



**Residence Life
Handbook**

2018-2019

RESIDENCE LIFE HANDBOOK

August 2018

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TABLE OF CONTENTS

RESIDENCE LIFE HANDBOOK	1
WELCOME TO RESIDENCE LIFE AT CNU!	6
ABOUT RESIDENCE LIFE	7
Mission Statement	7
Educational Priority	7
Goals for Residents	7
CNU Honor Code	7
2018-19 RESIDENTIAL CALENDAR	8
July 2018	8
August 2018	8
September 2018	8
October 2018	8
November 2018	8
December 2018	8
January 2019	9
February 2019	9
March 2019	9
April 2019	9
May 2019	9
June 2019	9
July 2019	9
RESIDENCE HALL STAFF	10
Director of Residence Life	10
Associate Director of Residence Life	10
Assistant Directors of Residence Life	10
Area Coordinator	10
Hall Directors	10
Resident Assistants	11
Front Desk Assistants, Day Shift	11
Front Desk Assistants, Night Shift	11
RESIDENCE HALL ASSOCIATION	12
COMMUNITY STATEMENT	13
Personal Responsibility	13
Respect	13
Communication	13
Trust	13
Commitment	13
Involvement	13

RESOURCES	14
Alertus	14
Captains Cards	14
Dining Services.....	14
Directory Information.....	15
Disability Support Services.....	15
Front Desk Operations	15
Front Desk Phone Numbers.....	15
Housing Administration.....	16
Laundry Facilities	16
Laundry/Vending Machine Refunds	16
Learning Communities	16
Mail Services	16
Pest Control/Extermination	17
Residential Housing Support	17
Special-Interest Housing.....	18
<i>Theme Units</i>	18
<i>Leadership Learning Community Housing</i>	18
<i>Greek Housing</i>	18
RESIDENCE LIFE POLICY STATEMENT	19
RESIDENCE HALL POLICIES	20
Advertising and Solicitation (also see posting)	20
Alcohol (also see prohibited items)	20
Amplification (also see noise)	20
Bicycles.....	21
Bomb Threats.....	21
Check-in.....	21
Check-out.....	22
Cleaning and Housekeeping.....	22
Conduct Infringing on Others.....	23
Confidentiality	23
Contract Extension (also see closing, check-in, and check-out)	23
Cooking (also see prohibited items)	24
Damages	24
Decorating (also see prohibited items)	24
Drugs (also see prohibited items)	25
Elevators	25
Emergencies	25
Fire Alarms, Drills and Evacuation (see fire safety)	25
Furniture	25

Gambling	26
Gatherings in Student Rooms	26
Guests	26
Hall Closing	27
Health and Safety Inspections	27
Illness	28
Insurance and Liability	28
Keys and University Identification	28
Lofts and Bed Risers	29
Lounges, Study Rooms, and Community Kitchens.....	29
Medications (also see drugs)	29
Noise	30
Obscene and Indecent Behavior	30
Pets (also see prohibited items)	30
<i>Service Animals</i>	30
<i>Support Animals</i>	31
Posting (also see advertising)	31
Private Rooms and Vacancies	31
Removal from the Residence Hall	31
Residency Requirement	31
Room Changes	32
Room Entry	32
Screens and Windows	33
Smoking (also see prohibited items)	33
Sports and Pranks (also see prohibited items)	33
Storage	34
Unauthorized Entry/Exit.....	34
PROHIBITED ITEMS IN THE RESIDENCE HALLS	35
Alcohol	35
Antennas	35
Appliances.....	35
Candles and Open Flames	36
Ceiling Fans.....	36
Dartboards	36
Decorations	36
Drugs (also see medication)	37
Electric Cords.....	37
Fireworks	37
Flammable Liquids, Fuel-Powered Equipment and Bottled Gas	37
Halogen Lamps and Other Lights.....	37

Heaters	37
Plug-in Air Fresheners	37
Pressurized Items.....	38
Routers and Network Connected Printers.....	38
Smoking.....	38
Street and Traffic Signs	38
Waterbeds	38
Weapons and Firearms (also see sports and pranks)	38
FIRE SAFETY	39
Fire Alarms and Evacuation	39
Fire Drills	39
Fire Safety Equipment.....	39
Fire Safety Inspections	39
Fire Safety Tips.....	40
THEFT PREVENTION AND PERSONAL SAFETY	41
University Police Silent Witness Program	41
NAVIGATING THE WATERS:	42
TIPS FOR A POSITIVE ROOMMATE EXPERIENCE.....	42
Roommate Agreement Form.....	42
Communication	42
<i>Use "I" Statements</i>	42
<i>Listening</i>	43

WELCOME TO RESIDENCE LIFE AT CNU!

Welcome to on-campus living at Christopher Newport University. The Residence Life staff and the entire university community look forward to hosting you for the upcoming academic year. We hope you will find your stay with us enjoyable and come to consider CNU residence halls your home away from home.

Living on campus provides many exciting opportunities and benefits. We encourage you to get involved in your residential community, meet the staff and get to know your neighbors. During your stay, we hope you will participate in hall programs and plan some of your own activities with friends. You might also consider a leadership role on your floor, get involved with hall council or the Residence Hall Association, and help to create a sense of community in your building. Through your involvement, you will develop relationships and important life skills that will complement your classroom experience and college education.

This Residence Life Handbook is filled with important information you need to know while living on campus, including policies and procedures that govern residential living. Your understanding and respect for these issues are critical to your success as a residential student. Please take time to familiarize yourself with the contents of this handbook. If you have any questions or require assistance with your living situation, Residence Life staff members are here for you. Let us know what we can do to assist you.

Welcome, again, to living on campus. Be safe, have fun, and make the most of your residential experience.

A handwritten signature in cursive script that reads "Ada Badgley".

ABOUT RESIDENCE LIFE

Mission Statement

Residence Life is dedicated to serving residential students and developing a safe and inclusive living-learning community that supports the academic mission of the University. CNU Residence Life seeks to enhance the co-curricular experience and to facilitate the holistic growth of students to prepare them to pursue lives with meaning and purpose and to become responsible and contributing members of society.

Educational Priority

Christopher Newport University Residence Life cultivates an environment for students to develop an orientation toward the common good.

Goals for Residents

Residence Life has five basic goals for residents:

Gain **Understanding** of self and others

Build positive **Relationships** with others

Make **Connections** at the university and within the community

Take **Responsibility** for actions and their effect

Move towards **Independence**

CNU Honor Code

On my honor, I will maintain the highest standards of honesty, integrity and personal responsibility. This means I will not lie, cheat, or steal and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.

2018-19 RESIDENTIAL CALENDAR

July 2018

Sat, 21 **12 Month Lease Move-In:** Hall opening for Rappahannock River, Harrison, Monroe, Washington, and Greek Village begins at 9 AM. Check-in through the RRH or EC area offices.

August 2018

Sat, 4 **Summer Scholars '18 Move-Out:** Summer Scholar residents housed on-campus must vacate and remove all belongings by 12 noon. Check-out at the front desk.

Sat/Sun, 18 & 19 **First-Year Student Move-In:** Hall opening for Potomac River North, Santoro Hall, York River East, & York River West. See detailed schedule at cnu.edu/reslife and select Freshman Move-In.

Sun, 19 **Transfer Student Move-In:** Transfer students may move into their assigned room.

Sat/Sun 25 & 26 **Returning Student Move-In:** Hall opening for James River, Potomac River South, Warwick River, CNU Crossing, CNU Landing, CNU Village (Taylor, Tyler, Wilson), Madison, and Jefferson.

Sun, 26 **Fall Meal Plan Begins** with dinner.

September 2018

Mon, 10 **Fall Room Change Period Begins.**

Wed, 26 **Health and Safety Inspections Begin** on Main, East, and North Campus.

October 2018

Fri, 5 **Health and Safety Inspections End** on Main, East, and North Campus.

Sat, 13 **Fall Break Begins:** All residence halls remain open; Students may remain on campus. No meals served in Dining Halls after dinner on Friday.

Tue, 16 **Fall Break Ends:** A dining hall opens for dinner on Tuesday. Classes resume Wednesday.

November 2018

Fri, 2 **Fall Room Change Period Ends.**

Mon, 12 **Health and Safety Inspections Begin** on East and North Campus.

Tue, 20 **Health and Safety Inspections End** on East and North Campus.

Wed, 21 **Thanksgiving Break Begins:** Main Campus residence halls close at 12 noon. All students must vacate. Belongings may remain in the room. East and North Campus residence halls remain open. No meals served in Dining Halls after dinner on Tuesday.

Sun, 25 **Thanksgiving Break Ends:** Main Campus residence halls open at 12 noon. A dining hall opens for dinner.

December 2018

Fri, 7 **24-Hour Quiet Begins** at 9 PM.

Sun, 16 **Winter Break Begins:** Main Campus residence halls close at 12 noon. All students must vacate. Students who are planning to return to the same room in January may leave belongings in the room. East and North Campus residence halls remain open. No meals served after lunch on Saturday.

January 2019

Sat, 5 **Winter Break Ends:** Main Campus residence halls open at 12 noon.

Sun, 6 **Spring Meal Plan Begins** with dinner.

Mon, 21 **Spring Room Change Period Begins.**

February 2019

Wed, 13 **Health and Safety Inspections Begin** on Main, East, and North Campus.

Fri, 22 **Health and Safety Inspections End** on Main, East, and North Campus.

March 2019

Sat, 2 **Spring Break Begins:** Main Campus residence halls close at 12 noon. All students must vacate. Belongings may remain in the room. East and North Campus residence halls remain open. No meals served after dinner on Friday.

Sun, 10 **Spring Break Ends:** Main Campus residence halls open at 12 noon. A dining hall opens for dinner.

Fri, 22 **Spring Room Change Period Ends.**

April 2019

Fri, 19 **24-Hour Quiet Begins** at 9 PM.

Sun, 28 **Main Campus Move-Out:** Hall closing for James River, Potomac River, Santoro Hall, Warwick River, and York River. Students must vacate and remove all belongings by 12 noon. Check-out with the RA. East and North Campus residence halls remain open. No meals served after lunch on Saturday.

May 2019

Sun, 5 **May Term Move-In:** Contracted residents may check into the assigned room after 9 AM.

Sun, 12 **Graduating Senior Move-Out:** Students housed on Main Campus who have graduated must vacate and remove all belongings by 12 noon. Check-out at the Summer Housing front desk.

Sat, 25 **May Term Move-Out:** May Term residents must vacate and remove all belongings by 12 noon. Check-out at the front desk.

June 2019

Sun, 2 **Summer 1 & Scholars '19 Move-In:** Contracted residents may check in after 9 AM.

Sat, 29 **Summer 1 Move-Out:** Summer 1 residents must vacate and remove all belongings by 12 noon. Check-out at the front desk.

Sun, 30 **10 Month Lease Move-Out:** Hall closing for CNU Crossing, CNU Landing, CNU Village, Madison, and Jefferson. All students must vacate and remove belongings by 12 noon.

July 2019

Sun, 7 **12 Month Lease Move-Out:** Hall closing for Rappahannock River, Greek Village, Harrison, Monroe, and Washington. All students must vacate and remove all belongings by 12 noon.

Main Campus Residence Halls Include: James River, Potomac River, Santoro, Warwick River, and York River

East Campus Residence Halls Include: CNU Apartments (Harrison, Jefferson, Madison, Monroe, Washington), CNU Crossing, CNU Landing, and CNU Village (Taylor, Tyler, Wilson).

North Campus Residence Halls Include: Greek Village and Rappahannock River

RESIDENCE HALL STAFF

Director of Residence Life

The Director of Residence Life oversees all functions of the Office of Residence Life. The Director is responsible for the direction and leadership of the Residence Life program, including development and implementation of the Residential Life philosophy, policies, and procedures. The Director supervises the Associate and Assistant Directors and professional live-in staff (Area Coordinator and Hall Directors).

Associate Director of Residence Life

The Associate Director of Residence Life supervises the residence halls housing primarily sophomore, junior, and senior level students. Primary responsibilities include oversight of the residential curriculum, departmental assessment, coordination of special interest and Greek housing, and several administrative and operational components. The Associate Director assumes responsibility for the department in the absence of the Director.

Assistant Directors of Residence Life

The Assistant Director of Residence Life supervises the residence halls housing primarily first year students. Primary responsibilities include the oversight and coordination of student staff recruitment, selection, training, and development as well as several administrative and operational components.

Area Coordinator

The Area Coordinator is a full-time master's degree-level live-in professional who oversees the entire East Campus. This role is responsible for directly supervising resident assistants, and managing students living in 10- and 12-month contracted apartments. The Area Coordinator is responsible for oversight of the summer resident desk assistant program, coordination of the opening and closing of all East Campus and Rappahannock apartments, and the supporting summer school and summer scholar residential students.

Hall Directors

Hall Directors are full-time master's degree-level professionals who live and work in the residence halls. They have significant education, leadership experience and specific training in residence hall management. Hall Directors supervise Resident Assistants and Front Desk Assistants, and are responsible for the management of students in their assigned halls.

Resident Assistants

Resident Assistants (RAs) are community builders who live in designated areas of each residence hall on campus. They are full-time upper-class students trained to help with most situations that may arise for residents, including academic and personal concerns. During the year, RAs plan programs and activities to provide students with social and educational opportunities outside the classroom. RAs also assist residents with upholding and enforcing university policies and any additional community standards halls may adopt.

Front Desk Assistants, Day Shift

Front Desk Assistants (FDAs) are full-time students who assist in the residence halls through front desk operations. Their responsibilities include answering questions, distributing equipment and keys, checking IDs, and maintaining the guest registration log.

Front Desk Assistants, Night Shift

Front Desk Assistants, Night Shift (FDANs) are full-time students who staff the main campus residence hall front desks from 12:30 a.m. until 7 a.m. whenever the buildings are officially open. They provide after-hours information assistance while ensuring only residents and registered guests enter the residence halls.

RESIDENCE HALL ASSOCIATION

CNU's Residence Hall Association unites all residential students, in one organization that seeks to improve the overall quality of the campus residential experience through advocacy, campus collaborations, leadership, and programming. The officers on the executive board are selected through an application and interview process as facilitated by the executive board already in place in the closing weeks of each academic year's spring semester. The executive board is responsible for meeting regularly to plan and implement advocacy initiatives, create forums for on campus students to have their opinions heard, programming efforts, and representing CNU at professional/leadership development conferences. RHA operates under a budget funded by the collected Student Activity Fee as distributed by Student Assembly. RHA is advised by an Assistant Director of Residence Life and/or a Professional Live in Staff Member in addition to an advisor of the organizations choosing. RHA can be contacted at rha@cnu.edu.

RHA's purpose as stated in its constitution is as follows:

1. RHA is a student-led organization that represents all residential students, residence hall leaders and the student staff employed by the Office of Residence Life.
2. The Residence Hall Association operates independently from, but in consultation with the Office of Residence Life at CNU.
3. The main purpose of RHA is to advocate on behalf of the residential student population to make improvements and/or effect change in residential buildings, residential programming initiatives and/or residential policies.

RHA also conducts assessments of residential student interests and needs in order to develop and implement quality programming and campus-wide initiatives. Programming includes, but is not limited to the following: social and community development, educational, and awareness initiatives and/or campus collaborations.

COMMUNITY STATEMENT

When you live in the residence halls and share space with other people, you cannot help but have an impact on, and be impacted by, the people and community around you. Keeping this in mind, the ideal residence hall community is built on the following tenets:

Personal Responsibility

Residents take responsibility for their actions. They own up to their mistakes and try to make things better. They are aware of the effect their behavior has on the residence hall community and make a conscious effort to minimize any negative impact on others.

Respect

Residents learn to respect and appreciate each other for their differences as well as their similarities. The “golden rule,” treat others how you want to be treated, is practiced, and basic rights are observed. Residents put the well-being of others and the community before themselves.

Communication

Residents connect with each other and build positive relationships. They openly express their thoughts and feelings. Problems are discussed and resolved constructively.

Trust

Residents believe in each other. They are willing to share of themselves and rely on one another. Residents feel comfortable being open and honest with each other.

Commitment

Residents feel a responsibility toward their community. They share a bond and a common identity. They stick up for each other. Residents take pride in and help maintain community standards and the appearance of the building.

Involvement

Residents care about their surroundings and participate in the lives of their neighbors. They take an active role in the development of their residential community.

RESOURCES

Alertus

This is the campus emergency system. It provides timely notification if a cell phone is turned off or you are not in front of your computer. Panels are mounted on the walls and are located in each hallway in all the residence halls. In the event of an emergency, this system will alert those in the area.

Captains Cards

The Captains Card is your student ID, an essential component of college living. Be careful not to lose it as you will be charged for a replacement. Once a new card is printed, the old card is no longer valid; we cannot re-activate old cards.

Use your Captains Card for the following:

- Access your meal plan and Dining Dollars
- Access print funds
- Access Captains Cash
- Gain entry to your residence hall
- Check out books at the Tribble Library
- Gain admission to campus athletic games
- Participate in intramural sports
- Purchase student tickets at the Ferguson Center for the Arts

Captains Cash is an easy and convenient way to make purchases on campus and at select off campus locations. There are no PIN numbers to remember or interest charges to pay. Captains Cash is only accepted at locations that have been approved by Christopher Newport University.

Students can check their balances, review transactions and report their Captains Card lost online at CNU Connect under "My Captains Card." Students may also add to their balance online with a credit card or at the Captain's Cash kiosks in the David Student Union or Tribble Library using cash or credit card.

Dining Services

Students must present their CNU ID in order to use the meal plan in any of the dining venues (Hiden-Hussey Commons, Regatta's or Discovery). The CNU ID and meal plan cannot be used by anyone other than the student whose name appears on the card. Allowing another individual to use your meal plan may result in judicial action and/or suspension of meal privileges without refund. Guests are welcome to purchase a meal at the entrance to the dining facility. Hours of operation and menus are posted online at dining.cnu.edu.

If a student is unable to get to the dining facilities due to illness or injury, a substitute person may obtain a sick tray meal-to-go for the sick or injured student. The form is available online through dining services.

Directory Information

Directory information is considered public information and may be released on request. Please see the CNU Undergraduate Catalog for details. Students who do not wish to have certain directory information released should contact the Office of the Registrar at (757) 594-7155.

Disability Support Services

Reasonable accommodations are considered for qualified individuals with disabilities. In order to receive an accommodation, the disability must be on record with the Office of Student Affairs, which is located on the 3rd floor of the David Student Union Suite 3127.

Accommodation request forms are available through the Office of Student Affairs. Students are encouraged to begin the request for accommodation process early, as options may be limited after housing lottery process takes place. Refer to the housing lottery timeline for specific dates for accommodation requests. Questions related to Disability Support Services should be directed to Office of Student Affairs, Phone-757- 594-7160 or dosa@cnu.edu.

Front Desk Operations

Front desks are located in each of the main campus residence halls. Desks in main campus residence halls are staffed 24 hours a day, seven days a week, when residence halls are open.

- Front Desk Assistants, Day Shift (FDA) from 7 a.m. – 9 p.m.
- Resident Assistants (RA) from 9 p.m. – 12:30am
- Front Desk Assistants, Night Shift (FDAN) from 12:30 to 7 a.m.

The East Campus front desk is located on the second floor in Tyler Hall. Daily hours of operation are listed below:

- Front Desk Assistants, Day Shift (FDA) from 9 a.m. – 9 p.m.
- Resident Assistants (RA) from 9 p.m. – 11:30 p.m.

The Rappahannock River Hall office is located on the second floor in room 2006. This office is staffed by Resident Assistants daily from 9 p.m. – 11:30 p.m.

Front Desk Phone Numbers

East Campus area office	(757) 594-8693
James River Hall front desk	(757) 594-7841
Potomac River Hall North front desk	(757) 594-8689

Potomac River Hall South front desk	(757) 594-8690
Rappahannock River Hall office	(757) 594-8169
Santoro Hall front desk	(757) 594-8692
Warwick River Hall East front desk	(757) 594-0358
Warwick River Hall West front desk	(757) 594-0278
York River Hall East front desk	(757) 594-8686
York River Hall West front desk	(757) 594-8688

Housing Administration

The Housing Administration Office is responsible for room assignments and meal plans. They handle housing assignments, housing lottery, meal plan additions or changes, and any housing related charges on your student account. The phone number for Housing Administration is (757) 594-7756, and the office is located on the third floor of Christopher Newport Hall.

Laundry Facilities

Washers and dryers accept coins or Captains Cash and are located in each of the residence halls. Residents are encouraged to remove their clothing from the machines promptly and to be respectful of other people's laundry. Laundry should not be left unattended for long periods of time. Problems with laundry machines should be reported to the front desk or point of contact posted in the laundry room. The University is not responsible for lost, stolen, or damaged clothing.

Laundry/Vending Machine Refunds

Money lost in vending machines and laundry machines can be refunded through the Student Union Welcome Desk (757) 594-7000 or 7100.

Learning Communities

Learning Communities are groups of first-year students who take several classes together and may share a common living environment. Learning Communities help promote academic success and bridge the in-class and out-of-class experiences at CNU.

Mail Services

All residents living in university-owned housing are assigned a mailbox in the David Student Union. Once a student is assigned a mailbox, he or she will keep that same mailbox the entire time in residence at CNU. Students not returning to CNU housing the following semester must

return their mailbox keys to the Student Union mail-room, or a key charge will apply. The Student Union mail-room is open Monday-Friday, 8:00 a.m. to 5:00 p.m. Incoming mail and packages should be addressed as follows:

Student Name
1000 University Place #
Newport News, Virginia 23606

Pest Control/Extermination

Bug problems should be reported via an online work request through CNU Connect. To reduce problems, residents are reminded to keep areas clean and not leave food or dirty dishes lying around. Trash should be bagged, tied up, and taken to designated trash rooms or dumpsters.

Residential Housing Support

For non-emergency maintenance, residents should submit routine work requests through Residential Housing Support on-line maintenance request system. Front Desk Staff may also submit requests for residents.

Resident submission of a work order is considered notice to the resident that CNU Maintenance or Information Technology personnel and escorted contractors or vendors have permission to enter a student room to make repairs. Additional notice will not be given to residents prior to room entry.

If the issue is not resolved within three working days, contact (757) 594-7561.

Emergency maintenance personnel are on-call after hours and on weekends for emergency maintenance issues that cannot wait until normal working hours. Contact the front desk in the area for the following types of emergencies:

- Power failure
- Sparking or smoking outlets or fixtures
- No lighting in stairwell or bathroom
- No water
- No hot water
- Leaks or flooding which demonstrate an immediate threat to individuals or property
- Clogged / overflowing toilet
- Leaking sprinkler head
- A/C unit frozen or flooding
- No heat
- Inability to lock room door
- Inability to open room door
- Jagged or shattered glass in the room
- Buzzing smoke detector

Special-Interest Housing

Theme Units

Housing is available in James River Hall Theme Units for groups of rising sophomores, juniors, and seniors who share a common interest and whose stated goals and objectives can be enhanced through a shared living environment. Groups of students interested in this option must submit an application to Residence Life prior to the housing lottery process held in the spring semester.

Leadership Learning Community Housing

Leadership Learning Community Housing sponsored by the CNU Honors Program and President's Leadership Program, offers high-ability students with similar interests and aspirations, an opportunity to interact socially, as well as academically. The privilege of living in the Leadership Learning Community Housing comes with the understanding that students will respect each other's property and study time. Inappropriate behavior may lead to the loss of the privilege to participate in the Leadership Learning Community Housing. Residents are expected to suggest programs of interest and to attend a designated number of Honors Program-sponsored events each semester.

Greek Housing

Several rooms have been set aside for occupancy by members of CNU's Fraternity and Sorority community. Greek Village is home to four organizations, six of the CNU Crossing townhouses are designated for Greek Life, and CNU Landing is reserved to be filled by fraternity and sorority members. These opportunities provide a unique experience for residents to build community with the members of his or her organization as well as members of the organizations in neighboring apartments and houses. Chapters which sign chapter agreements to participate in this special interest housing must organize and submit the names of residents prior to the start of the lottery process in spring semester. All members are bound to follow the rules and regulations of the Chapter agreements once signed by official chapter representatives.

RESIDENCE LIFE POLICY STATEMENT

Students living in the residence halls are expected to conduct themselves honorably and respect each other and their residential community. Choosing to attend Christopher Newport University obligates the student to abide by the CNU Student Code of Conduct and University Honor Code and other policies outlined in the Residence Life Handbook and Student Handbook. Students living on campus are also responsible for all information contained in the Housing and Dining Services Contract.

Living in the residence halls at CNU is a privilege. Residents are responsible for their decisions and will be held accountable for their actions. Those who are unable to conduct themselves appropriately and who negatively impact the residential community may be removed from campus housing.

Students who are present during a violation of university policy may share responsibility for the violation and face judicial action. As adults living in a community setting, residents face the choice of attempting to confront and correct the situation themselves, removing themselves from the situation, involving staff, or doing nothing. When confronted for behavior that is considered a violation of university policy, residents are expected to respond appropriately. Failure to do so demonstrates disrespect for the community and university policies.

Behavior or conduct that threatens the health and safety of the residential community may result in judicial action, which may include immediate interim suspension (removal) from the residence halls pending an investigation or a discipline hearing. Examples include but are not limited to:

- Conduct that threatens the health and safety of the residential community
- Vandalism or intentional destruction of property
- Verbal or physical threats or the intimidation of others
- Fighting or any form of physical assault upon another person
- Possession or use of illegal drugs
- Possession of firearms or other dangerous weapons
- Hosting or participating in a party with a common source of alcohol (i.e. keg, beer ball, punch bowl, etc.)
- Self-destructive behavior, including, but not limited to suicide attempts, threats or gestures

RESIDENCE HALL POLICIES

In addition to the following residence hall policies, residents are responsible for regulations outlined in the Student Handbook and the CNU Housing and Dining Services Contract. Please note these are subject to change at any time.

Advertising and Solicitation ([also see posting](#))

Bulletin boards are provided in hallways and common areas to keep residents informed of Residence Life and University activities. Residents may post information in approved posting areas on their floor as designated by their Resident Assistant (RA). Posting on other floors, in the lobby, and throughout the building must be approved by the Professional Live-In Staff (Hall Director or Area Coordinator) of that building.

Non-residents, clubs/organizations, and outside groups wishing to post in the halls must submit flyers to the Professional Live-In Staff for approval. Student Assembly approved flyers must also be approved by the Professional Live-In Staff before posting. Residence Life staff will then post the flyers within two business days. Posting on main lobby doors, community windows, floors, ceilings and building exteriors is prohibited. Material that is inappropriately posted will be taken down.

Door-to-door solicitation in the residence halls is prohibited. This includes solicitations for charitable donations or door-to-door advertising and solicitation by University student organizations. Solicitation in the lobby or lounge areas requires prior approval from the Professional Live-In Staff and will be evaluated on a case-by-case basis. Student rooms may not be used as a place of business.

Student organizations may request to leave a donation box in Residence Hall lobbies for philanthropic activity. A request form is available in the Office of Residence Life and at each residence hall front desk. Requests must be submitted a minimum of one week in advance to the Residence Life Office. The request must include a point of contact and include dates of collection. The collection time period may not exceed 7 days. If approved, the Office of Residence Life and staff are not responsible for monitoring the box or donated items. The box must be visually appealing and clearly labeled. There must be a student who is a member of the organization or otherwise affiliated with the organization who resides in the building to take responsibility for the donation box. Residence Life cannot grant access to a non-resident to the building without a host.

Alcohol ([also see prohibited items](#))

Amplification ([also see noise](#))

Placing stereo speakers or other sound amplification devices in windows, doorways, and common areas is prohibited unless for an approved event. Volume should be maintained at a reasonable level so as not to disturb other residents or people outside the building. This includes musical instruments and amplifiers. Courtesy hours are in effect 24 hours a day.

Bicycles

Residents are encouraged to lock their bicycles to racks outside the residence halls. Bicycles are permitted in residence hall bedrooms as long as they are not stored in a manner that impedes safe entrance and exit or causes damage to the facilities.

Bicycles must be walked through the building and lobbies. They may not be parked in hallways, lounges, trash/recycle rooms, or stairwells. They may not be hung from ceilings, walls, or other university furnishings. Bicycles or equipment found in the hallways, stairwells, or lounges may be confiscated. Tire streaks, handlebar marks, mud, debris, or other signs left by a bicycle may result in extra cleaning and/or damage charges to the individual or the community. Owners who fail to take proper responsibility for their bicycles may be prohibited from bringing them into the building.

Residents with bikes are strongly encouraged to register bicycles with the University Police Department upon arriving on campus.

Bomb Threats

All bomb threats will be considered real. Should such a threat be discovered, residents may be instructed to evacuate their building or area. Suspicious packages, boxes or other containers containing possible explosive devices or contaminants should not be tampered with or handled by students. In such cases, students should keep the area clear and call University Police immediately at (757) 594-7777.

Check-in

At check-in, residents will receive a Room Condition Form (RCF) to document the conditions in their room. Residents are required to inspect their room when they take occupancy and to report all damages and deficiencies on the RCF within 24 hours of check-in. Additionally, any items requiring maintenance or cleaning should be reported through the Work Order System. Residents are responsible for ensuring the accuracy of all information on the RCF. Any discrepancies in room condition found at check-out may result in charges to the resident(s).

During check-in, residents will receive a residential sticker and hard metal bedroom key (where applicable). Residents will also be asked to complete an Electronic Student Information Card and an Electronic Security Questions Card.

The information requested on the Student Information Card is kept private and accessible to professional Residence Life staff only. Medical information may be shared with emergency personnel if requested to assist in care of the student. In emergency situations, CNU representatives may utilize the information below to communicate with the individuals you list below. The intention is always to provide support and assistance to the student in a time of extreme need. If deemed necessary, contact may be made in the case of an emergency, crisis, or threat of harm. You are not required to disclose any information.

The Security Questions Card will be used to assist staff in confirming your identity in the event that you become locked-out of your room and have no form of photo identification. These questions will only be used for re-entry to your own room. You may be billed for excessive lock-outs.

Check-out

Residents permanently vacating a room or apartment during the year must check-out by appointment with a Residence Life staff member. The staff member will perform an initial inspection of the room, note any damages on the RCF and collect applicable keys from the departing resident(s). Any policy violations found at this time may also result in a referral for judicial action.

A more thorough assessment of the room will be completed by the professional live-in staff if necessary. If damages are identified, residents will be billed accordingly. This assessment may occur after the resident has checked-out and left the building. Residents who fail to check out properly will be charged an improper check-out fee. Students who leave CNU Housing must return their mailbox keys to the mailroom.

Upon academic or disciplinary dismissal, residents must checkout within 24 hours (or other stated period). Failure to check out properly or on time will result in improper check-out charges. Additionally, any days in residence (or failure to remove all belongings) beyond the period will result in additional charges to the student account and possible judicial action.

Failure to leave at the end of a contract period may result in late check-out charges. Charges may increase and compound the longer the resident takes to leave. Residents must return any applicable room keys to the front desk or hall office upon check-out at the end of the housing contract. Failure to do so will result in an improper check-out charge and key charge.

Any personal property left in a resident's room after he or she has vacated the room assignment or at the end of a housing contract period will be treated as abandoned property pursuant to VA Code 23.1-104.

Cleaning and Housekeeping

Residents are responsible for cleaning their own rooms/apartments and suite/private bathrooms. Residents who fail to maintain their areas in a clean and hygienic manner may be referred for judicial action or assessed fines.

Vacuums are available to check out at the front desks of the residence halls. Residents are encouraged to use the vacuums carefully and to return them promptly. The noise generated by vacuum cleaners necessitates that their use be prohibited during quiet hours.

Hallways, stairwells, lounges, common area restrooms, and laundry rooms are cleaned by the housekeeping staff. Resident cooperation in keeping these areas clean is expected and appreciated. All personal trash must be tied up in trash bags and deposited in the trash rooms or taken directly to a dumpster. Residents should not place personal room trash in the hallway or in common area receptacles.

Conduct Infringing on Others

Disrespectful or dangerous behavior infringing on the rights or safety of others is prohibited. This includes disorderly conduct, noise, damage to property, harassment, lewd or indecent behavior, hosting unwanted guests in the room, and other behavior that may negatively impact individuals or the community.

Confidentiality

Residence Life staff will respect private information that residents may share; however, they cannot promise absolute confidentiality. For health, safety, and security reasons, staff members are required to report certain situations or incidents to their supervisors. These situations may include but are not limited to alcohol and drug abuse, sexual violence, emotional distress, suicide concerns, sexual assaults, eating disorders, and other serious issues.

Contract Extension (also see [closing](#), [check-in](#), and [check-out](#))

Residence Life has developed a process to request an extended stay in University Housing beyond dates published in the Housing and Dining Contract. This includes requests to stay campus during a regularly scheduled break period when Main Campus Residence Halls are closed (thanksgiving, winter, spring break periods) or to arrive prior to the start date of the contract or stay beyond the end date of the contract.

These dates are listed in the [Residential Calendar](#). Instructions for the procedure to request a contract extension will be posted to the Residence Life web page. Requests may be made by an individual student or by a department on behalf of a group of students related to University need.

There is a per night fee which will be applied to the student account for approved contract extension. This fee may be paid for by the student or by the department requesting accommodation. Student employees who receive a housing benefit through a contract extension may need to pay tax on the income benefit of the housing.

Approval of requests is made on a case-by-case basis and is not guaranteed. Residents should always plan to adhere to the published opening and closing dates.

Contract extension may be unavailable in specific residence halls or rooms on campus. Additionally, although contract extension may be granted, University Housing may need to relocate a student to accommodate room availability.

Contract extension may be denied or revoked if deemed necessary or appropriate. University Housing and Residence Life reserve the right to refuse contract extension requests as administratively necessary.

Please note that regular meal plans are not active during contract extension periods.

Cooking ([also see prohibited items](#))

Cooking is a leading cause of residential fires and is a major concern in university housing. Not only is it dangerous, but it can lead to great inconvenience and frustration when fire alarms are triggered accidentally from cooking food. Never leave cooking food unattended.

Damages

Residents are responsible for damages they cause to their room and room furnishings. For shared room items and space, roommates will divide the cost of repair or replacement equally, unless one roommate accepts full responsibility in writing. Residents are also collectively responsible for the condition of the common areas of their residence hall community (hallways, lounges, stairwells, laundry rooms, etc.). If individuals responsible for damages to common areas cannot be identified, residents of that unit, floor, wing or building will share the cost. Those residents found to be responsible for intentional damage or vandalism may be removed from housing. Anyone who accidentally causes damage in the residence hall is expected to take responsibility and explain the situation to a Residence Life staff member immediately.

Decorating ([also see prohibited items](#))

Residents interested in decorating their rooms must adhere to the following guidelines:

- Fire safety equipment must remain intact and uncovered ([also see fire safety regulations.](#))
- Tapestries, posters and other large wall coverings may not be hung from or across the ceiling.
- Decorations must not obstruct exits or access to fire safety equipment.
- No bookshelves, lamps, or other furnishings may be affixed to walls or ceilings.
- Decorative and holiday lights must be UL approved. Each string must have a direct connection to an outlet and may not be "daisy chained" or plugged end-to-end. They may not be left on unattended. They may not be strung through doorways or windows. Lava Lamps are prohibited.
- Live garland, wreaths, or trees are prohibited in residence hall rooms.
- Rooms may not be painted.
- Writing, painting, or using stickers and decals on doors, walls, or ceilings is prohibited.
- Residents are encouraged to use great care when hanging posters or decorations on the walls so as not to cause damage. Screws and nails may not be used to hang items. Residents may be billed for any damage their decorations leave.
- Obscene or patently offensive material may not be displayed in windows or on doors facing public areas. Residents may be asked to remove such materials from public view. When sharing space, roommates should be respectful and considerate of each other's feelings about posted material. ([also see posting.](#))

Drugs ([also see prohibited items](#))

Elevators

Elevator doors should not be blocked or held open manually. Doing so damages the elevator and may inconvenience the community. Elevator malfunctions should be reported to the front desk or office immediately. It is expected that residents and guests maintain the cleanliness of the elevators as they would any other common area of the building. The bell and the phone in the elevator are designed to alert staff and University Police should an individual become entrapped. They should not be used in jest or for pranks. Misuse of the elevators may result in judicial action.

Emergencies

Students requiring assistance should contact the RA, front desk or University Police. Emergencies requiring immediate assistance may include loss of electrical power, flood, fire, theft, assault or attempted assault, personal crisis, or injury.

Residents will be asked to submit a student information card annually which is kept on file and used to assist University staff in case of emergency response needs. All information is kept private and accessible to professional staff only. Medical information may be shared with emergency personnel if requested to assist in care of the student. All information shared is optional.

Fire Alarms, Drills and Evacuation ([see fire safety](#))

Furniture

Residents are encouraged to arrange the furniture in their personal space to create a comfortable living environment. Residents may bring in additional furniture but are prohibited from removing university furnishings from their room. Any furniture brought into the room must comply with health and fire safety regulations. Students may be required to move or remove any furniture which causes concern in these areas. Additionally, all other university furnishings must remain in their original location. This requirement prohibits residents from swapping university-provided furnishings with other residents.

Requests to bring a personal bed or mattress for medical reasons, must be submitted to the Office of Student Affairs via [Disability Support Services](#) in advance and proper medical documentation may be required. If a student is approved, the student may request removal of the University issued bed or mattress by submitting a work order. Removal must be approved and performed by Residential Housing Support.

Unless there is an approved accommodation request on file, no furniture will be removed from a room. The university does not provide storage for student use. Students may be billed at any time during the year for the replacement of furniture that is missing or has been moved by

the student without University approval. At [check-out](#), room furniture should be returned to original positions.

Lobby and other common area furniture must remain in the designated community use space. Students are not permitted to remove common area furniture and bring it into their personal space at any time.

Gambling

Gambling in the residence halls where a buy-in is required or people must pay to play is prohibited.

Gatherings in Student Rooms

Due to noise and fire code considerations, large gatherings in student rooms may be dispersed or relocated when deemed necessary.

Guests

Residents must understand that having guests in the residence halls is a privilege, not a right. Guests who are not students affiliated with CNU must be signed in at the front desk (where applicable) and must be escorted by a host resident at all times. Between the hours of 9 PM - 7 AM, CNU students who are residents of other on-campus buildings must be signed in and out by a host resident of that building.

Hosts are responsible for the behavior of their guest(s) at all times. Hosts may sign in up to two guests at a time. Family members must also be signed in, but are not limited to two. Guests of legal driving age are expected to have and leave picture ID, such as a license or school ID, at the front desk. Underage visiting relatives without ID may be signed in with the host leaving his or her ID at the desk. These guests will receive a "guest pass" which should be displayed when requested by a University authority. Guests without ID may be denied entry.

A resident's right to privacy and sense of security in his/her room supersedes a roommate's privilege to have guests. Therefore, regardless of gender or time of day, residents must have the consent of their roommate(s) and apartment mates in order to have guests anywhere in the room or apartment. It is the roommates' responsibility to discuss guest policy expectations within their room or apartment and to hold each other accountable. Residents uncomfortable with or incapable of discussing guest expectations with their roommates should ask a Residence Life staff member for assistance.

Conduct that infringes upon the rights of others including (1) failure to respect a roommate's right not to have unwanted guests present in the room/apartment, or (2) failure to respond to requests for guests to leave at any time, may result in judicial action. Even with roommate consent, residents in all areas may not host overnight guests for more than two nights in any consecutive seven-day period without approval from the hall director. Overnight guests are minimally defined as guests visiting three or more hours between 12 midnight and 7 AM.

Only residents assigned to a particular room or apartment may live there. Anyone else, including family members or significant others, is considered a guest and subject to guest visitation policies. Visitors may not sign in under different hosts in order to stay overnight more frequently than two nights in a seven-day period.

Hall Closing

Main campus residence halls (James River Hall, Potomac River Hall, Santoro Hall, Warwick River Hall, and York River Hall) close for Thanksgiving, winter and spring breaks. Residents may not reside in their room but may leave their belongings in their rooms over break. CNU Apartments (Harrison, Jefferson, Madison, Monroe, Washington), CNU Crossing, CNU Landing, CNU Village (Taylor, Tyler, Wilson), Greek Village, and Rappahannock River Hall remain open during all break periods. See the [residential calendar](#) for specific dates and times of hall closing.

In the event of a weather emergency or natural or manmade disaster, all CNU residential areas, including CNU Apartments, CNU Crossing, CNU Landing, CNU Village, Greek Village, and Rappahannock River Hall may be required to evacuate. If this occurs, no residents will be permitted to remain in the halls. The University is not responsible for assisting students in the evacuation process or housing students during a school closing.

Failure to leave when the halls are closed may result in additional charges to the student account and possible judicial action.

Health and Safety Inspections

The purpose of health and safety inspections is to ensure all student rooms and common areas are in reasonable condition and do not present health or safety hazards to individuals or the community.

These inspections are conducted at least once per semester. Residence Life will make every effort to give notice 48 hours in advance, but 48 hours' notice is not guaranteed. Most common violations include use of extension cords, overloaded outlets, presence of candles/incense, blocking fire safety equipment or exit routes, unsanitary conditions/trash buildup, and the presence of alcohol. Review the rest of this handbook, the Student Handbook, and the housing contract for more details, including [prohibited items](#).

During room inspections, Residence Life staff members will inspect the general condition of the living space including bedrooms, bathrooms, kitchens, common rooms, and outlets. Personal refrigerators are subject to the same health and safety standards as university property. Residents will be informed in writing when health or safety violations are found and given 24-48 hours to correct violations when applicable. Any illegal or [prohibited items](#) found may be confiscated and students may be referred for judicial action. Failure to correct a violation or repeated violation of health and safety standards may also result in judicial action.

Confiscated items (with the exception of those considered illegal such as alcohol, drugs, or weapons) may be held at the front desk or area office for no more than seven (7) days. The return of confiscated items is not guaranteed but may occur if the resident removes the prohibited item(s) from university housing immediately. After 7 days or the day after the end of

the lease term (whichever comes first) all items will be discarded or donated. Residents should contact their resident assistant, hall director, or area coordinator to arrange a pick-up time on a date when the item can be immediately removed from campus.

Illness

Residents with illnesses that threaten the health of the residence hall community may be required to leave the hall until they are determined by medical personnel to be no longer contagious. Sick or injured residents requiring continued care and attention are asked to make their recovery at home or in a healthcare facility. These residents may return to their housing assignment when they are healthy enough and able to care for themselves.

Insurance and Liability

Residents must take responsibility for the protection of their personal property against theft or damage. Students are encouraged to review their parent's homeowner's, renter's and/or health insurance policies and obtain additional coverage if necessary. The University is not liable for theft, loss or damage to any personal property. This includes loss from fire, flood or natural causes. All lost or stolen items should be reported to University Police.

Keys and University Identification

In most areas, the CNU ID serves as a room key. Metal keys may also be issued. Residents are expected to carry their CNU ID/keys at all times, and must show ID at the front desk (where applicable) in order to enter the building. Student rooms will not be unlocked for anyone other than the assigned resident(s) of the room. Residents lending their keys to an individual not assigned to the same room or apartment may be in violation of the Code of Conduct and/or the Honor Code.

During [check-in](#), residents will complete a set of "Security Questions" which will be kept on file at the front desk or hall office. The purpose is to assist Residence Life staff in confirming the student's identity in the event of a lock-out during which the student has no form of photo identification.

If an ID/key card is lost, stolen or damaged, a new ID must be obtained from the Captains Card office. Report all lost or found key cards to the front desk. There is a fee to replace a lost ID/key card and/or lost metal key. Making a copy of a Residence Life metal key is prohibited and is a violation of the residence hall policy.

Main Campus residents locked out of their rooms should contact the hall front desk to gain access. East Campus residents should go to the East Campus Area Office for lockout assistance. Rappahannock River Hall residents may go to the Warwick River Hall East front desk when the RA Office is closed. Greek Village residents may go to the Warwick River Hall West front desk.

Lockouts which necessitate an on-call staff member to respond after hours may result in a fee to the resident for each instance. Lockout keys or key-cards not returned within 24 hours may

result in additional charges. Students who repeatedly require staff response for lock-outs may face additional fees or be referred for judicial action.

Residents will receive a residential sticker specific to their assigned residence hall which must be affixed to the CNU ID card. Throughout the year, residents are expected to display their ID card and sticker for the Front Desk staff to verify their residency upon entry to the building. Stickers will be removed upon check-out.

Lofts and Bed Risers

Residents are prohibited from building structures in the residence halls. The University has a limited number of loft kits available upon request for an additional fee. Constructing and dismantling of lofts must be performed by university staff. Additionally, CNU bed frames may be raised by Residential Housing Support staff upon request. Additional fees may apply. Commercially available bed risers (not to exceed 12 inches) are permitted provided they do not contain a pass through electric plug or charging station. Cinder blocks and other homemade devices are not permitted.

Lounges, Study Rooms, and Community Kitchens

Study rooms and lounges are for use by residents and staff of the building. A student organization may reserve a room for an "open attendance event" by contacting the hall director or front desk. Priority use of social lounges will be given to the staff and residents of the building for programming purposes. Outside groups in need of meeting or program space for closed events should contact the CNU Scheduling Office to reserve space in the Student Union or elsewhere on campus.

Furniture in lounges and common areas is for the enjoyment of all residents and their guests. Residence hall policy prohibits removing lounge furniture from its assigned area. Residents found to have common area furniture in their rooms may face judicial action.

Sleeping overnight and storing personal or student organization belongings in the lounge space is prohibited. The area coordinator/hall director has discretion over appropriate use of the lounges and common spaces in his or her area.

In halls where there are community style kitchens, the Hall Director staff will develop guidelines and expectations to manage and oversee the areas. The goal is to foster community interaction, create shared responsibility amongst residents and university employees, and provide guidance for the use of the space. The regulations will be shared with residents upon check-in to the hall and will be posted in the kitchens and at the front desk where applicable.

Medications ([also see drugs](#))

Residents are responsible for the proper storage, management, dispensing, and ingesting of prescription and over the counter medication. During [check-in](#), residents should indicate on the emergency information card any prescription medication they are currently taking. If prescriptions change during the year, the information card should be updated through

communication with the hall director or area coordinator. Residents with prescriptions for controlled substances should keep their medications secured in a lock box. Use or possession of prescription drugs by someone other than for whom they were prescribed is illegal and strictly prohibited.

Noise

The residence halls exist to support and complement the academic mission of the University. Quiet hours and courtesy hours provide standards of acceptable noise levels for residents to socialize, study and sleep. For all residents, as members of a residential community, the comfort and convenience of neighbors must be a primary consideration. Respect at all times is the underlying rule. Twenty-four (24) hour courtesy hours are in effect in the residence halls at all times. When asked to lower the noise levels by a staff member or fellow resident, residents are expected to respond accordingly regardless of the hour, day or night.

Quiet hours are in effect 9 PM through 9 AM Sunday - Thursday and 12 midnight to 9 AM Friday - Saturday. Residents should keep their doors closed when playing music or creating noise that could disturb others. The standard for acceptable noise levels during quiet hours is that noise should not be heard outside the room or through walls.

Quiet hours are in effect 24 hours a day during finals, beginning after the last day of classes. Residents who repeatedly violate quiet hours and disrupt the community during finals may be subject to judicial action. Failure to observe quiet hours or courtesy hours may be considered conduct infringing on others and is a violation of residence hall policy.

Obscene and Indecent Behavior

Behavior or activities determined by residence hall policy or the University Student Code of Conduct as obscene or indecent are prohibited. This includes, but is not limited to: public nudity, stripping, mooning, flashing, and streaking.

Pets ([also see prohibited items](#))

Residents may have fish for pets provided the tank does not exceed 10 gallons in size. All other pets (or stray animals) are prohibited and may not visit or stay in the room or apartment for any period of time. Residents found in violation of the pet policy will be referred for judicial action. Additional damage and cleaning charges may apply and become the responsibility of the student if found responsible for violation of the policy. Any animal not officially approved by the Office of Student Affairs as a service or support animal will be defined as a "Pet."

Service Animals

Under the Americans with Disabilities Act, a service animal is an animal (usually a dog) that has been individually trained to perform disability-related tasks or work for the benefit of a person with a disability. Residential students requiring the assistance of a service animal must

submit requests for approval through the Office of Student Affairs and provide proper documentation prior to arrival at the University.

Support Animals

Students may request the assistance of a support animal by submitting proper documentation through the Office of Student Affairs. These animals are restricted to residence hall in which the owner is assigned and must be approved through the request for accommodation process. Students should refer to the University Emotional Support Policy for additional guidance.

Posting ([also see advertising](#))

Posting of profanity or obscenities is not permitted in public areas. This includes, but is not limited to, room doors facing public areas, windows, and common areas. Residents may be asked to remove postings from these common or public spaces and may be referred for judicial action. When posting in private rooms, residents should take into consideration the perceptions and interpretations of roommates, guests, and those who may be able to view the materials at any time. Residence Life desires to respect the rights of all individuals as well as develop a sense of understanding for differing perspectives.

Private Rooms and Vacancies

If a space becomes available in a student room or apartment, Housing Administration may assign another student to that space at any time during the semester with little or no notice. Until then, the vacated space must be kept move-in ready. If the student in the room wishes to have a private/single room, the student should contact Housing Administration to discuss availability and single room rates.

Removal from the Residence Hall

Residents may be removed from their housing assignment and prohibited from entering other residential facilities on an interim basis, without a hearing, if the Vice President of Student Affairs or his/her designee deems the student to be an immediate threat or disruption to the community. In this situation, the student will not be permitted to return to his/her housing assignment or visit other residential facilities until approved by the Vice President or his/her designee.

Residency Requirement

As part of the mission of CNU to provide a comprehensive, liberal arts education, all incoming first year students are required to reside on campus for three years. This policy does not apply to transfer students. Students may request exemption from this requirement by submitting the form found in the resources section of the residence life website as well as all pertinent and required documentation. Students will not be exempt for a portion of a term of contract.

Room Changes

There is a period at the start of each semester during which room changes typically do not occur. This enables the University to verify who has moved in, who has not arrived, and what spaces are available for reassignment.

All room changes must be approved by the Professional Live-In Staff and the Housing Administration office before moving begins. Residents seeking a room change must submit the request in writing to the Housing Administration Office. Housing Administration maintains a waiting list and coordinates all room changes involving vacancies (rooms with available spaces).

It is the philosophy of the Residence Life program to empower students and help them develop the skills to resolve their problems. Therefore, residents seeking room changes due to roommate conflicts may be required to go through a mediation process with a staff member before requesting a room change. All room changes are subject to a convenience room change fee. Residents moving into a room with a different room occupancy will be required to pay a prorated amount based on the new room rate.

Room changes made without prior approval by Housing Administration may result in improper room change charges. Additionally, residents may be required to move back to their previous room assignment. This includes unauthorized bedroom changes within suites and apartments.

Room changes in residence halls designated for fraternity and sorority members will also involve the Office of Student Activities who provides verification of membership within those organizations.

Room Entry

The University reserves the right to enter student rooms for the purpose of health and safety inspections and to make improvements or repairs. In such cases, the University will make every effort to give 48 hours notice, but this notice is not guaranteed. Resident submission of a work order is considered notice to the resident that CNU Maintenance or Information Technology personnel and escorted contractors or vendors have permission to enter a student room to make repairs. Additional notice will not be given to residents prior to room entry.

Additionally, University officials may, without notice, enter and conduct an administrative search of a student's room to investigate suspected violations of university and/or residence hall regulations. This may occur in cases of emergency where there is a possible threat to life or property, where contraband or prohibited items are/were in view of campus authorities, or where the general welfare of hall residents or the university community is concerned.

Residents who hide or otherwise refuse to open their door when confronted by a staff member acting on reasonable belief that a violation is present may be charged with failure to comply and/or an Honor Code violation. Residence hall staff may also be authorized by a hall director to key into rooms to confront students if necessary.

Staff may enter student rooms for the purpose of conducting a room inventory and/or completing check-out paperwork. This will usually occur within a week of a resident changing rooms, entering or vacating a housing assignment, or at the end of a housing contract period.

Screens and Windows

Climbing through windows is prohibited and may result in judicial action. Window screens may not be removed or cut. In addition to facing judicial action, residents may be charged to re-install, repair or replace screens that have been removed in violation of this policy. Residents may not sit in or lean out of windows or pass people or objects through windows at any time. Requests to secure loose screens should be submitted via an online work request.

For security reasons, if a screen is missing or damaged, maintenance staff may enter a student room without notice to repair or replace the screen.

Smoking ([also see prohibited items](#))

Smoking is not permitted in any CNU residential facility. Additionally, individuals smoking outside of these facilities are encouraged to be aware of the smoke-free lifestyle of others and not release tobacco smoke in the path of the residence halls. As a courtesy, students and guests should refrain from smoking within 25 feet of building entrances or windows. Should anyone need to be reminded or asked to move their smoking away from entrances or windows, they are expected to comply by rules of common courtesy and respect in a community of honor.

Sports and Pranks ([also see prohibited items](#))

Playing physical sports in the residence halls is prohibited. This includes, but is not limited to: riding skateboards or bicycles; in-line skating; bowling; throwing Frisbees, balls or other objects; participating in shaving cream, water, food (or other substance) fights; discharging water guns or engaging in any other activity that might disturb or endanger the safety of others or damage university property.

Throwing, dropping or shooting any object or projectile at, into or from within the residence halls is strictly prohibited.

Setting up pools, pits, or other vessels to hold liquid, fire, or other substances is prohibited. "Slip and slide" type activities are also not permitted.

Due to the known fire hazard associated with storage and charging, Hoverboards are prohibited in the residence halls.

Pranks and practical jokes in the residence halls can be disruptive to the community and potentially dangerous to residents and property. As a result, such behavior is prohibited.

Storage

Storage of personal belongings is not provided by Residence Life. Student should not expect to store belongings on-campus between contract terms. Storage of student organization belongings may only occur in designated storage rooms.

Storage of items in common areas (including building use bathrooms, laundry rooms, study rooms, lounges, or balconies, etc.), hallways, and stairwells is prohibited.

Unauthorized Entry/Exit

Residents and visitors must enter and exit the halls through the main lobby doors. For safety and security reasons, exterior, stairwell and fire doors must not be left propped open or intentionally unsecured at any time. Doors designated as emergency exits are for emergency use only. Unauthorized use of emergency exits may result in judicial action.

Other areas in and around the residence halls off limits to students include, but are not limited to, mechanical rooms, storage or housekeeping closets, roofs, and window ledges. Scaling the sides of the residence halls or other university buildings is dangerous and also prohibited.

PROHIBITED ITEMS IN THE RESIDENCE HALLS

In order to help ensure the safety of all residents and protect personal and university property, the University reserves the right to impose reasonable requirements with regard to the type and use of appliances, equipment and other items students bring into the residence halls. Some examples of items not permitted in the residence halls are listed here. This list is not all-inclusive. Other items not on this list may be considered a safety hazard or a danger to property and subject to removal or confiscation at the discretion of the hall director or designee.

Alcohol

Students and guests, regardless of age, are not permitted to consume or possess alcoholic beverages in university housing. Alcoholic beverage containers and beer funnels are also prohibited. Empty alcohol containers may be considered evidence of prior alcohol consumption in the residence halls and result in judicial action. Any alcohol or alcohol containers found in the residence hall may be poured out or confiscated and discarded.

Alcohol that is confiscated will not be returned to the student or to legal-age guests. Guests who bring alcohol into university housing put their host at risk for judicial action may be prohibited from visiting the residence halls or CNU campus in the future.

Antennas

Radio, television, or any other type of antenna or reception dish may not be mounted inside or outside of a student room, suite or apartment.

Appliances

The University provides a mini-refrigerator and microwave in rooms and suites that do not have a full kitchen. Microwave ovens and refrigerators (other than those provided by the University) are prohibited. Requests for an additional refrigerator for dietary needs or medical reasons, must be submitted to the Office of Student Affairs via Disability Support Services in advance and proper medical documentation may be required. If a student is approved through Disability Support Services with appropriate documentation, the student may provide their personal refrigerator.

Cooking in the residence halls room can be dangerous and significantly increases the risk of fire. Student rooms are not designed for that purpose. Therefore, the use of cooking appliances in rooms other than a kitchen, is limited. Appliances with open flames, open or exposed heating elements, or hot plate features intended for cooking or warming consumables are prohibited. Prohibited appliances in student rooms include: coffee pots, toasters, toaster ovens, George Foreman grills, electric frying pans, deep fryers, hot plates, rice cookers, etc. EXCEPTION: Single cup brew type coffee makers with no external or exposed heating element are permitted.

Approved appliances are those not utilized for cooking or heating of consumables, must be a UL listed device (ensuring it has been torture tested by Underwriting Laboratories), and must

have an automatic shut off feature. Some examples of approved UL devices include: hair curling / flat irons, hot curlers, heating blankets, clothes irons, etc.

Residents living in an apartment or unit with a university-designated and approved kitchen may use commonly accepted household cooking appliances (including those listed above) with extreme caution. The appliances must be stored and used strictly in the kitchen areas only. All appliances must be used only for their intended purpose and proper cookware, utensils and kitchen textiles (i.e. pot holders, oven mitts, etc.) are highly recommended. Failure to follow these guidelines or maintain a healthy and safe cooking environment in the kitchen may result in residents of the apartment or unit losing the privilege to have personal cooking appliances.

Never leave cooking food, irons, electric blankets, heating pads, hot curlers, or curling irons unattended.

Candles and Open Flames

Due to fire safety concerns, all candles (burned or not) are prohibited in the residence halls. Open flames, burning incense, incense and candle warmers, wax melters, and cigarette smoking or vaping are also prohibited. Residents may grill outside in designated grilling areas. Residents may not bring grills to campus.

Ceiling Fans

Installing ceiling fans, attaching lights or otherwise altering the electrical system is prohibited.

Dartboards

Dartboards are prohibited in university housing.

Decorations

Residents interested in decorating their rooms must adhere to the following guidelines:

- Live garland, wreaths or trees are prohibited in residence hall rooms.
- Decorative and holiday lights must be UL approved. Each string must have a direct connection to an outlet and may not be "daisy chained" or plugged end-to-end. They may not be left on unattended. They may not be strung through doorways or windows. Lava Lamps are prohibited.
- Screws and nails may not be used to hang items.
- Writing or painting on walls / ceilings is prohibited.
- Obscene or patently offensive material may not be displayed in windows or on doors facing public areas (see also [posting](#)).
- When sharing space, roommates should be respectful and considerate of each other's feelings about posted material.

Drugs ([also see medication](#))

Possession and/or use of illegal drugs (including salvia divinorum). Violation of the drug policy may result in immediate removal from the residence hall. Possession or use of prescription drugs by anyone other than for whom they were prescribed is against the law. Possession of used or unused drug paraphernalia (including Shisha pipes or hookahs) is also prohibited.

Electric Cords

For fire safety reasons, extension cords are prohibited in the residence halls. Students should use Relocatable Power Taps (a.k.a. RPTs or power strips) with surge protection. Power strips may not be “daisy chained” (linked one to another). Outlet splitters, multipliers, and pass through plugs and chargers are also prohibited. RPTs must be directly connected to the power source and should not be overloaded. These power strips should be a UL listed device, ensuring it has been torture tested by Underwriting Laboratories.

Fireworks

Sparklers, fireworks and other explosives are prohibited in the residence halls.

Flammable Liquids, Fuel-Powered Equipment and Bottled Gas

Flammable liquids such as lighter fluid, gasoline, turpentine, paint thinners/solvents, etc. may not be stored in the residence halls. Storage of generators, mopeds, motorcycles and other fuel-powered equipment is prohibited. Bottled gas is also prohibited in the residence halls.

Halogen Lamps and Other Lights

Torchiere-style halogen lamps and lamps with a pass through plug are prohibited. Downward-facing halogen desk lamps are permitted. Lamps must UL listed, ensuring it has been torture tested by Underwriting Laboratories. Exceeding recommended light bulb size/wattage in any lamp is a fire hazard and prohibited in the residence halls.

Heaters

Portable space heaters are prohibited unless approved or furnished by the University.

Plug-in Air Fresheners

Plug-in air fresheners with a “pass-through plug” as part of their design are considered unsafe for residence hall use by the Virginia fire marshal and are prohibited. Any air freshener with an exposed heating element or exposed heated medium (i.e. wax) are prohibited. Other plug-in air fresheners are acceptable.

Pressurized Items

Pressurized items (e.g., scuba equipment, CO2, helium and propane canisters, etc.) may not be kept in the residence halls.

Routers and Network Connected Printers

Network-connected printers and personal wireless routers are prohibited in the residence halls, unless issued by the University. Game systems, streaming media devices and smart TVs will not be able to connect to the CNU Wi-Fi network and must be operated only through a wired network connection.

Smoking

Shisha pipes, vapor and electronic cigarettes, and hookahs are prohibited in university housing. Fog machines may not be used in the residence halls.

Street and Traffic Signs

Residents are strongly discouraged from placing street and traffic signs in their housing assignments as these items can often be identified as stolen or inappropriately obtained property. These items include, but are not limited to: street signs, traffic signals, road cones and construction barriers. While it may be possible to legitimately obtain street and traffic signs, providing proper documentation identifying this ownership may be difficult.

Waterbeds

Waterbeds (or other liquid-filled furnishings) are not permitted in university housing.

Weapons and Firearms (also see sports and pranks)

Weapons and firearms (including stun guns, paintball guns, BB guns, Air Soft guns, dart guns, etc.) and live ammunition are prohibited. Knives with a blade longer than 4 inches or with retractable blades are prohibited. Exceptions may be made for kitchen knives in apartments with full kitchens. Toy guns or other toy weapons, including NERF, dart, water guns, etc. are also prohibited and may be confiscated. Pepper spray is permitted. Refer to the Student Code of Conduct for more information.

FIRE SAFETY

Fire is a significant threat to life and property in a residence hall community. Therefore, violations of fire safety policies are taken very seriously. Failure to observe fire safety rules and regulations or follow emergency procedures during a drill or actual emergency may result in judicial action, including possible removal from housing.

University-provided fire extinguishers in units or apartments with kitchens or kitchenettes must be kept in the cooking areas, not in bedrooms. They are best left mounted in the kitchen (when applicable), on a countertop or otherwise in plain sight and easily accessible. Do not place extinguishers on or over the stove where a fire might prevent reaching the extinguisher. Anyone involved in initiating a false alarm or inappropriately discharging a fire extinguisher will face judicial action.

Fire Alarms and Evacuation

When the fire alarm sounds, everyone must evacuate the building immediately, every time. All fire alarms must be treated like a fire situation. Failure to evacuate the building, or evacuate in a timely manner, may result in judicial action and may include a financial penalty.

Fire Drills

Fire drills are conducted once per quarter (four times per year) to ensure proper functioning of the building fire alarm system and to ensure occupants are familiar with evacuation procedures. Occupants must evacuate for a drill just as they would for a real fire.

Fire Safety Equipment

Tampering with smoke/heat detectors, fire alarms, fire extinguishers, emergency lights, sprinklers, valves or any other fire safety equipment is a violation of federal law and is expressly prohibited. Hanging things from sprinkler heads could cause flooding and significant damage to personal and university property. Students found in violation of these regulations may be referred for judicial action.

Fire Safety Inspections

The fire marshal may conduct announced or unannounced inspections of residential rooms during the course of the year. Students are expected to comply with the state fire regulations in addition to university guidelines. Violations discovered by the fire marshal are subject to a fine and/or judicial action.

Fire Safety Tips

- Remain calm in a fire.
- Know alternate exits in advance in case the primary route is obstructed.
- Never use the elevators during an alarm.
- Touch the door before opening. If the door is hot, do not exit.
- Call the front desk or University Police at (757) 594-7777 if you need assistance evacuating the building.
- When evacuating, bang on other room doors to alert residents.
- Close doors behind you to contain the spread of smoke and fire.
- Gather with others and stay a safe distance from the building.
- Even if the alarm is silenced, do not re-enter the building until a staff member tells you it is safe.

If you are trapped in your room:

- Stuff the door cracks and vents with damp towels
- Hang a sheet from the window to alert rescue personnel
- Stay low to the floor and breathe through a damp cloth
- If trapped in an elevator or stairwell, use the available telephone to call for help.

THEFT PREVENTION AND PERSONAL SAFETY

In order to prevent theft or threats to personal safety, students should take the following precautions:

- Always secure your doors, especially when you are away or sleeping.
- Never allow anyone to borrow your key for any reason or any length of time.
- Do not leave valuables in plain view.
- Do not prop interior or exterior residence hall doors open and always ensure they secure behind you.
- Follow all guest and visitation policies and contact the front desk or University Police to report suspicious persons or activities in or around the building.
- Keep a list of all valuables, including model and serial numbers and other identifying information, for use by law-enforcement authorities and insurance providers should loss, theft or damage of property occur.
- Do not walk across campus alone, especially at night.
- Use one of the call boxes located throughout the campus when you need immediate access to University Police.
- Always lock your car and keep valuables out of sight.
- Park your car in well-lit areas.

UNIVERSITY POLICE SILENT WITNESS PROGRAM

The Silent Witness Program is an Internet-based reporting tool that allows students, faculty and staff to anonymously report crimes to University Police. Individuals desiring to send an anonymous tip about potential or past committed crimes or about a suspicious incident or person may send the information to the University Police investigator online at <http://cnu.edu/police/watch/silentwitness/>

The site is not monitored in real-time. To stop crimes in progress, witnesses should call CNU Police Dispatch at (757) 594-7777.

NAVIGATING THE WATERS:

TIPS FOR A POSITIVE ROOMMATE EXPERIENCE

The thought of living with someone you have never met can cause anxiety. It is quite normal to be a little unsure about the “unexpected,” but how you respond to that anxiety can have a profound impact on your residential experience. It helps to have realistic expectations about what your roommate(s) will be like and the kind of relationship you will develop. Consider the following:

You and your roommate(s) will be different. Whether the difference is race, religion or just your favorite food or book, you will be different. Embrace those differences and open yourself up to new experiences and personal growth.

You and your roommate(s) will have disagreements. Communicate your concerns and ask your roommate(s) to do the same thing. Prepare to compromise as part of the problem-solving process.

You and your roommate(s) may not become “best friends.” This is OK. In fact, many students who ask to live with a friend later report they wish they had chosen to live with someone they had never met. It is possible and quite common to be good roommates, but not “best friends” and vice versa.

The RA is trained to help roommates resolve their issues. Use the RA as a resource for problem solving.

Roommate Agreement Form

Because we know roommates will have differences, we have developed a tool to help you identify those differences and discuss compromises with which everyone can live. We call it the Roommate Agreement and believe it will help you resolve problems proactively. Your RA will distribute these at the beginning of the semester. You are encouraged to complete it with your roommate(s), discuss it, develop compromises and post the agreement in a high-visibility area in your room where all roommate(s) will see it regularly. It helps if you return a copy to your RA so it can be filed for future reference.

Communication

In order to effectively solve problems and resolve conflicts, it is important that you understand effective approaches to discussing issues with your roommate(s). Acquiring and using such skills will both enhance your roommate relationship and serve you as a valuable life skill.

Use “I” Statements

“I” statements help to create a message that is non offensive, while specifically identifying your concerns, how they impact you and what your roommate(s) might do to resolve the problem.

- “I feel angry when you turn on the overhead light when I am sleeping. Please use a lamp if you need light while I am sleeping.”
- “I feel annoyed when you leave your stuff on the side of the sink. Please put your personal items away after you have used them.”

While the examples may sound silly, this sort of communication approach helps prevent further problems. Identify behaviors that create ill feelings, such as name calling or resorting to vague or combative descriptors like “You’re a jerk,” or “You’re a slob.” Statements such as these will create defensiveness in your roommate(s) and are barriers to effective communication and problem solving.

Listening

Listening to your roommate is as important as communicating your concerns. If it is apparent that you are willing to listen to one another, you have established a foundation of respect upon which your conflict can be resolved. The following are some things you can do to actively listen to your roommate(s):

- Enter discussions with an open mind.
- Maintain good eye contact.
- Maintain an “open” body posture. Sit facing your roommate(s) with both feet on the floor and leaning forward slightly.
- Nod in the affirmative when you clearly understand your roommate's communication.
- Paraphrase or summarize your roommate's comments to clarify important points.

In short, your roommate experience can be positive if you have realistic expectations, are willing to compromise and work hard at appropriate communication. Like your relationships with your parents, siblings and friends, you will sometimes disagree, but if you work effectively to solve problems, no conflict is insurmountable.