



MarymountManhattan

**Resident's Guide to Community Living
2022-2023**

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From the Director of Residence Life

Welcome to Marymount Manhattan College! We are here to support and guide you throughout your college experience. You will make friends in the residence hall who will last a lifetime. New York is diverse and there are many advantages of living in the Big Apple. 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 make Marymount Manhattan your new home!

Kyleen Ammerman
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:

- *Kyleen Ammerman*, **Director of Residence Life**, is responsible for operations and administration of the department and all of the residence halls.
- *Dan Kuhlman*, **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. They are also available to meet with residents who may be experiencing personal or academic concerns.
Crys Mobbs, **Cooper Square**
Catie Solan, **55th Street Senior Residence Director**
- **Graduate Assistant (GAs)** are professional live-in staff members earning their graduate degree while working in Residence Life. They serve in an on-call duty rotation to assist residents.
- **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 10 pm to 8 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

Cooper Square 917-763-8227

These numbers will allow you to reach the RA on duty between the hours 8:30 pm and 8 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 Residence Directors serve in an on-call rotation, which means there is a Residence Director on Call available who 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 residencelife@mmm.edu. The RDs also hold office hours in the halls so look for their office hours to be posted.

The Director and Assistant Director serve in a similar Administrator on-call rotation to consult with the Residence Directors on emergency situations.

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The Residence Halls

Marymount Manhattan College offers housing at the following locations: 55th Street Residence Hall (231 East 55th Street) and Cooper Square (200 East 6th 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 many of our first-year students. The Cooper Square Residence Hall is located in the East Village. Over 250 residents, including our upper level, transfer and first year students live in this location in two and three bedroom suites with double and triple rooms. We value the importance of housing first-year students together and provide a welcoming and inclusive culture for all students.

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Community Living

Our staff is here to help you build community and to support your educational experience outside of the classroom. As such, we hope you choose to share aspects of yourself by participating in a variety of experiences and group events. Being 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.

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! 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.

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. 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 cannot, 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.

Rights and Responsibilities

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 residential 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 their 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 they deserve, 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 request the assistance of a Resident Advisor, Residence 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!

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Living With Others: Roommate/Suitemate 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 they just hang around a lot?
- Do toothpaste caps bother anyone? 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 8:30 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 2021 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 housed students at 200 East 6th Street, located in the Borough of Manhattan. All facilities are equipped with building-wide fire sprinkler systems.

Fire drills take place at each location two times during each calendar year. For information regarding the College's fire safety policies, rules and evacuation procedures, please see our Resident's Guide to Community Living.

Fire Statistics 2021

Marymount Manhattan College did not have any fire-related incidents in student housing for calendar year 2021.

Guide to Living on Campus Residence Hall Procedures

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 keys is prohibited. Residents may only possess one set of keys to their apartment, room, and mailbox. Residents will be charged the cost of lost keys and/or replacement of locks of all doors affected by key duplication. 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, place a request for lost keys in BuildingLink. Please allow up to one week for a replacement key to be made. Once you report your keys lost, your student account will be charged and those charges cannot be reversed if the keys are then found.

Cooper Square

Residents cannot use the deadbolt to lock out students or staff from the suite. In the event that you do not unbolt the door, the bolt will be cut and replaced at the resident's expense.

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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 or TV wall mounts 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 cause beyond normal wear and tear as noted on the Room Condition Report. 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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ASSISTANCE ANIMALS

For updates, please see the Office of Disability Services' [webpage](#).

MMC understands that in some cases the presence of an assistance animal in student housing may be necessary in order to accommodate a student with a disability. Students requesting the presence of an assistance animal in housing must contact the [Office of Disability Services](#).

The Office of Disability Services will approve or deny the request for an assistance animal and notify the appropriate parties of the decision. Upon approval the student will be given the Assistance Animal Agreement which must be returned within 10 business days, or prior to moving in, whichever is first. Additionally, the student agrees to adhere to the expectations outlined in the Agreement.

The College reserves the right to withdraw or alter the approval of the presence of the assistance animal if the presence of the assistance animal poses a direct threat to the health or safety of others, the animal is disruptive and the student does not take steps to control it, substantially damages property, fundamentally alters a program, activity or the general working and educational environment of the College community, or the student no longer requires the use of an assistance animal.

Please note that the provisions of applicable laws that allow for assistance animals for students in student housing are not necessarily the same as the laws providing for assistance animals accompanying members of the public with disabilities visiting our campus or attending classes. Approval by MMC does not grant permission to have an assistance animal in non-MMC facilities.

MMC residential students can host guests with assistance animals. Residents are responsible for notifying the Office of Residence Life and their roommates that they will be hosting a guest with an assistance animal. Residents may have to balance the needs of their roommates with the presence of an assistance animal, and we urge you to have a conversation with your roommates prior to the arrival of the assistance animal to the residence hall. Residents also understand that they are responsible for ensuring their guests (including the assistance animal) comply with college policies.

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BALCONY/TERRACE

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 hours have not been determined for the 2022-2023 Academic Year. 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. Smoking or vaping any device are not permitted.

Cooper Square

The terrace is located on the 7th floor and is open from 9 am to 10 pm daily. There are resident apartments located on the terrace; please respect their privacy. Smoking or vaping any device are not permitted on the terrace.

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BICYCLES

55th Street

There are no storage facilities at 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.

Cooper Square

Residents may store one bicycle on the bike racks on the Lounge Level. Spaces are allotted on a first come, first served basis. Residents should bring their own lock. MMC is not responsible for damaged or stolen bikes or bike parts. Residents must email the building Residence Director with a description of the bike prior to using the bike room so that you can be contacted if there is a concern. Bikes not removed by May Commencement will be donated.

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CABLE TELEVISION (Cooper Square Only)

We provide residents with a variety of channels and programming options. Accessing Pay Per View or similar movie programs is not permitted and those who purchase will be financially liable and be held accountable judicially. Please note: Smart TVs are not compatible with our network. All TVs must have a built-in QAM tuner or be paired with a QAM adaptor. Residents may bring one television per bedroom. Cable television splitters are prohibited. All cable service issues should be reported by notifying a Residence Director in your building.

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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 the date assigned to you by The Office of Residence Life. It is likely room occupants may arrive on different days. Each resident will be assigned a specific space within their assigned rooms. Residents may not make modifications to the room configuration, including but not limited to, moving furniture and taking

down lofted or bunked beds. 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.

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 that are not approved by Residence Life may result in an alternate hall assignment. You cannot break your contract because of an alternate room or hall assignment.

Room Condition Report: Residents checking in are required to complete their 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 who change rooms must complete 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 if they choose to leave for winter break and at the end of Spring semester outlined below. Residents must also check out of their assigned space when changing rooms or 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 does not include lofting or bunking beds.
5. Meet the RA at the appointment time and have your keys and TouchNet ID with you. Fines will be charged for unreturned keys.
6. Review the Room Condition Report with the RA to make sure everything is properly filled out. Charges will be assessed for damages that are beyond normal wear and tear, as noted on the RCR, and/or missing items.

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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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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 COVID-19, chicken pox, measles, mumps, mononucleosis, MRSA, SARS, H1N1, or any other communicable disease that may be a health concern to the residence hall community, the resident 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, MMC Engage 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 daily. Residents are responsible for knowing and understanding all information sent to them.

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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. Students who have had candles confiscated who wish to have them returned must email the Residence Director within 24 hours of confiscation. All confiscated items will be disposed of by Residence Life staff after check-out.

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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.

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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

Any damage beyond normal wear and tear of the apartment will be billed to the student's account after the student has vacated the residence hall. This includes, but is not limited to damages greater than the amount of \$25, lost or stolen furniture, appliances, or fixtures, cleaning fees as a result of unkempt conditions, or any other egregious damages that were not identified on the resident's Room Condition Report from check-in. Students who incur damages greater than \$25 will be charged via their Student Account. The deadline to appeal damage billing issues is 30 days after the resident is issued the damage letter.

Damage charges can be appealed. 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 Director of Residence Life 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 Starbucks and the Café, and at participating off-campus locations. A resident may use only their own Dining Dollars account.

During January Term, 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, at which time any remaining money will be forfeited.

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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. Cords should be used against a wall and should not cross a walkway or hang in any way.

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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 six 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.

The Express Elevator in 55th Street, which services floors 1-8 only, must be the primary elevator used by residents living on floors 3-8. Residents living on floors 3-8 must not use the other two elevators, as to allow residents living on floors 9-32 to access their floors more quickly.

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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 will be closed.
- **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 & Terrace:** It is possible the 2nd floor balcony at 55th Street and Terrace at Cooper Square will be closed earlier than usual, depending on the severity of the storm.
- **Instagram:** You can follow Residence Life for the most up-to-the-moment information. @mmcreslife

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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. 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 AND 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. In the event of a fire drill, residents must follow all instructions given by the emergency staff through the announcement system.

Please familiarize yourself with these procedures so that you are led to safety in the best possible method.

55th Street and Cooper Square have a computerized fire warning system and trained fire/security personnel on site at all times. Floor plans and diagrams for emergency staircases and exits are posted in public areas on all floors and on the back of your apartment 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, use the fire alarm pull-station located on every floor to alert that there is a fire on your floor. Act promptly for the safety of yourself and others. Do not try to fight a fire; instead take action to get out of the building.

IF A FIRE IS IN YOUR APARTMENT/SUITE:

- 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 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.

- Notify the firefighters if anyone is unaccounted for.

IF YOU HEAR AN ALARM AND THE FIRE IS NOT IN YOUR APARTMENT:

- Stay inside your apartment and listen for instructions from security personnel. Security will make announcements over the public address (PA) system to notify residents where an alarm has been activated and who should evacuate.

Both 55th Street and Cooper Square were built to prevent the spread of fire (this is why doors cannot be propped). Full evacuations are rarely necessary. If an alarm is activated on a floor, security will make an announcement to evacuate the:

- Floor of the activated alarm
- Floor above
- Floor below

IF THE FIRE IS NOT IN YOUR APARTMENT/SUITE, BUT YOU MUST EVACUATE:

- 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 “IF A FIRE IS IN YOUR APARTMENT/SUITE”.
- 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.

55TH STREET

IF YOU EVACUATE: Assemble at least 150 feet from the building, on the north side of 55th Street, closer to 2nd or 3rd Avenues. Do not block the Fire Department’s access to the residence hall. Maintain absolute silence so instructions can be heard. Wait until the appropriate officials indicate that you can re-enter the building.

All alarms will sound building-wide. Listen for notice of where the alarm is coming from and who should evacuate.

COOPER SQUARE

IF YOU EVACUATE: Assemble on **6th Street toward 2nd Avenue**. Do not block the Fire Department’s access to the residence hall. Maintain absolute silence so instructions can be heard. Wait until the appropriate officials indicate that you can re-enter the building.

Cooper Square is equipped with a fire alarm system with varying alarms and tones which are used to alert residents and building staff of the location of the fire. Each suite contains a soundbox in the common area which is connected to the PA system. In the event of a building-wide alarm, please locate the soundbox in your common area and listen carefully to the directions given by security personnel.

Building-Wide Alarms

Evacuation alarm: A signal (a slow whooping sound; in ADA suites, there are strobe lights) that comes from the soundbox located in the common room and indicates that there is a fire condition on your floor, the floor above, or the floor below. **You must evacuate.**

Alert tone: A signal in the hallway soundboxes which is used to alert building personnel that there is a fire within the building. This is not an evacuation tone.

Local Alarms

Additionally, there is a carbon dioxide and carbon monoxide detector in each bedroom and common area. When this signals, it means that there is smoke or carbon monoxide within the room, and it will only ring within that suite.

CO2 alarm: A signal which comes from the smoke detector in your room, which is indicated by three long alarms.

CO alarm: A signal which comes from the smoke detector in your room, which is indicated by three short alarms.

For either Local Alarm:

If it is a non-emergency alarm (burnt food, popcorn, etc.):

- Correct the condition (open windows to vent smoke, turn off stove remove pot/pan from heat source, etc.).
- **DO NOT** keep the suite door open – smoke that escapes into the hall can trip the smoke detectors there which will initiate an FDNY response and floor evacuations.
- Security will respond to your room to assess the situation and ensure everyone is safe.

If it is a fire: Follow instructions above for “IF A FIRE IS IN YOUR APARTMENT/SUITE” AND EVACUATE SAFELY.

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FITNESS CENTER

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.

55th Street

The 55th Street fitness center is located on the second floor of the 55th Street Residence Hall. 55th Street residents will have 24-hour access to the fitness center. Gym facilities are not accessible to students when the building is closed.

Cooper Square

The Cooper Square fitness center is located on the Lounge Level. Cooper Square residents will have 24-hour access to the fitness center. Gym facilities are not accessible to students when the building is closed, including during the Summer.

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FURNITURE

Upon arriving, your room will be clean and in its original configuration. Each student is provided a regular twin size bed, desk, chair, dresser, and closet/wardrobe, and these items must remain in your room throughout the year. Bedrooms also have door locks and window blinds/shades.

Configuration:

- Bed ends are designed to be used as ladders for lofted or bunked beds. Ladders are available in all rooms with bunk beds or lofted beds.
- Students cannot adjust bed heights.
- Resident beds may not be pushed together to make a larger bed. There must be a minimum of 2 feet between bed sides. Furniture configurations that do not meet this criterion will be charged a fine of \$75 per student for each day that it is not in the correct configuration.
- Furniture or decorations should not block any fire safety equipment or the door.

- Personal items should not be stored on or in front of the PTAC (air/heating) unit. Students who block the vent of the PTAC unit will be subject to a \$50 fine for each day that their belongings are not moved.
- Furniture must be returned to its original configuration prior to your check out appointment. If you had your bed height adjusted, leave the bed at its current height and move all other furniture as close as possible to its original configuration. Failure to return the furniture in the room (the only exception is bed height) to its original configuration will be charged a \$150 fine.
- Furniture and floors should not be damaged if the furniture is rearranged, otherwise you will be charged for appropriate damages.
- Provided furniture may not be exchanged, replaced, or brought to other rooms in the building. Mattresses should remain on the bed frames.
- There is no on-site furniture storage available.

55th Street

MMC has begun to convert from all wooden furniture to metal-framed beds with wooden accessories. The metal-framed furniture allows for a few extra inches of space in the rooms; eventually all rooms at 55th Street will contain this new design.

Currently there are two different types of furniture throughout 55th Street:

- Floors 3-21 and 26-28: All wooden furniture
- Room 402, 1002 and Floors 22-25 and 29-32: Metal framed beds, with modern, wooden accessories

Once your roommates all arrive, you are welcome to rearrange your room to an extent, so please keep in mind:

- Furniture cannot block the PTAC (air/heating) unit. You will be asked to move your furniture if it blocks the unit.
- No furniture should be stacked except Room 402 and on Floors 22-25 and 30-32, dressers can be stacked two high.

Beds at 55th Street are designed to be low height, mid-height, lofted, or bunked. Many rooms at 55th Street were designed with lofted or bunked beds, and we have de-lofted/de-bunked where possible. Students are not permitted to loft/de-loft or bunk/de-bunk their beds on their own. Doing so can damage the furniture, and moving it on your own can result in a judicial meeting and/or fine. Bed heights that can be changed can only be adjusted by MMC Facilities staff and this can be done by submitting a maintenance request through Building Link. We will have limited Facilities staff on-site to assist during move-in. Should you require a lofted/de-lofted bed as a disability accommodation, please contact the Office of Disability Services to request this accommodation before June 1. There may be instances that de-lofting a bed is not an option, and we will offer you an alternative space to move to, if available.

Cooper Square

All furniture at Cooper Square is metal-framed with modern, wooden accessories. Cooper Square was designed with a specific furniture layout, and unfortunately, furniture cannot be rearranged to a different configuration. If you decide to move your furniture, you will be asked to return it to its original configuration and charged a \$150 fee.

Beds are set at a permanent height. Lofted or bunked beds cannot be de-lofted or de-bunked, and low beds cannot be lofted. Doing so can damage the furniture, and moving it on your own can result in a judicial meeting and/or fine. Should you require a lofted/de-lofted bed as a disability accommodation, please contact the Office of Disability Services to request this accommodation before June 1. There may be instances that de-lofting a bed is not an option, and we will offer you an alternative space to move to, if available.

Public Furniture

Lounge and public area furniture and equipment are for everyone's use. If you are using lounge space, please return the furniture to its proper configuration as noted on the room layout guide posted in the lounge space. 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

For health and safety reasons, students are prohibited from bringing their own furniture into the residence halls except for certain items listed below.

Prohibited furniture includes:

- upholstered furniture
- untreated wooden furniture
- futon couches or chairs
- any furniture containing cushions or stuffing
- bean bags
- pillows longer than four feet
- halogen lamps
- octopus lamps
- sunlamps
- pillow chairs
- mattress toppers thicker than 3"
- outside loft kits
- headboards

Acceptable furniture items include:

- butterfly, papasan, or tailgate chairs that can be folded up
- office or rolling chairs
- new wooden, 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. Prohibited 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.

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GUEST PROCEDURE

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 their 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 prohibited from visiting 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.

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, they must seek approval from their 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 and Cooper Square

The host will meet the guest in the lobby to register with security. **The guest will need to show that they are fully vaccinated for COVID and/or a negative test with 24 hours.** Both the guest and host will leave a valid ID with security. When the guest leaves the hall, the guest 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 who are not MMC students must be age 18 or older. MMC students who are age 17 may be an overnight guest. 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. Guests under the age of 16 are not permitted to stay in the residence hall.

Day Guests

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

Day guests are permitted Sunday through Thursday 8 am to 10 pm and Friday and Saturday 8 am to 11:59 p.m.

1. Guests and resident hosts are expected to honor the rights of the roommate(s).
2. Each resident may host a maximum of two 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. MMC students age 17 may be day guests.

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 or in the subcellar of the Cooper Square residence hall. The RA Office is open nightly from 8:30 pm to midnight. Please note, at times the RAs may have to leave the office to perform duty procedures.

- Completed Guest Request Forms can be submitted to the RA Office no later than 8:30 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.
 - o Incomplete forms will not be accepted.
 - o 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 submission.
- Forms submitted missing a signature will not be processed.

- 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 two weeks after classes begin, provided there is no unreasonable interference with the rights of a roommate, a resident may have an overnight guest with permission from their suitemates. Overnight guests begin September 20, 2022.
- 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.
- **Each resident may host one overnight guests at one time.**
- A resident may have an overnight guest for up to three 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 three 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 falls two weeks before the end of the semester. No overnight guests starting December 8, 2022 for Fall Semester. For Spring semester, no overnight guests starting May 4, 2023.

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

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HEALTH AND SAFETY INSPECTIONS

The health and safety of each resident is a primary goal for community living. Hall staff may conduct a health and safety inspection of the residence hall rooms at least once per semester. Cleaning of the suites are the responsibility of the residents. During the inspection, staff checks for compliance with health codes, fire safety regulations, maintenance problems, and potential physical hazards. During times outside of COVID-19, 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 is not required to 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, the residents of the room must attend a judicial meeting and those responsible will receive sanctions that may include a health and safety fine. Concluding the judicial meetings, the Residence Director will perform a third inspection, and if the room is not up to the college's health and safety standards, 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 by Residence Life). The average cost per resident depending on the level and scope of the job can range from \$75 to \$250 and is in addition to the Health and Safety fee, if applicable.

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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 23, 2022 to January 2, 2023).

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HOUSING CONTRACT

Residents sign a contract 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 TouchNet ID that is not your own.

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

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

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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 and Thursday: 10 am - 6 pm* (In Person and Telehealth**)
Tuesday: 10 am – 6 pm* (Telehealth)
***Days and times are subject to change**
Phone: (212) 759-5870
Fax: (212) 759-5879

**Telehealth services allow students to meet virtually with Dow Zanghi’s physician assistant via video platform or phone. It’s a convenient way to manage your health concerns without leaving home. Both telehealth and in-person appointments are FREE for all currently enrolled students; there may be a fee for such things as lab work or immunizations which can be billed to a student’s insurance.

If you become ill after business hours, contact a Resident Advisor or building security for assistance. Sick or injured residents choosing to seek treatment on their own should notify the resident’s RA or the RA on duty immediately. Residents who become ill or injured in the residence halls should file a report with security.

Additionally, if you have concerns after hours, our partnership with Mt. Sinai 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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ILLNESS OR POSSIBLE EXPOSURE REQUIRING ISOLATION

Rooms have been taken offline for student use in the event a student has a communicable disease that requires the student to be in isolation. A student moved to an isolation room, will be required to remain in the isolation room and should not have any visitors. Should you need to leave the building to visit the doctor/urgent care, you are expected to contact Security to have the elevator turned off for independent ride. Please carefully review and follow the [CDC's recommendations](#) for caring for yourself at home. Arrangements will be made with for you for you to order food that will be delivered to your door.

During Isolation

- Student must stay in assigned isolation suite and cannot access elevators or common spaces in the residence hall.
- Student will be encouraged to utilize Dining Dollars for delivery from off-campus vendors. Student will not be permitted to pick up deliveries in the lobby. Security will deliver food to the isolated apartment, and leave it outside after knocking.
- Residence Director On Call (RDOC) will call the student daily to check in. If student needs to contact the RDOC, they should call Campus Safety (55th Street: 212.371.2350 or Cooper Square: 646.869.5126), and Campus Safety will notify the RDOC.
- Should the isolated student need to leave the building to visit their doctor/urgent care, they must contact Campus Safety to have the elevator turned off for an independent ride.
- Student should email safety@mmm.edu with any questions.

Students in isolation will need consult with Residence Life about the expiration of their isolation period. The student may return to their normally assigned room and to campus under the following conditions:

- A. If the student tested positive, all of the following must be met:
 - i. The student must isolate for five (5) days after testing positive
 - ii. After the five (5) days, the student must test using a diagnostic, rapid test from a lab or clinic
 - iii. If the student tests negative, they may be released from isolation
 - iv. If the student tests positive, they must isolate for five (5) more days

INTERNET ACCESS

Internet access is provided to all residents at no additional charge. Residents may access wireless internet in their buildings.

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 that 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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LAUNDRY

- Clothing left unattended at the end of a cycle can be removed by someone waiting for a machine.
- You should use your own laundry basket to bring clothes to and from your room.
- 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.

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. Follow the instructions in the laundry room to set up notifications.

Cooper Square

The Laundry Room is located on the Lounge Level and is for current Cooper Square residents only.

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LOCKOUT

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 their room, security can unlock the door after confirming that the resident is an occupant of that room. Residents must show their TouchNet ID in order to be allowed back into their room. Residents who have locked their TouchNet ID inside the room will have to show it to security 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 semester)

Replacement Key Charge:

Suite: \$100

Bedroom: \$50

Mailbox: \$15

Residents will be required to pay for a replacement key regardless of the situation involving the loss, unless the incident is documented by a police report. Replacement key charges cannot be reversed should the resident find their key. The resident who has lost the key will be financially responsible for all replacement keys, including the keys shared by room/suitemates and spare keys.

LOCKS AND SAFES

Locks on drawers and safes are permitted in the building, but must be removed if requested by Residence Life staff, security, or other officials. If necessary, the locked item will be confiscated until the lock can be opened and/or locks will be forcibly removed at the resident's expense.

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LOITERING

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

55th Street

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.

Cooper Square

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

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. Items should not be left in the hallways of the residence halls. Any items left unattended in the hallway may be disposed of.

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LOUNGES

55th Street

We want to provide convenient places for you to socialize as well as study. The lounges on floors 2, 22, and 32 are open 24 hours. After 10 pm, quiet hours are in effect for each lounge. Lounges are subject to early closure if quiet hours violations persist. The 12th floor lounge is a full-time quiet study area and is open 24 hours. Lounges on floors 2, 22, and 32, as well as the back lobby on the first floor, are available for building programming and student use. If lounge or back lobby furniture is rearranged, it must be put back in its original configuration.

Cooper Square

The Lounge Level, located on the lower level of Cooper Square, has a large public lounge, TV area, and enclosed study lounge area, and is open 24 hours. If lounge furniture is rearranged, it must be put back in its original configuration.

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MAILROOM PROTOCOLS

Incoming mail and/or packages for students must be addressed to their place of residence. The College address should not be used. Mailbox assignments are given out at the start of the semester by the Office of Residence Life. For Cooper Square residents, have access to your MMC TouchNet ID at the Mailroom to obtain your mailbox combination. Due to the size of the mailroom, you cannot ship items to the residence hall before you arrive. Incoming mail for students residing at the residence hall should be clearly labeled with their full name, and complete mailing address including their mailbox number. The Mailroom will sort and place all incoming mail in the respective student mailbox. Any student experiencing a problem with their mailbox should immediately notify the mailroom.

At the end of the Spring semester, mail is forwarded to students until May 30th. Students should notify all senders of their updated mailing address. Any mail received after this date will be returned to the sender. After you check-out of the residence hall, please update your address for any subscriptions or online services; also log onto USPS.com and complete a mail forwarding form to change your mailing address so that your mail is forwarded to your current address.

Incoming Package Deliveries

- All courier deliveries must be labeled with the student's name and complete mailing address including mailbox number.
- Packages are accepted by a member of the Mailroom staff and logged into the inbound tracking system
- An e-mail notification is automatically generated to the student advising them of a delivery. You cannot pick up a package unless you have received the notification email from the Mailroom.
- Students can pick up their package from the Mailroom during regular business hours and must show their MMC TouchNet ID.
- Packages cannot be left with Security.
- If you are not able to pick up your package during regular business hours; you may provide authorization for your roommate/friend to pick up your package under the mailroom's guidelines.
- A reminder e-mail will be sent to a student who has not picked up their package after two weeks.
- Packages not picked up prior to the Winter Break will remain in the Mailroom until they return for the Spring semester.

- At the end of the Spring semester, every effort should be made to pick up your packages before you leave; but any packages remaining sent via USPS will be attempted to be forwarded to you; all packages sent by other couriers will be returned to sender. An important reminder, please update your address when placing orders so that they will be shipped to your current address. The mailroom will not be able to forward any packages sent to the residence hall in error you once you have moved out.

Emergency Packages

All packages must be picked up during regular mailroom hours. If you are anticipating an emergency package (such as medication); there are a few steps you may take to facilitate getting the package to you the fastest when it arrives at the residence hall.

- Prior to the package's arrival, please email the Mailroom at neopost55@mmm.edu if you are a 55th Street resident or neopost200@mmm.edu if you are a Cooper Square Resident. In the email, please include the sender, the tracking number, and other relevant information.

In the event that you wish to pick up an emergency package after-hours, contact an RA or Security. A Residence Director may retrieve the package for you at their discretion. You will be asked to provide information on what is in the package, and will be asked to open the package in front of the Residence Director.

- You should not have items shipped to the residence hall that are perishable or time-sensitive and expect that they will be picked up after-hours.
- If your package is not an emergency or you misrepresented the contents, you will be referred for a judicial meeting.

Resident Pick-Up Authorization Protocols

If you are not able to pick up your package during regular business hours; you may provide authorization for your roommate/friend to pick up your package under the following guidelines:

- You must forward the email received for the package that will be picked up by another student to both the student picking up your package and the Mailroom at neopost55@mmm.edu if you are a 55th Street resident or neopost200@mmm.edu if you are a Cooper Square Resident; the email must include the student's full name and that you give them authorization to pick up your package. Once the Mailroom sends an acknowledgment email; the designated person will be able to pick up your package. Do not reply to the email you received from the email account mailroom@mmm.edu; this is for outgoing notification only.
- If you are allowing your roommate/friend to pick up multiple packages, you will need to forward each email received, following the same procedures as outlined above.
 - Student picking up your package must reside at the residence hall that you live at.
 - They must bring a copy of the authorized email along with their TouchNet ID when picking up your package or be able to show the email authorization on their cell phone.
 - After verification of the student picking up your package; the package will be logged out and your package released by the Mailroom.
- These requests can only be done during regular business hours.
- They can include perishable items ordered.
- No packages will be released to a roommate or friend if the student receives an email notifying them that their package is damaged or opened; only the recipient can verify the contents.
- Mailroom will not release a package if they have not received an authorization email or if they are unsure of releasing the package.

By providing authorization to another student to pick up your package; the College will not be responsible for packages once they have been released.

55th Street Mailing Address

(Your Name)
 231 E. 55th Street
 Box: (your mailbox number)
 New York, NY 10022

Cooper Square Mailing Address

(Your Name)

200 E. 6th Street
Box: (your mailbox number)
New York, NY 10003

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MAINTENANCE

If your room or the provided equipment and furnishings in your room require repair or maintenance, do not repair it yourself. Our maintenance staff does their best to keep your room in good working order.

55th Street

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.

If something is broken in your room, fill out a maintenance request on your phone, computer, or at security using the BuildingLink App. Log into 231East55.com to submit a maintenance request. In case of an emergency, also contact security to let them know the extent of the emergency.

Cooper Square

If something is broken in your room, fill out a maintenance request on your phone, computer, or at security using the BuildingLink App. Log into coopersquareresidents.com to submit a maintenance request. In case of an emergency, also contact security to let them know the extent of the emergency.

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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. Residence hall staff will address offensive odors 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 their room. This includes proper hygiene, cleaning the room on a regular basis, etc.

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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.

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. If a resident's actions cause damage to other residents' belongings or college property, that student is fully liable.

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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. At Cooper Square, flyers may be hung in the bulletin board in the Quiet Study Room. 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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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.

Quiet Hours at 55th Street and Cooper Square are:

Sunday - Thursday: 10 pm to 10 am

Friday - Saturday: Midnight to Noon

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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RECORDING

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 residence halls. The College may, at its discretion, film in the residence halls for promotional or other purposes. Notification of such instances will be posted.

We strongly discourage audio recording without the consent of everyone present. If you wish to record a conversation, you should get explicit consent from all parties involved.

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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.

Cooper Square

Residents are prohibited from going into certain areas including but not limited to retail area, cellar level, roof, electrical closets, and storage closets. There is a \$500 fine for any student attempting to access the roof.

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ROOM ASSIGNMENTS

There are several factors we take into consideration when placing students in a room such as a disability accommodation, participation in Jump Start, the date the housing application was submitted, and personal preferences on the housing application. Our apartments/suites typically range in size from 4-7 occupants.

Although we make every effort to assign students to a permanent room before their arrival, we reserve the right to move a resident once room assignments have been made. Residents are generally assigned to a building based on which cohort group (First Year, Transfer, Returning) listed below they are part of; although we reserve the right to place a student in any available bed.

Residence Life is supportive of all students including those who identify as transgender and those with a gender identity that is not traditionally associated with their birth sex. Housing assignments will be made on the basis of the gender with which the student currently identifies. Current and incoming students with concerns relating to their gender identity/expression are urged to speak to Residence Life staff so we can assist the student in navigating their housing options.

First Year students: First year students reside our 55th Street. The assignment to a specific size room is randomized with those students placing their deposit and application in on time.

Transfer students: Transfer students are assigned to either 55th Street or Cooper Square depending on number of credits, age, and available space. They are placed based on application date and available space; we do our best to keep transfers in rooms together so their roommates are other transfer students, but at times transfers may be placed with returning MMC students or first year students.

Returning students: The majority of returning students live at Cooper Square, although a small group do live at 55th Street in RA apartments*. For returning students, we must receive both a housing application and the \$500 non-refundable housing deposit to consider an application complete. We are generally able to provide housing for all returning students who participate in Fall Housing Selection (FHS) in the spring. Returning students who submit their complete application (deposit and application) after FHS will be placed as space allows or added to the waitlist. Many continuing students choose their roommates during our Fall Housing Selection process. Any returning student who does not participate in FHS or choose a roommate, but has submitted both the application and deposit, will be matched based on the personal preferences on the housing application.

Bed assignments: When students receive their room assignment, it will also include their bed assignment. It is important for you to stay in your assigned bed space as it allows your new roommates to arrive for check-in without worrying about getting the “good bed”. It is also helpful when we assess damages at the end of the year, since each resident will be responsible for any damages to their assigned furnishings.

Our beds are lofted, de-lofted, and bunked. If you would like a different bed than you one you are assigned, you are able to submit a Room Change Request form (upon arrival), and as space allows you will be placed into the bed type that you would like. If your bed is able to be de-lofted, you need to submit a work order with facilities within the first month to have your bed de-lofted.

Choosing roommates: While we cannot guarantee roommate matches, we try to grant roommate requests whenever possible. For those who listed roommate requests on their housing applications, we begin the placement process by making sure all matches are mutual. If matches are not mutual between all roommates, we will be unable to place students together. If you have already submitted a housing application but would like to add a roommate, email your request to residencelife@mmm.edu by June 30 (for fall) or December 1 (for spring). Remember, your potential new roommate must also email us as well.

While some students will request a roommate, most will be matched by our office. We try to match students on as many of their preferences from their housing application as possible.

Meeting roommates: Students will receive roommate information in early August/early January. Most students will be tempted to look up their roommates on social media, and while we understand the desire to get to know everything about new roommates, we suggest students call and talk to their new roommates. Social media can be a poor representation of who a person is; talking is much better! We will not make room changes based on information from online communities, nor for any reasons that are discriminatory in nature.

Disability Accommodations: If you require any type of disability accommodation (including, but not limited to: a de-lofted bed, an assistance animal, a small occupancy room), please be in touch with the Office of Disability Services to register and request an accommodation. Accommodation deadlines are listed on the Residence Life website. Please note, MMC does *not* offer single rooms under any circumstance.

Gender Neutral Housing: At Marymount Manhattan College we seek to create a residential experience that is inclusive of all gender identities and gender expressions. For students who do not fit into others' expectations of gender presentations or identity, living in a residence hall where room assignments are based on one's sex isn't comfortable or desirable. Out of our deep respect for the uniqueness and validity of the self-perceptions of our students, we offer gender-inclusive housing options for all students.

Students must OPT IN to participate; if you are interested in gender neutral housing, you are open to living with a person of any gender. If you are under 18, you will need your parent's permission, but we encourage all students to share their decision with their family.

You may select your own roommates. All requests must be mutual, and be submitted by June 30. If you sign up for gender neutral housing and don't have a request, we will match you based on your application preferences. In the event that your roommate moves out mid-year, another student may be placed into your room who has also opted-in to gender neutral housing. Please understand that individuals are not placed into gender neutral rooms based on sex.

Traditional, same-sex room assignments are not always comfortable or appropriate for all students. As we strive to create an inclusive and safe residential experience, offering gender-neutral housing both accommodates and respects the complexities of gender identity. It also demonstrates our belief that every student matters.

***Living With an RA:** Although RAs are able to select their roommates, it's possible any student may be placed with a Resident Advisor, particularly returning students who select to live at 55th Street. Because the RA is expected to be available to their residents, you may expect knocks on the door often. If the RA is not home, you should be kind in letting the resident know the RA is not available and take a message so that the RA may address the resident's concern. Please also note that the RA may need to have meetings with a resident inside the suite and your cooperation is appreciated. In the event of a roommate conflict requiring a room change, the resident(s), not the RA, will change rooms.

Nut Allergy: MMC is not a nut-free community, but if you would like to be matched with a nut-free roommate, please indicate this on your housing application. We cannot guarantee a nut-free room, but will do our best to accommodate your request.

Substance Free: MMC is a substance free community. Smoking, vaping, consuming alcohol, and using drugs are not permitted in MMC housing.

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ROOM CHANGES

Due to the high demand and limited supply of housing, room changes are unlikely to occur once the semester begins, and Marymount Manhattan College cannot guarantee an alternative space for students should there be a roommate dispute. If a resident chooses to move out, they will still be held to the Housing Contract.

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 an Illegal Room Change fine.

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 there are rooms available, we will inform you on how to visit the open rooms. If no rooms are open, your request will be held and reviewed the following week.
- **Wednesday and Thursday nights:** You view the open rooms.
- **Fridays:** By noon on Friday, you send us an email to tell us what room you have chosen to move into. We will confirm your room change and you will choose a room change appointment time for your check out and check in to your new room. You can pick up your new key at your room change appointment.
- **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. Failure to show up to your confirmed check out time will result in a \$50 fine.
- **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.

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.

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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. If immediate entry upon request is denied by a resident, guest, or anyone within an apartment, we will contact the local police, and you will be considered for immediate removal from housing. 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.

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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. Residents and their guests are expected to comply under the directive of Residence Life staff during a room search, and must remain in the location of the incident until the search has been concluded. Those who fail to comply with the directive of Residence Life staff will be documented accordingly. Residence Life staff has the authority to search personal belongings that are contained within the residence hall. Residents, students, and their guests may be asked to empty their pockets and are not permitted to use any electronic devices. Students and their guests must present identification to Residence Life staff.

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 that 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. Residence Life staff reserves the right to cut any lock that may be an obstruction. After a room search has been conducted, it is expected that any person/s who do not reside in the apartment where the violation has occurred will be asked to leave. Guests who do not reside in the residence hall will be asked to leave the premises, and cannot return to the residence hall for a minimum of 48 hours following a room search.

MMC 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 require searching 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.

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. The Office of Residence Life must approve all flyers and postings. 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

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. Hoverboards, scooters, skateboards, rollerblades, roller-skates, and other items with wheels may not be used within the residence halls. Additionally, possession of hoverboards will not be permitted within our residence halls at any time due to the current concern over spontaneous fires during charging and use.

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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. Should you choose to rearrange your room, all furniture pieces must remain in your bedroom. Do not place furniture in hallways to be removed.

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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 will 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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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, 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.

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

Cooper Square

The red phones in the hallway by the elevators are provided for FDNY use only. Inappropriate use will result in a judicial meeting and a fine up to \$500.

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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 Cooper Square 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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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. Under no circumstances may a student sublet, license, or assign their assigned space in the residence facility.

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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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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.

WINTER BREAK

The College and all residence halls *will not be open* for the period known as Winter Break, which runs from noon on **December 23, 2022** until **January 2, 2023**.

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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.

Residence Life Policies

I. ABANDONED PROPERTY

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

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II. 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, who is in the presence of a policy violation and does not report it, 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 a policy listed in this guide. We are a community and you are part of it! Students are expected to promptly report conduct or activity that poses a danger to the community or its members.

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III. ALCOHOL

We recognize that throughout your college years you will be exposed to alcohol use. As an educational institution, we hope to guide you in making responsible choices. Of course, we also abide by state and local laws regarding drinking. The Office of Residence Life will take necessary actions to ensure the environment remains secure, productive, and supports academic success. 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.

Alcohol Policy

- a. **Possession:** No individual, regardless of age, may possess and/or be in the presence of alcoholic beverages alcohol may in or around any MMC residence hall owned and operated by MMC, or any MMC student housing locations.
- b. **Consumption:** No individual, regardless of age, may consume alcoholic beverages in or around the residence halls.

- c. **Distribution:** Deliveries of alcohol from liquor stores or an outside source to the residence halls is not permitted. Hosting a party is prohibited.
- d. **Public Intoxication:** Public intoxication is prohibited. Anyone violating this policy may be transported to the hospital at their own expense or arrested.
- e. **Bystander:** Residents aware of alcohol in the residence halls, whether consuming alcohol or not, are in violation of the alcohol 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.
- f. **Paraphernalia:** Empty alcohol bottles and cans, tools and supplies for drinking games or binge drinking activities, and other items specifically associated with alcohol use are prohibited.

Amnesty

At the college's discretion, amnesty may be extended to students who may be hesitant to report a violation of the code to college officials because they fear that they themselves may be accused of minor policy violations, including but not limited to underage drinking, at the time of the incident. If a student is granted amnesty, an educational discussion or other informal resolution may be considered, but no college conduct proceedings under this code will result.

At the college's discretion, amnesty may also be extended on a case-by-case basis for minor policy violations when students request assistance for others in need, including the person receiving assistance. If a student is granted amnesty, an educational discussion or other informal resolution may be considered, but no college conduct proceedings under this code will result. In cases of academic misconduct, need does not include the inability of a student to complete an assignment without assistance.

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 their 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 "[Guests](#)" section for more information.

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IV. 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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V. 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. Failure to attend class will result in eviction of the residence halls. You will still be obligated to pay for your Housing Fees for the entire Academic Year.

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VI. 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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VII. CONDUCT

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

- a. **General Misconduct:** General misconduct is conduct unbecoming of a student member of the College community.
- b. **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 that 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.
- c. **Roommate Conflict:** A disagreement/confrontation between roommates or suitemates where both exhibit behavior that is physical, verbal, or psychological in nature. This includes in-person, peer to peer, and/or online behavior. All parties who contribute to the disagreement will be held responsible for inciting a roommate conflict, no-matter the extent of their participation. Individuals who partake in a roommate conflict but do not reside in the room in which the conflict occurred will be held responsible for their behavior.
- d. **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.
- e. **Harassment:** Behavior which is interpreted as hostile, uncivil, disrespectful, or rude to any member of the MMC community is prohibited. Emotional, verbal, physical, and online harassment is prohibited.
- f. **Physical Harassment:** Physical harassment includes but is not limited to inappropriate touching of any person or similar conduct that threatens or endangers the physical or emotional health or safety of any person that is not sexual in nature. Sex or gender based physical harassment could fall under the Sexual Misconduct and Violence Policy or Sexual Harassment Policy.

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VIII. 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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IX. DISHONESTY

Please always tell the truth. This will benefit you in the long run. Willfully lying to a College staff member or a judicial 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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X. FAILURE TO COMPLY

Please comply with our policies and procedures. Failure to comply with the reasonable directions of a Residence Life or 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. This includes attempting to refuse a new roommate/suitemate who has been assigned to a vacant space in your room through the Room Change process. Refusal to identify oneself or present appropriate identification to staff when asked, or supplying false identity information is prohibited.

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XI. FIRE SAFETY

- a. **Arson:** Purposely attempting to set fire or burn any building, furnishings, personal property, or equipment is prohibited.
- b. **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. Wicks must be removed from any candles melted using a candle warmer in 55th St.
- c. **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.
- d. **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, including lighters.
- e. **Decorations:** 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.
- f. **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, two-pronged 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.
- g. **False Alarms:** Setting, reporting, or causing a false fire alarm to be reported in student housing is prohibited.
- h. **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 that prevents or impairs the ability of staff or emergency workers to do their job is prohibited.
- i. **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.
- j. **Fireworks:** Storing, possessing, or transporting fireworks of any kind in student housing or the surrounding areas is prohibited.

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XII. FORGERY/IMPERSONATION

Please be yourself (and only yourself)! Forgery, alteration, or misuse of college documents, records, identification, or residence life forms is not permitted and will lead to disciplinary action. Students may not give their own student ID to another person in order to gain access to a residence hall. Distribution, sales, creation, or possession of fake IDs is prohibited. Fake IDs are illegal under New York law. Fake IDs will be confiscated and handed to the NYPD. Students found possessing fake IDs are subject to judicial proceedings through both MMC and NYPD.

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XIII. GAMBLING

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 gambling-like activity within the residence halls must be approved by the Office of Residence Life.

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XIV. GUESTS

Failure to abide by the Guest Procedures as outlined in the Procedures section of this document will result in a judicial meeting and may result in the loss of guest privileges. Residents are responsible for the behavior of their guests, including abiding by residence hall policies outlined in this document. Guests must always be escorted by their residents when traveling through the building. Please see the Guest Policy section for more specific policies, regarding when residents may have guests in the halls.

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XV. ILLICIT 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 illicit drugs and controlled substances.

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](#) section for more information.

Illicit Drug Policy

- a. **Possession:** Possession of any controlled substance is prohibited. This includes but is not limited to cannabis and synthetic cannabis, narcotics, opiates, depressants, hallucinogens, inhalants, drug precursors, and any prescription drug that is not prescribed to the individual possessing said drug. Non-prescribed medication or syringes, as well as prescription medications that are not in the original, labeled prescription bottle and prescribed to the student in possession of the medication will be confiscated. Drugs containing THC or CBD in the form of edibles, oils, wax, tinctures, or concentrates are strictly prohibited.
- b. **Use:** Use of a controlled substance in or around the residence halls is prohibited. The smell of cannabis can be considered evidence and justify a room search.
- c. **Distribution:** Sales or distribution of a controlled substance in any form is not permitted. Illicit 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 illicit drug violation.
- d. **Public Intoxication:** Being under the influence of illicit drugs, non-prescribed prescription medication, or misused prescribed medication is prohibited. Anyone violating this policy may be transported to the hospital at their own expense or arrested.
- e. **Bystander:** Residents aware of illicit drugs in the residence halls, whether actively being used or not, are in violation of the illicit drug policy. Residents who invite guests (whether it is a resident or non-resident) who bring illicit drugs or paraphernalia into their apartment/room will be in violation of this policy. For your own protection, please remove yourself from a situation where drugs are being used.
- f. **Paraphernalia:** Possession of drug paraphernalia including but not limited to blunt wrappers, rolling papers, vapes, e-cigarettes, pipes, hookahs, bong, grinders, scales, syringes, and homemade smoking devices is a violation of this policy. Empty containers/baggies with evidence that it once contained drugs, such as residue or odor will be deemed as paraphernalia. The Office of Residence Life reserves the right to confiscate and discard any drug paraphernalia that is found and will not return any illicit drug paraphernalia that is found.

Medical Cannabis

The law prohibits the use of medical cannabis in public places, which includes private colleges and residence halls. It remains unlawful to use cannabis, even medical cannabis, in a college residence hall or any place on a college campus. Possession of medical cannabis is a violation of our policy.

Potential consequences for violating the illicit drug policy:

- *Judicial Educator online module – Online modules provide students with information on illicit 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*
- *Random room searches for a set period of time*
- *Eviction from housing (no refund of housing charges)*
- *Restriction from residence halls*
- *May not live in housing for one academic year*
- *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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XVI. OBJECTS THROWN FROM HALLS

Throwing, dropping, or propelling any object (including fluids) from a hall window, balcony, or any other hall area is prohibited.

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XVII. ONLINE POSTINGS

The Office of Residence Life does not monitor online postings; however, if something comes to our attention, we must address it. Social media posts and other online content can be used as evidence of policy violations and result in judicial meetings. Posting photos of others without their consent or with the intent to cause embarrassment or do harm is prohibited.

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XVIII. PETS

Pets are not allowed. 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 for any damages to the facility. If you require an assistance animal, please see the Assistance Animal policy.

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XIX. PROHIBITED ITEMS

The following items are prohibited in the residence halls: alcohol and alcohol paraphernalia (wine or beer bottles), 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, illicit drugs and paraphernalia, hoverboards, 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 has discretion to determine any item's appropriateness in the residence hall and to make decisions regarding the removal of items determined to be unsafe or unsuitable.

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. Students are not permitted to ship furniture to the residence halls, unless approved by Residence Life staff.

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XX. RETALIATION

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

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XXI. 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.

- a. Personal care – including, but not limited to hygiene, personal addiction, personal needs/neglect that negatively impacts the community, etc.
- b. Self/Other alcohol or drug poisoning/overdose
 - 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.
 - 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; wait until help arrives.
- c. Tattooing and piercing may not take place inside the residence halls.
- d. Student must have the ability to keep themselves and the community safe in an independent, unsupervised living environment. Behavior that endangers or disturbs others' or one's own personal safety is prohibited. This includes intentionally, recklessly, or negligently causing physical harm, as well as creating undue mental or emotional harm.
- e. 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.
- f. 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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XXII. SEXUAL MISCONDUCT

We take sexual misconduct 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.

Sexual Misconduct Bill of Rights

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the Reporting Individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a Reporting Individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.
12. Receive resources, such as counseling and medical attention.
13. Confidentially or anonymously disclose a crime or violation to confidential resources, as set forth in Section IV(C)(1).
14. Make a report to an employee with the authority to address complaints, including the Title IX Coordinator or the Director of Human Resources, Campus Security, Local Law Enforcement, and/or Family Court or Civil Court.
15. Receive reasonable accommodations in academic, living, or working environments.

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

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XXIII. SMOKING

Smoking and vaping any tobacco or nicotine substance is prohibited in all areas of the residence halls, including balcony and terrace areas. Students and their guests are not permitted to have vapes, and any paraphernalia associated with vaping will be confiscated. 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.

Any evidence of drug use in a residence hall is considered a violation of the Illicit Drug Use policy and is not a Smoking violation.

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XXIV. THEFT

Theft or misuse of personal or College property is prohibited and should be reported immediately to Campus Security or NYPD.

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XXV. THREATS

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

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XXVI. UNAUTHORIZED BUSINESSES OR PROFESSIONAL SERVICES

Students are not allowed to conduct businesses on campus or in the residence halls. Businesses pertain to any service or goods provided in exchange for cash, services, or any other form of benefits. Professional services are defined as services that would require a license, permit, certificate, or other form of authorization permitting the individual to perform such services, including but not limited to tattooing, piercings, massages, haircuts, hair braiding/styling, makeup or nail services, and selling clothes or jewelry.

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XXVII. 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. Students are not allowed to enter any hallway, elevator, stairway, lobby, or apartment owned by the Capri unless invited by a Capri resident.

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XXVIII. UNAUTHORIZED POSTINGS

Unauthorized postings or advertisements are prohibited. All postings displayed or distributed in the residence hall must be approved by Residence Life. Items may not be hung, slipped under doors, or otherwise distributed without approval.

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XXIX. QUIET HOURS/EXCESSIVE NOISE

Quiet Hours are in place to provide a comfortable environment. When Quiet Hours are in effect, noise cannot be audible outside a resident's room, suite, apartment, or community space. Courtesy hours are always in effect. Creating noise deemed unreasonable or excessive as determined by Residence Life staff is prohibited. Quiet Hours are: Sunday-Thursday 10:00pm-10:00am, Friday and Saturday 12:00am-12:00pm.

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XXX. VANDALISM

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 face a judicial referral, and will be liable for full restitution of damages.

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XXXI. WEAPONS

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, non-kitchen knives with blades three inches or longer, blow guns, dart guns, stun guns/tasers, 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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Office of Residence Life Judicial Process and Sanctions

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. Accordingly, the College has the authority and responsibility to maintain order within the College and to exclude those who are disruptive of the educational 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 a judicial meeting

As a residential student, you are bound by the College Code of Conduct, Resident's Guide to Community Living, Sexual Misconduct Policy, terms of the housing contract, and federal, state, and local laws. You are also responsible for the conduct of your guests/visitors.

Since we value the educational aspect of the collegiate experience, we do not operate as a court of law. Instead, our procedures are 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 report possible violations of the College Code of Conduct, Residence Life policies, Sexual Misconduct Policy, terms of the housing agreement, and/or federal, state, and local laws, to any member of Residence Life staff. This can be done in person or in writing. The report must include sufficient details to suggest that a violation of College policy has occurred. Reporting parties must be available for follow up questions.

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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 of evidence standard. This means that if a student is more likely to have violated a college policy than not, they will be found responsible and sanctioned appropriately.

Residence Life Judicial Process

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. This information will be compiled in an Incident Report (IR).
2. The Incident Report will include the names of all people present during the alleged violation. Each student named in the report shall receive a letter of charges via email, and instructions for scheduling a judicial meeting. Students who were not present for the incident but were involved may be added to the Incident Report at a later point and called in for a judicial hearing.
3. Students have the right to a representative to accompany them at the judicial meeting. However, the representative may not speak on their behalf or otherwise participate in the meeting.
4. Judicial meetings are a part of a student's right to due process, and therefore, students are invited to participate in the judicial process by being asked to schedule a student conduct meeting with the hearing officer. It may be necessary to schedule more than one judicial meeting to reach a resolution. Failure to attend, or reschedule within one business day, a judicial meeting may result in a decision being made without the student's input and could impact the outcome of the case.
5. Students will receive written notification of the decision within seven (7) business days after the judicial meeting, unless circumstances related to the investigation prevent this from occurring; notice will be provided to the student as to when the decision will be made. All disciplinary records become a part of the student's Residence Life file.

Failure to Appear

If you choose not to appear, or do not schedule a judicial meeting within two business days of the initial meeting request from the judicial officer, you will receive a second and final request to meet. Failure to reschedule and a meeting and appear within two business days after this second request will result in a decision made by the judicial officer based on the information in the judicial file in your absence. You will be informed of decisions in writing via your MMC email account within seven (7) business days of the scheduled judicial meeting. It is your responsibility to check your MMC email daily.

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

Appealing a Decision

You have the right to appeal a decision made by the judicial officer. Others may not file an appeal on your behalf. If you choose to appeal the results of a judicial meeting 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. The decision of the Appeals Officer is final. Students appealing their decision will be invited to meet with a secondary hearing officer. If the student does not attend this meeting, a decision will be made in their absence.

If you choose to appeal, you are still obligated to fulfill the sanctions that have already been assigned until a decision on your appeal has been made.

An appeal will be considered only on the following grounds:

- The judicial officer failed to follow the College's judicial process.
- There is insufficient evidence to support the judicial officer's decision. (i.e., the facts presented, even if believed, are not sufficient to support the decision.)
- There is new information that was not reasonably available at the time of judicial meeting and the appeals officer believes the new information would have made a difference in the outcome.
- The judicial officer was biased. (i.e., incapable of impartially making a determination in the student's case).

***Keep in mind that while you may disagree with the decision, disagreement alone is insufficient grounds for an appeal.**

If grounds for appeal have been satisfied, the appeals officer will review the request and provide a decision within seven (7) business days. The decision will be sent in writing to the student via his or her MMC email account.

The Appeals Officer will consider all the information in the judicial file and submitted for the appeal when making a decision. The appeals officer may decide to do one or more of the following:

- 1) Uphold the original decision and sanction(s)
- 2) Eliminate or decrease the original decision and/or sanction(s)
- 3) Determine that a more severe violation(s) of Residence Hall Policies has occurred and/or that more severe sanctions are appropriate.

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

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

Conflict of Interest

If a Residence Director is directly involved in a confrontation of alleged community standards violations, they may excuse themselves from adjudicating the case. Cases of this nature will be forwarded on to an alternative judicial officer.

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, the impact of their behavior on others, and to accept responsibility for their misconduct. Students who fail to complete a required sanction will be referred through the judicial process and may be found responsible for additional violations and more severe sanctions.

General Sanctions and Specialized Sanctions.

There are two categories of sanctions, "General Sanctions and Specialized Sanctions." General Sanctions will be applied as a judicial consequence for any violation of Residence Life policies, Code of Conduct, or state, federal or local laws that do not involve sexual misconduct, drug, or alcohol related offenses. Specialized Sanctions specifically address drug and alcohol related violations of Residence Life policies. Finally, sexual misconduct matters shall be handled in accordance with the College's Sexual Misconduct Policy.

General Sanctions include but are not limited to the following:

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, they 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:** Students placed on probation are on notice for a specific period of time that future violations of residence life policies may result in disciplinary action and the possibility of more severe sanctions, such as eviction or termination of their housing contract.
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 (Eviction):** 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.

Specialized Sanctions include the following:

Alcohol Violations

Possible consequences for a violation of the Alcohol Policy could include the following:

- 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
- Residence Life Probation
- \$100 fine
- Meeting with professional Residence Life staff member to apply for January and/or Summer housing
- Parent/guardian notification (if under 21 years of age)
- Permanent housing removal (no refund of housing charges)
- Restriction from residence halls – cannot be a day or overnight guest
- May not live in housing for 1 academic year

Drug Violations

Possible consequences for a violation of the Illicit drug Policy could include the following:

- Judicial Educator online module – Online modules provide students with information on illicit 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
- Random room searches for a set period of time
- Residence Life probation/ineligible for January and Summer housing
- Parent/guardian notification
- Possible Counseling and Wellness Center (CWC) referral
- Eviction from housing (no refund of housing charges)
- Restriction from residence halls
- May not live in housing for one academic year

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. Failure to complete sanctions could result in further action including immediate removal from MMC Housing.

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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 meeting, and records of appeals, will be maintained by the Office of Residence Life. If a student voluntarily removes themselves from on-campus housing or is removed from the residence hall, the Office of Residence Life will maintain the file for period of (5) years, at which time the documents will be shredded and/or deleted.

You have the right to review your Residence Life judicial file by contacting 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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Residence Life Fees and Fines

While this list of fines may seem overwhelming, we do want you to be aware of commonly charged fines. Please be responsible, be respectful of our community, and follow the prescribed community standards, and you will never have to worry about being assessed with a fee or fine. Let us know if you have any questions!

Lockout charges at 55th Street and Cooper Square

No charge	1 st lockout
\$5	2 nd lockout and additional lockouts (charged at the end of the semester)

Fees for entering 55th Street or Cooper Square without an ID

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

Fines at 55th Street and Cooper Square

\$10	Per candle or pack of incense. Please see “burning substances” policy under “fire safety”
\$10	Per tack or nail hole
\$15	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
\$50	Failure to show up to room change appointment
\$50	Failure to return or replacement of bedroom door key*
\$75	Unapproved room change. Please see “room changes” policy
\$100	Failure to return or replacement of apartment door key*
\$100	Abandoned property when checking out of hall. Please see “abandoned property” policy
\$100	Outside furniture. Please see “outside furniture” policy
\$150	Tampering with 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
\$500	Window lock or stopper removal

* Key charges may be waived if the resident has a police report for theft. See Access section for more information.

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

Office of Residence Life
Carson Hall 500
212-774-0740
residencelife@mmm.edu

www.mmm.edu/residencelife

