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## Department of Residence Life

### Residence Life

#### Our Mission

The Department of Residence Life is committed to our Franciscan values of community, learning, reverence, and service. Our philosophy is intentionally grounded in these values to support individual growth in and out of the classroom. By developing dynamic living-learning communities, we are committed to preparing students to become active members of their communities.

#### We Value

**Community:** Creating safe, secure environments that support learning and a feeling of belonging, sharing standards and goals, being accountable and responsible, and supporting the common good.

**Reverence:** Building consideration and regard for acknowledging the uniqueness of each individual.

**Service:** Providing effective and innovative assistance to every student by supporting their learning/growth and the advancement of knowledge, skills and understanding wholeness.

**Learning:** Creating a living/learning environment which acknowledges that learning happens everywhere on campus.

#### Living & Learning at Lourdes University

We believe that living in the residence halls affects your entire experience at Lourdes, therefore we will aim to create and sustain living/learning environments that are open, caring, nurturing, purposeful, and collaborative. Given this philosophy, we are committed to...

- \*Providing clean and safe residential facilities
- \*Creating an atmosphere that is fun, caring, friendly, and supportive
- \*Offering guidance and support from a wide range of Lourdes faculty and staff members
- \*Hiring a residence life student and professional staff committed to student learning
- \*Providing opportunities for lifelong learning, personal development, and leadership/communication skills
- \*Celebrating and value individual differences
- \*Creating an open and diverse environment that promotes understanding and acceptance of cultural, ethnic, racial, physical, sexual, and religious differences
- \*Developing policies and procedures that encourage responsible behavior.

## Community Rights

- All members of the Lourdes University residential community have the right to sleep, study, pursue individual interests, make friends, and to be safe from verbal and physical harassment.

Residents possess these rights regardless of gender, sexual orientation, race, ethnicity, age, ability, economic status, religion, or culture.

Residents are expected to be considerate and respectful of other students, staff members, and university employees.

Residents are considered responsible stewards of the Lourdes University community and must take responsibility for what occurs in the community.

## Statement of Student Rights and Responsibilities

### *A Lourdes University Student has the right:*

1. To be treated respectfully as a member of the Lourdes University community;
2. To a free, timely, and impartial process for the review of allegations of misconduct, a Community Standards/administrative hearing, and to an appeal of decisions regarding responsibility and sanctions;
3. To expect assistance and professional conduct from members of the university's administrative staff;
4. To be able to learn, including having access to ideas, facts and opinions;
5. To the free and responsible expression of ideas and opinions, without fear of retribution, including peaceful dissent that will not disrupt or interfere with the orderly operation of the university;
6. To expect the university to promote and foster an environment that is free from violence, harassment, or any physical threats from any other member of the Lourdes University community, and for the university to address, investigate, and/or take any other appropriate measures against any member of the community who infringes on this right as stated;
7. To have the opportunity to review and correct any statement prepared by Public Safety before signing, or refuse to sign any statement if the student feels he/she is being misrepresented and/or misquoted in the statement itself;
8. To have any search of personal property authorized, either in writing or orally, by an authorized university official in conjunction with Public Safety and in accordance with the university's search procedures;

These aforementioned rights allow for any member of the Lourdes University Student Body to focus on their primary goal, to pursue an education.

***In every community, along with rights, each individual has responsibilities; a student has the responsibility:***

1. To recognize and respect the rights of all other students and members of the Lourdes University community;
2. To treat all members of the campus community with civility, respect, and courtesy;
3. To refrain from discriminating against other members of the Lourdes University community on the basis of race, religion, color, sex, age, national and ethnic origin, disability status, marital status, veteran status, sexual orientation, and political affiliation;
4. To assist the university in maintaining a healthy environment of learning and living;
5. To cooperate, to the best of his/her ability, with all investigations involving violations of the Community Standards and/or crimes committed on campus;
6. To respect the personal property of the university and other members of the Lourdes University community;
7. To become an active learner, fully engaged in both intellectual and human growth;
8. To exercise the above mentioned rights and responsibilities in a reasonable manner that will not offend or violate the university's Franciscan and Catholic traditions, will not violate university policies, procedures, guidelines, rules or regulations, will not disrupt or interfere with the orderly operation of the university, and will not infringe upon the rights of other members of the Lourdes University community.

## **Residential Life Staff**

### **Executive Director of Residence Life and Community Standards**

Andrew Ham: (419) 824-3873

The Director oversees the overall residential experience, including day to day operations, staff development and supervision, programming, and administrative direction. The Director manages roommate assignments and billing, coordinates with maintenance on facility issues, staff supervision, and programming.

### **Resident Directors (RD)**

**RD Duty Phone:** (567) 694-0713

Justinian Hall – Kristen Guballa

Bonaventure Hall – Cory Cahill

Pioneer Hall – Taylor Weis

Ambrose Hall – Jake Dupree  
Rosaria Hall – Dave Espinoza  
Emmanuel Hall – Ashley Jackson

Resident Directors are responsible for the overall management of their assigned housing unit/units. RD's are full time professional staff or graduate assistants in a related field of study. Their foremost responsibility is to ensure that the environment for resident students is reasonably clean, safe, comfortable and conducive to the development of community living. Resident Directors supervise a student staff of resident assistants. They also serve as advisors in a variety of capacities across campus. An RD is always available to respond to residence hall emergencies.

### Resident Assistants (RA)

**RA Duty Phone:** (567) 694-4453

#### Justinian Hall

- Sara Pribonic [Apt 206]
- Brendan Brown [Apt 201]

#### Bonaventure Hall

- Shannon Fischer [Apt. 206]
- Sarah Hubbel [Apt. 202]

#### Pioneer Hall

- Fred Miller [4830, Apt. 202]
- Carla Castaneda [4840, Apt. 206]
- Kylie Guhn [4850, Apt. 211]

#### Ambrose Hall

- Katera Harris [4831, Apt. 201]
- John McInturf [4841, Apt. 205]

#### Rosaria Hall

- Hannah Cullis [6615, Apt. 207]
- Chuk Moses [6625, Apt. 209]
- Maranda Armstead [6601, Apt. 202]

#### Emmanuel Hall

- Luke Hill [6625, Apt. 207]
- Anna Zofchak [6601, Apt. 204]

The Resident Assistants are paraprofessional staff members responsible for providing assistance in the operational functions of a residence hall or apartment complex as well as promoting community and student development within their halls. Resident Assistants live in the apartment complex and are on a duty rotation and may make referrals to other university resources and interventions. They plan activities, help students find campus resources, mediate conflicts, enforce university policies and assist with emergencies.

The Resident Assistants will be on a rotating duty schedule throughout the week and weekend. One RA will be on duty Sunday-Wednesday and two RAs must be on duty Thursday-Saturday. When scheduled for duty, the RA(s) will stay within 15 walking minutes of the building between 5:00PM and 7:00PM. The

RA on duty must be in the Den by 7:00 PM and stay in the Residence Hall area between 7:00PM and 9:00AM.

Each day, no later than 7:00 PM the RA/RA's on duty must check in with the RD on duty. This check in may be in the form of a text, in person, or via a phone call. The RD on duty should then reply to the RA letting them know who is holding the duty phone. The RD on duty must then check in with the Area Coordinator & Director no later than 7:30 PM informing them that everyone is on.

The Duty RAs must go on rounds three times, once between 8:00PM and 10:00PM, another between 10:00PM and 12:00AM, and the last time before they go home for the night, specifically to be determined by the Resident Directors as needed. A Rounds Report must be completed in detail and submitted via email to all of the RA's, the Graduate Assistants for Residence Life, and the Director of Residence Life by noon the following day. The RA duty phone must be returned to the Den by noon the following day as well.

The Friday, Saturday and holiday shifts run from 5:00PM on the first day until 5:00PM on the second. The Duty RAs must be in the Residence Halls between 7:00PM and 9:00AM, and may be within 15-minute walking distance from 9:00AM – 8:00PM, during these Saturday, Sunday and holiday shifts.

## Occupancy Procedures – Housing

### Accessibility Services

If you have a documented disability, which will require accommodation within the residence hall, please contact Accessibility Services at (419) 824-3523.

### Residency Requirement

Full-time and part-time students are permitted to live in university undergraduate housing. All students are required to live in university owned or university sponsored housing for eight semesters, unless the student meets one of the following exceptions:

- Is living within one of the following zip codes with a parent or guardian:

43402, 43403, 43408, 43412, 43414, 43430, 43432, 43434, 43441, 43443, 43445, 43447, 43450, 43460, 43463, 43465, 43469, 43504, 43510, 43515, 43521, 43522, 43525, 43528, 43532, 43533, 43534, 43537, 43540, 43542, 43547, 43551, 43552, 43558, 43560, 43565, 43566, 43567, 43569, 43571, 43601, 43602, 43603, 43604, 43605, 43606, 43607, 43608, 43609, 43610, 43611, 43612, 43613, 43614, 43615, 43616, 43617, 43618, 43619, 43620, 43623, 43624, 43635, 43652, 43653, 43654, 43655, 43656, 43657, 43659, 43660, 43661, 43666, 43667, 43681, 43682, 43697, 43699, 48110, 48131, 48133, 48140, 48144, 48145,



48157, 48159, 48160, 48161, 48162, 48177, 48182, 49221, 49228, 49229, 49238, 49248, 49267, 49268, 49270, 49275, 49276, 49279, 49280, 49289

- Has reached the age of 23
- Is married or has a child
- Served in the United States Armed Services
- Has a documented disability and receives permission from Accessibility Services.

Students may request to live off campus by completing a Residency Requirement Waiver Application located on the Housing page on the Lourdes Website.

Unless approved for an exemption through the Director of Residence Life in writing, students are required to live on campus. If a student(s) choose to leave residence life, moving off campus, without institutional approval or exemption, students may be charged full room and board.

### **Residence Hall Check In**

Residence Hall check in hours will be posted at the start of every semester. You will receive notification of the hours prior to the start of each semester. When you arrive at the University for check in, a staff member will be available during check in hours in the office located in the common space next to the complex. You will receive a room condition form, a room key, and mailbox assignment. All contents of the apartment including floor, ceiling, windows, light fixtures, doors, and furniture are considered university property and are considered inventory items. At the time of move in students in coordination with a staff member will record the condition of the apartment and its contents.

### **Contract**

All residents must sign a housing contract prior to moving in. This is completed when residents accept their housing assignments. This contract can be broken at the end of either semester.

### **Termination of Housing Contract**

Students who have entered a contract with the will not be able to terminate their contract unless they withdraw from all classes or are required to leave the university for student conduct reasons. If a student terminates his/her contract but does not withdraw from the university, the student may be required to pay the semester's room fees. Students who withdraw from the university will be required to vacate their housing within 48 hours of withdrawing. Any property left in the room following the 48 hour period will be disposed of by the university. The university is not responsible for any damage to property left in an apartment. If a student leaves the university but does not withdraw from classes or notify the housing office, the property left in their room will be considered abandoned and the university is not responsible for any theft or damage to the property. A student who stops attending

classes but does not officially withdraw from classes is considered withdrawn for housing purposes and will be asked to move out of University housing within 48 hours of notification.

A refund will be issued based upon the following scale upon termination of the housing contract:

90%---If termination occurs within the first week of classes

80%---If termination occurs within the second week of classes

0%----If termination occurs after the freeze date as determined by the Registrar.

## **Summer Housing**

Students who wish to live in student housing during the summer semester must be enrolled in at least three credit hours the entire time they live at Lourdes Commons. This means that if a student is only taking an accelerated class that runs less than the full summer term, they may only live in housing during the weeks that the class is in session. Exceptions to this rule may be made for students who work on-campus jobs that require them to work during the summer. Students should contact the Office of Residence Life if they have special circumstances which they feel should be considered.

## **Deposit**

There is no longer a housing deposit for Lourdes Residential Students.

## **Mail**

The address for all students to have their mail sent to is:

Lourdes University

attn.: Student Name

4900 N. McCord Rd, Suite A1C

Sylvania, OH 43560

Students living in residence halls will have their mail delivered directly to the Den by the USPS. Each student will have their own locked mailbox in the common space.

Students are encouraged to have mail held during periods of non-attendance such as the holiday break between fall and spring semesters.

Mail holds can be completed on the USPS website at:

<https://holdmail.usps.com/holdmail/landingView.do>.

Students should also complete a change of address form when they go home for the summer or change apartments.

Change of address forms can be completed on the USPS website located at:

[https://moversguide.usps.com/icoa/flow.do? flowExecutionKey= cEA08F9CA-0BE0-9930-4C04-96E611547D1F\\_kD993D921-28EC-E302-50AA-564F09C85C3A](https://moversguide.usps.com/icoa/flow.do? flowExecutionKey= cEA08F9CA-0BE0-9930-4C04-96E611547D1F_kD993D921-28EC-E302-50AA-564F09C85C3A).

Packages that are delivered which do not fit in the student's mailbox will be directed to the Residence Life office. An email will be sent to the student as notification that a package has been delivered for them.

## **Keys**

Each student is issued a room key exclusively for their personal use. Students must report any damaged or nonworking locks immediately to the Residence Life Staff. All students must return their room keys to their RA before they withdraw or leave for summer vacation. Failure to do so will result in a fee for non-return of each key and a fee for improper checkout. This nonrefundable \$75.00 fee will be billed to the student's account. The minimum cost of replacement keys is as follows: mandatory core change \$50.00. For reasons of safety and security, keys may not be duplicated or shared. The student's ID card will be required to enter the main door of the student's specific hall.

## **Stolen Keys**

### **My room key(s) were stolen, what now?**

The Office of Residence Life understands your keys have been stolen and wants you to be aware you may be responsible for the cost of the lock change. If your keys were stolen you must file a report with the Office of Residence Life. Depending on the circumstances the Office of Campus and Residence Life may find you responsible for the cost of the lock change. If you feel you were wrongfully charged, you are entitled to appeal the charge.

## **Parking**

All students who wish to have a car parked at the Lourdes University residence halls must register their car and pick up a Lourdes Commons parking permit from the Campus Safety Office, located next to the sand volleyball courts in the Residence Hall complex. All residential students are required to purchase a \$50 parking permit per semester. The expense is added to the student's bill with the Office of Student Accounts. The sticker must be displayed on the rear window of the registered car. Failure to have a displayed parking sticker while parked in the residence hall parking lots may result in a fine or your vehicle being towed and stored at the student's expense.

RA and RD parking spots are located in front of each respective pod, marked with the designated colored lines. No other students are permitted to park in these spots and are subject to ticketing by Public Safety.

## **Room/Apartment Changes**

Returning students will have the opportunity to choose their room, roommate and building through the room draw each spring. Once the residence halls open, any new requests for room changes will be on

hold for two weeks after classes begin. The purpose of this hold is to give roommates a chance to get to know each other and to adjust to community living. The Residence Life staff is available to assist when needed. This time period also gives the student an opportunity to meet others in the community so if a roommate change needs to be made the student may be able to select their next roommate. Room changes will be made only if all parties agree with the change and the change is approved by the Residence Life office. Students should not move until they have the authorized approval and have filled out the necessary paper work. Students who move without authorization may be required to move back to their original room.

## **Mediation**

If a student is not getting along with his/her roommate, the residents of that room will meet with a member of the Residence Life staff. Every effort will be made to work toward a mutually satisfactory decision. This process is required prior to any room changes being made.

## **Residence Halls Closure Policy During Breaks**

The Residence Halls will close during the following breaks during the academic year: Thanksgiving, Christmas, spring and Easter break. All residential students must leave the resident halls during these breaks unless they are required to stay for athletic practice or contests. Other exceptions include internships, student teaching or nursing practicum. The Director of Residence Life must grant prior permission to these students and documentation may be requested to support the request. All other students that would like to stay during these breaks need to have prior permission from the Director of Residence Life. Students will be charged a fee of \$20.00 per day for each day they are in the resident halls during these closures. The fee will be added to each student account. Below are the days the resident halls will close during each break:

Thanksgiving Break: The residence halls will be closed: Wednesday, Thursday, Friday, Saturday and re-open at 12:00pm on Sunday.

Christmas Break: The residence halls will be closed 24 hours after the last final and re-open at 12:00pm the Sunday before classes start for spring semester.

Easter Break: The resident halls will be closed: Thursday, Friday, Saturday, Sunday and re-open at 12:00pm on Monday.

Spring Break: The residence halls will be closed: Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday Friday and Saturday and re-open at 12:00pm on Sunday.

## **Returning Student Application Process**

All students will be notified about the application and room selection procedure for the next academic year. The process will be held each year in late March/early April. Students must filled out a housing contract for the next academic year prior to leaving after spring semester.

## **Checkout**

You must officially check out of your residence hall room 48 hours after your last final exam unless you are given an exemption from the Director of Residence Life and Community Standards. If you are a graduating senior, you must officially check out of the hall by 5:00PM the day after graduation. Students who withdraw from all classes prior to the end of the semester must vacate their rooms 48 hours after the official date of withdrawal. Anytime a student permanently vacates a room, he/she must check out with a residence hall staff member and complete the checkout form.

Residents are responsible for the condition of their room and the furnishings assigned to it. Charges for damages or excess cleaning will be assessed by the university and will be placed onto the students' account. In addition, residents who fail to properly check out and turn in their keys to the resident assistant will be billed \$75.00 for the keys and an improper check out.

## **Storage**

The university does not provide any storage space for student's personal belongings during the school year. During the summer, a limited number of storage closets are available for students to rent. These are on a first come basis and must be reserved through the Office of Residence Life.

## **Consolidation Policy**

At certain times during the academic year it may become necessary to consolidate residents by reassigning them to new rooms/apartments. Generally, implementation of the consolidation policy will only occur at the end of fall semester and the beginning of the spring semesters (however we reserve the right for this to take place at any time during a given semester). The purpose of the policy is to ensure spaces are used efficiently and effectively. Rooms traditionally designated as multiple occupancy rooms with a vacancy will receive correspondence from the Office of Residence Life describing a student's options. Students required to move due to the consolidation policy will be required to move within seventy-two (72) hours of receipt of their e-mail or other terms mutually agreeable with the Office of Residence Life.

Students may be required to move into other buildings or other suite types. The Office of Residence Life will make efforts to keep students affected by the Consolidation Policy within the same building and

floor (if available spaces exist). Students with vacancies are encouraged to seek out roommates or a new room.

### **Common Space**

There will be a common space for students to use located in the Sylvan Square Shopping Center next to Lourdes Commons. Students will be able to access this space from 11:00 AM till 12:00 AM. This space will house the Office of Residence Life. This space will also be the location the Resident Assistants will sit for duty in the evenings and where students should go to report any problems or issues that may arise. The common space will be equipped with televisions, student use computers, wireless access, and will host many programs throughout the semester.

### **Vaccination Policy**

Lourdes University does not require immunizations for admittance to the university. The university strongly recommends that students receive all of the following immunizations:

Measles, Mumps, Rubella (MMR): Two doses of MMR at least 28 days apart after 12 months of age

Tetanus, Diphtheria, Pertussis (DT, Tdap, DTP, or TD): Booster dose within the past 10 years

Hepatitis B: Series of 3 doses (Students participating in programs related to health, education, or studying abroad, may be required to be immunized against Hepatitis A and B).

Meningitis Vaccine (Menactra): university populations are considered at increased risk, including students living in residence halls.

### **Policy regarding student Meningitis and Hepatitis B**

Ohio Revised Code Section 3345.85 for institutions of higher education requires that the institution maintain individual status records on meningococcal meningitis and Hepatitis B vaccinations for student living in on-campus housing. The [Lourdes University Residence Hall Contract](#) contains a section asking for the vaccination status of a student who will be living in a residence hall. A housing contract will not be accepted if this information is not completed.

The Ohio Revised Coded (ORC) Section 1713.55 states that beginning with the academic year that commences on or after July 1, 2005, an institution of higher education shall not permit a student to reside in on-campus housing unless the student (or parent if the student is younger than 18 years of age) discloses whether the student has been vaccinated against meningococcal disease and hepatitis B by submitting a meningitis and hepatitis B vaccination status statement.

ORC Section 3701.133 states that the Ohio Department of Health (ODH) shall make available on its Web site information about meningitis and hepatitis B, the risks associated with the diseases and the availability and effectiveness of the vaccines. ODH shall also make available, on its Web site, in a format suitable for downloading, a meningitis and hepatitis B vaccination status statement form that complies with the guidelines outlined in ORC Section 3701.133, (B).

On this page you will find an information sheet on each disease (i.e. meningococcal meningitis and hepatitis B infection) and a vaccine status statement that may be downloaded, printed and used if the institution of higher education chooses. The institution may also develop its own form, but any form must comply with ORC Section 3701.133, (B). Please note that this law does not require vaccination of the student, nor does it require the institution to provide or pay for these vaccines. It requires only disclosure of vaccine status of the student.

### **MENINGOCOCCAL DISEASE AND UNIVERSITY STUDENTS**

Meningococcal disease is a serious illness caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years of age in the United States. Meningococcal bacteria can cause meningitis (inflammation of the lining of the brain and spinal cord) or sepsis (an infection of the bloodstream). Symptoms of meningitis include stiff neck, headache, fever, nausea, vomiting, confusion and drowsiness. Symptoms of sepsis include fever, shock and coma. Death from sepsis can occur within 12 hours of the beginning of the illness – meningococcal disease can be a rapid and overwhelming infectious disease. For these reasons, meningococcal infections that occur in childcare centers, elementary schools, high schools and universities often cause panic in the community. Every year about 2,600 people in the United States are infected with meningococcus. Ten to fifteen percent of these people die, in spite of treatment with antibiotics. Of those who live, another ten percent lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded or suffer seizures or strokes.

#### **How do you catch a meningococcal infection?**

Usually meningococcal infection is acquired after intimate contact with an infected person. Intimate contact includes kissing, sharing toothbrushes or eating utensils or frequently eating or sleeping in the same dwelling as an infected individual.

#### **Who is at risk?**

Anyone can get meningococcal disease, but it is most common in infants less than 1 year of age and in people with certain medical conditions. University freshmen, particularly those who live in dormitories, have a slightly increased risk of getting meningococcal disease. The risk for meningococcal disease among non-first year university students is similar to that for the general population; however, the

vaccine is safe and effective and therefore can be provided to non-first year student undergraduates who want to reduce their risk for meningococcal disease.

### **What can be done to decrease risk?**

The meningococcal vaccine can prevent four types of meningococcal disease. These include two of the three most common types in the United States. Meningococcal vaccine cannot prevent all types of the disease, but it does help to protect people who might become sick if they don't get the vaccine. The vaccine is available through a variety of settings including physician offices and university/university student health centers.

### **What about the vaccine?**

A vaccine, like any other medicine, is capable of causing serious problems, such as allergic reactions. People should not get meningococcal vaccine if they have ever had a serious allergic reaction to a previous dose of the vaccine. Some people who get the vaccine may develop redness or pain where the shot was given, and a small percentage of people develop a fever. These symptoms usually last for one or two days. The risk of the meningococcal vaccine causing serious harm is extremely small. Getting the meningococcal vaccine is safer than getting the disease. People who are mildly ill at the time the shot is scheduled; and women who are pregnant, can still get the vaccine. Those with moderate or severe illnesses should usually wait until they recover. University students and their parents should discuss the timing, risks and benefits of vaccination with their health care providers. For more information about the meningococcal vaccine, access the Vaccine Information Sheet at the Centers for Disease Control and Prevention (CDC) Web site <http://www.cdc.gov/nip/publications/VIS>. If university students decide to be vaccinated against meningococcal meningitis, they (or their parents if they are less than 18 years of age) should contact their health care provider or the university/university student health center where they will be attending to inquire about receiving the vaccine. Although the need for revaccination with the current polysaccharide vaccine has not been determined, antibody levels rapidly decline in two to three years, and if indications still exist for vaccination, revaccination may be considered three to five years after receipt of the first dose. In February 2005 the Advisory Committee on Immunization Practices (ACIP) to the CDC recommended the use of a newly licensed conjugate meningococcal vaccine for vaccination against meningococcal meningitis. The new vaccine was licensed by the U.S. Food and Drug Administration in January 2005 for use in people 11-55 years of age. This conjugate meningococcal vaccine is effective in preventing the same four types of meningococcal disease as the polysaccharide meningococcal vaccine. Although the need for revaccination with the conjugate meningococcal vaccine has not been determined, antibody levels decline in 6-8 years and if indications still exist for vaccination, revaccination may be considered 6-8 years after receipt of the first dose.

Adapted from CDC publications.

## **HEPATITIS B AND UNIVERSITY STUDENTS**

**Hepatitis B is a serious disease.**



Hepatitis B is a virus that affects the liver. It is one of several hepatitis diseases (for example, hepatitis A and hepatitis C) that are caused by different viruses but are similar in that they all attack the liver. The hepatitis B virus (HBV) can cause a short-term (acute) illness that leads to loss of appetite, stomach pain, tiredness, diarrhea, vomiting, jaundice (yellow skin or eyes) and pain in muscles and joints. These symptoms can last for several weeks. It can also cause a long-term (chronic) illness from which people never recover. A person might not look or feel sick, but he or she carries the hepatitis B virus in their blood for the rest of their lives and can infect other people with HBV. Chronic hepatitis B may cause liver damage (cirrhosis), liver cancer and even death. About 1.25 million people in the United States have chronic HBV infection. Each year 80,000 more people, **mostly young adults**, get infected with HBV and 4,000 to 5,000 people die from chronic hepatitis B.

### **How do you catch Hepatitis B?**

HBV virus is spread through contact with blood or other body fluids of an infected person. You can catch the virus by having unprotected sex, by sharing drug needles or by sharing personal items such as razors and toothbrushes with someone who is infected. Babies of chronic HBV mothers can become infected during birth. Children can be infected through exposure to blood and other body fluids from infected children or adults.

### **Who is at risk?**

Anyone who participates in any of the behaviors listed above is at risk of acquiring hepatitis B.

### **What can be done?**

There are hepatitis B vaccines available that can prevent infection with HBV. Many physicians offer the vaccine to patients seen in their offices. These are the first anti-cancer vaccines, because they can prevent a form of liver cancer that can develop in a person who gets a chronic hepatitis B infection.

### **What about the vaccine?**

A vaccine, like any medicine, is capable of causing serious problems, such as allergic reactions. Most people who get hepatitis B vaccine do not have any problems with it. People who have ever had a life-threatening allergic reaction to baker's yeast (the kind used to make bread) or to a previous dose of hepatitis B vaccine should not get the vaccine. People, who are moderately to severely ill at the time the shot is scheduled, should usually wait until they recover before getting the vaccine. Hepatitis B vaccine is very safe and the risk of it causing serious harm is extremely small. Hepatitis is a serious disease and getting the vaccine is safer than getting the disease. University students and their parents should discuss the risks and the benefits of vaccination with their health care providers. For more information about the hepatitis vaccine, access the Vaccine Information Sheet at the Centers for Disease Control and Prevention Web site <http://www.cdc.gov/nip/publications/VIS>. If university students decide to be vaccinated against hepatitis B, they (or their parents if they are less than 18 years of age) should contact

their health care provider or the university/university student health center where they will be attending to inquire about receiving the vaccine.

Adapted from CDC publications.

### **Contagious Infections**

In the event that a student develops a contagious infection (i.e. Staph), the student must inform the Office of Residence Life. The student must provide proof of medication to the Executive Director of Residence Life. The infection must be covered at all times, if seen uncovered, the Office of Residence Life is permitted to temporarily remove the student from the residence halls. A health and wellness check of the apartment will be conducted by Residence Life personnel to ensure there is proper cleaning supplies and sterilization procedures taken place within the living space.

## **Residence Hall and University Services**

### **Cable**

Every living room and each bedroom will be equipped with a cable outlet. Students should bring a cable ready television and cable cord. Basic cable channels are included in your technology fee.

For premium cable channels and services, contact Buckeye Cable System (419-724-9800). Interested students are required to contract directly with Buckeye and are responsible for all charges related to the additional contract.

No dishes or satellites are permitted for personal use or purchase on the university property.

### **Campus Chapel**

Our Lady Queen of Peace Chapel is available for individual prayer and reflection during the day between 7:00 am and 5:00 pm. Weekday morning Mass is scheduled at 7:30 am, Saturday at 8:00 am, and Sunday Mass at 9:00 am. During the fall and spring semesters Mass is also celebrated each Wednesday at noon. Additional prayer services and opportunities for the Sacrament of Reconciliation are also planned. Check the posted monthly Queen of Peace calendars or the Lourdes University web site: [www.lourdes.edu](http://www.lourdes.edu); click on **Newsroom**. Then under **News & Events** click on **Queen of Peace Calendar**. Students and guests are welcome to join the Sisters and the university community.

*The Chapel is reserved for the use of the Sisters of St. Francis and their sponsored ministries. It is NOT available for rentals. In keeping with diocesan guidelines, it is NOT available for weddings.*

Students are also welcome to spend some quiet time in the Portiuncula Chapel which is open daily for private prayer from 7:00 am to 5:00 pm.

### **Computers**

All residence halls are equipped with wireless internet service. Students will receive information at check-in concerning getting connected. Computers are located at The Den in the Sylvan Square Shopping Center. For any wireless connection issues, please call IT: (419) 824-3807

### **Dining Service**

Meal Plan Policy for Undergrad Traditional Residential Students

All traditional undergraduate students living in the Lourdes University residence halls are required to purchase a meal plan.

- First year students are required to purchase the full meal plan for their first two semesters of full-time enrollment.
- Returning and transfer students who have completed two semesters of full time course work have the option of choosing other available meal plans.

All traditional undergraduate students living in the residence halls will automatically be billed for the full meal plan each semester. Returning and transfer students as detailed above may contact the Bursar in order to request a different meal plan.

### **Counseling Services**

The Office of Counseling Services, located in The Sophia Center, is available to all registered students. Counseling Services offers individual counseling, support services, resource information, and referral assistance for community services in areas such as depression, anxiety, grief and loss, adjustment issues, self-esteem, parenting concerns, personal relationships, eating disorders, stress management, human sexuality, and personal health issues, to name a few. The counseling services web/site will offer numerous resources and links to local, regional and online emotional health and mental health crisis resources. Website: [www.thesophiacenter.org](http://www.thesophiacenter.org)

The counseling office hours are Monday - Friday, with evening hours available. To set up an individual appointment, call 419-882-4529 or 419-345-1457 or email: [srachel@thesophiacenter.org](mailto:srachel@thesophiacenter.org). Students will then be contacted for an appointment. Counseling Services are provided on a confidential basis.

### **Laundry Facilities**

Student washers and dryers will be located in the small building between the Pioneer and Justinian halls and the building adjacent to the sand volleyball court. These buildings will be accessible with the student's ID card. These machines will accept coins or a student ID with flex dollars loaded onto it. If you should have any mechanical problems with the machines, please contact the Residence Life Office. For issues with student ID's please contact the Information Technology help desk.

Students are required to stay in the laundry area while they are using the machines. Unattended laundry in one of the machines or in the laundry area may be brought to the Office of Residence Life.

### **Liability**

The student is responsible for the loss or theft of or damage to both university and personal property caused by the student or the student's guest. The university assumes no responsibility for loss of or

damage to the student's personal property. Each student is encouraged to take appropriate steps to safeguard and insure her/his property. The university is responsible only for damages caused through the direct negligence of its agents or employees. In the event the room or apartment assigned to a student is destroyed or rendered wholly inhabitable, by no fault of the student, and the university does not elect to furnish other accommodations, the contract shall be terminated. In the event of such termination, any prepaid room and board fees or rent shall be refunded to the student on a pro-rated basis.

### **Personal Property Protection**

The Office of Campus and Residential Life encourages all students or their parents to have personal property insurance that covers students' personal property. Students are responsible for protecting their items from theft and vandalism. Keep records of valuable items in a safe place. Engrave valuables with your driver's license number and mark clothes with a permanent marker. Residents should keep their room door locked at all times and should not prop open any doors of the housing facility.

### **Lofts**

Homemade lofts are not permitted, however Lourdes will provide the students with loft kits. Students should contact their Resident Assistant as soon as possible as there are a limited number of kits available.

### **Lost and Found**

Any items found should be turned into a Residence Life staff member or Campus Safety. Any items not claimed by the end of the semester will be donated to charity.

### **Maintenance**

#### **Routine Maintenance**

Important: Emergency concerns should be reported directly to your RD or RA.

If you have a routine maintenance concern, please visit: <http://www.lourdes.edu/campus-life/housing-dining/housing/residence-life/maintenance-request-form/> and submit a request online. By submitting the request, you are agreeing to let facility staff enter your apartment whether you are present or not to complete the task.

#### **Emergency Maintenance**

Emergency maintenance staff is available 24 hours a day, 7 days a week. Maintenance emergencies requiring urgent repairs include:

- Doors that do not close or lock properly

- Loose door knobs or knobs that fall off
- Lock and key problems
- Heat, power, or water loss
- Flooding
- Continuously running water (sinks, toilets, showers)
- Clogged floor drains, sinks & toilets
- Broken windows
- Graffiti and vandalism of fire alarm or security equipment, etc.

All maintenance emergencies should be reported to your RD or RA on duty. Maintenance that is a result of student negligence and misconduct may result in a billing charge.

### **Pests**

Sightings of vermin or persistent problems with insects in rooms or public locations should be reported. Please submit a service request at: <http://www.lourdes.edu/campus-life/housing-dining/housing/residence-life/maintenance-request-form/> . Be sure to provide as much information as possible regarding the infestation.

### **Room Furniture**

Every student's room is furnished with bed frames, mattresses, desks, chairs, dining tables, sofas, and closets. All furniture must stay in your room. Do not add to your room furnishings by taking furniture from common areas or other apartments. Removing furniture from your room or adding furniture to your room from common spaces or other apartments may result in a charge.

No student is permitted to bring a bed or mattress into the apartment and must use the mattress provided by the university. Students who require a special mattress due to a medical condition must provide a letter from their doctor. In addition, because of the prevalence of bed bugs on campuses across the country, students are no longer allowed to bring soft furniture of any kind including couches, chairs, or any other fabric covered items.

Report any damage to furnishings to either an RA or your RD.

### **Obtaining Sundries**

The university will provide all students living within the residence halls with a reasonable amount of light bulbs and toilet paper. These items can be obtained by stopping by the Den.

### **Avoiding Maintenance**

There are some maintenance concerns that can be easily avoided. Here are some steps to avoiding maintenance:

- Avoid overloading the circuits with too many appliances or adapters
- Do not remove your screen or damage it in any way
- Treat your room furnishings as if you bought them yourself
- You are responsible for the condition of your room when you move out. Room occupants will be billed for rooms that have sustained damage. To avoid damage billing, here are a few guidelines to follow:
  - Do not cover more than 25% of your wall surface with decorations and always use a non-damaging type of adhesive
  - Do not paint your wall or mark the interior of the room or furnishings with any non-removable material
  - Do not add or remove university furnishings from your room
  - Report any damage or concern as soon as possible.

### **Visitors**

Guests must be escorted at all times. Visitors disrupting others or violating policies will be asked to leave. In accordance with the Lourdes Community Standards, residents may be held accountable for the actions of their guests. Same gender overnight guests may stay no longer than 72 consecutive hours in a one month period with advance permission from the Office of Residence Life.

There is no curfew at Lourdes Commons but visitation for opposite gender visitors ends at 2:00 a.m. and these guests must leave a student's apartment or face removal from the property. It is against university policy and values to allow any opposite gendered guest to cohabitate or spend the night with our students.

### **Search Certificates: Authorization for Search**

The university shall at all times during the term of residency retain legal ownership and ultimate possession and control of the student's room and/or university property assigned to such room. The Office of Residence Life reserves the right to maintain and preserve the residence halls. The student hereby understands and agrees that authorized personnel may enter the student's room at any reasonable time for life, safety, or health threatening emergencies; to perform requested or preventative maintenance; to respond to a cry for help or the smell of smoke; or to investigate and/or silence disruptive noise(s). The student hereby authorizes access by residence life personnel when access is requested by any law enforcement officer possessing a facially valid search or arrest warrant.

The members of the Student Life staff, members of the Campus and Residential Life staff, as well as security may search a student's room, athletic locker, or other university property in use by a student when it appears that university policies may have been violated. In such cases, the Executive Director of Residence Life and Community Standards, or Professional Residence Life staff, upon hearing the initial facts, will issue an authorization for the search.

Once authorization is given, the Executive Director of Residence Life and Community Standards, Security Officers, and/or Professional Residence Life staff (RA, RD, or designee) may enter a student's room without permission of the residents when conduct in the room potentially violates state law, university policy or is sufficiently disruptive as to require staff intervention (e.g. loud noise from stereos, and loud and boisterous conduct which can be heard outside the room).

### **University Housing Policies**

#### **Alcohol Policies**

Lourdes University recognizes that abuse of alcohol and other drugs is a problem on the nation's campuses. In an attempt to deal with the prevention and treatment of these problems as they arise on the Lourdes University campus, the following policy has been developed.

Illegal use of drugs is incompatible with the basic purposes of an institution of higher learning, and those who indulge in it or encourage others to do so are jeopardizing both the mission of Lourdes University and their own responsible role in that mission.

Lourdes University takes the official position that a student who seeks counseling or treatment for an alcohol or other drug use problem will not be subject to any disciplinary action because of said counseling or treatment. Further, no record of such treatment or counseling will be made or used in any way to place the student in jeopardy at a future time.

The university recognizes alcoholism and drug addiction as diseases that can be treated. For the purpose of this policy, alcoholism and drug dependence are defined as diseases. A student is considered to have an alcohol or drug abuse problem when use of such drugs interferes with the student's behavior, academic performance and/or personal health. Alcohol and drug abuse are defined as the student's consumption of alcohol or any other drug abuse to an extent where such consumption creates problem for the student or others.

Lourdes University assures that any student having a problem with alcohol or other drug abuse will receive the same careful consideration and offer of treatment that is now extended to students with any other illness.

#### **Philosophy**

The campus alcohol policy proceeds from the premise that all campus policy must support the Lourdes University Mission Statement and the Code of Conduct. As an educational institution Lourdes University is committed to fostering the intellectual and personal development of its members. The abuse of

alcohol or other substances and behaviors associated with such abuse is incompatible with the mission and purposes of the institution and is therefore prohibited.

The alcohol policy is also based upon the recognition that:

1. A number of students who are of legal age to consume or possess alcohol choose not to do so; and
2. Alcohol abuse on university campuses across the nation (including Lourdes University) is rampant and widespread.

Given these facts, the university bears a dual responsibility; acknowledge the desire of those students who are of legal age to consume alcohol, ensure that the social life of the campus does not revolve around an activity in which the majority of students cannot participate, and ensure that university-sanctioned events do not fringe upon students' intellectual and personal lives. Lourdes University views excessive consumption of alcohol as an unacceptable and irresponsible act. Also, the university considers the decision to consume alcohol or not, to be a value judgment on the part of each individual of legal age. If alcoholic beverages are consumed, the consumption must take place in accordance with the laws of the State of Ohio and the City of Sylvania, as well as the policy of Lourdes University.

Each member of the Lourdes University community is responsible for upholding the University Community Standards. The University reserves the right to deal with inappropriate alcohol and/or illegal drug related behavior by an individual or organization on-or off-campus through the campus judicial structure.

### **General Policies**

- a. An individual must be of legal age (21 years of age or older) to consume or possess alcohol on campus.
- b. Under no circumstance is an individual of legal age permitted to purchase and/or provide alcoholic beverages to an underage individual.
- c. Alcohol consumption to the point of severe intoxication as manifested by destruction of property or harm to oneself or others is a violation of the university Community Standards. When severe intoxication is an accompaniment to other Standards violations, under no circumstances may it be regarded as a mitigating factor, and it may result in additional disciplinary sanctions.
- d. Wine and malt beverages are the only alcohol permitted for possession and/or consumption by an individual of legal age on the Lourdes University campus. No hard liquor is permitted in campus housing or campus property.
- e. An individual of legal age is allowed to possess a maximum of 12 (twelve)-12 oz. containers of malt beverage or up to one 750ml bottle of wine in their control for personal consumption in a living space.



f. The purchase, possession and/or use of bulk quantities of alcoholic beverages (i.e., kegs of alcohol, beer balls, and other common containers) are not permitted on the Lourdes University campus.

g. Alcohol is not permitted in the common spaces of housing facilities.

h. Alcoholic beverage drinking games of any kind are not permitted on the Lourdes University campus.

i. Registered student organizations, departments and offices shall follow all Social Function Policies and Procedures.

j. Fines for underage drinking, breaking the alcohol permitted amount, and providing alcohol to a minor may be issued at the discretion of the Executive Director of Residence Life and Student Conduct.

j. No alcohol promotions or advertisement for university-sponsored events of kind are permitted on Lourdes University campus.

#### **Ohio Law Prohibits:**

- Persons under 21 years old from consuming, purchasing, or possessing alcoholic beverages.
- Giving or selling alcoholic beverages to persons under 21 years of age.
- Having an open container of alcoholic beverage in a public place, regardless of your age. Public places are those which anyone can enter freely and include hallways, sidewalks, streets, tree lawns, patios, some outdoor areas of apartment complexes, and inside parked or moving cars.
- Using false identification to obtain alcoholic beverages.
- Allowing underage persons to consume alcoholic beverages on your property.
- Punishment for these first-degree misdemeanors can be up to six months in jail and/or a fine of up to \$1,000.

#### **Good Samaritan Policy**

In those instances in which a student contacts Campus Security or a Residence Life Staff member seeking assistance with another intoxicated student, neither the student making the contact nor the student in need of assistance will be charged. The students however will be asked to meet with the Executive Director of Residence Life and Community Standards to discuss the incident. The Director may refer the student(s) to Counseling Services for possible alcohol intervention. No formal Community Standards action will be taken unless the student(s) fail to follow the recommendations of the Director Residence Life and Community Standards or the Counseling Center.

#### **Controlled Substance Policy**

As an institution within the State of Ohio, Lourdes is committed to encouraging compliance with all state and local laws. Lourdes is opposed to the unlawful possession and use of controlled substances. It is only

in an environment free of substance abuse that Lourdes can fulfill its mission. For these reasons, it is the policy of Lourdes University that all activities on university property shall be free of the unlawful use of controlled substances.

In accordance with the Drug-Free School and Communities Act, Lourdes University has determined that the following behaviors are violations of this policy:

1. The use of non-prescribed controlled substances.
2. Possession and trafficking (manufacturing, dispensing, or selling) of controlled substances.
3. Improper use of prescription medications.
4. Possession of drug related paraphernalia (i.e., water-bongs, bongs, bowls, and other common containers) is not permitted on the Lourdes University campus.

Lourdes University does not condone the use of any illicit drug. Therefore, the possession, consumption, sharing, or sale of marijuana, narcotics, illegal synthetic drugs, non-prescribed prescription drugs or other illegal drugs is prohibited.

There are reasons other than legal implications that warrant the University's concern about drugs. The availability of drugs in any large group setting subjects members to potentially serious health and security risks. Student involvement in drug use is of concern to the University, whether it occurs on or off the campus and irrespective of any action of civil authorities. Involvement may subject the student to disciplinary action.

If illegal drugs are suspected in a resident's room or apartment, authorization for a search will be requested by the Dean of Students, Director of Residence Life or his designee, RA, RD, and Public Safety staff may enter the room/apartment and conduct a search. If illegal drugs are identified in the search, the Police will typically summoned to test the substance, confiscate the substance if it is found to be illegal, and issue citations when appropriate.

If the smell of marijuana is present in a building or pod and the Residence Life staff is unable to identify where the smell is originating, all apartments in that pod or building are subject to search. University reserves the right to confiscate illegal drugs or drug paraphernalia that are discovered in students' rooms/apartments, possessions, or public areas of the campus. If drugs or drug paraphernalia are found, the incident will be documented. All documented incidents of illegal drug use or possession will be processed internally through the University Student Conduct process first and when necessary involve local law enforcement.

If you violate the Student Code of Conduct:

If your behavior is inconsistent with the law or University policy, whether the event occurs in or out of the classroom or on or off campus, the University Student Conduct Process is initiated.

- You will be notified through your university email that an incident report has been filed.
- You will be invited to a meeting with Director of community standards to discuss the community standard violation.

- At the meeting, you will be able to discuss the charges and a determination will be made.
- If you are found in violation, sanctions may be imposed on you.

Participation in the Ohio Medical Marijuana Program and/or possession of a MMP patient card shall not exempt any person from the prohibition of possession or use of marijuana on the premises of Lourdes University

### **Implied Consent**

Lourdes University holds all students who are in the room or common area responsible for any behavior which occurs there, for the objects that are there, and any damages that may occur there. This policy will be enforced regardless of how long the student had been present in the room and whether or not the student is observed participating in the behavior or the possession.

If a student enters an area where a policy violation is occurring or begins to occur, the student should immediately exit the area. The student then should report the incident to a staff member. By remaining in the area and doing nothing, the student acknowledges participation in the policy violation. If the violation occurs in a student's apartment, the university will hold that student accountable regardless of their presence; unless they can prove that they had no knowledge of the actions or provide proof that they tried to report the violations.

### **Hospital Policy**

If a student should need to be transported to the hospital for any reason, they should contact 911 in the case of an emergency. Residence Life staff will not transport a student to the hospital in their personal vehicles but will help to arrange a cab or other arrangement if possible [see Contact List section]. If a student is transported to the hospital, a member of the Student Life staff shall accompany him/her and stay at the hospital until either (1) the student's emergency contact arrives or; (2) the student meets the requirements outlined in the following paragraphs or; (3) The student asks the staff member to leave.

In the event a student who lives in a Lourdes Residence Hall (LRH) is required to visit an emergency room (ER) or is admitted to a hospital for a medical condition, the student must submit a signed release from a doctor to the LRH Director to begin residing again in an LRH.

Lourdes will make reasonable accommodations for access issues but the student must be able to provide for their own basic care and must not have any condition that is contagious. In the event a student is released from a hospital or ER before they are able to provide basic care for themselves or while they have a contagious condition, the student is not eligible to return to a Residence Hall until they are able to provide for their own care and/or are no longer contagious.

Once a student is able to provide for his/her own care, a signed release from his/her physician is required before the student will be allowed to return to his/her Residence Hall.

If a student is deemed a danger to themselves or the community due to a mental health condition, he/she is not eligible to remain in a Residence Hall until a mental health professional has signed a release certifying he/she are no longer a danger to him/herself or the community.

Lourdes reserves the right to prevent a student from taking up residence in a Residence Hall even if they have a signed release if the Office of Accessibility Services determines that the student has a condition that is unable to be accommodated in a reasonable manner.

**Suicide Threat Response Policy**

Suicide is a leading cause of death for university and university students. In addition, suicide, attempted suicide, and suicidal gestures have a significant detrimental effect, not only on the involved student, but also on others in the campus community.

Lourdes University seeks to foster a campus community free from all personal abuse, whether that abuse is directed at oneself or others. Lourdes commits its resources to the following twofold process: 1) to provide crisis intervention and 2) to educate and promote discussion about self-abuse and violence.

For the purpose of this policy, suicide is the purposeful act of causing one's own death. Attempted suicide is the act, threat, or gesture in which a person engages in life threatening behavior(s) with the intent of jeopardizing his/her life.

The goal of educational programming offered by various units in the Department of Student Life is to promote understanding concerning the dynamics of suicide and to recognize behaviors that may signal suicidal intent. Periodic programming will address issues of depression, general principles of mental health, stress, and other topics related to student concerns.

**EMERGENCY EXCEPTION TO CONFIDENTIALITY:**

Suicidal situations are highly individual. The primary goal of this policy is student safety. To achieve this, appropriate family members will be contacted as necessary, under the direction of the Dean of Students, to promote the safety of the student and others whose health, life, or safety may be endangered. The Family Education Rights and Privacy Act (FERPA, 34 CFR 99.36) provides for the release of normally protected student data when it is believed that the student represents a health or safety risk to self or others.

Because suicidal attempts may result in death, the early identification of persons at risk for suicide is essential. Help should be sought when individuals are talking about suicide or have taken any actions that could be construed as leading to a possible suicide attempt. In emergencies contact:

|           |                    |     |
|-----------|--------------------|-----|
| On Campus | Lourdes University | 411 |
|-----------|--------------------|-----|

|                                   |                            |                                   |
|-----------------------------------|----------------------------|-----------------------------------|
|                                   | Security                   |                                   |
| Off Campus                        | Sylvania Police Department | 911 (available 24 hours)          |
| Non-Emergency Anonymous Reporting | Residence Director         | 567-694-4440 (Available 24 hours) |

CONSULTATION: For consultation, advice can be sought from the following:

|                           |   |
|---------------------------|---|
| Residence Life Facilities | In any on-campus living facilities, help may be sought from staff including Resident Assistants , and Residence Directors |
|---------------------------|---|

POST-EVENT PROCEDURES: Once a suicide or attempted suicide has been reported, the following procedures will be performed by faculty or staff members:

1. Once the immediate emergency has past, contact the Dean of Students for assistance in notifying instructors, advisors, conducting other necessary university business. The following services may be offered as needed:
  - Academic schedule adjustments
  - University withdrawal
  - Notice to faculty and advisors concerning class absences
  - Other appropriate university services.
2. Once an individual has been identified as at risk for suicide, the individual is expected to cooperate with university personnel and/or medical personnel in taking any necessary measures to reduce the likelihood that a suicide attempt will be made. The student may be required to enter into a behavioral contract with university personnel to establish conditions under which that student may continue enrollment at Lourdes. A signed release from a medical doctor to return to school will be required.
3. Class enrollment. Whenever possible, the student will be assisted to continue enrollment at Lourdes. The decision concerning continuing at Lourdes will be made by the student in consultation with medical personnel, counseling personnel, academic advisors, or others necessary to make a decision that is in the best interests of the student.

## Missing Student Policy

This policy contains the official notification procedures of Lourdes University for missing students who reside in campus housing, in accordance with the requirements of the Higher Education Opportunity Act of 2008, Section 485 (j).

Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential contact to be notified by Lourdes University no later than twenty-four (24) hours after the time the student is determined to be missing by the Dean of Students, who has been given the duty of making this determination. The confidential contact may be a person designated by the student in addition to the declared emergency contact. Should the student not formally declare a separate missing person contact, the emergency contact on record will be notified.

For persons under 18 years of age and not emancipated, the institution will still allow a separate person to be designated for missing person notification; however, a legal parent or guardian will also be notified, in compliance with the Higher Education Opportunity Act. Notification of this policy will be made directly to all students residing in campus housing annually and be available in conjunction with the “Annual Crime Report” that provides information in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Security Crime Statistics Act.

All students attempting to register for campus housing will also be notified of this policy at the time of completion of housing related documents. Students have the opportunity to submit missing person contact information at any time by notifying the Lourdes University Office of Residence Life. This contact information will be kept confidential and only used in the instance of a missing student. If a student chooses to register a separate missing person contact, it should include the following:

- Student’s full legal name
- Lourdes ID #
- Where the student resides in campus housing
- The student’s cell phone # (or best contact phone #)
- The name and relationship of the person(s) who the student desires to be contacted
- A home and cell phone # for that person(s)
- An email address for that person(s)
- A home address for that person(s)

Each student who voluntarily chooses to file a separate missing person contact is solely responsible for the continued accuracy of the information.

A student is determined to be missing when the Executive Director of Residence Life and Community Standards has verified that reported information is credible and circumstances warrant declaring the person missing. Should the Executive Director of Residence Life and Community Standards determine that a residential student is a missing person they will immediately notify the appropriate missing person contact information. Once the determination has been made and the emergency contact notified the case will be referred to a local law enforcement agency.

The Dean of Students will provide the Director of Residence Life and Community Standards or designee timely and continuous notification of the status of the investigation until the case is closed. Appendix A provides a sample annual notification statement to residential students regarding this policy.

If you choose not to register a specific/separate contact for missing persons reporting, and should you become missing, your regular emergency contact on file with the university and/or housing will be notified.

For persons under 18 years of age and not emancipated, in addition to your desired contact person, a legal parent or guardian will be contacted should you become a missing person. If you have any questions or desire more information, please contact any member of the Residence Life Staff.

All emergency contact information submitted to Lourdes Residence Life is kept confidential and only shared with appropriate emergency response and law enforcement personnel in the event that such information should be needed. If you suspect a person is missing, notify the Office of Residence Life.

### **Community Damages**

All students are responsible for the environment in which they live. When damages occur in a common area such as lobbies, community bathrooms, hallways, lounges, laundry rooms as well as other common areas, every attempt is made to identify the person(s) responsible. If the person(s) cannot be identified, the entire community (floor, apartment, and building) is held accountable. Community damages such as broken ceiling tiles, missing furniture, discharged or missing fire extinguishers, graffiti, holes in the walls, and incidents that require additional custodial services are billed to the entire community if the responsible parties cannot be identified.

Students may be billed for damage to property, whether by vandalism, horseplay or accident. All residents can collectively be held responsible for damages to public areas that are not attributed to specific individuals. If your floor incurs damages or thefts of community property, or excessively litters or causes excessive disorder in your hallway, an “intent to bill” will be posted for your floor or building. The “intent to bill” or other similar notifications will notify floor residents of the charge for damages, and they will have three working days to ascertain the responsible individuals and communicate the responsible party’s identity to the staff. If after three days no individual has claimed responsibility or been identified, the entire floor/building may be charged. A floor may determine that a particular resident(s) is not obligated to pay the damage charges, which results in a higher percentage being charged to those who are held responsible. Each individual’s percentage of the total of all accumulated damage charges for the floor will be placed on their student account at the end of each semester. The university reserves the right to determine the minimum charge per student and to place any charges on a student’s account immediately, if necessary. Payment plans may be available through Lourdes’ Student Account Office.

If an individual or floor wishes to appeal their damage charges, they must submit a letter to the Residence Life staff within two working days of the assessment receipt. The names of all individuals and their student ID must be included in the letter, along with their signature. Appeals for community damage charges are heard by the Director of Residence Life. Students should submit any documentation or proof with a letter of appeal, which clearly outlines why the student believes he or she should not be billed for damage. This information should be submitted to the Director of Residence Life. Once the appeal is submitted, the Dean of Students, or designee, will review the information and make a decision that will be communicated to the residents involved.

## **Fire Safety**

For fire safety reasons, candles, incense, simmering potpourri and appliances with open heating elements are not permitted in the rooms or apartments, unless for religious purposes. Fireworks and gasoline-powered items are prohibited as well.

Fire drills are conducted periodically in every building. Throughout each semester, there will be one scheduled and one unscheduled fire drill. Students and guests are required to exit the building during fire drills and will remain outside the building until given permission to re-enter when the drill is complete. Failure to leave a residence hall during a fire drill or any actual fire alarm may result in a fine or other student conduct sanctions. The green space across the parking lot is the congregation point for students to report to ensure all students are present and out of the building. Smoke detectors have been placed in every room. Report any problems with the detectors immediately to a Residence Life staff member.

Fire safety equipment includes smoke detectors and fire extinguishers. Fire extinguishers are located in the hallways of each building as well as in each apartment. Tampering with equipment compromises the safety of the community and is a violation of university policy and is subject to serious disciplinary action.

## **Fire and Safety Equipment**

The following are prohibited: failure to evacuate when a fire alarm is activated, setting a fire in a residence hall or areas associated with residence halls, falsely reporting a fire, using fire equipment for other than the prevention or control of a fire, and damaging or removing the fire equipment, including but not limited to fire alarms, fire extinguishers, smoke detectors, fire hoses, and any other safety devices.

In the event of fire detection, always call 911. Wake your neighbors when possible and evacuate the building promptly. Notify the RD and or RA when possible. Remain outside the building and away from the route of emergency vehicles until given permission to re-enter.

## **Fire, Theft, or Other Damages**

The university will not be responsible for the loss of or damage to, any personal property of a student. The university strongly recommends that all residents have their belongings covered by renters' insurance.

## **Inclement Weather/Tornado Policy**

In the event of inclement weather or a Lucas County Tornado Warning, students should go to the hallway of the lowest level of their residence hall. The Lucas County Alert System will inform all students of these warnings; students should also enroll in the Lourdes Alert text message program as well.

## **Noise**



Causing or contributing to excess noise in the residence hall complex or residence hall or areas associated with housing facilities is not allowed. Excess noise interferes with or has the potential to interfere with the legitimate rights of others. Quiet hours facilitate study and allow for a healthy amount of sleep within the residence halls. Each residence hall will establish its own quiet hours, beginning no later than 11:00 pm on weekdays and Midnight on weekends and continuing until at least 9:00 am.

Contact residence hall staff or security to report excess noise.

Please remember that our residence halls are located in a residential neighborhood and as such we should respect our neighbors. This means that we should be considerate of the outdoor noise levels especially in the evenings. Additionally, the City of Sylvania has a noise ordinance that addresses excessive noise levels after 10:00PM. The Sylvania Police may issue citations to those who fail to comply with the noise ordinance.

### **Safety Features**

All exterior doors to housing units are locked 24 hours per day to protect the safety and privacy of all residents. Only residents residing in a particular building will have access to the building. The Student's ID card will grant them access to the front door of their building. Students also will be able to exit the back doors of the buildings but will not be able to reenter through these doors. Anyone needing to contact a resident may use the Intercom system located outside each building.

For the safety of all residents, do not prop any doors to the residential facility. A person who props a door may be subject to disciplinary action including fines. Please do not let anyone into the building unless they are your guests. This protects everyone who lives in the building from danger. Please ask guests to use the Intercom system available outside of the front doors.

First floor apartment windows are equipped with security screens. These screens are resistant to cutting and being removed from the outside. In order to be effective, they must remain locked from the inside. Residents are required to keep these screens locked at all times other than during a fire. Students who leave their screens unlocked are subject to fines up to \$50.00 per documented incident unless there is an actual fire and the window was used for egress.

Individual apartment doors lock automatically when closed. Please carry your keys with you at all times. If you lock yourself out, please contact the Office of Residence Life during regular office hours or contact the RA duty phone during evenings and weekends. Excessive use of lockout services can result in an escalating fine schedule starting at \$5.00.

Campus security patrols the campus 24 hours a day and an officer is always available to assist students with their concerns. University Security can be reached at 419-574-3861.

The safety and security of residential facilities is dependent on the cooperative efforts of the residents, the staff, the Office of Residence Life and Lourdes University Security.

Residents are expected to cooperate with university staff members performing their job functions. Residents are expected to practice safe behavior such as keeping doors and windows locked, being aware of and reporting suspicious behavior, and not walking alone.

Residence Hall staff will make routine health and safety inspections of all rooms and apartments. These will be made on major university breaks and at other times during the semester at the discretion of the Residence Life staff. Residence Life staff reserves the right to enter apartments if they believe the health and safety of a resident is in jeopardy.

## Visitation

Visitors are permitted in student rooms from 10:00 a.m. to 2:00 a.m., with the permission of the roommate. At 2:00 a.m. All opposite gendered visitors must leave the student apartment.

No more than twelve people may be in an apartment at one time. A visitor is defined as any individual who does not contract to live in a specific apartment within campus housing at Lourdes University. Students will be held responsible for informing the visitor(s) of university regulations and will be held accountable for the actions of their visitors. Visitors must be properly escorted at all times and may be in the host student's room. Keys to student rooms will not be issued to guests.

A student's family or family members may stay with the student for a period of no more than 72 hours once in the course of a given month.

No children under the age of sixteen (16) are permitted in the residence halls after 7:00 p.m.

## Miscellaneous Residence Hall Policies

- **Baby-sitting:** Baby-sitting is not permitted in university housing because it may create a disturbance to other residents.
- **Bicycles:** Bicycles must be stored in the bicycle racks provided outside of the buildings. Storing bicycles in the hallways, stairwells, or common spaces is prohibited.
- **Candles, incense, Halogen Lamps** and any open heating elements are prohibited in university housing.
- **Chemicals:** Possessing or using chemicals or other dangerous substances that may cause damage or injury are prohibited.
- **Cohabitation and overnight guests:** Cohabitation is defined as a nonresident (not assigned to the apartment) dwelling with a resident. Same gender overnight guests may stay no longer than 72 hours in a one month period with advance permission from the Office of Residence Life.

- **Furniture, Carpet and Fixtures:** Furniture must stay in the room to which it was assigned and be treated with care. Please report any damages or spills to the residence life staff.
- **Grills:** Outdoor cooking is not permitted on apartment patios or balconies due to fire hazard, but it is allowed on the grills provided by the university in the courtyards. No cooking grills can be used or stored in any apartment, balcony, or patio. If a grill is observed on the balcony or patio of an apartment, all apartment residents are subject to a \$100.00 fine.
- **Heaters:** Space heaters, whether electronic, propane, or kerosene, are not permitted in residential facilities.
- **Lounge furniture:** Lounge furniture in the common space is for everyone's use. Students are expected to care for the lounge and hold each other accountable for the care of the common space. Furniture from the lounge may not be removed.
- **Personal Belongings:** Tampering or borrowing the personal belongings of others without permission is against residence life policy.
- **Pets:** Having an animal in university housing is prohibited. The only exception is fish in an aquarium no larger than ten gallons. Service animals are the only exceptions with permission from Accessibility Services. Guests are prohibited from bringing pets into university housing.
- **Rooftops and Windows:** Objects may not be thrown into or out of windows or off roof tops. Propulsion devices such as rockets, catapults, slingshots or any homemade device for the purpose of launching an object are prohibited. Storage of the above items in vehicles parked on university property is also prohibited. Throwing, shooting, and dropping anything from university windows, ledges, balconies or roofs or being on any roofs of University housing is prohibited.
- **Room decorations:** Walls may not be painted or wallpapered. Nothing should be attached to the ceilings. For safety reasons, fabrics, flags, netting, or other materials should not be hung from the ceilings or be draped over or near light fixtures or lamps.
- **Solicitation:** Solicitation by students or outside agencies is prohibited in university housing.
- **Sports:** Engaging in sports or sports related activities within university housing is prohibited. This includes but is not limited to airsoft, rollerblading, and skateboarding; these activities should take place outside of the building.
- **Stickers:** Stickers mounted on doors, walls, ceilings or hall furniture is not permitted. Damage charges will be assessed for the removal of such items.

- **Smoking:** Smoking of any kind is prohibited in university housing, on the entry way stoops, and on residence hall balconies. Designated smoking areas are at picnic tables behind Pioneer Hall and Rosaria Hall. E-cigarettes are also not permitted in any building.
- **Traffic Signs:** It is illegal to remove traffic signs and place them as decorations within the apartments.
- **Water fights:** Water fights, water balloons and water guns are not permitted in university housing. Water should not be thrown inside a building, into or from a window, balconies, or the rooftops of university housing.
- **Weapons and Explosives:** Students may not possess fireworks, explosives, ammunition, gunpowder or any other related items in university buildings. Possession of weapons or potentially dangerous sporting or recreational equipment (including projectile devices such as pellet guns, paint guns, air soft, sling shots, etc.) or other harmful devices is prohibited. Additionally, any item used or brandished in a manner that threatens the health and safety of the community or causes damages or extra clean up in and around university housing is a violation of this policy.
- **Windows, Patios, and Balconies:** Windows, patios, and balconies must be maintained in an acceptable condition at all times. Hanging items from balconies and patios that create unsafe or unsightly conditions is not permitted. Cooking on patios or balconies constitutes a fire hazard and is a violation of this policy. Birdfeeders are not permitted.
- **Trash:** Trash should be taken to the designated waste receptacles /dumpsters that are located in the parking lot at the back of the Sylvan Shopping Center and in front of the halls. Trash should not be left on balconies, patios, or in apartment hallways. There is a \$25.00 fine for the removal of trash left in any of these areas.
- **Student Businesses:** No student shall run a business of any kind from their University assigned housing.

## Contact List

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| Lourdes University Security (Campus land line)             | 411                 |
| Lourdes University Security (from your cell phone)         | 419 574 3861        |
| Emergency Services   | 911                 |
| Sylvania Police Department (Non-Emergency)                 | 419 885 8902        |
| Sylvania Fire Department (Non-Emergency)                   | 419 885 8995        |
| Non-Emergency Anonymous Reporting (Available 24 Hours)     | 567 694 4440        |
| Facilities   | 419 704 3047        |
| IT   | 419 824 3807        |
| Black & White Cabs   | 419 536 8294        |
| Sophia Counseling Center                                   | 419 882 4529        |
| RA Duty Phone  | 567 694 4453        |
| RD Duty Phone  | 567 694 0713        |
| Executive Director, Residence Life and Community Standards | 419 824 3873 (Desk) |