Aquinas College
Program for Residential Life
2014-2015

“The one who has hope lives differently.”
Pope Emeritus Benedict XVI, Spe Salvi
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Letter from the Director

Dear Aquinas Student,

In August 2012, Residential Life at Aquinas College began and our first students arrived from ten different states. The interest has already spread across the globe to countries such as Rwanda and Guatemala; truly, a confirmation that offering residential life is part of God’s plan for the growth of Aquinas College.

Students choose to spend four formative years at a small, private Catholic institution to be challenged intellectually, grow spiritually, and develop real and lasting relationships. By living in community, students will have ample opportunity to enrich their faith through daily conversations, social activities, prayer, service, and, of course, their studies.

What does our Residential Life Program offer here at Aquinas College? Our program offers students a chance to develop an enriched, balanced way of living, ponder the great questions of life, such as “why am I here” or “what is my purpose in life,” develop one’s potential in becoming the person God intended, serve others, and live life to the fullest.

Our Residential Life Program enhances and enriches the student’s collegiate experience by promoting a strong sense of community through our House Life and inviting students to develop the gifts God has given each of them and share them with others.

Scholarship, friendship, and prayer are the bedrock values of our program. Students are also invited to join a House in which relationships are formed based on a commonality of being in the same House and under the same patron saint. These relationships enrich a student’s life experience because it is through our relationships with others, our friendships; that one comes to know God better and experience His love. “Faithful friends are a sturdy shelter; whoever finds one finds a treasure” (Sirach 6:14). Our hope is that students will recognize the value of the presence of another individual, the beauty and importance of leisure, and the gift of self in serving others.

This formation will spill over into immediate community of the College and Nashville bringing the much-needed light of Christ into the world. What better place for this spiritual journey to begin than at Aquinas College?

Sincerely in Christ,

Marisa J. Quinn

Director of Residential Life

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Introduction

In his book, *A Theory of Festivity*, the 20th century author Josef Pieper observes that although politically most of us do not live beneath a totalitarian regime, socially we have tended (particularly in America) to impose on ourselves a burden of similar weight. Work, by its nature is a blessing, but when it becomes an escape, an antidote for boredom, or a competitive obsession, the dignity of work is undermined. Work, in the absence of integration with the rest of life, negatively impacts us as physical, intellectual, and spiritual beings. But even more critical to our understanding of a healthy, vibrant culture is the concept of leisure, or the way we use the spaces that are between work, obligation, and sleep. In an article on leisure and work in the *New York Times*, ‘leisure specialist’ Alison Link remarked that when surveyed about their perceived levels of freedom, responses from incarcerated persons and those in the workplace were often identical, and that those who are part of the prison system often have a better understanding of leisure and its importance than those who are considered free members of society. Studies indicate that the amount of time Americans spend at work has increased only slightly, by about 5 hours, but a simple observation of current cultural trends indicates that the way in which we utilize the rest of our time, in the spaces between work, has changed dramatically.

As products of the culture, students who are engaged in study often succumb to a mindset of utility in their studies and are intent on simply getting through. The Residential Life Program at Aquinas proposes that a balanced life is a good life, and that work, study, and leisure, when integrated, lead to happiness.

Rooted in ‘Real Time’

Aquinas’ Program for Residential Life reflects the beauty of the Christian Life. When this life is lived to the full, it anticipates the Life that is to come. The ultimate festival, the visio beatifica, begins here on earth in the practice of virtue, service, and joy. The program for Residential Life at Aquinas will be a model of the simple joy of living, of a life of faith, of being present to the other, of thinking well and of the meaning of true friendship. The aim of Residential Life at Aquinas is to form those qualities in our students that will enable them to be great mothers, fathers, religious men and women, priests, citizens, and professionals in this life, and experience eternal happiness in the life to come. The faith, beauty and integrity of the men and women in Aquinas’ Residential Life Program will inspire others to assist them to transform the culture in truth and charity.

Residential Life and the New Evangelization

In the encyclical, *Spe Salvi*, Pope Emeritus Benedict XVI wrote: “The one who has hope lives differently.” Graduates who experience Aquinas’ program of Residential Life will be different, and their hope will influence their families, workplaces, and society. They will be animated with hope, which has become a priceless commodity and increasingly endangered as youth are pressed down by the nihilism of our age. In the tradition of the saint for whom Aquinas is named, the Residential Life Program at Aquinas supports a fundamentally optimistic view of the nature and dignity of the human person, and draws its inspiration from hope that is ultimately grounded in Christ. In an age that shows signs of drifting away from its Christian bearings, this message of truth shines forth even more brilliantly than in those times that were considered preeminently Christian. Challenging times create the perfect atmosphere for great acts of courage. Those who are being formed as members of Aquinas College’s Program for Residential Life are ready for that challenge.
Mission

Aquinas College Residential Life: Mission Statement
“maius est illuminare quam lucere solum”
(It is better to illumine than only to shine)

Saint Thomas Aquinas teaches that “just as it is better to illumine than only to shine, so it is better to hand on to others what we have contemplated than to contemplate alone.” (ST II-II.188.6) Inspired by this teaching, Aquinas College is committed to creating a common residential life of learning, contemplating, and sharing the truth in love. This mission is advanced by three core values: rigorous scholarship, community prayer, and friendship based on truth. Resident students experience these values through shared academic events, common prayer, community life oriented by Christian virtues, service, and in many other ways. Thus, residential life directly contributes to the core purpose of Aquinas College: “to transform lives and culture through truth and charity.”

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Core Values

Aquinas College Residential Life: Summary of Mission, Values, and Practices

The **mission** of residential life: *a common life of learning, contemplating, and sharing the truth in love.*

The mission of residential life is made real by three core **values**:

- **Scholarship**
  - Comfortable and inspiring spaces suitable for discussion, and suitable places for quiet study and reflection

- **Prayer**
  - Shared liturgy and prayer
  - Guidance from priests and religious, and spiritual support from faculty, staff and residents

- **Friendship**
  - Communal social events (meals, parties, sports, gatherings, cultural events)
  - Shared service and work responsibilities

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**HOUSING POLICIES**

**On-Campus Residency Requirement**

Living on campus in a residence hall plays an important role in the spiritual, psychological, and social growth of newcomers to the college experience. Adjusting to that first year is often challenging for young students, if not overwhelming. To help ensure a smooth transition, living on campus in the residential community at Aquinas College is strongly encouraged, though not required, for all first-year full-time students under the age of 21.

**Housing Registration**

Students under the age of 21 wishing to live in the College residences must submit the appropriate housing contract to the Office of Residential Life by the date designated. Requests for a specific roommate must be mutual and submitted at that same time. Students may indicate a second choice for a roommate. Efforts will be made by the Office of Residential Life to place mutually consenting roommates with each other.

The College may choose not to assign a student to a room if the student has an unsatisfactory disciplinary record. The College may also decide to change a room assignment based on needs of the community and disciplinary factors.

**Room Reassignments**

Occasionally, assigned roommates may choose not to attend Aquinas College or leave school shortly after the semester begins. As a result, some residents may find themselves in a room without a roommate.

At Aquinas College, we think that learning to live with another person can be a valuable experience. Therefore, students living on campus are required to have a roommate. For this reason, students without roommates must find someone to move in with them or move into another room with a roommate. Students who are unable to make arrangements within the established time frame will be assigned to a room with a roommate at the discretion of the Director of Residential Life. This policy applies regardless of date or reason of departure of original roommate.

The Director of Residential Life will assist with issues that impede this process. Failure to consolidate by either accepting a new roommate or moving in with another resident will result in the College declaring the room half-vacant and charging the student the higher published rate. See also “Roommate Conflicts” under the Residential Life section of this handbook.

During the spring term, returning students are given the opportunity to select a room for the following school year. The annual Housing Registration Week process takes place after Spring Break. There will be advertising to announce specific dates. Incoming freshmen who do not mutually request roommates are assigned roommates.

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Confirmations and Cancellations

On a rolling basis, undergraduate students will receive confirmation of the housing reservation indicating housing and by July, undergraduate students will receive roommate assignments via email. Assignments are subject to change.

Students who wish to cancel their confirmed housing reservation must formally notify the Office of Residential Life in writing of their intention to cancel their reservation by July 1st.

Registered students who are no-shows will be considered as cancellations and will be billed as such. The College may separate students from on-campus housing if they have not properly cleared for enrollment with the Student Financial Services.

Breaks and Vacations

Our residents’ rooms will close over breaks and vacations. Absolutely no entrance is allowed in the rooms during breaks. Residence hall will be open for Thanksgiving and Easter Breaks. The residence hall will be closed for Christmas Break and Spring Break. The exact dates will be published in the Student Handbook and announced in advance. Students may request permission to return earlier if it is required for their program of study.

The residence hall will close for the academic year immediately following the spring semester exams. The exact date and time will be published and announced in advance. Students graduating in May will be permitted to stay longer.
RESIDENCE LIFE POLICIES

Violation of any of the policies for residential living as defined in the Residential Life Handbook will be considered a violation of non-academic student responsibilities and treated as such. See the Aquinas College Student Handbook for complete student life policies, as well as the disciplinary procedure for violations of policy, sanctions imposed, and the appeals procedure.

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Abandoned Property: Residents who have not been properly cleared for enrollment or have made officially approved mid-semester room changes have two business days to remove all personal belongings, whether from their room or from common areas (laundry rooms, bathrooms, lounges, kitchens, etc.). This applies also to items left behind during end-of-the-year checkout or due to mid-year withdrawal. After two days, remaining items will be considered abandoned property and disposed or assumed of accordingly. Aquinas College is not responsible for storage of abandoned property.

Absence from Campus: For safety’s sake, residents are to notify the Residential Life by using the Check-Out/In Binder in the lobby if they expect to be absent from campus. Each resident must check-out him/her-self on the designated date form with a signature and clearly marked check-out time and estimated return time, if you will be off-campus after 11:30pm and returning by curfew. Upon return, each resident must check-in him/her-self back into the Lodge by noting the exact time of return next to his/her original check-out information. If checking-out for the more than one night, please fully check-out on the first day and on each subsequent day note that you will be out by putting your name, initials, check-out date and return date. Then check-in upon your return as usual. If your plans change, you must contact the RA on duty cell phone (615.337.3332) prior to 11:30pm.

Alcohol & Drug-Free Policy: No alcoholic beverages are permitted in the residential housing under any circumstances. In accordance with Tennessee State law, no alcoholic beverages are permitted to be consumed by anyone under the age of 21. Providing alcohol to those underage is a violation of Tennessee State law. Those students over the age of 21 who legally indulge in alcoholic beverages off campus and subsequently return to campus will be held directly responsible for any disruptive, loud, lewd, disorderly, endangering, or otherwise inappropriate behavior stemming from their use of alcoholic beverages. Disciplinary actions according to the Student Handbook are in effect. The presence or use of illicit drugs or drug paraphernalia is not permitted on Campus or in residential housing. Disciplinary action will be issued by the Office of Residential Life and may be issued by the College depending on the circumstances. In addition, legal action may be taken if this restriction is violated. With alcohol and drug violations, the College reserves the right to notify parents. Please see the Aquinas College Student Handbook for additional information on the Alcohol and Drug-Free Policy as well discipline procedures.

Antennae: External antennae in any form (including satellite dishes) may not be attached to the roofs or ledges, or extend outside residential room windows because of possible damage to the building or danger from electrical storms.

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**Bicycles:** Bicycles may not be stored in residence stairwells, hallways, doorways or storage areas. Bicycles racks are provided outside residences for bike storage. Resident students using bicycle racks must provide their own locks. Under certain circumstances, bicycles may be stored inside the resident’s room with prior approval.

**Board:** Students will have access to Parkside Café located in St Thomas Hospital and receive a 20% discount off all FIT items. Students may place money on a St Thomas Parkside Café card for use only in the cafeteria or students may pay for Parkside Café using cash, debit or credit. Students will also have access to a kitchen in Seton Lodge, if they would like to cook their own food. Students may be refunded excess money on their Parkside Café card at anytime.

**Check-in:** ALL residents are required to complete a formal Room Condition Report. This is done through the Office of Residential Life upon initial move-in for the year or any time a room change is approved. All items found originally in the room at check-in must remain through the duration of the contract.

**Check-out:** Residents must follow announced check-out procedures when they change rooms or depart school at the end of the academic year. Residents who fail to check-out properly will be fined and will be held accountable for the condition of their room. The room should be left in clean condition and all room fixtures (i.e. the sink, tub and toilet) should also be clean. No personal property may be left in the room or in the hall. Failure to clean the room properly or to remove all personal items will result in fines. Any damage not listed on the Room Condition Report will be charged to the residents (or to an individual if it is possible to ascertain who is individually responsible). The room keys or keycards should be left with RA to avoid additional fees.

At the close of the fall semester, residents who will be returning to the same room in the Spring must perform a self-checkout and submit room key. RAs will provide information before the end of the semester on this process. Failure to self-checkout will result in a 70 dollar fine. After the residence hall has closed, Residential Life will conduct an inspection to make sure that the items are complete and to check for fire hazards. The doors will then be locked until halls are reopened in the Spring and after Spring Break.

**Chemicals:** The storage of dangerous chemicals or chemicals that may be combined into a volatile compound is strictly prohibited in any campus residence.

**Cleaning and Custodial Services:** Residents are responsible for cleaning their own rooms and bathrooms. The custodial staff will clean public areas (Common Rooms, Restrooms designated for each Common Room, entry ways to elevators, and walkways outside the rooms). Residents are expected to be considerate in the way they leave public areas. Rooms will be spot-checked to determine if unsanitary or unsafe conditions exist. If such conditions are found, residents will be asked to correct the condition immediately. Failure to comply may result in a cancellation of the Contract of Residence or a substantial fine for cleaning services.

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Bathrooms are checked regularly by Residential Life to ensure sanitary conditions and maintenance. Specific dates and times will be announced each semester. If a conflict occurs, residents are to contact Residential Life prior to the scheduled check to reschedule. Failure to do so will result in a sanction.

**Cohabitation:** Male/female sexual cohabitation is a violation of the housing contract and is not permitted in any College housing. Unauthorized sexual cohabitation, whether it be two or more persons of the opposite sex or of the same sex, or of patterned visits that extend beyond the normal understanding of visitation is not allowed. Also see **Guest** policy below.

**Community living:** Residents will be expected to help out with maintaining cleanliness of the Common Room, Common Room bathroom and Common Room kitchen. A weekly cleaning schedule will be determined by Residential Life and posted each semester. An RA will check and sign off on completion.

Residents will participate in a regular meetings with their respective RA. The meeting will be scheduled monthly and announced on a semester basis. Residents with a conflict must speak the Director of Residential Life to request to be excused from participation.

**Contract of Residence:** Residents must complete a Contract of Residence, which is an agreement between the individual student and the College. This is a binding legal document that sets forth the conditions and term of occupancy and may not be assigned to another person in any way. The individual signing the Contract of Residence is fully responsible for meeting the conditions and terms of occupancy which are set forth in the document. Before signing the contract, students are advised to read the contract carefully.

**Cooking:** Fire and health hazards prevent the preparation of food that requires the use of an open heating element in the residence hall rooms. Those preparing foods in the kitchen are responsible for clean-up. Use of personal portable grills or hibachis on patios, balconies, ledges, and on or under any portion of a structure is prohibited. Portable grills or hibachis may not be used on Seton Lodge property. Residents will be charged restitution for any damages and subject to any fines imposed by the Nashville Metro Fire Department and the Office of Student Life. Microwaves are not permitted in rooms. Coffee-makers are permitted but only those with an automatic shut-off feature. There is no exception to this automatic shut-off requirement and it will be strictly enforced.

**Courtesy Hours:** In order to facilitate a positive living, learning environment for all, residents are asked to be considerate of the needs of others at all times and maintain a reasonable noise level. Courtesy hours are in effect 24 hours a day. Please see Noise & Quiet Hours Policies.

**Curfew:** To encourage responsible and respectful behavior, residents are expected to be in Seton Lodge by midnight Sundays through Wednesdays and by 1:30 am Thursdays through Saturdays. After curfew, residents may be in St. Thomas Hospital (chapel, cafe, library, or on the top-level of the garage) by checking out/in using the Seton Lodge Binder. Residents are to follow the check-out/in procedures as stated in the **Absence from Campus** Policy. Failure to comply will result in a sanction.

Approval for extended curfew may be granted for special occasions by the Director of Residential Life.

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Damages in Public Areas: It is the collective responsibility of those living in the rooms to report individuals who cause damage to community areas or property. Damage beyond normal wear and tear that is not accountable to individuals may be billed in equal amounts to the group having responsibilities for those public areas. Other actions may be taken to protect common areas.

Damages in Student Rooms: Occupants of each room are responsible for keeping their room and its contents in good order and free from damage beyond normal wear and tear. At move-in, Room Condition Reports must be completed by each resident upon arrival before issuance of room key. After a resident checks out, the room is checked by staff for damage that may have occurred during the occupant’s residency. Damages to the room that are clearly beyond reasonable use will be billed to the responsible individual. If individual responsibility cannot be established, all occupants of the room will be billed equally. Extraordinary cleaning required because of abuse of facilities and excess trash left in the room or in the hall will be at the expense of the residents. Charges for repair of damages are determined by the Facilities Department on the basis of labor and material costs. Bills for damages will be charged to the account(s) of those responsible. Failure to pay damage charges may result in a Business Office hold being placed on the student’s records, termination of the Housing Contract, or denial of the opportunity to live in College residential facilities.

Dart Boards: Dart boards are prohibited.

Decoration of Rooms: Residents may personalize their room in a manner approved by the Office of Residential Life. Wall damage for which residents will be held accountable often occurs from nails, staples, hooks, fasteners, and tape. Posters should be secured to interior walls using push pins or thumbtacks. Framed pictures or heavy wall hangings may be secured to interior walls using proper picture hanging hooks that do not penetrate through the entire dry wall boards.

Permanent fixtures, construction, paint or wallpaper may not be added to any hall, room or apartment. Residents may not use large nails, screws, two-side tape, plastic-tack products, glues, or permanent adhesives on any wall, furniture, or floor surfaces. The use of dry-erase or other markers and pens is prohibited on resident hall door surfaces. Students are not permitted to make holes in the walls, woodwork or floors of the room, nor will the student make any alterations, additions or improvements to any portion of the room during their lease. If this occurs, residents will be charged restitution for damages and/or return to the original condition of the room.

All interior and exterior doors shall remain free of nails, stickers, tape, hooks, fasteners or any other additions to the original surface. Nothing shall be placed on exterior building walls, patios, windows, or doors by any of the Tenant Parties.

All residence hall and room decorations, especially seasonal (Christmas, etc.), will be subject to safety evaluation by a Residential Life staff member and/or a member of the Office of Campus Safety. Any flammable decorations or those deemed unacceptable must be removed immediately at the request of the College. No live greenery is permitted (trees, wreaths, garlands, etc.). All wires must be taped down. Wires cannot be pinched under closed doors.

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Early Arrivals: The only residents allowed to arrive early at the start of any term are those that are requested to do so by Aquinas College. Other students requesting early arrival not at the request of Aquinas College and approved to do so will be billed an additional nightly housing charge. Approvals are at the sole discretion of the Office of Residential Life.

Entertainment: Televisions and video/gaming consoles are not allowed in the residence rooms, but are allowed in the common rooms. All forms of entertainment, including, but not limited to movies, video games and internet use, that are not in keeping with the mission of the College are prohibited.

Eviction: The College reserves the right to separate students from on-campus housing if they have not been properly cleared for enrollment with the College or are under suspension of residence life privileges due to disciplinary issues.

Fines: Any outstanding fines are placed on student accounts. Failure to pay fines may result in a Business Office hold being placed on the student’s records, termination of the Housing Contract, or denial of the opportunity to live in College residential facilities.

Fire Safety Guidelines:

Approved Items
Curling/flat iron (with auto shut off)
Small stereos/radios
Refrigerators (4 cubic ft. or under)
Iron (with auto shut off)
Hair dryer
Surge protectors

Prohibited Items
Candles / potpourri plug-ins
Burning incense
All flammable/combustible liquids
Fireworks
Halogen and Lava lamps
Chemicals (other than cleaning supplies)
Electric blankets

Explosives/gunpowder
Hot pots/plates
Toasters/toaster ovens
Microwave ovens
Large coffee makers
Space heaters

Equipment Tampering: A student who tampers with fire safety equipment or uses any firefighting equipment (such as fire extinguishers, fire alarms, smoke detectors, exit signs) improperly will face a minimum automatic fine of $100. If there is damage to the fire safety equipment or other circumstances that make the violation more severe, additional sanctions may be assigned.

Safety Inspections: Safety inspections are conducted at least once per semester by College staff. The primary purpose of inspections is to ensure safety and to enforce policies including fire safety regulations. Additionally, College maintenance personnel will enter the students’ rooms during breaks to ensure that things are in working order. Should items be found missing,
inoperative, or dismantled in any way, they will be repaired immediately and charges will be assessed to the residents of the respective room.

- **Setting Fires:** Burning any substance, including candles and incense, or setting fires in the halls, to include setting fire to fliers or other posted materials, is a very serious breach of fire safety regulations and is not permitted under any circumstances. Violations of the fire safety policy will result in severe disciplinary sanction and may lead to a report submitted to the local Fire Marshal, who has the authority under Tennessee state law to file criminal charges against the violator.

**Firearms and Weapons:** Any object that could potentially inflict injury or cause harm that is used in a threatening, careless, or aggressive manner will be considered a weapon. Possession of weapons of any type, including but not limited to firearms, ammunition, air guns, gun replicas, incendiary and explosive devices, slingshots, any type knives (pocket, blade, etc.), and martial arts training materials, are prohibited. Possession and/or use will result in immediate confiscation of the item and may result in disciplinary action.

**Furnishings:** Room furniture and other furnishings must be left in a student’s room at all times. Residents will be responsible for damage caused to the furniture left outside or on balconies. Under no circumstances is lounge furniture or decor to be moved from the lounge and/or kitchen area in the residence halls. Violation of this regulation may be considered theft and lead to disciplinary action and/or a fine. Furnishings brought in by residents which may cause damage or present a safety hazard are prohibited.

**Gambling:** Is not allowed.

**Guests & Visitation:** Floors are single sex. No guests of the opposite sex may visit, overnight or otherwise, in a common room’s or a resident student’s room.

The right of a student to sleep and study in his/her room takes precedence over the right of a roommate to entertain a guest in the room.

While guests are on campus, the student host is fully responsible for the guest’s actions and must be accompany the host. There will be a guest sign-in sheet in the lobby of the Residence Hall. Guests are expected to abide by all College rules and regulations. Failure to do so will result in the guest being asked to leave campus immediately and possible sanctions for the student host.

Floors are single-sex only. Occasional overnight guests of the same sex may stay free of charge in the student host’s room, provided the host’s roommate agrees. Guests may not stay in unoccupied beds without the prior consent of the student whose bed is to be used. Guests may stay with friends of the student host provided all parties agree. Guests are not permitted to sleep in residence hall lounges. Overnight guests of the same sex must first be approved by the floor’s Resident Assistant (RA) by filling out and submitting an Overnight Guest Housing Form at least 24 hours in advance. Guests may stay in a Resident Room no more than two (2) consecutive days, no more than 2 guests concurrently, and no

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more than 6 guests per academic year may stay. Parents of the same-sex are not permitted be overnight guests. During Welcome Week, Finals, or graduation, no overnight guests are permitted.

Guests under 18 may stay overnight in the following circumstances - High school senior, sibling, or prospective student considering enrollment. Underage guests may stay only one night in the Residence Hall. An Overnight Guest and Consent Form for Minors must be obtained from the Office of Residential Life, completed and submitted to the Director of Residential Life at least 24 hours in advance for approval. Exceptions may be granted at the discretion of the Director of Residential Life.

Any person living in College housing without permission from the Director of Residential Life and without a valid contract is trespassing. Hosts will be subject to a minimum charge of $25 per day during the entire period of improper occupancy by the unauthorized guest, and may be subject to criminal charges of trespassing or loitering.

**Hall Sports:** Activities such as soccer, running, Frisbee, football, baseball, golf, skating, etc., or shaving cream and water fights, are not permitted inside College housing areas. Hall sports may injure residents or guests and damage property. Engaging in these activities may also cause damage in housing areas, especially to fire safety equipment.

**Health Insurance & Health Services:** Aquinas College does not provide health insurance coverage for its students. However, health insurance coverage is certainly encouraged, whether under a student’s personal policy or parental policy. Incidents or conditions that require medical attention may be attended to at St. Thomas Hospital which adjoins the residential housing. In the case of accidents or other unusual health conditions that have occurred while on campus or in residential housing, an accident report must be filled out by the affected student as soon as possible. This may be done through the Security & Services Office in the main Aquinas building (615-297-7545, x437).

**Internet & Phone Services:** Wi-Fi is available in residential housing for wireless internet use. Land line phone service is not available in individual rooms. Residents will need to provide a cell phone number for emergency purposes. Residents who elect not to have a cell phone will need to meet with the Director of Residential Life.

**Keys or Key cards:** Resident keys or key cards to halls or rooms are issued by the Office of Residential Life. Students are responsible for those items until they check out. All issued keys or key cards remain the property of the College and may not be duplicated, modified in any way, or loaned to other persons. Possession of keys or key cards to College property by anyone other than the individual to whom the keys or key cards were issued by the Office of Residential Life will be considered as unauthorized possession and is not permitted. Unauthorized possession and/or use of keys or key cards to College property will result in immediate confiscation and may result in disciplinary action.

In the event of a lost or stolen room key or key card, residents must immediately report and consult with the Office of Residential Life. There will be a fee assessed for the replacement. Each room has a special College key or key card with a code and should not be duplicated.

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After room check-out, all keys or key cards must be returned in person to the Resident Assistant on the floor or to directly at the Office of Residential Life. Failure to return these items at the time of checkout will result in a lock core change and fine. Duplicate keys or key cards will not be accepted when you check out. Students will be billed for lock changes if this occurs.

Residents should keep their room doors locked and keep their keys or key cards with them at all times. Leaving keys or key cards in the lock is a safety/security issue. Keys left in the lock will be confiscated and sanctions may result. If keys or key cards are locked in the room, the resident should seek assistance from the roommate or Residential Life Staff member. After the third lock-out, residents will be assessed a fine for each additional lock-out. Exterior residence hall doors are to remain locked at all times.

**Kitchen** – This is a communal space for the residents. The refrigerator and the freezer are considered community property; any unlabeled food in the refrigerator or freezer is available to residents. Residents are expected to exercise caution and care when using the stove, oven, and kitchen appliances. Residents are to provide their own personal dishes, clearly labeled with their first and last name.

**Late Departures:** The only residents allowed late departure after graduations are those that are officially requested to do so by Aquinas College. Approvals are at the sole discretion of the Office of Residential Life.

**Laundry Services:** Washers and dryers are available in residential housing and may be used free of charge for resident students only. Residents are responsible for their own washing and drying supplies. Personal items left in the laundry room of an extended period of time will be removed by the RAs and a fine assessed upon retrieval. Any unclaimed items will be considered abandoned property at the end of each semester.

**Lewd and Disorderly Conduct:** Aquinas College will not tolerate disorderly, lewd, indecent, inappropriate, disruptive, loud or obscene conduct or behavior that interferes with the orderly functioning of the residential property or at an Aquinas College-sponsored event off campus.

**Lofting:** Due to the limited height in the residence rooms, lofting is typically not permitted. Individual lofting plans may be approved by St Thomas Hospital and Aquinas College if suitable clearances from the ceiling can be achieved. A student would need to present a specific lofting plan for approval. *Note: The maximum height to the top of the sleeping surface is 4ft 9 inches.*

**Mail:** *Non-residential students* are not permitted to have mail and other parcels delivered to the college to their attention, except under rare and extenuating circumstances and only with prior approval of the college’s Mail Services manager.

Residential students have an assigned campus mailbox which may be shared—between students. Mailboxes are located in the Residential Life offices in the ‘Aquinas Central’ area of the main academic building. Times when mail may be retrieved are designated by the Director of Residential Life.

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Residential students who send mail from the campus and expect return service must properly format the return address on their envelope as follows:

Student Name
RESIDENT (in caps)
4210 Harding Pike
Nashville, TN 37205

Due to limited space and concerns over liability and safety, students expecting trunks and large boxes (larger than 3’ x 3’) should make arrangements with their shippers (UPS, Fed Ex, etc.) to hold such trunks and boxes at the shipping terminal until they are able to pick them up.

Any resident who has outgoing mail such as letters, large envelopes, or small packages can leave them in the ‘outgoing mail’ basket at the front reception desk provided the proper amount of postage is affixed to them. If a student has any doubt about the proper amount of postage for large envelopes or small packages, Mail Services can weigh the packages and ascertain the proper amount for them, as a courtesy.

Foodstuffs may not be delivered through campus mail unless adequately sealed and packaged in an envelope or box.

Residential Change of Address: Mail will not be accepted for students who are no longer enrolled in the College. Any mail arriving for a non-enrolled student will be forwarded or marked “return to sender.” Students who expect to receive any residual mail after leaving the College should submit a change of address card to the Director of Residential Life. The changes can then be registered with campus Mail Services so that any residual mail can, up to 90 days, be forwarded to the students’ new address.

If you are graduating or plan to withdraw from all classes and leave the Aquinas College campus, with no intention of returning, you will need to contact the U.S. Postal Service online and submit your change of address information so that any future mail addressed to you can be forwarded (for up to one year) by the local Nashville post office to your new address. This change of address can be entered quickly and easily at USPS.com for a nominal fee. Follow the link and instructions here: https://www.usps.com/manage/forward-mail.htm

Also, as a courtesy, please inform the College mail service of the impending change as early as possible so that your name can be removed from your mailbox and reassigned. You may do this in person, by email at alanb@aquinascollege.edu, or by calling 615-297-7545, ext. 437.

Maintenance Requests: Maintenance staff works closely with the Office of Residential Life in making routine repairs within the residence halls and student rooms. Students submit maintenance requests to the Office of Residence Life. When the student submits a maintenance request, the student has

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authorized a maintenance person to enter the room and complete the repair. This will occur even if the student is not present. Maintenance personnel should leave a notification in the room upon their departure. The student is informed when some repairs require special attention or equipment.

Emergency repairs, especially in the evening hours or on weekends, are to be reported immediately to the Office of Residential Life, which will contact the appropriate service personnel. Emergency maintenance problems will take first priority. Repairs that occur as a result of damage or neglect will be billed to the residents of that room.

**Missing Person Notification Policy and Procedure:**

In compliance with the Higher Education Opportunity Act of 2008, Aquinas College has established the following policy and procedure for missing students. This policy applies to students who reside in on-campus housing.

Any student who has not been seen on-campus, in the residence hall or heard from will be considered missing after 24 hours.

**Emergency Contact Information**

All residential students have the opportunity to designate an individual or individuals to be contacted by Aquinas College in case of an emergency, including if the student is determined to be missing for 24 hours. This emergency contact information will be accessible only to authorized College officials, Campus Security, law enforcement officers, and St. Thomas Hospital Security, if deemed necessary. If the missing student is under the age of 18 and not an emancipated, Aquinas College is required to notify a parent or legal guardian within 24 hours after the student is determined to be missing.

**Procedure for Reporting a Missing Student**

If a student has been missing for 24 hours or more, one should report this information to one of the following designated people:

- Director of Residential Life
- Manager of Services and Safety
- Vice President of Student Life

In the event of a missing student report, all designees and appropriate College personnel will be informed and an investigation will proceed.

**Notification**

Once the on-campus investigation concludes that a student is missing:

1. The Manager of Services & Safety notify the appropriate law enforcement within 24 hours of the initial report to the College.
2. The Vice President of Student Life or Director of Residential Life will notify the emergency contact of the missing student. In the event that the missing student is...
under 18 and not emancipated, the student's parent or legal guardian will be notified in addition to the designated emergency contact.

Following the notification of the appropriate law enforcement, the College will cooperate in the investigation and offer the necessary assistance to locate the missing student.

**Noise:** The general rule is that if the noise can easily be heard in another room, the sound level must be lowered to a level where it is no longer a disturbance. Usually, the level of acceptable noise is best handled between residents themselves. RAs may be of help in working out an acceptable compromise. Blatant or repeated incidents involving unacceptable levels of noise will be treated as a disciplinary matter. See **Courtesy Hours & Quiet Hours** Policies.

**Occupancy Conditions:** Residence hall rooms are designed for single or double occupancy to be used by students of the same sex. Dependent children may not live in residence halls.

**Occupancy Eligibility:** Occupancy in residence halls and student rooms is open to full-time undergraduate students of the College. The conditions governing occupancy eligibility are stated in the Contract of Residence. A student living in a residence must be enrolled during the semester of residence. Graduate students may reside in the residence hall under certain circumstances with approval of the Director of Residential Life.

**Occupancy Term:** The term of occupancy shall be for the Fall and Spring semester of the academic year. Occupancy during May term and the summer sessions is independent from the above. The specific dates of occupancy and conditions governing them are stated in the Contract of Residence. Any student occupying a residence hall room or student room after the contract period will be liable for a late check-out fee on an hourly basis until the premises are vacated.

**Pest Control:** Although residence halls and student rooms are sprayed for insects by professional exterminators on a regular basis, room and kitchen cleanliness is the best form of pest control. The key to controlling roaches and other pests is to eliminate possible breeding grounds and other attractions such as unwrapped food. Empty cans and bottles should be discarded immediately.

**Pets:** No pet animals of any kind are permitted in the residence halls or the student rooms. This policy is necessary for reasons of health and sanitation. Violators of the pet policy are subject to disciplinary action and will be charged the cost of damages, extermination and/or deodorizing.

**Property Insurance:** The student assumes the risk of theft, loss, damage, or destruction of personal property that occurs in a residence hall or the student rooms. It is highly recommended that students purchase personal property insurance if their personal property or renters insurance is not covered on their family’s homeowner insurance. Any personal property should be covered on his or her family’s homeowners’ insurance policy.

**Quiet Hours:** Quiet hours are in effect from 10 p.m. to 10 a.m. Sunday-Wednesday and 12 a.m. midnight to 10 a.m. Thursday-Saturday. If the noise level is excessive or problematic, the offender should be
asked courteously to reduce the noise level. If abuse of quiet hours continues, a member of the hall staff should be notified. See the Noise policy above.

Quiet hours are extended to 24 hours during exams. The 24-hour Quiet Hours will begin prior to the exams. The exact dates and times will be announced in advance. There will be no warnings and a violation of the 24-hour Quiet Hours will result in an automatic fine.

**Residence Hall Common Rooms:** All College policies and regulations apply to the use of the common room and adjoining kitchenette.

**Risers:** Risers approved by Residential Life staff will be allowed. Risers may not exceed six inches and should be round in order to best fit the legs of the beds.

**Roof Areas:** For safety reasons, students and their guests are not permitted on the roof or ledges of residential buildings. Violations of this policy will result in disciplinary action.

**Roommate Conflicts:** Primary responsibility for solving the issue lies with the roommates in conflict. The Residential Life Staff is available to assist if necessary. Roommates in conflict MUST first consult their RA before a roommate change can be considered. No roommate changes are considered until after the first two weeks of class in any semester. Only changes based on extenuating and/or serious irreconcilable circumstances will be considered and must be approved by the Director of Residential Life. When a mutually agreed upon move between roommates and rooms is requested, each person must:

- Complete a Room Change Request Form
- Meet with Director of Residential Life
- Complete inventories for both old room upon checkout and new room upon check in
- Obtain the keycards for the new room and return the old room keycards.

No changes can be made until the Office of Residential Life gives final approval. Unauthorized moving and switching keys or key cards not permitted. If this occurs, a fee of $150 will be assessed for an improper room change.

**Room Inspection, Entry, and Search:** The College reserves the right to enter a student’s room to assure it is properly maintained, to provide for the health and safety of the hall residents, to perform maintenance and facility management duties, and to investigate possible violations of the Statement of Students’ Rights and Responsibilities as stated in the Student Handbook.

Normally, the Director of Residential Life, Vice President for Student Life, or professional staff acting in his or her absence, will determine if appropriate cause exists to search a student’s room. If probable cause is determined, the official will inform the student of the basis for the search and have the search conducted in the student’s presence if at all possible. A student living in a residence hall or student room is not immune from a legal search by law enforcement officers or Campus Security. All rooms are periodically checked for safety purposes and to secure each building during breaks.

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Safety:

In the event of an emergency, residents will follow the procedures as established by St. Thomas Hospital. The Residential Life staff and STH Safety and Security will work together to ensure the safety of the students. St. Thomas Hospital will contact Aquinas Residential Life staff and residents via cell phone in the event of an emergency. RAs will also contact all residents via cell phone in any case of emergency.

Emergencies:

**Tornado/High Winds** – *Phase Grey* – STH Security will contact Residential Life staff and students via cell phone. Students will be instructed by the RAs to go into their bathrooms, lie down in the tub and cover themselves with sheets and bedding, to protect themselves from any possible debris or broken glass. If residents are in the hospital at the time of the Phase Grey signal, STH security will direct them to a safe place.

**Fires** – *Phase Red* – RAs and students will be contacted by staff and the actual fire alarm. Students will be expected to exit Seton Lodge according to the map posted on the back of their room doors and proceed to main campus.

**Active Shooter** – *Phase Silver* – STH Security will contact Residential Life staff and students via cell phone. Students will be given instructions accordingly and directed to a safe place (Run, Hide, Fight).

Residential Life staff and STH Security will notify students when the emergency has ceased and it is safe to resume normal activity.

**Sales and Solicitation:** Individuals representing off-campus organizations may not sell or solicit within residence halls. Such activity should be reported immediately to the Director of Residential Life. On-campus organizations must have prior approval from the Director of Residential Life. No commercial or business activity shall be conducted within the premises, including, without limitation, babysitting.

**Security:** Campus Safety Officers patrol the parking lots continually and the Residence Hall living areas during late evening hours. It is essential that residents are alert to strangers in the residence halls and the student rooms and immediately report any unusual occurrence to the RAs and Safety Officers. It is important that locked doors are not compromised in any way. Propping open exterior doors is an automatic $100 fine.

**Smoking:** Smoking is prohibited in all residential buildings.

**Theft of Service:** Theft or aiding others in the theft of services from the cafeteria or laundry rooms is punishable by a minimum automatic $100 fine.

**Theft Prevention:** The best security against the possibility of theft is for residents to keep their room doors and windows locked at all times. Before opening the door to callers, the resident should ask...
callers to identify themselves. Window blinds or draperies should be closed after dark, even when someone is in the room.

Residents are advised not to keep large amounts of money in their rooms or on their persons. Credit cards should be canceled immediately if lost or stolen. Expensive personal property such as jewelry should be kept in a locked trunk or security box, which may be kept in the room. Valuables should not be left in automobiles.

All clothing should be marked distinctly and not loaned to other persons. It is unwise to leave clothing or backpacks unattended in a laundry rooms, hallways, lounge areas, or kitchenettes.

For reference purposes, residents should record and store the serial numbers of their electronic equipment and other personal property. Automobiles should be locked at all times and must be registered with the campus Office of Security & Services.

Should a theft occur, the incident should be reported immediately to both the Office of Security & Services (297-7545, ext. 437) and the Director of Residential Life. An Incident Report will need to be filled out.

**Transportation:** Students are responsible for their own transportation to and from Aquinas College.

**Vacation Periods:** Halls are closed during vacation periods as announced in the College Calendar. During this time, Residential Life Staff are not available. Students will not have access to their rooms, which will be checked and locked for safety and security reasons. Students that attempt unauthorized hall access during holiday periods when the college is closed will be charged a $100 fine. For security reasons during Christmas Break, residents will turn in their room keys and receive it upon their return.

Prior to leaving for vacation, residents will be given information about ‘self check-out’ and required to:

- Remove valuables from room or secure them appropriately
- Unplug all electrical appliances from the wall outlets
- Empty and defrost refrigerator (leave door propped open) *(Christmas break only)*
- Clean bathroom (mirror, sink, toilet, tub, floor)
- Clean room (straighten up, dust, vacuum)
- Empty all trash cans
- Close curtains
- Switch the Heat/AC
  - Winter - low heat and temperature 60-66
  - Summer - low cool and temperature 78-80
- Turn off all lights
- Check out on time

Failure to do so will result in a $70 fine.
NOTE: All rules and guidelines from the Aquinas College Student Handbook apply for resident students as well as non-resident students.

Any and all components of this Residential Life policy are subject to change without immediate notice.

Failure to adhere to the polices set forth in the Program for Residential Life, Contract of Residence and St Thomas Hospitals’ Rules and Regulations for Seton Lodge, and Student Handbook may result in loss of privileges, fines, counseling, community service, social probation, suspension and/or dismissal from Residential Housing and/or the College.
Residential Life - Resident Signature Page

I have read the 2014/2015 Aquinas College Residential Life Handbook and agree to be governed by the policies and procedures as stated.

Name of Resident_______________________________________________________________
(Please print)

Resident Signature        Date

Signature of Parent or Legal Guardian if Student is under 18   Date

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