

CONCORDIA COLLEGE RESIDENCE HALL HANDBOOK (2019-2020)

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PREFACE

All students who accept an on-campus housing assignment are held responsible for the policies, procedures, and regulations listed in this Residence Hall Handbook, as well as all expectations listed in the Residence Hall/Apartment Accommodations Agreement (see Appendix). This handbook is shared electronically at the beginning of each semester and is also available on the Concordia Residence Life website.

ON-CAMPUS HOUSING

ELIGIBILITY AND AVAILABILITY

To live in a Concordia residence hall or apartment/townhouse, an individual must be an enrolled Concordia student. Full-time students receive preference in housing; part-time Concordia students may be accommodated if space allows. First and second year students are guaranteed on-campus housing (because Concordia has a four-semester live-on requirement). Typically, all third- and fourth-year students who desire on-campus housing can be accommodated, although priority will be given to those students who are *required* to live on. Summer housing is available to Concordia students who are enrolled for the next fall (students do not need to be enrolled in summer courses to live in summer housing).

RESIDENCY REQUIREMENT

Because the college places a high value on the positive personal and educational outcomes of a residential community experience, all full-time students are required to live on campus unless the student meets one of the following exemptions (documentation is required):

1. Have completed four semesters of full-time enrollment at Concordia or another institution of higher education
2. Living at home in the immediate area (within 15 miles of campus) with their parents
3. Living at home with a spouse or dependent child
4. Is 21 years of age or older on or before Oct. 1 to be exempt for the academic year, or on or before Feb. 15 to be exempt for spring semester.

Students who have special needs that cannot be met by the residence hall environment may apply for a special exemption from the residency requirement through the MyHousing portal. Because the college is committed to the role of residential living as an integral part of the student's educational experience, such exemptions will be granted only in cases of exceptional need or hardship. Applying for an exemption of the policy does not automatically release the student from the requirement. First- and second- year students who live off campus without special permission will be required to move back on campus or be subject to disciplinary charges and/or cancellation of registration. Students entering Concordia as transfers or with postsecondary educational option credits should consult the Director of Residence Life about meeting the intent of the four-semester requirement.

HOUSING AND DINING

All students who live in a traditional residence hall *must* have a college dining plan. Students who live in Bogstad East, Bogstad Manor, Boe-Olsen, the EcoHouse, or the Townhouses are not required to enroll in a dining plan, although most students choose to do so. Students who wish to apply for an exemption to this dining plan requirement can do so through the MyHousing portal.

SPECIAL ACCOMMODATIONS

Residence Life is committed to working with students with accessibility needs or who require other special accommodations.

For students who request special accommodations (single rooms, air-conditioning, emotional support animal, ADA room, etc.) for a documented medical need, the process starts by contacting both the Residence Life and Counseling & Disability Services offices to schedule informational meetings.

Further information about requesting accommodations in campus living can be found on the [Counseling Center and Disability Services](#) website.

Residence Life also works closely with students who are transgender, non-binary, or are simply unsure how they might navigate the on-campus housing environment. In general, we want students to live where they feel the safest and most comfortable. Contact our office so we can best assist and support you.

THE RESIDENCE HALL AND YOU

The concept of group living in Concordia's residence hall program acknowledges the hall is not just a place to sleep and study. The hall experience, with the relationships you enjoy and the activities in which you participate, is an integral part of your total learning experience at Concordia. As a member of a residence hall community, you will encounter a variety of new opportunities and experiences. The hall staff will encourage you to take advantage of these opportunities, but only you can guarantee they have value by your willingness to get involved.

MISSION AND GOALS

The Office of Residence Life has identified five primary goals to benefit students living in the halls:

1. To provide safe, clean, functional, and attractive facilities
2. To foster a supportive environment for learning, both academic and personal
3. To stress responsible behavior and respect for others' rights

4. To encourage social and educational programming
5. To promote opportunities for and encourage participation in activities designed for service, leadership and personal development

LEARNING OUTCOMES

By living in our residence halls at Concordia, you will:

1. Develop a connection to the community
2. Gain confidence and resilience
3. Develop communication skills
4. Gain independence
5. Develop intra- and interpersonal competence

VALUES STATEMENT

The Office of Residence Life, as part of our ongoing work, training, and community building, believes the residence halls in which our students live and learn provide powerful opportunities to discuss, debate, and share their different opinions, thoughts, and beliefs.

With these values in mind, the Office of Residence Life believes in the residential experience being:

- An inclusive environment that values the differing opinions and world views of all members.
- A place that encourages and supports discourse and debate (in alignment with Concordia's goals as an institution of learning).
- A community where mutual respect is both given and received by those participating in discourse and debate.

While we encourage diversity of opinion and beliefs, it is the philosophy of our department that words or actions that clearly marginalize or oppress a particular identity or group are not tolerated. As such, we expect our staff (professional and student) and residents to:

- Thoughtfully engage in discourse and debate.
- Call-in to the conversations (rather than call-out) those words or actions that marginalize or oppress various identities in order to foster a larger discussion and understanding of the lasting impact these words and actions can make.
- Show compassion, respect, and patience to all as we all wrestle with understanding the complexities of thoughts, opinions, and experiences that make each of us unique.

The Office of Residence Life believes that these dialogues and debates can only occur when all participants are willing to engage thoughtfully and respectfully and cannot occur when one party feels attacked, marginalized, or intimidated by others in the dialogue.

RESIDENCE LIFE STAFF

Just as other college departments have department chairs, professors and lecturers, Residence Life also has a staff to carry out its goals. These live-in staff are listed below:

- Hall Directors (HDs) and Area Coordinators (ACs) — Most halls have a live-in professional staff member who has completed either a Bachelor's or Master's degree. These staff members supervise the student staff in the building and oversee all of the hall programming, as well as provide general student support and emergency response. Your Hall Director or Area Coordinator is a resource who can help you with personal, academic, career and financial aid concerns or questions. Make it a point to get to know your HD or AC; they hold regular office hours and are eager to meet you and to help you pursue your goals while you are a student at Concordia.
- Student Staff
 - Director's Assistants (DAs) and Assistant Hall Directors (AHDs) — these student staff have been a part of Residence Life for multiple years and they function as the Hall Director/Area Coordinator's immediate assistant. They perform a variety of delegated tasks, especially those relating to the administration of the hall, such as supervising the front desk, assisting with lost keys, managing check-ins/check-outs, helping with laundry/vending issues, etc.
 - Resident Assistants (RAs) — in the traditional residence halls, the staff member you are likely to meet first and see most often is your floor RA. They are a sophomore, junior, or senior student and their primary role is to develop community and to assist you with personal concerns or problems. They also serve as positive role models, enforce college and hall regulations, and can help you navigate any challenges you might experience along the way.
 - Building Managers (BMs) — The College Apartments and Townhouses each have a Building Manager, rather than RAs. Building Managers are student staff members who have multiple years of experience. Their role is a combination of an RA and DA: they provide some basic community development, and also assist with keys, check-ins/check-outs, facilities concerns, etc.
 - Associate Resident Assistants (ARAs) — most traditional residence halls have at least one ARA. They are another great resource for you: they have the same training as an RA, but provide support to the entire building, rather than one specific floor.
- Desk Workers — These students staff the hall desks and provide general customer service to residents of their buildings.

ROOMMATES AND ROOM CHANGES

LIVING WITH A ROOMMATE

Your room and roommate assignments are intended for the academic year, however we also want you (and your roommate/s) to feel good about where you live. Our department believes living with a roommate, and working through any conflicts that may arise, allows students to gain important communication skills and inter-personal competence. We expect you to talk directly with your roommate about problems, and staff can assist and support you through this process.

ROOMMATE RIGHTS & RESPONSIBILITIES

Listed below are basic rights of people living in the same place. Remember, along with every right comes the responsibility to ensure that your roommate is afforded the same right.

1. The right to an adequate amount of sleep
2. The right to study
3. The right to a reasonable amount of quiet
4. The right to an adequate degree of cleanliness
5. The right to entertain friends
6. The right to personal time
7. The right to speak your mind
8. The right to be heard

CONFLICT MEDIATION

If you feel your rights have not been taken into consideration and a conflict is developing, the following process will be used. This process will be used with roommates, and can also be used with any members of the residence hall community who experience conflict.

Step 1: Talk with the other individual(s) involved and work to find a resolution. If this is not successful, then the process moves on to Step 2.

Step 2: Talk with your RA about the issue and set up a time for a moderated conversation between you, your roommate (or other party), and your RA. You will work together to determine the cause of the conflict, and possible solutions. Give it some time to see if the conflict is resolved. If this is not successful, then the process moves on to Step 3.

Step 3: Your Hall Director or Area Coordinator will facilitate a moderated conversation between all involved parties.

Step 4 (if necessary): You can work with your Hall Director or Area Coordinator to discuss alternative options, such as a room change.

Feeling Uncomfortable vs. Feeling Unsafe: It is normal to experience conflict when you live in such close proximity with someone. This can bring up a lot of emotions or feelings and it is important to be able to describe/talk about

what you are feeling when things are not going well. We often hear people say they feel unsafe in their room, but in reality, they feel uncomfortable due to conflict. Here are some descriptions to help you understand further.

Uncomfortable- When things are uncomfortable, you may feel anxious or want to avoid your room/roommate. Even though this may be unpleasant, you are safe. There has been no verbal or physical threat to your safety. Know that the residence life staff will support and empower you to pursue various solutions.

Unsafe- Being unsafe means fearing for your well-being because of the other person's actions or words. This could be from an overt threat of violence or harm, or more subtle messages of harm. When your safety is in jeopardy, you should remove yourself from the situation and alert a staff member immediately. In these circumstances, residence life staff may provide temporary alternative housing as we assist you with the situation.

ROOMMATE TIPS

Keep these tips in mind as you navigate life with a roommate – they will help you have a successful experience:

1. Take your roommate success plan seriously
2. Respect each other's space and belongings
3. Embrace the awkward - remember, these experiences help you grow
4. Check in regularly with each other to see how things are going
5. Understand that conflict is not always bad
6. Remember that everyone has different backgrounds and cultures – no one way of doing something is the 'right' way
7. Communicate!

ROOM CHANGES

When a conflict cannot be mediated, or there are other (non-conflict related) reasons why you are interested in moving to a new room, you'll meet with your Hall Director or Area Coordinator. The move process typically takes one to two weeks from start to finish. Sometimes students are curious why we can't 'make' their roommate move out because of a conflict. Because all students have equal right to the room, students must make a choice to move out – Residence Life cannot force someone to move (unless there are extraordinary circumstances related to safety or a serious disciplinary issue).

Here are the steps to take if you are interested in moving rooms:

Step 1: Meet with your Hall Director (HD) or Area Coordinator (AC) to discuss your desire to move and the options you are interested in. Your HD /AC will compile some options for you based on availability. They will also give you a Room Change Approval Form (RCAF) that you will use for all remaining steps. *If applicable, it is your responsibility to contact the student(s) in rooms with a vacant bed to determine if they would be a good match.*

Step 2: Talk to your current roommate(s) – if you have any – to let them know you plan to move from your room and have them sign the RCAF. This is an important step so that they are aware of the move.

Step 3: Set up a time to meet with the HD/AC of the new building (if applicable) to introduce yourself and talk about possible dates to move. They will sign your RCAF and give you the contact information for the student staff member who will do your check-in.

Step 4: Contact the student staff member in your new building to check in and get your keys for your new room.

Step 5: Move your belongings to your new space and clean your old space within the authorized move dates.

Step 6: Contact the DA of your old building to schedule a check out of your old room. They will look over your room note any damages. The DA will collect your old keys and check you out.

In general, the options for moving to a new room include:

1. Move into a single room (if available).
2. Move in with a friend on campus who has a vacancy in their room.
3. Move in with a student you may not know who has a vacancy in their room.
4. Move into a completely vacant double and pay the reduced occupancy rate. (*Reduced occupancy means you will have an entire double in a traditional hall to yourself and will not be assigned a roommate during the year*)

If you change rooms without approval, you will be required to move back to your previous room, be assessed a \$200 fee, or both.

GENERAL INFORMATION AND PROCEDURES

ACADEMIC BREAKS AND RESIDENCE HALL CLOSINGS

All halls remain open during the majority of breaks in the academic year. However, halls do close over the Winter/Christmas Break (with the exception of the Apartments and Townhouses). Winter Break housing is available for an additional fee for students in the traditional halls who request it.

Because of the reduction in the number of full-time and student staff available during breaks, the number and kinds of services are greatly limited. All college policies are in effect during breaks.

BICYCLES

All bikes must be registered through Parking Services. Bikes should not be chained or locked to trees, garbage cans, fences, railings, etc. Bikes should only be chained or locked to a bike rack. Bikes need to be registered so Parking Services is able to notify the rightful owner should a situation arise. Once registered, the appropriate permit must be placed on the bike. Unregistered bikes may be subject to impound at owner's expense. You may store your bicycle in your room provided your roommate(s) agrees and you carry, not roll or ride, the bike to and from your room. Bicycles may not be left in public areas of the residence halls (hallways, stairwells, study room, etc.) because of city and state fire regulations. Failure to comply with this regulation will result in confiscation and a fine.

BUILDING SECURITY

To maintain a safe living environment, all exterior doors to residence halls and campus apartments are locked 24-hours a day. Do not place any items in the doorways to prevent them from closing/locking and thereby compromising security. All residents are strongly encouraged to keep their individual doors locked when exiting the room and sleeping.

CAMPUS PUBLIC SAFETY

Security for the campus is provided by the Office of Public Safety and several uniformed security officers. Office of Public Safety can be reached 24 hours a day at (218) 299-3123.

EMAIL

All official communication from Residence Life will be sent to your Concordia email account. You are expected to check this account regularly.

EMERGENCIES

FIRE

In case of a fire, sound the building alarm immediately. Then, if time permits, call the Moorhead emergency number (911), and Office of Public Safety (218-299-3123). If there is no immediate danger, please close your room window, open your drapes, turn on the lights, and lock your door when exiting. However, your personal safety should be your priority. The Residence Hall Staff will manage the evacuation of the building. Remain outside until you receive confirmation that you may return to the building. Please keep in mind that failure to leave during a building wide alarm is a violation of state fire code and college policy.

If only your room's smoke detector is sounding (and no fire is present), alert a staff member immediately to assist with resetting the detector.

TORNADO

If a tornado siren sounds, proceed to the lowest level of your residence hall. For many buildings, this is the basement level. Stay clear of windows or doors. Wait for confirmation from Residence Hall Staff that the tornado warning has expired before returning to your room.

ACTIVE SHOOTER

In the unlikely event that an active shooter is reported on campus, follow the general campus protocol of 'Run, Hide, Fight':

1. Run – when at all possible, this is the preferred action. Leave your belongings behind and run while keeping your hands visible so law enforcement will know you are not the person with the weapon. If you get away from the immediate danger area, call Emergency Dispatch (911) and Security/Public Safety (218-

299-3123) and warn others not to go near the danger area. In general, get as far from the danger as possible.

2. Hide – If you are not able to run away from the shooter, your second option is to hide out of view of the shooter. Barricade or lock the door, if possible, and silence your cell phone. Stay low and away from windows.
3. Fight – As a last resort when your life is in imminent danger it may be necessary to fight. Attempt to incapacitate the shooter. Use physical aggression and throw things at the shooter.

Call 911 when it is safe to do so. When law enforcement arrives follow instructions, put down any items in your hands, and keep your hands visible at all times. Avoid pointing, screaming, or yelling.

GENERAL EMERGENCY INFORMATION

You are strongly encouraged to sign up for the campus Emergency Alert system (e2campus) and also review additional emergency information by visiting <https://www.concordiacollege.edu/directories/offices-departments-directory/emergency/>.

KEYS

You will be issued a key when you check in to your housing assignment. For security reasons, if the key is lost, your room will be rekeyed at your expense (a cost of \$40 - \$100). Making unauthorized duplicate keys is prohibited.

All incoming students are all issued a Prox FOB, which provides you electronic access to your residence hall, as well as many other buildings on campus. You should keep this Prox FOB for the duration of your time as a student.

If you lose your key, please contact your hall's Directors Assistant or Building Manager to order a replacement. If you lose your Prox FOB, you can go directly to Facilities Management to get a replacement. A replacement Prox FOB is \$10.

LEADERSHIP OPPORTUNITIES

A great way to begin your campus engagement and leadership development at Concordia is through Engagement Committee. Engagement Committee focuses on planning a variety of activities for the residence hall as well as recommending changes and improvements to the hall. Watch for more information in the fall of each year about how to become involved.

You should also consider applying to be a Resident Assistant - being a staff member is a wonderful way to increase your leadership skills, as well as earn an annual stipend of approximately \$4,600. Applications are due in January for the following academic year. Talk to a current residence life staff member if you'd like to learn more, check out the ConcoLife app.

POST OFFICE

Post office boxes are located in the Knutson Campus Center. Remember, you are responsible for having a PO box and checking it regularly. If you have any questions, please contact the post office staff at the main window.

Your mailing address is:

Your Name
CPO #
901 8th St South
Moorhead, MN 56562

ROOM CONDITION REPORTS AND DAMAGE BILLING

When you check in to your on-campus assignment, you will have two weeks to login to MyHousing and review your online Room Condition Form (RCR). You can accept the RCR as is or add any additional damages/issues.

Anytime you move from your room, staff will check the condition of your room against the RCR, and any discrepancies will be noted. The Hall Director or Area Coordinator will make the final inspection and any repairs or replacements will be charged to your account. Because you are responsible for any damage beyond normal wear, please be very specific and take special care to review your RCR to avoid being charged for previous damage. Further, if you do not review and submit your RCR within the two weeks, it will be assumed you agreed to all items noted.

ROOM INSPECTIONS

Generally, residence hall rooms/apartments are inspected at the beginning of each break to ensure lights are off, heat is properly set, no hazardous conditions exist, and windows and doors are locked. The college also reserves the right to conduct room inspections without prior notice to provide emergency or routine maintenance, to inspect for fire hazards or other safety-related conditions, to quell a disturbance, to protect the health and well-being of an individual, or to investigate a possible violation of college policy.

THEFT

In the event you have property stolen (or lost) while living on campus, please contact Office of Public Safety (218-299-3123). Additionally, if you wish to file for insurance coverage for your loss, we suggest you contact the police department to notify them of your loss. Because the college does not assume liability for loss of personal property, students are urged to have or acquire insurance coverage for their property housed on campus.

VACANCIES

In the event a roommate moves to another room, moves off campus, or leaves school, you may be required to do one of three things: 1) move in with someone who also has a vacancy (or vice versa), 2) be willing to accept another assignment to your room or 3) pay an reduced occupancy fee to retain the room as a single. This procedure will remain in effect until all students residing in extra-occupancy rooms (study rooms, increased occupancy, etc.) have been reassigned or have had an opportunity to move into regular occupancy rooms.

VANDALISM CHARGES

Sometimes it is difficult to differentiate between accidental damage and vandalism. While the end product may be the same, the two behaviors call for different responses. When accidental damage occurs and is self-reported to a staff member, the student will be charged only for repair or replacement costs.

Where damage or vandalism occurs and goes unreported, but the individual(s) responsible is identified, disciplinary action will be initiated and charges will include the cost for repair/replacement plus 50 percent.

COMMON AREA DAMAGE: Damages to or littering in common areas (hallways, lounges and lounge furnishings, etc.) may be charged equally among the residents of a floor or hall. If you do not want to share the cost for this kind of damage, please bring information about the responsible person(s) to your Hall Director/Area Coordinator. Charges for damage may be billed out, where appropriate, on a quarterly basis.

WORK ORDERS AND REPAIRS

If routine repairs are needed in your room, please submit a work order through the online system: www.cord.edu/workorder.

For emergency repairs, contact Facilities Management directly:

Monday – Friday, 8 am – 4:30: Call 218-299-3362

Evenings and weekends: Call Public Safety and/or hall staff on call.

You should expect most routine repairs will be made by a member of the facilities staff between 10 a.m. and 4 p.m. Whenever possible, they will call before coming to your room. However, a confirmation note will always be left on your door if you were not present when the repair was made

RESIDENCE HALL AMENITIES

CABLE TV

Free cable is provided to all residential facilities.

CLEANING SUPPLIES

Assorted supplies are available for resident use (such as mops, brooms, cleaning spray, etc.). These are generally stored in the utility closet on each floor. Vacuums are available for checkout from the front desk.

CUSTODIAL SERVICES

All common spaces (such as lounges, hallways, and – in the traditional halls – bathrooms) are cleaned regularly by custodial staff. Please be respectful and do not leave excessive messes for custodians. Bathrooms will often be closed for a short period of time while they are being cleaned – please follow all signage that is posted by custodial staff.

FRONT DESKS

Traditional residence halls have a front desk that is staffed during limited afternoon/evening hours. Front desks provide basic customer service, and can provide a variety of items for checkout, including: cooking supplies, vacuums, games, movies, ping pong supplies, etc. Equipment available for checkout will vary by hall.

INTERNET

Both wired and wireless internet is available through all residential facilities. You are encouraged to use the wired connection when at all possible (especially if you are gaming or using a streaming service). Ethernet cables are provided for this purpose. If your room does not have Ethernet cables, contact a Residence Life staff member. Please do not use personal routers or turn off the Concordia routers.

KITCHENS

All traditional residence halls have kitchens with a stove, sink, and full sized refrigerator. Cooking supplies/utensils can be checked out at your hall's front desk.

LAUNDRY

All buildings have laundry facilities which include commercial washers and dryers. Laundry is included in your housing fee, so there is no additional charge to do laundry. Laundry facilities are intended to be used only by on-campus students.

LOUNGES AND STUDY ROOMS

Each hall has a variety of spaces for you to study and socialize. Most halls have main lounges with TVs, study rooms on each floor, as well as additional conference rooms or lounges with pianos, ping pong, foosball or other recreational options. All halls also have a computer lab with several computers and a printer (printing is free). Talk to the Residence Life Staff about how to set up your personal computer to print to the lab.

PARKING

Free off-street parking is available to all students, but you must register your car with Parking Services. See the Parking Services website at www.concordiacollege.edu/parking.

RESIDENCE LIFE STAFF

You have access to student staff and professional staff who can assist you with questions or concerns that arise. Staff are even on call in the evenings and weekends. Watch for signs in your hall with more information about these important phone numbers. Program these duty phone numbers in your phone for easy access throughout the year.

STORAGE ROOMS

Most halls have some (limited) student storage. These storage areas are first come, first served. Items that cannot be stored include: furniture, carpet, lumber, or other items that are a fire hazard. All items must be labeled with your name and contact information. Residence Life is not responsible for lost or damaged items, and items unclaimed after two years will be donated or discarded. Contact a staff member in your building to learn more.

TELEPHONES

Because most students rely on their cell phone as their primary method of voice communication, phones are not provided in individual room/apartments. Each building maintains a telephone capable of making campus and local calls. In most cases, the phone is located at the front desk or entryway.

RESIDENCE HALL REGULATIONS AND POLICIES

AIR CONDITIONERS

The addition of cooling/air conditioning devices in windows or rooms (other than fans) is not permitted.

ALCOHOL

POLICY FOR TRADITIONAL HALLS:

In all traditional residence halls (Erickson, Fjelstad, Hallett, Hoyum, Livedalen and Park Region), the possession, use, or sale of alcohol is prohibited, regardless of the individual's age. In addition, students of any age should be aware that destructive or inappropriate behavior (e.g. excessive noise, vomiting, passing out, vandalism, etc.) resulting from the use of alcohol or drugs may also result in college disciplinary action.

Because alcohol is not allowed in these residence halls, the possession of alcohol containers, packaging, bottle tops, etc., are also not allowed.

POLICY FOR COLLEGE APARTMENTS/TOWNHOUSES (BOGSTAD EAST, BOGSTAD MANOR, BOE-OLSEN, TOWNHOUSES, ECOHOUSE)

In apartment units where *none* of the occupants are of legal drinking age, the alcohol policies of the traditional halls must be followed (no alcohol or alcohol containers are allowed in the apartment unit by any of the occupants or guests). These apartments are 'dry apartments'.

In apartments where at least one of the occupants is of legal drinking age, occupants who are of legal drinking age (21 and up) may possess and consume alcohol in their individual apartment units (these apartments are called 'alcohol eligible apartments').

In order to ensure legal, responsible and low-risk behaviors, the following guidelines must be followed:

- Before alcohol may be possessed/consumed in an alcohol eligible apartment unit, all occupants of the apartment (regardless of age) must apply for an alcohol permit through the Office of Residence Life. Once all occupants have completed the application, a permit will be issued and must be displayed in the kitchen of the apartment unit.
- Residents and guests are expected to follow all local, state and federal laws pertaining to the purchase, possession, and consumption of alcohol.
- No hard alcohol (distilled liquor) is allowed. Examples of approved types of alcohol are beer, wine, hard cider, and malt beverages.
- All alcoholic beverages must be in single serving containers, or bottles not to exceed 1.5 liters.
- No kegs of beer, large volumes of drinks intended to serve multiple individuals, beer bongs or beer pong tables are allowed.
- Residents are not allowed to sell, brew or otherwise produce their own alcohol.
- Alcohol containers (whether full or empty) may not be displayed in windows.
- Alcohol may not be consumed in the presence of minors, with exception for occupants who are of age and have underage roommates, and no other guests are present. Underage roommates are expected to follow civil law and refrain from possession and/or consumption of alcohol.
- In all other circumstances, consumption of alcohol is prohibited when any underage individual is present.
- When alcohol is being consumed, the door of the apartment unit should remain closed. Alcohol is not to be consumed on balconies or in common areas of the apartment buildings.
- When students who are of legal drinking age transport alcohol, they are expected to take the most direct route to their apartment unit. Note that alcohol may not be carried into, or through, any campus buildings besides the EcoHouse, Bogstad East, Bogstad Manor, Boe-Olsen and the Townhouses.
- Residents are responsible for their own behavior, as well as the behavior of their guests. The use of alcohol should not infringe on the rights of roommates, neighbors, or other students.
- Inappropriate or destructive behavior (e.g. excessive noise, vomiting, passing out, vandalism, etc.) resulting from the use of alcohol is considered a disciplinary violation, regardless of age.

A Good Samaritan Exception for violations of the college's alcohol and drug policies will be honored in situations where a student (who may also be in violation of the college's drug/alcohol policies) comes to the aid of another student by seeking emergency professional help for the other student's alcohol/drug use. In these situations the students involved will not be sanctioned for a violation of college policy. This exception, of course, will not be honored by students who flagrantly or repeatedly violate these policies.

BATHROOMS

Residents (and guests) in the traditional residence halls should use the bathroom that best matches their gender identity.

Private and/or inclusive bathrooms are located in many residence halls.

- Erickson: Basement Lounge (toilet and sink)
- Fjelstad: Near the Front Desk (toilet and sink)
- Hallett: Basement Lounge (toilet and sink) and next to Grant Lobby (toilet, sink, and shower)
- Hoyum: Basement Lounge (toilet and sink), 6th floor All Gender bathroom (toilets, sinks and showers)

- Park Region: Basement hallway (toilet and sink), 1st floor (ADA compliant with toilet, sink, and shower), 2nd floor (ADA compliant with toilet, sink, and shower), 2nd and 3rd floor All Gender bathrooms (toilets, sinks and showers)

Residents with specific individual needs should talk to their Hall Director to make arrangements.

CANDLES AND INCENSE

Candles and incense (even if not being burned) are not allowed.

CAR PLUG-INS

Because of energy-related concerns, as well as inevitable damage to windows and window cranks, electrical cords may not be extended from residence hall rooms to vehicles.

CONFLICT MEDIATION

If a conflict develops between two or more members of the residence hall community, residence life staff will facilitate a moderated conversation with the individuals. Because Residence Life values open dialogue and mutual respect, failure to participate in this process may result in disciplinary sanctions.

DISPLAYS AND DECORATIONS

You are encouraged to use and decorate the interior of your room/apartment in a manner that reflects your individual preferences, provided that you do not make any physical modifications to the room/apartment (including moving ceiling tiles, painting walls, hanging hammocks or lofts from the ceiling, etc.) or cause damage to campus property.

The college reserves the right to restrict the external display of any material(s) from your room/apartment windows or balconies, items plainly visible in your room from the outside, or materials on your door.

Finally, the college also reserves the right to confiscate items from rooms/apartments that are illegal or contraband. A common example of contraband is a street, exit or highway sign. If you are in possession of such a sign, please be sure to have a receipt confirming proof of purchase.

DOOR CLOSURES

Many of the residence halls that have recently been renovated were required to have room door closures installed as an additional fire safety measure. Tampering with or disabling these door closures is strictly prohibited and may result in disciplinary action.

ETHERNET, WIRING, AND ANTENNAS

Ethernet, TV/radio antennas, or wires may not be used in any manner on the exterior of the residence halls, nor may they extend outside your room into the hallway. Antennas or wires found in violation of this requirement will be confiscated.

Private wireless internet routers are not permitted by Information Technology Services and are not allowed in residence hall rooms.

ELECTRICAL APPLIANCES

Current policy allows one small refrigerator and microwave oven in each traditional residence hall room. Please use caution when using appliances that utilize heating elements (such as hot pots, popcorn poppers, toasters, etc.) Any appliance should be in good, working condition.

The Department of Residence Life reserves the right to consider appliances with heating elements as a violation of policy for safety concerns on a case-by-case basis. Refer all concerns of safety relating to appliances and electricity to your Hall Director or Area Coordinator.

FIRE AND SAFETY REGULATIONS

Do not tamper with fire- or safety-related equipment (fire alarms, smoke detectors, fire extinguishers, exit alarms, door closures, etc.) as this may compromise your safety as well as the safety of others.

Do not use space heaters. If you are experiencing heating problems, contact a staff member.

Do not use rubber-backed carpeting as this can create poisonous gases in the event of fire.

Do not alter or in any way tamper with the electrical outlets, light switches, cable television outlets, or phone jacks in your room.

If you become aware of any problem with the fire/safety equipment (fire alarms, smoke detectors, fire extinguishers, exit alarms, door closures, etc.) in your room or residence hall, please report it to a staff member immediately.

FIREARMS

It is against college policy to be in possession of a firearm of any kind in the residence halls. Please refer to the college's weapons policy outlined in the Student Handbook. It is also against hall policy to be in possession of toy or look-alike weapons such as paintball or air soft guns.

FURNITURE

All the furniture in your room when you arrive must remain in your room. For example, if you dismantle beds, pieces must be stored in the room. You are free to move the furniture around in your room and in most cases add pieces of personal furniture. Secured furniture (like desks or wardrobes) should not be altered in any way.

LOUNGE AND STUDY ROOM FURNITURE

These furnishings are intended to be used by all residents and should not be removed from the rooms. Noncompliance will result in charges for unauthorized use or theft.

LOFTS

You may build lofts in your room unless you live in the college apartments or townhouses. If you build a loft or otherwise alter the configuration of the beds supplied by the college, you assume all liability for injury that may occur. Lofts must be designed to be free-standing (not suspended or attached) and must include the college's bedspring. Room platforms are not allowed. If you rent a loft, it is your responsibility to return it at the designated date/location.

Remaining portions of the college-owned bed must be stored in the room to reduce the likelihood of misplaced or lost pieces.

MARIJUANA AND OTHER DRUGS

The use or possession of marijuana, non-prescribed drugs, or other illicit narcotics or drugs is a violation of campus and residence hall policy and will result in disciplinary sanctions.

Physical evidence of marijuana such as residue on belongings, persons, or in a resident's room is a violation of the Marijuana and Other Drug policy.

In the event of a policy confrontation relating to the suspicion of marijuana use, the strong scent of marijuana in a residence hall room or on the persons of a student, as well as inappropriate behavior relating to drug intoxication can be considered a violation of the Marijuana and Other Drugs policy.

The possession of paraphernalia relating to the use, manufacturing, or possession of illicit drugs may result in disciplinary sanctions.

MUSICAL INSTRUMENTS

You may use musical instruments in your room, but inappropriate use of musical instruments or stereo equipment may result in the hall staff restricting its use. Please use good judgment.

PETS

For safety, health and sanitation reasons, pets are not allowed, with one exception: you may have fish in an aquarium or a fish bowl (no larger than 10 gallons). Students who feel they are qualified for an Emotional Support Animal (ESA) should contact Residence Life to learn about the approval process.

POLICY VIOLATIONS

Responsibility: The occupants of a room are considered primarily responsible for violations occurring in their room — whether they are present or not. Furthermore, all students who are present in a room where a college policy is being violated may be subject to disciplinary action. If you inadvertently find yourself in the presence of a violation, leave immediately. Keep in mind, too, that you are responsible for the conduct of your guests.

The Conduct Process and Sanctioning: If a representative of the Department of Residence Life, or of Concordia College, believes you have violated a policy, a written notice of complaint will be sent by a Conduct Officer, typically via college email, to you informing you of the nature of the alleged policy violation(s). In addition, this

communication will provide information on your rights and responsibilities and directions on how to set up a meeting with the Conduct Officer (a conduct hearing).

In the conduct hearing, you will meet with the Conduct Officer and discuss the alleged policy violation(s). In many cases, you will also be informed of the option to participate in the Restorative Process, rather than traditional sanctioning process.

To view the entire Code of Conduct, including possible sanctions, visit the website for the Office of Student Conduct (<https://cobbernet.cord.edu/studentlife/student-conduct/>), or search the Concordia website for 'Office of Student Conduct).

PROMOTIONS AND SOLICITATION

Complete guidelines about promotions and solicitation are found within the college's promotions policy. One of the primary principles of this policy is that, with the exception of candidates for political office or their representatives who must make prior arrangements with the Director of Residence Life (or their designee), all door-to-door solicitation or promotion is prohibited. The policy also prohibits displaying, selling, distributing (including leaflets), advertising, or soliciting in public areas of the residence halls. Any exception to this expectation must be approved in advance by the Director of Residence Life. If you encounter someone soliciting or promoting in your hall, please contact a staff member immediately. Distribution or sales may occur in individual student rooms at their invitation.

QUIET AND COURTESY HOURS

Common courtesy demands that anyone wishing to study may do so at any time without undue interference from others. Between 11 pm – 8 am, residents are expected to conduct themselves in a manner that would allow a reasonable person to fall or remain asleep. At all hours, residents are expected to use good judgment about their noise level and be willing to lower their volume if asked by a fellow community member.

Extended quiet hours are in effect during final exam times - watch for signs.

REFRIGERATORS

One refrigeration unit of up to 4.5 cubic feet and with a maximum electrical draw of up to 1.5 amps is allowed in each traditional residence hall room (this excludes the college apartments and townhouses). The college reserves the right to require any refrigeration unit that does not appear to be in good condition be repaired or replaced.

Inspection of refrigeration units may occur by college staff whenever student rooms are entered to investigate any violation of college policy. This inspection may include items in the refrigerator in which there is probable cause to suspect a violation of policy. Inspections for policy violations occur whenever reasonable cause exists to suspect a violation (e.g. sounds, empty containers, the odor of alcohol, etc.). The Residence Hall Accommodations Agreement also permits room inspections "to provide routine maintenance, to investigate possible fire hazards or other safety-related conditions, to quell a disturbance, or to protect the health and well-being of an individual." Refrigerators may be inspected at these times as well.

To ensure safe operation, any inspection will verify that refrigeration units are properly ventilated. Refrigeration units are explicitly prohibited from being placed in closets or covered. Failure to follow this guideline will result in the refrigeration unit being confiscated for the balance of the academic year and a monetary fine.

Any refrigeration unit used in conjunction with a policy violation (e.g. storing alcohol or other contraband) could be subject to confiscation and loss of privileges for the balance of the academic year. (Additional disciplinary sanctions, of course, will also be imposed for the specific policy violation.)

TOBACCO USE

Because Concordia is a tobacco-free campus, the *use* of tobacco products is prohibited in and around the residence halls. Tobacco products are defined as cigarettes, cigars, pipes, clove cigarettes, hookah smoked products, electronic cigarettes (vaping), and any other smoking products, as well as smokeless or spit tobacco. These products may be *possessed*, but not *used* in the residence halls (or anywhere on campus).

USE OF HALLWAYS

Fire codes prohibit leaving anything in hallways or stairways. This includes such things as shoes, rugs, boxes, bikes, etc. For safety reasons, activities such as biking, rollerblading, frisbee, etc. may not occur in hallways.

VISITATION/GUEST POLICY

Concordia does not restrict the hours when residents may have guests.

One of the primary goals of the Department of Residence Life is to provide a safe and welcoming environment for students and guests of the College. An additional goal is to help students balance the privilege of entertaining guests with the rights of roommates or other residents to study, sleep, or have a private space. To assist in accomplishing these goals, residents and their guests are expected to follow the guidelines listed below. For the purposes of this policy, “guest” is defined as any person who is not an assigned resident of the particular room or apartment. This includes both members of the campus community or off-campus visitors. (Concordia employees who enter the residence hall to carry out job responsibilities are not considered guests).

Guests are permitted in residence halls and residence hall rooms as long as they do not constitute a problem for roommates or other residents. Residents are responsible for the behavior of their guests. It is the responsibility of the host to inform guests of all the appropriate Concordia policies.

Residence hall rooms are considered the primary residence of the students assigned to the room, and are not designed to provide long-term accommodations for guests. In addition, frequent or long-term guests can create an uncomfortable environment for roommates and other floor members. Therefore, guests may not remain in the residence hall for more than three consecutive nights within a given week. Each student should not host guests for more than 15 nights per semester.

Violation of the guest policy may result in restriction of the ability to host guests in the future.

WEAPONS

The college prohibits the possession or use of any object that could be considered a dangerous weapon on college premises - including in college-owned or personal vehicles - unless such possession or use is an approved requirement of an employee's job. A firearm or weapon may be used for class demonstrations, educational programs or a theatre production, but only after authorization has been granted by Security/Public Safety. The college retains final authority in determining what constitutes a weapon and in evaluating potential dangers. See the full Weapons Policy in the Student Handbook for more information. In general, a weapon is defined as “any instrument capable of inflicting serious injury”.

WINDOWS

Most screens in the residence halls are attached with security screws. Removing your screen is a violation of hall policy.

In addition, there may be times when the college prohibits the opening of windows, particularly in very cold weather. Each year, significant damage is caused by windows being left open for extended periods of time. Please follow the guidelines set forth regarding windows during the year. Failure to follow these guidelines is a violation of hall policy.



Residence Hall/Apartment Accommodations Agreement

2019-2020

This agreement is for the entire academic period stated below.

1. By participating in the room selection process, I hereby accept assignment to a space in a Concordia College residence hall/apartment for the first and second semesters of 2019-20 and agree to all terms outlined below.
2. I agree to observe and abide by all rules and regulations in effect during the term of this agreement and understand that failure to observe these rules and regulations may result in cancellation of the agreement.
3. I agree to pay Concordia College its charges for housing and board (if applicable), tuition, and general fees in accordance with the terms set forth in the College catalog and to enroll in not less than twelve College credits unless exception is made to this regulation by the director of Residence Life. Charges under this agreement are to be paid at the Business Office. The College reserves the right to make necessary changes in fees for housing and board and in the provisions of this agreement.
4. I have read, understand and hereby agree to abide by this agreement including the terms set forth below.

Terms of the Agreement

1. General conditions of agreement: **The College reserves the right to make or change the assignment to spaces either prior to the opening of the semester or during the semester.** Furthermore, students may not move from their assigned space without prior written authorization. Terms of this agreement may be amended from time to time by action of appropriate College authorities.
2. The College cannot guarantee an assignment if it is not claimed prior to the first day of classes.
3. Period of residence: The period of residence is for fall and spring academic semesters.
 - a. Residence Halls:
 - i. Semester One: The residence halls open at 9 am on Sunday, August 25, 2019 and close at 10 am on Thursday, December 19, 2019.
 - ii. Semester Two: The residence halls open at 9 am on Monday, January 6, 2020 and close at 5 pm on Monday, May 4, 2020.

- iii. **All residence halls are closed during the established winter break period (Thursday, December 19, 2019 – Monday, January 5, 2020).** Winter break housing is available for a nightly fee of \$14. Depending on occupancy, students may be required to move to a new assignment for winter break housing.
 - b. Apartments:
 - i. The apartments open at 9 am on Sunday, August 25, 2019 and close at 5 pm on Monday, May 4, 2020.
 - ii. **The college apartments remain open over winter break.** Residents who are living in the apartments both Fall and Spring semester may stay over winter break for no additional charge. Residents who are only living in the apartments for one semester may not stay during winter break (see contracted housing dates below).
 - iii. For students who sign up for just one semester of housing in the apartments, the contracted housing dates are:
 - 1. Semester One: 9 am on Sunday, August 25, 2019 to 10 am on Thursday, December 19, 2019.
 - 2. Semester Two: 9 am on Monday, January 6, 2020 and close at 5 pm on Monday, May 4, 2020.
 - c. Students may not move in earlier or out later than the established dates without prior written authorization from the director of Residence Life. Additional charges will be made for approved early and late occupancy.
- 4. **Breaking agreement:** Any housing Apartment or Traditional Hall housing cancellation needs to be submitted prior to deadlines listed below. Cancellations after that deadline will result in a \$200 charge.
 - a. **Incoming Students** must cancel by June 30, 2019
 - b. **Returning Students in the Townhouses** must cancel by February 23, 2019
 - c. **Returning Students in the Apartments / Traditional Halls** must cancel by May 3, 2019
- 5. Second semester housing cancellations must be sent to the Office of Residence Life **in writing** before December 1, 2019 to avoid a \$200 fee. Charges for housing will be calculated on a prorated basis from the date of written notification or when the space is vacated – whichever occurs later. In addition, a cancellation fee of \$200 will be levied for breaking the agreement.
- 6. **Conduct:** Students are expected to conduct themselves in accordance with regulations stated in the College catalog, the College handbook, the Dining Services brochure, the Residence Hall handbook, and other rules and regulations.
- 7. **General rules:**
 - a) Students will be charged for loss of furnishings or damage beyond ordinary wear and tear to residence hall premises and furnishings.
 - b) Possession of weapons of any kind, explosives or other dangerous materials is not permitted in any part of the residence halls.
 - c) Cats, dogs or other animals are not permitted in the residence halls, unless they have been approved by Concordia College Disability Services.
 - d) Students are not permitted to use or possess illegal drugs.
 - e) Students are responsible to adhere to Concordia's alcohol policy indicated in the hall handbook.
 - f) The removal of any furnishings from residence hall rooms or the residence halls/apartments is prohibited. Further, the College reserves the right to restrict the addition of personal items or furnishings.
 - g) Students must follow the guest policy indicated in the hall handbook.

- h) Students are not permitted to obstruct the locks on room doors to prohibit entry by use of a master key in appropriate situations.
 - i) Students signing residence hall/apartment agreements are required to reside on campus during the term of the agreement.
 - j) Smoking is not permitted inside residence halls or on the college campus.
 - k) The College reserves the right to inspect refrigerators.
8. Inspections: The College reserves the right to conduct room inspections without prior notice to provide emergency or routine maintenance, to investigate possible fire hazards or other safety-related conditions, to quell a disturbance, to protect the health and well-being of an individual, or to investigate a possible violation of College policy.

Loss: The College is not responsible for loss or damage to personal property of the resident from any cause.

CONCORDIA COLLEGE

Townhouse Accommodations Agreement

This Accommodations Agreement (the “Agreement”) is by and between the undersigned student (the “Student”) and Concordia College (the “College”).

1. The Student hereby agrees to rent from the College the following Townhouse unit (the “Townhouse”) and agrees to fulfill all the financial obligations associated with it for the **full term of the lease**:

Townhouse and Unit #: _____

The Agreement is effective for one of the following terms (as selected in the sign-up process):

☐ 12 month lease (May 20, 2019 – May 4, 2020)

☐ Academic Year lease: (August 25, 2019 – May 4, 2020)

2. The Student acknowledges that this Agreement is an accommodation for the Student’s housing needs, which is made available solely as a result of the Student being an eligible student at the College. Accordingly, the Student agrees to observe and abide by all College rules and regulations in effect during the term of this Agreement and understands that failure to observe these rules and regulations may result in cancellation of the Agreement. The Student acknowledges that they satisfy the College’s eligibility requirements for renting the Townhouse and agrees that they must continue to satisfy those requirements during the term of this Agreement. Any cancellation of this Agreement by the College due to the Student’s failure to comply with the terms of this Agreement shall not relieve the Student of his/her financial obligations for the remaining term of the lease.
3. The Student agrees to pay the College its charges for housing and board (if applicable), tuition, and general fees in accordance with the terms set forth in the College Catalog and to enroll in not less than three college courses unless exceptions are made to this regulation by the dean of students. The College reserves the right to make necessary changes in fees for housing and board

and in the provisions of this Agreement. Rent is payable in advance for (i) the summer months (if applicable) on a monthly basis*; (ii) the first semester; and (iii) the second semester. By accepting the assignment to housing, the Student indicates that they have read, understand and hereby agree to abide by this Agreement, including the terms set forth on the reverse side and all general rules and regulations governing Concordia students.

*Rent for the summer months is due before the first day of the Agreement in May and due by the fifth day of each subsequent summer month, and may be paid in the Business Office; failure to do so may result in interest fees.

Terms of Townhouse Agreement

1. **Conduct:** Students are expected to conduct themselves in accordance with regulations stated in the College Catalog, the College Handbook, the Dining Services Brochure (if applicable), the Residence Hall Handbook, and other rules and regulations.
2. **General Rules:**
 - Students will be charged for loss of furnishings or damage beyond ordinary wear and tear to the Townhouse and furnishings.
 - Possession of weapons of any kind, explosives or other dangerous materials is not permitted in any part of the Townhouse.
 - Cats, dogs or other animals are not permitted in the Townhouse, unless approved by Concordia College Disability Services.
 - Students are not permitted to use or possess illegal drugs in the Townhouse.
 - Students are required to follow the campus alcohol policy.
 - The removal of any furnishings from the Townhouse is prohibited. Further, the College reserves the right to restrict the addition of personal items or furnishings.
 - Students are not permitted to obstruct the locks on apartment/room doors to prohibit entry by use of a master key in appropriate situations.
 - Smoking is not permitted inside the Townhouse.
 - The College reserves the right to inspect refrigerators.
3. **Rental:** Rent shall be the amount set forth in the Rental Information disseminated by the College's Residence Life Office as amended from time to time. The utilities and other amenities provided by the College and included in the rental payment are also set forth in the Rental Information. The Student acknowledges receipt of the Rental Information, and agrees that such information is incorporated into this Agreement.

4. Inspections: The College reserves the right to conduct apartment inspections without prior notice to provide emergency or routine maintenance, to investigate possible fire hazards or other safety-related conditions, to quell disturbance, to protect the health and well-being of an individual, or to investigate a possible violation of college policy.
5. Loss: The College is not responsible for loss of or damage to personal property of the Student from any cause.
6. Length of lease: The Student is financially obligated for the entire term of the lease (either 12 month, or academic year). Graduation, study abroad, move to another on-campus housing assignment, withdrawal or other separation from the College **does not release the Student from the lease.**
7. Subletting: The Student may sublet the Townhouse to another eligible Concordia student, upon advance notification to the College. In the event of such sublease, the Student and sub-tenant must fill out a formal Townhouse Sublease Agreement in the Residence Life Office. Upon completion of this form, the sub-tenant will then assume all financial responsibility for the lease and will be bound by the terms of this Accommodations Agreement.