

Residential Life Handbook

Welcome to Living on Campus

We are excited that you have chosen to live with us on the campus of Hamline University. We strive to make the residential communities feel like a place where students can create friend groups, have fun, learn from each other, foster strong connections, engage in thoughtful dialogue and create a space where students feel safe and secure so that they can thrive academically and socially. Living on campus also comes with responsibilities and because of this, we have policies, procedures, and expectations in place to help build and sustain a positive living environment. Every residential student is subject to all of the [Hamline policies](#) and residential students are also responsible for the expectations laid out in the Residential Life Handbook. We look forward to seeing you at our campus events and programs and want you to know that we are here to provide support however you may need it. We are excited that you are living on campus this year.

Sincerely,
Yolanda Hansen, Director of Residential Life
& the Residential Life Staff Team

Residential Housing Association (RHA)

The Residential Housing Association executive board members work with their advisor, the Director of Residential Life, to provide oversight for all of our on-campus residence halls. Students hired to these positions are representatives of the Office of Residential Life for on-campus students and it is a stipend position. RHA executive board members are responsible for managing a programming budget, and for planning large on-campus programs; such as, Battle of the Halls, Hamline Halloween, Late Night Study Breakfast (fall and spring) and cross-campus All-Hall Events. RHA also hosts the End of the Year National Residence Hall Honorary Celebration Event. Talk with your Resident Assistant (RA) or Area Coordinator (AC) to find out more and to get involved! Questions? Please email Yolanda Hansen, director of residential life at yhansen01@hamline.edu.

Important Numbers to Know

Residential Life Office: 651-523-2061

Public Safety: 651-523-2100

RA Duty Phone Numbers:

- Drew RA Duty Phone: 651-325-1472
- Manor & Sorin RA Duty Phone: 651-325-1484
- Heights & Apartments RA Duty Phone: 651-325-1434
 - Heights: Peterson, Osborn, Schilling

Area Coordinator Office Phone Numbers:

- Drew Hall: 651.523.2087
- Manor Hall: 651.523.2950
- Sorin Hall: 651.523.2449
- Heights: 651.523.2422 (Peterson, Osborn & Schilling)
- Apartments: 651.523.2515

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Residential Life Policies and Procedures

Residential Life policies and procedures are established to create and maintain a healthy living community and a safe community for all residents. These policies and procedures are in combination with [Hamline Policies](#) for all students and the Hamline University [Conduct Code: All Students](#). The Residential Life Handbook is applicable to all residence halls, apartment, and house residents; and their guests. Students who elect to live in Hamline University student housing will be held accountable for all student policies and for the additional residential life policies and procedures found in the Hamline Residential Life Handbook.

Alcohol, Marijuana (Recreational Cannabis) and Illegal Drug Policy [Hamline University's Alcohol, Marijuana \(Recreational Cannabis\) and Illegal Drug Policy](#)

Alcohol

- The policy states, “ Minors (individuals under 21 years of age) may not be in the presence of alcohol or empty alcohol beverage containers (same room), and individuals over the age of 21 may not consume or possess alcohol in the presence of a minor.”
- Anyone 21 or older may have and consume alcohol in their assigned room with the door closed. However, everyone in the room must be 21 or older.
- Alcohol containers, full or empty, must not be displayed, regardless of your age, and they may not be visible in windows.
- No alcohol advertisements can be visible in your room when your door is open.
- No alcohol in public areas, including outside of the buildings. No public intoxication in public areas- of-age residents must drink responsibly.

Drugs

- Hamline University is a Tobacco Free/ Smoke Free Campus including, but not limited to, no smoking of cigarettes, marijuana, and vaping.
- Federal law prohibits the possession, growing, use, or distribution of cannabis/marijuana on Hamline University's campus.
- Residential Life & Public Safety have the right to search a room if the smell of marijuana, cigarettes or any other narcotic can be pinpointed to the room.
- If you are 21 or older: You may possess food and drinks containing THC or CBD in your room, consumed responsibly. Alcohol policies apply regarding underage roommates and guests.
- You cannot have marijuana in any other form; that is a drug policy violation.
- If you are under 21: You may not have any form of marijuana, THC, or CBD on campus.

Bringing the Smell of Marijuana into the Residence Halls

Each residence hall room is part of a broader community and the strong, unmistakable scent of marijuana can negatively impact shared learning and living spaces. Students are expected to arrive free of strong odors including marijuana. This helps keep the environment comfortable and respectful for everyone. Even if you are of age and you smoke marijuana off-campus, residual odor on a person's body, hair, clothing or personal belongings can be brought into the building. Students are responsible for ensuring they enter the residence halls free of the scent of marijuana.

If you and/or your guest(s) bring the smell of marijuana into the residence halls and it is pinpointed to your room, this can be a violation of our drug policy and you may be found responsible for a conduct violation, even if marijuana is not present in the room. Your body is a container and bringing the smell back on your hair, skin and clothes can be very disruptive to those who live in the building, especially those in close proximity to your room. If you were not smoking marijuana but you were with someone else who was, please heed the suggestion of taking a shower and changing clothes before coming back to the residence halls to avoid drug policy violation fines and sanctions.

Sanctions for Alcohol and Drug violation

- 1st time drug violation = \$150 fine per person and additional educational sanction(s)
- 2nd offense drug violation = \$300 fine per person and additional educational sanction(s)
- 3rd offense drug violation = \$450 fine per person and additional educational sanction(s)

Capacity: Maximum Room/Apartment Capacity

Social activities within residence hall rooms and apartments have maximum allowances for the number of students that can be in a room for any purpose.

Maximum Capacity for rooms in the residence halls are:

Quad: Max. 16 persons

Triple: Max. 12 persons

Double: Max. 8 persons

Super Single: Max. 8 persons

Single: Max. 4 persons

Maximum capacity for rooms in the apartments are:

4-person apt: Max. 16 persons

3-person apt: Max. 12 persons

2-person apt: Max. 8 persons

Studio apt: Max. 4 persons

These numbers include you as well as your guests. Exceeding the room capacity is a violation of fire prevention policies set by the city of St. Paul.

Care of Premises Policy

The student shall maintain the housing unit in a clean and orderly condition and shall not obstruct any of the walkways, hallways, or surrounding premises. Residents may not post any materials in Residential Housing Unit(s) or Common Area Windows.

No partitions or other alterations or additions shall be made to the housing unit unless the prior written consent of Hamline University is obtained. This shall include, but not be limited to the following:

- Addition or changing of any locks
- Removal of window screens
- Altering or tampering with the heating or lighting fixtures
- Removal of spring-loaded door closures

- Tampering with window safety features
- Removal or painting of any surface
- Installation of any television or radio antenna
- Addition of electrical or telephone wiring
- Any other similar changes or additions

Nails, screws, and adhesives which may cause damage shall not be inserted into or used on the structure of the housing unit for any reason. Fines will be assessed during the end of the year checkout procedure and billed to the student's account.

Download our [Hamline Resident Room Cleaning Checklist \(pdf\)](#) for further details about the level of cleanliness expected at checkout.

Community Bathroom Expectations

It is expected that all residents follow the guidelines for community bathroom showers and toilet areas: one person at a time when using the shower—this includes open showers with curtains and/or closed-door showers. One person at a time when using the toilet areas - including stalls and rooms. If residents and guests are not compliant with this policy, residents and student guests may be found responsible for a policy violation. This ensures that all residents are complying with the single-person usage intended for these facilities. Accessible facilities are available and include the ability to have a care attendant or assistant.

Conduct Process; Residential Life Conduct Process and Procedure

The purpose of the Residential Life Conduct Process is to protect the rights of all residents and to ensure that Residential Life and university policies are followed. The Residential Life Conduct Process is a part of the Hamline University [Code of Conduct: All Students](#); within the code the following is stated, “An allegation of violation of the Residential Life Policy shall be handled pursuant to the Residential Life Conduct Process. Residential Life also has the right to refer matters to the student conduct system. For more information, contact the Residential Life Office at 651-523-2061.”

Upholding policies in university housing and on campus should be viewed as the responsibility of the entire community.

Initial violations of Residential Life or University policies for students in residence will be handled by the Area Coordinator of the building. All concerns and reports should be directed to your Area Coordinator. The conduct process involves a meeting with your Area Coordinator and a determination of whether or not a student is responsible for the violation. If found responsible or if the student takes responsibility then sanctions applied. Sanctions relate directly to the severity of the violation(s) and to the number of times violations have occurred.

Typical Sanctioning Includes:

- First violation: Warning
- Second violation: Community Service & Continued Warning
- Third violation: Probation
- Fourth violation: Eviction from University Housing
- Sanctions in addition to those above
 - Educational Sanctions
 - Fines

- Restorative Sanctions
- Assessments
- Others appropriate to the violation

When the infraction is more serious, students may receive more sanctions than those listed or may "skip steps" in the process (i.e. go immediately to eviction) at the discretion of the judicial hearing officer or board. When a student is evicted from on-campus housing, the student is prohibited from entering any university residence for a period of time, typically two years.

Appeals to decisions made by Residential Life Staff must be submitted to the Director of Residential Life within five days of the decision. Appeal decisions will be made by the Director of Residential Life (or designee) and are final.

Sanctions continue throughout a student's four years at Hamline. Students who live off-campus and are placed on probation relating to a residential life conduct violation may not be allowed to visit the residence halls, apartments, or Hamline houses.

Policy violations that may lead to sanctions of suspension, expulsion from the university and/or residential housing will be referred to the dean of students office and adjudicated by a university conduct board.

In accordance with the [Family Education Rights to Privacy Act](#) (FERPA), parents may be notified of a student's policy violations at the point that the student is placed on probation due to alcohol or drug violations and when a student is removed from residential housing.

If an individual does not abide by and/or fulfill designated sanctions or are involved in subsequent policy violations will be subject to further conduct action.

Consolidation Policy

Whenever a vacancy occurs in a double, triple, quad, apartment, or house, the Office of Residential Life may assign another student to that space at any time. Students' contact information will be shared with each other to accommodate moves. Notice will be given when another student is moving into a room/apartment/house.

Contract: Housing and Meal Plan Contract

The housing and meal plan contract is for the full academic year and can be viewed [here](#). In the event of a major change in circumstances (i.e. withdrawal from the university, leave of absence, marriage, etc.), students may submit a [Contract Release Request](#) to the Office of Residential Life.

Check In / Check Out Policy

Check In

An electronic room condition form must be completed upon check-in. This form will be used to determine damages that have occurred during a resident's use of the room. Residents are encouraged to examine their room or apartment and note any damages upon check-in to avoid unnecessary charges at the time of check-out.

Check-Out/Closing Procedures

Students must follow all check-out timelines provided by the Office of Residential Life. Closing details can be found in the housing contract. All residents are responsible for providing their own cleaning supplies, and are expected to leave the room in a clean and orderly manner. All drawers, cabinets, dressers, etc. need to be able to be opened and not blocked at the time of checkout. Fines will apply for improper checkouts, rooms not reset the correct way and / or failure to clean the room.

Mandatory Room Checkout Presence

At the end of the academic year (or any time a resident is completely checking out of their residence hall room/apartment/house), the resident must be present for their check-out and their portion/areas of the room/apartment/house must be 100% cleaned and empty. Unless there are exigent circumstances that are communicated to and approved by the Office of Residential Life (that can be confirmed and substantiated), all residents must be present and accountable for their chosen room/apartment/house checkout time.

- Residents cannot leave with their key and mail it back.
- Residents cannot leave their key on their desk and ask their roommate to do their room check-out.
- Residents cannot give their room key to the Office of Residential Life and leave without doing a proper check-out.
- If a resident is not present for their mandated room check out time, there will be a \$500 Room Checkout No Show Fee.

Check out includes:

- Scheduling an appointment with your Resident Assistant (RA) at least 48 hours in advance of your check-out time.
- Cleaning your room/apartment/house.
- Moving all possessions out of your room/apartment/house.
- Reviewing the room/apartment/house condition form and signing it.
- Returning keys directly to your Resident Assistant (RA) or the team member doing your check out.
- Following other area-specific check out procedures as posted.

Meal Plan Requirements

All first and second year students living on campus are required to have the All Access Meal Plan. Upperclass students living in the residence halls have the option to change to a smaller dining plan, the 110-block plan, while upperclass students in the apartments or student houses have the option of not having a meal plan at all due to their kitchen spaces. If you have any questions or concerns about your meal plan, please contact Dining Services at 651-523-2381. Dining hours may be viewed at <https://hamline.sodexomyway.com/en-us/>.

Damages / Personal Rooms/Apartments/Houses and Common Spaces Policy

Students must maintain the housing unit in a clean and orderly condition and should not obstruct any of the walkways, hallways, or surrounding premises. No partitions or other alterations or additions can be made to the housing unit. This will include, but not be limited to, the addition or changing of any locks; the removal of window screens or Hamline furniture; altering or tampering with the heating or lighting fixtures; removal of spring-loaded door closers; tampering with window safety features; removal or painting of any surface; installation of any television or radio antenna or satellite; the addition of

electrical or telephone wiring. Property to which this policy applies includes personal, University property, and University services (including technical services). Nails, screws, and damaging adhesives should not be utilized. Damages to university property will be charged to the entire hall, apartment, or section of the hall, apartment building, or house in cases where no one individual is found responsible.

Students also will be personally responsible for any and all damage to other housing units resulting from the intentional or negligent act of the student, any member of their family, any guest of the student, or any approved Emotional Support Animal or Service Animal.

Loss of property or damage to common areas may be assessed to occupants of the floor or surrounding area. The student shall pay on request the amount of any cost, expense, or loss resulting from any such damage.

Emergency Procedures

In case of emergency, call Hamline Public Safety at 651-523-2100 for ambulance, police, or fire department response. HPS can give more accurate, on-campus directions to paramedics and police. For non life threatening emergencies, contact the Resident Assistant (RA) on duty.

Phone Reference: In Case of Emergency, Dial 651-523-2100 or 911

- Hamline Public Safety: 651-523-2100
- Office of Residential Life contact numbers
 - Apartments Student Area Coordinator: 651-523-2515
 - Drew Area Coordinator: 651-523-2087
 - Manor Student Area Coordinator: 651-523-2950
 - Schilling Area Coordinator: 651-523-2422
 - Sorin Area Coordinator: 651-523-2449
 - Residential Life: 651-523-2061
 - Residential Life Director's Office: 651-523-2874
 - Residential Life Operations Coordinator's Office: 651-523-2726
- **RA Duty Phone Numbers:**
 - Drew RA Duty Phone: 651-325-1472
 - Manor / Sorin RA Duty Phone: 651-325-1484
 - Heights / Apartments RA Duty Phone: 651-325-1434
 - Heights: Peterson, Osborn, Schilling

Emotional Support Animals (ESA) and Service Animals Policy

Service animals are always welcome on campus including the residence halls/apartments/houses. Emotional Support Animals (ESA) must first be registered with the Director Disability Resources and then approved to be in the residential facilities by the Director of Residential Life. It is a 2-part process. ESAs are only allowed in the housing unit and are not allowed in building lounges and other campus buildings. See the [University Policy: Service and Emotional Support Animals \(ESA\)](#) for more information.

Energy and Natural Resource Conservation Procedure

In an effort to conserve energy, the Office of Residential Life asks you to turn off lights and electrical equipment (television, stereo, computer, etc.) whenever you leave your room. Natural resources may be conserved by keeping your showers under 10 minutes in length and by turning off the water while brushing your teeth. Conserving energy and water benefits the environment and saves you money in housing costs!

Excessive Load Policy

Student housing units have varying design and construction. Hamline reserves the right to impose reasonable requirements with respect to the use or storage of heavy items in the housing units. Waterbeds and other items imposing unreasonable stress are not permitted.

Fire Drills

Fire Drills are conducted each semester in all residential buildings. Failure to evacuate the building when an alarm is sounded will result in disciplinary action. Note: ESA Owners will receive an email with the date and time of the fire drill in order to allow them time to remove their ESAs from the residence.

Fire Evacuation Procedure

All residents and their guests are expected to respond appropriately and immediately whenever a fire alarm is sounded. Building evacuation procedural guidelines are:

- Grab your room key and student I.D. card.
- Wear shoes, coats, gloves, hats, etc. (especially during the winter).
- If you have an approved Emotional Support Animal (ESA), bring it with you as well.
- Leave the lights on in the room.
- Close and lock the door.
- Walk quickly to the outside of the building and gather in the designated fire evacuation location for your residence hall (posted inside each residential hall).
- Remain outside until confirmation is given to return to the building by the Fire Department, Hamline Public Safety, or a Residential Life Staff member.

If you have an ESA, if able, please take it with you.

Furniture Policy

Furniture that is supplied by Hamline University will be maintained in the assigned location. Students may rearrange the furniture within the housing unit but may not disassemble it, exchange it with other students, or move it to other locations. Furnishings shall not block windows, doors, or heating units.

In addition, furniture shall not be taken from lounges or other common areas and placed in a student's private area of residence or moved to any other location. There may be a fine charged for locating and returning public area residence hall property found in student rooms. This fine may also be assessed for the removal of window screens.

Grills Policy

In order to comply with fire and safety regulations, charcoal and gas grills are prohibited in and outside of the residence halls, houses, and apartments. See additional [University Grill Use on Campus Policy](#)

Guests Policy: Escort Guests

Any visitor to the residence hall, apartments, or houses must be escorted at all times by their hosts. This pertains to both Hamline students and non-Hamline students. Visitors are defined as people who either do not live in the building or floor or work as university officials. The resident is responsible for their guest's behavior. Do not give

guests your student ID card or residential key(s) to use on their own. Residents who host non-university or non-resident guests who violate any policy will be held responsible for the actions of the guest. Guests may also be held responsible for their actions under the appropriate university conduct policy and/or procedure and legal authority. A resident may be considered a guest's host by virtue of participation in a violation and/or by witnessing the violation of the guest. Unescorted and/or disorderly guests may be asked by university officials or law enforcement officers to leave immediately and trespass from residential properties or campus.

OVERNIGHT VISITORS: RESIDENCE HALLS

The resident agrees to allow no other person or persons to occupy the premises as a resident. Guests are permitted to stay overnight in residence halls for periods generally not exceeding three consecutive days, or ten total days in a semester. Any student who wishes to have an overnight guest must first have a conversation about the overnight stay with the roommate(s). Roommates always retain the right to communicate concerns about guests, but are expected to compromise regarding guests.

OVERNIGHT VISITORS: APARTMENTS and HOUSES

The resident agrees to allow no other person or persons to occupy the premises as a resident. Apartment and House residents are welcome to have guests in the apartment or house in reasonable numbers and for periods generally not exceeding three consecutive days, or ten total days in a semester, subject to consent by all roommates. Any student who wishes to have an overnight guest must first have a conversation about the overnight stay with the roommate(s). Roommates always retain the right to communicate concerns about guests, but are expected to compromise regarding guests.

Residential Life professional staff have the right to deny visitors or guests to students who do not follow the Guests and Accompanied Visitors and/or other university policies.

Lawns / Sidewalks / Stairs – University Houses

Residents of Hamline houses are responsible for keeping their yard and porch in a clean and respectable condition. This includes using the university provided shovels to keep ice and snow from building up on stairwells and sidewalks.

Lock-Outs

If you are locked out of your room, apartment or house, contact Hamline Public Safety at 651-523-2100. There is a \$25 fee to gain access to your room, apartment or house. Students should carry their room/apartment/house key at all times and regularly lock their doors. If university staff needs to enter your room, apartment, or house, they are required to lock it behind them, even if you left it unlocked.

Lofts/Lofting Furniture Policy

Building bed-lofting structures are not permitted in the residence halls, apartments, or houses.

Lofting beds using Hamline-provided furniture (dressers, bookcases, wardrobes, etc.) using pegs provided by residential life is done at a student's own risk. At the time of official move-out or sudden departure, students are required to reset the furniture to its original move-in / non-lofted placement. There is a \$500 room reset fee if furniture is not reset.

Microfridge

Each residence hall room is supplied with a MicroFridge. It is the responsibility of each student to keep the MicroFridge clean. Apartment and house residents may supply their own microwaves. If the MicroFridge unit is not cleaned by the resident(s) at the end of the academic year or at move-out, whichever comes first, the resident(s) will be responsible for a minimal \$75 cleaning fee.

Motorized Vehicles

Motorbikes, motorcycles, or any devices using combustible fuels create fire hazards and are not allowed inside of the residence halls, apartments, or houses. Items of this type will be removed at the owner's expense.

Musical Instruments Policy

Musical Instruments are not allowed to be played/practiced in the residential facilities. Music practice rooms are available in the Drew Fine Arts Building.

Noise Violations

If a Residential Life Staff Member has to log a noise violation (breaking quiet hours, courtesy hours or playing musical instruments in the residential buildings) for the same room/apartment twice in the same night, all residents of the room (if participating in the noise violation) will be charged with a non-compliance violation and subject to the \$75.00 fine. You are responsible for your guests and for being courteous to those residents who live nearby and below you.

Non-Compliance Policy:

All students and guests are expected to comply with directives of University Officials including all Residential Life Staff members (students and professional staff) and Public Safety. Forms of Non-Compliance include, but are not limited to yelling, screaming, profanity, threatening staff, being combative, and / or doing the exact opposite of what a Residential Life Staff member or Hamline Public Safety team member asks you to do or not do. Students found responsible for non-compliance in residential spaces are subject to a \$75 fine in addition to further conduct sanctions. See [Code of Conduct: All Students](#); for more information

Posting of Materials Policy

Hanging Posters / Decorations in the Residence Halls

All program advertising materials posted must follow the [University Posting and Canvassing Policy](#) and all materials must be dated and delivered to the Residential Life Office. Residential Life staff members will then post the materials on hall bulletin boards.

Announcements may not be posted on doors or walls of the halls without prior approval. Permission to post large banners must be obtained from the Area Coordinator prior to posting. Materials posted improperly will be removed.

Residence Hall door decorations are restricted to 25% of the door facing the hallway and the room number and peephole must remain visible.

Floor communities may decorate their hallway(s) with the residential life staff. Items may not hang from the ceilings.

Residents may not post any materials in Residential Housing Unit(s) or Common Area Windows.

For more information see the [University Posting and Canvassing Policy](#)

Political Activity, Candidate or Campaign Policy and Solicitation

Door-to-door political campaigning by non-Hamline groups is allowed during voting seasons in residence halls or houses - WITH PERMISSION FROM THE OFFICE OF RESIDENTIAL LIFE AND AN ESCORT. Residential Life will have signs available in West Hall that students can pick up and place on their doors that will say "No Campaigning." Contact Hamline Public Safety at 651-523-2100 to report any other non-approved solicitors. For additional information, see the University's [Political Activity, Candidate or Campaign Policy](#).

Soliciting is not allowed in the residential halls and apartments.

Quiet Hours Policy

To maintain a positive environment for all students, quiet hours are in effect:

Sunday - Thursday: 10:00pm - 9:00am

Friday - Saturday: 12:00am - 9:00am

Quiet Hours means that noise is not heard in the hallways or in other students living spaces outside of their own space.

Courtesy Hours: Courtesy hours are in effect 24-hours / day. Please be mindful of noise volume at all times.

Recreation Equipment

All recreational equipment (bikes, weights, etc.) must be stored in residents' rooms or a bike room. Bikes or other equipment are not to be stored in stairwells or lounges. Hamline University is not responsible for items lost, damaged or stolen from storage areas. Bike room keys are available for check out in the Residential Life Office.

Room Change Procedure

Room changes are not allowed from the start of the semester until census day (the twelfth day of classes in fall and spring semesters). Area Coordinators must approve all room changes. If you have a concern with your roommate, you may contact your Resident Assistant (RA) or Area Coordinator

Room Entry / Room Search

Hamline University always strives to balance student privacy rights with the institution's responsibility for health, safety, maintenance, and emergency response. Staff must generally knock, announce themselves, and wait before entering, though they retain rights to enter during emergencies, maintenance requests, or suspected policy violations.

Authorized Reasons for Entry:

Emergencies: Imminent danger to life, health, safety, or property.

Maintenance: Scheduled repairs, preventative upkeep, or work orders filed by residents.

Health and Safety: Periodic inspections for cleanliness, fire hazards, or code compliance.

Policy Violations: Active response to disruptions (like loud noise) or reasonable suspicion of illegal activity/rules infraction, i.e. a strong scent of marijuana that is pinpointed to a particular room.

Standard Room Entry Procedures

Knock and Announce: Staff must knock and state their identity and purpose before attempting entry.

Keying In: If no one answers, staff will announce they are using a key before unlocking the door.

Notification: If a room is entered while the student is absent, staff typically leave a notice explaining who entered and why.

Plain View Doctrine: Items that violate school rules found in plain sight during an authorized entry may be confiscated and referred to student conduct, i.e. candles, non-Led lights, alcohol in a room with underage residents, etc.

Roommates

How to share a room and resolve conflict with a roommate

The Office Of Residential Life recognizes that for many students, the move to campus is the first time they are living with someone else, and this can be challenging. It is very important for residents to have an open mind and the willingness to compromise. For any conflict that comes up, our initial response is to refer to the roommate agreement contract, which is given out at the beginning of the school year and should be signed by all residents of a room as soon as possible. The contract is used to ensure that each roommate is given the opportunity to discuss their boundaries and preferences, and that this conversation is documented.

For issues that are not resolved with the contract, we encourage residents to discuss the situation in a mediated and respectful manner, rather than just moving to a new room. Learning to resolve difficulties through communication is an important part of the educational process in college, and all students will be expected to participate in this critical step before further measures (such as a room change) are taken.

Roommate Conflict Process

Residential Life follows the following guidelines in dealing with roommate conflicts brought to the attention of a staff member

- Residents are encouraged to talk to one another openly about the concerns.
- If the problems persist, residents will be asked to schedule a meeting with their Resident Assistant (RA) or Pro-Staff Supervisor of the hall, to discuss the issues and review the Roommate Agreement Contract.
- If not already completed at the beginning of the semester, a Roommate Agreement Contract is set up with expectations in place that all roommates agree to follow by signing the form.
- Only after all the previous steps are completed, if the situation remains unsolved, the students are asked if one would like to move to a different room.
- We do not side with one roommate or the other and make one person leave the space.
- If neither student agrees to move, then the student who first violated the Roommate Agreement Contract is required to move.

Safety Inspections Policy

Safety inspections are conducted in all residential facilities to ensure the health and safety of all housing units. Staff will remove any item that is not approved in housing facilities. Please see [this list of Approved and Non-Approved Appliances and Items](#) to see what is not allowed in the residence halls. After a non-approved item is removed, the resident will have 30-days after the end of the academic year to claim their item(s) before leaving campus. If not claimed in 30-days, all items will be discarded. If illegal substances including drugs or alcohol are found during safety inspections, the items will be removed by University staff and the student(s) will be charged with University policy violations(s).

Smoke-Free Environments

Smoking of any kind is not allowed anywhere on Hamline University's campus including the Hamline Residence Halls, Apartments, and Houses. This includes cigarettes, marijuana, e-cigarettes, vapes, etc. For more information see [Hamline University's Tobacco-Free Campus Policy](#)

Trash Removal

All residential students are responsible for removing their trash from any residential property to a designated dumpster/bin. Each student is responsible for removing their trash from the residence hall, house, or apartment to a designated dumpster inside (Osborn, Peterson, and Schilling) or outside the building bins (Drew, Manor, Sorin, apartment, or houses). Students who violate this policy will be fined \$30 for each occurrence. If the individual who is responsible is not determined, the floor may be charged per the housing contract.

University Policies: Additional Policies to Note

1. [Hamline.edu/policies](#)
2. [Accommodations for Students with Disabilities](#)
3. [Alcohol, Marijuana \(Recreational Cannabis\) and Illegal Drug Policy](#)
4. [Conduct Code: All Students](#)
5. [Freedom of Expression and Interest](#)
6. [Grievance Procedures for Students](#)
7. [Grill Use on Campus Policy](#)
8. [Non-Discrimination and Harassment for Protected Class Policy](#)
9. [Hazing](#)
10. [Political Activity, Candidate or Campaign Policy](#)
11. [Service and Emotional Support Animals \(ESA\)](#)
12. [Title IX Sexual Harassment Policy](#)
13. [Tobacco-Free Campus Policy](#)
14. [University Posting and Canvassing Policy](#)

Services and Amenities

Building Addresses for Food Delivery: (St. Paul, MN 55104)

- Drew Hall: 1523 Hewitt Avenue
- Manor Hall: 1513 Englewood Avenue
- Sorin Hall: 1535 Englewood Avenue
- Peterson Hall: 1475 Englewood Avenue
- Osborn Hall: 1481 Englewood Avenue

- Schilling Hall: 1485 Englewood Avenue
- Student Apartments: 1470 Englewood Avenue

Furnishings

Residential Hall rooms and apartments come with basic accommodations for each student. Room furnishings include:

- Desk
- Desk chair
- Window coverings
- Extra long twin sized bed
- Dresser
- Closet space (wardrobe)

In some configurations, some of these items may be shared between roommates.

Furniture may not be removed from student rooms. Even if a student is occupying a double room alone, furnishings for a second student may not be moved from the room.

You will need to provide the following items:

- Pillow
- Blanket
- Linens
- Desk lamp
- Wastebasket
- Fan (recommended)
- Recycle bin (some, but not all, rooms have recycling bins)

Furniture placed in lounges and public areas is for the use of all residents. In order to be fair to all, you are asked not to move lounge furniture. There will be a financial penalty to any student who is found with lounge furniture in their room.

Housekeeping

The building services workers in our buildings do a great deal to make your building a more comfortable place to live. The clean appearance of hallways, restrooms, and lounges is due to their efforts. Building service workers are not expected to clean unnecessary messes made by residents. Your cooperation in caring for the facilities will create a pleasant atmosphere. Vacuum cleaners are typically placed on every floor, or you can contact your Resident Assistant (RA) to help locate one for you. Residents of the apartments and houses are responsible for all cleaning in their living space.

Heating System

Students' rooms may be cold because the heat source in the room is blocked. Before reporting a heating problem, please do the following:

- Make sure that there is not anything in front of the radiator or blocking the flow of air around the radiator.
- Move everything away from the radiator. Heat depends on airflow from underneath and around the radiator
- Make sure your valve is open and working
- If your room is too hot, adjust the heat regulation valve on your radiator
- Do not open your window for the sake of regulating the heat in your room. By doing so, other rooms get too hot and energy is wasted
- If you continue to have heating problems, please submit a service request through Facilities Services.

Internet Access

Residential Halls and the Hamline Apartments are set up to support internet access through an Ethernet connection and wireless connectivity that will allow you to send and receive e-mail messages and use an internet browser. Smart TVs and Gaming Systems need to be registered with ITS. For more information on using technology in the residence hall, visit our [residence hall network guide \(service-now.com\)](https://service-now.com/residence-hall-network-guide).

Please check our [hardware requirements and recommendations \(service-now.com\)](https://service-now.com/hardware-requirements-and-recommendations) and [connections and use policy](#) (view on Policies page). If you need additional help, contact the Central Service Desk at 651-523-2220 or email csd@hamline.edu.

House residents receive information in their check-in materials with their house building name and password.

Insurance: Renter's or Homeowner's Insurance

Hamline University does not carry insurance on personal property belonging to students or university employees. Students are encouraged to check coverage through homeowner insurance and consider purchasing renter's insurance on their belongings.

Kitchens and Kitchenettes

Kitchens and Kitchenettes are provided in each hall for use by residents. All equipment and appliances should be used with care and fully cleaned for the next person's use. Failure to use kitchen equipment as described may result in loss of kitchen access and/or fine.

Laundry Machines:

Please call CSC Customer Service @ 844-272-9675. You can also submit a service request at www.cscsw.com. You can also download the CSC app and submit a service request. Each machine has a unique code on it and this code is what you will need when you submit a service request. I

Mailing Address for Personal Packages

All personal mail is delivered to your personal mailbox located at PiperXpress in Sorin Hall. For more information about your mailbox number and combination, please call 651.523.2215

Maintenance

Hamline University is responsible for all maintenance and repair of the housing unit, furniture and equipment. Students should not attempt to perform maintenance or repairs. Please contact your RA for any maintenance or repair questions.

Mattresses

All mattresses on campus are extra long twin-size.

Maintenance Requests

Request maintenance through the [maintenance request online portal](#) and we ask that all students complete requests as needed. By submitting a service request, a resident gives permission to have repair personnel enter their room. Students will not be notified regarding the date and time of the repair. When entry is sought to make improvements or repairs not requested by the student, except in cases of emergency, notice will be given to the occupant twenty-four hours in advance. Maintenance personnel will enter

rooms to make repairs Monday through Friday, 9 a.m. to 5 p.m. Generally these requests are completed within ten working days. Please notify Residential Life if you have any questions or concerns.

Micro-fridge Units

A micro-fridge unit is provided in each residence hall room in Drew, Manor, Sorin and the Heights (Peterson, Osborn & Schilling). (Note: Each unit in the student apartments has a full-sized refrigerator instead of a micro-fridge.) Hamline Facilities does not provide support for any malfunctioning micro-fridge unit. Instead, Bedloft is the company that provides & services these micro-fridge units for the institution. There is a sticker on each micro-fridge unit that says: For service, visit www.bedloft.com or call 1-866-651-5638.

Quiet Floor

There is one female identified, quiet floor located on the first floor of Drew Hal. The quiet floor provides a living option for students who prefer to live, sleep, and study in a quieter environment. In addition to regular campus-wide quiet hours, the quiet floor may choose longer and/or more restrictive quiet hours.

Rights of Others

Each resident shall observe and respect the rights of other students occupying student housing. This shall include avoiding excessive noise and observing reasonable hours of quiet for sleep and study.

Safety and Security

Hamline Public Safety, located in Sorin Commons, provides a 24 hour response to any kind of campus emergency as well as a safety escort service for any student upon request. Security call boxes are located throughout campus, and parking lots and residence hall entrances have CCTV security cameras monitoring the area.

In addition, residence hall staff are a visible and available presence in each residence hall and perform building rounds each night. Hamline Public Safety performs periodic rounds of the entire campus including the residence halls and apartments. Each residential area is locked 24 hours a day.

Despite all safety features and services, the best contributors to a safe campus are personal and community responsibility combined with student awareness of possible threats to safety.

Safety Tips:

- Never give your student I.D. card to anyone else to use (this is also a policy violation). Giving your student I.D. to someone else is a safety and security threat to all others in the hall as well as to your own safety and well being.
- Always escort your guests to your room from the lobby or foyer of your residence hall.
- Report lost keys or student ID cards immediately to Residential Life staff.
- Lock the room/apartment door and all first floor windows, even if you are only leaving for a short time.
- Only facilitate access to the building for people who are your personal guests. If someone is authorized to access a building, they will have been issued a

key. Never allow a person who is not a known guest of yours into a residential building, onto a residence hall floor, or into your room.

- Report any suspicious person or activity immediately to the Hamline Public Safety by calling 651-523-2100 or by using a call box.
- Walk with a friend at night, or use the security escort service by calling 651-523-2100 or using a call box.
- Refrain from tampering with any safety equipment, including disabling smoke detectors and propping locked doors.
- Report any broken safety/security equipment immediately to Residential Life staff or to Hamline Public Safety. This includes but is not limited to door locks, window latches, smoke detectors, and fire extinguishers.
- By taking advantage of the services offered by Hamline and taking responsibility for the safety of yourself and your community, you contribute to the well-being of the entire campus.

Resident Assistant On Duty Phone Numbers

These phones are held by a Resident Assistant (RA) during these days & times:

- Monday - Thursday: 5pm - 8am (overnight coverage)
- Friday 5:00 pm - Monday 8:00 am: (24-hour coverage on the weekends)
- Drew Duty Phone: 651-325-1472
- Manor & Sorin Duty Phone: 651-325-1484
- Heights & Apartments Duty Phone: 651-325-1434
 - Heights: Peterson, Osborn, Schilling

Snow Removal

Facilities Services are responsible for snow removal for the general campus and the city sidewalks, except for the on-campus houses. Students living in Hamline Houses are responsible for keeping their sidewalks and steps free of ice and snow build up with the provided materials in each house.

Theft

If any item disappears from your room, apartment or house, report it immediately to a Residential Life staff member and to Hamline Public Safety, 651-523-2100. If you are a victim of a theft that occurs somewhere on campus other than in the residential facilities, contact Hamline Public Safety. Students are advised to lock their door at all times. For your protection and the protection of all residents, do not admit anyone to a residence hall that is not your guest. Do not leave items unattended such as your backpacks or book bags.

University Offices Phone Numbers

Anderson Front Desk Information: 651-523-2800

Dean of Students Office: 651-523-2421

Dining Services: 651.523.2453

Facilities Office: 651-523-2225

Hamline Public Safety: 651-523-2100

Residential Life List of Common Fines/Fees

1. ESA not on a leash \$150 fine. All approved ESAs (dogs or cats) must be on a leash (or in a carrier) at all times for leisure outings.
2. Animal Living in a Residential Facility: Including Unregistered/Approved ESAs \$300 fine. Pets are not allowed in the residence halls. Students are not able to pet sit for family or friends on campus including just an overnight.sitting for a friend.
3. Room Checkout No-Show \$500 fine. All residents are required to be present for their room checkout.Just leaving your key in your room or dropping off the key with your roommate or with HPS is not checking out and you will be subjected to the fine.
4. Improper Checkout \$75 fine. The resident's side of the room must be cleaned & ready at the time of your scheduled or rescheduled checkout or the resident will be issued
5. Cleaning Fee \$75 - \$250 fine (note: if replacement is required you will be charged to replace the item). Rooms, apartments and houses are required to be cleaned prior to moving out. Fees will reflect the level of cleaning required and if damage has occurred, the resident may be responsible for replacement.
6. Room Furniture Reset Fee \$500 fine. Rooms are required to be reset to the following:
 - a. Sorin Hall: One high bed. One low bed.
 - b. Other Halls: all beds on the floor or properly bunked
 - c. Rooms not returned to this configuration will be charged the Room Reset Fee.
7. Lock Re-core \$100 fee. Keys must be returned and if lost or not returned there is a \$100 fee to change the locks/re-core the lock. This fee is per lock/door/key and is done at any time keys are lost or not returned.
8. Noise & Non-Compliance Violation \$75. If staff document a noise violation twice in the same night, for the same room, all residents of the room (if present) will be charged the \$75 non-compliance fee. Residents are responsible for their guests and for being courteous to those living around them. NOTE: This fine applies to all blatant acts of non-compliance.
9. Alcohol & Drug Violations
 - a. \$150 each for the first alcohol violation along with a minimal conduct warning (per person)
 - b. \$300 for 2nd offense along w/ conduct sanctions (per person)
 - c. \$450 for 3rd offense along w/ conduct sanctions (per person)
10. Unauthorized Occupancy \$150 fine. Residents are only assigned one set of furniture in a room or apartment. If you are not assigned a roommate or if your roommate moved out, you cannot take up both sides of the room because a new roommate can be assigned at any time. (See next page for more details)
11. Unescorted Guests \$50 fine. Your guests are to be escorted at all times. For each time you do not escort your guests and/or if you give your student I.D. card to your guest to use to gain access to the building and/or floor, you will be charged \$50 for every occurrence.
12. Allowing Strangers into the Halls and/or onto a Floor \$100 fine. All residents of the building have card access and their guests are to be escorted. If you don't know who a person is, DO NOT let them in the

building or onto a residential floor. Even if they say that they work for Hamline, that they are a contractor or that they are waiting, looking for or want to speak to a resident. Call Hamline Public Safety and HPS can help this individual. Do not prop open the external doors and always lock your door! Report suspicious activity to Hamline Public Safety (651-523-2100). If you accidentally let someone in, immediately call HPS to report it and avoid being fined.

13. No Animals / Pets are allowed in the halls \$300 fine. Only service animals and approved ESAs are allowed in the residential facilities. Those found responsible are subject to a \$300 fine and conduct sanctions.
14. Unauthorized Occupancy of Living Space: minimum of \$150 fine. The university does not allow unauthorized students or guests to occupy housing spaces. If a student has an unassigned space in their room/apartment/house, the space must remain clean and “move-in ready” for the entire academic / calendar year. In houses and apartments students are not allowed to have guests to use this unassigned space. It must remain clean and “move-in ready” for the entire academic / calendar year. If it is left unlocked after cleaning, you still do not have the right to use this space as it is not assigned to the current residents.
15. Locked Out \$25 fine. During business hours, students may stop by Residential Life, West Hall, 106-A, for a temporary key @ a cost of \$25. After business hours, call Hamline Public Safety at (651) 523-2100. If Hamline staff enter your room for any reason, they must lock it when they leave. Students need to keep their keys and I.D. with them at all times.