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General Information

A residence hall is more than a place to live, it is a place to learn awareness, consideration, acceptance, and compromise. Residence halls also provide recreational, educational, spiritual, and cultural programs to enhance students' learning experience and to contribute to their overall growth and personal development.

Students living on campus must maintain full-time student status (12 or more undergraduate) in order to maintain on-campus residence eligibility. Exceptions to this are given when the student is in her/his final semester before graduation.

Students living in the residence halls are expected to maintain a standard of conduct consistent with the educational objectives and priorities of Capitol. Respect and consideration for the rights of others, including need for study time and rest, must receive priority. The residence hall staff helps create an atmosphere conducive to studying, socializing and learning to live with other individuals. Each resident is expected to respond appropriately to requests from staff and fellow residents concerning behavior that does not honor this priority. Residents are also responsible for the conduct of their guests. Rooms will be inspected or assessed at any time a University official suspects illegal, dangerous or threatening behavior is occurring in a student's room.

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Residence Life Mission

The purpose of the Office of Residence Life at Capitol 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 residential experience is designed to provide interaction among students, faculty and staff, harmonious living, the broadening of one's horizons through increased involvement in the University and local community, development of leadership skills and increased human understanding.

Consideration for Fellow Students

As part of a residence hall community, students are reminded to be considerate of others. The following guidelines outline basic rights of residential students:

1. The right to read and to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit this right.
2. The right to sleep without undue disturbance from noise, guests of roommates or neighbors.

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3. The right to expect a roommate will respect one's personal belongings.
4. The right to a clean living environment.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to privacy.
7. The right for redress of grievances. Residence hall staff is available for assistance in settling conflicts.
8. The right to be free from intimidation, physical, or emotional harm.
9. The right to expect reasonable cooperation in the use of "room-shared" items (furniture, appliances, etc.).
10. The right to be free from peer pressure or ridicule.

To be a mature adult is to accept responsibility for the welfare of others. Only you can assure you and your roommate enjoy these rights.

Contract

Resident students submit a housing application, pay a housing deposit and sign a residence hall agreement, which is kept on file in the Office of Residence Life. This agreement details the rights and responsibilities of both the student and Capitol. By signing it, students agree to abide by its terms and conditions. Contracts apply to the entire academic year. Extra copies of the residence hall contract are available from the Office of Residence Life. It remains at the discretion of Capitol to refund or forfeit the housing deposit when the student leaves Capitol housing (through student cancellation or Capitol's termination of contract) prior to the end of the

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contract period. Any student who lives on campus (prior to or after) the stated contract period is subject to disciplinary action on grounds of theft of service, the removal from housing, and having daily housing charges applied to the student account. Additionally, any student who allows a roommate to move in early is also subject to the same sanctions and charges.

Capitol assumes no liability for loss or damage to residents' personal property and does not carry insurance on personal property. Residents should determine if their property is covered by homeowner policies and purchase whatever property insurance is desired.

Health and Safety Inspections

Several times each semester, an authorized member of Capitol staff will perform an inspection of all of the apartments. Inspections may be announced or unannounced. Inspections will be completed at least monthly for furniture inventory, cleaning check and for such purposes as are reasonable and necessary to ensure the comfort, safety and protection of the rights of all students at Capitol. Failure to pass these inspections may result in a fine to all apartment members or the individual responsible. Also note that spontaneous, random inspections may be completed to ensure that apartments are kept clean during the times between inspections.

Health Concerns and Special Needs

Resident students with a health concern or disability needing special accommodation should contact the Dean of Student Life and Retention. Student health

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insurance information is available in the Student Life Office.

Housing Application – Continuing Students

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

A **\$50 deposit** for room reservation and a housing application will be required by **April 1, 2015** to request a space in the residence halls. Returning students who do not reserve their room with a housing application and a \$50 deposit by April 1, 2015 will be assigned a room after every new student requesting housing has been assigned a room.

We cannot guarantee that there will be spaces on campus or at the Towers for returning students who do not meet this deadline.

If returning students notify the Office of Residence Life that they will not be returning to the residence hall by July 15, 2015 , the room reservation deposit will be refunded. 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.

Housing Eligibility

All degree-seeking continuing and new undergraduate students registered for 12 credits or more in a semester are eligible to live in the residence facilities.

There are no accommodations for families.

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Single-sex housing is enforced.

Accommodations are made in accordance with federal, state and county law for students with disabilities.

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'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

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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 has never had a case of meningitis on campus. Capitol 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 health-care provider for more information and recommendations on immunization.

Laundry

Washers and dryers are located in the residence halls. It costs \$1.50 per wash and \$1.50 per dry cycle. Prices are subject to change without formal notice. Change may be obtained in the business office during normal business hours.

Programs

Capitol encourages comprehensive programming encompassing social, intellectual, life planning, diversity, and physical/emotional health issues. Programs are developed by resident assistants with the help of students. Students are encouraged to help choose the type of programs offered for their residential living area.

Refund Policy

Resident students who withdraw from Capitol will have their room charges refunded in the same manner as

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tuition. Security Deposits will be released after all other residential fees and fines have been paid. Security Deposits are released on the following schedule:

Fall Semester- January 5th

Spring Semester- June 1st

Summer Semester- September 1st

Once the Security Deposits are released the Business Office will process the refund according to its payment schedule.

Other acceptable reasons for leaving campus housing without total withdrawal from Captiol are listed in the Release from Housing section. The Office of Residence Life will determine any exception to this policy.

Release from Housing Agreement

The Residence Hall Agreement is binding for the entire academic year. Agreements can be terminated at the end of each academic semester without penalty under the following conditions: marriage, graduation, official leave of absence (including medical), caring for a child, or a University program that requires students to be away from campus for a semester.

Relocation of Living Space

Students may need to be moved to a different room, building, or facility if it is deemed more appropriate for helping that student achieve his or her academic goals, positive behavioral patterns and to create a more appropriate environment for learning and living. In such cases, billing may be adjusted at the discretion of the adjudicating administrator.

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Removal from Residence Hall

Students may be removed from campus housing at any time if it is determined their behavior is disruptive to Capitol functions; directly or substantially impedes the lawful and rightful activities of others; causes damage to property; or presents a threat of harm to themselves or others. Guests of resident students will be asked to leave if they are involved in any violation of University policies.

Residence Life Staff

Resident Assistants (RA) are peer advisors trained to assist students with academic, personal or behavioral concerns. RAs are students selected because of experience, leadership ability and interest in others. They help residents grow socially and academically by maintaining a close relationship with each student and by fostering an effective living-learning environment. All students are encouraged to get to know their RA and to ask for assistance whenever needed. The RAs are supervised by the Director of Student Life and Residential Services.

Room Check-In and Check-Out

All students must check in to their residence hall space by signing a room condition report, signing the On Campus Housing Agreement, and submitting an emergency contact card.

All students must be checked out of their residence hall space by the RA when moving out. This check-out takes place only after the student's personal possessions have

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been removed from the room. Additional charges are assessed if students fail to:

- 1) Properly sign and date the room check out form;
- 2) Dispose of trash and unwanted articles in a designated area;
- 3) Dry dust-mop or vacuum the floor of the room and dust/clean all surfaces;
- 4) Leave the residence hall by designated closing time; and/or
- 5) Return their University issued keys (mail key, front door key, room key).

Capitol requires students to leave the residence hall within 24 hours after their last final exam and, at the latest 7:00 p.m. the night following the exam period. Capitol reserves the right to remove students immediately if their actions jeopardize the rights of others to prepare for exams.

Residence Halls will be closed during the winter break. All residents are expected to remove their belongings and leave the residence halls during this time.

For students that are leaving Capitol housing permanently either at the end of the year or any time during the school year, you must check out with a member of the Residence Life staff.

The staff will collect all of your keys and check your room to make sure that it has not been damaged during your stay. You are responsible for any damages to your room and apartment. Failure to properly check out will

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result in a \$50 fine, plus any additional charges for keys and/or damages.

Capitol requests that you remove all of your belongings within 24 hours after completing the withdrawal process.

These obligations are your responsibility and must be completed prior to your departure from Capitol.

Room Condition/Damage Assessment

Residents are responsible for any damage done to their rooms or any part of the residence hall/building and its equipment. Residents should note very carefully not only the inventory of furniture, but also the condition of the room, because they will be charged for any damages not noted on the check-in form. If the damage charges are not paid, action will be taken, which may include withholding transcripts and not allowing registration for the next semester.

Residents are responsible for the room to which they are assigned. Simple health habits and respect for roommates, suitemates, and neighbors will promote good living conditions for all residents. In order to help residents keep their rooms neat and attractive, cleaning equipment (mops, brooms, dustpans, and vacuums) is available. Students are liable for charges for any unusual housekeeping services, such as cleaning rooms left dirty when moving out. Damage charges are assessed equally against all occupants of a room/suite unless personal liability can be determined. Damaged furniture may be repaired only by Capitol personnel. Students are responsible for damage caused by tacks or

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nails as well as adhesives, such as mounting tape, scotch tape or self-adhesive fixtures. Students are also responsible for the condition of their room door.

In addition to the care of their own rooms, residents are responsible for the condition of the hallways and common areas. Hallways, stairways, and bathrooms are to be kept clean and orderly at all times. Although maintenance staff is responsible for the upkeep of these areas, student cooperation is necessary. The bulletin boards in each suite are to be used to post approved signs, pamphlets, and other literature. Such items should not be posted on the walls by anyone except a residence hall staff member.

When students submit their residence hall room contract, they pay a \$200 housing deposit, which is returned upon application for refund when they permanently move, provided no damage exists, no excessive housekeeping is mandated, and the full contract period is fulfilled. Students should report any accidental damage to their RA immediately. Unclaimed damage will be billed to all the residents of a particular suite or building.

Room Consolidation or Changes

Any situation calling for a room change should first be directed to the RA. Capitol reserves the right to reassign residents in order to make the most effective use of available accommodations. Students in triple rooms without roommates will be asked to consolidate with other students. If space is available, students without roommates will be offered the option of keeping their room as a single for the semester at the single room

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rate. If an apartment's occupancy drops below capacity, students may be asked to consolidate into other housing.

Room Entry

Capitol reserves the right to enter and inspect student rooms for the following reasons:

- 1) Required maintenance and repairs;
- 2) Updating bulletin boards/hanging approved signs, announcements, pamphlets, literature
- 3) Health and safety matters;
- 4) Emergency procedures;
- 5) Suspicion of violation of University policies; and/or
- 6) Routine safety checks

Telephone Service

Telephone service may be set up through the local telephone company.

Capitol strongly recommends that students wait for their arrival on campus before initiating a line to be set up in their rooms. Room assignment is subject to change and last-minute changes could conflict with incoming telephone orders.

When providing telephone company with a local mailing address, please supply the following:

Your Name
11301 Springfield Road
Mailbox # _____
Laurel, MD 20708

When providing telephone company with a street address, please give a corresponding apartment and bedroom number.

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The following is a list of our campus street addresses:

Apartments: A1, A2, B1 and B2 = 11403 Springfield Road

Apartments: D1, D2, E1 and E2 = 11405 Springfield Road

Apartments: E3, E4, F1 and F2 = 11407 Springfield Road

Apartments: F3, F4, G1 and G2 = 11409 Springfield Road

Reminders

1. Each single room is equipped with ONE phone jack and every double/triple room is equipped with TWO different phone jacks.
2. If you've never had an account, a deposit may be required before service can be turned on.
3. Transfer fees when moving within the residence halls are the responsibility of the student. Capitol Technology University will *not* pay for transfer fees.

Residence Hall Policies:

Alcohol in Residence Areas

Introduction and Philosophy

Capitol recognizes that students may choose to consume alcohol. However, the institution takes seriously the issue of alcohol use and abuse as these behaviors can interfere with an individual's ability to succeed in University both in and out of the classroom. Alcohol consumption causes a number of changes in behavior and physiology, posing a significant threat to the health and welfare of our nation's University-aged students. Even minor usage can impair judgment, coordination, and abstract mental functioning. Statistics

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show that the vast majority of violent behaviors (including acquaintance rape, vandalism and assaults) on University campuses involve alcohol use. Additionally, continued use stresses social relationships and may lead to dependency, which often causes permanent damage to vital organs and is counterproductive to a healthy lifestyle. Wishing to establish an environment that fosters academic excellence while educating our students on the complexities of alcohol use, Capitol, established the Alcohol Policy as follows:

Rationale

The basis for the Capitol policy stems from our belief that alcohol abuse by University age students is counterproductive to the pursuit of academic excellence. While we believe that alcohol use is not inherently detrimental to University age individuals, a high percentage of University age students are involved in the abusive behaviors associated with alcohol use that impact their academic performance and well-being.

As an institution of higher education, Capitol is committed to the education of the whole person, both in and out of the classroom. Recognizing the prominence of alcohol use and abuse in our society and that policy does not necessarily dictate behavior, we deem the education of our students on these issues to be of paramount importance. To be most effective, we believe it is critical to establish an environment that allows for this topic to be freely discussed.

Capitol seeks to encourage and sustain an academic environment that both respects individual freedom and

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promotes the health, safety and welfare of all community members. Capitol strongly encourages students to call the RA phone (301.655.2116) or Security (301.938.2928) for medical assistance for those who are dangerously under the influence of drugs or alcohol. No student seeking medical treatment for the effects of drug or alcohol use will be subject to discipline for violating the Capitol Alcohol Policy, but may be held accountable and responsible for acts committed while intoxicated. This medical amnesty will be granted to both the intoxicated student and to the student(s) seeking medical assistance for the intoxicated student; educational interventions or discussions may, however, be provided in the response.

Alcohol General Guidelines:

- 1) Students are expected to encourage responsible drinking behavior by those individuals who choose to consume alcohol and to respect the choices of individuals who choose not to consume alcohol.
- 2) Consumption by, supplying and/or selling alcohol to a person under the age of 21 is illegal in the State of Maryland and a violation of University policy.
- 3) Violations of the alcohol policy are cumulative through a student's career.
- 4) No alcohol or alcohol containers (including empty containers) are allowed in student residential areas where residents are under the age of 21. All students present, regardless of age, will be held in violation of the alcohol policy when alcohol or alcohol containers are found in these residential areas.

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- 5) In a housing setting where residents are of legal age, when a person underage is found consuming alcohol, the host(s) and underage person(s) found to be consuming alcohol may be held in violation of the alcohol policy.
- 6) No one may possess or consume alcoholic beverages in public areas of campus. Public areas include all locations other than students' rooms.
- 7) When a policy violation is confronted on campus property or in Capitol housing, staff will instruct hosts and/or guests to properly dispose of all alcohol and alcohol containers that may be accessible at the location of the policy violation.
- 8) Kegs, pony kegs, or other common sources of alcohol, will not be permitted in Capitol student housing. These items will be confiscated and not returned.
- 9) Due to the nature of their use and the reality that their presence encourages overuse and/or parties, bars are not allowed in residential facilities.
- 10) Alcohol may not be given as a prize or reward.
- 11) Competitive drinking games and equipment (i.e. beer pong tables, beer funnels, etc.) are prohibited. Equipment will be confiscated and may not be returned.
- 12) No advertisements that promote alcohol consumption may be printed in student publications or posted on campus unless the event is sponsored and approved by Capitol.
- 13) Posters, containers and other items that refer to alcohol may not be displayed in areas of

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student residences visible to the public. These areas include windows, outer doors and stairwells. Failure to remove these items from public view may result in disciplinary action.

Drug Policy

Capitol enforces drug policies consistent with state and federal statutes. Students are prohibited from the use, possession, manufacturing, sale or distribution of any illegal controlled substance. The use and possession of drug paraphernalia, including but not limited to blow tubes, rolling paper, pipes, etc., and items which promote the use of drugs is also prohibited.

Alcohol and Other Drug Policy Enforcement

As noted above, past history has shown that students may choose to consume alcohol on campus. Mindful of these choices, we extend a level of trust that each student is honoring his/her contractual commitments to follow Capitol policy and state law until given reason to believe otherwise.

Smoking Policy

Effective August 18, 2014 smoking on campus will only be allowed in designated areas. "Smoking" means carrying or smoking a lighted tobacco product or the burning of any material to be inhaled including, but not limited to, cigarettes, cigars, hookahs, and pipes as well as electronic cigarettes. There will be two areas designated for smoking – one to the right of Gudelsky Auditorium and one area across the parking lot from the residence halls/McGowan Academic Center. Smoking in cars with windows open is not permitted.

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Biohazardous Material

In the event that bodily fluid (i.e., blood, urine, vomit, etc.) is expelled onto campus residence halls or grounds, a member of the Office of Residence Life staff must be contacted immediately. An outside organization will be contacted for cleanup. This procedure is implemented to prevent the spread of infectious disease.

Damage or Vandalism

Individuals, who damage campus or personal property, whether through irresponsible actions or accidents, will be handled as follows. Campus property includes equipment rented, leased or placed on the campus by Capitol.

Students responsible for damage to Capitol property will pay repair/replacement costs (as determined by Maintenance), and are subject to an additional fine of \$25 or one-third the cost of damage, whichever is greater. Resident students may lose the privilege of campus housing and be required to move off campus immediately.

In some cases, students responsible for damage will be restricted from campus and allowed on campus only to attend classes and to use academic facilities such as the library or labs. Subsequent offenses of any individual may result in suspension from Capitol for at least one academic semester.

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Fines may be assessed for general littering, including cigarettes. Throwing objects out of windows or down stairwells will also result in a fine.

Residents of a particular stairwell are responsible for the cost of repair for any public/common areas, if the offender does not claim responsibility. These damages will be assessed by the Residence Life staff in consultation with Physical Plant and divided among the total number of residents. Any appeals of such damages need to be received in writing within 90 days of posting to the student account(s).

Students are also responsible for keeping their student residences and that area around them clean. Students bear the responsibility of any excessive cleaning costs. If damage occurs in your residence, please contact Residence Life so it can be attended to.

Rooms need to be left in the original move-in condition – clean with beds bunked or lofted and all personal items removed. Students who damage the room with nail holes or tape marks will pay for the repairs when moving out. Students who paint or deface their rooms will pay the cost of repainting.

Fire Alarms

To make sure all buildings are as safe as possible, Capitol conducts periodic fire drills. Each alarm should be considered an actual alarm, and each student is responsible for exiting the building in a safe and orderly manner.

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Individuals who do not evacuate the building or cooperate during a fire alarm will be subject to disciplinary action. These offenses also violate state law and offenders may be referred to local authorities for further action.

The following are prohibited: tampering with fire safety equipment on campus, igniting fires in or on University property, calling in or setting false fire alarms on campus, using potentially hazardous flammable materials, and misuse of emergency exits.

Tampering with any fire safety equipment is a serious matter. Pulling false fire alarms, expelling fire extinguishers, and tampering with smoke detectors, sprinkler heads, or other safety equipment will result in a minimum of \$100 fine per incident in addition to any clean-up costs. In addition, resident students may lose their residence hall living privileges and nonresident students may be restricted from campus property.

Fire Hazards

Any items that may create a safety or fire hazard, including halogen lamps, candles, incense, and non-surge suppressed power strips are not allowed in student housing and will be confiscated.

Electrical circuits can be easily overloaded by simultaneous operation of hair dryers, stereos, televisions, refrigerators, and other equipment. Overloaded circuits are a fire hazard. Intentional violators are subject to \$100 fine. Residents using outdoor grilling/cooking equipment must locate and use their grills a safe distance from the residential buildings

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to ensure no damage from heat, smoke or risk of fire to the unit.

Furniture

Furniture provided by Capitol at check-in, including furniture in public areas, must remain in the same location (room, common area, etc). Items not designated for outdoor use such as furniture made of fabric, wood furniture, stuffed furniture, beds, mattresses, etc. are not allowed to be placed outdoors whether or not it is owned by Capitol. Removing furniture from rooms or common areas is not allowed. All personal furniture must be removed from campus at the end of each semester.

Guest Policy (see visitation)

Incapacitated Persons

Incapacitated individuals are those who are not in a state to care for themselves, who cannot walk, communicate or may be unconscious due to intoxication or other circumstances. Individuals who are found on campus in an incapacitated state will be detained by Residence Life or Security staff until the professional staff member on call can respond to the situation. Emergency medical personnel may also be called to assess the individual(s) of concern. The primary concern is for the health and well-being of the incapacitated individual.

Disciplinary action may follow depending upon the circumstances involved in the situation. Because of their condition, individuals may be transported to a hospital by ambulance at their expense.

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Keys

Resident students receive an apartment key and room key when they check into their room and are responsible for it. If a key is permanently lost, the core(s) will be changed at a cost to the student of \$105. An additional cost of \$55 (apartment key) and \$45 (room key) will be assessed for key replacement cost. Residents must contact the residence life staff any time a key is permanently lost.

Students may not loan their key to any person, have unauthorized possession, duplicate, or misuse keys that permit access to Capitol facilities or property.

Lockouts

If students are locked out of their room, they should contact residence life staff. There is no charge for the first or second unlock of each semester. There is a \$25 charge for each subsequent lockout.

Pets

Animals, other than non-meat-eating fish, are not permitted in the residence halls. Any aquarium larger than a 5 gallon tank will not be allowed. Residents who are found in violation of this policy may be removed from the halls and will be held accountable for any cost of exterminating or cleaning as a result of the animal.

Quiet Hours

In the residence halls, the overriding principle is courtesy. In such close quarters your actions impact those around you. Students must keep in mind the needs and requests of all residents.

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Capitol enforces quiet hours from 10 p.m. to 10 a.m. Sunday through Thursday and 12 midnight to 10 a.m. Friday and Saturday.

During finals, 24-hour quiet hours go into effect and are strictly enforced. The quiet hours are in effect 24 hours a day, seven days a week.

Roofs and Ledges

Participating in any actions that results in being on roofs, or any canopy/ledge areas is prohibited. These actions may result in immediate loss of Capitol housing, a \$100.00 fine and/or relocation of campus housing.

Self-Abusive Behaviors

Any student participating in behavior that causes physical, mental or emotional harm to themselves is violating this section of the guide to residence life and may be remanded to counseling and removed from Capitol housing. Examples of qualifying behavior would include cutting and burning.

Solicitation

Door-to-door contact for the purpose of soliciting funds or sales, recruiting members or support for an organization or cause, compiling data for surveys, or other purposes, or distributing advertising or other materials is prohibited for all groups and individuals (except on official Capitol business) unless properly authorized by the Office of Residence Life. The use of common areas or public space within the residence halls for solicitation is also prohibited unless approved in advance by the Office of Residence Life.

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Snowballs/Water Fights

Throwing snowballs or participating in water fights in the vicinity of the residence halls, roadways, walkways or other campus buildings is strictly prohibited. This policy is enforced to prevent damage and destruction of property, prevent personal injury and to ensure the rights of persons who do not wish to be involved. Students are responsible for their actions and any resulting damages, should they choose to participate

Sports in Residential Facilities

No type of outdoor sport or athletic activity is permitted in student residential facilities. Such activities include but are not limited to football, hockey, playing catch, rollerblading, cycling, and golf. Such activities are not appropriate for inside the residence halls as they endanger others and may result in damage to the facility. Violators are subject to a minimum fine of \$25, repair of damages, and equipment will be confiscated.

Trash Removal

Each apartment is responsible for its own trash removal. All items *must* be bagged prior to placing them in trashcans. If the trashcan overflows, all excess must be taken to the dumpster located in the parking lot. Failure to do so will result in a fine.

Unsecured Rooms and Windows

Unlocked rooms threaten the safety and property of all residents in the apartment. No rooms, apartments, or units may be left unlocked and unattended. If a room is found unsecured with no resident present, each resident assigned to the area may be fined \$25 for each

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occurrence. Students are encouraged to keep their apartments locked even when they are present.

Additionally, it is the responsibility of students to keep their window screens in place and secured at all times. If a screen is out or missing, the student must report it to Residence Life or Physical Plant to have it reinstalled.

Vacant Bedrooms

Vacant bedrooms in all apartments are locked and are not for use by other residents living in the apartment. Student housing fees provide residents with a bedroom and common living areas. Students who are assigned to a double/triple room, but do not have a roommate, and are not consolidated, must only occupy their portion of the room. If a student is found to be occupying the full room, he or she will be charged for a single/double room.

Visitation

Campus residential facilities should most importantly maintain an academic atmosphere with sufficient quiet, space and privacy. Rules regarding quiet hours and visitation ensure the opportunity for study.

Students should be free from harassment and know that harassment will not be tolerated. All students and their guests are expected to respect other people and their property.

In order to maintain a safe, pleasant living environment for students, visitation hours have been established for the residence halls. The hours are 10:00 a.m. to 10:00 p.m. Sunday through Thursday, and 10:00 a.m. – 12:00

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a.m. Friday and Saturday. Any guest present outside of those hours will need to be registered through the guest pass form located on MyCapitol and have a valid guest pass issued to them.

Guests must abide by all established policies at Capitol and are the responsibility of their resident host. There is a limit of no more than three registered guests per room at any one time, and an occupancy maximum of 30 persons in an apartment at any one time. Resident students acting as host and guest(s) are responsible for abiding by the visitation policy. Residents must escort their guests at all times. Policy violations by the guest or the host may result in the immediate termination of the visit and/or guest pass. If the guest is under the age of 18, his or her guardian will be contacted to come get him or her. Violation of the visitation policy will result in disciplinary action being taken.

For all overnight guests, a guest pass must be obtained from Residence Life. Currently, students may access the online forms via their MyCapitol account.

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.

Guide to Residence Life

Housing – FAQ's

Q- What's my Address?

A- Your address should appear on your mail in the following format:

Your Name
11301 Springfield Road
Mailbox # _____
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 Residence Life is located in room C-262. The Office is open M-F from 9:00 a.m. until 4 p.m. Residence Life Staff may be reached at 240.965.2493 or residencelife@capitol-University.edu. If no one is available in the Office of Residence Life please stop by the Student Life Office.

Q-How do I contact Security?

A-There is a Security Officer in the Security Booth 24 hours a day, 7 days a week. They can be reached by calling 301.938.2928

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

A-Contact the RA on Duty.

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 do I do if something in the apartment breaks?

A-Submit a Maintenance Repair Request Form which can be found on the Residence Life tab on MyCapitol. If it is an emergency repair or if it's after business hours, contact the RA on Duty at 301-655-2116.

The following should be reported immediately:

- Electricity 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 should I do if the fire alarm goes off?

A-Leave the building and wait outside in the parking lot. Contact the RA on Duty as soon as possible, 301-655-2116, and alert the RA to the alarm.

The Island (A1,A2, B1, B2)- walk towards the MAC and wait in the parking lot

All other apartments walk towards the basketball court and wait in the parking lot

Guide to Residence Life

Do not return to the apartments until given permission to by a member of the Residence Life or Security staff.

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 staff.

Q-May I leave my things over winter break?

A-In order to accommodate the winter repair and cleaning schedule, your belongings must be removed from the residence halls. Typically, storage of large items is provided to residents at no cost.

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 drive you to the medical facility of your choice. Contact the RA on Duty for non-treatment assistance.

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.

Guide to Residence Life

Q-What comes standard in each apartment?

A-Each apartment totals 1,400 square feet with two single rooms (approximately 130 square feet each), two double/triple rooms (approximately 230 square feet each), a bathroom with double sinks, kitchen with stove, refrigerator/freezer, and dishwasher (pots and pans not included), and fully furnished living/dining area.

The carpeted bedrooms come equipped with extra-long twin beds, desks, desk chairs, bookcases, and wardrobes.

Guide to Residence Life

