



CAPITOL
Technology University

Guide
To
Residence Life
2023-2024

Housing – FAQ's

Q- What's my Address?

A- Your address should appear on your mail in the following format:
Your Name (First and Last Name)
11301 Springfield Road
(Mailbox number)_
Laurel, MD 20708

Q-How do I find the RA on Duty?

A-The RA on Duty may be contacted at 301-655-2116.

Q-Where is the Office of Residence Life and how do I contact the office?

A-The Office of the Assistant Director is located in Innovator's Hall on the first floor behind the front desk. The Office of Residence Life is located in room C-264, within the Office of Student Life Suite. The Office is open 8:30 a.m. – 5:00 p.m. Monday – Friday. Residence Life Staff may be reached by emailing residencelife@captechu.edu.

Q-Does Residence Life have an open-door policy?

A- Yes, whenever you as a residential student needs to speak with a team member of Residence Life or Student Life you are more than welcome to stop by the Office of Student Life during normal business hours. However, if our staff is in a meeting, please always email us.

Q-How do I contact Security?

A-There is a Security Officer on duty 24 hours a day/7days a week.
Contact the Security Booth by calling 301-938-2928

Q-What do I do if my roommate/apartment mate is missing?

A- If you notice your roommate/apartment mate is unexpectedly gone/missing contact the RA or Office of Residence Life immediately.

Q-What do I do if I am locked out?

A-Contact the RA on Duty.

Q-What do I do if something in the apartment breaks?

A-If it is not an emergency, please email fhelp@captechu.edu (during or after business hours). If it is an emergency repair such as but not limited to: **see list below** and it's after business hours, contact the RA on Duty at 301- 655-2116. The following should be reported immediately via phone:

- Electricity is not working.
- Heat not working Major water leak.
- Problems with front door lock Toilet not working.
- Water outage

Maintenance will respond to emergency situations right away; non-emergency situations will be addressed in the order in which the requests were received.

Q-What do I do if I am having a problem with my roommate or apartment mate?

- As roommates/apartment mates, schedule an in-house meeting to discuss the situation respectfully.
- If the issue has not been resolved, contact your RA to discuss the situation.
- If necessary, the RA will schedule a meeting/mediation between all pertinent parties.
- If all necessary attempts have been reached and need further attention, then the Assistant Director of Residential Services and Housing Operations, Director of Student Life and Residential Service, and Dean of Students may intervene.
- You may also contact Residence Life, Office of Student Life and Residential Services and Housing Operations
- **Do not ignore problems**; speak on them early; they may grow into unmanageable conflict.

Q-What do I do if noise from another apartment or room is loud enough to disturb me?

A-Politely ask the occupants to quiet down. If that does not help, ask the RA on Duty to talk to the resident of that apartment or room.

Q-What should I do if the fire alarm goes off?

- Leave the building **IMMEDIATELY** and
- Wait outside in the grassy area/field between Innovator's Hall and the MCI building.
- Contact the RA on Duty as soon as possible, 301-655-2116, and alert the RA to the alarm.
- DO NOT return inside Innovators until given the proper notification to do so by Security and or Residence Life Staff
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Q-Why are the residence halls closed over winter break?

A-The halls are closed to provide time for repairs, renovation, and cleaning. It also provides much-needed down time for the Residence Life and Security staff.

Q-May I leave my things over winter break?

A- Yes,! Your things may be left in your apartment. However, NO perishables should be left in the refrigerator and or cabinets. All personal appliances, such as but not limited to personal refrigerators, toasters, air fryers, coffee pots, tea pots, etc., must be all unplugged. All trash must be taken out from all bedrooms, kitchen areas, and bathroom and properly disposed either outside or in the trash chute. NO trash should be left in the apartment.

Q-What do I do if I get sick or injured on campus?

A-Medical emergencies on campus should be treated the same as if they happened

off-campus. Call 911 if you need an ambulance. If it is not a medical emergency and you can safely travel to the hospital by car, please have someone (Uber or Lyft) drive you to the medical facility of your choice.

Contact the RA on Duty for non-treatment assistance or if you need help with transportation.

Q-Where is the closest Medical Facility?

A-The closest hospital to Capitol Technology University is Laurel Regional Hospital, which is approximately 5 miles away. Patient First is located on rt198 and is open daily from 8 a.m.-10 p.m. (these hours are subject to change without notice)

Q-Are freshmen allowed to have cars on campus?

A-All students are allowed to have cars on campus. They just have to register their vehicle. Please see the Student Life page of the MyCapitol portal to register your vehicle or stop by the Office of Student Life

Q-Is there a Gym on campus?

A- There is no full gym on campus. Innovator's have a cardio room for residential students. It is located on the 2nd floor across from the elevator lobby and houses 2 treadmills, 1 bike, and 1 cross training elliptical machine. You are responsible for wiping off all equipment that you use.

Q-Is alcohol permitted on campus?

- Those residents 21 years of age or older may consume alcohol in their room if their roommate(s) are 21 years of age or older or if they have a single room.
- Alcohol may not be stored in any area of the apartment except a single room assigned to a resident 21 years of age or older.
- Individuals under the age of 21 are not permitted to be in the presence of alcohol, whether it is being consumed or not.
- Alcohol may not be consumed outside of the bedroom. N
- No resident is allowed to possess or store more alcohol than what is reasonable for personal consumption.

Q-Are there laundry facilities on campus?

A-Yes. Laundry facilities are located on each floor of Innovator's Hall. The current cost to wash and dry is a \$2.00 each; prices are subject to change without formal notice. To pay for laundry, you will use an app, information for that is provided on the machines in each laundry room.

Residence Life Mission

The purpose of the Office of Residence Life at Capitol Technology University is to establish an on-campus community of scholars who seek to further enhance the development of the whole person through an environment that promotes student growth, challenging opportunities, and supportive

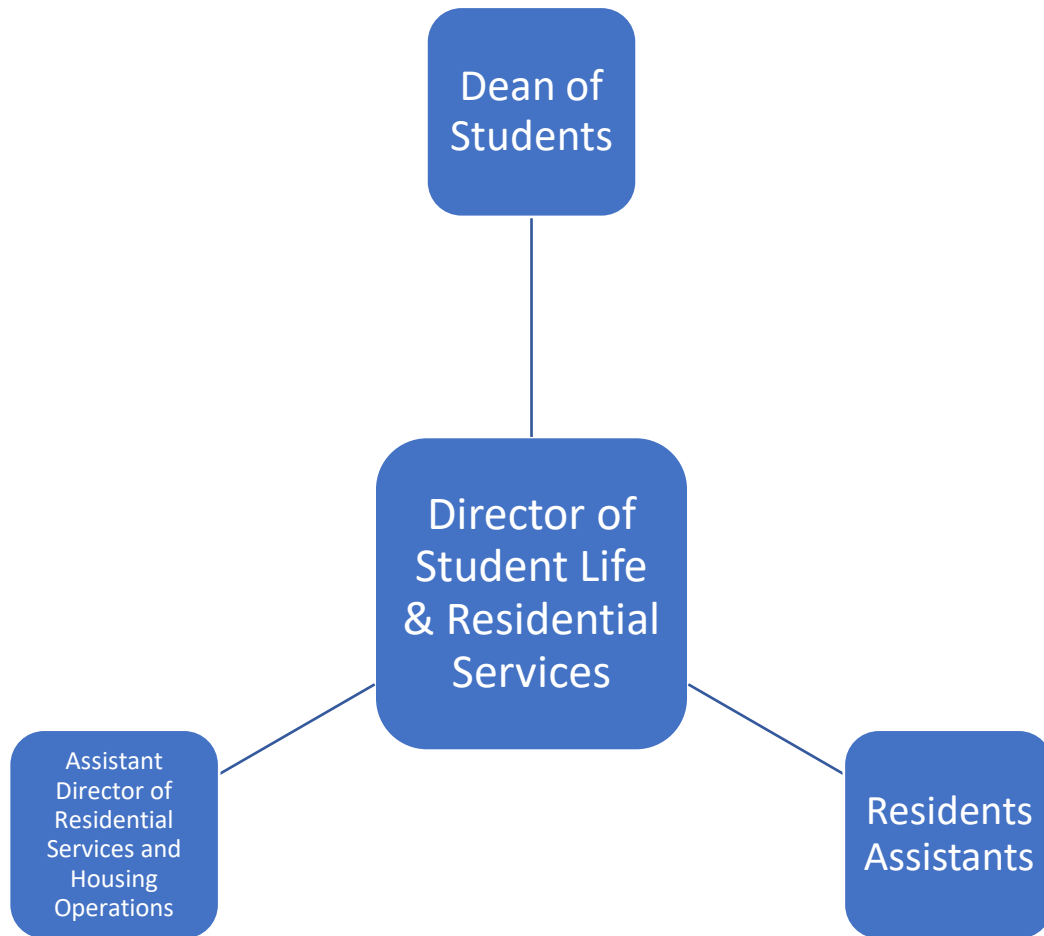
influence.

In addition to providing a convenient and economical home on campus, the residence facilities meet the student's physical needs of shelter by providing attractive surroundings and a comfortable place to study and learn.

Living in the residence halls also contributes to the educational development of each student through exposure to students with a wide variety of cultural, racial and ethnic backgrounds, experiences and personal philosophies. The residence experience is designed to provide interaction among students, faculty and staff, harmonious living, and broadening one's horizons through increased involvement in the University and local community, development of leadership skills and increased human understanding.

Residence Life Staff

The Office of Residence Life consists of professional and paraprofessional staff members.



The professional staff maintains the Office of Residence Life and sees that life in the residence halls is orderly, aware of student needs. And serves as a resource when students have questions or a crisis. In addition to the professional positions, undergraduate or graduate students, called Resident Assistants (Ras), serve as a peer support system and role models for the students living in the halls. There is one RA assigned to each floor as a point of contact not only for he or she resides but for the entire residential body. The RA can be a friend, resource, peer counselor or mediator. The RAs receive ongoing training to assist students.

Housing Costs and Deposit Information for 2023-2024

The cost of student housing per semester for a single room is \$4,016; a double room is \$3,495 a triple room is \$2,974, per student; a Towers room is \$3,564 per semester. An application fee of \$150 and a security deposit of \$50 are due at the time of each application. The Business Office collects housing fees at the beginning of each academic semester during registration. If space is available, a student may apply for on-campus housing after the semester begins. In such a case, the cost will be prorated.

Housing Eligibility

All continuing degree-seeking, and new undergraduate students registered for 12 credits or more and all graduate students registered for 9 credits in a semester are eligible to live in the residence facilities. Capitol Technology subscribes to a guaranteed housing policy for **those *new students who meet the May 1 deadline* and for those *returning students who meet the April 15 deadline***. There are no accommodations for families. Single-sex housing is enforced, and accommodations are made in accordance with federal, state, and county law for students with disabilities. If you know that you need accommodation, please contact the Dean of Students.

The Capitol Technology University does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, creed, national or ethnic origin, citizenship status, age, disability, veteran status, or any other legally protected class status in the administration of its housing program.

Housing Application/Agreement Process

New Students

Upon acceptance to Capitol Technology University, new students should immediately submit their housing application through their MyCapitol portal after paying the room reservation fee/security deposit. All payments are made to the Business Office

Housing is guaranteed for new students whose applications and deposits are received by **May 1 for the fall semester and October 1 for the spring semester**. **Applications received after these dates** will be handled on a first-come, first-serve basis with the possibility of being waitlisted. The housing application is binding for the academic year (fall and spring semester). Students cancelling housing should refer to the housing license for the list of fees and dates associated with cancellation.

If you would like to request a specific roommate, you must name that person on the housing application when completing it. The roommate request must be mutual; therefore, both students must list the other name on their application to guarantee this arrangement. Students will receive a letter from the Office of Residence Life in the summer that confirms room assignment, check-in date and location.

Continuing Students

Prior to the reassignment process, the staff will provide information regarding housing priority and room assignments.

A \$200 room reservation fee and security deposit as well as an application will be due by **April 1**, allowing students to participate in the room lottery/selection. Students who apply and pay after April 1 will be assigned a room after every new student requesting housing has been assigned a room. Please see the Housing License for a list of fees and dates associated with housing cancellation. By completing an application, you are holding yourself accountable to the license. If you are not assigned a room, your deposit will be returned. Students will receive a letter from the Office of Residence Life in the summer that confirms room assignment, check-in date, and location.

Gender Inclusive Housing

Gender Inclusive Housing (GIH) is a voluntary housing option where students can be assigned to live in the same room with any other student regardless of sex, gender assigned at birth, biological gender, gender identity, gender expression, or sexual orientation. Two or more inquiries will need to be identified

- This housing option is only available to those who have lived on campus for one year or more. If an incoming first year or transfer student is interested in living in this community, they will be required to contact the Director of Student Life and Residential Services for further information to make sure they are placed in the space best suited towards their needs.
- No student will be forcibly or randomly placed into a Gender Inclusive Housing assignment. If a student does not wish to live in that community, they will be placed with roommates of the same biological sex.
- Students will be allowed to choose roommates in this community based on compatibility rather than based on biological sex.
- You must be at least 18 years old to opt-in to this housing option. Anyone under the age of 18 will not be permitted to live in gender inclusive housing for liability concerns.
- Students will be asked prior to the housing selection process to complete a separate application with information on what type of person they'd like to live with.
- The preferred living space for students in Gender Inclusive Housing would be single bedrooms. However, we understand that cost is generally a concern. Because of this, students who wish to live in a double or triple within this community must request specific roommates.
- When a space is left empty, students will be given a specified amount of time to identify and request a new roommate. If students fail to do this, the space will be filled with someone that had been placed on a waitlist or, due to the nature of this community, the space will go unfilled.
- This policy is not intended for couples of any orientation. Capitol Technology University does not support cohabitating with romantic partners as it not only distracts those around the couple but the couple themselves from focusing on their academics.
- Parents will not be notified if a student has opted in to live in this community. It is the student's responsibility and right to share whatever information they so choose with their families. It will not show up on any bills or paperwork as anything different.

- The Office of Residence Life expects all inhabitants of this community to respect everyone of all identities, even those that don't align with their own. If there seems to be an issue with people respecting others, the Office of Residence Life reserves the right to intervene and relocate those that they see fit.

Immunization/Vaccination

New and continuing students will be asked to submit updated immunization forms to the Office of Residence Life. These records are used to inform medical personnel of medical histories in case of an emergency. Students applying for on-campus housing must submit the immunization form prior to moving in or risk their housing assignment being blocked.

There is no medical facility on Capitol Technology's campus. Any student requiring emergency medical care will be transported to the Laurel Regional Hospital or a hospital of the student's choice.

Students who do not have insurance should purchase a medical insurance plan through a group-sponsored medical plan or University-sponsored medical access plan.

International students are required to purchase medical insurance. The Office of Residence Life has information about insurance plans and local health-care providers.

In spring 2000, House Bill 227/ Senate Bill 653, "Institutions of Higher Education - Students - Vaccination for Meningococcal Disease," was passed. This bill requires that each student residing in on-campus housing be vaccinated for meningococcal disease, or that the student sign a written waiver indicating that the student has received and reviewed information provided by the institution regarding this disease and has chosen not to be vaccinated against it. This information will be provided to all on-campus students with their housing application.

Meningitis has been reported to be at a higher risk for on-campus residents by the Journal of

American Medical Association. Capitol Technology University has never had a case of meningitis on campus. The University takes appropriate actions to ensure the cleanliness of apartments by performing monthly health and safety inspections; however, the residents are responsible for the cleanliness of their living area. Students are encouraged to speak with their healthcare provider for more information and recommendations on immunization.

Guest and visitation

Students are responsible for the conduct of their guests at all times, including any damage caused by their guests. Guests must act in a manner consistent with the policies and guidelines of Capitol Technology University. Residents are responsible for making necessary arrangements with roommates when a guest will be present, whether for a few hours or a few days. Residents are limited in the number of guests they may have at one time in their residence.

Any guest under the age of 16 must be accompanied by a parent or legal guardian. Guests under the age

of 16 may not stay overnight and must leave the residence halls by the start of Quiet Hours, even if they have a parent or legal guardian escort.

Roommate Mediation Policy:

All residents will be required to complete a roommate agreement.

If conflict arises:

1. Your resident assistant is the first point of contact.
2. If your RA is unable to resolve it. He/ She will forward the concern to the Assistant Director.
3. The Assistant Director will conduct a roommate mediation
4. If Assistant Director is unable to mitigate the conflict the Director will step in
5. The Director will conduct a follow up email along with the Assistant Director
6. If conflict is still occurring a Room Change Request Form may be completed. Please be advised a room change request is not a guarantee. There are limited spaces available.

*** The Office of Residence Life has the liberty to modify or change any of the steps outlined. (AD or Director)**

Capital Tech University Tips to be Roommate Mediation

When conflict arises, you may be tempted to ignore issues or to respond with passive-aggressive behavior or comments; however, you should always be direct and honest with your roommates when an issue is bothering you.

- Communicate Openly

Typically, many conflicts are the result of miscommunication. Being able to openly discuss how you feel and why is an important step to resolving conflict. You should be direct without being accusatory or hostile.

- Be Willing to Adjust Your Expectations

Part of communicating openly is understanding your roommate's point of view. Avoid falling into a "you versus them" mentality and keep an open mind while having discussions with your roommate.

- Revisit Your Roommate Agreement

All Capitol Tech University colleges students must complete the roommate agreement. This binding contract addresses each roommate's responsibilities. All parties sign this social contract for sharing space.

If your roommate is openly breaking their part of the agreement, you may want to revisit the roommate contract. Be direct and specific about how your roommate is not upholding their end of the agreement.

- Get Mediation Help from Your Resident Assistant

You revisited your roommate agreement, but after a month or two, your roommate's behavior still hasn't changed. Now what? Consider asking your RA for help. Part of an RA's responsibilities is mediating conflict between roommates.

Each student gets a chance to discuss the issue and express how they feel. Then, your RA will help you brainstorm options for moving forward.

The RA creates a detailed plan to be followed by all parties, including specific benchmarks and deadlines. This plan should include a step for what to do if one of the members does not comply.

Roommate Agreement:

<https://forms.office.com/Pages/DesignPageV2.aspx?subpage=design&FormId=KTutyvcXk6Wz8ZRyCKuapVBY7jNwkBFu2pVgoc7q1xUNDJaNUhEUTI5RDc2NDhRMDNSMExRMFBCRS4u&Token=1803fffadc4142b9ab9e5d9d06e790cc>



Check-in/Check-out Procedures

Check-in

For new incoming students, the residence hall(s) opens the week before classes start and will provide an opportunity to select a time to move-in. These students will also be involved in Fall Orientation.

- Returning students may check in after the new students move in; these dates will be released each summer.

Upon arrival at the residence hall(s), Res Life staff will assist you with your check-in process. There will be signs directing you to the check-in location.

When moving into the residence hall(s), all students must complete and sign a room condition report (RCR) and return it to a Res Life Staff

The space is to be used only as a residence. No business, storage of inventory, or other non-residential use of space is permitted.

Check-out

Vacation Periods

Residence hall(s) will be closed during the winter break. All residents are expected to remove their belongings and leave the residence hall during this time.

Before leaving Capitol Technology University for any vacation break, you are to take care of the following:

- **unplug all electrical items in your room**
- **dispose of perishable foods**
- **close and lock your windows**
- **empty your waste baskets**
- **leave your room reasonably clean and place personal items in plastic tubs on top of the beds and furniture within the apartment**
- **pull down and close your blinds**

These obligations are your responsibility and must be completed before you leave school.

You must leave your room within 24 hours after your last scheduled class/exam or by 5 p.m. of the last day of scheduled exams, whichever comes first. If you are in a situation where this is not possible, please contact the Office of Residence Life well in advance of the time that you are expected to vacate. **DO NOT** wait until the last minute or your request will not be honored. All students must be out of the residence halls by 5 p.m. of the last day of scheduled exams. Failure to check out properly will result in an improper check-out and may warrant concerns for the following term.

Early Move-In and end of the Year Extensions

Residential Services reserves the right to accommodate or deny requests to move in early or to remain in residence beyond the end of the occupancy periods. Each case is different and will result in a different result.

Vacancies

If for any reason, a vacancy occurs in a multiple occupancy unit, the remaining residents of the unit will accept a roommate assigned by the University. If the roommates discourage or fail to accept the occupancy of an assigned roommate, they will be subject to disciplinary action that may include relocation, fines, additional rent, and/or termination of their assignment. Staff may consolidate or pack possessions and assess charges if the residents fail to accommodate new occupant(s)

Medical Housing

All student accommodation requests must be approved and assessed by the Dean of Students. The requestor must give the University reasonable notice to review the submission and prepare approved accommodations. As the assignment and room selection processes progress, space becomes more limited, and requested accommodations may not be available

Apartment/Room Entry

The University reserves the right of entry to the room(s)/apartments by authorized representatives for inspection, the establishment of order, repairs, maintenance, inventory correction, extermination, cleaning, or in case of emergency or other reasonable purposes.

Loss/Theft

The University (Residence Life, Office of Student Life and Residential Services) shall not be liable for any damages to or loss of personal property in the room(s), common areas, outdoor areas, or storage facilities assigned. **Students are strongly advised to purchase insurance coverage for their personal belongings**

Winter Break

During winter break, Innovators Hall is closed. It is expected that all residents will move out completely for winter break. Apartments must be cleaned, all trash removed, personal items removed, and all keys, key fobs must be returned to the Res Life staff upon leaving for winter break.

Lost Keys/Fobs

Residents MUST report lost keys/key card/key fob to a Resident Assistant IMMEDIATELY!

Lock Outs

All lockouts are resolved by the Resident Assistant on Call and the Assistant Director

When a resident exceeds ten (10) requests per semester, each new lock-out request will be subject to a \$35 fee per each subsequent lock-out.

Mailbox

Residential mailbox numbers and keys are assigned to residents with their room assignments. Residents will keep this same mailbox throughout their leasing term for Innovator Hall. Mailboxes are assigned by name, student ID, and assigned housing assignment.

Packages are made available for pickup in the evenings, Mondays – Fridays .

Maintenance / Work Order

- All non-emergency maintenance requests should be made known to the Resident Assistant and Assistant Director of Residential Services and Housing Operations.
- For emergency maintenance requests, contact the Resident Assistant on Duty (**301-655-2116**).
- For work orders related to Innovators Hall, please submit work orders to fhelp@captechu.edu
- Communication will be sent to your captcha email identifying if your request has been received.
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Trash and Recycle

Each floor is equipped with trash rooms. Residents are responsible for learning the designated locations to dispose of trash and recycling and for properly using these locations.

Innovators have trash chutes for trash disposal. Large or bulky items should NOT be disposed of in trash chutes as they are likely to clog the chute. Trash should be bagged, and any item placed in the trash chute should be small enough to pass through the chute to the building compactor below.

Residents should refrain from leaving bagged trash or recycling outside of their rooms/apartments.

Residents who fail to properly dispose of trash will be subject to fines and other University sanctions.

Apartment

Room

Wall hangings, posters, and other decorative items must not cause any damage to any and or furniture. Acceptable adhesives such as sticky tack or similar putty type are the only recommended product for handling decorations in student rooms/living rooms/bathrooms/kitchens. Scotch, masking, duct, adhesive, and electrical tapes, hooks, nails, map tacks, push pins, brads, blue, or other similar items are prohibited.

Any wall damage will be charged to the residents of the room/apartment. Also see "Damage Charges."

In addition, decorations or other student items should not cause any interference with the fire alarm or suppression systems within student rooms, apartments, or common areas. This includes hanging items from sprinkler pipes, covering smoke detectors with decorations or any other materials, and other forms of decoration that would make egress difficult in the case of an emergency evacuation.

Damage Changes/Fines (Rates are only estimated and are subject to change without notice)

Keys

- a. Electronic (key/fob) \$50
- b. Front Door Scan Control \$125
- c. Front Door (key) \$50

Lights

- a. Hall light (cover) \$50
- b. Hall light (bulb) \$25
- c. Bathroom lights \$ \$50

Doors

- a. Apartment Front door \$300
- b. Bedroom door \$300
- c. Bathroom \$ 300

Fire

- a. Illegal use of the fire extinguisher \$100
- b. Tampering with the Smoke detector \$100

Furniture

- a. Couch \$1200
- b. Side Chairs \$300
- c. Coffee Table \$250
- d. Side Table \$250
- e. Dresser (DRAWER) \$600
- f. Desk Chair \$300
- g. Night Stand \$ 300
- h. Desk Chair \$330
- i. Desk \$730
- j. Mirror Replacement \$100
- k. Bar Stool \$100

Kitchen Appliances

- a. Refrigerator \$650
- b. Dishwasher \$505
- c. Oven \$650
- d. Stove \$650

Blind

- a. Common Area \$300
- b. Smaller winder \$80

Walls

- a. Sticker removal \$80
- b. Paint per wall \$100

Bunkable Bed

- a. Replace Bed \$750
- b. Replace ladder \$200

Mattress

- a. Replace mattress \$200

Bathroom

- a. Towel Bar \$50
- b. Shower Bar \$50
- c. Shower Tiles \$25
- d. Shower Head \$60

Cleaning

- a. Bedroom \$60
- b. Common area \$150

Trash

- a. \$35 per page (left after check out, hallway, in front of the building)

Safety and Access

Innovators have a scan card reader on both vestibule doors, laundry rooms, and other points of door entries for your safety as a resident living on campus. Should a resident's key card become deactivated, a Resident Assistant must be contacted for key card reactivation. If a resident loses their key card, the resident must contact the Resident Assistant and or the Assistant Director for Residential Service. Please know that a charge will \$50 assessment fee.

Emergency Procedures

All residents should make themselves aware of the Emergency Procedures of Innovators Hall. Resort to the hotline numbers on the back of their ID cards. For additional emergency information, please check the university email, discord, GroupMe, and all other platforms of notification to remain in the know of things.

Security

In the event of a medical or safety emergency, **call 911**. Capitol Technology University's Security number is **301-938-2928**

Health & Safety Inspections

Resident Assistants conduct monthly health and safety inspections during the semester. They will announce through all means of communication including posting flyers and making announcements on university-used platforms. The purpose of these Health and Safety Inspections is to look for violations of the university policies and procedures and the Res Life Guide. We do not open closet doors or drawers or move or remove items during these inspections. Residents found in violation of the policies and procedures are subject to correct the situation within 24 hours, once that 2nd inspection is complete and the resident fails the 2nd time a referral meeting with the Assistant Director will be scheduled.

If you need further clarity and other information, please feel free to contact both the Director of Student Life and Residential Services and the Assistant Director of Residential Services and Housing Operations.

Prohibited

Any usage, possession, or storage of articles, substances, or intent to sale, or paraphernalia that endanger a person's health and/or safety in or on university premises is ***strictly prohibited***. This includes but is not limited to, firearms (e.g. guns, pistols, rifles, stun guns, air rifles, pellet guns, BB guns, or any gun-related that may cause bodily injuries, harm, or damage, etc.). Fireworks, knives, weapons, ammunition, gunpowder, explosives, or other materials containing flammable substances, as well as replicas of any such articles or substances. The university will confiscate any such articles if any student found possessing a firearm will receive an interim suspension from Capitol Technology University pending the outcome of the student conduct process.

Firearms and other dangerous weapons are strictly prohibited in or on university facilities.

Student Handbook/ Code of Community Standards

Please take time to read thoroughly through *the Student Handbook* <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:5b4ccc42-e17e-394a-b4ee-ecbacf38a21d> along with the section on the *Code of Community Standards*.

It is your responsibility to understand the guidelines of being a residential student.

**** This document is subject to amend as needed****