



RESIDENCE HALL HANDBOOK (2026-2027)

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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 I). This handbook is shared electronically at the beginning of each semester and is also available on the Concordia Residence Life website. Expectations and policies may change throughout the year, and updates will be provided via email.

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 semester (students do not need to be enrolled in summer courses to live in summer housing). Exceptions to summer housing eligibility may be made on a case-by-case basis.

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 may be required to verify eligibility for an exemption):

1. Completed four semesters of full-time enrollment at Concordia or transferred from another institution of higher education (this enrollment must have occurred after high school graduation – not concurrent with high school)
2. Lives at home in the immediate area (within 15 miles of campus) with their parents/guardians
3. Lives at home with a spouse or dependent child
4. Completed a full-time post-secondary service, athletic, or developmental experience following high school graduation (such as AmeriCorps, junior hockey, Peace Corps, or other similarly structured experiences)
5. 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 may also apply for a special exemption from the residency requirement, including for personal or financial reasons. 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.

Residence Life does not independently evaluate or approve requests for housing exemptions based on medical or disability-related needs. Students seeking an exemption for these reasons must engage with the Center for Holistic Health to determine whether reasonable accommodations can support on-campus living. In rare cases where an on-

campus accommodation is not appropriate, the accommodation process may result in approval of a housing exemption.

Current Concordia students will receive information to apply for a housing exemption in mid-November, with applications due on the last day of finals of the Fall semester. Decisions about exemption applications will be made and communicated at the start of the spring semester following the general timeline below. Specific dates and deadlines will be communicated each year to reflect the current calendar.

- First Friday of the semester: Residence Life notifies students whether their exemption application was approved or denied
- Second Friday of the semester: Deadline for students whose exemption applications were denied to submit an appeal to Residence Life. Residence Life forwards appeals to an external review committee
- Third Friday of the semester: Appeals committee makes decisions about appeal requests – Residence Life communicates about the status of appeals by this date.

This general process supports students' ability to fully participate in the housing sign-up process if they are not approved for a housing exemption, as room selection generally occurs in late February or early March for the coming academic year. Exemption requests for current students will only be considered outside of this timeline in the event of significant personal hardship or dramatic changes to life circumstances. Students should plan to participate in the housing selection process unless and until an exemption has been approved.

Students who are required to live on-campus but reside off-campus without an approved exemption will be required to move back to campus housing, will be subject to disciplinary charges, and/or cancellation of registration.

HOUSING AND DINING

All students who live in a traditional residence hall (Erickson, Fjelstad, Hallett, Hoyum, Livedalen, or Park Region) *must* have a college dining plan. Students who live in Bogstad East, Bogstad Manor, Boe-Olsen, 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 should contact Dining Services directly.

SPECIAL ACCOMMODATIONS

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

Housing Accommodations

Housing accommodations refers to students who have a diagnosed medical need for a specific type or location of housing.

For students who request special housing accommodations (single rooms, air-conditioning, emotional support animal, ADA room, etc.) for a documented medical need, the process starts by contacting the Center for Holistic Health to schedule informational meetings. Further information about requesting accommodations for medical needs can be found on the [Center for Holistic Health](#) website.

Other Special Housing Considerations

Students who have housing needs related to religious or faith practices should contact Residence Life so we can create a plan to best support you.

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.

AFFINITY COMMUNITIES & SPECIALTY HOUSING

Residence Life has established a variety of housing options to support a wide breadth of student needs. Details about such communities are below.

The **Sexuality and Gender Inclusive (SGI) floors** are hosted in Park Region. Students must apply to live on an SGI floor, and preference is given to students who identify as part of the LGBTQIA+ community, or who are exploring the concepts of sexuality and gender identity. To apply to live on an SGI floor, fill out the “affinity community application” in StarRez.

The **Multicultural Living Community (MLC)** is hosted in Fjelstad. Students must apply to live on the MLC floor, and preference is given to international students or domestic students of color. To apply to live on the MLC floor, fill out the “affinity community application” in StarRez.

Animal-Free Housing is provided in select residence life spaces for students with significant reactions to dander and other pet allergens. While pets are not allowed in on-campus housing, some students receive medical accommodations to bring an Emotional Support Animal (ESA) to live on-campus with them. ESAs are not permitted in residence hall spaces designated as animal-free. Currently, animal-free housing is guaranteed in Hallett, Hoyum, the 1st floor of Bogstad Manor, and the 3rd floor of Bogstad East.

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 - including the relationships you create and the activities you participate in - is an integral part of your learning and growth 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 it is up to you to determine how you want to engage in the hall community.

LEARNING OUTCOMES AND GOALS

Residence Life is part of the Mission and Inclusion division at Concordia. Residence Life is designed to support students' academic experience by focusing on four broad learning goals. Residence Life programs and services specifically allow students to meet these learning outcomes listed below:

PRACTICAL COMPETENCE

- Practice effectively managing daily living

- Practice making informed decisions

PERSONAL DEVELOPMENT

- Learn about social identities
- Practice habits of self-reflection

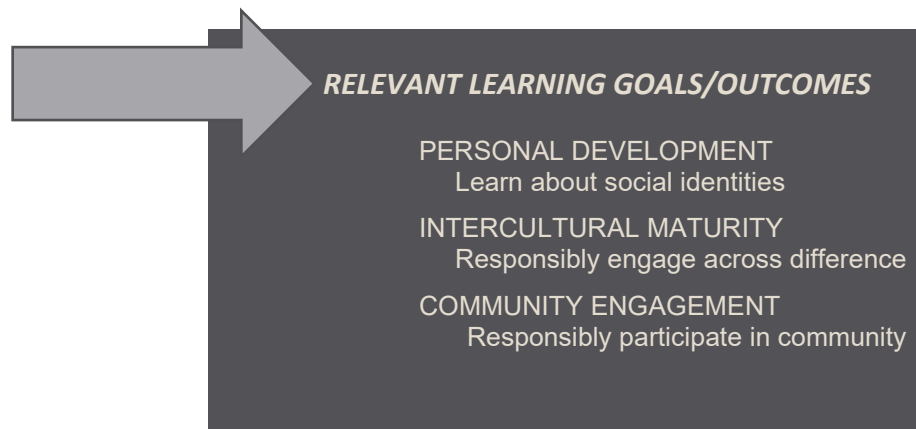
INTERCULTURAL MATURITY

- Responsibly engage across difference

COMMUNITY ENGAGEMENT

- Learn about and maintain healthy relationships
- Responsibly participate in community

VALUES STATEMENT



The Office of Residence Life, as part of our ongoing work, training, and community building, believes the residence halls where our students live and learn provide powerful opportunities to discuss, debate, and share their 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 also the philosophy of our department that words or actions that clearly marginalize or oppress a particular identity or group are in conflict with being an engaged citizen. As such, when conflict occurs 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.

LIVE-IN STAFF

The staff who live in your building are likely to be the ones you interact with the most:

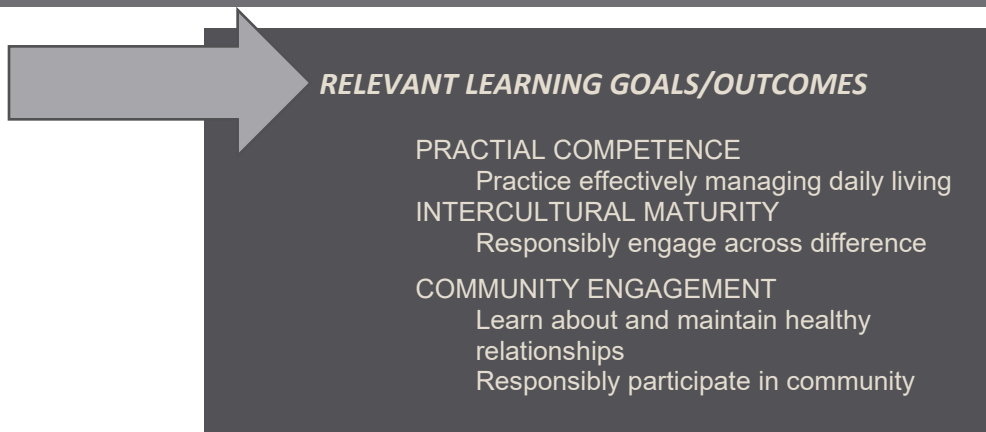
- Hall Directors (HDs) and Area Coordinators (ACs) — Most halls have a live-in professional staff member who has completed either a Bachelor's or Master's degree. These staff members supervise the student staff in the building and oversee all of the hall programming, as well as provide general student 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. (In the college Apartments and Townhouse, the Area Coordinators serves as the primary professional staff contact for residents).
- 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 front desks and provide general customer service to residents of their buildings.

MAIN OFFICE STAFF

These staff members work in the Residence Life Office in Academy Hall – included is a short summary of the work they do:

- Director of Residence Life: Provides general oversight for the entire Residence Life Department, supervises main office staff team, manages the departmental budget, and projects on-campus housing occupancy.
- Assistant Director for Residential Education: Facilitates the recruitment, selection and training of all student staff, coordinates leadership development, supervises all HD/ACs, oversees the Residence Life PEAK program and residential sustainability initiatives.
- Assistant Director for Residential Support: Primary point person when urgent issues arise with on-campus students, provides case management and outreach to students, coordinates student support resources during break periods, assists with housing options for students who have special or elevated needs.
- Operations Coordinator: Day-to-day management of student housing (room changes and cancellations), manages the reslife@cord.edu email account, supervises the student office workers, manages the housing sign-up process, coordinates with Facilities Management, works with students who need special accommodations.

COMMUNITY LIVING, ROOMMATES, AND ROOM CHANGES



LIVING IN COMMUNITY

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 intercultural competence. We expect you to talk directly with your roommate about problems, and staff can assist and support you through this process. One of the best ways to start this communication with your roommate(s) is to complete your roommate agreement at the beginning of the year. This section often focuses on the roommate relationship, but these same principles apply to the entire floor and hall community.

RESIDENT 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(s) and floormates are 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 or Apartment Building Manager about the issue and set up a time for a moderated conversation between you, your roommate(s) (or other party), and your RA/Building Manager. 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: The Professional Staff Member of your building will facilitate a moderated conversation between all involved parties.

Step 4 (if necessary): You can work with the Professional Staff Member of your building to discuss alternative options, such as a room change.

Feeling Uncomfortable vs. Feeling Unsafe: It is normal to experience conflict when you live in 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. If a situation is unsafe, staff will assist with an emergency room change. These descriptions below may help you define the level of urgency in your conflict.

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. Some of these solutions may take several business days to finalize.

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 immediate, 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 agreement 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, most often 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 rights 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 you will follow throughout the room change process:

Step 1: Meet with the Hall Director/Area Coordinator of your building to discuss your desire to move. This staff member needs to approve you to move rooms before you can proceed to step 2.

Step 2: Meet with the Hall Director/Area Coordinator to discuss your options. In discussion with the HD/AC, you will be assigned to a new room that meets your needs (if available).

Step 3: Monitor your email for communication from HD/AC about how to proceed with next steps for your move.

Step 4: Contact your current and/or future Director's Assistant/Assistant Hall Director to discuss your move into the new assignment.

Step 5: Talk to your current/future roommate(s) – if you have any – to let them know you plan to move.

Step 6: Move your belongings to your new space and clean your old space.

Step 7: Contact your current/previous DA/AHD/BM to schedule a time to check out of your old room. They will look over your room and note any damage. They will collect your old keys and check you out.

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

1. Move in with a friend on campus who has a vacancy in their room.
2. Move in with a student you may not know who has a vacancy in their room.
3. Move into a vacant room (if available).

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

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 student assigned to your room or 3) pay a reduced occupancy fee to retain the room for use as a single, when available. 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.

GENERAL INFORMATION AND PROCEDURES

ACADEMIC BREAKS AND RESIDENCE HALL CLOSINGS

All halls remain open during most breaks in the academic year. However, halls do close over the Winter/Christmas Break (except for 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 can 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. Residents only have access to the building where they live. Do not place any items in the doorways to prevent doors from closing/locking and thereby compromising security. Cameras are in place at all building entrances, and in some common hallways. 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](#), staffed by a team of Public Safety Officers. These individuals are not law enforcement officers. One of the Public Safety Office's primary responsibilities is to ensure that all members of the Concordia community may pursue their occupation and/or education without fear for their mental, emotional, and/or physical well-being. The 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. As noted in the student handbook, "even if students retain personal email accounts from home (as many students do), students are responsible for checking campus email on a daily basis."

EMERGENCIES

FIRE

In case of a fire, sound the building alarm immediately. Then, if time permits, call the Moorhead emergency number (911), and the 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.

SEXUAL ASSAULT AND INTERPERSONAL VIOLENCE

If you have experienced sexual assault, dating violence, domestic violence, stalking, or another form of interpersonal violence, your safety comes first. If you are in immediate danger or need emergency medical care, call **911** or **Public Safety (218-299-3123)**.

Medical care is available whether you choose to report the incident or not. A Sexual Assault Nurse Examiner (SANE) at **Sanford Health** can provide medical care, discuss your options (e.g., preventative treatment for pregnancy or sexually transmitted infections, preserve evidence through a medical forensic exam a.k.a. rape kit) if you choose. Confidential advocacy is available 24/7 through the **Sollera** (formally the Rape and Abuse Crisis Center) at **701-293-7273** or **1-800-344-7273** (advocates can accompany you to this visit 24/7).

Students are also encouraged to contact the College's **Title IX Office** (titleix@cord.edu) to learn about supportive measures, reporting options, academic and housing accommodations, and additional campus resources. More information about medical care, forensic exams, reporting options, and available support resources can be found at the [Office of Student Conduct Cobbernet Page](#).

If you share personal experiences on these topics with Residence Life staff, know that we are required referrals and will help get you connected with resources in the Title IX Office. These referrals are designed to be sure you know the breadth of resources at your disposal, but the choice to engage with any of them is yours alone to make.

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 AND LOCKOUTS

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

If you lose your key, please contact your hall's Director's Assistant or Building Manager to order a replacement. If you lose your FOB, you can go directly to Facilities Management (in the Mugaas Plant Operations building, which is located to the northwest of the Knutson Campus Center) to get a free replacement on weekdays from 8:00 am - 4:30 pm. Bring your student ID with you to get a new fob issued.

You should lock your room and carry your keys with you. Residence Life is not generally staffed in a way that allows for immediate lockout assistance during the business day. In fact, it may take up to an hour for you to get access to your room (unless it's an emergency). This is why it is critical for you to carry your keys with you and communicate with your roommate when you leave the room.

If you do get locked out of your room/apartment, follow these steps (in this order):

- Try contacting your RA
- Try contacting any other Residence Life Staff in your building (look for posted contact info)
- If it is after 8 pm on a weeknight, or anytime during the weekend, call your hall's duty phone (see posted signs)
- If all previous attempts are unsuccessful, look for signage in your building with additional steps you can take.

Lockout Protocol: Be prepared to show some sort of identification when requesting a lockout.

LEADERSHIP OPPORTUNITIES

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 \$6,000. Applications for the following academic year open in November and are due in January; interviews generally take place in late January and early February. Talk to a current residence life staff member or stop by the Main Office if you'd like to learn more.

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

Your housing assignment was inspected prior to your arrival on-campus. It's also important that you assess your room/apartment when you move in and document any damages/normal wear and tear. You'll document anything you note using the "Report a Damage" form on Roompack. This form should be submitted within seven days of moving in. If you do happen to note anything that needs immediate repair, please submit a work order at cord.edu/workorder.

Anytime you move from your room, staff will check the condition of your room against the "Report a Damage" form, 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 form to avoid being charged for previous damage. Further, if you do not review and submit a "Report a Damage" form within the seven days, it will be assumed you agreed to all items noted prior to your move-in.

ROOM INSPECTIONS

Generally, residence hall rooms/apartments are inspected at the beginning of any lengthy break to ensure lights are off, heat is properly set, no hazardous conditions exist, and windows and doors are locked. These routine inspections are scheduled to occur at the beginning of the following breaks:

- Fall Interim
- Winter Break
- Spring Interim

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 and/or the community, or to investigate a possible violation of college policy. When residence life staff are completing a room inspection, they will knock three times and announce themselves. If you are not present or you do not open the door, residence life staff will enter your room with their master key after the third knock.

THEFT

In the event you have property stolen (or lost) while living on campus, please contact the [Office of Public Safety](#) (218-299-3123). Additionally, if you wish to file 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.

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 only be charged in instances when damages are egregious.

Where damage or vandalism occurs and goes unreported, but the individual(s) responsible is/are 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. Work orders can only be submitted when connected to the CCsecure Wi-Fi connection. If you're unable to do a work order due to Wi-Fi issues, contact your hall staff for assistance.

For emergency repairs, contact Facilities Management directly after completing the work order:

Monday – Friday, 8 am – 4:30 pm: 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. Facilities staff will knock and announce themselves prior to entering your room. A confirmation note will always be left on your door if you were not present when the repair was made.

RESIDENCE HALL AMENITIES

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.

IN-ROOM AMENITIES

All traditional residence hall rooms come equipped with: beds, mattresses, desks, desk chairs, closet/wardrobe and one mini-fridge/microwave combination unit.

Apartments/townhouses come equipped with: beds, mattresses, desks, desk chairs, closet/wardrobe, full kitchen (fridge, oven, sink). Some units have microwaves, dishwashers, and air conditioning.

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.

For streaming on devices such as smart TVs or gaming consoles, you will need to connect to the “CCmedia” Wi-Fi, with the password “Bobfrogmarkmango2”.

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. If you use the kitchen in your building, it is your responsibility to clean up the area (and any supplies you used) after you are done.

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. Residents can scan a QR code in the laundry room to monitor which washers are open and see the estimated time of the wash cycle (dryers can be monitored in Park Region and Apartments). Access the website after scanning the QR code by entering the password “COBBER”.

Laundry machines must be used responsibly and any machine issues must be reported to Residence Life student staff or to your Hall Director/Area Coordinator. Do not force open washer or dryer doors, tamper with the machines, or remove or interfere with another resident's laundry. Students who misuse the laundry facilities or damage equipment may be held accountable through the student conduct process.

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 printer (printing is free). Talk to ITS if you need assistance connecting your personal computer to campus printing.

PARKING

Off-street parking is available to all students, but you must register your car with Parking Services and pay the associated parking fees. See the [Parking Services website](#).

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

There is limited storage space available to students during summer break, or if a student is studying away for a semester. Contact Residence Life to learn more.

RESIDENCE HALL REGULATIONS AND POLICIES

Note that this section contains a summary of the Student Conduct Policy for your convenience, and policies that are specific to campus housing. Please be advised that you are responsible for adhering to full campus Code of Conduct, which can be found at the [Office of Student Conduct website](#).

AIR CONDITIONERS

The use of cooling/air conditioning devices that require any kind of venting, or installation in a window 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 APTS/TOWNHOUSES (BOGSTAD EAST, BOGSTAD MANOR, BOE-OLSEN, TOWNHOUSES)

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 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.

AMNESTY POLICY

When the health and safety of a fellow Cobber are at risk, calling for help is always the right thing to do. Under the Amnesty Policy, calling for help in an alcohol- or drug-related emergency means neither the person who calls for help nor the person who needs help will be subject to formal disciplinary sanctions by the college. Educational & restorative outcomes may still be assigned.

How does it work?

To be covered by the Amnesty Policy, the student must:

- Call for help (911 or Public Safety 218-299-3123)
- Stay with the individual until help arrives
- Cooperate with staff and emergency responders
- Agree to a timely conversation with the Director of Student Conduct

The student must fully comply with police, public safety, and medical responders for the Amnesty Policy to be considered.

If it is determined by the conduct officer that education activities, assessment, and/or treatment are necessary to address the concern for the health and safety, students will be required to pursue and complete such intervention(s). Serious or repeated incidents will prompt higher educational requirements. Students that deliberately or repeatedly violate the Code of Conduct, as determined by the Office of Student Conduct, may be ineligible for the Amnesty policy.

Failure to complete recommended follow-up may also result in loss of eligibility for Amnesty and in disciplinary action

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: First floor north bathroom (toilet, sink, and shower), second floor north bathroom (toilet, sink, and shower), all third-floor bathrooms (toilet, sink, and shower), and bathroom 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)
- 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.

CAMERAS

The college operates cameras in campus residence halls to promote safety and security. Cameras capture video footage only; no audio is collected. These cameras are not monitored continuously and are only accessed to review footage related to a complaint received by Residence Life or other campus officials. College operated cameras are only permitted in public or common areas of residence halls, including entrances, exits, lounges, shared hallways, or stairwells.

Students are not permitted to install or operate cameras in public or common areas of the residence halls, including cameras mounted on or near their door that record the hallway (such as Ring doorbells). Unauthorized cameras in these locations will be removed, and students who are believed to have placed such devices may be referred to the student conduct process.

Students are permitted to install cameras in their residence hall room only if all of the following conditions are met:

- The camera records video only (no audio)
- All resident(s) assigned to the room provide consent
- The presence and use of the camera is documented in the roommate agreement and signed by all occupants
- The placement of the camera does not infringe on any individual's reasonable expectation of privacy

If Residence Life believes a camera has been placed in a student room that violates the terms of this policy, all occupants of the room may be required to meet with a conduct officer so the situation can be reviewed and appropriate steps taken to resolve concerns.

The [Student Code of Conduct](#) (p. 12) provides additional information about the College's policy on unauthorized recordings, including camera footage.

CANDLES, INCENSE, & SMUDGING

Candles and incense (even if not being burned) are not allowed. If you need to smudge as part of a religious or spiritual practice, please contact reslife@cord.edu to begin this conversation.

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 referral to the conduct system.

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 referral to the conduct system.

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.

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, submit a work order and/or contact a staff member.

Items that can produce an open flame are prohibited. This includes, but is not limited to: matches, lighters, candles, butane torches, etc.

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 airsoft 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.

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.

HAZING

Concordia College upholds a clear stance against hazing on campus. Please read the [Campus Hazing Transparency Report](#) and associated policy for more information.

In the residence hall context, hazing is any activity that degrades, humiliates, or endangers those asked to complete it so they can feel connected to a group. Examples might include:

- An RA misusing the authority of their role to demean or punish students living on their floor
- Older students forcing new students to carry on “hall traditions” that are embarrassing or humiliating
- Floor residents requiring others in the community to drink alcohol in excess to be part of the floor’s “inner circle”

If you believe you have experienced hazing in the residence halls, it’s important you tell someone. Talk with the professional staff member in your residence hall, the office of student conduct, or any trusted faculty/staff member at Concordia.

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. Loft rentals are through our third-party vendor, College Loft Services. Contact Residence Life for assistance with loft rentals.

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

To comply with the Federal Drug Free Schools and Communities Act, Concordia does not allow marijuana on campus property. The possession, use, and/or sale of marijuana, non-prescribed drugs, or illicit narcotics/drugs by any student or their guest is not permitted on campus. Students possessing, using, or distributing/selling illegal drugs on campus or in college-owned housing will be subject to 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. The possession of paraphernalia relating to the use, manufacturing, or possession of marijuana or illicit drugs may result in disciplinary sanctions.

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.

MUSICAL INSTRUMENTS

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

PETS & ESA'S

For safety, health, and sanitation reasons, pets are not allowed, with one exception: you may have fish in an aquarium or a fishbowl (no larger than 10 gallons). Students who believe they qualify for an Emotional Support Animal (ESA) should contact the Center for Holistic Health to learn about the approval process. ESAs must be approved by the Center for Holistic Health and Residence Life before they can be brought to campus.

POLICY VIOLATIONS AND THE CONDUCT PROCESS

This document offers a brief summary of the Student Conduct Policy for your convenience. Please be advised that you are still fully responsible for adhering to the complete policy, as all rules and regulations within it apply to you.

When residence life believes a policy violation may be occurring, they will knock on your door and announce themselves as residence life staff. Upon hearing a staff member's knock, please open your door so they can speak with you about what is taking place. If you do not open your door, staff will knock three times and announce themselves each time. On the third and final knock, they will announce their intent to use a master key to open the door of your room. Upon entering your room, residence life staff will ask you questions, inspect your room, and may call for additional supports including their supervisor or Public Safety.

Responsibility: The occupants of a room are typically considered primarily responsible for violations occurring in their room. 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. If a policy violation is occurring in your room and you are uncomfortable with the choices of your roommate or guests, contact a member of the Residence Life Staff so they can address the situation.

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 conduct intake meeting.

In the conduct intake meeting, you will meet with the conduct officer and discuss the alleged policy violation(s). These meetings are educational in nature and give you a chance to share your perspective. The conduct officer may resolve the matter during the meeting, utilize an alternative resolution process using restorative practices, or conduct further investigation into the incident (e.g., campus interviews, pulling camera footage or fob utilization). Depending on the nature of the concern, Residence Life staff may recommend additional resources, including restorative conversations, facilitated dialogue, or other campus support services to help students address conflict in a way that promotes understanding, accountability, and healthy community living. Rather than asking "Who's in trouble?" we often ask "What happened? Who has been affected? What is needed to move forward?"

To view the entire Code of Conduct, including possible sanctions and information about the restorative process, visit the website for the [Office of 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 AND OTHER ELECTRICAL APPLIANCES

All campus residence hall rooms (Erickson, Fjelstad, Hallett, Hoyum, Livedalen, Park Region) are provided with a combination fridge/microwave unit. Apartments and Townhouses are provided with full-size fridges. Students are prohibited from bringing their own mini-fridges. If you need to request an additional, personal, mini-fridge because of a special accommodation, please contact the reslife@cord.edu. Cosmetic fridges (4 liters or smaller) do not require special approval – but the rules outlined below also apply to these units.

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.

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, and referral to the conduct system.

Please use caution when using appliances that utilize heating elements (such as hot pots, popcorn poppers, toasters, air fryers, 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.

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. If students are of legal age to have these products, 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, apartment, or building. 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 so 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. Guests found in violation of the policy are subject to removal from the room, apartment, and/or building.

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”.

WELLNESS CHECKS

To help ensure the safety and well-being of our residents, Residence Life may conduct wellness checks when there is concern for a resident's health or safety. Wellness checks will always be conducted by two staff members – usually either two members of the Residence Life team or one Residence Life staff member and one Public Safety officer.

Staff will knock and announce themselves three times before entering the room. If there is no response after the third knock and announcement, staff will use a key to enter the room to check on the resident's well-being. Wellness checks are conducted with the resident's safety as the primary priority and are performed in a respectful and professional manner.

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.

APPENDIX I: RESIDENCE HALL/APARTMENT ACCOMMODATIONS AGREEMENT

Residence Hall/Apartment Accommodations Agreement 2026-2027

This agreement is for the entire academic period stated below.

1. By participating in the room selection process, I hereby accept assignment to an apartment, residence hall, or townhouse for the fall (Sunday, August 23rd, 2026, through Thursday, December 17th, 2026) and spring (Monday, January 4th, 2027, through Monday, May 3rd, 2027) semesters of the 2026-2027 academic year and agree to all terms outlined below.
2. I agree to observe and abide by all rules and regulations in effect during this agreement's term and understand that failure to observe them 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 no 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 to the Business Office or online via eBill. Concordia College reserves the right to make necessary changes in fees for housing and board and in this agreement's provisions.
4. I have read, understand, and hereby agree to abide by this agreement including the terms set forth below.

Terms of the Agreement

5. General conditions of agreement: Concordia College reserves the right to make or change the housing assignment at any time. Furthermore, students may not move out of their assignment without prior written authorization from the Residence Life office. The terms of this agreement may be amended by Concordia College at any time.
6. Concordia College cannot guarantee an assignment if it is not reserved through Concordia College's room selection process prior to the 1st day of class.
7. Period of residence: The period of residence is for fall and spring academic semesters.
 - a. Apartments (Boe-Olsen, Bogstad East, and Bogstad Manor):
 - i. Fall semester: The apartments open at 9:00 AM CST on Sunday, August 23rd, 2026, and close at 10:00 AM CST on Thursday, December 17th, 2026.
 - ii. Spring semester: The apartments open at 9:00 AM CST on Monday, January 4th, 2027, and close at 5:00 PM on Monday, May 3rd, 2027.
 - iii. Winter break (Friday, December 18th, 2026, through Sunday, January 3rd, 2027):
Students who are assigned to Boe-Olsen, Bogstad East, or Bogstad Manor in both the

fall and spring semesters may stay on campus during winter break at no additional charge. Students who are assigned to Boe-Olsen, Bogstad East, or Bogstad Manor, for only one semester, may not stay on campus during winter break.

b. Residence Halls:

- i. Fall semester: The residence halls open at 9:00 AM CST on Sunday, August 23rd, 2026, and close at 10:00 AM CST on Thursday, December 17th, 2026.
- ii. Spring semester: The residence halls open at 9:00 AM CST on Monday, January 4th, 2027, and close at 5:00 PM on Monday, May 3rd, 2027.
- iii. Winter break (Friday, December 18th, 2026, through Sunday, January 3rd, 2027): Residence halls are closed from Friday, December 18th, 2026, through Sunday, January 3rd, 2027, during winter break. Students who are assigned to a residence hall for both the fall and spring semester may stay on campus during winter break for a nightly fee of \$15 or \$200, whichever is less. Students who are assigned to a residence hall for only one semester may not stay on campus during winter break.

c. Townhouses:

- i. Summer break: The townhouses open at 9:00 AM CST on Monday, May 18th, 2026 and are open until the Fall 2026 semester begins. In some cases, townhouse move-in may not be ready until after the opening date due to cleaning and maintenance schedules.
- ii. Fall semester: The townhouses open at 9:00 AM CST on Sunday, August 23rd, 2026, and close at 10:00 AM CST on Thursday, December 17th, 2026.
- iii. Spring semester: The townhouses open at 9:00 AM CST on Monday, January 4th, 2027, and close at 5:00 PM on Monday, May 3rd, 2027.
- iv. Winter break (Friday, December 18th, 2026, through Sunday, January 3rd, 2027): Students who are assigned to Townhouse East or Townhouse West in both the fall and spring semesters may stay on campus during winter break at no additional charge. Students who are assigned to Townhouse East or Townhouse West, for only one semester, may not stay on campus during winter break.

- d. Students may not move on campus earlier or off campus later than the established dates without prior written authorization from the Director of Residence Life or the office of Residence Life. Students moving on campus early or off campus late may be subject to additional charges.

8. Cancellations and fees: Students must submit housing cancellations in writing prior to the deadlines listed below.

- a. Apartments and residence halls: Students who submit a cancellation after the deadlines listed below will be charged \$200.
- b. Townhouses: Students who submit a cancellation after the deadlines listed below will be charged the equivalent of the first and last month's rent.
 - i. Subleasing: Students assigned to a townhouse who sublease to another active Concordia College student will not be charged a cancellation fee.
- c. Fall semester:
 - i. Sunday, June 28th, 2026.
- d. Spring semester:
 - i. Sunday, November 29th, 2026.

9. Withdrawals: Students withdrawing from Concordia College during the academic year will receive a prorated reversal. The amount is calculated based on the date the student moves off campus.
10. Conduct: Students are expected to conduct themselves in accordance with regulations stated in the [College catalog](#), [the College handbook](#), [the Dining Services agreement](#), [the Residence Hall handbook](#), and other rules and regulations.
11. Inspections: Concordia College reserves the right to conduct room inspections without prior notice, to provide emergency or routine maintenance, to investigate 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 violation of college policy.
12. Loss: The College is not responsible for loss or damage to individual property of the resident from any cause. Students should purchase insurance coverage either through their parent/guardian's homeowner's insurer or separately under a "renter" or "tenant" homeowner's policy.
13. Medical accommodations: The College provides reasonable housing accommodations for students with a documented disability through the Center for Holistic Health. The College determines what accommodations are "reasonable" in line with the Americans with Disabilities Act (ADA). Reasonable accommodations can include, but are not limited to: single rooms, minimal stairs, elevator access, emotional support animals, animal-free housing, proximity to bathrooms, etc.

APPENDIX II: TOWNHOUSE ACCOMMODATIONS AGREEMENT

Townhouse Accommodations Agreement

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

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 #: _____

12-month lease (May 18, 2026 – May 3, 2026)

The student acknowledges that this Agreement is an accommodation for the student’s housing needs, which is made available solely because 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 their financial obligations for the remaining term of the lease.

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 Director of Residence Life. 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) monthly*; (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 to the Business Office or via eBill; 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 agreement](#) (if applicable), [the Residence Hall handbook](#), and other rules and regulations.
2. **Rental:** Rent shall be the amount set forth in the Rental Information disseminated by the College’s Residence Life Office as amended. 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.
3. **Inspections:** The College reserves the right to conduct apartment inspections without prior notice to provide emergency or routine maintenance, to investigate fire hazards or other safety-related conditions,

to quell disturbance, to protect the health and well-being of an individual and/or the community, or to investigate a violation of college policy.

4. **Loss:** The College is not responsible for loss or damage to individual property of the resident from any cause. Students should purchase insurance coverage either through their parent/guardian's homeowner's insurer or separately under a "renter" or "tenant" homeowner's policy.
5. **Length of lease:** The Student is financially obligated for the entire term. 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. Once the lease is signed, students may cancel but will be billed the equivalent of first and last month's rent as a cancellation fee. However, students may find a sublessee to take over the lease and payments, in which case there is no cancellation fee.
6. **Withdrawal:** The Student may elect to continue their lease if they withdraw from the College in good standing. In these circumstances, the student is expected to pay their bill to the College on time and continue following college policies. The College reserves the right to remove the former student from the Townhouse at any time, including for failure to pay their bill or violation of college policies.
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 fiscal responsibility for the lease and will be bound by the terms of this Accommodations Agreement.
8. **Medical accommodations:** The College provides reasonable housing accommodations for students with a documented disability through the Center for Holistic Health. The College determines what accommodations are "reasonable" in line with the Americans with Disabilities Act (ADA). Reasonable accommodations can include, but are not limited to: single rooms, minimal stairs, elevator access, emotional support animals, animal-free housing, proximity to bathrooms, etc.