



**CAPITOL**  
Technology University

Guide  
To  
Residence Life  
2025-2026

# Housing – FAQ's

## Q – What's my Address?

A – Your address should appear on your mail in the following format (mail, packages, etc.):

**First Name, Last Name**  
**11301 Springfield Road**  
**# (Mailbox number)**  
**Laurel, MD 20708**

**A cont'd** – Above is the Official University address. If you plan to have fresh food/grocery (*i.e.*, *DoorDash*, *Walmart Grocery delivery*) delivered directly to the residence hall, please use the following address format:

**First Name, Last Name**  
**11311 Springfield Road**  
**Laurel, MD 20708**

- Food/grocery delivery drivers are NOT allowed to enter the residence hall. They MUST leave all deliveries in the Front Vestibule on the 3-tiered metal cart.

## 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 the Resident Director and how do I contact them?

A - The Office of the Resident Director (RD) can be found in Innovator's Hall on the 1<sup>st</sup> floor behind the front desk (room 134). The Director of Student Life and Residential Services is located in C-264B; the Office of Student Life Suite is located at C-265, Telecomm Hall. 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](mailto:residencelife@captechu.edu).

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

A – Yes, whenever you as a residential student need 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 or the RD Office in Innovators Hall during normal business hours.

**Q – How do I contact Campus Security?**

A – There is a Security Officer On-Duty 24/7. You can contact Security at (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, please contact the RA On-Duty or Office of Residence Life immediately.

**Q – What do I do if I am locked out?**

A – Reach out to your roommate(s) or apartment-mates to determine if they're able to let you in. If no one is available, contact the RA On-Duty. We ask that you remain patient as it may take upwards of 15-30 minutes for a Residence Life staff member to conduct your lockout.

**Q – What do I do if something in the apartment breaks?**

A – If it is not an emergency, please scan your apartments QR code labeled “*Submit a Work Request*” (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:

- The electricity is not working
- Heat not working
- Major water leaks
- 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 have IT issues in Innovators Hall?**

A – IT issues include but are not limited to Wi-Fi connectivity, ethernet port not working, MyCapitol/Email login, Office 365 malfunction, etc.

You may contact the IT Help Desk by emailing them at [ithelp@captechu.edu](mailto:ithelp@captechu.edu) or calling (888) 522-7486 option 6 then option 2.

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

A – All apartments with 2+ residents will be required to complete a *Roommate Success Plan* with their RA within the first 2 weeks of the semester. This is a living document that can be amended at any time. The purpose is to establish clear channels of communication and set expectations for all residents to live harmoniously together. If an issue does arise...

- 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 Resident 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**; communicate early; they may grow into an 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 residents of that apartment or room.

**Q – What is the difference between Quiet Hours and Courtesy Hours?**

A – Quiet Hours are set times wherein all residents and guests are expected to keep noise to a minimum so that others can study, sleep, and live without disruption.

These hours are:

10:00 PM – 8:00 AM Sunday – Thursday

12:00 AM – 8:00 AM. Friday – Saturday

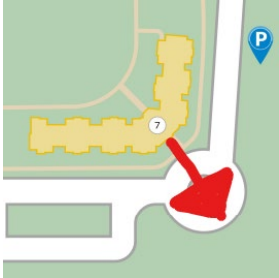
24/7 during Final Exams

Courtesy Hours are times when students are expected to be considerate of others and not be disruptive with their noise. These hours are in effect 24 hours/day.

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

**A – NO MATTER WHAT, ALL RESIDENTS ARE REQUIRED TO LEAVE THE BUILDING.** Do not remain in your space.

- Leave the building **IMMEDIATELY** and
- Wait outside in the grassy area on the opposite side of the traffic circle on the parking lot side of Innovators Hall (see image below).



- 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 you are given the proper notification to do so by Security and or Residence Life Staff.
- Residence Life will be taking attendance of all persons that exited the residence hall, do not stray away from the group!

**Q – Is the residence hall closed over winter break?**

**A –** Technically, no. Winter break is utilized to provide time for repairs, renovation, and cleaning. It also provides much needed down time for the Residence Life and Security staff.

**IMPORTANT TO NOTE:** Per the Housing License, occupants are **not required to go home** during these breaks as the license is active from August-April. It is strongly encouraged for residents to go home for these reasons.

**Q – May I leave my belongings in my apartment over winter break if I plan to go home?**

**A –** Yes! Your things may be left in your apartment. However, NO perishables should be left in the refrigerator or cabinets. All personal appliances, such as but not limited to personal refrigerators, toasters, air fryers, coffee pots, tea pots, etc., must all be 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. Residence Life staff will be conducting closing protocols and procedures to ensure all rooms are up to code prior to Winter Break closing. All prohibited items must be removed prior to Residence Life staff checking rooms, or you will be documented.

**Q – What if I’m facing food insecurity?**

A – We have a food pantry on campus, right in Innovators Hall! Available throughout the day, both residential and commuters' students in need of a pick-me-up snack, non-perishable meals, or sanitary products, can anonymously complete a [Food Pantry Request](#). Residence Life Staff will then put together your package and have it available for pick up within 24 hours. Typically, Resident Assistants put together care packages during their Duty Shift, then a confirmation email is sent indicating that your package is ready for pick up.

**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 of 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 10424 Baltimore Ave, Beltsville, MD, 20705; open daily from 8:00 AM – 8:00 PM (these hours are subject to change without notice).

**Q – Are freshmen allowed to have cars on campus?**

A – All students are allowed to drive and park cars on campus. They MUST be registered with the University. Please see the Student Life page on the MyCapitol portal to register your vehicle or stop by the Office of Student Life in Telecomm Hall, second floor in C-265.

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**Q – Is there a gym on campus?**

A – There is no full gym on campus. Innovators Hall has a cardio room for residential students. It is located on the 2<sup>nd</sup> 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?**

A – Yes and no.

- 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.
- No resident is allowed to possess or store more alcohol than what is reasonable for personal consumption
  - (1) 6-pack of beer or (1) 750 ml bottle of wine/liquor is considered a reasonable amount for an individual

**Q – Are there any laundry facilities on campus?**

A – Yes. Laundry facilities are located on each floor of Innovator’s Hall. Laundry is now FREE! You can simply load your clothes into the machines and configure whatever settings necessary to begin your load. You must provide your own detergent and other laundry-related items.

**Residence Life Mission**

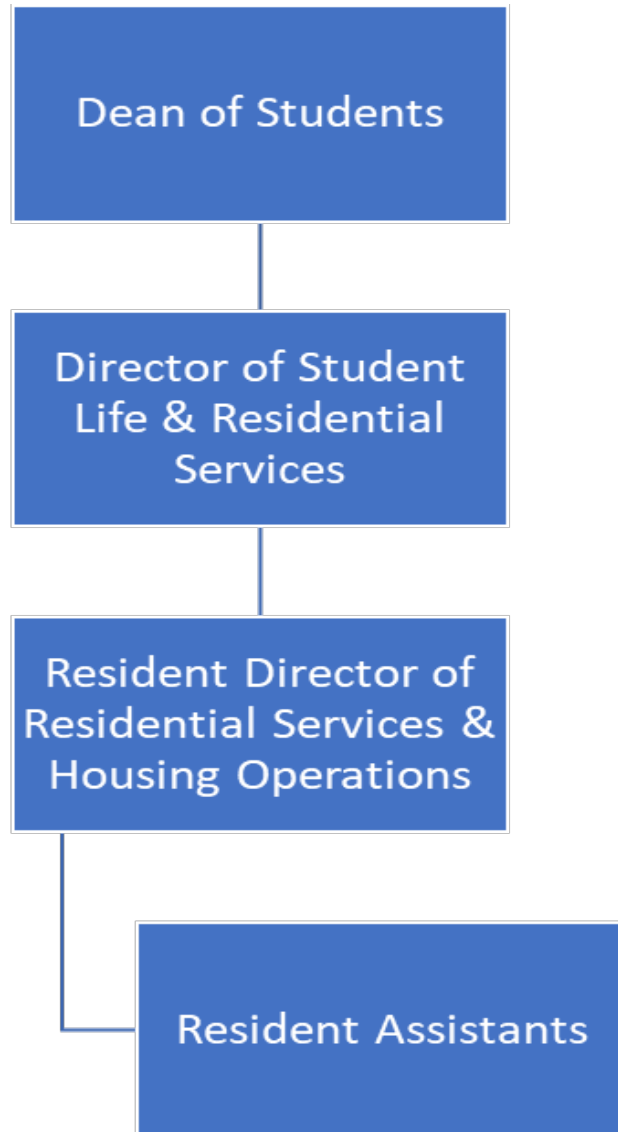
The purpose of the Office of Residence Life at Capitol Technology University is to establish an on-campus community of scholars who seek to further enhance the development of the whole person through an environment that promotes student growth, challenging opportunities, and supportive influence.

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 student 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 approximately one RA assigned to each floor as a point of contact not only for their residents 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 2025-2026**

The cost of student housing per semester for a single room ranges between \$4,497-\$4,581. A double room per semester costs \$3,893. Lastly, for a triple room the cost is \$3,227 per semester, per student. An application fee of \$150 and a security deposit of \$50 are due at the time of each application for returning students in housing. 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 June 1<sup>st</sup> deadline**. There is no accommodation 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 at [deanofstudents@captechu.edu](mailto:deanofstudents@captechu.edu).

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 (**\$200**). All payments are made to the Business Office ([businessoffice@captechu.edu](mailto:businessoffice@captechu.edu)). Housing is guaranteed for new students whose applications and deposits are received by **June 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 wait-listed. The housing application is binding for the academic year (fall and spring semester). Students cancelling housing should refer to the housing license (included in the housing application) 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 (Returning) Students**

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

A \$150 room reservation fee and security deposit as well as an application will be due by **June 1**, allowing students to participate in the room lottery/selection. Students who apply and pay after June 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 for 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 supportive housing option designed to affirm students whose gender identity and/or gender orientation may not align with traditional gender binaries. This housing option allows individuals to live in an environment where they feel safe, respected, and affirmed in their identity.

- This option is available to students who have completed at least one year of on-campus housing. Incoming first-year or transfer students interested in GIH must contact the Director of Student Life and Residential Services for further information to determine whether this option meets their needs.
- Students are not randomly or forcibly assigned to Gender Inclusive Housing. Participation is entirely voluntary, and students who do not opt in will be assigned roommates based on their legal sex, in accordance with standard housing procedures.
- To ensure safety, respect, and community alignment, students opting into Gender Inclusive Housing will be assigned based on gender identity/orientation, not biological sex. Room assignments will be made by the Office of Residence Life, with consideration given to personal identity and compatibility as assessed through a separate application.
- Single-occupancy rooms are the preferred living arrangement within Gender Inclusive Housing, and every effort will be made to accommodate this preference. However, when necessary, due to space and financial considerations, students may be placed in shared accommodation. In the event of a vacancy, the Office of Residence Life will manage the reassignment or leave the space unfilled based on the availability of waitlisted applicants and the integrity of the GIH community.

- This housing option is not intended for romantic couples of any orientation nor those solely requesting in order to live with friends. The university does not support cohabitation with romantic partners in campus housing, as it may interfere with students' academic focus and the residential experience of others. Its purpose is to support students whose needs are best met in a gender-inclusive living environment.
- Students must be at least 18 years of age to be eligible for Gender Inclusive Housing due to liability policies. Students under 18 will not be placed in this housing community.
- The choice to live in Gender Inclusive Housing is confidential. It will not appear on student bills or formal documents. The university will not disclose this information to parents or guardians; it is the student's right to share housing details with their families if they choose to do so.
- All residents of Gender Inclusive Housing are expected to respect the identities, experiences, and privacy of others in the community. The Office of Residence Life reserves the right to intervene and reassign housing if any individual is found to be in violation of these expectations or creates a disruptive environment.

### **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, Patient First Urgent Care, 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.

IMPORTANT: 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.

### **Bed Lofting and Deep Freezer Requests**

In the Summer leading up to a new school year, Residence Life will release two request forms, one for bed lofting and one for deep freezers. These are available to all residential students who may be in need of additional space inside their bedroom and additional freezer space to share apartment-mates. **Both bed lofting and deep freezers are configured, placed, and removed by Facilities and Residence Life staff members. Residents are prohibited from lofting/lowing/raising beds on their own (this to avoid potential injury).**

Bed lofting elevates the bed frame so students can place furniture (desks, dressers, etc.) underneath. This option maximizes space in small/medium sized residence hall rooms, can allow for cozy study spaces or lounge area underneath, encourages creativity in room layouts and can improve room flow and storage options.

- Residents living in a Single bedroom style will be assessed a \$75.00 fee. Residents occupying a double or triple will NOT be assessed a fee.

Click here for the [Bed Loft Request Form](#).

Deep freezers are a compact, chest-style appliance designed to store frozen foods, snacks, and meal prep items for extended periods. These are especially useful for apartments with higher occupancy to add additional freezer space for residents. These are available on a first-come, first-served basis.

- Residents occupying 2A/4A apartment spaces will be assessed a \$75.00 fee associated with this request.
- Residents occupying 5A/6A/8A apartment spaces will not be assessed the fee, UNLESS THE APARTMENT IS NOT FILLED TO CAPACITY.

Click here for the [Deep Freezer Request Form](#).

## How to Become a Resident Assistant?

In December/January, Resident Assistant (RA) Interest Meetings take place in Innovators Hall. You must attend an Interest Meeting to be given access to the Resident Assistant Application link. Resident Assistants get priority housing, a stipend, and a housing waiver for a single bedroom. Resident Assistants move in early to participate in mandatory 1.5-2-week training and assist with New Student Orientation and both New and Returning Student Move-In.

Resident Assistants serve the residents by creating an open and safe environment that will enable the residents to connect socially, develop academically, and grow personally. The Resident Assistant (RA) is perceived as a representative of the University in their relationships and contacts both on and off campus.

The RA Selection process consists of 3 Phases; Application Open, Interviews, and Group Process. Each step is required for candidates to take part in it. While a small number of candidates are selected each year, this Student Leadership opportunity provides students with an abundance of skills. Including but not limited to leadership skills, time management, community building, organization, and crisis response.

# Be ext**RA**ordinary!

## Guest and Visitation

Guests are considered non-Cap Tech students, friends, family members, etc. Visitors are considered Cap Tech students who do not live on campus. Residents 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 is present, whether for a few hours or a few days.** Residents are limited to maximum two (2) guests that they may have at one time in their residence.

For security purposes, residents must check-in overnight guests through RAs/electronic form. Overnight guests may stay no longer than 2 consecutive nights and no more than 6 nights within a 30-day period. Overnight guests/visitors **must** submit photo identification in the electronic Guest/Visitor Form. The Guest/Visitor log will be kept secure by Residence Life staff. **Guests are never to be in possession of any resident keys and should always be escorted by their host.** Violators of this policy will be subject to dismissal from the University residence halls. Vacant bedrooms remained LOCKED at all times and may not be used for your overnight guests/visitors.

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.

[GUEST/VISITOR FORM](#)

## Campus Involvement/RA Programming

RAs will conduct monthly programs to provide residential students the chance to get involved within the residential and campus community. Programs hosted by RAs cover an array of topics and themes, including but not limited to community building, healthy living, academic support, recreational opportunities, engagement with campus resources, safety and well-being, and more. These programs may be located either inside Innovators Hall or somewhere on Cap Tech's campus.

Residential students also have access to S-LAB (Student Leadership Advisory Board) which oversees all clubs and organizations on campus.

## How to Join a Club?

- Each club/organization will have a table at Back to Cap Bash (typically at the very beginning of the academic year after move-in) where students can sign up to be included in communications!
  - If you express interest ***after*** Back to Cap Bash, you may reach out to a Club's Leadership to ask what their process is for joining.

*Additional questions regarding S-LAB and what they have to offer can be asked by reaching out to Student Life ([studentlife@captechu.edu](mailto:studentlife@captechu.edu)).*

## Battle of the Floors

Every year, our Residence Hall, led by our Resident Director, Resident Assistants, and Orientation Leaders, competes in an array of competitions to prove which Floor is the best! These competitions include classic card games, eSports, physical sporting tournaments, field day games, and more!

There are events throughout the year that count for points (i.e., Zombie Week, eSports Tournaments, etc.). Points are accumulated throughout the entire year leading into the final weekend (April) that has a full slate of activities. Battle of the Floors is an opportunity for residential students to connect with their community, engage in friendly competition, and of course, bragging rights! There is something for everyone to participate in.



## 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 New Student 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*

The residence hall will be informally closed during the winter break. Residents may leave items in their space but must abide by the check-out procedures/expectations set forth by the Residence Life staff.

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 (first floor only)**

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 5:00 PM 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 hall by 5:00 PM on the last day of scheduled exams. Failure to check out properly will result in improper check-out and may warrant concerns for the following term.

## **Early Move-In and End-of-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 period. Each case is different and will result in a different outcome.

- Residence Life will release a Housing Extension Request at the end of the academic year for those who need an extension past the Fall-Spring License term.
  - Extension requests may include but are not limited to academic commitments/graduation, internship/job opportunities, personal circumstances, and summer residency.

All Housing Extension Requests are subject to approval by Residence Life professional staff.

## **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 informally closed. It is encouraged that all residents depart for winter break. Apartments must be cleaned, all trash removed, and other tasks given by Residence Life staff must be completed upon leaving for winter break.

### *Lost Keys*

Residents **MUST** report lost keys/key card to a Resident Assistant **IMMEDIATELY!** Each lost key will be a \$20 charge reflected on the student's account.

### *Lock Outs*

All lockouts are resolved by the Resident Assistant On-Duty and the Resident Director.

When a resident exceeds three (3) requests, each new lock-out request will be subject to a \$25 fee per subsequent lock-out for the remainder of the academic year.

## **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 housing assignment.

Packages are made available for pickup in Innovators Hall, Mondays – Fridays (8:00 PM – 10:00 PM). Unless a package is medically necessary or a government-issued document, **ALL** residents **MUST** wait to pick up their packages within Innovators until 8:00 PM M-F.

Packages may also be picked up from the main mailroom in M/A Comm Hall, room A213, only during their hours, which are 8:30 AM – 5:00 PM.

## **Maintenance / Work Order**

- All non-emergency maintenance requests should be made known to the Resident Assistant and Resident 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 Order Requests through our **BRAND-NEW** system via the QR cards near the front door of your apartment!
- Communication will be sent to your Cap Tech email identifying your request has been received.

## **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 (1<sup>st</sup> and 3<sup>rd</sup> floor use left chute, 2<sup>nd</sup> and 4<sup>th</sup> floor use right chute).

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 up the chute. Any trash put in the chute should be bagged and tied, 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 of the 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.

### **Safety and Access**

Innovators Hall has 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 Resident Director for Residential Service. Please note that a \$20 charge will be assessed.

## 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 known of things.

We encourage all Cap Tech U students to download our “Cap Tech U Safe” mobile app, available on Android and iOS devices. Important updates are available through this app!



## Security

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

## Shuttle Service

Our Student Life department contracts a shuttle service during the academic year (Atlantic Shuttle Service). Typically, the shuttle runs every Friday and Saturday, excluding major holidays and Winter Break. The shuttle pick-up and drop-off location is right outside Innovators Hall.

The shuttle route typically includes the Greenbelt Metro, Target, Shoppers Food Warehouse, Towne Center Laurel (Movie Theater), Giant, and Walmart! The shuttle is completely FREE for students. We encourage any student who runs into issues with the shuttle service to immediately contact the RA On-Duty at (301) 655-2116.

## Health & Safety Inspections

Resident Assistants conduct monthly health and safety inspections (H&S) during the semester. H&S are typically announced by the Resident Director a week prior to the inspections via email. 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, drawers, or move or remove items (unless prohibited) during these inspections. Residents found in violation of the policies and procedures are subject to correct the situation within 24 hours. Once that 2<sup>nd</sup> inspection is complete and the resident fails the 2<sup>nd</sup> time, a referral meeting with the Resident Director will be scheduled. If a room is not in compliance with health and safety standards, they will be subject to a 24–48-hour reinspection. The following occurs for failed re-inspections:

- 1<sup>st</sup> failed reinspection – Written warning from Resident Director
- 2<sup>nd</sup> failed reinspection – Conduct Meeting with the Resident Director
- 3<sup>rd</sup> failed reinspection – Fine and potential disciplinary action

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

## Prohibited

Any drug 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* along with the section on the *Code of Community Standards*. It is your responsibility to understand the guidelines of being a residential student.

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

Late Check-Out

- a. Failure to Check-Out by Published Deadlines \$100/day

License Termination/Release Fine

- a. Case-By-Case Situation \$500
  - a. *See 2025-2026 Housing License*

Lock-Out Fines

- a. After 3 lockouts; \$25/each occurrence

Keys

- a. Electronic (key card) \$20
- b. Front Door Scan Control/Lock Core Change \$150
- c. Front Door (key) \$20

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. Nightstand \$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 window \$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

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

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