Department in conjunction with the Nashua Fire Department and the Residence Life Staff conducts fire drills. Student participation is mandatory at all drills. You must evacuate the building **IMMEDIATELY** when the fire alarm sounds. It is the sole responsibility of the student to evacuate whenever an alarm sounds. The University advises all residents to familiarize themselves with the location of fire extinguishers, fire alarm boxes and fire exits.

DESIGNATED MEETING AREAS

In the event of a fire alarm/drill during the evening hours, all residents are asked to report to the Dion Center:

| | | |
|--------------------------|---|--------------------------|
| Trinity Hall | - | Upper lounge area |
| Guild Hall | - | Reception Room |
| Presentation Hall | - | Board Room |
| Brassard Hall | - | Lobby Area |

HOLIDAY DECORATIONS

Many residents like to decorate their rooms and/or doors during the holidays. While this adds to the festive mood of the residence halls, we must be cautious with regards to fire safety regulations. Halloween, Thanksgiving, Valentines, etc. decorations may not include any type of hay, grass or live foliage; pumpkins may not be left in hallways as they obstruct the aisle and eventually decay. Live trees and wreaths, etc. are a fire hazard and are not permitted anywhere in the residence halls. Only artificial trees and lights, which are UL approved, may be kept in residence hall rooms.

FIREARMS, WEAPONS, FIREWORKS, EXPLOSIVES AND FLAMMABLES

The possession of or use of any firearm, weapon, deadly weapon or other dangerous or flammable material is strictly prohibited on the Rivier University campus. Violations of this policy will result in suspension from housing.

Deadly weapons are defined to be any firearm, knife or other substance or thing which, in the manner it is used, intended to be used, or threatened to be used, is known to be capable of producing death or serious bodily injury. Violation of this policy will result in a disciplinary hearing and/or legal prosecution.

HEALTH AND SAFETY INSPECTIONS

During the academic year, monthly health and safety inspections will be conducted in each room of each hall. These inspections are conducted by members of the Residence Staff or by Security, with the intent of insuring that all health and safety precautions are being taken. Any violation of University policy, neglect or damage to a room or area, or other activities, which are noted, will be processed in accordance to policies outlined in this handbook and in the student handbook.

FIRE SAFETY EQUIPMENT

Each of the residence halls is equipped with a variety of safety equipment. This equipment, which includes such items as fire extinguishers, smoke and heat detectors, exit signs, and emergency lights, is not to be tampered with at any time. Abusing these items is subject to disciplinary action including, but not limited to, dismissal from housing.

FIRE DOORS

Fire doors are not to be obstructed on either side, or propped open at any time. Some doors are equipped with magnetic sensors that are programmed to the fire alarm system. These doors may be held open by the magnetic catch only. They are programmed to close automatically when the alarms are triggered. Corridor doors deter the spread of smoke and fire and are to be kept closed if not on a magnetic catch. The Nashua Fire Code also requires that nothing be stored or placed in the hallways at anytime. Any item not sanctioned or installed in hallways is considered a fire hazard.

SMOKE/HEAT DETECTORS

Each room is equipped with a heat and/or smoke detector. A red light should be on to indicate the smoke detector is working properly. Students should report problems with detectors immediately to your Resident Assistant or Hall Director. Smoke alarms are also located throughout the corridors and all public areas. The hallway detectors are not battery operated, but connected electrically to the University and to the Nashua Fire Department and must not be tampered with. Residents may not suspend any items from the fire safety equipment in rooms; similarly, students may not hang banners, tapestry, flags, quilts or other flammable objects from the ceilings or over the window of their room as this action is considered a fire safety hazard.

RESIDENCE HALL SAFETY

Building Security

The doors to the residence halls are locked 24 hours per day. The back doors are accessible only by residents with a key or proximity tag between 6:00am and 11:00pm. All other doors may be used as exits if not alarmed. All doors (except front) will be alarmed at 11:00pm every night. **PLEASE DO NOT PROP ANY DOORS OPEN. DOING SO JEOPARDIZES THE SAFETY OF OUR ON-CAMPUS COMMUNITY.**

LOCKOUTS

If you are locked out of your room, you can contact the Public Safety/Security Office at 888-1666. The Officer on duty will let you into your room. Repeated lockouts will result in a \$10.00 charge. It should be noted that patrolling the campus is the top priority of the Security Officers - students are asked to be understanding of any delays in response time for lockouts.

PERSONAL SAFETY

All non-residents who visit the halls must enter through the front door and register at the desk. For your safety and everyone else's, try to be aware of who will be visiting you and be ready to greet them in the lobby.

Do not let anyone into the building that you do not recognize. Do not invite people into your residence hall unless you know them well and/or are sure that you can trust them to behave appropriately - remember you are responsible for the actions of your guests. Notify a staff member when dealing with a problem person. You need not handle situations alone.

If you receive a harassing phone call, you should report it immediately to Public Safety/Security. Do not offer the caller any information. If these calls continue, an attempt will be made to stop the calls.

Avoid walking alone at night. If you have a night class, plan to go to the Library, Fitness Center or off campus, try to walk back to your hall with others. Be sure to stay on well-traveled and well-lit walks, whether alone or in groups, or you may call Campus Security -they are willing to escort you to your hall or car.

STATEMENT ON STUDENT SAFETY AND MANDATORY REFERRALS

Rivier University expects and encourages students to maintain a reasonable concern for their own self-welfare. In the event that the University is presented with a credible report of any student who makes an attempt, gesture, statement or act that suggests that they are suicidal or self-harming, the student will be required to attend up to four sessions with the Rivier University Counseling Center for the purpose of a mandatory assessment. With regard to students' emotional health and well being, any attempt, gesture, statement or act that results in the need for an emergency response, may dictate the need for parental notification.

In addition, Rivier University may require a mandatory assessment of up to four sessions with the University Counseling Center for violations of University policy, for self-harming behavior such as substance abuse or for disruptive behavior, which is perceived as violent or threatening towards one's self and/or others. Such assessment as may be imposed shall be separate and apart from any disciplinary and/or criminal actions which may occur.

A student, who is mandated an assessment, may access these services at the Rivier University Counseling Center; students may also choose to pursue the assessment with an approved off-campus provider. In either event, the student is responsible for their incurred costs, which will be greater through an off campus provider given that the services provided by the Counseling Center itself are free of charge. The Counseling Center can provide a list of approved area licensed clinicians. If an off-campus provider is used, documentation of the completed evaluation on a form acceptable to the University must be submitted directly to the Rivier University Director of Counseling from the approved off campus provider.

A student, who is mandated an assessment, must sign a "Limited Release of Information" form so that verification of participation in the mandated assessment sessions can be forwarded to the referring person. The referring person is notified only that the mandatory attendance requirement has been met. What is discussed within the sessions is not disclosed.

All records associated with the mandated assessment are protected by federal and state laws regarding confidentiality. If the student completes the assessment, the results of the assessment and the fact that an assessment was conducted are confidential and may not be disclosed without consent of the student and may not form the basis of a disciplinary proceeding or any other sanction imposed by the University. However, if the student fails to complete the assessment or requirements offered in conjunction with the assessment, this fact is not confidential, and the Director of Counseling may disclose that fact to the AVPSA.

Failure to complete the mandatory assessment or requirements offered in conjunction with the assessment may result in disciplinary sanctions, including suspension and/or withdrawal.

In the case of a mandatory assessment, the accuracy of the report which led to the referral to a mandatory assessment may be appealed to the Assistant Vice President for Student Affairs ("AVPSA") or designee at the close of the next business day following the student's notification of the referral. In some instances, in order for the appeal to go forward, a student will be required to sign a release of information authorizing contact and interviewing of witnesses to the incident leading to the referral. A failure to timely provide such an authorization may operate to void the appeal. Appeal outcomes may include (1) upholding the referral decision, (2) modifying the referral, or (3) reversing the referral decision. The AVPSA decision on the appeal is final.

ABSENCE FROM THE RESIDENCE HALLS

In the event that you plan to be away for an extended period of time, please notify your roommate, friends and a staff member. Family emergencies or other events may require us to know how to reach you.

PERSONAL PROPERTY

Be sure to lock your room at all times. Do not leave cash, jewelry, or other valuable items in the open. To guard against theft, it is a good idea to record the serial numbers of your personal property and mark all items (TV, stereo, camera, etc.) with your name and social security number. The University does not assume responsibility for residents' personal belongings - it is in your best interest to seek insurance from your parents or guardians homeowner policy.

RESIDENCE HALL ACCESS

All residents are able to access the halls with their student ID/RIVCARD. Resident students have access to the front doors 24 hours a day and to the back and HC doors until 11:00pm. To use, wave the RIVCARD in front of the card reader located adjacent to the entry doors - this will unlock the doors for 5-10 seconds, allowing access to the building. The door will re-lock when closed. Do not let others use your RIVCARD. Lending your card to others is a violation and subject to disciplinary action. If you lose your RIVCARD, you can pay a replacement fee and have a new one created for you at the Public Safety in the Dion Center; for after-hours needs, contact a member of the Residence Life Staff.

KEYS

Your room key is given to you to assure your safety and privacy. Carry your key with you at all times and always lock your door when you leave your room.

Keys are not to be duplicated or to be given to anyone else. Please notify a staff member immediately if your key is lost or stolen. It is best to check with Public Safety's Lost and Found to see if your keys have been turned in and to file an incident report if they have been stolen.

WINDOWS/SCREENS

Windows may not be used as an entrance or exit from a building; similarly, windows may not be used to pass materials in and out of residences. Screens should remain in place at all times. Any problem with screens should be reported at once to the Office of Student Life and Housing Services so those repairs may be made. Use of windows to elude University officials and/or convey alcohol and other contraband will result in more severe disciplinary action in addition to the usual sanction and /or fine. Removal of screens will result in a \$50.00 fine and replacement cost if damaged. Throwing and/or causing objects or substances to be directed out of, into, or on residence hall windows, doors, ledges, roofs or other such areas is prohibited.

DART BOARDS

Due to the damage that can occur to people and property, dartboards are prohibited.

HEALTH CODES AND STANDARDS TO INSURE THE PROPER CARE OF THE FACILITIES

CLEANLINESS AND ORDER

We suggest that a reasonable standard for cleanliness and order in student rooms is a mark of respect for your neighbors and visitors, as well as part of your contribution to maintaining standards of health and safety in the halls.

Residents all share facilities such as bathrooms, kitchenettes and lounges, so all must share in the responsibility of keeping them clean. Although the housekeeping staff does an excellent job in keeping our residence halls clean, it is not their responsibility to clean up after you. Students at Rivier pride themselves in living in some of the cleanest residence halls around - please help keep it that way.

You will be expected to keep your room tidy, showing reasonable respect for property, your roommate and yourself. Unsanitary or unacceptable conditions found at times of health and safety inspections or otherwise will subject room occupants to disciplinary review.

Perishable foods may not be stored in student rooms unless kept refrigerated. Any other food items kept in rooms must be stored in closed containers to avoid attracting and harboring insects and to avoid contamination of food. Every effort needs to be made to prevent food from dropping on and/or remaining on floors.

DECORATING/PERSONALIZING YOUR ROOM

You are encouraged to make your living space unique to you. For instance, rugs, posters, and plants are permitted in rooms. However, certain items are not allowed, such as unauthorized lofts (or any wood construction), unauthorized bunk beds, the use of cinderblocks to elevate beds, waterbeds, paint, wallpaper, etc. Furniture must rest on the floor and may not be suspended or placed on supports. Beds should not be taken apart and put on the floor to be used without ample padding underneath. Putting a bed frame directly on the floor scratches the tiles, and may damage the frame. When living on campus at Rivier University, residents rent the interior of a room and are asked to leave the room in the condition in which it was found.

Members of the Residence Staff have the responsibility to require residents to remove any inappropriate item, poster or message from the exterior of a bedroom door, wall, or window. In addition, flags, banners and/or posters cannot be hung from ceilings or in individual bedroom windows.

FURNITURE

Furniture or furnishings in common areas are not to be removed from the area at any time. Room furniture can be rearranged in individual rooms, but furniture cannot be removed or added to your room without proper authorization. Lounge furniture found in rooms will result in a \$25.00 fine per piece. Repeated offenses will result in disciplinary review.

DAMAGES

Each resident is responsible for the proper care of his or her room. Residents are free to decorate their rooms as they wish as long as no permanent damage is done to the room or its furnishings. Nails and double stick or scotch tape should not be used to hang pictures or posters. Hooks may not be driven into or tacked onto ceilings or walls.

Be sure to check your room inventory form before you sign it and report any damages to be added on to avoid getting charged for damages that are not your responsibility. Damage billing is based on room inventories and you will be charged accordingly for any damages unrecorded.

Residents are jointly responsible for the care of public areas. Damage costs to common areas will be shared among all residents of the area or by the entire hall community. A list of typical damages and their costs is available from the Office of Student Life and Housing Services.

REPAIR REQUEST FORMS

Any item in need of repair or damaged should be reported to your RA or Hall Director. These staff members will be sure to file a repair request form or maintenance requisition slip so that your needs will be addressed and the property kept up. Please understand that our maintenance department is responsible for upkeep of the entire campus so repairs will be done in order of priority. If you are not satisfied with the repair or have concerns, please inform your Hall Director and every effort will be made to rectify problem situations.

If you see a serious maintenance problem, such as a flood in the laundry room or bathrooms, etc. report it to the person on duty immediately. Problems that are not so serious and can wait (such as a washer or dryer out of order, etc.) should be reported to your RA or Hall Director.

SIGNS, POSTERS, AND POSTED NOTICES

Student organizations, clubs and groups are welcome to put up advertising signs and posters. However, we ask that you use masking tape, not scotch tape to do so. Also, please do not post signs on outside windows.

Important notices for students will be posted in all residence areas on a timely basis; Residents are responsible for reading and following these notices. Vandalizing these notices is against University policy and subject to disciplinary action.

Any signs, stickers or displays posted on Rivier University property, whether in University buildings or parking lots, may not contain language, pictures or slogans that contradict the University's mission or that are deemed offensive. Offensive language, pictures or slogans would include those which would be likely to draw a rating above PG if it were being rated as a movie due to its strong, graphic or rude language, its sexual content, its crude humor, or its references to violence, nudity or illicit drugs.

STREET SIGNS

The possession of street signs that were once public property is against school policy. These are stolen property. As good citizens, our goal is to lessen needless taxpayer's expense, not create further expense. Street signs may be confiscated and returned to the DPW at any time.

SMOKING

Rivier University does not permit smoking in any of its buildings. Smoking is also prohibited in University-owned vehicles. Those who choose to smoke outside of buildings are required to place the remains of tobacco products in the proper receptacles. Any issues should be brought to the attention of a Student Affairs staff member. Information on cessation programs offered in the greater Nashua area is available through the Counseling Office.

PETS AND HEALTH REGULATIONS

Public Health regulations clearly state that animals, reptiles, and other pets may not be kept in residence halls. Fish are the only animals allowed as pets in the halls. A fish is defined, in this case, as any animal, which lives underwater 24 hours per day and cannot survive at all outside of water. In an effort to save energy, no electric pumps, lights or filters may be used in the residence halls.

HALL SPORTS

Playing or participating in sports or other recreational activities within the residence hall, as well as outside in close proximity of the building is prohibited. Please respect your neighbors and University property - horseplay or roughhousing often times leads to unnecessary damage or injury.

The throwing of snowballs at windows or any part of a University building, at anyone not playfully engaged in a snowball fights, or at any car, is strictly prohibited.

SKATEBOARDING POLICY

Skateboards, Roller Skates, In-Line Skates and non-motorized scooters may be used as a form of point-to-point transportation on sidewalks and in parking lots on campus. It is a violation of this policy to use Skateboards, Roller Skates, In-Line Skates and non-motorized scooters in any and all other areas on campus including, but not limited to, the following areas:

- All steps and handrails
- All flower planters
- All brick patios
- All retaining walls
- All curbs and benches
- The inside of all buildings

It shall also be a violation of this policy for any operator of a skateboard, roller skates, in-line skates or non-motorized scooter to engage in any trick riding anywhere on campus, including on sidewalks and in parking lots. Trick Riding means any type of movement where the wheels of the skateboard, roller skates, in-line skates or non-motorized scooter are deliberately removed from contact with the surface.

Skateboarders, roller skaters, in-line skaters and those operating non-motorized scooters must yield the right-of-way to pedestrians, bikes, cars, wheelchairs, and other non-pedestrians. Excessive speed or other reckless operation of a skateboard shall constitute a violation of this policy.

Violations of this policy by students will be enforced in accordance with current University guidelines for Conduct Violations. Violations of this policy by visitors may result in the person being asked to leave the campus. Future violations or failure to leave the campus may result in either disciplinary action or criminal arrest, or both, depending upon the specific circumstances involved.

UNIVERSITY/RESIDENCE LIFE POLICIES

STANDARDS FOR INDIVIDUAL AND INTERPERSONAL BEHAVIOR

PERSONAL CONDUCT

As in any community, there are certain regulations that govern day-to-day interaction in the residence halls. The basic reason for these policies is not to tell individuals how to live, but an attempt to encourage consideration for individual rights and to insure the security and welfare of all members of the community.

The basic philosophy of community living upon which the regulations are built is:

- 1) **Each person must respect the rights of others**
- 2) **Residents must respect University and private property**

Policies and procedures have been developed to support an environment characterized by mutual respect and responsible behavior. Students are expected to cooperate and to encourage others to do the same. Each resident student is responsible for knowing and abiding by residence life expectations and standards (covered in this handbook) as well as University policies (covered in the Student Handbook), city ordinance and state laws. The residence life disciplinary system exists as an educational system to foster behavioral change by reviewing alleged violations and holding the resident accountable for his or her actions when violations have occurred.

Missing Students Who Reside in On-Campus Housing

In order to meet the requirements of the Higher Education Opportunity Act of 2008 Rivier University has instituted a policy containing the official notification procedures for missing students who reside in on-campus housing.

If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she should **immediately** notify the Rivier University Department of Public Safety. The Department of Public Safety will generate a missing person report and initiate an investigation.

After **investigating** the missing person report, should the Department of Public Safety determine that the student is missing and has been missing for more than 24 hours; the Department of Public Safety will notify the Nashua Police Department and the student's emergency contact no later than 24 hours after the investigation determines that the student is missing.

If the missing student is under the age of 18 and is not an emancipated individual, Rivier University will notify the student's parent or legal guardian, in addition to any additional contact person designated by the student when the Department of Public Safety has determined that the student has been missing for more than 24 hours.

In addition to registering an emergency contact, students residing in on-campus housing have the option to confidentially identify an individual to be contacted by Rivier University in the event the student is determined to be missing for more than 24 hours. If the student has identified such an individual, Rivier University will notify that individual no later than 24 hours after the investigation determines that the student is missing. Students who wish to identify a confidential contact can do so through the Rivier University Office of Student Life and Housing Services. This contact information will be accessible only to authorized campus officials and law enforcement. It will not be disclosed outside of a missing person investigation.

ALCOHOL POLICY

Consumption of alcoholic beverages in the residence halls is a privilege. The Residence Life Staff supports policies which foster an atmosphere conducive to individual choice and the responsible consumption of alcohol.

The enforcement of University policy is done in accordance with state and local laws in an effort to provide a safe and tolerable place for people to live and learn harmoniously. Additionally, the University hopes to prevent alcohol-related problems, promote your health and safety, and preserve your living environment. If you choose to drink alcoholic beverages in the residence halls, you must do so with the understanding that you will be held as

responsible for your behavior when you have been drinking, as when you have not been drinking, and that you are always responsible for your guests and visitors.

Rivier University abides by the laws of the State of New Hampshire; therefore, all members of the University community are responsible for making decisions about behavior within the context of New Hampshire state law and the policies and practices of the University. Rivier University is committed to the education of its community regarding alcohol use and abuse. Alcohol education programs are offered to the Rivier community throughout the academic year.

UNDER NEW HAMPSHIRE STATE LAW, IT IS ILLEGAL TO:

1. Sell, give away, cause, permit, procure to be sold or delivered, any alcoholic beverage to a person under the age of 21 years.
2. Misrepresent one's age or falsify an identification card for the purpose of procuring alcoholic beverages.
3. If under 21, possess any liquor or alcoholic beverage.
4. If under 21, operate a motor vehicle in which opened or unopened alcoholic beverages are found unless accompanied by parents or legal guardian.
5. Allow the presence of persons under the age of 18 in those areas where alcoholic beverages are being served unless those persons are accompanied by their parents or legal guardian.
6. If over 21 and operating a motor vehicle, be found with .08% or more alcohol in one's blood.

DEFINITIONS

POSSESSION/CONSUMPTION

Alcoholic beverages may only be possessed or consumed by students of legal age (21+ years old) in the privacy of their rooms or the rooms of other 21+ year olds. If in question, staff members are authorized to ask for proper proof of age.

DISPLAYING

Only those residents who are 21 years of age or older may display alcohol containers (full or empty) in their rooms. Alcohol containers found in the room of a minor will be considered a violation of the Alcohol Policy.

COMMON SOURCES

Using common sources of alcohol such as kegs, beer balls (full or empty, tapped or untapped) or spiked punch in large containers is not allowed anywhere in the residence halls. Students found using common sources of alcohol may be suspended from on-campus residency for a minimum of one semester, placed on a probationary status and be subject to disciplinary review prior to re-admittance into campus housing.

LARGE QUANTITIES

A large quantity of alcohol is defined as more than one twelve-pack of beer, or 1 fifth of alcohol, or 1.5 liters of wine per legal-aged resident. Holding, carrying or storing large quantities of alcohol for other persons (21 or not) is not a permissible excuse. Large quantities of alcohol will be confiscated. Being in the presence of large quantities of alcohol will be considered a violation of the alcohol policy.

DISTILLING ALCOHOL/BREWING BEER/MAKING WINE

The residence halls are designed for living and learning while enrolled at Rivier University. Distilling alcohol, brewing beer or making wine are not activities that are permitted on campus.

RAPID CONSUMPTION

Possession, use or encouragement to use funnels, beer luges, or other devices to speed the consumption of alcohol is considered to be inappropriate on Rivier's campus. Shot-gunning beer or consuming shots of alcohol are not activities that are permissible on campus.

INTOXICATION

Public intoxication and other inappropriate behaviors that may result from consuming alcohol are not welcome in the residence halls. The determination of intoxication will be based upon physical observation and evaluation of behavior by a University authority and need not rely on any mechanical, electrical or chemical sobriety instrument.

Should a student be intoxicated, Rivier University's first concern is the health of that individual. All resident students, and not only the Residence Staff members, have the obligation to assure the safety of intoxicated residents (or their guests). If a resident does not act responsibly getting the help needed for an intoxicated student, he/she may be held liable for negligence.

CULPABILITY

Any student found in a room or area where a violation is taking place will be held accountable for said violation.

THE FOLLOWING ACTIONS CONSTITUTE VIOLATIONS OF UNIVERSITY POLICY:

1. Any infraction of NH State Law.
2. Any behavior or action which contradicts the aforementioned definitions.
3. Drinking of alcoholic beverages in public areas. (Note: public areas include, but are not limited to residence hall lounges, hallways, stairwells, etc.)
4. Consumption of alcoholic beverages anywhere on campus, except in University residence halls by those of legal age, is prohibited.
5. Use of University funds for the purchase of alcoholic beverages to be served to individuals less than 21 years of age.
6. Failure to take responsible means to identify under-age persons and to ensure that alcoholic beverages are not served to such persons.
7. Failure to provide equally accessible, alternative, non-alcoholic beverages whenever alcoholic beverages are available.
8. Serving of alcoholic beverages to individuals who are intoxicated.
9. Being present where any aspect of the alcohol policy is being violated, even if not directly involved in alcohol consumption.

The Assistant Vice President/Director of Student Life or the Vice President for Student Affairs, in consultation with their staffs, reserves the right to make decisions concerning the interpretation of the alcohol policy.

Failure to comply with New Hampshire state law or Rivier University policy may result in a range of penalties including referral to a treatment program, loss of on-campus housing privileges, suspension, expulsion, termination of employment, and/or prosecution by the State of New Hampshire.

DRUG POLICY

Rivier University abides by the laws of the State of New Hampshire; therefore, all members of the University community are responsible for making decisions about behavior within the context of New Hampshire state law and the policies and practices of the University. The state law defines controlled drugs as those drugs and chemicals having a stimulant, depressant or hallucinogenic effect upon the higher functions of the central nervous system and as having a potential for abuse or physiological and psychological dependence, or both . . . Controlled drugs are

classifiable as amphetamine-type, barbiturate-type, cannabis-type, cocaine-type, hallucinogenic, morphine-type and other stimulant and depressant drugs. Possession (on ones person or property, vehicle, or residence hall room), use, or distribution of any controlled substance is not permissible on the University campus.

UNDER NEW HAMPSHIRE STATE LAW, IT IS ILLEGAL TO:

1. Manufacture, possess, have under her/his control, sell, purchase, prescribe, administer, transport or possess with intent to sell, dispense or compound any controlled drug, or any preparation containing a controlled drug.
2. Deliver, possess with intent to deliver, or manufacture with intent to deliver, drug paraphernalia, knowing that it will be used to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, re-pack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance.
3. Place in any newspaper, magazine, handbill, or other publication any advertisement, knowing that the purpose of the advertisement, when viewed as a whole, is to promote the sale of objects intended for use as drug paraphernalia.

The New Hampshire state law provides that any minor twelve years of age or older may voluntarily submit herself/himself to treatment for drug dependency or any problem related to the use of drugs at any municipal health department, state institution or facility, public or private hospital or clinic, any licensed physician, or other accredited state or local social welfare agency, without the consent of a parent or guardian. Students who need referrals to appropriate agencies may obtain that information from the University's Counseling Center.

FAILURE TO COMPLY with the New Hampshire state law (Controlled Drug Act) or Rivier University policy will result in a range of penalties, including but not limited to, referral to a treatment program, loss of on-campus housing privileges, suspension, expulsion, termination of employment, and/or prosecution by the State of New Hampshire. Re-admittance to on-campus housing will be permitted under advisement from the Director of Safety & Security and the Assistant Vice President/Director of Student Life.

DRUG PARAPHERNALIA

Rivier University prohibits the possession, use or distribution of all types of drug paraphernalia, including but not limited to pipes, rolling papers, clips, and syringes. Possession of such paraphernalia will be considered sufficient evidence that a violation of the University drug policy has occurred; if found, any such item will be confiscated and the student subject to disciplinary review and referral to a treatment program.

EVIDENCE OF DRUG POLICY VIOLATIONS

The following are all considered to be evidence of drug policy violations and sufficient grounds for full disciplinary actions: the actual presence of a controlled substance/illegal drug; the presence of smoke or odors, as in the case of marijuana. In addition, all students present at the time of the violation will be held responsible for the infraction. All residents of a room in which such violations occur will be subject to the full range of disciplinary sanctions, even if they were not present at the time of the incident. As a result, resident students are particularly advised to give careful attention to anyone who has access to their rooms. Any student who feels jeopardized by the actions of his/her roommate should seek assistance from the Residence Life Staff so that problems may be avoided.

ENTRY INTO UNIVERSITY PREMISES INCLUDING RESIDENCE HALL ROOMS

University authorities reserve the right to enter all campus premises on a regular basis. A student's residential room is considered private, and representatives of the University will ordinarily enter only after knocking on the door. They will enter to: (a) attend to maintenance needs or complete ongoing projects; (b) assist in any emergency; (c) retain or re-establish peace and order; (d) recover or prevent the destruction of University property; (e) perform health and safety inspections; or (g) investigate alleged violations of federal, state, municipal laws or University policies, rules

or regulations. University representatives retain the authority to conduct searches of rooms regardless of the permission of the residents of the room. When rooms are entered for the above stated reasons, the resident's right to privacy will be maintained to the extent appropriate under the circumstances as determined by the University representatives, consistent with University protocol.

University representatives will inspect premises as needed throughout the year to identify and address problems and concerns in the residence halls and elsewhere on campus. In most University residences health and safety inspections occur at least twice each semester and should be expected, at a minimum, at the beginning and end of each semester. Students, in accepting student housing, agree that University representatives retains the right to inspect the student rooms, in the student's presence whenever possible, for purposes of inventory, fire protection, sanitation, health, safety, maintenance and rule enforcement, consistent with the University's policies. The University retains the right to conduct an investigation and retain such evidence of violation as it deems appropriate. Students are advised that the University will take disciplinary action against violators of University policy.

Residence hall students have responsibility to familiarize themselves with the guidelines distributed in the halls and Campus Security regulations for additional policies and regulations pertaining to their living accommodations.

HARASSMENT, INTIMIDATION, AND BULLYING

Physical, verbal, or emotional abuse of any person is considered a major violation and subject to immediate disciplinary action including but not limited to suspension from housing.

Any acts, gestures or words made to others by physical, verbal, written, electronic means, or through attacks on a person or property, including via electronic transmittal, which tend to create emotional distress, a breach of the peace or a hostile environment for the person upon whom they are perpetrated under the circumstances involved, shall be prohibited. This behavior may include, but is not limited to, actions such as verbal taunts, name-calling and put-downs, including ethnically-based or gender based verbal put-downs, extortions of money or possessions, exclusion from peer groups, or other behavior intended to isolate or demean another individual. Such conduct may consist of either a single incident or a series of events. Whether described or categorized as bullying, harassment and/or intimidation, such conduct is contrary to the Rivier mission statement, is disruptive to the educational process and is prohibited. Students who engage in bullying, intimidation or harassing behavior, whether on or off campus, may be subject to disciplinary action.

MISTREATMENT OF STAFF

Residence Hall Staff and Public Safety Officers have a duty to uphold all University policies and state and Federal laws and are responsible to deal with violations. In that light, students may not interfere with a staff member, mistreat or otherwise abuse and/or undermine a staff member's responsibility and authority. This policy also applies to students who are sitting at the front desk and are responsible for reporting problems. Any actions deemed as a mistreatment of staff may result in the termination of the Residence Hall Agreement for all persons involved in such actions.

VISITATION POLICY

OPEN HOURS

Rivier University is proud to be a Catholic institution that honors its mission and heritage in our residential community. It is our belief that visitation hours promote the dignity of and respect for all human persons and provide a structure, by which students can live and learn in a harmonious environment, while contributing to the following:

- The right to private time for resident students to sleep, study or reflect;
- The relationship development of roommates and/or students of the same gender to foster friendships;
- The development of boundaries and the avoidance of roommate conflicts in relation to opposite gender visitation;
- The ability to develop a community among students in the same wing/hallway.

A 24-hour visitation policy in the residence hall rooms would work against the purpose of our mission and the community life that we strive to build on our University campus.

The designated common areas in each of our residence halls and in the Dion Center provide space for 24 hour visitation for all residents and/or their guests who need to interact for academic pursuits or social endeavors.

Students may entertain guests of the opposite sex in their living quarters during open hours. The guidelines for open hours are as follows:

1. All residence hall policies remain in effect.
2. Each resident is responsible for the guest(s) he or she signs in.
3. Guests are to be signed in and out at the front desk. All guests are expected to leave a proper ID (driver's license or student ID) at the desk when signing in. The ID will be returned when the guest is signed out.
4. Each resident may register no more than two (2) guests at any one time during Open Hours.
5. Residents are expected to respect the hours outlined for Open Hours and to make sure their guests are out of residence areas by the hour prescribed.

Open hours for resident students are as follows:

| | |
|--------------------------|---------------------------|
| Sunday - Thursday | 8:00 am to 12:00am |
| Friday - Saturday | 8:00 am to 2:00am |

Open hours for non-resident students and/or guests are:

| | |
|--------------------------|-----------------------------|
| Sunday - Thursday | 11:00 am to 12:00a m |
| Friday - Saturday | 11:00 am to 2:00am |

6. There are some staff members who make their home on our campus. These members of the University community may have guests at times other than those mentioned above; however, they must be escorted in and out of the building. This policy applies to Resident Directors, VISTA Volunteers, and the Assistant Vice President/Director of Student Life.
7. Guests must be escorted in and out of the residence halls and at all times during their visit.
8. Guests should use the designated bathroom near the lobby on the ground floor of each residence hall. Guests may use the bathrooms in the halls providing the guests are escorted and providing that no one is inconvenienced in the process. Guests are not allowed to use the showers anywhere in the residence halls; however, overnight guests must use designated showers on their respective floors.
9. Residence staff reserves the right to require individuals who are disruptive to leave the premises, to deny guest privileges to the resident involved, and/or to refuse re-admittance to any person.
10. According to the NH State law and the regulations of Rivier University, no one under the age of 21 may consume alcohol, serve alcohol, or be present in a room where alcohol is being served. Residence staff reserves the right to confiscate alcohol and/or refuse admittance to anyone carrying alcohol.

Violations of the above policy will result in a referral to the University judicial process

GUESTS/VISITORS

Residents may receive (up to two) guests in their living quarters. They may also receive these guests in the main lounges from 9 a.m. until 2:00 a.m. seven days a week; after 2:00am it is expected that residents will register their guests for an overnight stay. Residents may also entertain their guests in the Dion Center when it is open.

At all times, residents will be responsible for the conduct of their guests. Failure to do so may result in judicial proceedings and/or the loss of guest visitation privileges. Residents are expected to respect the rights and freedoms of each person living in the residence halls at all times, including when they have visitors.

Same sex visitors are allowed in the resident's living areas at any time, providing they abide by the following:

- ◆ They have registered at the main desk and have left an ID.
- ◆ They are escorted to and from the lobby.
- ◆ They abide by OVERNIGHT VISITORS guidelines if they are to remain overnight.

- ◆ They always enter and exit the residence halls by the main doors unless they are registered at the front desk and are accompanied by their host.
- ◆ They abide by all residence hall guidelines.
- ◆ At all times, each resident is responsible for the actions of the guest that she/he signs in whether or not the guest is a Rivier student.

Any unregistered guest will be considered as a trespasser. Campus Security officers may have such individuals arrested at their discretion, depending upon the nature of the situation. Any unregistered individual who is escorted off-campus or asked to leave the campus for failure to register as a guest may not return to the campus without authorization of the Assistant VP/Director of Student Life or the Office of Public Safety/Security.

OVERNIGHT VISITORS

Residents are allowed to have (up to two) overnight visitors of the same sex in their rooms. All overnight visitors must register, with their hosts, at the front desk of the building in which they will stay. Guests must have a guest pass and be escorted throughout the building at all times. It is advisable to limit the number of guests and the frequency and length of stay for guests on a regular basis. If frequent visits begin to pose a problem, the appropriate graduate assistant will review visitation privileges. It is the responsibility of the resident hosting an overnight guest to be sure roommates are not inconvenienced in this arrangement. Also, residents are responsible for ensuring that their visitors comply with University and residence hall regulations. Overnight visitors may stay up to three (3) consecutive nights and may stay up to a total of eight (8) nights during any given month. Guests **MUST** be registered with, sleep in the room of and shower on the floor of a same sex host.

QUIET HOURS

Sound carries easily throughout the residence halls. Voices, stereos, televisions and sound amplification equipment can often be heard in other rooms on a floor or on floors above and below. All residents have the right to sleep, study, or listen to music of their choice without disturbance. Residents should be conscious of the volume of their music and are expected to be considerate and comply with reasonable requests from peers and staff to adjust their sound/noise levels. The cooperation of every student is expected for the maintenance of an atmosphere conducive to study, relaxation and sleep. Relative quiet is expected at all times.

Quiet Hours:

***Begin at 11:00pm Sunday - Thursday and continue through 11:00am the following day**

***Begin at 12:00 midnight Fridays and Saturdays and continue through 11:00am the following day**

Quiet hours are considered important for study in the Residence Halls but it is the responsibility of individual students to observe these rules in a spirit of civility; therefore, they are to be enforced by all residents and Resident Assistants. It is an individual's responsibility to inform others when noise becomes disruptive; however, should the disruptive conduct continue, a member of the Residence Life staff should be contacted for appropriate action. At all times, consideration must be given to the rights and the needs of others within the residence hall community.

There are especially established quiet hours during final examinations. It is essential that the highest degree of consideration be afforded to students who are completing their final examinations. Violation of these 24-hour quiet hours during exam periods will not be tolerated.

It should be noted that 24-hour courtesy hours are always in effect. Please remember to live by community standards and respect the rights of others in your day-to-day interactions.

UNIVERSITY/RESIDENCE LIFE CONDUCT CODE

INTRODUCTION

Rivier University is an academic community within the society at large. Through the cooperative efforts of students, their respective governing bodies, and the Office of Housing and Resident Student Life, a set of standards and expectations for student behavior has been established which we believe to be consistent with the purpose of the University as an academic institution. An equally important principle guiding our disciplinary system and philosophy is that of student freedom coupled with an acceptance of full responsibility for one's behavior and the consequences of such behavior.

The following is a partial listing of conduct code violations which students will be held accountable for:

1. Obstruction or disruption of any authorized University activity.
2. Damage to/destruction of University property or the property of a member of the University community, including registered guests.
3. Theft and theft of services (i.e. misuse of telephone system, copy machines, vending machines, etc.
4. Physical abuse of another person or any conduct, which threatens the health or safety of another, including sexual assault.

5. Violation of the University Alcohol and/or Drug policy or the laws of the State of New Hampshire.
6. Unlawful entry to or other unauthorized use of University facilities.
7. The use of the name of Rivier University without the consent of the proper authorities.
8. Willfully bringing members of the opposite sex into restricted areas of the residence halls at restricted times, or disregard for the policies during open hours.
9. Disorderly conduct.
10. Lewd, indecent, or obscene expression, this includes but is not limited to "streaking", "mooning" or "stripping".
11. Expression of any form which is degrading or demeaning to others, particularly on the basis of gender, race, religion, cultural background, ability, or sexual orientation.
12. Hazing in any form.
13. Gambling, as defined by New Hampshire State Law.
14. Producing or providing false identification documents.
15. Any violation of University or residence hall policy. Ignorance is not an accepted defense.
16. Duplicating or possessing unauthorized University keys.
17. Willfully activating a false fire alarm, tampering with fire or any emergency equipment, and/or failing to vacate a building when a fire alarm sounds.
18. Violation of the University policy on weapons and firearms.
19. Harassment of any member of the Rivier University community, including inappropriate use of telephones, answering machines, etc.
20. Disposing of trash/refuse anywhere on campus, except in designated receptacles.
21. Smoking in non-smoking areas.
22. Purposely providing false information to the University or to a University official, including the altering of a school ID.
23. Failure to comply with the directives of University officials, including residence hall staff and security.
24. Encouraging, supporting, and/or influencing another individual or group of individuals to violate a University policy.
25. Sexual Harassment.
26. Violation of the Computer Use Policies.

ADJUDICATION OF UNIVERSITY CONDUCT CODE VIOLATIONS

A Christian principle centered environment requires that all students participate in the development of the Rivier University community standards by not only personally respecting the rules, regulations, and policies/procedures but also encouraging others to do so. If a student becomes aware of a conduct violation, Rivier University expects the student to discourage the violation, report the violation to a University official, fill out his/her own report with a member of the Residence Life Staff, and/or not to remain passively present during the violation.

The Residence Life Program will generally follow a progressive disciplinary system, meaning that repeated violations of the same policy or multiple violations of different policies will lead to more serious sanctions.

The process for the adjudication of conduct code violations is typically as follows:

FIRST VIOLATION

Review by the Resident Director
Disciplinary Warning and a \$50.00 fine

SECOND VIOLATION

Review by the Resident Director
Disciplinary Probation and a \$75.00 fine
AND (if alcohol violation)
Completion of educational sanction
Notification to parents/guardians

THIRD VIOLATION

Review by the Resident Director
Weekend Residential Suspension (2 consecutive weekends) and a \$100.00 fine
Notice of Housing Privileges in jeopardy with extended probation
AND (if alcohol violation)
Completion of educational sanction
Notification to parents/guardians

Continual and/or repeated offenses (*more than three*) will result in the termination of the violators housing contract, and may call for judicial review by the Assistant Vice President for Student Affairs. It must be understood that students who do not maintain themselves within the structure and guidelines of the on-campus community may be suspended from Rivier University.

Incidents that involve physical assault, harassment, drugs, large quantities of alcohol, fire/life safety issues, gambling, violations of the computer use policy, and/or other incidents deemed to pose a threat to the campus or to any off-campus community, will be referred to the Assistant Vice President for Student Affairs and will be subject to the full range of judicial penalty, up to and including housing suspension on the first offense of such incidents.

Fines are payable to RIVIER UNIVERSITY and will be collected in the Office of Student Life and Housing Services. Any fines that are not paid by the date established in the judicial hearing will be subject to a \$25.00 late fee and charged against a student's account at the Business Office.

Should a student find himself or herself in financial hardship, (s)he can request community service hours in lieu of fines. The decision to allow service versus fines is at the discretion of the hearing officer. If service hours are an option, it is up to the student in violation to contract a service hour agreement plan with a University employee. More information about this option is available from the Resident Directors, or from the Assistant Director of Student Life.

In reviewing an individual violation for possible sanctions, please keep in mind that sanctions may vary because we recognize that each individual's situation is unique and many factors are considered, including:

- **Severity of the incident**
- **Weight and clarity of the information**
- **Current judicial status of the student**
- **Impact of the student's behavior on the larger community**
- **Educational impact of the sanction on the individuals potential for growth**
- **Students attitude and how it affects his or her behavior**

Individuals involved in policy violations in the residence halls that are not Rivier students will lose on-campus visiting privileges for a period of time and/or other sanctions as deemed appropriate for the nature of the violation.

Individuals who are non-residents, but are students at Rivier will follow the same judicial proceedings as resident students and may lose visitation privileges within the residence halls.

Any disciplinary action on the part of Rivier University does not automatically release a person from legal prosecution.

UNIVERSITY CONDUCT SYSTEM

See Student Handbook for Judicial procedures.

OFF CAMPUS VIOLATIONS

The University reserves the right to take disciplinary action against Rivier University students who are involved in any off-campus incidents of criminal activity or otherwise inappropriate non-criminal behavior, particularly when such incidents have implications for campus safety, liability and/or an effect on the reputation or operation of the University.

A SUMMARY OF UNIVERSITY POLICY VIOLATIONS

I Fire Safety Violations:

- Use or presence of open flames/exposed heating elements in rooms such as candles, incense, potpourri, bottled gas appliances, lanterns, coffee makers, electric frying pans, hot plates, irons, toasters, sun lamps, halogen lamps, microwaves, toaster ovens, popcorn poppers, etc.).
- Failure to evacuate when the fire alarm sounds.
- Willfully sounding the fire alarm without just cause.
- Tampering with any fire equipment and fire safety equipment.
- Decorating with: live trees and wreaths, hay, grass, leaves, etc.
- Flags or banners hanging from the ceilings or smoke/heat sensors.
- Storing uncovered cans of paint, gasoline or other flammable and/or combustible items in or close to the residence halls.
- Anything other than UL labeled artificial trees and lights.
- Possession of or use of any firearm, weapon, deadly weapon, or other dangerous or flammable material.
- Obstructing hallways with personal belongings (i.e. shoes, boxes, umbrellas, etc.).

II Residence Life Safety Violations:

- Exiting the halls through any door that is alarmed.
- Propping open any locked door.
- Letting anyone use your proximity tag or key.
- Unauthorized duplication of any Rivier University key.
- Being in a room, other than your own, when no resident of that room is present.
- Removal or tampering with windows and/or screens.
- Using windows as entrances or exits.
- Playing/shooting of darts.

III Residence Hall Facility Violations:

- Any permanent damage done to a room or its furnishings.
- Scotch tape on walls or ceiling.
- Lofts (or any wood construction), bunk beds, waterbeds.
- Painting or wallpapering any part of the room.
- Flags, banners and/or posters hung from or in individual bedroom windows.
- Unauthorized removal or addition of furniture to individual rooms.
- Removal of furniture or furnishings from common areas.
- Any sanitation concern (i.e. open perishable food, un-kept premises/rooms, etc.).
- Using an air conditioner, microwave or heating fans in a residence hall room.

IV Alcohol Policy Violations:

- Drunkenness, excessive or illegal drinking, or any infraction of State or University alcohol policies.
- Public intoxication.
- Drinking of alcoholic beverages in public areas.
- Drinking of alcoholic beverages in resident's rooms (except by residents and their guests who are 21 years of age).
- Serving alcohol in a private room where minors are present.
- Use of University funds to purchase alcoholic beverages to be served to individuals under 21.
- Failure to card or take responsible means to ensure that alcoholic beverages are not served to underage persons.
- Failure to provide non-alcoholic alternatives whenever alcoholic beverages are available.
- Possessing and/or displaying alcoholic beverage containers -empty or full if under 21.
- Destructive and/or aggressive behavior due to intoxication.
- Any kegs, beer balls or taps - full or empty anywhere on campus.
- Use of common source containers (i.e. spiked punch, large quantities of mixed drinks, etc.).
- Possessing, consuming or being in the presence of large quantities of alcohol.
- Possessing, using or encouraging the use of devices such as funnels or beer luges.

V. Drug Policy Violations:

- Possessing any controlled drug.
- Possessing and/or delivering any drug paraphernalia.
- Introducing a controlled substance into the human body.

VI General Residence Hall Violations:

- Physical, verbal, or emotional abuse of any person.
- Any interference with a staff member's responsibility.
- Violation of the University's Visitation Policy/Open Hours.
- Failure to be responsible for guests signed under your name.
- Failure to properly sign guests in and out; failure to properly register overnight guests.
- Violations of Courtesy or Quiet Hours.
- Smoking in designated non-smoking areas.
- Illegal possession of street signs and/or the displaying of them in residence hall rooms.
- Playing sports in the residence halls.
- The presence of any animal, reptile or other pets except fish in tanks in the residence halls.
- Failure to comply with the Residence Hall Agreement.
- Any unauthorized room change.

VII General Policy Violations:

- Failure to carry your student ID at all times
- Failure to obtain a proper parking sticker
- Improper or unlawful parking of vehicle
- Solicitation of any kind on campus
- Mistreatment of and/or failure to respond to any Rivier University staff member
- Disrespect for the facilities of the campus including but not limited to the dining hall, University grounds, Library, Dion Center, Health Fitness Center, athletic fields, lobbies, etc.

NOTICE OF HANDBOOK LIMITATIONS: The reader is on notice that while substantial effort was made to ensure the accuracy of the information provided herein, Rivier University reserves the right to make changes at any time without prior notice. The University provides the information herein solely for the convenience of the reader, and expressly disclaims any liability which may otherwise be incurred. This publication is not intended to be, and should not be taken as, a statement of any contractual undertaking by or on behalf of the University.

All Residents are responsible for the information in this document as well as the information in the Rivier University Student Handbook

Any interpretation of this handbook or any University publication is at the sole discretion of Rivier University

FREQUENTLY CALLED NUMBERS

| | |
|---------------------------------------|------|
| Admissions | 8507 |
| Athletics/Gym | 8257 |
| Bookstore | 8277 |
| Business Office | 8675 |
| Campus Ministry | 8577 |
| Career Development Center | 8246 |
| Computer Lab | 8909 |
| Counseling Center | 8251 |
| Dining Services | 8243 |
| Financial Aid | 8510 |
| Information Technology | 8469 |
| Library | 8256 |
| Mailroom | 8524 |
| Health Services | 8295 |
| Registrar's Office | 8231 |
| Residence Life/Housing | 8244 |
| Sexual Assault Harassment/Education | 8266 |
| Student Activities | 8254 |
| Student Affairs | 8249 |
| Student Government Association | 8567 |
| School of Undergraduate Studies | 8227 |
| Department of Nursing/Health Sciences | 8530 |
| Public Safety/Security | 8888 |
| Writing & Learning Center | 8580 |

Residence Hall Desks:

| | |
|-------------------|------|
| GUILD HALL | 8300 |
| TRINITY HALL | 8400 |
| PRESENTATION HALL | 8500 |
| BRASSARD HALL | 8600 |

In Case of Emergency:

| | |
|------------------|----------|
| Nashua Emergency | 911 |
| Rivier Emergency | 888-1666 |

Updated August 2014