



**Eastern Maine Community College**

# **Residential Life Handbook**

All policies and rules contained in this handbook govern and apply to any student who resides on the Eastern Maine Community College campus and their guests.

**Residential Life Department**  
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***The Residential Life Department is committed to the educational mission of Eastern Maine Community College. An integral part of each student's total education is the learning that takes place outside of the classroom. That learning involves the acquisition of personal and social skills necessary to the achievement of academic goals and, upon leaving Eastern Maine Community College, the pursuit of a career. Residential programs, staffing patterns, lifestyles and procedures are designed to carry out and support the educational mission and ensure that learning takes place.***

## **Our Residence Halls**

Eastern Maine Community College provides housing for over 260 full-time students. EMCC offers two residence hall options for residents: Acadia Hall and Kineo Hall.

**Kineo Hall** – houses students in “blocks” (two double-occupancy rooms with four people of the same gender) or triple-occupancy rooms. Each room is individually climate controlled and shares a common bathroom with double sinks, a shower, and a toilet stall. Kineo Hall houses our Community of Recreational Enthusiasts (CORE) and Honors Living Community.

**Acadia Hall** - houses students in corridor-style double or triple occupancy rooms. Floors are usually single-sex communities and have bathrooms on each floor that are cleaned and maintained by Housekeeping Staff. Acadia Hall also houses our Creative Arts Nook (CAN) and Gender Inclusive Housing living communities.

Both residence halls offer wireless internet, on-site laundry facilities, mail service, vending machines, and common rooms with flat-screen TVs, microwaves, game tables and other amenities such as game and surround sound systems.

## **Residential Life Staff**

Residential Staff are the key to representing student needs and concerns in the hall. One of the most important roles of Residential Staff is to serve as a guide for students as they navigate the transitions and challenges they face in college. They, as school officials, are charged with upholding all school policies and state laws and are bound to deal with violations. Students may not interfere with, mistreat, or otherwise abuse and/or undermine a staff member's responsibility and authority.

**Resident Assistants** – Each floor of the residence hall is assigned a Resident Assistant, a current student who has shown academic leadership and personal success. They are charged with assisting residents with transitioning to college, implementing programming and activities and advocating for resident rights and responsibilities.

**Resident Directors** – Each building has an on-site, live-in Resident Director, a professional staff member responsible for the overall health and safety of each resident. Resident Directors provide referrals, guidance, disciplinary actions and activities, as well as supervise the Resident Assistants.

**The Director of Student Engagement and Residential Life** – The Director of Student Engagement and Residential Life oversees all aspects of Residential Life at the College, including staffing, programs, appeals & assignments.

The entire Residential Life Department wants to assist students in successfully completing their educational objectives and growing both as a student and an active member of the community. Typical assistance that they provide include adjusting to college life, homesickness, mediating problems with roommates, enforcing policies and procedures, or just being available to talk or listen.

## **Resident Bill of Rights**

All residents of Eastern Maine Community College have the following rights:

1. The right to read and study in their room.
2. The right to sleep without undue disturbances from noise, guests, roommates, etc.
3. The right to expect that belongings will be respected by roommates, residents and guests.
4. The right to live in a safe, clean, alcohol, tobacco, and drug-free environment.
5. The right to free access to their assigned room without pressure from roommates.

6. The right to personal privacy.
7. The right to be free from fear of intimidation, physical and emotional harm.
8. The right to have guests with the understanding that guests must respect the rights of their roommates and other hall members
9. The right to expect reasonable cooperation in the use of residence hall equipment, and a commitment to honor the agreed upon payment procedure.

### **Civility Statement**

The dictionary describes civility as polite, reasonable, and respectful behavior. We are all human and know that there will be times that each student, administrator, faculty member or staff personnel will experience frustration to a high degree. When this occurs, and it will, we encourage each person experiencing this high level of frustration to step back, walk away, and return later to discuss the situation. Seek out someone to act as a third party with respect to conflict resolution. Eastern Maine Community College wants to be:

- A college where respect is expected and obvious.
- A college where we all treat each other as we would wish to be treated.
- A college where conflict resolution is the rule of thumb.
- A college where we all feel that someone is available to assist when needed.
- A college where all community members have the same goal – a peaceful and tranquil campus to pursue an education.

### **Residential Life Principles of Diversity**

The Residential Life Department believes that diversity is integral to the development of a healthy living/learning community. As members of this community, we must all strive to understand and respect the individuality and life choices of those among us. These may include ethnic, racial or religious identifiers; gender and/or gender identification; sexual orientation, age or disabilities. These differences could lead to individuals being consciously or unconsciously discounted, excluded, abused or otherwise discriminated against. Therefore, we all must be open to learning from one another and creating an atmosphere of positive encouragement, acceptance and respect.

The Residential Life Department:

- Offers a safe and secure environment in which to welcome and celebrate the expression of diversity.
- Encourages everyone to be actively engaged in the process of exploring diversity.
- Expects all members of the community to confront those individuals who intimidate or harass members of diverse populations.
- Could exclude people from this community for harassing or intimidating behavior.

## **MOVING IN, AROUND & OUT**

### **Room Assignments & Changes**

Residents are assigned to either a double or triple occupancy room. Due to the number of students wishing to reside on campus, usually the only single rooms we can provide are for residents who require accommodations

due to a disability. These requests must be approved by Accessibility/Disability Services which can be reached by calling (207) 974-4868 or emailing [access@emcc.edu](mailto:access@emcc.edu)

If vacancies exist, and Residential Life Staff determines it appropriate, single rooms may be offered to residents. These "purchased singles" would be billed at a higher rate than that of a double, triple or ADA-approved single.

Rooms and roommates are assigned for the semester; however, the college reserves the right to cancel any room assignment or reassign any individual when a cancellation, vacancy or reassignment is deemed necessary or advisable.

Students may only change rooms with written permission from their Resident Director. If a student is found to be living in a location to which they are not assigned, they may be charged double room fees. Unless extenuating circumstances exist, no room change requests will be accepted or granted during the first two weeks of the semester. This allows residents the opportunity to settle in and learn about each other, rather than making rash assumptions and judgments. After that time, the procedure below must be followed in order to streamline the room change process.

- A Room Change Request Form can be obtained from the resident's Resident Director or Resident Assistant.
- In certain circumstances, interviews and/or mediation sessions with all parties involved may be required before a room change is approved.
- Once this form is completed and returned, the request will be reviewed by the Residential Life Staff and the student will be provided with written notification of the decision. Residential staff reserves the right to approve, deny or change any room assignment due to disciplinary infractions, irreconcilable differences, or any other reason deemed necessary. No room assignment will be made or changed based on race, creed, color, national origin or sexual orientation.

### **Breaks & Vacations**

Our residence halls will remain open on all 3-day weekends. Students do have the option of remaining on campus during vacations and breaks provided they meet additional qualifications and pay an additional fee. Payment arrangements must be made prior to the start of vacation/break. No meal services will be available during Thanksgiving, Winter, Spring & Summer breaks.

### **Move Outs**

Residents are required to check out of the residence halls within 24 hours of their last final. To appropriately check out, the following procedure must be followed. Failure to complete part or all of this procedure may result in additional fines being assessed.

- Schedule a time with a Resident Assistant or Resident Director to inspect your room after all personal belongings have been removed; trash/bottles/cans disposed of; the room has been cleaned and rearranged to the original set-up including bed assembly (no bunk beds).
- Fully clean the room and bathroom. This includes emptying and wiping down furniture (including drawers), sweeping and mopping the floors, cleaning sinks, toilets and showers, etc. Residents are expected to assign cleaning responsibilities amongst themselves.

- Complete the check-out portion of the Room Inventory Contract and return all keys and ID card.

Cleaning fees will be charged to those who do not clean their rooms at the end of the academic year/semester. Additional fees will be billed to those students creating messes in public areas and restrooms or who do not dispose of their trash, belongings or cardboard appropriately.

### **Damages & Security Deposits**

Each semester, resident students are assessed a \$50 security deposit when they move into the residence hall. All, or part, of this fee is refundable at the end of the academic year, provided:

1. The resident's room, furnishings and public areas are in the same condition as they were during move in, all belongings have been removed and room has been cleaned
2. The resident follows the proper checkout procedure as outlined on the Room Inventory Form, including a room inspection by the Resident Director
3. The resident leaves for reasons other than a violation of the Student Code of Conduct or the Residential Life Housing Agreement

Residents will be responsible for damages beyond normal wear and tear to the buildings and their room and furnishings. Charges will be determined based on the costs of repairs, including labor. In addition, community damages and fines will be deducted as follows:

1. To any individual accepting responsibility or is found to be responsible for the damage;
2. To the occupants of a room where the damage was done and when direct responsibility cannot be placed

In public areas such as lounges, hallways, elevators, Common Rooms, Acadia bathrooms, stairwells, etc. where damage or littering occurs and responsibility is not assigned to an individual, the occupants of the floor or building will be held responsible. These damages will be assessed at the discretion of the Resident Director and charges will be prorated among the occupants.

Public furniture is provided for all residents and must be left in its usual place. Residents of the building/floor will be fined a minimum of \$25/day if any public room furniture is found to be missing by a Residential Life staff member.

All security deposits are processed at the end of the academic year.

Any charges which exceed a student's security deposit will be added to the student's account with the Business Office. In addition, the Business Office reserves the right to retain any security deposit to cover other charges on the student's account.

## **AMENITIES**

### **Activities & Programming**

All residents are assessed a recreation fee of \$65/semester which makes it possible for the Residential Life Department to offer a wide variety of programs and activities, as well as wireless internet. These efforts help to

ensure students feel connected to their campus and community, therefore, residents are encouraged to communicate their interests to the Residential Life Staff for planning purposes.

Board games, cards, DVDs and game systems are available for check-out from your Resident Director or Resident Assistant. Some require a deposit, ID, etc. to be held while the item is being used.

## Counseling

Eastern Maine Community College strives to attend to the mental health needs of EMCC students by providing free and confidential counseling services for its students. To schedule an initial counseling appointment, call (207) 974-4858 or send an email to [counseling@emcc.edu](mailto:counseling@emcc.edu). For privacy reasons, our counselor may be unable to answer the phone at the time a call is placed. Students are encouraged to leave a detailed message including their call-back number for them to reply to.

Other helpful resources include:

- Domestic Violence 1-800-863-9909
- Mental Health Crisis Hotline (24-Hour Hotline) 1-888-568-1112
- National Suicide Prevention Lifeline 1-800-273-8255
- Penquis Health Services 1-207-973-3650
- Rape Response Services 1-800-310-0000
- Statewide Sexual Assault Crisis & Support 1-800-871-7741
- Maine Office of Substance Abuse Information 1-800-499-0027
- Veterans Crisis Line 1-800-499-0027

## Dining Services & Meal Plans

Eastern Maine Community College contracts with FLIK Dining Services to provide meal service to the College community. All students residing on campus are required to have a 5-day or 7-day meal plan. Commuters, staff and guests may purchase snacks and meals using cash. Mealtimes are as follows:

Weekdays	Open from 7:00am-7:00pm	
Saturday & Sunday	Brunch - 10:00am-12:00pm	Dinner – 4:00pm – 6:00pm
Holidays & Snow Days	Brunch - 10:00am-12:00pm	Dinner – 4:00pm – 6:00pm

No evening meals will be provided on the last day of classes before a vacation or holiday weekend. On the day the halls reopen after vacation or holiday weekends, only dinner will be served.

If you have comments, concerns, suggestions or praise about your dining experience, or if you need any special assistance, please email [gthrift@emcc.edu](mailto:gthrift@emcc.edu) or fill out a comment card found within the dining hall.

## Health Services

While EMCC has no health services on site, we do have a partnership with PCHC/Brewer Medical Center for students to receive services. Regardless of the student's insurance, there will be no charge for the office visit. Any charges incurred for laboratory tests, x-rays, and other costs outside of the actual office visit are the sole responsibility of the student.

Students may bring their valid EMCC ID to the Walk-In Clinic (735 Wilson Street, Brewer) for services. They are open M-F 7am-7pm and Sat & Sun from 9am-4pm.

## Internet & Phone Service

EMCC does not provide phone service in the residence halls. Courtesy phones are provided by the College in the lobbies of Maine and Katahdin Halls for local phone calls. Dial 8 for an external line.

Wireless printing is available in both Kineo and Acadia Halls, in addition to other locations around campus.

### How to Print Wirelessly

1. Go to [print.emcc.edu](http://print.emcc.edu) (DO NOT type "www") and log in with the same information you use to log into the wireless internet.
2. Click "Submit a job>>" and then select the printer you'd like to print from.
3. Click "Print Options and Account Selection". Then enter the number of copies you'd like to print.
4. Click "Upload Document" and then "Choose File" to select your file from your computer or jump drive.
5. IMPORTANT – make sure your file extension is one of the ones listed! If you are using OPEN OFFICE, when you click "save as" to save your document, be sure to change the file type to one of those supported.
6. Click "Upload & Complete."

Please note that wireless printing does not work with Mac Pages and some other file types.

Eastern Maine Community College provides wireless internet throughout the campus and in its residence halls. Computers are available for student use in the Library and in Maine, Rangeley and Acadia Halls. Printers are available for student use in the Library and in Maine, Rangeley, Acadia, and Kineo Halls. All internet and computer use is subject to the Computer Use Policy. In addition, residents are specifically prohibited from installing their own wireless networks using hubs, bridges, hot spots, torrent or other networking devices/practices that disrupt access to internet by all residents.

### Logging onto Wireless Internet

1. Connect to the "EMCC" Network.
2. Click on your browser (Internet Explorer/Chrome/Firefox) and then a log-in screen will open –  
**USERNAME:** [firstname.lastname@student.emcc.edu](mailto:firstname.lastname@student.emcc.edu)  
**PASSWORD:** Your password will be the password you use to log into MyEMCC. If you do not know this password, go to MyEMCC. In the center column there is a "Reset Password". You can change your password here.

For questions or concerns, contact the Information Technology (IT) Department located in Maine Hall -Room 116. The IT Department is open Monday-Friday, 7:30am-7pm.

## Laundry

Laundry rooms with washers and dryers are located off the lobby of Acadia Hall and on the first floor of Kineo Hall. You may purchase laundry detergents on campus at the College Store or at an off-campus facility. The cost is \$1.75 to wash and \$1.75 to dry however these machines do not accept coins or bills. Laundry debit cards may be purchased through the vending equipment in the entryway of Katahdin Hall during times that the building is open. A \$5 bill is needed for initial purchase.

Report all problems with the washers and dryers to the Resident Director or your Resident Assistant so that the problem can be corrected as soon as possible.

## Mail & Packages

Mail is collected from the Campus Mailroom once a day and delivered to the residence halls Monday through Friday. **Mail is not delivered on Saturday and Sundays**; we do not have access to the mailroom on the weekends. Mail for residents may be sent to:

Student Name  
Kineo/Acadia Hall, Box #  
354 Hogan Road  
Bangor, ME 04401

There are receptacles for stamped outgoing mail in Kineo and Maine halls. Stamps, stationery and envelopes can be purchased in the College Store.

Residents are expected to plan for their mail service upon vacating the residence halls. This may include a change of address form with the United States Postal Service, contacting solicitors and creditors, etc. EMCC does not forward any resident mail.

Residents can receive packages through USPS, FedEx and UPS. The College does not provide for the mailing of packages except for those with pre-paid mailing labels. College staff will sign for any package delivery unless the sender requires otherwise. If a resident receives notification that a package has been delivered before/after the residence hall mail has been processed, they can visit the Security Desk/Student Life Office in Maine Hall to collect it. Residents are expected to refrain from ordering or having perishable items sent over breaks and vacations as mail service is not regularly conducted during this time.

## **Parking**

All students and employees at EMCC are required to have a current EMCC parking decal. The form to apply for a parking decal can be found under the "Quick Links" section (left side column) of MyEMCC. Decals will be processed and mailed after students complete and submit the online form.

All overnight parking (any resident student) is required to park in Lot A. The area behind Acadia Hall and the circle of Kineo Hall are loading/unloading zones only. It is expected that unloading/loading is no more than 15 minutes. Any resident/student failing to abide by this may be issued a ticket by Campus Security.

Guests staying overnight in the residence halls must register their vehicles with a Resident Assistant. Unregistered or inoperative vehicles are not allowed anywhere on EMCC property. In addition, no off-road motorcycles, snowmobiles, ATVs, etc. are allowed on College property unless approved by the Vice President of Academic and Student Affairs. Finally, for safety and security purposes, loitering in the parking lot is prohibited.

There are times during the winter months Maintenance and Housekeeping Staff will need to conduct snow removal in the parking lots. Signs will be posted in advance and the RAVE Alert System may be utilized to notify residents when their vehicles need to be moved to allow for this process.

## **Vending Machines**

Washers, dryers, vending machines and Acadia Hall computers are provided as a convenience to all residence hall occupants. These are maintained and provided by third party vendors and are monitored by camera. Tampering with them and repeated misuse may result in the removal of these services and charges/sanctions being assessed to the parties involved. Any malfunction of these machines should be reported to the Resident Director. Any refunds would be issued by the EMCC Business Office and is the resident's responsibility to request.



# HOW TO MAKE YOUR SPACE “YOURS”

## What to Bring

Each resident in **Acadia Hall** is provided with an extra-long twin bed, three-drawer dresser, desk and wooden desk chair. There is also a built-in closet space with a shelf. Each resident in **Kineo Hall** is provided with an extra-long twin bed, armoire (with hanging space and two drawers), desk and wooden desk chair.

The following list is one compiled from our department's experience with residents – what they find essential, helpful, and what they may immediately realize they need after a short time.

Extra-long twin sheets & pillows	Towels/washcloths	Blankets/comforters
Mattress pad/egg crate	Night light & alarm clock	Box/oscillating fan
Toilet paper (Kineo Hall)	Extension cord/power strips	Storage crates/shelves
Desk/floor lamps	TV with HDMI cable	DVD player/game system
Extra batteries	Radio/CDs/DVDs/iPod	Laundry detergent/basket
Computer & printer	Memory stick/flash drive	Calendar/day planner
Cell phone/charger	Bowls, plates, cups, silverware	Trash can & trash bags
Dish soap, cloth & sponge	Shower caddy & shoes	Mini-fridge/refrigerator

**Cleaning Supplies** – broom, dustpan, mop, bucket, Clorox wipes, power towels, Swiffer, air fresheners

**Office Supplies** – masking tape, poster putty, Scotch tape, stapler, paperclips, scissors, pens, pencils, post-its, notebooks, pencil sharpener, 3-hole punch, whiteboard markers, envelopes, stamps

**First Aid Supplies** – Band-Aids, tweezers, triple antibiotic ointment, pain medication, fingernail clippers, anti-itch cream, and thermometer

**Other Supplies** – hammer, screwdriver, SuperGlue, pliers, tape measure, and mini-sewing kit

## Room Alterations

You are encouraged to decorate your room within the limits of good judgment and safety. No resident may install equipment, paint or make unauthorized alterations to their room without permission from the EMCC Facilities Maintenance Engineer.

1. Poster “putty” is the only permitted adhesive for posters, flyers, etc. Nails, screws, glue, tacks and tape (Scotch, Duct & masking) may cause damage to the walls which will result in repair charges being assessed from your security deposit.
2. You may not drill holes in any walls or doors. You may also not “loft” your bed in any manner, including but not limited to, propping it up on cinder blocks or other furniture in your room.

3. All our beds are height-adjustable and can accommodate some storage underneath. Beds cannot be "lofted" and are only permitted to be raised using plastic risers that can be purchased at most department stores. The riser cannot exceed 8". In addition, we recommend discussing with your roommate whether to bunk your beds if you are interested in doing so.
4. You are not allowed to hang posters, flags or other means of advertising alcohol or drugs in your windows or on the outside of your doors. Any racist, sexist or offensive materials are not to be displayed on doors, windows or in hallways, which includes whiteboards in the hallways of Acadia and Kineo Halls. Such inappropriate materials will be removed immediately, and disciplinary action may take place.
5. Residents may not remove windows or screens, nor tamper, cover or hang anything from any sprinkler or smoke detector. In addition, all ceilings must be free of flammable materials.
6. Residents are responsible for the furniture assigned to their rooms and are not permitted to move furnishings from one room to another. Students will be assessed and charged for any damaged or missing furniture if it is not present at the time of their room inspection at the end of the year. This includes window blinds which are provided to ensure resident privacy. Residents may, within the limits of good judgment and safety, add furnishings to their room, however, no storage is available so original assigned furnishings must remain in your room.

<b>Restrictions &amp; Prohibited Items</b>
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The following restrictions are important for the safety and security of all residents and assist in the conservation of energy. If you have questions regarding a specific item, please contact the Residential Life Department. **The following items are strictly prohibited** from resident rooms:

Microwaves	Frying pans	Toasters/toaster ovens
Stoves/grills/griddles	Hot pots	Space heaters/Immersion heaters
Tires/automotive parts	Air compressors	Electrical music equipment (bass, amplifiers, etc.)
Chainsaws/Gas engines	Sun lamps	Any item with open coils or elements
Soldering irons	Air conditioners	Hubs/routers, bridges and/or networking devices
Skateboards/Hoverboards	RC cars/drones	Crockpots/Rice Cookers

In addition, drug/alcohol paraphernalia are not permitted or allowed to be displayed or used as decoration in the residence halls. These items include, but are not limited to hookahs, glass pipes/bongs, alcohol bottles/shot glasses, bottle caps, etc.

Curling irons, curlers, electric blankets and irons should be unplugged, as well as turned off, when not in use.

In the interest of safety, no more than six people are allowed in a resident room at any time.

The use of microwaves is restricted to the lobbies of each residence hall. The College provides these for the use of all residents.

Residents may have a refrigerator (not to exceed 2.7 cubic feet) and hot air popcorn poppers in their rooms.

**Coffeemakers** - Coffeemakers or "Keurig's" are permitted provided they have automatic shutoffs and residents use them appropriately.

**Candles/Incense** - Burning candles and incense is not allowed anywhere on the EMCC campus including resident rooms. Decorative candles must have a non-burned wick or be wickless. Candle warmers are permitted as long as residents are conscious of their placement and other items surrounding them.

**Food Preparation** - Preparation of meals should be limited to common room/lounge areas where microwaves are provided for resident use. No hot plates, rice cookers, microwaves, toaster ovens, crockpots, etc. are permitted in resident rooms. Perishable foods may not be stored in rooms except in refrigerators.

**Knives** - The possession of knives on campus is restricted to pocketknives with a blade that is 4 inches or shorter. Samurai swords, daggers, machetes, switchblades, or any other implement with a blade is strictly prohibited, regardless of use or intent. Exceptions will be granted to culinary art students who have knives for academic purposes.

**Firearms & Weapons** - Since firearms and ammunition create a potential safety hazard, they are not permitted on the Eastern Maine Community College campus. The use or possession of firecrackers, fireworks, gun powder, BB guns, fusion caps, primers, chemicals, or any other type of explosive in the residence halls or other buildings and areas of the campus is prohibited. Furthermore, shooting guns or other firearms, or the use of other forms of weapons, is not permitted on campus, the nearby wooded area, or anywhere else within the Bangor city limits. Weapons include, but are not limited to: bows, slingshots, swords, stun guns, airsoft guns, paint guns or pellet guns.

**Pranks** - Pranks that result in disturbances or distress to others, or cause damage to college or personal property, are prohibited. Depending on the severity, violators of this policy will be charged for any mess or damage which occurs and may face additional sanctions from the College or local law enforcement.

**Projectiles** - For obvious reasons, propelling devices such as rockets, slingshots or any device whether homemade or purchased is prohibited. Dartboards and darts are not permitted in the residence halls. In addition, residents may not throw anything out residence hall windows.

**Recreational Sports & Equipment** - Sports and activities that are generally meant to be engaged in outdoors may not occur within the residence halls. This includes but is not limited to: skateboarding, rollerblading, biking, throwing balls, RC cars, etc. Students who bring bicycles to campus are responsible for their security. EMCC recommends students invest in a bike lock, as bicycles cannot be stored in lounges, hallways or resident rooms.

## **SUBSTANCE, GUEST & PET POLICIES**

### **Guest Policy**

Guests (any non-resident or resident of another hall) may visit Acadia and Kineo Halls between the hours of 7am and 11pm. Guests that wish to be in the building between the hours of 11pm and 7am, must be signed in as an overnight guest and adhere to the following expectations.

1. No overnight guests are permitted during move-in weekend, or the first and last two nights of each semester. (Example: If classes begin Monday, overnight guests are not permitted until Wednesday night.)
2. Residents are permitted to have two (2) overnight guests per week but cannot entertain an overnight guest more than two (2) consecutive nights. They may choose to have two (2) guests the same night or one (1) guest for two separate nights.

3. Guests are permitted to stay overnight two (2) nights per week but cannot stay more than two (2) consecutive nights.
4. For the purposes of the guest policy, our week starts on Sunday and ends on Saturday. This means a guest may stay Friday and Saturday nights, but they may not stay again on Sunday and Monday, because Sunday and Saturday are consecutive days.
5. Guests must be at least 18 years old and have a valid photo ID (State-issued or College). Exceptions may be made for underage family members with advanced, written, parental permission and approval from the Resident Director.
6. Residents must complete an Overnight Guest Pass and turn it into the Resident Assistant on duty by 11:00pm.
  - a. Both roommates must sign the Overnight Guest Pass regardless of whether both residents will be present for the night. Advanced signatures can be obtained on guest forms if a roommate will not be present the day of visit. Verbal consent and text messages cannot be accepted.
  - b. The guest must sign the Overnight Guest Pass to acknowledge they will abide by the policies and procedures of Eastern Maine Community College. Their photo ID will be copied and placed in the Guest Book. Any guest who fails to present a State or College-issued photo ID will be denied the privilege to stay overnight.
7. Guests with vehicles parked overnight on campus, must register with a Resident Assistant to receive a Guest Parking Decal. This decal must be displayed in a prominent and visible in their vehicle while parked on campus.
8. In addition, Residents are responsible for their guest's behavior; therefore, if a guest violates any Eastern Maine Community College policy it may result in disciplinary action being taken against both the resident and the guest. Any disrespect towards Residential Staff by any guest or non-resident of the building may result in the individual being removed from campus and denied access to the residence halls.

Exceptions to this policy are at the Resident Director's complete discretion and they may extend or deny the privilege to have guests as he/she deems necessary. All residents are always strongly encouraged to escort their guests in and around the residence halls. Failure to register guests may forfeit a resident's privilege to have overnight guests. Violations of the Guest Policy may result in the Resident's guest privileges being suspended or limited, or the guest being denied or restricted access to the residence halls.

### **Smoking, Alcohol/Other Drugs Policies**

**Chem-Free Campus-** The Residential Life Department is committed to providing a safe living environment, free from alcohol and drugs. Like the rest of the EMCC campus, our residence halls are chemical-free environments. All resident students sign and agree to a Residential Life Agreement. Violations of the Eastern Maine Community College Alcohol and Drug Policy is a violation of this Agreement and will be dealt with accordingly.

Furthermore, staff, faculty, students, and guests are not permitted to possess, use, distribute, manufacture and/or consume alcoholic beverages or illegal drugs anywhere on the Eastern Maine Community College campus or at any college-sponsored activity regardless of their age. At the President's discretion, alcohol may be provided at special campus events, fundraisers and celebrations, both on, and off campus. Resident

students attending these events must ensure they remain in compliance with the expectations of the Alcohol and Drug Policies.

Intoxication on campus will not be tolerated. Any person who is suspected to be “under the influence” may have disciplinary action taken against them. In addition, intoxication, on or off-campus, resulting in police or security officer intervention, will lead to disciplinary sanctions by the College.

Smoking, which includes electronic devices of any kind, and “dipping”, is prohibited on EMCC property and in any EMCC building, including residence halls.

Residents who return to campus or whose rooms have distinguishable odors of marijuana, alcohol or other substances, will be handled accordingly following Residential Life and College disciplinary procedures.

Residential Life Staff, Campus Security, or Administration has the right to inspect bags, packages and rooms at their discretion to ensure prohibited items are not on the premises. In addition, drug/alcohol paraphernalia is not permitted in the halls (for display/decoration or otherwise). These items include, but are not limited to: hookahs, glass pipes, bong, alcohol bottles, shot glasses, bottle caps, etc.

Additional information regarding alcohol and drug policies/procedures can be provided by the Resident Directors, Director of Residential Life, and the Associate Dean of Student Success, as well as in the EMCC Student Handbook and the MCCS Code of Conduct.

**Policy Violations (Guests)** – Any non-resident found in possession of alcohol or other drugs on campus property will be asked to leave campus immediately and will receive a written and/or verbal notice prohibiting them from entering both residence halls for one calendar year.

Incidents involving non-resident students will be reported to the EMCC administration where further disciplinary action may be taken through the Student Code of Conduct.

### **Pet Policy**

For health, sanitation, and safety reasons, no animals are allowed in the residence halls. This includes pets visiting with family members. The only animals permitted inside our residence halls are fish and the tank/aquarium may not exceed 20 gallons. Residents with Emotional Support Animals and Service Animals must be approved by EMCC's Accessibility Services Coordinator prior to the pet's arrival on campus.

## **YOUR RESPONSIBILITIES**

### **Criteria for Campus Housing**

To be eligible for campus housing, students must meet the following requirements:

1. Be enrolled as a full-time student at EMCC (12+ credits per semester)
2. Maintain a minimum cumulative GPA of 2.0
3. Live according to the Residential Life Goals and have a clean conduct record
4. Have no outstanding balance with the EMCC Business Office
5. Up to date vaccinations
6. Pay a \$100 Housing Deposit

The Residential Life Department recognizes that sometimes there are circumstances that make it impossible for a student to meet all the requirements listed above and are willing to engage in a discussion regarding them. Residents not meeting one or more of the points above may request an exemption by emailing [life@emcc.edu](mailto:life@emcc.edu) and submitting any supporting documentation to the Residential Life Department. In some cases, residents may be required to participate in study sessions or weekly meetings, and/or submit progress reports to staff throughout the semester.

### **Accidents and Illness**

Students with specific medical issues should relay these issues to their Resident Director when they initially move into the residence hall.

If you are ill or have an accident, you must report it to the Resident Director or your Resident Assistant immediately. If transport to a medical facility off campus is necessary, staff will call EMS. Residential Life Staff will not accompany or provide transportation to any student who is ill or injured.

Any injury on-campus **must** be reported to Campus Security, or a member of the Residential Life Staff immediately. This will ensure that the proper documentation is completed, as well as the catalyst for the injury has been evaluated and/or corrected.

Resident students are responsible for reporting extremely contagious illnesses and diseases to Residential Staff so precautionary measures may be taken so other students are not infected. This may include relocating a resident, arranging for meal trays to be delivered or requiring a resident to leave campus for a period of time.

### **Floor Meetings & Door Drops**

Resident Assistants are responsible for holding floor meetings on a regular basis or conducting "door drops" with important information. Both are designed to keep residents informed of any policy changes and announcements, as well as to discuss any concerns, issues, programs or activities for the floor, building or campus wide. Although most floor meetings are not mandatory, it is the responsibility of every resident to be aware of the material covered. Residents who are unable to attend must notify their Resident Assistant ahead of time, and then follow-up after the meeting to find out what transpired. There will be certain meetings throughout the semester that will be mandatory for all residents to attend. These meetings will be posted in advance and failure to attend may result in assessment of Non-Compliance charge.

### **Room Entry & Inspections**

The Eastern Maine Community College Residential Life staff reserves the right to inspect residence hall rooms and to regulate the use of the premises in accordance with the college and residence hall rules and regulations.

All rooms and bathrooms must be maintained in compliance with health standards defined by the Residential Life and Housekeeping/Maintenance Departments. The cleaning of individual rooms is the responsibility of the residents assigned to occupancy of the room. Failure to maintain the room in a safe & sanitary condition may result in termination of the housing Agreement and/or fines being assessed to the resident's account.

Room inspections may be made by the Resident Director, or their designee, to ensure that rooms and bathrooms are being properly kept, to check for maintenance needs, and to inspect for health and safety violations. In the event a resident's room requires attention, the occupants will be provided the opportunity to

perform the maintenance and cleaning required. If it is not conducted in a timely manner, the resident will be billed for the cleaning of their living space and assessed a fine for failure to comply.

In addition, members of the Residential Life staff and Campus Security may key into a student's room in the event they suspect the use of drugs or alcohol is taking place, in the event of safety concerns and/or for random inspections. Violators will be disciplined in accordance with Residential Life policies and procedures or the EMCC Code of Conduct, which can include dismissal from the college.

### **Compliance with College Officials**

Failure to comply with a request, or any action or conduct towards a College employee or authority (including Resident Assistants or Directors) which is inappropriate or disrespectful in nature, may result in disciplinary action.

### **Custodial Services**

Lounges, hallways, Acadia Hall bathrooms, and other public areas are maintained by our custodians however, residents are required to keep these areas clean. Any mess or damage, beyond general everyday use, will result in charges being assessed to resident security deposits. Residents are required to clean their own rooms and must provide their own cleaning supplies, including brooms, dustpans and mops. Some supplies are available through the Resident Assistants and Resident Directors. In addition, residents of Kineo Hall are responsible for the cleaning and supplies of their bathrooms. All students are responsible for taking their own trash to the dumpsters located behind the residence halls.

Maintenance request forms are available in the lobby of each residence hall. These forms must be filled out by students to ensure appropriate and proper completion of requested tasks. Please be aware that by reporting an issue, maintenance staff is given the right to enter a room with or without the resident being present.

For emergency maintenance issues (overflowing toilet, etc.) please call the On-Duty Resident Assistant or Resident Director immediately. Should it be found that an issue was caused from conduct beyond normal wear and tear; the student(s) will be billed for the cost of the repair.

### **Trash Disposal**

All members of the Eastern Maine Community College are asked to use the proper receptacles for discarding their trash. Littering is against state law and will not be tolerated. Violators will be subject to community service sanctions and/or fines.

All personal trash must be brought to the dumpsters behind each residence hall. Resident's trash cannot be thrown in trash receptacles in common areas (common room, lobby, bathrooms, etc.) or left in the hallways.

In the event that an area-in or around the buildings become littered and no party can be assigned responsibility, the residents of that building, floor or area will be billed for the cost of cleaning. Therefore, it is in everyone's best interest to report those responsible or to clean up the area.

## **CONDUCT & DISCIPLINARY ISSUES**

### **Business Activities, Solicitation & Advertising**

Operating an unauthorized business from any student room is prohibited, including online businesses. In addition, no door-to-door activity (solicitation, sales, etc.) for any purpose is permitted in the residence halls.

This does not include student organizations, with approval from Resident Directors, from extending invitations to campus activities and events.

Students may not advertise any business by posting ads on doors or bulletin boards. With Resident Director permission, appropriate materials may be posted in approved areas such as bulletin boards or hallway walls.

### **Gambling**

A State of Maine statute prohibits gambling; therefore, no gambling is permitted at Eastern Maine Community College.

### **Harassment, Assault & Discrimination**

EMCC has adopted a “zero tolerance” for any and all forms of harassment, discrimination, intimidation or assault of any nature towards any student, employee or individual of the campus community. This includes, but is not limited to verbal or written harassment, threats, violence, stalking, creating a hostile environment, sexual advances, etc.

### **Vandalism**

Vandalism to EMCC facilities or property, as well as the property of other residents, will not be tolerated. Residents who are found responsible for any vandalism will be subject to disciplinary action and will be held responsible for restitution of the damaged items.

### **Quiet Hours, Noise and General Disruption**

Sound carries easily in a community. Voices, TVs, bouncing balls and stereos are easily heard in other rooms. While minimum quiet hours have been established for both residence halls, residents are expected to foster an environment with a focus on academic success. This means that residents must always maintain appropriate noise levels. Yelling or playing music at a high volume or out any residence hall windows is strictly prohibited. Quiet hours for both residence halls are as follows:

Weeknights (Sunday – Thursday)	10:00pm – 9:00am
Weekends (Friday & Saturday)	11:00pm – 10:00am

Quiet hours also pertain to the grounds outside the residence halls, please be conscientious of your noise outside during these times.

### **Finals Week Quiet Hours**

Extended quiet hours during finals are established to promote a positive studying environment. Quiet Hours are in effect 24 hours a day and begin 48 hours before finals begin and last throughout the week. Violations of this policy will result in immediate dismissal from campus housing.

### **Conduct, Policy Violations, & Appeal Process**

The policies and procedures set forth within the Residential Life Handbook and the Student Code of Conduct exist to ensure the health, safety and well-being of every member of the college community. Sanctions for policy violations may depend on the policy violation or the number of incidents the student has been involved in and may range from written warnings to removal from campus housing and Code of Conduct charges.



**Sanctions** – to be assessed in addition to fines/restitution.

- a. Housing Probation
- b. Tutoring/Studying Requirements
- c. Activity Participation/Involvement
- d. Verification of attendance and work completion from instructors
- e. Loss/Suspension of Guest Privileges
- f. Community Service Hours
- g. Letters of No Trespass
- h. Counseling Requirements
- i. Curfews/Restricted Access to Residence Halls/Campus
- j. Written Success Plans
- k. Parental Notification
- l. No Contact orders
- m. Other behavior modifications or restrictions as determined applicable by the College.

**Restitution/Fines** – to be assessed in addition to other sanctions. Other fines may be deemed appropriate by Residential Staff. Additional Health & Safety fines are listed in another section of this handbook.

Alcohol/Drug Violation.....	First Offense.....	\$50.00-\$100.00
	Second Offense.....	Dismissal
Guest Policy.....	First Offense.....	Warning
	Second Offense.....	\$25.00
	Third Offense.....	\$50.00
Improper Check-Out .....		\$25.00
Non-compliance.....	First Offense.....	Warning
	Second Offense.....	\$25.00
	Third Offense.....	\$50.00
Noise.....	First Offense.....	Warning
	Second Offense .....	\$25.00
Pets.....		\$100.00
Prohibited Equipment.....		\$25.00
Use of Tobacco in/Directly around the Residence Hall.....		Fine up to \$200.00
Improper disposal of trash/Littering.....		\$20.00-\$50.00
Vandalism.....		\$100.00 fine plus cost to replace/repair damaged items (including labor)

**Appeals** – Residents who are found to have violated Residential Life policies and procedures are referred to the following appeal process.

1. After sanctions or fault has been assigned in writing, by Resident Directors:
  - a. Within 48 hours, Student must file, in writing, an appeal to the Director of Student Engagement and Residential Life.
2. After sanctions or fault has been assigned in writing, by the Director of Student Engagement and Residential Life.
  - a. Within 48 hours, Student must file, in writing, and appeal to the Associate Dean of Student Success.
  - b. The decision of the Associate Dean of Student Success (or their designee) is final.

Students must also know that egregious conduct or violations of campus policies and procedures may be adjudicated through the MCCS Student Code of Conduct.

# SAFETY & SECURITY

Statistically, places of higher education are, and will continue to be, one of the safest institutions of any city or town. Eastern Maine Community College continues to work hard to maintain a safe environment and has a great relationship with the Bangor Police Department. Both of our residence halls are locked 24 hours a day for the safety of our residents. Staff offices are off the lobby in both halls, with Resident Assistants conducting duty from 7pm –midnight, 7 days a week. During the school week (Monday-Thursday) Campus Security provide additional in-building security from midnight-4am. Security patrols are scheduled approximately every two hours Friday-Sunday.

Ultimately, most crimes which do occur in any residence hall are crimes of opportunity and are preventable with common sense and awareness.

1. Always keep the door to your room locked. Do not prop or “bolt” the door open when you leave your room for ANY length of time.
2. Never allow unauthorized individuals into your residence hall or room.
3. Do not leave books, backpacks/duffle bags, iPods, game systems, etc. unattended in public places. If you must leave an area for any length of time, take these items with you.
4. Protect valuables in your room such as jewelry, medications, credit cards, cash and electronics.

**Campus Crime Reporting** - In compliance with the Student Right to Know and Campus Security Act, which was signed into law in November 1990, Eastern Maine Community College is required to make available to all prospective students and employees information regarding crime statistics on the College campus and all off-campus locations. This information is available in the following department offices: Enrollment Center, Library, Residential Life, Student Services, Human Resources; and on the EMCC website at [www.emcc.edu](http://www.emcc.edu).

To report a crime, contact Campus Security at (207) 974-4853 or (207) 745-6090. In an emergency, dial 911 from a campus phone or 911 from your own phone. State the nature of your emergency, your location, building, and your name. Answer all of the questions and let the operator hang up first.

**Personal Property, Theft & Possession of Stolen Property** - The college is not responsible for loss, theft or damage to any personal property, and does not carry any insurance on student or resident property. Many homeowner's insurance policies cover student belongings while at college. It is recommended that residents verify that coverage exists for their personal belongings before moving onto campus and that residents keep a personal record of serial numbers and other identifying information on all items brought to campus.

Taking an individual's personal property without permission is strictly prohibited. Any resident who suspects they may have had something stolen should immediately report the theft to Campus Security at (207) 974-4853 or (207) 745-6090.

## **Doors and Keys**

Each resident will be issued a key or keycard to access their residence hall and their assigned room. In addition, residents in Kineo Hall are assigned a key for their mailbox. These keys/key cards are the property of Eastern Maine Community College and are NOT to be duplicated or loaned to anyone. Because it is a safety issue, lost keys must be reported immediately to the Residential Staff of your hall. All keys/key cards must be turned in at

the end of the year, or when the student moves out of the residence hall. The student's account will be billed for any lost keys. If the keys are located, the charges may be removed. Lost key charges are as follows: (Acadia Room key: \$50.00, Key card: \$10.00, Kineo Mailbox key: \$10.00, Vacation key (Acadia/Kineo): \$50.00)

We want to ensure the safety and security of all residents and their belongings. Students are asked not to permit "tailgating" by allowing individuals without a valid key to follow them into the residence halls. Residential staff cannot provide anyone access to a resident's room under any circumstance, except for lockouts, health, safety or maintenance inspections, and/or cases of policy violations.

If a resident locks themselves out of their room, they can contact the RA on duty or Campus Security for access to their room. Excessive lockouts will result in charges being assessed to the resident's account.

### Safety & Security Fines

The College has established fines regarding behaviors which may jeopardize the health and safety of its students and residents. These fines include, but are not limited to the following:

Exiting/Allowing others to enter through alarmed door.....	\$50.00
False Activation of Fire Alarm (deliberate) .....	Dismissal
Fire Drill Violation (failure to vacate building).....	\$50.00
Propping of any outside door in residence halls without RD permission.....	\$50.00
Removing or tampering with any residence hall window or screen.....	\$100.00

Other fines are listed under appropriate sections of this handbook.

### Emergency Procedures

<b>Police, Fire &amp; Ambulance</b>	<b>911</b>	
<b>Campus Security</b>	<b>(207) 974-4853 (office)</b>	<b>(207) 745-6090 (cell)</b>
<b>Director of Student Engagement and Residential Life</b>	<b>(207) 974-4690 (office)</b>	<b>(207) 356-6496 (cell)</b>
<b>Facilities Management</b>	<b>(207) 974-4650</b>	

**RAVE Emergency Alert System** - Eastern Maine Community College uses the RAVE Emergency Alert System. The RAVE system is also used to contact students when their instructor has cancelled a class, snow days, or to inform the community of other important information.

To register for RAVE, go to MyEMCC and there is a quick link in the left column. After clicking on "Rave Alert" a gray header bar will appear in the center of the page that says, "Logon Instructions", "Reset Password", "Options" and "Rave". Click Rave.

**Building Evacuation** - If a College staff instructs you to evacuate or if an emergency alarm sounds, you must leave the residence halls immediately.

- Remain calm. Walk, do not run, to the nearest exit. Close all doors as you leave.
- Do not jam or crowd exits.
- Use the stairwells for evacuation. Except for medical emergencies, elevators should not be used for emergency evacuation.
- Individuals with special health problems or needs (such as a handicapped accessible means of evacuation) should be addressed in advance by contacting Campus Security.

- Proceed to the designated assembly area –

Acadia Hall =           PRIMARY:     Katahdin Hall  
                                  SECONDARY:  Maine Hall Eagle's Nest Café

Kineo Hall =            PRIMARY:     Schoodic Hall Auditorium  
                                  SECONDARY:  Johnston Gymnasium

**Elevator Emergency** – If an elevator gets stuck between floors, call or ring the bell for assistance. If you hear someone calling for help from an elevator, call Campus Security at (207) 974-4853 or (207) 745-6090.

**Fire Procedures** - The following procedures should be followed in responding to a fire alarm, conducting fire drills, etc.

Alarm stations are located throughout the hallways in all buildings on campus. These alarms are connected to the local fire department. Upon the ringing of the fire alarm (an uninterrupted, loud buzzer), the building will be evacuated immediately in an orderly manner utilizing the routes designated on the evacuation map.

Arson is a Class A crime. In addition, tampering with, damaging or inhibiting the use of emergency equipment (including signage) and the propping of exterior doors is strictly prohibited.

To protect the lives and safety of those living in the residence halls, the use of fire extinguishers, fire alarms and all other equipment necessary for fire protection must be limited to emergencies and fire drills only.

Unauthorized use or tampering with fire equipment will result in the termination of your Residence Hall Agreement and is punishable by law. Filing a false public report (pulling a fire alarm) in the State of Maine is a criminal offense punishable by imprisonment. Eastern Maine Community College will make every effort to see that the guilty parties are found and convicted.

**Lock Down/Shelter In Place** – In the event an incident occurs which requires a full or partial lockdown of the EMCC campus, such as an individual with a weapon or any other scenario identified by campus security, the following protocols must be followed.

1. Stay calm and as low to the ground as possible.
2. Turn off all lights, including computer monitors and televisions.
3. Keep your mobile phone on but silence it and turn off its vibration. Monitor for updates via RAVE, but refrain from sharing any information on social media to maximize your personal safety.
4. Close and lock all windows, blinds and doors. Sit away from them and do not open under any circumstances.
5. Go to a corner of the room and sit on the floor. Remain in the building unless instructed to evacuate or until the “all clear” notice has been given via RAVE.
6. If outside, seek refuge in a secure building and avoid remaining in the open.

**Power Failure** – In the event of a power failure, the building fire alarm system, exit signs and emergency lights will be powered by an emergency source. In most cases, evacuation of a building will not be necessary, however students will be informed by College staff if power cannot be restored and evacuation is necessary.

**Sexual Assault, Domestic/Dating Violence & Stalking** - Eastern Maine Community College does not tolerate sexual assault, domestic violence, dating violence, or stalking in any form. Policies exist that prohibit any unlawful sexual act or sexual contact without consent. Violators of this policy will be subject to disciplinary measures as described in the MCCS Student Code of Conduct, up to and including dismissal from the College.

Students are encouraged to tell someone about any incident of sexual assault, domestic violence, dating violence, or stalking. Students should not avoid asking for help because of embarrassment, fear of not being believed, fear of being blamed for the violation, or because the violation occurred off campus. Students have a variety of options for help during a sexual assault crisis as well as after the incident. The options outlined below include resources for emergency, medical and emotional concerns.

Important sources of help for residential students on campus are the Director of Student Engagement and Residential Life and the Resident Directors who have received training. Other campus sources of support and help may also include: The Student Support Services Counselor, The Director of Public Safety, faculty, deans, or department chairs.

Any student has the right to file a complaint through the Student Code of Conduct and/or to pursue criminal charges. Eastern Maine Community College encourages and supports students who do so. This allows the College the opportunity to investigate and prosecute crimes which ensure the well-being of campus community members, to prevent an assailant from assaulting others in the future, and to send a clear signal to anyone who does not understand that such actions constitute a crime. Procedures for on-campus disciplinary actions in cases of alleged sexual assault, domestic violence, dating violence or stalking shall follow the guidelines and/or sanctions outlined in the Student Code of Conduct. This includes all rights and procedures regarding student appeals.

A student has the option of meeting with either the College Affirmative Action Officer to discuss any harassment concerns. Eastern Maine Community College staff and faculty can discuss the specifics of a case with family members only if the student gives permission; family members are not routinely notified. It is up to the student whether he/she decides to file a formal complaint and/or pursue charges.

The College's Affirmative Action Officer is Jody MacDonald.

Office: Room 146A – Maine Hall

Phone: (207) 974-4633

Email: [jmacdonald@emcc.edu](mailto:jmacdonald@emcc.edu)

The College's Disciplinary Officer/ Title IX Coordinator is Kris Kelley.

Office: Room 126A – Maine Hall

Phone: (207) 974-4690

Email: [kkelley@emcc.edu](mailto:kkelley@emcc.edu)