

UNIVERSITY OF MAINE AT FORT KENT
RESIDENT STUDENT GUIDE

Mailbox: _____

Phone Number: _____

Table of Contents

Residence Hall Community Standards.....	3
Resident Student Responsibilities.....	4
Residential Life Staff.....	5
UMFK Residence Hall Regulations.....	6
Section I: Alcohol, Drugs and Tobacco	6
Section II: Weapons.....	7
Section III: Keys, Doors and Rooms.....	7
Section IV: Conduct.....	11
Section V: Guests & Pets.....	12
Sanctions for Violations.....	13
Alcohol Violations.....	14
Violation and Fine Chart.....	15
Judicial Review.....	16
Dorm Council.....	17
Residence Hall Meetings.....	17
Residence Hall Services.....	18
Room Assignments, Withdrawals and Access.....	20
Governance and Operations.....	22
Notes.....	23

UMFK RESIDENCE HALLS COMMUNITY STANDARDS

The following are the community standards that must be met for each resident to enjoy an exceptional quality of life while living in the residence halls at UMFK. Each regulation listed in this guide can be directly linked to at least one of these standards, hence the reason for the regulation.

Each and every resident is SAFE in the residence halls

(Absence of conduct, conditions, or materials that harm, threatens, or endangers the individual)

Each and every resident is SECURE in the residence halls

(Absence of unauthorized presences and of unauthorized acquisition or use of property)

Each and every resident is FREE TO BE HIM/HERSELF in the residence halls

(Absence of harassment, prejudice, discrimination, intimidation or hateful speech or actions of any sort)

Each and every resident is UNHINDERED in the residence halls

(Absence of interference, disturbance, disruption, or anything that impedes normal residential life)

Each and every resident is COMFORTABLE in the residence hall environment.

(Absence of offensive material or offensive behavior, and of damaged, destroyed, unkempt, or defaced property)

RESIDENT RESPONSIBILITIES in UMFK RESIDENCE HALLS

The Resident Student Guide:

It is every resident's responsibility to read and familiarize him/herself with the contents of this Resident Student Guide.

Monitor Self:

It is also the responsibility of each resident to regulate his or her own conduct.

Be a person with integrity and accept responsibility for your actions.

Be a person with dignity and own up to your mistakes.

Be a person with self-respect and hold yourself accountable.

Be a person with respect for others and engage only in mature, pro-social behavior.

Treat the university and its property with respect

Meetings:

All residents are required to attend mandatory dorm meetings each semester. These are held generally at the beginning and end of each semester, and occasionally if the need arises. Occasionally there are also floor meetings held to allow residents to receive information, as well as address any issues that exist in the hall community.

Illness:

In the case that a resident becomes seriously ill, a member of the residential life staff must be notified immediately. It is not the responsibility of the staff to recommend treatments, but it is possible to help acquire medical attention, as well as arrange for meal delivery. Students also have access to the UMFK Health Clinic.

Insurance:

Each resident is required to carry medical insurance. If a student does not have medical insurance, he/she can obtain insurance through the University for a fee. Personal property insurance is also highly recommended for all residents. More information can be obtained from an ADRL or the Student Affairs Office. The University cannot accept responsibility for lost or stolen items.

Residence Life Staff

All residence life staff are available when they are needed. We work with an open door policy, which means if you need someone there is always someone available to you.

Assistant Director of Residence Life

The ADRL is the Student Affairs Staff member who lives and works in the building, overseeing all students and ensuring the safety of each student. Your ADRL will be an important member of your community as they are your first and one of many staff members here to help you succeed in your chosen path.

Lead Community Mentor

The LCM is the lead student mentor in each building. It is the responsibility of the LCM in conjunction with the ADRL to help ensure the safety of all students. Your LCM is the person you can turn to when you need another student to talk to, or simply need to find out what is happening. They are also someone you can talk to if you have a problem with your own CM as it is their responsibility to help oversee the CMs. The LCM is also required to perform the same duties as the CM.

Community Mentor

A CM is a student mentor who is responsible for overseeing a floor or hallway. It is each CMs job to provide activities twice a semester for the residence students as well as to take a turn doing nightly rounds. It is the responsibility of the all CMs to report any policy violations to the ADRL. CMs are here to help keep the residence halls safe and secure for all who choose to join our residence community.

Please Note: LCMs and CMs are students as well as staff and therefore they also have academic duties to attend to. Unless you have an extremely personal problem, please bring all concerns to the CM on duty so that CMs not on duty have time to complete their academic work.

UMFK RESIDENCE HALLS REGULATIONS

SECTION I

~ Alcohol, Drugs, Tobacco ~

Alcohol; the illegal sale, possession, consumption of:

UMFK's alcohol policy conforms to the University of Maine System policy regarding the use of alcohol, which states that: "The sale, possession, and use of alcohol on campuses of the University of Maine System must comply with the laws of the state of Maine and with local campus regulations and procedures. The acquisition, possession, transportation, and consumption of alcohol by anyone under 21 years of age are prohibited by University policy.

Alcohol may be possessed or consumed on University property only by persons 21 years of age or older in their rooms or in appropriately licensed and/or approved campus facilities. Persons are expected to assume responsibility for their behavior while drinking and must understand that being under the influence of alcohol in no way lessens their accountability to the University community" (Information about Alcohol and Drugs for Student and Employees of the University of Maine System, 2000).

The University is required to uphold all public laws and can offer no protection, bail, or intercession once a student is found in violation of the law. Kegs of beer are not allowed on campus at any time. Students are discouraged from displaying beverage collections, as well as collections made out of empty containers.

Drugs; the sale, possession, consumption of:

Illegal drugs are not permitted anywhere on campus at any time, as it is against the law to possess, use or sell these substances or associated paraphernalia. If evidence of any drugs is detected, such as in the case of marijuana, the staff will respond. Evidence includes scent, paraphernalia, the actual substance, or remnants of the substance.

Tobacco; the smoking of:

All residence halls are smoke-free. Smoking is only allowed in designated smoking areas. Please refer to our website <http://www.umfk.maine.edu/smoking/> for a detailed listing of these desig-

SECTION II

~ Weapons, Explosive Materials, Flammable Materials ~

Weapons; the possession or use of:

Students are not permitted to have firearms or weapons in any form on campus at any time, this includes inside your vehicle. Firearms and ammunition can be stored for free at the Fort Kent Police Station. Knives larger than a pocketknife are forbidden from the residence halls.

Explosive materials; the possession or use of:

The possession or use of explosives, fireworks, etc is strictly prohibited.

Flammable materials; the possession or use of:

The possession or use of candles, incense, charcoal, propane, etc is strictly prohibited.

SECTION III

~ Keys, Doors, Furnishings, Appliances, Decorations, Room Conditions, Common Areas ~

KEYS

Keys; the duplication of (for room, suite, and/or building):

Duplication of residential keys - building, room, or suite- is a serious offense and should not be attempted by anyone other than a university official. Duplicated keys will be confiscated.

Keys; the loss of (for room, suite, and/or building):

There is a \$25 additional deposit for each key/card that must be reissued, as well as forfeiture of the original deposit.

Keys, the loan of (for room, suite, and/or building):

It is prohibited to loan keys/cards to anyone. Keys/cards found to be loaned will be confiscated or deactivated.

Keys, the non-return of (for room, suite, and/or building):

Keys and swipe cards must be returned upon moving out of the halls. Unreturned keys/cards will place a hold on your account.

DOORS

Doors; the propping of:

The propping of outside doors or fire doors is strictly prohibited. Anyone found propping these doors will be fined \$100.

Doors decorations; the presence of, or the use of prohibited (on door of room/suite):

Permanent adhesives should not be used on doors, with the exception of hanging a dry erase board. Also, please refrain from otherwise permanently damaging the wooden door with staples, tacks, stickers, etc. No offensive materials should be placed in plain sight including obscene images and text or other potentially offensive items.

FURNISHINGS

Room Furnishings; the removal of:

Furniture located in common areas must remain in its location and may not be borrowed. Also, all furniture that is located in the room upon sign-in must remain in the room. No furniture shall be placed in storage for whatever reason.

APPLIANCES

Room appliances; the possession of or the use of prohibited:

Space Heaters and Exposed Coil Appliances: Any appliances that contain an open-coil heating element, such as toasters, toaster ovens, hot plates, etc. are prohibited from our residence halls due to their hazardous nature.

Halogen Lamps: Halogen lamps are strictly prohibited

DECORATIONS

Your residence room is your home away from home. We encourage you to decorate this space and make it your own with the exceptions of:

Room decorations; the possession of or use of prohibited:

Christmas Trees: Due to hazards associated with real Christmas trees, wreaths, and garland, none of these is allowed in the residence halls. Artificial trees and other decorations are allowed.

Alcohol Bottles or containers: No one under the age of 21 may possess or decorate their room with the bottles or containers from alcoholic beverages.

Room decorations; the hazardous configuration of:

Ceilings, Light Fixtures, and Sprinklers: Hanging Christmas lights, sheets, flags, paper, decorations and other such materials from ceilings, light fixtures, smoke alarms, and sprinkler systems is considered hazardous and is prohibited at all times.

CONDITIONS

Room condition; the general un-cleanliness of:

General Upkeep of Rooms and Dorm: Residents are responsible for the general upkeep of their rooms. The University reserves the right to inspect rooms upon due notification and to direct individuals to clean their rooms if it is deemed necessary due to a health hazard or a general disturbance to others from odors caused by whatever reason. Regular monthly room inspections shall be conducted by the staff. If any violations are found, you will have one week from the inspection date to rectify the violation(s). The residence halls are your community. Care should be taken to keep it clean. Trash should not be put in the hallways or in any other inappropriate locations. Any excess trash picked up by the janitorial staff will be treated as damage (see above).

Room condition; safety of:

Screens and Window Safety Mechanisms: Screens must remain attached to the building at all times for safety and maintenance reasons. Also, windows in the Lodge are equipped with safety mechanisms. These mechanisms should not be tampered with or altered in any way. Circumventing these mechanisms is also considered a violation.

Room condition; damage:

Residents are responsible for the general upkeep of their rooms. Damage beyond normal wear and tear must be paid for by the resident(s) of that room. Equipment failure such as worn out light bulbs or sticky locks should be reported as soon as possible.

No permanent adhesives (stickers, duct tape, etc.) should be applied to walls, ceilings, doors or any other university property such as desks, appliances, etc. Use of such adhesives is considered damage. The destruction or removal without permission of personal or university property from its designated space is prohibited. All damages inflicted intentionally or because of negligence will be paid for by the individual responsible, or in the case university property, by the residents of the hall it occurred in, if the individual(s) responsible cannot be found.

If damage occurs, whether by accidental or negligent behavior, it should be reported to a staff member immediately. Individuals responsible for accidental damage should offer to make restitution to avoid formal disciplinary proceedings.

Fire Alarms and Safety Equipment: Each residence hall is equipped with protective materials such as fire extinguishers, alarm systems, emergency lighting systems and exits, and sprinkler systems. Each room has an emergency evacuation plan. Please familiarize yourself with this exit plan, as well as all alternative exits in your building. Tampering with any of this fire safety equipment is considered a very serious offense, and could result in fines and/or immediate dismissal from the halls.

Should the alarm ring, please follow these steps: (as long as it is safe to do so)

1. Close the windows
2. Open the curtains
3. Unlock your door
4. Evacuate the building, and report to your designated area.
 - A. Crocker Designated Area: Cyr Hall Entrance near Crocker Hall
 - B. Lodge Designated Area: Shop N' Save Rear Parking Lot

Should you see a fire, please follow these steps:

1. Pull the alarm nearest to you, and then report immediately to a staff member.
2. A call to 911 should be placed from a safe location.
3. Evacuate the building in a calm, prompt manner.

COMMON AREAS

Hallways and Public Areas:

Hallways, parking lots, and common areas are public areas. All public areas should remain free of trash and other items such as shoes, personal items, furniture, etc. All rules apply to these areas.

Security Cameras:

For the safety of all residents, security cameras may be found in common areas, such as entrances/exits, stairwells, computer labs, lounges and game rooms as well as in hallways of some buildings.

SECTION IV

~ Hazardous, indecent, disruptive, violent, uncivil conduct ~

Conduct; hazardous:

Dangerous Conduct: There should be no conduct, which could result in a hazardous situation. This includes running in the halls, horseplay, games or sports being played in the hallways, as well as riding wheeled items (bicycles, office chairs, etc), engaging in water fights (water guns, snowballs, etc), or other dangerous behaviors deemed so by the staff. All forms of hazing are also considered dangerous and are therefore strictly prohibited.

Conduct; indecent:

Indecent Behavior: Behavior that is indecent or lewd such as public nudity or unwanted vulgar language is not acceptable in the residence halls.

Conduct; disruptive:

Quiet Hours: Staff will conduct meetings for each hall to assist students in establishing quiet and consideration hours for their area. Students are highly encouraged to be considerate of those around them and keep loud noise to a minimum. Students are also encouraged to ask someone to quiet down if the noise is disturbing them at any time of the day, regardless of quiet hours. Staff is available to intervene if the problem persists.

Stereo and Speaker Use: Music and/or sound should not be broadcast beyond a person's room at any time. Speakers should not be placed in windows in order to broadcast outside. Elevated noise levels can cause disturbance to those around you, as well as pose a safety hazard. If the noise is deemed too loud, a staff member will ask you to turn it down and assist you in determining an appropriate, tolerable level.

Conduct; violent:

Assault: Assault in any form is an unacceptable form of behavior and will not be tolerated.

Conduct; uncivil:

Harassment: Any infringement on the physical or emotional safety of anyone will not be tolerated. Verbal harassment and/or intimidation are unacceptable forms of behavior in the residence halls.

Theft: Unauthorized removal of or tampering with personal or university property will be treated as theft. This applies to the dining hall, as well. All meals should be paid for, and food should not be taken from the dining hall without prior permission from the Dining Hall staff.

SECTION V

~ Guests, Pets ~

Guests:

Guests must not be enrolled in high school, regardless of age, and must be 18 years or older. Proper ID should be carried by your guest at all times. **Residents are responsible for the conduct of their guests at all times, and should remain in the company of their guests for the duration of their stay.** All guests must be signed in by their host immediately upon arrival. All guests who visit do so with the approval of all roommates. Overnight guests must be approved at least 24 hours in advance. All requests for overnight guests must be reviewed by an ADRL, and the staff reserves the right to approve or deny any and all requests. Frequent or multiple extended stay requests may be subject to refusal.

Pets:

Acceptable pets for students living in the residence halls are limited to non-harmful fish that are capable of residing in a tank/aquarium no larger than 20 gallons. **No other pets will be allowed.** Any problems arising from the presence of your fish (neglect, abuse, etc.) will result in a suspension of your fish privileges, as well as removal of the fish. Costs associated with the process of removing or caring for an abused or abandoned fish will be the student's responsibility, and should the university incur any expenses, these expenses shall be placed on the student's bill. Pets must be taken home with students during breaks or long weekends, and must not be left unattended.

SANCTIONS for VIOLATIONS of UMFK RESIDENCE HALL REGULATIONS

Violations of UMFK regulations are reported by residential life staff.

A violation will incur a sanction, and a violation/sanction-notification letter will be mailed to the violator(s).

Disciplinary Procedures* :

UMFK uses a fine system to deal with regulation and policy violations. There are three levels of fines: \$25, \$50, \$100. The level of fine given depends on the violation, and fines can be given by any member of the residential life staff. A table of common violations, and the consequences and reasons, are available at the end of this guide for your reference. Once a fine has been issued, the student will receive a letter in the campus mail. No staff member is capable of overturning a fine. Fines may be contested by submitting a request to Judicial Review (see Judicial Review section). To contest a fine, a request must be submitted to the ADRL, in writing, within 14 days from the date on the fine letter. Requests after this 14 day period will not be considered. The members of the board will consider all sides involved in the case, and decide whether the fine was warranted. The Review board is capable of maintaining the fine at its current level, eliminating the fine, lowering the fine, transferring the fine to another party, or raising the fine as necessary. Only fines can be contested via the Judicial Review Board. Warnings from staff members are not eligible for appeal, and mandates from the

Director of Student Services may be appealed via other avenues, and cannot be considered for appeal by the Judicial Review Board. Some violations are subject to a warning, followed by a fine, others are subject to immediate fines without warning. Any \$100 fine, or accumulation thereof, requires a meeting with the Director of Student Services. Probation or expulsion, from the dorms and/or school, as appropriate, may be mandated. The Director also reserves the right to expel students who consistently fail to adhere to dorm regulations and/or make the overall atmosphere and living conditions intolerable for others.

Alcohol Violations

All first time alcohol violations will require completion of *Under the Influence* an online program administered to evaluate alcohol usage patterns and alcohol awareness. This program is an extensive 2.5 hour class which will be paid for by the student, and overseen by the ADRL. **Refusal to complete this course will result in an immediate behavioral contract or expulsion from the residence halls.**

All second alcohol offenses will result in a fine of \$50 as well as a one hour interview period with the ADRL. During this time the ADRL and student will complete BASICS (Brief Alcohol and Other Drug Screening and Intervention for College Students) program. While violators of substance policies are required to participate under strict, confidential protocols, both programs are available to anyone who is interested.

A third alcohol offense will result in either a behavioral contract or removal from the residence halls depending on the severity of the three offenses.

** Confiscation: If at any time, a student is found to be in possession of materials that are prohibited in the residence hall (i.e. alcohol, drugs, candles, unauthorized cooking equipment, etc.), a member of the Residential Life staff will confiscate said item(s) until the student can take the item(s) off premises. If a student is caught with the same or similar item in the future, the item(s) will be permanently confiscated and will be disposed of in a proper manner.*

Violation	Fine	Reason
<p style="text-align: center;">Minor Infractions</p> <p>Violation of quiet hours, loss of keys, improper use of facilities, anything else deemed appropriate by the ADRL</p>	\$25	University Policy
<p style="text-align: center;">Alcohol</p> <p>Possession, purchase, sale, consumption by a Minor Purchase for sale to, providing space for (furnishing) consumption by a minor Public Intoxication or Consumption Kegs</p>	See Previous page	Maine State Law University of Maine System Policy
<p style="text-align: center;">Assault</p> <p>Physical, emotional, sexual assault or injury</p>	\$50—100 Depending on the severity of injury or public disturbance	Maine State Law University of Maine System Policy
<p style="text-align: center;">Drugs</p> <p>Possession, sale, acquisition, use of illegal drugs or paraphernalia or misuse of prescription drugs</p>	\$100	Maine State Law University of Maine System Policy
<p style="text-align: center;">Firearms/Weapons/Explosives</p> <p>Possession, use of, display of firearms or other weapons such as knives, decorative swords, possession or use of fireworks, or explosives</p>	\$100	Maine State Law University of Maine System Policy
<p style="text-align: center;">Safety</p> <p>Tampering with fire equipment, sprinklers, setting off fire alarms, propping doors, or other safety violations</p>	\$100	Maine State Law University of Maine System Policy

Judicial Review

The Judicial Review Board is composed of five students; two representatives from Crocker Hall and three from the Lodge, if possible. These representatives are elected at the beginning of each academic year, and the board is chaired by an Assistant Director of Residential Life. No CM's may sit on this board.

If a student receives a fine, he/she may contest it by submitting a letter to the Assistant Director stating that he/she wishes to contest the fine in judicial review proceedings. **The letter must be submitted within two weeks** (14 days, including weekends or school breaks lasting less than one week) from receiving the fine report from the Assistant Director. **Requests for judicial proceedings after this two week period will not be considered.**

The members of the Judicial Review Board will then consider both sides of the story, will speak to all parties involved, and will decide whether the fine that was issued was too harsh or too lenient. At that point, the board will decide whether to eliminate, reduce, or increase the fine amount. This decision is final and cannot be overturned by anyone except for the Director of Student Services or the Campus Conduct Committee.

Only fines can be contested in Judicial Review proceedings; decisions made by the Director of Student Services, including probationary procedures and the like, cannot be overturned by this board. Also, the Director of Student Services has no say in what goes on in these proceedings, and will not attend meetings. The Assistant Director shall over see the proceedings and shall relay the decision to all parties involved.

In the event that any board seat becomes vacant, the remaining board members will appoint another person from the same dorm as the former member to the seat. Board members are removed immediately after receiving a fine. If this person contests the fine, he/she must wait until the vacant seat is filled, and cannot reclaim the seat during that year, regardless of the outcome of the judicial review proceedings.

Judicial Review Boards Resolutions

Restitution: forced payment of replacement cost for items damaged, stolen or destroyed

Loss of Contact: Loss of contact with another residence hall resident

Campus Service: a number of volunteer hours to be completed by the violator

Educational Project: research, reflective essays, or educational assessments

Residence Hall Council

Dorm Council is a council made up of any number of members from both of the residence halls. This provides an opportunity for resident students to provide input into governance into the halls and to plan events for residence hall students (commuter students are also welcomed to Res. Hall activities). The Dorm Council is an annually recognized University organization and also receives recognition from the UMFK Student Senate. Any resident student, including LCM's and CM's, are welcomed to join this organization at any time.

The advisors to the Dorm Council is the Assistant Directors of Residential Life.

Residence Hall Meetings

There will be several floor and full residence hall meetings throughout the course of the semester. These meetings are mandatory and students should be aware that the residential life staff will take attendance at all meetings. The purpose of these meetings is to discuss important information which affects all students and therefore the information given at these meetings is your responsibility.

SERVICES of UMFK RESIDENCE HALLS

Computer and Telecommunications :

Computer Laboratories: Each hall has computer laboratories available for use by residents, with access 24 hours a day.

Computer, Cable, and Phone Hook-ups: Each room is equipped with two network access jacks. Computers will require an Ethernet card and cord (RJ45). Each room has one cable access point, which requires a cable-ready TV and coaxial cable. Cable television is provided to all residents free of charge. Each room is also provided with a phone connection jack, and there is only one telephone number per room (Crocker) or suite (Lodge). Local calling is free; however, long distance calls must be made by a collect call or phone card. **2.4 gigahertz telephones cannot be used in the residence halls as they interfere with wireless internet activity. 900 megahertz or a 5.X gigahertz phones are allowed.**

Kitchen Facilities:

The Lodge suites are equipped with a full-sized fridge, a microwave and a sink.

Crocker Hall has a communal microwave and refrigerator in the basement game room.

Laundry Facilities:

Each hall has coin operated washers and dryers available for resident use only. Non-residents caught using the facilities may have his/her visiting rights restricted or revoked. Each resident is responsible for his/her own clothing. The University is *not responsible* for lost, stolen, or damaged articles of clothing. Please remove your clothes in a timely manner.

Mail (Postal) Facilities:

Mail is picked up and delivered to the halls by the CM's Monday through Friday. There is no mail delivery on Saturday and Sunday, or any major holidays. If you are expecting a package, a call will be made to your residence room to inform you of its arrival. Packages can be picked up in the Bookstore in Cyr Hall. All residents are assigned a mailbox and combination. Please make every effort not to lose this combination, and do not share it with anyone. It is the resident's responsibility to secure the assigned mailbox. Residential

Life Staff are available to assist you in the event of a lost or forgotten combination. Mail will be delivered each day by 6:30pm.

Parking Areas:

Each residence hall has space for residents to park vehicles. Vehicles must be registered with the buildings ADRL. Parking permits are assigned to residents by the residential life staff and any vehicle without a permit may be towed at the owners expense.

Residence students are not permitted to drive to classes or the dining hall. Resident students may only park in their own buildings parking lots. Over the winter, student may be asked to move their cars for plowing purposes, please watch for signs and co-operate in a timely fashion.

Public Areas:

Each residence hall has common areas such as a lounge (with a television and DVD/VCR player), a place to play games (e.g. pool, ping pong, etc), and places just to relax and socialize.

Recycling:

Recycling facilities are located at central areas in each residence hall. Recyclable materials include, bottles, paper, etc

Storage:

Storage rooms are available in each hall for the storage of personal belongings. Due to space limitations, no furniture, personal or otherwise, will be allowed in storage. Everything placed in storage must be clearly labeled with an attached label containing your name, date, and permanent address. Please contact a staff member to make an appointment to place or remove items in storage. Please limit the number of items in storage, and make sure your items are in a closed container. Items can remain in storage for up to one year after you leave the dorms, after which, items will be disposed of in order to make room for other residents. The University is *not responsible* for any damage or loss of your items placed in storage.

Cleaning supplies:

Each hall has a variety of cleaning supplies available for use by the residents.

Vending Machines:

Each hall has vending machines located in central, public areas offering a variety of snack foods and an assortment of beverages.

ROOM ASSIGNMENTS, CHANGES, WITHDRAWALS and ACCESS in UMFK RESIDENCE HALLS**Room Assignments and Changes:**

Rooms are assigned to individuals who have completed a resident contract, questionnaire, and paid a deposit, based upon availability. No changes to existing room assignments will be made to accommodate late applicants, single room requests, or other room change requests, once the semester has begun. Standard rooms are double rooms, and a limited amount of single rooms is available in some suites located in The Lodge. The Lodge suites are designed to house three to four people, depending on the layout. Room preferences are assigned according to seniority. Seniority is determined as follows: number of consecutive regular semesters lived in UMFK residence halls, and then age. Single rooms are never guaranteed. Residents must live in their assigned rooms for the first week of the semester, after which changes may be requested. After this initial period, any changes that are desired must be arranged by those requesting the change, and then these changes must be approved by the ADRL of the building. All those involved with approved changes must move prior to semester breaks.

UMFK will accept mixed-gender housing requests (male and female in same room). A contract must be signed by those requesting mixed-gender housing. A mixed gender housing assignment in the Lodge can only be honored if all members of the suite agree.

Single Rooms:

Are assigned based on seniority as outlined above.

Room Access:

In emergency situations where imminent danger to life, safety, health or property is reasonably feared, University officials will announce themselves and enter students' rooms without advance notice. Occasional repairs, requested or otherwise or general maintenance may require that a Physical Plant staff member enter your

room, under the supervision of a Residential Life staff member. Res. Life staff members have master keys, and may let you into your room, but will not, under any circumstances, allow someone into a room without prior permission from the occupants of the room.

Withdrawal from Residence Halls:

In order to withdraw from the residence halls, you must obtain a withdrawal form from the Student Affairs Office. You must make an appointment with the Director of Student Affairs to discuss withdrawal. The withdrawal form must be signed by the Director of Student Affairs.

Students who voluntarily withdraw from the residence halls and complete the above steps, will receive the refund percentage as follows. Meal plan charges will be prorated on the number of meals used.

Students who voluntarily withdraw from the residence halls will also forfeit the total of any scholarship or grant that requires the student to reside in the residence halls.

Cancellation prior to August 15th	100%
Withdrawal prior to end of 1st day of classes	90%
Withdrawal prior to end of 1st week	75%
Withdrawal prior to end of 2nd week	50%
Withdrawal prior to end of 3rd week	25%
Withdrawal prior to end of 4th week	0%

GOVERNANCE and OPERATIONS in UMFK RESIDENCE HALLS

Governance of the residence halls at University of Maine at Fort Kent is regulated first and foremost by the federal laws of the United States of America and by the state laws of the state of Maine. The residence halls are equally governed by the laws of Aroostook County and the town of Fort Kent.

Governance of the residence halls is additionally regulated by the University of Maine System and by the administration of the University of Maine at Fort Kent (by the policies, procedures, rules, and regulations of these institutions: e.g. the UMS student conduct code).

The residence halls are further regulated by the UMFK Department of Student Affairs and the UMFK Residential Life staff (i.e. the Associate/Assistant Directors of Residential Life).

OPPORTUNITIES FOR RESIDENTS' PARTICIPATION IN GOVERNANCE AND OPERATIONS STRUCTURE

Residents have four formal channels through which they can participate in the local governing and operations of the residence halls. These structures are the Residence Hall Council (to legislate and motivate), the dining hall council (to be a forum for students to talk about meal hall and play an active roll in planning), the Community Mentor Staff (to administrate), and the Judicial Review Board (to adjudicate).

Notes