



MarymountManhattan

**Resident's Guide to Community Living
2014-2015
Updated January 2015**

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From the Director of Residence Life

Welcome to Marymount Manhattan College! This is your home and your place to feel safe in New York City. We are here to support and guide you throughout your college career. You will make friends in the residence hall that last many years beyond the college experience. New York is diverse and there are many advantages of living in the city. You are very fortunate to be spending your college career in this culturally rich environment! We hope to provide a fun, educational, and meaningful experience for you. Please do not hesitate to contact us if you need help or assistance throughout your stay here. Both our professional staff and our Resident Advisors are here to help! We take pride in promoting a campus atmosphere of understanding, education, inclusion, and self-awareness. We recognize that you made a choice to be here and we thank you for choosing to live on campus. Once again, welcome to your new home!

Emmalyn Yamrick
Director of Residence Life

About the Office of Residence Life

Welcome! The Residence Life program at Marymount Manhattan College is committed to the overall growth, development, and education of our residents. Our primary goal is to provide a safe, secure, and comfortable educational environment while providing residents the opportunities to become involved, exercise their leadership skills, and be part of a residential community. We seek to promote individual growth: challenging values and attitudes, developing qualities of respect for others, intellectual curiosity, social responsibility, cultural awareness, self-discipline, independent judgment, and personal responsibility.

Our staff consists of:

- *Emmalyn Yamrick*, **Director of Residence Life**, is responsible for operations and administration of the department and all of the Residence Halls.
- *Chris Mosier*, **Assistant Director of Residence Life**, manages programs that support Residence Life and is responsible for the operations and facilities management.
- The **Residence Directors** (RD) are professional live-in staff members who supervise the Resident Advisors, and help to coordinate educational, cultural, and social programs. He/she is also available to meet with residents who may be experiencing personal or academic concerns.
Catie Solan, **55th Street Residence Director**
Julie Brown, **55th Street Residence Director**
Tara Leighton, **1760 Residence Director**
- **Resident Advisors (RAs)** are student staff members who have been trained to assist residents with various aspects of college living. They can be entrusted with concerns about school, living arrangements, or personal/academic problems. They are responsible for planning events for residents and assisting in developing a productive living environment. The RAs also enforce College policies and procedures. In addition to assisting their own residents, RAs serve an on-duty rotation from 8:30 pm to 8:30 am. RA duty consists of "rounds" (visiting residents to ensure their safety and well-being), as well as responding to any emergencies.

The entire Residence Life staff is available to assist residents with any concerns or issues that you may have.

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How to Contact Staff On Duty

Each residence hall has a specific Resident Advisor (RA) duty phone number:

55th Street	917-841-6827 or 917-841-3163
1760	917-763-8227
Ludlow	212-592-2713 (security phone number, who will contact an RA)

These numbers will allow you to reach the RA on duty between the hours of 8:30 pm and 8:30 am (weekdays) or 24 hours on weekends and holidays. In an emergency, if you are unable to reach the RA on duty, you should contact the security staff at the front desk of the building and/or call 911.

The professional staff serves in an on-call rotation, which means they are available and can be contacted by an RA if a serious situation arises. Between 9 am and 5 pm on normal business days, you can reach professional staff in the Office of Residence Life at 212-774-0740.

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The Residence Halls

Marymount Manhattan College offers housing at the three locations: 55th Street Residence Hall (231 East 55th Street), the 1760 Residence (1760 Third Avenue), and the Ludlow Residence (101 Ludlow Street). Our residence halls offer a safe and friendly living environment. The 55th Street Residence Hall, located between 2nd and 3rd Avenues, is home to over 500 residents, including our first-year students. We value the importance of housing first-year students together and provide a welcoming and inclusive culture for all students. The 1760 Residence (just called “1760” for short) houses upper-level students on the Upper East Side, just over a mile away from campus. The 1760 Residence is operated by Educational Housing Services (EHS), which houses students from various institutions. We occupy two floors, and share the common area facilities with other non-MMC residents. The EHS Student Life Office, located on the first floor of 1760, works closely with our department and handles some of the procedures for our 1760 residents, including ID replacement and guest requests. The Ludlow Residence is located on the Lower East Side and is operated by the School of Visual Arts (SVA). About 25 residents live in this location in single and double rooms.

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Community Living

As a resident at MMC, you are a member of a community. Your living environment is a community, as well. As such, we hope you choose to share aspects of yourself by participating in a variety of experiences and group events. Being a part of the residential community will allow you to learn a great deal about yourself and others. Your college experience can be greatly enhanced by your out-of-classroom and community involvement. Each individual has the responsibility to behave in a manner that does not interfere with the rights of others. In exercising your personal rights with respect for others, you can help to create a positive environment.

As a member of Marymount Manhattan College’s on-campus living community, you are afforded certain individual rights that your roommate(s) and those living around you should respect; however, these rights carry with them a reciprocal responsibility for you. Your responsibilities ensure that your roommate(s), suite/apartment mates, floor mates, and other community members are afforded the same rights regardless of their gender, gender expression, race, religion, sexual orientation, cultural background, beliefs, values, or attitudes. When you meet your responsibilities, you will be helping to make MMC and the residence halls a great place to live and work!

To a significant extent, your success will depend on your ability to understand and balance the rights and responsibilities of your college experience. We place a lot of trust in our students, and we want to provide you with the freedom to make good choices in college. The college staff does not assume the role of campus parent, and you will seldom be told what to do or what not to do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of others, the community, your personal well being, or begins to disrupt the legitimate pursuits of others within the residence halls.

The Residence Life staff does not, nor can not, guarantee you will retain each of these rights at all times. You share the responsibility. You can help ensure that these rights will be honored through thoughtful discussion and open communication with roommates, suite/apartment mates, floor mates, and other community members.

The Residence Life staff is committed to offering you an inclusive environment that will allow you to take healthy risks, grow individually, and participate in enriching and challenging activities. The choice is yours – we hope you will take full advantage of your living environment by participating in activities, standing up for yourself and others, and speaking up for what you believe has value.

The following is a listing of your “rights” (things to which you are entitled as a student living in one of MMC’s housing communities) as well as your “responsibilities” (what is expected of you as a member of a residence community). These rights and responsibilities are not legally binding, but they are meant to complement the formal Residence policies and College policies.

- YOU HAVE THE RIGHT to a safe and secure residence hall living environment;
- YOU HAVE THE RESPONSIBILITY to keep your room door and hall doors locked, and not to prop them open or allow strangers to enter. You also have a responsibility to uphold all security policies and procedures. Violations of these security policies and procedures put you and others at risk.
- YOU HAVE THE RIGHT to a reasonably peaceful and quiet space in which you can sleep and study;
- YOU HAVE THE RESPONSIBILITY to observe quiet hours, to keep your stereo, television, computer, and other sound making devices and your voice at a reasonable volume in your room and on your floor, and to remind your guests and others that you expect the same of them.
- YOU HAVE THE RIGHT to privacy and to the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room;
- YOU HAVE THE RESPONSIBILITY to let your roommate know of your wishes and preference for hours of sleep, study, and visitation, and to work through any difference you may have in a peaceful manner. You also have a responsibility to make sure your guests do not violate your roommate’s rights or interfere with his/her use of your room.
- YOU HAVE THE RIGHT to expect that roommates will respect your personal belongings and maintain a damage-free, clean living environment;
- YOU HAVE THE RESPONSIBILITY to treat fellow residents and staff members with dignity, respect, and cooperation and avoid damaging your room and all public areas.
- YOU HAVE THE RIGHT to voice your opinions, concerns, or suggestions regarding the residence halls;
- YOU HAVE THE RESPONSIBILITY to express your understanding of your individual rights to fellow residents in a calm and diplomatic manner, to listen and give every resident the personal dignity he/she deserves, and to report incidents of discrimination to the hall staff.
- YOU HAVE THE RIGHT to politely ask another person to stop their behavior when it infringes on your rights (Example: Do you mind turning your music down? I am studying. Thank you!);
- YOU HAVE THE RESPONSIBILITY to examine your own behavior when confronted by another and to work toward resolving conflicts.
- YOU HAVE THE RIGHT to the assistance of a Resident Advisor, Residence Director, Assistant Director, or other Residence Life staff members when you need help with a concern, request, or problem;
- YOU HAVE THE RESPONSIBILITY to notify a staff person of your problem and request assistance in a timely manner and to cooperate with those involved as they work with you as you solve your problem.
- YOU HAVE THE RIGHT to know what is acceptable and/or inappropriate behavior in your living environment;
- YOU HAVE THE RESPONSIBILITY to read the information provided for you by Marymount Manhattan College whether in hard copy or online. This includes, but is not limited to your Housing Contract, the Student Handbook, and this *Resident’s Guide to Community Living*.

These are just some of your “rights” and “responsibilities.” Think about them, talk about them, and make them a part of what you do during your stay here. The Residence Life staff hopes you will invest in your own development and growth. This investment will pay off many times over. We encourage you to take ownership over your rights and responsibilities in our community. The staff is available and wants to help you accomplish this goal. We are here to help!

Living With Others: Roommate/Suitemate/Apartment Mate Tips

Living with several people can be a lot of fun and is a large part of the college experience, but it may also be the cause of some frustration and anxiety. We hope you will make friends while you are here, but we recognize that there may be instances where you feel overwhelmed with other community members. We will try our best to help you live in a respectful community.

Learning to live in such close proximity to others can be both a challenging and rewarding experience. While your roommate need not be your best friend, it is important to maintain an amicable relationship. In learning to live with your roommate, it is important to remember the key elements of honesty, consideration, mutual respect, communication, compromise, and understanding. To avoid conflicts, talk about potential trouble spots at the very beginning of the semester. Discuss such topics as likes, dislikes, habits, and pet peeves. Some suggested questions for you to discuss with your roommates are:

- Does it bother you if I use the bathroom to put in my contacts while you are in the shower?
- Does it bother you to see my significant other walking around the apartment in a towel? What if he/she just hangs around a lot?
- Do toothpaste caps drive anyone nuts? What about sharing shampoo, soap, shower caps, towels, etc.?
- Should we devise a cleaning schedule? How high should the pile of dishes get before we get the sponge out?
- Does anyone have a favorite mug, dish, glass, or spoon that they prefer no one use?
- Should we make a shower schedule? Do you have a 9 am class?
- Does it bother you if I talk on the phone for a long time?
- Do you mind if my friends stop by to chat at night? Do you want to set up some quiet or “don’t disturb” hours?
- Do you prefer to study with the radio and TV on? Would you mind using headphones instead?

Communicate!

If you and your roommate(s) do happen to have a conflict, it is best for you to try and resolve your concerns by talking honestly with each other, clearly defining the problems and expectations. Be open to what your roommate is saying – perhaps their way *is* better. If the problem persists, the next step would be to go to your Resident Advisor for advice and direction. The RD may also get involved and may hold a mediation session.

In the most successful apartments, suitemates:

- Do not eat each other’s food.
- Arrange and maintain a cleaning schedule.
- Work toward an appreciation and an understanding of other’s lifestyles, especially those that are different from their own.
- Talk about their feelings.
- Don’t leave passive-aggressive notes. Talking is much more effective.
- Are sure to replace anything that they borrow or break, and tell their suitemates as soon as it happens.
- Try to keep their living space clean and pleasant.
- Don’t pretend everything is fine when it may not be. Waiting until things get worse may lead to overreaction.
- Stick to agreements and follow through with them.
- Understand that if they expect their roommate to respect their rights, they must do the same.
- Agree to be conscious of each other’s needs and rights.
- Agree to discuss problems and work through disagreements, and involve Residence Life staff when unable to do so on their own.

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I M P O R T A N T I N F O R M A T I O N

Marymount Manhattan College 2013 Annual Fire Safety Report

Fire Safety

Fire safety is a matter of urgent concern for all members of the Marymount Manhattan community. The College owns and manages one residence hall, located at 231 East 55th Street in the Borough of Manhattan. In addition, the College houses students at 1760 Third Avenue, also located in the Borough of Manhattan. Both facilities are equipped with building-wide fire sprinkler systems.

Fire drills take place at each location four times during each calendar year. For information regarding the College's fire safety policies, rules and evacuation procedures, please see the [Fire Safety Evacuation](#) section.

Fire Statistics 2013

Marymount Manhattan College did not have any fire-related incidents in student housing for calendar year 2013.

Residence Life Procedures

BALCONY

55th Street

Residents of 55th Street are welcome to use the balcony located on the second floor in the fitness center. The second floor balcony will close at midnight each night. To be considerate of surrounding neighbors, the balcony is subject to closure at any time if noise levels increase above acceptable levels, as determined by security or Residence Life staff. Though the residence hall is a non-smoking facility, smoking is permitted on the balcony. Smokers or other residents wishing to access outdoor areas should use the front of the building during times the balcony is closed.

Ludlow

The Terrace is located on the 2nd floor and is open from 9 am to 9 pm daily. Smoking is not permitted in the building or on the terrace. There are two large bike racks and an electric grill for resident use. Please ask security if you need to access the bike racks outside terrace hours. There are professional staff apartments located on the terrace; please respect their privacy.

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CABLE TELEVISION

55th Street

All cable issues should be reported by filling out a maintenance request form at the security desk or online. Cable television splitters are prohibited.

1760

All problems concerning cable or Internet should be reported to the EHS Student Life Office.

Ludlow

There is a cable connection in each room. Residents are responsible for providing their own TV and cable cord. Ludlow has DirecTV as a cable provider

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CHECK-IN AND CHECK-OUT

Check-In Procedures

Manhattan is very busy! We hope to help make the check-in experience easy and smooth for everyone, so it is important to arrive on your assigned date. Residents will be assigned check-in dates by the Office of Residence Life. Sometimes room occupants may arrive to their room on different days. Residents will be assigned specific spaces within their assigned rooms. Residents may not make modifications to room configuration, including but not limited to moving furniture and taking down lofted or bunked beds, until all residents in the room have arrived. Residents failing to follow this procedure will be charged a \$150 Improper Check-In fine and will need to reset the furniture to its original configuration until all residents have arrived. Residents may not exchange assigned furniture pieces. We do our best to provide appropriate and comfortable furniture in your living space.

Late Check-In: Because housing is in demand by other students, the Office of Residence Life cannot hold a specific room assignment later than midnight on the first day of class. Residents who anticipate arriving after classes begin must submit a request to the Office of Residence Life [via email](#) and receive approval. Late check-ins which are not approved by Residence Life may result in an alternate hall assignment. You may not break your contract because of an alternate room or hall assignment.

Room Condition Report: Residents checking in and out of the residence halls are required to review their pre-approved Room Condition Report (RCR) confirming the present inventory and condition of their assigned room. The purpose of the RCR is to protect you and ensure that you will not be fined for something that may have happened before you arrived. This form must be reviewed and if there are any items that need to be updated the resident must notify the Office of Residence Life within 72 hours after check-in to avoid charges for losses, damages, or cleaning. Residents will review their RCR upon check-in. Residents who change rooms must review a new RCR within 72 hours of checking in to the new space.

Check-Out Procedures

At some point, we must part ways and say goodbye! All residents must check out of their assigned space at the end of each semester by the times designated below. Residents must also check out of their assigned space when changing rooms and withdrawing from the college.

We have made the process simple for you. Residents must adhere to the following guidelines to properly check-out and avoid the \$150 Improper Check-Out fine:

1. Make an appointment with your Resident Advisor, providing at least 24 hour notice, to check-out within the posted check-out times.
2. Remove all your belongings.
3. Clean the room. Sweep and mop/vacuum the floor. Dust all counters and drawers. Clean the sink, mirror, shower, and toilet. Any large and/or heavy items such as carpeting must be discarded in the trash dumpsters outside the building. Everything but the College furniture and/or property must be removed.
4. Place all furniture in its original configuration. This includes lofting and bunking beds, even if a roommate who would share the bunk bed is not yet moving out.
5. Meet the RA at the appointment time and have your keys and identification card with you. Fines will be charged for unreturned keys and IDs.
6. Review the Room Condition Report with the RA to make sure everything is properly filled out. Charges will be assessed for damages and/or missing items.

At the end of each semester, residents must check-out 24 hours after their last final, yet no later than noon on **December 18, 2014** for the Fall and noon on **May 22, 2015** for the Spring. All graduating seniors must check-out by noon on **May 23, 2015**. There can be no extensions to these deadlines.

We expect everyone in the community to follow our policies and procedures, as well as be respectful of our community until the end! Residents who are involved in violations of College policy after the date of their last final will be required to move out of the halls immediately and will face judicial proceedings on their return to campus the next semester.

Semester Break Check-Out

All residence halls are closed during Winter Break. In preparation for Winter Break, you will need to clean your room and bathroom, remove all trash and perishable food, clean your refrigerator, unplug all appliances (except the refrigerator), close and lock the doors and windows, turn in your room and mailbox keys, and check out with your RA. You may keep your belongings in your room during winter break, provided you are registered for the Spring semester.

If you are not registered for the Spring semester, you must vacate your space completely, taking all items with you. Failure to do so can result in storage charges of up to \$20 per day.

For information regarding January session housing, please see [January Session](#).

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CLASS ATTENDANCE

You are here to be a student, and a big part of that is attending classes! Class attendance is required to live in the residence halls and to be considered a student in good standing. If you are not attending classes, you will need to meet with Residence Life and/or Advisement staff to discuss withdrawing from the residence halls/College.

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CONSOLIDATION OF ROOMS WITH PARTIAL VACANCIES

Residents living in a room or suite that is not at full capacity will be given one of the following two options: 1) consolidating with another partially vacant room, or 2) accepting reassignment to a new room to achieve full occupancy. You may be given the option of relocating within a suite, on a floor, within your current building, or another residence hall. Room consolidation may take place at any time during the academic year. If you are

relocated due to consolidation, you will have five days to perform an in-building move and get settled into your new home.

DAMAGES

Room Damages: Upon check-in, each resident is issued a Room Condition Report (RCR) card which notes the check-in condition of the apartment, room, and furnishings at the time of check-in. Residents may notify their RA of any discrepancies on the report within 72 hours. The resident is solely responsible for the condition of their room at check-out, including damage, vandalism, and loss that occurred during their occupancy.

Damage Appeals: The deadline to appeal damage billing issues is 30 days after a resident's vacate date. You must submit all disputes of charges in writing using the online Special Petition form. Disputes are only accepted from students, and must be submitted from a Marymount email account. The Residence Director will review the appeal and make a final determination on the charges.

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DINING DOLLARS

Dining Dollars are a convenient way to eat on campus and purchase household items from the C-Store. Dining Dollars can be used on campus in the Nugent Lounge and the Café, and at participating off-campus locations. A resident may use only his/her Dining Dollars account. Residents may not purchase food using another resident's Dining Dollars account, with or without their permission.

In January session, residents are able to use any fall Dining Dollars remaining on their account.

Remaining Dining Dollars will roll over each semester until the student graduates or withdraws, and at which time any remaining money will be forfeited.

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EMERGENCY PREPARATION

In the event of an emergency, important information will be posted on the MMC website, the MMC student portal, Residence Life social media, and sent to you via email or text message through ConnectEd.

In cases of predicted weather-related emergencies, we suggest students take the following precautions:

- **ConnectEd:** Should a situation warrant class cancellations, this is how you will be notified. Go to your student portal and make sure you are signed up for text or phone call notification: <http://www.mmm.edu>
- **Groceries:** We recommend making sure your cabinets are well-stocked with food items that can be prepared with or without power. Should we experience severe weather conditions or outside emergencies, it is likely local grocery stores may not be open.
- **Charge your phones:** In the lead up to any expected severe weather condition, make sure your phones are fully charged so you can stay in touch with family as needed should there be a power outage.
- **Flashlights:** Losing power or water is not likely; however having a flashlight and batteries on hand is a good idea. Lighting candles is prohibited, even during storms.
- **Close blinds:** When a storm hits, close your blinds in case a window breaks from the high winds. This is unlikely to happen, but it is better to err on the side of caution.
- **Elevators:** It is possible that we will shut down elevator service in order to avoid entrapments during situations where we are concerned about losing power.
- **Leaving the building:** While it may be tempting to see what is going on outside, we do not recommend you leave the building during a major storm. There could be high winds, falling debris, and other unforeseen dangers.
- **Balcony:** It is possible the 2nd floor balcony at 55th Street will be closed earlier than midnight, again depending on the severity of the storm.
- **Facebook and Twitter:** You can follow Residence Life for the most up-to-the-moment information.
 - Facebook: www.facebook.com/mm Creslife
 - Twitter: [@mm Creslife](https://twitter.com/mm Creslife)

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EVICTION

Fortunately, we rarely have to evict a student, but in an effort to maintain our community, there are times we must do so. Eviction may result from violating Residence Life procedures and policies. This happens most often with severe violations and is also used as a final sanction when the violator is not succeeding in our residential community.

Residents who are evicted from the residence hall for disciplinary reasons are responsible for housing and Dining Dollars costs for the entire academic year and will receive no refund, regardless of the eviction date. Any student removed from Marymount housing cannot apply independently to the 1760 Residence. Residents must take all of their belongings if evicted. Personal property not removed from the residence hall by the deadline of eviction will be considered abandoned property and will be disposed of. Evicted residents may not store personal belongings anywhere in the residence hall, including other residents' rooms.

After eviction, the resident is no longer permitted within any of the residence halls for any reason. Evicted residents needing to access the Dow Zanghi Student Health Center must be escorted by security.

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FIRE SAFETY EVACUATION

In the case of an alarm, we expect all residents to remain calm so that staff members may address the situation. We will do our best to evacuate the buildings safely and quickly in case of an emergency. Fire drills will occur throughout the year. Please familiarize yourself with these procedures so that you are led to safety in the best method possible.

55th Street

If the fire is in your apartment:

- Close the door to the room where the fire is and leave the apartment.
- Make sure EVERYONE leaves the apartment with you.
- Take your keys if they are available, but don't spend time looking for them or anything else if they are not.
- Close, but do not lock the apartment door.
- Alert people on your floor by knocking on their doors on your way to the exit.
- Activate the fire alarm pull station if you can safely do so.
- Use the nearest stairwell to leave the building.
- Do not use the elevator.
- Alert security when at the front desk.
- Call 911 once you reach a safe location. Do not assume the fire has been reported unless firefighters are on the scene.
- Meet the members of your suite at a predetermined location outside the building. Notify the firefighters if anyone is unaccounted for. 55th Street residents should meet across the street and at either Second or Third Avenue.

If the Fire Is Not In Your Apartment:

- Stay inside your apartment and listen for instructions from security unless conditions become dangerous. At 55th Street, security will make announcements over the all-call system to notify residents if they must evacuate.
- If you must exit your apartment, first feel your apartment door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat, or fire.
- If you can exit your apartment safely, follow the instructions above for a fire in your apartment.
- If you cannot safely exit your apartment or building, call 911 and tell them your address, floor, apartment number and the number of people in your apartment.
- Seal the doors to your apartment with wet towels or sheets, and seal air ducts or other openings where smoke may enter.
- Open windows a few inches unless flames and smoke are coming from below.
- Do not break any windows.
- If conditions in the apartment appear life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.

- If smoke conditions worsen before help arrives, get down on the floor take short breaths through your nose. If possible, retreat away from the source of the smoke, heat or fire.

1760

1760 has a computerized fire warning system and trained fire/security personnel on site at all times. During the course of the year, the Fire Department will test all fire warning systems in accordance with New York City regulations. In the event of a fire drill, residents must follow all instructions given by the emergency staff through the announcement system.

Floor plans and diagrams for emergency staircases and exits are posted in public areas on all floors as well as the back of every room door. Residents should familiarize themselves with these maps to be able to exit promptly during fire drills or actual emergencies.

In the event of a fire or other emergency, notify security immediately. Act promptly for the safety of all residents. Do not try to fight a fire, but take action to get residents out of the building. If a fire alarm sounds, please follow this standard procedure:

If the Fire Is In Your Room:

All persons are to vacate the room immediately. Before leaving your room and only if you can, make sure you do the following:

- Call 911 if no one has done so.
- Close all windows and open shades. Turn on lights.
- Take your identification and keys with you.
- Close all room doors.
- Alert other people by knocking on their doors or yelling on your way out.
- Use the nearest stairway to exit. Never use the elevator.
- Assemble across the street and maintain absolute silence so instructions can be heard.
- Wait until the appropriate officials indicate that you can re-enter the building.

If the Fire Is Not In Your Room:

- If you cannot safely exit your room or building, call 911 and then provide them with appropriate information (name, address, etc.).
- Stay inside your room and listen for instructions from firefighters unless conditions become dangerous.
- If you must exit your room, first feel your room door and doorknob for heat. If they are not hot, open the door slightly and check the hallway for smoke, heat or fire.
- If you can exit your apartment safely, follow the instructions above for a fire in a room.
- If you are unable to safely leave your apartment, seal the floor in your room with wet towels or sheets and seal air ducts or other openings where smoke may enter.
- Open windows a few inches unless flames and smoke are coming from below.
- Do not break any windows.
- If condition in the room appears life threatening, open a window and wave a towel or sheet to attract the attention of firefighters.
- If smoke conditions worsen before help arrives, get down on the floor and take short breaths through your nose.

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FITNESS CENTER

55th Street

Our fitness center, located on the second floor of the 55th Street Residence Hall, is open to all Marymount Manhattan College students. 55th Street residents will have 24 hour access to the fitness center. For MMC students not living at 55th Street, the fitness center can be accessed by signing in at the Security Desk with your MMC ID from 8 am to midnight. As a courtesy to others, please keep your machine use to 30 minutes when others are waiting. Gym equipment cannot be used outside of the gym and should not be removed from the fitness center. There may be times throughout the year the fitness center will have adjusted hours or be closed; adequate notice will be provided during these occasions when possible.

1760

The 1760 fitness center, located on the Concourse level of 1760, is open to 1760 residents only. The fitness center is open 24 hours a day.

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GUESTS

We welcome your guests to our residential communities with certain parameters in place that protect the comfort and rights of other residents and maintain an appropriate level of safety and security in the building. It is important for the host to review College and Residence Life policies with the guest prior to the guest's arrival. New York is a wonderful city to visit and we do hope your family and friends will support you here, as well as respect your community on campus.

Residents are responsible for all activities that occur within their room, and are expected to be with their guests at all times. Thus, allowing a violation to occur by a guest, whether it is a student or non-student, is also the responsibility of the resident. Regardless of the length of stay, the guest is expected to abide by all College and Residence Life policies, procedures, regulations, and standards. The host is responsible for the actions of his/her guests at all times, and the host can be sanctioned up to and including removal from housing. Guests in violation of any departmental or College policy while in student housing or other areas of the College are subject to State of New York penalties, will be asked to leave the residence hall immediately, and may be banned from the building in the future. Judicial procedures will be filed against the student hosting the guest.

There are certain times of the year, such as the beginning of the fall and spring semester, semester breaks, and exam periods, when the guest and/or visitation policy may be modified. Residence Life Staff reserve the right to override permission for an overnight guest and deny that individual the privilege of spending the night in a resident's room.

Internal Guests: Residents in the building who are repeated or excessive guests in other areas of the building to which they are not assigned, or who are causing a disturbance to the living environment of roommates in a suite to which they are not assigned will be in violation and may be asked to leave. Residents should sleep in their own assigned areas of the building. If a resident would like to have an in-building guest stay over, he/she must seek approval from his/her roommates for these guests. If an in-building guest is disturbing the living environment or infringing upon the rights of roommates that are not their own, he or she may be asked to leave, and may be banned from the room/apartment which they are visiting too frequently.

Marymount Manhattan College is committed to maintaining a residence hall environment where the education, comfort, and safety of residents is of the greatest importance. Dating, romantic, or sexual relationships or close friendships between College employees or outside vendors of the College and residential students can negatively affect the educational environment for students in the residence halls. For this reason, College staff, faculty, and other employees are prohibited from being day or overnight guests in the residence halls. Employees from other companies and outside vendors are also prohibited from being day or overnight guests in the residence halls.

55th Street

The host will meet his/her guest in the lobby to register with security, and both the guest and host will leave a valid ID with security. When the guest leaves the hall, he/she must be escorted to the lobby by the host and check out at security. The ID cards will be returned when the guest leaves the building.

Regular overnight guests must be age 18 or older. Overnight guests under the age of 18 who are not siblings of the resident are permitted only if escorted by a parent or guardian. If a sibling aged 16-17 will be a guest, the resident must fill out the Sibling Guest Request Form at least seven days prior to arrival.

Day Guests

A day guest is visiting for a few hours, not overnight.

Day guests are permitted Sunday through Thursday 8 am to midnight and Friday and Saturday 8 am to 2 am.

1. Guests and resident hosts are expected to honor the rights of the roommate(s).
2. Each resident may host a maximum of three day guests at a time.
3. Each apartment can host a maximum of six day guests at a time.
4. Guests must be age 18 or older unless accompanied by a parent/guardian.

Overnight Guests

An overnight guest is one who stays beyond the day guest hours and/or sleeps in the room overnight. In the interest of the rights of roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by day guests as outlined above.

In addition, for safety and security reasons, residents are required to submit a Guest Request Form for all overnight guests. This form can be downloaded or a hard copy may be picked up from the RA Office on the second floor of the 55th Street Residence Hall. The RA Office is open nightly from 8:30 pm to midnight.

- Completed Guest Request Forms can be submitted to the RA Office no later than 11 pm on the day of your guest's arrival. Request for an overnight guest will be processed upon submittal. The RA on duty will inform residents whether or not the guest has been approved. We encourage you to plan ahead and submit guest request forms before the day of the visit.
- We need to ensure that we receive your forms! During hours when the RA Office is closed, residents may submit their fully completed guest request forms in the box at the security desk prior to 8:30 pm. During hours when the RA Office is open, forms must be submitted in person.
 - Incomplete or forged forms will result in a suspension of guest privileges for a minimum of one month.
 - Residents must keep track of the number of nights they have remaining. Guest forms submitted and processed through the security submission box which exceed the number of allotted nights per month will result in suspension of guest privileges for a minimum of one month.

When completing the Guest Request Form:

- All direct roommates within your bedroom must approve and sign the guest request form prior to submittal to the RA Office.
- Forms submitted missing a signature will result in the loss of guest privileges.
- To ensure your guest approval by roommates and Residence Life, we encourage you to plan ahead to acquire the necessary signatures.

Upon guest arrival:

- Security will be provided with a list of approved guests and will check all guests into the building upon arrival.
- All guests must leave a valid photo ID at the front desk. It is their responsibility to pick it up upon departure.

In addition, residents must adhere to the following procedures and conditions:

- Beginning September 9, provided there is no unreasonable interference with the rights of a roommate, a resident may have an overnight guest with permission from his/her suitemates.
- A resident may have a single overnight guest for up to six nights per calendar month, whether the same guest or different guests each night. Residents who are hosting two guests for one night are using two of their allotted nights (two guests for three nights = six nights).
- Each resident may host two overnight guests at one time.
- A resident may have an overnight guest for up to six consecutive nights, even if the calendar month changes during the stay.

- A non-resident may not be an overnight guest in the residence halls for more than six nights per calendar month, whether with the same host or with different hosts each night. Guests may only stay in the building six consecutive nights at any time.
- No apartment may have more than three overnight guests on any given night (unless special permission is granted by the RD).
- The last night of overnight guests is December 3 in the fall, and May 7 in the spring.

Failure to adhere to any of the above procedures will result in requests being denied or future loss of guest privileges. The Residence Life staff has the right to refuse permission for overnight guests. All policies are subject to change at the discretion of the Department of Residence Life.

Emergency Cots

When a resident has not properly arranged for an overnight guest, and if asking the guest to leave creates a critical situation as assessed by the Resident Director (RD) on call, the RD will be able to rent to the resident and guest two cots that can be set up in the rear lobby. The resident will be required to stay with the guest, and both will need to leave the lobby by 8 am. A charge of \$45 will be applied to the guest student's MMC account. If the guest is not an MMC student, then the host will be charged the \$45.

1760

Day Guests

- A day guest is visiting for a few hours, not overnight.
- Day guests are permitted seven days a week between 8 am to midnight.
- Guests and resident hosts are expected to honor the rights of the roommate(s).
- Each resident may host a maximum of two day guests at a time.
- Each double room can host a maximum of four guests at a time; each triple room can host a maximum of six guests at a time.

The host will meet his/her guest in the lobby to register with security by signing the guest book and leaving a valid form of current photo ID. When the guest leaves the hall, he/she must be escorted to the lobby by the host and sign out in the guest registration book. The ID is returned as the guest leaves the building.

Overnight Guests

An overnight guest is one who stays beyond the short-term guest hours and/or sleeps in the room overnight. In the interest of the rights of roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by day guests as outlined above.

In addition, residents must follow the following procedures and conditions.

- Beginning September 9, provided there is no unreasonable interference with the rights of a roommate, a resident may have an overnight guest with permission from his/her suitemates.
- All residents must submit an Overnight Guest Form to the EHS Student Life Office on the first floor of 1760 by 9 pm for the same day overnight guest.
- For four consecutive nights or more, forms must be completed and submitted 24 hours prior to the guests' arrival and approved by roommates.
- A guest who stays for a single night must pay \$5 per night until the third night. A guest who stays from four to seven nights must pay \$20 per night. No guest may stay longer than seven nights per month.
- All residents must fill out an Overnight Guest Form for their guest, regardless of guest's length of stay.
- Roommates must approve only if the guest is staying for four nights or more.
- Failure to complete and submit the form in a timely manner will result in a \$5 charge, to be paid within 72 hours of guest's arrival.
- A resident is allowed to have up to seven overnight guests per calendar month.
- A non-resident may not be an overnight guest in the residence hall for more than seven nights per calendar month, whether the same host or different hosts each night.

- A valid Photo ID must be left with security during the duration of the visitor's stay; it is the visitor's responsibility to retrieve their ID upon departure.
- Hosts must escort and sign out their guest at the end of their stay.
- No double room can have more than two overnight guests on any given night.
- No triple room can have more than three overnight guests on any given night.
- The last night of overnight guests is December 3 in the fall, and May 7 in the spring.

Ludlow

Day Guests

- A day guest is visiting for a few hours, not overnight.
- Day guests are permitted seven days a week between 8 am to 11 pm.
- Guests and resident hosts are expected to honor the rights of the roommate(s).
- Each resident may host a maximum of two day guests at a time.
- Each double room can host a maximum of four guests at a time.

The host will meet his/her guest in the lobby to register with security by signing the guest book and leaving a valid form of current photo ID. When the guest leaves the hall, he/she must be escorted to the lobby by the host and sign out in the guest registration book. The ID is returned as the guest leaves the building.

Overnight Guests

An overnight guest is one who stays beyond the short-term guest hours and/or sleeps in the room overnight. In the interest of the rights of roommates and other hall residents, there are limits to the duration and frequency of such visits. Overnight guests must follow the same procedures and conditions met by day guests as outlined above.

- Residents may have overnight guests 10 nights per month.
- Any individual not residing in the building may only sign in overnight 10 times per month.
- Guest(s) may not stay more than 3 consecutive nights, without RHD permission.
- To acquire extended guest permission, please contact the RHD, (212) 592-2217 or ludlow@sva.edu, at least 2 business days in advance.
- Guests must be registered with Security by 11 pm. To do so, visit the Security Desk in the lobby and fill out an Overnight Guest Form.
 - You can fill out this request any time before 11 pm. Your guest does not need to be present.
 - The form requires signatures from your roommate, if applicable.
 - If your guest is staying more than 3 consecutive days, your suitemate also needs to sign off on your Overnight Guest Form.
- If an overnight guest form is not submitted by 11 pm, your guest will be asked to leave. There are no exceptions to this so plan ahead.
- Residents are responsible for the actions of their guests. If a guest violates a policy the hosting resident could lose privileges or be expelled from the residence hall.
- Residents must accompany their guests at all times.

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HEALTH AND SAFETY INSPECTIONS

Health and safety of each resident is a primary goal for community living. Hall staff is required to conduct a health and safety inspection of the residence hall rooms at least once per semester. During the inspection, staff checks for compliance with health codes, fire safety regulations, maintenance problems, and potential physical hazards. Residents will be notified of these inspections at least 24 hours in advance, but will not be notified of the exact time of the inspection. Staff will not make appointments or reschedule room inspections with individual residents. If it is found that a resident's room is not up to health and safety standards (i.e. clean room, no food left out, clean bathroom and common area), the resident or residents will be given 24 hours to correct the situation. If, upon re-inspection, the room still does not pass, a cleaning service will be called in to clean and sanitize. The cost of the cleaning service will be divided among all responsible party (as deemed so by the

Residence Director). The average cost per resident depending on the level and scope of the job can range from \$75 to \$250.

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HEAT

Ludlow

When the temperature goes below 35 degrees Fahrenheit (2 degrees Celsius), the heat button on your heating unit must be pressed down. Do not use fan or any of the cool buttons when it is cold outside. If the heat is off for even a short period of time, the pipes will burst causing major flooding and damage to the Ludlow Residence. If the pipes burst in your room, do NOT attempt to turn the water off yourself because it is extremely hot and can cause burns. Notify security immediately. Signs will be posted in the building when the heat must be turned on in your room. You must turn the heat on when you are leaving the room for an extended period of time including winter break. You can use the control knob to determine how high or low you want the heat. If your room is too hot, feel free to open a window while present in the room.

If your heat breaks, notify security immediately and put in a work request at <http://tma.sva.edu>.

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HOLIDAYS

The residence halls remain open during Thanksgiving and Spring Break. All Residence Life policies remain in effect during break periods. The halls are closed during semester break (Winter Break). Residents who are in good financial standing and who are returning to the College in the spring semester may keep their items in the hall during this time, but may not access the building or their room to obtain items during the Winter Break (noon on December 18, 2014 to January 4, 2015).

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HOUSING CONTRACT

Residents sign a contract to stay in housing for an entire academic year and will be responsible for all residence fees incurred during that time. Only those residents who withdraw from the College may be released from their Housing Contract. In such cases, residents must submit written notification to the Office of Residence Life by emailing residencelife@mmm.edu. Residents who are released from their contract mid-year due to withdrawing or study abroad must notify the Office of Residence Life and check out according to appropriate procedures.

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IDENTIFICATION REQUIREMENTS

We want you to be safe in your home, and the best way to do this is to know who is entering our buildings. To ensure your security, we have some regulations regarding identification.

You may not use, lend, borrow, or otherwise possess a resident ID that is not your own. You may not possess multiple copies of your own ID.

55th Street

Marymount Manhattan College values the security and safety of our residents; therefore all residents must present their student IDs when entering the residence hall. Residents entering the hall without presenting their student ID must present a state ID and sign-in with security. Each entry without a MMC ID will result in the following fines:

Entries without MMC ID	Fine per instance
1 st instance	No charge
2 nd and all future instances	\$5 each

In cases of a lost or stolen ID card, you must report to the security desk at 71st Street during business hours to request a replacement card (\$10 fine for first replacement card). Please call the 24-hour security desk at 212-517-0411 for ID card hours of operation.

1760

All residents must swipe their 1760 ID upon entering the residence building. The 1760 ID is issued by the EHS Student Life Office at the 1760 building, and is separate from the Marymount Manhattan College ID. 1760 residents must possess a Marymount Manhattan College ID for access to the College. Identification cards for entrance to the school are made by security in the Main Building. In case of a lost or stolen 1760 ID, the resident must report to the EHS Student Life Office to purchase a new ID card. Replacement 1760 IDs cost \$20. This ID card also acts as your key, so it is important to keep it safe. At the end of your stay at 1760, your building ID must be returned.

Make sure that your ID card is kept away from any magnetic objects such as any cards with a magnetic strip in your wallet; do not place your card key on top of your TV, computer, DVD player, stereo, or any other appliances. Doing so will wipe out your programmed card and it will not work in your lock. Do not force or slide your key in the lock too fast. This will cause the yellow and red lights to flash and your key will not open the door. Also, it is important that you put the key in slowly and all the way in, so the card can register.

All ID/keys are the property of EHS, and must be returned when you finish your stay with us. Lost or stolen ID/keys should be reported immediately to the EHS Student Life Office. Do not install any additional lock(s) on your room.

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ILLNESS OR INJURY

We care about your well-being and want to help! If you are sick or injured, you should visit:

Dow Zanghi Student Health Center
located at 231 East 55th Street
Monday, Thursday, and Friday: 9 am - 5 pm
Tuesday and Wednesday: 11 am - 7 pm
Phone: (212) 759-5870
Fax: (212) 759-5879

If you become ill after business hours, contact a Resident Advisor or building security for assistance. As a courtesy, residence hall staff will accompany residents to the hospital only in emergency situations. Otherwise, residents should go on their own or with a roommate/friend. Sick or injured residents choosing to seek treatment on their own should notify the resident's RA or the RA on duty immediately.

Additionally, if you have concerns after hours, our partnership with Beth Israel provides an On-Call Triage number to call with questions. The Triage number is (212) 450-2882 and is staffed by doctors.

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INTERNET ACCESS

Internet access is provided to all residents at no additional charge. Residents in both 55th Street and 1760 may access wireless internet in their buildings. 55th Street and Ludlow residents may connect through their own Ethernet cord (cord not provided).

The use of torrent sites is strictly prohibited. IT can trace any residents that are using torrent sites and will block their access to the internet. Residents found using torrent sites can be subject to an investigation which includes judicial sanctions. Investigations can also include confiscation of desktop or laptop computers, tablets, and other items to determine any threats the device(s) may have to the network.

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JANUARY SESSION

Housing is available during the January session, and any current resident will need to apply to return to the residence hall for the January session. The resident must be registered as a full-time student for the Spring Semester and be in good judicial standing to stay for the January session.

Applications for January Session must be submitted prior to the end of the Fall Semester. The “Early Bird Special” fee (for applications submitted on or before December 3, 2014) for January housing is \$150. On or after December 4, the fee is \$250. Should you withdraw from the January housing session prior to arrival, there is a 50% penalty of your fee.

During the January session, students may have three overnight guests. Students must submit the overnight guest form as well as have emailed approval from their roommates’ MMC email account giving permission for the overnight guest. Current residents of the building who have not registered for the January session may not be a day or overnight guest during the January session, and may not return to the hall to access their room or mailbox during the break; however, all residents may sign up for January session if they wish to access the hall.

We also want to make sure you are provided with adequate meals and that you eat during this down-time! Although options are limited during this time, we invite January residents to use the remainder of their fall Dining Dollars during the January term. Spring Dining Dollars are not active until the first day of the spring semester. If you would like to add Dining Dollars for the January term, please do so at the Center for Student Services.

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LAUNDRY

55th Street

Laundry facilities are located on the second floor and are for current 55th Street residents only. You must keep track of your laundry and remove it in a timely manner. We have a high-tech system for notifications when your laundry is complete! You are encouraged to utilize the notification service available via your mobile phone, and to leave a contact number in the laundry room should you wish another resident to contact you before removing your laundry.

- Clothing left unattended at the end of a cycle can be removed by someone waiting for a machine, and placed in the laundry baskets provided.
- You should use your own laundry basket to bring clothes to and from your room. The laundry baskets provided for removing items from machines are for use within the laundry room only and should not be removed from the room. Residents found to have these baskets in their possession outside of the laundry room will be fined. See our “Public Furniture” policy for details.
- As a courtesy, clothing left unattended for 24 hours will be bagged by maintenance and held 48 hours by maintenance. After 48 hours, the clothing will be considered abandoned property. Residents may inquire about missing laundry within the 48 hours prior to disposal at the security desk.
- It is expected all residents will respect the property of others and not damage or take items belonging to another person.

1760

Laundry facilities are located on the Concourse level. It is your responsibility to remove your laundry in a timely manner. Laundry facilities are monitored and items left for an unreasonable amount of time will be bagged and handled by building maintenance. You may inquire about missing laundry with your RA or building staff.

Ludlow

The Laundry Room is located in the basement and features Laundry View, an online and texting notification System. Visit www.laundryview.com to see how much longer your laundry needs or what washers and dryers are free. Staff is not responsible for lost or stolen laundry. Items left unattended for more than 24 hours will be donated to a local charity. To report a maintenance issue in the laundry room, please email Ludlow@sva.edu.

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LOST AND FOUND

Any found items should be submitted to an RA. The RA will then take the items to the hall office where they can be claimed by the owner upon proper identification of the items. Items will be held one month and then disposed of if not claimed. Property found in rooms that are vacated is considered abandoned property and will not be held in the lost and found.

LOUNGES

55th Street

We want to provide convenient places for you to socialize as well as study. The lounge on floor 32 will be open daily from 8 am to midnight. After 10 pm, quiet hours are in effect for each lounge. Lounges are subject to early closure if quiet hours violations persist. After midnight, residents should use the 12th floor lounge or first floor space for studying and other activities. The 12th floor lounge is a full-time quiet study area and is open 24 hours.

Lounges on floors 22 and 32, as well as the first floor space, are available for building programming and student use and can be reserved through the RA Office.

1760

The Study Lounge, computer area, and public lounge are located on the ground floor. Large common area lounges are located on the Concourse level. Space may be reserved for use by contacting the EHS Student Life Office.

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MAINTENANCE

If your room or the provided equipment and furnishings in your room require any repair or maintenance do not repair it yourself.

55th Street

Our maintenance staff does their best to keep your room in good working order. In case of a maintenance issue or problem, you should go to the security desk to fill out a maintenance request form. If you are experiencing a maintenance emergency, contact your RA first. If the RA is not available, contact the security desk for assistance. You should notify your RA of any requests that are taking more than one week to complete. Typically we provide a very reasonable turn-around time for maintenance requests.

1760

If you are experiencing any problems with your room, go to the EHS Student Life Office. If you are experiencing a maintenance emergency when the office is closed, you should notify 1760 security immediately.

Ludlow

If a resident is having an issue in their room, (clogged drains, burned out lights, etc.), cable, or internet, please submit an online work request (called TMA) to the facilities staff at <http://tma.sva.edu>. Clogged toilets or water leaks must be reported immediately to Security in the lobby, and then submit a work request at <http://tma.sva.edu>. Unreported leaks and drain problems can result in substantial damage to your room or another room.

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PERSONA NON-GRATA

To keep our living facilities safe and community-focused, there are parameters in place for those who are not authorized to be in our halls. Evicted residents, guests in violation of policies, students who have withdrawn, and other individuals deemed to be a threat or concern to the building's residents will be assigned *Persona Non-Grata* status, which prohibits them from entering the building. If a person on the Persona Non-Grata list attempts to enter the building, they will be provided a notice of their status on our Persona Non-Grata list on their first visit, and denied access to the building. In future visits to the building, the violator will be trespassing and police may be called.

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PERSONAL PROPERTY

We recognize your property is important to you. We encourage you to acquire renter's insurance as the College accepts no responsibility for loss or damage to a resident's personal property. We recommend residents insure personal property against loss, damage or destruction arising from any cause, including, but not limited to fire, theft, water damage, and the elements. In the event of any damage by fire, water, steam, or other causes which render an assigned residence unfit for occupancy, the College reserves the right to reassign you from any

location unfit for occupancy, or to reassign the occupant or occupants to an alternate college residence. If an alternate residence is not available or if the resident rejects the offer of an alternate residence, the College shall not be liable thereafter. Any damage attributed to the resident shall be paid out of the damage deposit; the deposit or amount remaining in the deposit account shall be paid to the resident no later than 30 days after the end of the semester in which the resident vacates the assignment.

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PESTS

We work diligently to keep our residence halls clean and pest-free for you. Any issues with insects, rodents, or other pests should be reported to an RA or building staff immediately. If treatment within a student room is necessary, the residents will be notified in advance, if possible. If extensive treatment is necessary, the Office of Residence Life will supply residents with a step-by-step guide to the treatment. Residents must comply with all policies and instructions given by the Office of Residence Life in order to treat pest issues. In order to contain and/or fully resolve some issues, it is not always best practice to move students when there is a pest issue.

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POSTINGS

We encourage you to advertise events for your clubs by following our posting policies. At 55th Street, you may post flyers and posters for club activities on the bulletin board in the Fitness Center and the public posting boards in the lounges. Residence Life staff will remove all postings placed in other areas, unless approval for additional postings has been granted by a Residence Director.

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ROOM CHANGES

In order to provide you with a smooth and efficient process, there will be no room changes approved until after the third week of classes of each semester.

Students seeking to change rooms must complete the [Room Change Request form](#) and submit it to the Office of Residence Life. Residents must comply with all steps in the room change process. We will do our best to accommodate your room transfer request. Requests are reviewed each Wednesday and follow the process below:

Wednesdays: All requests are reviewed. Each request receives an email response with the availability of rooms. If no rooms are open, your request will be held and reviewed the following week.

Wednesday and Thursday nights: If there are rooms available, an email from our office will direct you on how to visit the open rooms.

Fridays: You tell us what room you have chosen to move into. You can pick up your new key Friday night at 8:30 pm.

Saturdays and Sundays: Residents must move into their new room and [check-out of their old room](#) by Sunday at 8:30 pm. Residents must do a full check-out with an RA.

Monday: Residents must complete a new RCR form for their new space and submit the form within 72 hours. Residents should note any pre-existing damages in the room to avoid being charged for damages upon final check-out.

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ROOM ENTRY

Marymount Manhattan College recognizes and respects residents' privacy; however, the College reserves the right to enter rooms for inspection, cleaning, security concerns, or maintenance purposes at reasonable times. Residence Life staff will enter rooms during health and safety inspections, as well as semester and spring breaks to ensure heat or air is turned on/off and refrigerators are cleaned. There may be entry without notice in emergencies where imminent danger to life, safety, health, or property is present, or if there is reasonable suspicion that a policy violation is taking place. Please understand that for your own personal protection and privacy, college staff will not grant friends, relatives, guests, or other students access to resident rooms.

SEARCHES

Your safety and the safety and well-being of the community are of vital importance. We respect your privacy, but if there is reason to believe this safety and well-being is compromised, our staff may search your room to determine compliance with the rules of the institution and/or with federal, state, and local laws. Searches will be conducted when there is reasonable cause to believe that a violation has occurred or is taking place. Should evidence be found during a search, it will be used to initiate judicial proceedings against the resident and/or those present in the room. During the search, College personnel may obtain evidence which may later be used by law enforcement agencies in the prosecution of criminal behavior. Security boxes, safes, or other locked containers must be unlocked by their owner upon request, or the entire box will be confiscated.

Our community also cooperates with local police, FBI, and other outside agencies. Since the College and the residence halls are not sanctuaries, there are occasions when outside agencies (police, FBI, etc.) will desire to search a room. When the agency is operating under a legal warrant, Residence Life staff will cooperate fully. All searches by Residence Life staff, Student Affairs staff, and government officials will be treated as confidential.

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SUITEMATE/ROOMMATE AGREEMENT

Respect is essential and we will help you facilitate a respectful relationship with your roommate(s). All rooms and apartments with more than one resident are required to complete a Roommate Agreement, which will ensure that agreed-upon standards are followed. Roommate Agreements are intended to open dialogue among all roommates about expectations, standards and established boundaries (i.e. guests, noise, sharing, cleaning schedules, etc.). Residents should complete the agreement, and then meet with their Resident Advisor for follow up and further discussion. Once all roommates have discussed these topics, the agreement is signed and placed on file with the Office of Residence Life. The purpose of the agreement is to give residents sharing a room the opportunity to examine each other's personal living style and preferences, while ensuring that the rights of each individual resident are respected. Roommate Agreements are not enforced by Resident Advisors, but rather serve as a tool for residents in learning how to live communally, communicate effectively, and compromise.

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TRASH

We provide you with appropriate facilities to remove trash and to recycle items. We respect the environment in our community and we expect you to do so, as well. You are responsible for the following:

- Removing trash from your apartment.
- Separating the material into recyclables, paper, and rubbish – New York State and Local laws require recycling.
- Properly disposing of the material in the designated areas.

Trash deposited in hallways, common areas, or other inappropriate locations will be removed at the cost of the resident(s). Please be aware that other people live here and appreciate a clean and sanitary environment.

All floors in 55th Street and 1760 have a trash chute and recycle bins. The trash that goes down the chute should be securely closed in bags and should not include any glass. Newspapers and clean glass, cans, and plastic can be left in the recycling bins or closets and will be picked up. Trash may not be left in the hallways. All rooms must be kept free of debris and garbage. Note: mattress pads, cardboard boxes, and other large objects are not permitted in the trash chutes.

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WINTER BREAK

The College and all residence halls close for the period known as Winter Break, which generally runs from noon the day after the last day of the semester until January 4, 2015. Residents will not have access to the buildings or their rooms during this time.

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WITHDRAWAL FROM THE COLLEGE

We understand that sometimes a student must withdraw from the college due to personal, medical, or psychological reasons, which also means that he or she must vacate our residence hall community, as well. After withdrawing from the College for personal, medical, or psychological reasons, students have 48 hours to remove their belongings from the room. They must schedule an appointment with their Resident Advisor to check out of their room properly. Residents who fail to check out properly will be assessed the \$150 Improper Check-Out fine. All belongings must be removed from the premises. Items cannot be stored with other residents.

Residents who withdraw are prohibited from re-entering any residence hall as a guest.

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Residence Life Policies

ABANDONED PROPERTY

Please take all of your belongings with you when you check out of the residence halls. Neither Marymount Manhattan College nor the Office of Residence Life is responsible for property left in the residence halls. If a resident intentionally leaves items in his/her room after vacating (i.e. any personal items) he/she will be charged a fine of \$100 and his/her items will be discarded within 48 hours. We do not enjoy seeing your belongings going to waste, so please simply take them when you go.

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ACCESS

We will help you if you need to enter the residence hall or your room, and we would rather have you call us to assist than have you tamper with a lock or door. Tampering with any residence hall lock and/or propping open any residence hall entrance or fire door is prohibited. Duplicating a key to any residence hall building, room, or office, or being in possession of keys other than the assigned room key is prohibited. Residents may only possess one set of keys to his/her apartment and mailbox. Residents will be charged the cost of lost keys and/or replacement of locks of all doors affected by key duplication. Charges will be placed on student accounts. Residents may not loan their keys out to anyone, including their roommate, family, or friends. Residents should not attempt entry into apartments that are not their own.

If you have lost your residence hall key, visit the RA Office at 55th Street, or the EHS Residence Office at 1760.

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AIDING AND ABETTING

You are responsible for your behavior and throughout college you will learn that you have many choices. We encourage you to make good choices when it comes to participating in a policy violation. Anyone who aids or abets in the violation of college regulations or who encourages the violation of regulations may be deemed as responsible as the actual violator or offender and may be subject to the same sanctions as the actual offender. This includes, but is not limited to, students who are in the presence of others using alcohol or drugs in violation of College policy, even if they are not using alcohol or drugs themselves. This also includes, but is not limited to, students who are in the presence of others violating the disorderly conduct/noise/quiet hours policy. We are a community and you are part of it! Students are expected to promptly report conduct or activity which poses a danger to the community or its members.

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ALCOHOL

We recognize that throughout your college years you will be exposed to alcohol use. It is our hope to educate you to make responsible choices. We also abide by state and local laws regarding drinking. Please make good choices and please be aware that we are here to help you accomplish this. It is the goal of Residence Life to provide students with an atmosphere that supports their academic progress. The Office of Residence Life will take necessary actions to ensure the environment remains secure and productive. Marymount Manhattan College expects all students to acknowledge, understand, and abide by the rules and regulations of the College, as well as federal and state laws regarding the use, sale, and distribution of alcohol.

55th Street and 1760

No alcohol may be possessed or consumed in the residence halls.

Good Samaritan Provision

Whenever a student assists an intoxicated individual in procuring the assistance of local or state police, security staff, residence life staff, or other medical professionals, neither the intoxicated individual, nor the individual who assists will be subject to disciplinary action (such as probation or removal from the residence hall) with respect to the alcohol incident. This provision does not preclude disciplinary action regarding other violations, such as theft, sexual harassment/assault, vandalism, etc. Individuals who are combative or not cooperative with the student, staff member, or medical professionals assisting will not be eligible for this provision.

This provision offers a health-related response to the incident rather than a disciplinary consequence and does not excuse or protect those individuals who deliberately or repeatedly violate the Alcohol Policy.

In order for this policy to apply, the intoxicated student(s) must agree to timely completion of alcohol education activities, assessment, and/or treatment depending on the level of concern for student health and safety. Serious or repeated incidents will prompt a higher degree of medical concern. Failure to complete recommended follow-up may result in disciplinary action and could prompt the imposition of a medical withdrawal.

The Good Samaritan provision does not limit the authority of law enforcement personnel or Residence Life staff to act as required at the time of an alleged violation.

Alcohol Policy

Part 1:

- The possession, use or display of alcohol paraphernalia is prohibited (including but not limited to funnels, beer bongs, empty containers).

Part 2:

- No individual, regardless of age, may possess, consume, and/or be in the presence of alcoholic beverages in or around the residence halls.
- Deliveries of alcohol from liquor stores or an outside source to the residence halls is not permitted.
- Residents aware of alcohol or alcohol paraphernalia in the residence halls, whether consuming alcohol or not, may be in violation of this policy.
- Residents who invite guests (whether it is a resident or non-resident) who bring alcohol into their apartment/room will be in violation of this policy.
- Public intoxication is prohibited. Anyone violating this policy may be transported to the hospital at his/her own expense or arrested.

NOTE: We care about you, but if we believe you are a danger to yourself or to others because of alcohol use, we will send you to a hospital for treatment. Resident Advisors do not arrange for or monitor any individual who is intoxicated.

At all times, consumption of alcohol off campus should not interfere with the rights of other individuals, the educational goals of the College, or the living environment of the residence halls. Intoxicated residents attempting to enter the building or found within the residence halls will be assessed by Residence Life staff to determine whether you need additional help or not. If a resident is found in a state that presents a safety concern for themselves or others within the hall, EMTs will be called to assess the student and take them to the

Emergency Room for medical care at their own expense. Intoxicated residents will be responsible for any cleaning and labor charges from cleaning services for any necessary clean up due to their intoxication.

The federal law provides a tool for colleges and universities to work together with parents and students to help reduce the abuse of alcohol and other drugs. The 1998 Higher Education Act includes an explicit provision that authorizes colleges and universities to inform parents and guardians of alcohol and drug violations by their student on campuses. Marymount Manhattan College makes use of this tool.

Consequences for violating the Alcohol Policy Part 1:

First Offense:

- Confiscation and disposal of items
- Written warning

Second Offense:

- Judicial meeting
- Educational sanctions

Consequences for violating the Alcohol Policy Part 2:

First Offense:

- Judicial educator online module: Alcohol Education 101 – This online module provides students with information on alcohol consumption, alcohol poisoning and what to do if someone has alcohol poisoning, positives and negatives of alcohol consumption, long term effects of alcohol consumption, and helping a friend
- Conduct probation: A specific period of probation imposed upon a resident during which time the resident is expected to abide by all policies, rules, and regulations. Probationary status imposed with or without restrictions for a definite period of time not to exceed one academic year. Probation may include the loss of privileges consistent with the offense committed. Further violations during the probationary period will result in additional disciplinary action and the probable issuance of more severe sanctions. A student is liable to an eviction/contract termination if involved in any act of misconduct, including violations of the terms of the probation while on Conduct Probation.
- \$100 fine
- Meeting with Director/Assistant Director of Residence Life to apply for January and/or Summer housing
- Parent/guardian notification (if under 21 years of age)

Second Offense:

- Permanent housing removal (no refund of housing charges)
- Restriction from residence halls – cannot be a day or overnight guest
- Ineligible for January and Summer housing
- May not live in housing for 1 academic year
- May not apply independently to 1760 Residence
- Parent/guardian notification

Ideas suggested by the student for additional educational sanctions may be considered. The sanction must be of equal or higher quality and time commitment as the current educational sanction. Sanctions are discussed during judicial meetings. Additional sanctions may be considered at the discretion of the Residence Life staff.

Reminder: Residents are responsible for all activities that occur within their room at all times, whether alcohol is involved or not. Thus, allowing a violation to occur by a guest, whether it is a student or non-student, is also the responsibility of the resident. Regardless of the length of stay, the guest is expected to abide by all College and Residence Life policies, procedures, regulations, and standards. The host is responsible for the actions of his/her guests at all times. Guests in violation of any departmental or College policy while in student housing or other areas of the College are subject to State of New York penalties, will be asked to leave the residence hall immediately, and may be banned from the building in the future. Judicial procedures will be initiated against the student hosting the guest. See “guest” procedures and policy for more information.

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ALTERATIONS AND MODIFICATIONS TO ROOMS

Your rooms have been designed to be safe, comfortable, and modern. It is our hope to keep these rooms in good condition for you and for future residents. No alterations or modifications may be made to either the interior or exterior surfaces of any part of residents' suites or the residence halls. Residents cannot add bolt locks to room doors, change doorknobs or locks, nail, tack, or screw pictures into the wall, hang a satellite dish, wallpaper the walls, etc. Adhesive-back tape, contact paper, stickers, and colored putty are also prohibited on painted surfaces. Residents will be charged for any damages they may cause. In order to avoid wall damages, we recommend using painter's tape or white sticky tack on painted walls.

Please leave additional furniture at home. Outside furniture is prohibited in all residence halls. **See "Furniture" policy.**

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BICYCLES

55th Street and 1760

There are no storage facilities at 1760 or 55th Street for bicycles, but a bicycle may be stored in your apartment. Each resident may bring one bicycle. Students will be responsible for damages that are caused by the bicycle. You are not allowed to ride your bike inside the building. Any bicycle left in the hallway or common areas will be confiscated.

Ludlow

Residents may store one bicycle on the two large bike racks on the Terrace located on the 2nd floor. The Terrace is open from 9 am to 9 pm daily. You may access your bike outside of Terrace hours by visiting security.

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BOMB/BOMB THREAT

Placing an explosive device or intentional imitation of such a device, or threatening the placement of explosive devices on any College property including student housing or surrounding areas is prohibited.

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BULLYING

Bullying consists of abusive conduct that a reasonable person would find hostile, based on the severity, nature, and frequency of the conduct. Abusive conduct can be verbal, written, or electronic and may include, but is not limited to: repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets; virtual, verbal or physical conduct of a threatening, intimidating, or humiliating nature; the sabotage or undermining of an individual's work performance; or attempts to exploit an individual's known psychological or physical vulnerability. A single act normally will not constitute abusive conduct, but an especially severe and egregious act may meet the standard.

The College prohibits conduct which may be interpreted as bullying as described above. All members of the college community are expected to behave in a manner which demonstrates proper regard for the rights and welfare of others. Students are strongly encouraged to provide support to individuals who are bullied or harassed and to report incidents to a member of Residence Life staff.

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CABLE TELEVISION

We provide residents with a variety of channels and programming options. Cable television splitters are prohibited. Accessing Pay Per View or similar movie programs is not permitted and those who purchase will be financially liable and be held accountable judicially.

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CLOTHING REQUIREMENTS

Due to the shared community living environment of the residence halls, for everyone's safety and comfort, all residents are required to be properly clothed in the common and public areas of the residence halls. Residents must be clothed with a top and bottom garment in elevators and hallways. Residents may not be in public areas in underwear or towels. We also suggest you wear shoes or slippers in the elevators and hallways.

55th Street

Residents may not enter the C-Store without shoes. Residents must be fully clothed. The C-Store reserves the right to refuse service to and have removed any resident in violation of this policy.

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COHABITATION

Cohabitation is defined as an extended length of visitation by someone other than the designated occupants of the room or the frequent unpaid use of facilities over a period of time (not necessarily consecutive nights), or an infringement of the roommates' rights/privacy (one night may be too long). This applies to all visitors regardless of gender. Residents in the building who are repeated or excessive guests in other areas of the building to which they are not assigned and who are causing a disturbance to the living environment of roommates in a suite to which they are not assigned will be in violation of this policy.

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COMMUNICABLE DISEASE

The College provides health services to assist students who are not feeling well. Since we live in a close community, we try to protect others from catching communicable diseases in the best way possible. We will help you receive treatment, but it is important for you to inform us. If a resident is diagnosed with chicken pox, measles, mumps, mononucleosis, MRSA, SARS, H1N1, or any other communicable disease that may be a health concern to the residence hall community, he/she must notify the Office of Residence Life as soon after diagnosis as possible.

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COMMUNICATION

Please check your College email and student portal regularly for Residence Life updates and important information. The Office of Residence Life uses MMC student email addresses and self-disclosed telephone numbers to deliver important information and updates to residents. Residents are required to provide their contact information during check-in, and should check their College email account. Residents are responsible for all information sent to them.

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COMMUNITY RESPECT

All residents and guests are expected to respect the residential community by acting responsibly and respectfully.

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CONFISCATED ITEMS

Illegal appliances, substances, items, and paraphernalia, and/or items found to represent a policy or health and safety violation will be immediately removed, destroyed, and discarded by Residence Life staff.

1760

At 1760, the confiscated items policy includes but is not limited to dirty dishes and perishable food left unaccompanied in common area kitchens. It is the responsibility of each resident to clean up the kitchen area before leaving the kitchen.

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DAMAGES

Please respect your community! Residents are liable for ALL damages to College property incurred by them or their guests through malicious, negligent, or accidental behavior. Student rooms must be maintained in a reasonable state of orderliness and cleanliness. The following actions are prohibited:

- Using nails, staples, screws, hooks, tacks, or stickers on walls, doors, or furniture inside or outside your residence hall room
- Hanging displays or objects outside of residence hall windows
- Hanging any objects from fire sprinkler heads or cages
- Removing mounted fixtures from walls, windows, or ceilings
- Using window coverings that are not fabric curtains
- Altering faucets and showerheads

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DISCRIMINATION

Each member of our community deserves to be treated fairly and respectfully. In accordance with the College's Inclusivity Statement, we strive to create a community free from bias and harassment that maximizes each person's capacity to learn and work in an institution in which difference is embraced, valued and celebrated. Discriminating against or attacking the character of another individual or group of individuals on the basis of race, color, national or ethnic origin, sex, sexual orientation, gender identity/expression, religion, political belief, age, veteran status or disability is not tolerated. We do not accept alcohol, substance abuse, or peer pressure as an excuse, reason or rationale for such discrimination. Please also be considerate when decorating your living space. College, Residence Life, and security staff reserve the right to determine the appropriateness of decorations and may remove material in public view that is discriminatory.

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DISHONESTY

Please always tell the truth. This will benefit you in the long-run. Willfully lying to a College staff member or a hearing officer, whether on your own behalf or on the behalf of another, or willingly giving any type of false information is prohibited. This includes but is not limited to using identification other than your own.

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DISORDERLY CONDUCT

Our community is a peaceful community where learning takes place. Any individual who behaves in a manner which disturbs others or who behaves in a manner having a disruptive influence in or around the residence halls is in violation of the disorderly conduct policy.

Conduct which is disorderly, lewd, or indecent; a breach of peace; or aiding, abetting, or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the College is prohibited.

Non-residents in violation of this policy will be asked to leave and may be denied access to the building in the future.

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ELECTRICAL SAFETY

Our electric supply is modern and up-to-date, but it should be used properly. All electrical appliances must be used with a surge protector. Electric cords must be UL approved and kept free of wear, knots, and kinks. Extension cords must be heavy duty and three pronged. For safety, only grounded power strips with self-contained circuit breakers may be used. Making modifications to electrical wiring is prohibited.

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ELEVATOR USAGE

Elevators are for the convenience of each student. Residents found to be misusing the elevators in a way that results in damage will be charged for the cost of repairs to the elevator. This includes residents overcrowding, jumping, or playing in the elevators. Residents must observe and obey posted limitations on the number of occupants allowed in each elevator.

55th Street

Please do not crowd the elevator, or it may not operate adequately. There can be no more than seven people in the elevator at any given time. At certain times during the year, the elevators will be used exclusively by Residence Life to conduct tours. Residents will be notified of planned outages, and will be given alternate pick up and drop off locations to get the elevator. Residents who are injured, ill, or otherwise unable to use the stairs will be transported to or from their floor when requested.

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FAILURE TO COMPLY

Please comply with our policies and procedures. Failure to identify oneself to, or comply with the reasonable directions of, a Residence Life, college official, or other public official acting in the performance of their duties while on college property or at official Residence Life functions, or resisting or obstructing such officials in the performance of, or the attempt to perform their duties, is a violation.

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FILMING

55th Street and 1760

In order to protect residents' rights to privacy and undue disruption of their community you are not permitted to film in any area of the building. The College may, at its discretion, film in the residence halls for promotional or other purposes. Notification of such instances will be posted.

Ludlow

In order to film in any part of the Ludlow Residence, residents must first get permission from the Ludlow RHD. Filming in the hallways or residents' rooms is NOT allowed. Residents can get permission to film in The Community Room, Basement, Communal Kitchen, and Laundry room. Forms can be obtained by emailing the Ludlow RHD at ludlow@sva.edu. Forms must be submitted for approval at least three business days in advance.

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FIRE SAFETY

Arson: Purposely attempting to set fire or burn any building, furnishings, personal property, or equipment is prohibited.

Burning Substances: Burning any substance in student housing is not permitted. This includes, but is not limited to candles (birthday, decorative, religious) and incense. Candles with burnt wicks will be confiscated and disposed by Residence Life staff. Residents will be charged \$10 per candle and pack of incense. Residents practicing religious ceremonies requiring candles may not light candles within their rooms, but may inquire about these ceremonies in the Office of Residence Life, or with their Residence Director. For certain occasions, group programs led by Residence Life staff will be available to accommodate these activities. Candle warmers are permitted at 55th Street only; you will be held responsible for any damages resulting from the melted wax.

Christmas Trees: We welcome holiday decorations as long as they follow our policies. Placement of a live Christmas tree in student rooms is prohibited. Artificial trees are permitted so long as the tree does not pose a fire hazard.

Combustible Substances: Bringing or keeping petroleum distillates such as fuels, solvents, lighter fluid, or other highly combustible substances in student housing is prohibited. This restriction also applies to any container, tank, cylinder, or other device (empty or otherwise) used to contain or store combustibles.

Decorations: Please decorate, but do so in a way that is conducive to safety. Fire code prohibits hanging decorations from the ceiling, light fixtures, or sprinkler heads. Residents may decorate their doors, but decorations may not extend into the hallway areas.

Electrical Safety: Electrical appliances may draw up to 10 amps. Overloading an outlet is prohibited. Mini-refrigerators are not permitted. Space heaters, halogen torch lamps, octopus lamps, sunlamps, extension cords, and appliances drawing more than 10 amps are strictly prohibited in the residence halls because they are an extreme fire hazard. Power strips must have a surge protector.

False Alarms: Setting, reporting, or causing a false fire alarm to be reported in student housing is prohibited.

Fire Alarms / Drill Participation: Failure to comply with building procedures as it relates to a fire alarm sounding is prohibited. Residents are expected to remain calm during alarms and drills. Acting in a way which prevents or impairs the ability of staff or emergency workers to do their job is prohibited.

Fire Protection Equipment: Tampering with or possessing college fire protection equipment, including fire extinguishers, hoses, exit lights, smoke detectors and alarm systems is prohibited. Residents needing to use the fire extinguisher provided in their rooms due to emergency should do so, and then immediately report the situation to an RA or building security.

Fireworks: Storing, possessing, or transporting fireworks of any kind in student housing or the surrounding areas is prohibited.

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FORGERY

Please be yourself (and only yourself)! Forgery, alteration, or misuse of college documents, records, identification, or residence life forms is not permitted. Forgery of a roommate's signature on a Guest Request Form is prohibited and will result in a loss of guest privileges for the entire academic year.

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FURNITURE

Configuration

Your room has been designed with your comfort in mind. You are welcome to rearrange your room to an extent, but we expect it to be placed back in its original configuration prior to your check-out. Residents who fail to return the furniture in the room to its original configuration (including re-lofting or re-bunking beds at their appropriate height) will be charged a \$150 fine.

Any resident who modifies the setup of his or her room is responsible for moving the furniture away from the heating/air conditioning unit upon notification of annual maintenance on the units. Residents will be notified of the maintenance in advance.

Resident beds may not be pushed together to make a larger bed. Beds at 1760 cannot be lofted. At 55th Street, only MMC issued loft pieces may be used to make lofts in rooms. The total height should not exceed one loft kit, comprised of four bed posts.

Students may not remove mattresses, chairs, bed pieces, or other furniture items provided from their rooms. These items may not be exchanged, replaced, or brought to other rooms in the building.

Public Furniture

Lounge and public area furniture and equipment are for general use. Please do not remove the furniture from these areas. Residents will be charged a \$25/day fine for furniture removal from the public areas.

Outside Furniture

At the time when a resident first occupies a room, it will be clean and properly organized with appropriate furnishings. Each individual residence hall space is furnished with a bed, desk, dresser, and closet/wardrobe for each occupant and all windows have blinds. For significant health and safety reasons, students are prohibited from bringing their own furniture into the residence halls.

Prohibited furniture includes:

- upholstered furniture
- wood furniture
- wooden book shelves
- futon couches or chairs
- any furniture containing cushions or stuffing (including butterfly chairs and papasan chairs)
- bean bags
- pillows longer than four feet
- halogen lamps
- octopus lamps
- sunlamps
- pillow chairs

Acceptable furniture items include:

- butterfly, papasan, or tailgate chairs with nylon seats (no stuffing) that can be folded up
- office or rolling chairs with bungees (no thick cushioned chairs)
- metal or plastic shelves no larger than 48" tall
- plastic storage bins

Residence Life reserves the right to modify or add to this list at any time. Additional furniture items found within the residence hall will be removed and discarded. Residents responsible for the items will be charged a \$100 fine per item, plus the cost of pest removal or prevention treatment, if necessary.

GAMBLING

1760 has a card table on the Concourse level for entertainment use only. Organizing, attempting to organize, aiding, counseling, or encouraging another person to participate in a gambling activity for money is prohibited. Any type of raffle or gaming-like activity within the residence halls must be approved by the Office of Residence Life.

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HARASSMENT

Behavior which is interpreted as hostile, uncivil, disrespectful, or rude to any member of the MMC community is prohibited. Emotional, verbal, or physical harassment is prohibited.

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ILLEGAL DRUGS

It is the goal of Residence Life to provide students with an atmosphere that supports their academic progress. The Office of Residence Life will take necessary actions to ensure the environment remains secure and productive. Marymount Manhattan College expects all students to acknowledge, understand, and abide by the rules and regulations of the College, as well as federal and state laws regarding the use, sale, and distribution of illegal drugs and controlled substances.

Possession or use of controlled substances is prohibited. Possession of drug paraphernalia including but not limited to blunt wrappers, pipes, hookahs, and homemade smoking devices is a violation of this policy. The smell of marijuana can be considered evidence and justify a room search. Synthetic marijuana is also prohibited. Additionally, drug paraphernalia for other drugs outside of marijuana are also prohibited. Non-prescribed medication or syringes, as well as prescription medication that is not in the original, labeled prescription bottle and prescribed to the student in possession of the medication will be confiscated. For your own protection, please remove yourself from a situation where drugs are being used. Illegal drugs found in quantities of 25 grams or more will result in police involvement. We reserve the right to involve police for any type of illegal drug violation.

As a resident, you are responsible for all activities that occur within your room, including the actions of your guests. Thus, allowing a violation to occur by a guest, whether it is a student or non-student, is also your responsibility! Regardless of the length of stay, your guest is expected to abide by all College and Residence Life policies, procedures, regulations, and standards. Guests in violation of any departmental or College policy while in student housing or other areas of the College are subject to State of New York penalties, will be asked to leave the residence hall immediately, and may be banned from the building in the future. Judicial procedures will be initiated against the student hosting the guest. See [GUESTS](#) procedures and policy for more information.

Consequences for violating the illegal drug policy:

First Offense:

- *Judicial educator online module – Online modules provide students with information on illegal drugs, personal decision making, impacts on a community, safe living in a community, etcetera*
- *Mandatory Smart Decisions educational sanction – An hour-long one-on-one conversation about personal experiences and decision making*
- *\$100 fine*
- *Conduct probation/ineligible for January and Summer housing*
- *Parent/guardian notification (if under 21 years of age)*
- *Possible Counseling and Wellness Center (CWC) referral*

Second Offense:

- *Permanent housing removal (no refund of housing charges)*
- *Restriction from residence halls*
- *Ineligible for January and Summer housing*
- *May not live in housing for one academic year*
- *May not apply independently to 1760 Residence*
- *Parent/guardian notification*
- *Counseling and Wellness Center (CWC) referral*

While these consequences are typical, we may remove someone from housing for a person's first offense. In these cases, removal can be within 24 hours of the offense or conduct meeting.

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JUDICIAL REQUEST/SANCTIONS

Judicial sanctions are assigned to promote your future success in our community and beyond. Failure to comply with or respond to a request to meet with a judicial officer to discuss alleged violations or concerns is a violation of policy. Failure to attend a judicial meeting or notify a judicial officer of your absence prior to your meeting is a violation and will result in automatic sanctioning. Failure to complete sanctions rendered in response to violations may result in further disciplinary action.

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LOCKOUT

55th Street

Residents are responsible for carrying and protecting their keys at all times. However, we understand once in awhile you may forget your keys. Should a resident be locked out of his/her room, one of the hall RAs or security can unlock the door after confirming that he/she is a resident of that room. Residents must show their ID card in order to be allowed back into their room. Residents who have locked their ID card inside the room will have to show it to the RA upon entering their room. In order to help educate our residents of the responsibility of carrying and protecting their room key, the following lockout billing charge is used. Residents will be billed following the incident.

Lockout Billing Charge:

First lockout: No charge

Second and all future lockouts: \$5 each (charged at the end of the year)

If you lose your apartment key, your student account will be charged \$40 for a replacement key. If you lose your room key, your student account will be charged \$50 for a replacement key. Residents will be required to pay for a replacement key regardless of the situation involving the loss.

1760

If you are locked out of your room between 10 am and 10 pm, visit the EHS Student Life Office. A temporary room key will be issued (proof of valid identification will be required), and residents will be required to return this key within 10 minutes of issue, or a fine of \$50 will be charged. For lockouts between 10 pm and 10 am, students should contact the 1760 security desk.

Lockout Billing Charge:

First lockout: No charge

Second and all future lockouts: \$5 each

If you lose your key, you will be expected to pay \$20 for a replacement key in the EHS Student Life Office. Should you damage your lock, you will be billed a \$400 replacement fine.

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LOITERING

You are welcome to be outside and enjoy our community, but residents cannot loiter in public areas outside of the residence halls.

55th Street

Living in an urban environment means you are constantly surrounded by people and we need to respect the close proximity to which we live to others. The 2nd floor balcony is open until midnight as are the lounges. Residents may not congregate, block, or otherwise affect the red brick or sidewalk area in front of the residence hall. Residents may not lay or sleep on the red brick area, or block the service entrance door. Sitting on or tampering with the planters in front of the building is prohibited. Residents may not crowd, sit, or linger within the lobby area, hallways, or stairwells.

1760

Residents may not block the building entrance or sidewalk in front of the building. Residents may not sit or linger within the lobby area, hallways, or stairwells.

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OBJECTS THROWN FROM HALLS

There may be others walking outside the residence halls and we want them to be safe! Throwing, dropping, or propelling any object (including fluids) from a hall window, balcony, or any other hall area is prohibited.

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OFFENSIVE ODORS

We strive to provide a pleasant and clean community for you. An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Some examples are odors emanating from: cigar and pipe smoke, some perfumes or air freshening sprays, moth balls, or large amounts of dirty laundry. Offensive odors will be addressed by residence hall staff when complaints are received. Residents identified as being responsible for the odor will be asked to eliminate the cause of the odor. It is the responsibility of each resident to take care of his/her room. This includes proper hygiene, cleaning the room on a regular basis, etc.

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PETS

We love pets as much as you do, but the residence halls are not an adequate facility for pets! Animals are not permitted in student rooms or public areas of student housing. This includes all animal species such as fish, reptiles, insects, and animals used in conjunction with class work. All pets found in student housing will be immediately removed and given to the local shelter or humane society. Residents will be charged a \$50 fine for violation of this policy and charged for any damages to the facility.

If you require a service animal, please contact the Office of Residence Life for additional information.

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PROHIBITED ITEMS

The following items are prohibited in the residence halls: alcohol and alcohol paraphernalia (wine or beer bottles, funnels, etc.), animals, cable splitters, Christmas trees (live), combustible fluids, electrical appliances

drawing more than 10 amps, furniture in addition to what is provided (see individual policy), halogen lamps, illegal drugs and paraphernalia, incense, non-kitchen knives with blades over 3 inches, lighter fluid, octopus lamps, pets, space heaters, spray paint, sunlamps, weapons, wireless internet routers other than those provided. Additional items may be banned at any time. The Office of Residence Life reserves the right to determine any item's appropriateness in the residence hall and to make decisions regarding their ability to be or remain in a residence hall accordingly.

1760

For safety reasons, you are not allowed to have cooking appliances that are not supplied by EHS in your room. There is a central kitchen for your cooking needs. If an appliance is found in your room, there is a fine of \$100 and you will lose your appliance.

Prohibited Items:

- Electric griddles/skillets/hot plates
- Electric can openers
- Waffle makers
- George Foreman grills
- Toasters/toaster ovens
- Rice cookers/crock pots/slow cookers
- Other appliances with an open heating element

Permitted items

- Keurig-style coffee makers
- Coffee makers with an automatic shut-off
- Electric water heaters/tea kettles
- Blenders

Ludlow

If a resident is found in possession of an unacceptable appliance, it is confiscated. The resident may retrieve their appliance by making an appointment with the SVA RHD to retrieve it at the time of their move out of the Ludlow Residence. Confiscated appliances left behind after the resident moves out become property of the Ludlow Residence.

Prohibited Items:

- Electric griddles/skillets/hot plates
- Waffle makers
- Electric grills
- Toasters/toaster ovens
- Self heating cooking appliances

Permitted items

- Keurig-style coffee makers
- Coffee makers with an automatic shut-off
- Electric water heaters/tea kettles
- Rice cookers
- Blenders*

*Blenders are permitted but are only to be used in the common area kitchen. They must be stored unplugged in the resident's room or in a locked box in the kitchen.

Props for scenes

Students in scenes for MMC classes which require the use of props that fall under our prohibited items category, including empty alcohol containers, weapons, or other items, may not use or store these items in the residence halls. If you are in a class requiring these items, please make arrangements to store the items elsewhere.

Mailed items

Residence Life and the Mailroom reserve the right to monitor packages delivered to the residence hall for suspicious, dangerous, prohibited, or illegal content. Illegal or banned items, including but not limited to the Prohibited Items listed above, arriving via mail or delivery will not be given to a resident.

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QUIET AND COURTESY HOURS

To support the academic mission of the College, the residence halls practice a 24 Hour Courtesy Hours policy, allowing others to concentrate on their studies and get sufficient sleep. It is our expectation that residents always honor the requests of their community concerning noise levels, even when it is not scheduled quiet hours. If you experience a problem with noise, you are encouraged to first speak directly with the responsible individual(s); then, if the issue is not resolved, please, seek the assistance of your RA.

When Quiet Hours are in effect, noise cannot be audible outside a resident's room, suite, apartment, or community space. We want to provide students with an atmosphere where they can relax and study; 24-hour quiet hours will be in effect during finals.

55th Street

Quiet Hours at 55th Street are:

Sunday - Thursday: 10 pm to 10 am

Friday - Saturday: Midnight to Noon

1760

Please keep sound levels low within your room and comply with requests to reduce intrusive noise levels. New York City ordinances require quiet hours from 11 pm to 9 am. Regardless of the hour, courtesy policies are always in effect. Please respect your neighbor's space. Repeated violations of the noise policies will subject you to disciplinary action. Please adhere to all signage concerning noise and quiet hours.

Quiet Hours at 1760 are:

Daily: 11 pm to 9 am

Ludlow

Quiet Hours at Ludlow are:

Daily: 10 pm to 8 am

Courtesy hours are in effect 24 hours a day, 7 days a week.

Due to the growth, development, and maintenance of Marymount Manhattan College, and our location in an urban setting, there may be construction/maintenance and other related noise that is beyond the scope of enforcement of Residence Life, but we will do our best to help you live in a peaceful environment within New York City.

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RETALIATION

Retaliation against any Residence Life staff or College staff member or student is prohibited.

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RESTRICTED AREAS

55th Street

Residents are prohibited from going into certain areas including but not limited to the Capri residential area, any floor above 32, the roof, electrical closets, storage closets, the Mezzanine level, and the lower/basement level. There is a \$500 fine for any student attempting to access the roof.

1760

Residents are prohibited from going into certain areas including but not limited to electrical closets, storage closets, and areas in the Concourse level. Residents cannot use emergency exits unless there is an emergency.

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ROOM CHANGES

We need you to stay in the room to which you were assigned. This is for reasons that will benefit you (appropriate mail delivery, accurate billing, providing other students with an adequate living space, and ensuring that you are not intruding on roommates). Unauthorized room changes are prohibited and violators may be asked to return to their original assigned room, and will be charged a \$75 Illegal Room Change fine.

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SAFETY OF SELF/OTHERS

Any activity which can be interpreted as endangering to or harming any community member or guest thereof, including oneself, is prohibited.

1. Self harm – including, but not limited to attempted suicide, cutting/self-mutilation, excessive substance abuse, etc.
2. Self/Other alcohol or drug poisoning/overdose
 1. Behavior resulting from excessive substance use, including, but not limited to becoming incapacitated, an inability to make decisions, being disruptive to roommates and/or community members, etc.
 2. If you come in contact with a person you suspect has alcohol or drug poisoning/overdose, it is your responsibility as a community member to notify an RA on duty and/or call 911. Do not leave the person alone until help arrives.
3. Personal care – including, but not limited to hygiene, in-home assistance, personal addiction, personal needs/neglect that negatively impacts the community, etc.
4. Behavior that endangers or disturbs others' or one's own personal safety is prohibited. This includes intentionally, recklessly, or negligently causing physical harm. Creating undue mental or emotional harm to any person such that it limits their ability to access the essential services of MMC is prohibited.
5. Any threat or action of physical, emotional, or verbal harm in any form (including, but not limited to online postings, written statements, verbal interactions, assault/battery, physical fights, malicious pranks, etc.) to any community member or guest is prohibited. This includes harassment of staff.
6. Any action taken by residents that has the potential to cause harm, injury, or damage to another person, their room or their possessions is not permitted. This includes acts perceived as "pranks" against members of the residential community.

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SEXUAL MISCONDUCT

We take this very seriously in our community. Sexual misconduct in any form is prohibited. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other college activity; (2) submission to or rejection of such conduct by an individual is used as basis for evaluation in making academic or personnel decisions affecting an individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.

Sexual assault is the use of force or threat of force to engage a person in sexual activities without the person's willing consent and is prohibited.

Please refer to [Marymount Manhattan College's sexual harassment and unlawful discrimination policy](#) for more complete information.

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SMOKING

55th Street

Smoking and vaping is permitted only on the 2nd floor balcony, and is prohibited indoors. All substances other than tobacco are prohibited on the balcony. Evidence that smoking has occurred (burnt cigarettes, ashes, ash trays, etc.) in a residence hall room will be in violation of this policy.

1760 and Ludlow

Smoking and vaping is prohibited in all areas of the residence. Residents smoking outside of the building must be away from the building entrance, and may not block the entrance or loiter. Evidence that smoking has occurred (burnt cigarettes, ashes, ash trays, etc.) in a residence hall room will be in violation of this policy.

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SOLICITATION

You may not solicit or sell within the residence halls for personal gain. Residents and guests may not campaign, poll, recruit, post, or distribute flyers within the residence hall. All flyers and postings must be approved by the

Office of Residence Life. Soliciting door-to-door within student housing or operating a business within the residence halls is prohibited. Under no circumstances is prostitution or escort services permitted in the residences at anytime.

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SPORTS

We encourage you to partake in sports for your own personal fitness and well-being, but not inside our halls! Residents may not play any sport in student rooms, hallways, lobbies, balconies, or any areas immediately surrounding the residence halls. These sports include, but are not limited to bicycle riding, rollerblading, skateboarding, golfing, football, baseball, soccer, volleyball, or any other sport. To prevent personal injury or damage, darts and dartboards are not permitted in residence halls rooms or common areas. Scooters, skateboards, rollerblades, roller-skates, and other items with wheels may not be used within the residence halls.

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STORAGE

There is no extra storage space available in the residence halls. Please do not bring more personal property than you can keep within your room.

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SURVEYS

Only surveys approved by the Director of Residence Life are allowed to be distributed to residents in student housing. Such surveys, when approved, will be related to official institutional and housing marketing research, or approved outside agency surveys (i.e. Census). Soliciting or distributing any materials door-to-door is prohibited.

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TELECOMMUNICATIONS

Misusing and/or tampering with a telephone, calling card number, telephone line, or data line is prohibited. Personal networking of computers (running data or phone lines from room to room) is also prohibited. Please be respectful of others when using your email. Group emailing or sending messages to all residents from resident email lists is a violation of this policy. You would not appreciate receiving "spam" messages, so please keep this in mind as a consideration to others.

55th Street

Unlawful or unnecessary use of building intercom and security call buttons is strictly prohibited.

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THREATS

We pride our community on being respectful, safe, and comfortable for all residents. Causing another resident, staff member, or guest to feel that he/she is in jeopardy, verbally or through actions, is prohibited.

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UNAUTHORIZED ENTRY

Unauthorized entry or attempting to break and enter by unauthorized use of a key or other method into any locked or unlocked area building of student housing, or any locked or unlocked room located therein, is prohibited. This may include mechanical rooms, stairwells, rooftops, etc. You may not enter or attempt to enter a room to which you are not assigned without permission from the occupants of the room.

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USE OF ROOM

Only the student assigned to a residence space may occupy the assigned space full time. Additional temporary occupants, i.e. guests, are subject to the rules and regulations of the residence hall and the College and

applicable legal requirement regarding maximum occupancy. Resident students are fully responsible for their guest's actions. Under no circumstances may a student sublet, license or assign his/her assigned space in the residence facility. Tattooing and piercing may not take place inside the residence halls.

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VACANT SPACES

Your room is designed to house more than one person and we want everyone to feel welcome and to have a space for their own personal belongings. If a space exists within a resident's room/suite/apartment, it must remain clean and vacant so that another resident can move into that space with limited notice (in case of emergencies) or 24-hours notice during a room transfer process. Residents who occupy a 'vacant' space within their unit, make their residential space (room, suite, and/or apartment) unwelcoming for potential roommates, and/or attempt to deter potential roommates from moving into that space are subject to judicial action. Residents found to be occupying a vacant space within their room will be charged for occupying two spaces in housing from the date at which the vacancy was last known to be unoccupied.

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VANDALISM

You deserve to live in a clean and aesthetically pleasing environment. All forms of vandalism are strictly prohibited and will not be tolerated in the residence halls. Removal of posted signs and tampering with bulletin boards is a violation of this policy. Residents may face suspension and/or eviction if found responsible, and will be liable for full restitution of damages.

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WEAPONS

Your personal safety is very important to us! The possession and/or discharge of firearms, weapons, ammunition, fireworks, and explosives are prohibited in and around the residence halls. Weapons such as pellet and BB guns, sling-shots, knives with blades three inches or longer, blow guns, dart guns, stun guns, bows (including crossbows), arrows, or any device which could be used to inflict injury may not be kept in student housing.

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WINDOWS AND WINDOW LOCKS

You may use appropriate covers or window treatments for your windows to block out light or heat. All window coverings must be removed when you vacate your room. Contact paper, aluminum foil, computer paper, garbage bags, and stickers are not permitted as window covers. Your windows are designed to open only a few inches. Please do not try to remove these safety devices, and never throw anything out your window. Even a small item that falls or is thrown out of your window can seriously injure or even kill a pedestrian.

Window locks

Window locks have been installed as a safety precaution and must remain intact. Residents may not tamper with or remove window locks. If a window lock is removed and found in someone's possession, a \$500 fine will be assessed to that individual. If a window lock is missing or broken, the \$500 will be split among all occupants of the room. It is in everyone's best interest to ensure their window lock is installed and working properly. To report a missing or broken window lock, follow the procedure listed in the [MAINTENANCE](#) section.

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55th Street Residence Life Fees and Fines

While this list of fines may seem overwhelming, we do want you to be aware of what the fines are. Please simply be responsible, be respectful of our community, follow the prescribed community standards, and be aware of what you may or may not do, and you will never have to worry about being assessed with a fee or fine. These fees are for 55th Street residents. Let us know if you have any questions!

Lock-out charges at 55th Street

No charge	1 st lockout
\$5	2 nd lockout and additional lockouts at 55th Street

Fees for entering 55th Street Residence without an ID

Free	First instance
\$5	2 nd and all additional instances

Fines at 55th Street

\$10	Per candle or pack of incense. Please see “burning substances” policy under “fire safety”
\$10	Per tack or nail hole
\$10	Failure to return or replacement of 55th Street mailbox key
\$25	Per day, for furniture/equipment removed from public areas of the residence halls
\$25	Scratched door frame
\$25-\$100	Cleaning fee; depends on severity
\$25-\$150	Wall Damage – paint chips, holes, major scuffing or marking
\$40	Failure to return or replacement of 55th Street apartment door key
\$50	Failure to return or replacement of 55th Street bedroom door key
\$50	Pet fine. Please see “pet” policy
\$75	Unapproved room change. Please see “room changes” policy
\$100	Abandoned property when checking out of hall. Please see “abandoned property” policy
\$100	Outside furniture. Please see “outside furniture” policy
\$150	Tampering with or removing window lock or stopper
\$150	Improper check-in fine: Making modifications to room configuration, including but not limited to moving furniture and taking down lofted or bunked beds before all residents in the room have moved in
\$150	Improper check-out fine
\$500	Attempted access to the roof at 55th Street

January session housing fees at 55th Street

\$150 - \$250	This fee will be assessed to residents who are approved to stay during the January session. There is a \$100 late fee for anyone applying for January session housing after the application deadline.
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1760 Residence Life Fees and Fines

While this list of fines may seem overwhelming, we do want you to be aware of what the fines are. Please simply be responsible, be respectful of our community, follow the prescribed community standards, and be aware of what you may or may not do, and you will never have to worry about being assessed with a fee or fine. These fees are for 1760 residents. Let us know if you have any questions!

Lock-out charges at 1760

No charge 1st lockout
\$5 2nd lockout and additional lockouts at 1760

Fines for entering 1760 Street Residence without an ID

Since your ID is your key, the fines are the same as lock-out charges

Fines at 1760

\$10	Per candle or pack of incense. Please see “burning substances” policy
\$10	Per tack or nail hole
\$10	Air conditioner knob, air conditioner filter
\$15	Window stoppers
\$20	Failure to return 1760 mailbox key
\$20	Loss of ID
\$25	Phone
\$25	Per day, for furniture/equipment removed from public areas of the residence halls
\$75	Refrigerator shelving
\$25-\$150	Wall Damage – paint chips, holes, major scuffing or marking
\$50	Please see “pet” policy
\$75	Unapproved room change. Please see “room changes” policy
\$75	Remote control
\$100	Abandoned property when checking out of hall. Please see “abandoned property” policy
\$100	Outside furniture. Please see “outside furniture” policy
\$125	Chair damage
\$125	Blinds (per blind)
\$150	Improper check-in fine: Making modifications to room configuration, including but not limited to moving furniture and taking down lofted or bunked beds before all residents in the room have moved in
\$150	Improper check-out fine
\$150	Microwave damage
\$200	Mattress replacement
\$300	Desk replacement
\$400	Lock change – replacement of lock

January session housing fees at 1760

\$150 - \$250 This fee will be assessed to residents who are approved to stay during the January session. There is a \$100 late fee for anyone applying for January session housing after the application deadline.

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Ludlow Residence Life Fees and Fines

While this list of fines may seem overwhelming, we do want you to be aware of what the fines are. Please simply be responsible, be respectful of our community, follow the prescribed community standards, and be aware of what you may or may not do, and you will never have to worry about being assessed with a fee or fine. These fees are for Ludlow residents. Fines involving keys must be paid via credit card at the Ludlow residence. Let us know if you have any questions!

Fines for entering Ludlow Residence without an ID

Since your ID is your key, the fines are the same as lock-out charges

Fines at Ludlow

\$10	Per candle or pack of incense. Please see “burning substances” policy
\$10	Per tack or nail hole
\$10	Air conditioner knob, air conditioner filter
\$15	Window stoppers
\$25	Loss of/failure to return Ludlow mailbox key
\$25	Loss of ID/access card
\$25	Phone
\$25	Per day, for furniture/equipment removed from public areas of the residence halls
\$75	Refrigerator shelving
\$25-\$150	Wall Damage – paint chips, holes, major scuffing or marking
\$50	Please see “pet” policy
\$75	Unapproved room change. Please see “room changes” policy
\$75	Remote control
\$100	Abandoned property when checking out of hall. Please see “abandoned property” policy
\$100	Outside furniture. Please see “outside furniture” policy
\$125	Chair damage
\$125	Blinds (per blind)
\$150	Improper check-in fine: Making modifications to room configuration, including but not limited to moving furniture and taking down lofted or bunked beds before all residents in the room have moved in
\$150	Improper check-out fine
\$150	Microwave damage
\$200	Mattress replacement
\$300	Desk replacement
\$400	Lock change – replacement of lock

January session housing fees at Ludlow

\$150 - \$250	This fee will be assessed to residents who are approved to stay during the January session. There is a \$100 late fee for anyone applying for January session housing after the application deadline.
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Office of Residence Life Judicial Hearing Process

We care about your rights in the residence hall setting, and we are committed to providing you with a fair procedure in the event of an incident requiring a judicial hearing. You, as a residential student are bound by the College Code of Conduct, Resident's Guide to Community Living, agreements set forth in the housing agreement, and federal, state, and local laws. Alleged violations of any of the aforementioned may be dealt with by the staff of the Office of Residence Life, the Vice President for Student Affairs and Dean of Students' Office, and/or Campus Safety and Security. Students living within the residence halls are responsible for their guests/visitors in their rooms and will be held accountable for violations of the College Code of Conduct, Residence Life policies, agreements set forth in the housing agreement, and federal, state, and local laws. The procedures outlined here are designed to ensure due process. Since we value the educational aspect of the collegiate experience, we do not operate as a court of law would, but instead we operate in a way conducive to learning and understanding. Formal rules of evidence are not applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding unless significant prejudice to students or the College is the result. The Office of Residence Life is committed to protecting your individual rights, as well as the rights and interests of all community members.

Students, faculty, administrative staff, visitors, and/or guests may refer details about a situation that may be viewed as a violation of the College Code of Conduct, Residence Life policies, agreements set forth in the housing agreement, and federal, state and local laws to a Resident Advisor, Residence Director, Assistant Director of Residence Life, Director of Residence Life, or other Office of Residence Life personnel.

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CODE OF CONDUCT

We want you to feel comfortable and respected in your home! Living in a community as complex as New York City requires the college to maintain policies that are designed to provide a safe living and learning environment and also to create a community where all members feel safe to express their points of view. College is a learning experience, and it is expected that you conduct yourself in a responsible and mature manner on campus, and at college-sanctioned events occurring off campus. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the College, or with the rights of other members of the College, cannot be tolerated. In order to fulfill its functions of imparting and gaining knowledge, the College has the authority and responsibility to maintain order within the College and to exclude those who are disruptive of the educational process.

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GENERAL RIGHTS AND RESPONSIBILITIES

Through prescribed standards, you, as a student are guaranteed individual rights, and an equal amount of responsibility to assure that these same rights are not denied to others. In accordance with its educational purpose, Marymount Manhattan College has the inherent right to preserve order and maintain stability by setting standards of conduct and establishing procedures for the enforcement of such standards. By accepting admission, you acquire rights in, and responsibilities to the whole College community. It is your responsibility to become familiar with and adhere to all College and residence hall policies, administrative procedures, regulations and standards of behavior as well as the laws of the city, state and federal governments. We will do our best to provide adequate training and explanation of these policies and procedures. You are always welcome to ask the Residence Life staff about anything which is confusing or uncertain to you.

Any member of the College community may file a complaint and write an incident report about any situation that occurs, subject to the Code of Conduct.

We will do our best to resolve situations in a quick, fair and efficient manner. Students residing in the residence halls who have been documented for a violation of residence hall policy should visit the Office of Residence Life the next business day after the incident. At that time, a judicial officer will take a statement, schedule a time to meet with the student(s), hear the judicial case, or refer the case to the Assistant Director or Director of Residence Life. Students residing in the residence halls who have been documented for a violation of residence hall policy may request their case be heard by a judicial officer in the Office of Residence Life.

If you do not report to the office, you could be found in violation of College judicial procedures and may face additional sanctions. All disciplinary records become a part of your permanent file.

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Evidence of Responsibility

Throughout the disciplinary procedure we strive to be fair. In determining whether or not a student is responsible for violating college policy, the judicial officer shall use the theory of “more likely than not”. We also refer to this as the preponderance standard. This means that if a student is more likely to have violated college policy than not, he or she will be found responsible and sanctioned appropriately.

Judicial Process

The following is an outline of the judicial process for residence life:

- Incident occurs
 - Staff may or may not be present.
 - Behavior is addressed.
 - Situation is documented and incident report is submitted to appropriate Residence Director.
 - Incident report is reviewed by a judicial officer.
 - In cases where a student has some knowledge of their involvement or the involvement of their guest(s) in an incident that may have violated the policies in *The Resident’s Guide to Community Living*, it is the student’s responsibility to visit Office of Residence Life the next business day following the incident to give a statement and set up a meeting.

- Judicial hearing occurs
 - Facts of the incident are discussed.
 - Possible violations are discussed.
 - Level of involvement is determined.
 - If appropriate, determine the student’s responsibility for specific violations and discuss possible sanctions. If the judicial officer determines more information is needed, he or she may interview witnesses and/or do other fact finding prior to making a decision.
 - New evidence is presented or revealed
 - If before, during, or after the judicial hearing, new evidence or extenuating circumstances are presented, the judicial officer reserves the right to terminate the hearing.

- The judicial officer will make a decision based upon the preponderance of information (“more likely than not”) standard in the review of the information. The student shall receive written notification from the judicial officer, via his or her MMC email account, within seven (7) business days of the judicial hearing.
 - Any student who does not complete assigned sanctions will be referred through the judicial process again for a violation of the judicial process and may see an increase in sanctions received, if found responsible in another occurrence.

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Due Process for Residence Life Judicial Process

You are entitled to a fair hearing. We encourage you to read these guidelines carefully, so you have a clear understanding of both your rights as well as your responsibility regarding judicial matters. All proceedings shall be conducted in a manner that assures fundamental fairness.

1. When there is an allegation that residence life policies have been violated, Residence Life staff will arrive as soon as possible to document the incident based upon what they have observed through the creation of an Incident Report.
 - Students, faculty, administrative staff, visitors and/or guests may refer details about a situation that may be viewed as a violation of the College Code of Conduct, Residence Life policies, agreements set forth in the housing agreement, federal, state, and local laws, to a Resident Advisor, Residence Director, Assistant Director of Residence Life, Director of Residence Life, or other Office of Residence Life personnel. This can be

done by sending an email with incident details to the Residence Director. Reporting parties must be available for follow up questions.

- i. The Incident Report will include the names of all people present during the alleged violation. Each documented student should visit the Office of Residence Life to arrange a meeting. Students whose names appear on the Incident Report but were not informed of their need to visit the Office of Residence Life will be called in for a hearing by the judicial officer. In some circumstances meeting requests may be initiated by the judicial officer.
 - ii. In some cases, the referred student may be sent notice that a judicial hearing will take place and will be given the hearing date, time, location, and the specific allegations of violations that will be considered during the meeting. If the referred student has a schedule conflict based on the determined meeting time, he or she should contact the judicial officer immediately to schedule an alternate meeting date and/or time. It is the student's responsibility to provide a minimum of three alternative meeting dates and/or times.
 - iii. During this meeting, the student will have an opportunity to read the incident report, discuss the incident with the judicial officer, discuss alleged violations and his or her involvement in the incident, and discuss possible outcomes.
 - iv. In all cases, these hearing appointments are required appointments and failure to attend/request an alternative meeting will result in a decision being made without the student's input.
2. We encourage you to tell us what happened from your perspective. If you choose not to, it will not be taken as an admission of responsibility, but it may impact the outcomes or sanctions and have an adverse effect on a potential appeal. You must attend the judicial hearing and you may bring or submit written statements on your behalf. All statements need to be submitted prior to the start of the judicial hearing. If you do not attend the hearing it may impact your judicial outcomes or sanctions and have an adverse effect on your ability to appeal. It is your responsibility to come prepared to fully discuss the alleged incident and alleged violations of residence life policies.
3. You have a right to review all written and/or physical information presented in a judicial hearing. As a reminder, the referred student shall understand that the burden of proof that is used in a judicial hearing is preponderance of information (a "more likely than not") standard in the review of information.
4. You have the right to present your own case during the judicial hearing. You have the right to present relevant character witnesses to substantiate your case and respond to and question all information and charges presented. It is your responsibility to provide a list of potential witnesses 24 hours in advance of the hearing and to make witnesses available to the hearing officer within 24 hours of the conclusion of the initial meeting.
5. You will be informed of your right to appeal with regard to the decision in the case. An appeal is not an additional judicial hearing but an administrative review of all relevant facts in the case. On appeal, you bear the burden of proof. The appeal is a review of the record of the judicial hearing plus the letter of appeal, including any written argument(s) submitted by you, the student, and any new information, if that is the grounds for appeal. The review is not a new judicial hearing; however, the appeals officer may request an appearance of the student(s) who is appealing, any alleged victim(s), and/or any witnesses. (See the end of this section for "Appealing a Judicial Decision".)
6. You will receive a written notification of the judicial meeting decision within seven (7) business days after the judicial meeting.
 - **NOTE:** If a Residence Director is directly involved in a confrontation of alleged community standards violations, they may excuse themselves from hearing the case. Cases of this nature will be forwarded on to an alternative judicial officer.

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Failure to Appear

If you choose not to appear, or do not set up a time for a judicial meeting or appeal after receiving adequate notice is not excused from pending action. The judicial hearing will take place as scheduled, information will be reviewed, and a decision will be made based upon information available at the time. You will be informed of decisions in writing via your MMC email account within seven (7) business days of the scheduled judicial hearing. It is your responsibility to check your MMC email daily. Failure to attend a judicial meeting or notify a judicial officer of your absence prior to your meeting will result in automatic sanctioning and will limit your ability to appeal.

A student who voluntarily withdraws himself or herself from the residence halls or the College prior to the completion of proceedings is not excused from pending action. In the event of a student withdrawing from housing, the judicial file may be forwarded to the Office of Student Affairs.

We recognize you may have questions about this process, and we welcome all procedural questions. Any questions regarding these procedures should be directed to your Residence Director, Assistant Director of Residence Life, and/or the Director of Residence Life.

Sanctions

We believe that sanctions serve as a learning tool for students. One of our goals is to help you with your growth and development and to prepare you for life outside of college. We strive to determine fair and appropriate sanctions that are reasonable and effective. We hope to enhance your learning, as well as create a comfortable and enjoyable environment for each community member.

Sanctions are implemented as a means of helping students:

- Understand the consequences of their actions
- Understanding the impact of their behavior on others
- Be held accountable for their actions

If you choose not to complete assigned sanctions you will be referred through the judicial process again. Additionally, you may see an increase in the severity and or number of sanctions assigned, if found responsible for violating the corresponding community standard.

Sanctions include, but are not limited to:

1. **Warning:** A verbal or written warning stating that the student has been warned that his or her actions or behaviors are not acceptable and additional incidents may result in further action.
2. **Educational Sanctions:** Educational sanctions are recommended in combination with any other sanction and provide a beneficial avenue for changing a resident's behavior and understanding. The goal is to determine appropriate and creative sanctions which facilitate the learning of responsible freedom, consideration for others, and acceptance of the consequences and responsibilities for one's actions.
3. **Loss of Privilege:** This includes, but is not limited to removing a student's ability to have guests, being ineligible to have or gain access to buildings or residential spaces other than their own, and removing a student's eligibility for January session or summer housing.
4. **Loss of visitation rights (Persona Non-Grata):** A student may no longer be permitted to enter or be in any area of a specified building. Should a student be found in the building after placement on Persona Non-Grata status, he or she will be escorted out and further action may be taken including, but not limited to, referring the matter to Campus Safety and Security and/or the Office of Student Affairs.
5. **Required Service:** Community service specifically detailed by the judicial officer.
6. **Residence Life Probation:** A documented statement from a judicial officer that a student's ability to reside in Residence Life facilities is jeopardized and further violations of community standards may result in a recommendation that a student's housing agreement be revoked. Probationary status often includes educational sanctions.
7. **Restitution:** The student is required to make payment to the College or to other persons, groups, or organizations for damages for which he or she is responsible. This is true whether the action was intentional or an accident. If an act was deemed intentional, other sanctions may also apply. Damage

caused in public areas in which there is not a known perpetrator may be charged to all residents in an apartment, floor, or entire building.

8. **Termination of Housing Agreement:** When a student's housing agreement is terminated, that student will have a set amount of time, as determined by the judicial officer, with which to vacate her or his living space. The ability to return to MMC residence halls will be determined by the judicial officer.
9. **Restrictions:** The ability to reapply to on-campus housing may be restricted, prohibiting residents to apply for housing for special sessions or the future academic semester or year. Residents may be restricted from buildings as well, and may not apply independently to live in 1760 if removed from MMC housing.

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Appealing a Judicial Hearing Decision

You have the right to appeal a decision made by the judicial officer. If you choose to appeal the results of a judicial hearing decision, you must complete the Special Petition found on our webpage and submit your written appeal to the Office of Residence Life within three (3) business days of the initial decision. You have one opportunity to appeal a judicial decision and the decision of the appeals officer is final. If a student chooses to appeal, she or he must still continue fulfilling the sanctions that have already been assigned.

Only the student appealing the judicial decision may submit an appeal. Once received, the appeal will be forwarded to an appropriate appeals officer (Assistant Director of Residence Life or Director of Residence Life).

Judicial hearing decisions may be appealed on the following grounds:

- New relevant information has come forward which was unavailable for presentation at the time of the original judicial hearing
- Specific information to support the allegation that the decision is not consistent with the nature of the policy violation or incident
- Specific allegations of improper conduct or process that denied the student a fair hearing

And/Or

- The sanction is disproportionately severe for the offense.

Please file your appeal on time. Failure to submit the written appeal within the timeline stated above will result in the forfeiture of the right to appeal. For all Residence Life judicial decisions at Marymount Manhattan College, students have one opportunity to appeal a judicial decision. The decision of the appeals officer is final.

If the appeal meets the qualifications for review, it will be accepted. The individual reviewing the appeal will consider all relevant materials, may talk with the person filing the appeal and will possibly speak with appropriate others. This process is a review of the case, not an additional judicial hearing. Within seven (7) business days, the student will receive written notification via his or her MMC email account.

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Guidelines for Submitting an Appeal

We are pleased to provide our community with the right to appeal a sanction in certain circumstances, but you must follow some guidelines in order for the process to be effective. In order to appeal a judicial hearing decision, you must submit the Special Petition form found on our webpage. In order to be heard, the appeal must:

1. Clearly state what is being appealed (judicial decision and/or sanctions).
2. Provide a brief statement of the grounds for appeal which at a minimum, should contain a list of alleged errors in the decision or decision-making process.
3. Indicate what remedy is requested.
4. Be signed and dated.

5. Be submitted to the Office of Residence Life within three (3) business days from the date the decision is sent by the hearing officer.

As you write an appeal, it is important to keep the following things in mind:

- New evidence included in an appeal is only allowed if it was unavailable to a reasonably diligent person at the time of the judicial hearing.
- So that we are being fair to all parties involved we are committed to handling all appeals in a timely manner. Failure to submit an application and written appeal within the deadline will result in the original decision is upheld, and the student will be ineligible for an appeal.
- Residents are responsible for completing sanctions resulting from the judicial hearing while an appeal is pending.

We welcome questions about the appeal process. For clarification, please direct questions to the Office of Residence Life at residencelife@mmm.edu or 212-774-0740. Only appeals meeting the above noted specifications will be heard.

Once an appeal is received in the Office of Residence Life, the appropriate appeals officer will obtain the official record from the person(s) who made the original decision. Official records may include, but are not limited to, the original Incident Report(s), witness statements, and hearing notes related to the case. The appeal will be decided on the basis of the record, the written appeal statement, and in appropriate cases, a response from the original decision-maker. Oral statements or appearances will normally not be done on appeal; however, the appeals officer may choose to interview the appellant and/or additional individuals.

The appeals officer will consider all the information in the official record and appeal when making a decision, at which point, the appeals officer may:

- 1) Uphold the original decision and sanction(s)
- 2) Eliminate or decrease the original decision and/or sanction(s)
- 3) Increase the original decision and/or sanction(s)
- 4) Decide to have the case heard again (either by the original or a different hearing officer)

The appeal decision will be delivered in writing to the student via his or her MMC email account within seven (7) business days.

As a reminder, for all Residence Life judicial hearing appeals, students have one opportunity to appeal a judicial decision. The decision of the appeals officer is final.

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Judicial Records

We strive to keep an accurate and consistent record of each incident that occurs and you are welcome to view your file. Records regarding judicial proceedings-including Incident Reports, letters, notes from the judicial hearing, and records of appeals, will be maintained by the Office of Residence Life. If a student voluntarily removes him or herself from on-campus housing or is removed from the residence hall, the Office of Residence Life will maintain the file for period of five (5) years, at which time the documents will be shredded.

You have the right to review your Residence Life judicial file by contact the Office of Residence Life at residencelife@mmm.edu or 212-774-0740 to set up an appointment to do so.

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Violation of Law and College Discipline

You may face disciplinary proceedings if the law and college policy have been violated. Without regard to the pendency of civil litigation in court or criminal arrest and prosecution, proceedings under this Residence Life policy guide may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. The commission of a felony as named in local, state, or federal law is a violation of this student

handbook. While we hope to provide an educational experience and provide meaningful and appropriate sanctions, the general sanctions for any such action may include college suspension through college expulsion.

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*Thank you for reading this handbook.
We welcome any questions you may have, or ideas which will strengthen our community.*

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212-774-0740
residencelife@mmm.edu
fax: 212-517-0665

www.mmm.edu/residencelife

