

RESIDENTIAL LIFE HANDBOOK

Maine Maritime Academy prides itself on both developing and educating the whole person. This is the core concept of all our programs. The Academy offers the means, opportunities, guidance, and support for a student to gain an education in every aspect of their life. Each student will make choices that determine how much they may gain from these opportunities and what the quality of that experience will be.

In accordance with this commitment, the Department of Residential Life is primarily focused on guiding students in their development as individuals, encouraging self-discipline, and fostering respect for the rights and privileges of others. Policies, rules, and regulations provide residents with some structure in their choices. Educational and social programs developed by the staff offer students opportunities for honing important life skills in interpersonal relations and life management.

The success of a residential community requires a collaborative effort between the Residential Life staff and residents. It is important for all residents to remember you are a part of this community and to play a part in making it a desirable living environment for all residents. The Residential Life team helps residents learn to live, work, and communicate with others and to manage a shared living environment in ways that will provide a safe, healthy, balanced atmosphere. Residents must learn to appreciate how much they depend on each other in these community living spaces and why it is so important that they respect each other's rights and privileges. They will also see how their personal contributions will have the strongest impact on their residential experience, and that of their peers.

Some useful principles to guide residents in their efforts to develop a desirable living environment include the practice of "responsible freedom" and recognition of the basic rights, responsibilities, and privileges of all resident students.

The Concept of "Responsible Freedom"

Developing your community in the spirit of Responsible Freedom is a continuous educational process, which involves demonstrating self-respect and showing consideration for the rights and needs of others. It means that individual residents may adopt the lifestyle that they wish to have, provided that their actions don't infringe upon the rights of others. It is not a license for residents to do anything they please without regard to the wishes, needs, or sensitivities of the other members of their community. The individual's freedom to choose their actions must be accompanied by an equal acceptance of responsibility for consequences that may stem from a particular choice. Residents must also be prepared to make and accept compromises where individuals' needs overlap. It is by knowing and fulfilling your responsibilities as a resident that you can ensure that each other's rights and privileges are also respected.

Residential students need to seek out the positive characteristics of their peers rather than becoming involved in fault finding or malicious rumors. It's important that they speak directly with their peers and do so with empathy. This approach should keep in mind the four "Cs" of human interaction: Consideration, Communication, Civility, Compromise.

Treating people better, sharing information about yourself so others can know and understand you, and working out solutions through cooperation will contribute greatly to a more positive situation by heading off future problems.

Rights and Responsibilities of Residents

Residents have the right to:

- Be treated by other residents and staff members with the same respect and consideration that you would give to them.
- Study without undue interference, unreasonable noise, and other distractions.
- Sleep without undue disturbance from noise and distractions.
- Expect that others will respect your personal belongings.
- Live in an environment kept clean by those who live in it.
- Access your room/suite/apartment and the facilities provided for residents.
- Discuss any concerns with Residential Life staff members who may assist you in addressing your concerns.
- Expect that these rights will be respected. Responsibilities of residents include:
- Verbally expressing your views in a civil manner to the person(s) involved, should you believe that your rights were violated.
- Treating other residents and staff members with the same respect and consideration that you would expect to receive from them.
- Understanding and abiding by all policies and regulations necessary for the residence hall and campus communities to function.
- Respectfully responding to all reasonable requests from fellow students.
- Willingness to make and accept compromises where individual needs conflict.
- Responding to and cooperating with Residential Life and other Academy staff members.
- Recognizing that community cannot exist if any individual is excluded. Action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

Residential Expectations and Policies

There are two residence halls on the MMA campus: Curtis Hall and The Commons.

Curtis Hall has a total capacity of 667 beds in 307 rooms and is the largest residence hall in the state of Maine and houses undergraduate students.

The Commons has a total capacity of 38 beds in 19, two-person apartments, which house both undergraduate and graduate students over the age of 21.

The regulations and policies stated in this handbook, the current Student Datebook, and the Residential and Dining Contract, apply to all residential students, except as specifically noted in some sections.

Authorized & Unauthorized Items

Authorized Items

Electrical equipment supplied by residents that is permitted in the residence halls must be certified by “Underwriters Lab, Inc. (UL)” or the equivalent thereof, and can include:

- Coffee makers with auto shut off
- Extension Cords with built-in circuit breakers or surge protectors
- Gaming systems
- Hot Pots with closed coils and auto shut off (for heating water and soups)
- Microwaves
- Refrigerators (up to 4 cubic feet)
- TVs

Regimental students should refer to their class privileges list for any restrictions on the above items.

Unauthorized Items

Items not permitted in the residence halls include:

- Air conditioners - stand-alone or window units
- Air fryers
- Bicycles which are kept in common areas
- E-Bikes / E-Scooters
- Candles / incense
- Combustible fluids
- Electric blankets
- Electric fry pans
- Electrical tools
- Foreman grills
- Hot plates / electric burners
- Hover boards
- Induction burners
- Laser pointers
- Soldering irons
- Space heaters
- Toasters / toaster ovens
- Torchiere type lamps (halogen)
- Weapons or look alike weapons (firearms, paintball/air soft/Orbeez /Nerf guns/BB guns, archery equipment, martial arts equipment, knives, axes/hatchets).

Students who hunt or are a member of the Marksmanship Club can store their weapons in the Armory at Campus Safety and can check these items out at any time.

Care and Maintenance of Rooms/Apartments and Common Areas

Students are responsible for the condition and cleanliness of their sections of the building and the common hall areas in general. As residents of the larger community, students need to take responsibility for preventing damages and other problems in the hall.

Check-Out Process

At the end of the academic year, the residence halls close and all students must vacate their rooms twenty-four hours after their last exam, but no later than the end of finals unless they receive written permission from Residential Life for an extension. Regimental students going on cruise, must move to TSSOM at their designated time.

During this time of year, on-campus residents must check out with a Residential Life staff member during the posted check-out times. If a student wishes to leave campus when a check-out station is not open, they waive their right to dispute any damage charges that may be incurred during Residential Life and Public Works inspection of the residence halls.

When students move out of the residence halls, they are responsible for:

- Packing up all their belongings and removing them from the halls
- Cleaning their living space
- Taking all trash to the outside dumpsters
- Students in Curtis Hall quads are responsible for cleaning their bathroom
- Reading and understanding all other move out expectations as communicated by Residential Life

Cleaning Lockers

Cleaning lockers are located throughout Curtis Hall and are supplied with a vacuum, broom and dustpan and trash bags. Students may use the vacuum and broom at any time and are expected to return them to the cleaning locker when they are finished using them.

Cooking & Food

Care must be taken anytime you use any type of cooking/heating equipment. Do not leave hot pots and similar appliances turned on when no one is present in the room/apartment. Any food/snacks kept in rooms/apartments must be stored in sealed containers to avoid attracting bugs.

Curtis Hall: The only cooking that is authorized in rooms is that which can be done in an approved, closed coil hot pot or microwave. There is a microwave and kitchen outfitted with cooking appliances in the Bilge for student use. Students are expected to clean up after themselves when utilizing this space.

The Commons: Each apartment has its own kitchen. Residents are cautioned to use care when they cook as excess smoke from cooking can cause false fire alarms. Consider ventilating the area before, during and after cooking. Residents of The Commons should only cook in the kitchen area of the apartment.

Damages

All students shall be responsible for the care of their assigned room/apartment (including bathrooms and other shared areas) and the furniture and equipment therein. The full repair cost or replacement of furniture and equipment in the room/apartment, beyond normal wear and tear, shall be billed to the student. Any existing damage in students' living area should be documented and reported to Residential Life within 24 hours of a student moving in.

Damages - Community Billing

Financial charges relating to the cleaning of, damage to, or theft of Academy property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when uncleanliness, damage or theft cannot be assigned to a specific individual(s), the cleaning, repair, replacement and fine charges will be divided equally among the residents of the affected floor, wing, or building.

Decoration of Rooms/Apartments

All decorations must comply with safety and maintenance needs as well as demonstrate consideration for other members of their community.

No decorations will be affixed to the walls by any means that damages the paint or wall surface. The use of duct tape to hang items in Curtis Hall and The Commons is strictly prohibited, as it causes significant damage to the paint on the wall and ceilings. Such damage will be charged to the residents of that room at the end of the year. No decorations, TV cables, or other wires will be affixed to or hung from the ceiling (including the metal frame strips holding the drop ceiling tiles in place). No nails, tacks, tape, screws, glue, etc. are to be used. Any such damage will be the responsibility of the resident(s).

Safety needs require free, unimpeded movement in and out of rooms/apartments. Residents must maintain a clear path to the door. Vision into the rooms/apartments may not be obstructed by furniture or any form of curtain or screen so rooms/apartments can be checked quickly in the event of an emergency.

Any materials that are deemed offensive to another may not be hung or displayed in such a manner as to be readily visible to others.

Door Decorations

All rooms in Curtis Hall have decorative name tags on the door, created by the RA for that section. Please do not remove these, they are helpful to locate individuals in an emergency situation.

Cork or dry-erase boards are permitted on doors if their attachment does not damage the door or paint.

Nothing else shall be placed or written on any door that will cause damage to the door or its paint.

Holiday Decorations

All decorations must meet fire/safety and electrical requirements as stated in other portions of this handbook. Lights are allowed when used with approved extension cords. Live or cut trees or fir cuttings are not permitted. Fireworks are not permitted.

Electronic Door Locks

MMA uses push-button door locks rather than traditional keys. Door codes are confidential and only for the knowledge of the individuals who live in each room/apartment. If a student chooses to share their door code with a friend or a boy/girlfriend, they are not able to control who the friend or boy/girlfriend might also share it with, thus compromising the security of the room.

Before the start of each new academic year, Residential Life will delete all door codes from the previous academic year and program all new codes.

During the academic year, Residential Life will complete a combo change when students move out of a room as part of a room change, disenroll from the Academy, move off-campus, or graduate in December.

Residential Life will complete one door code free of charge each academic year at the request of students in each room/apartment. Subsequent requests for codes changes will cost \$10 and will be divided amongst each room occupant.

Students are responsible for alerting Residential Life if their door lock is not functioning properly or needs new batteries. Students taking it upon themselves to repair door locks, or replace the battery packs, is strictly prohibited. If door locks need to be replaced due to students tampering with, or trying to fix/repair them, the cost of a new lock will be billed to the students residing in the room.

Emotional Support Animals

Only one approved Emotional Support Animal (ESA) is permitted per student room/apartment. Limiting the number of ESAs per room ensures the residential space remains functional for the students, helps maintain cleanliness, the well-being of the ESA, and eliminates potential issues with noise or behavioral challenges that might arise with two ESAs living in a shared space.

Fire Safety

All residents are expected to familiarize themselves with the fire alarm procedures and to study the escape routes posted on the back of the door in their room/apartment. If these procedures and routes are missing from the back of your door, please contact a Residential Life staff member immediately to obtain them. Also please study and observe the safety and health expectations for each room/apartment.

Smoke detectors in rooms/apartments ring first only in that room/apartment when activated and a trouble alert is relayed to Campus Safety so the source can then be checked. Activation of other detectors immediately sets off the general alarm for the building. Whenever the general alarm is activated, it will be sounded through the horns and strobe lights will flash.

A sprinkler system also can be found in both Curtis Hall and The Commons.

Fire Alarms

It is MMA policy that during a fire alarm the building must be evacuated immediately. When you hear the fire alarm going off, please quickly and calmly exit the building. During a fire alarm residents of Curtis Hall can gather in the Fieldhouse or ABS and residents of The Commons can gather in Alford.

Do not linger or stand in driveways/roads as emergency vehicles must have clear unimpeded access.

In the event of an alarm, residents cannot re-enter the building until the Fire Department gives the all-clear signal and residents are told they can reenter by members of Campus Safety or Residential Life.

As the Fire Department checks the building during a fire alarm, violations of state fire safety laws or regulations will be reported to the Office of Campus Safety.

Purposely or negligently causing false alarms or tampering with safety/fire devices may be grounds for dismissal or expulsion. Under state law, it is a felony offense to purposely cause false alarms or to tamper with emergency/fire equipment. Under Academy policy, students who purposely or negligently/unintentionally cause false alarms or tamper with fire equipment may face disciplinary action. Town ordinances set a threshold amount for false alarms, above which the Academy is charged \$250 per alarm. This cost may be assigned to any person found to be responsible for an alarm. False alarms invite resentment from other students, nearby neighbors in Castine and the Volunteer Fire Department. Residents and community members may become desensitized to false alarms and fail to respond in a timely fashion in the event of an emergency.

Failure to Comply

Students who fail to respond to an alarm or are uncooperative during a fire alarm must understand that their actions are in violation of community conduct standards. If deliberate non-compliance is verified, the student will be subject to disciplinary action.

Flammable Materials

Possession/use of candles, incense, oil burners, or other flammable materials or items such as holiday decorations that can or do produce open flames or embers, are not permitted in the residence halls.

Personal Furniture

Curtis Hall: For fire and safety considerations, only one extra piece of furniture (“easy” chair, couch, or futon, etc.) is permitted per room.

The Commons: Apartments are furnished with a couch, end tables and kitchen table. For fire and safety considerations, only one extra piece of furniture (“easy” chair, couch, or futon, etc.) is permitted per apartment.

Furniture

All Academy provided furniture must remain within the room/apartment. The removal of unwanted furniture is not permitted. The building of lofts in, or otherwise modifying rooms/apartments, is not allowed for fire/safety and maintenance reasons.

Hall Sports

Hall sports, including but not limited to ball sports, bicycle or scooter riding, skateboarding, rollerblading, etc., are prohibited in all parts of Curtis Hall and The Commons.

Health & Safety Inspections

All student rooms/apartments will be subject to periodic Health & Safety inspections. In addition, Regimental students’ rooms/apartments will be inspected on a regular basis as noted in the Regimental Manual/POD.

Health & Safety Inspections include, but are not limited to, checking for:

- Assigned furniture is present in the room/apartment
- Overall cleanliness
- Vandalism and or damage
- Fire & electrical safety
- Quad bathrooms are clean

Any room/apartment that fails a Health & Safety Inspection will receive a form that outlines any deficiencies that need to be corrected. A re-inspection of the room will occur after occupants of the space of time for correction.

Housing Assignments & Requirements

MMA has a residency requirement for all full-time students which requires them to live on-campus unless they meet the off-campus requirements:

- 21 years of age by August 31st for the fall semester or December 31st for the spring semester
- 2 years of military service with honorable discharge
- Married
- Completed six semesters on campus at MMA

By agreement, students are licensed for the use of space in a room/apartment. Students are assigned to rooms/apartments at the discretion of the institution. Specific responsibility for housing placements is assigned to the Director of Residential Life and Student Activities and the Assistant Director of Residential Life. At no time is a student permitted to move to a room that is not their assigned living area unless given express permission by the Assistant Director of Residential Life, at which time they will be required to complete an official housing assignment change.

All students participate in a housing application process in which roommates can be self-selected. Students who do not wish to select their own roommate will be assigned one through a roommate matching process based on responses to their profile questions completed in the housing application each year. Returning students, in general, participate in a housing selection process in which rooms can be self-selected. The Department of Residential Life reserves the right to reassign or consolidate students to other spaces / rooms when to do so appears to be in the best interest of individuals or groups of students, or when it is determined that a student is not actually residing in their assigned space. The Department of Residential Life also reserves the right to consolidate students who have not paid for a single room and have no roommate. Single room preferences, roommate preferences, and other requests are accommodated based on available space.

Off-Campus Petitions

Students who do not meet the traditional eligibility requirements for living off-campus but believe they have extenuating circumstances which necessitate a need to live off-campus, may complete and off-campus petition to be reviewed by the Dean of Students.

Permission to Live at Home

“Home” is designed as the student’s primary residence of record, where the student’s parent(s) or guardian(s) currently resides. The student’s home must be within a 45-mile radius (Bangor, Belfast, Ellsworth reference points) from MMA. When granted, this authorization is only in effect if the student is living at home, at their primary residence, with their immediate legal parent(s) or guardian(s).

Laundry Rooms

In Curtis Hall, there are four laundry rooms on each of the 2nd, 3rd and 4th floors. There is one laundry room on both the first floor and basement floor. In The Commons there is a laundry room in the basement of each building.

Please be respectful of other students who need to use the machines and remove your laundry from the machines when your laundry is done.

Tampering with machines is prohibited. The costs associated with repairing machines due to being tampered with will be divided among the students living in the respective building.

Lights

Residents are not allowed to mask or color permanent room/apartment lights, or exchange the bulbs for anything except white lights. No cloth, paper, or any potentially flammable material should be on or near lights.

Musical Instruments

Students are permitted to play musical instruments in their room/apartment only at a time and in such a manner as not to disturb other students. They cannot be played during finals week. It is strongly recommended that electronic instruments be played with headphones.

Noise

Residents are expected to keep the volume of sound from televisions, stereos, electronic games and other devices at a level that can be heard only in their room/apartment. This also applies to social gatherings. Due consideration must be afforded to other students, particularly if you receive a direct request to quiet down from another student.

Pets/Animals

Pets and or animals, except for non-flesh-eating fish, are allowed in the residence halls. Pets and or animals are not to be brought into any residence hall by a student or their guest. Fish aquariums are limited to 10 gallons or less. Students who require a service or emotional support animal, must be approved for an accommodation by the Accessibility Services Office before bringing the animal to campus.

Quiet Hours

Consideration hours are in effect 24 hours a day, 7 days a week. This means being conscious of the noise you are making and being considerate of those around you. Quiet Hours are to be observed Sunday – Thursday from 10PM until 7AM and from Midnight until 9AM on Friday and Saturday.

During these hours there should be no loud noise in the hallways and music/loud noise should not be heard outside the student's room/apartment. Students are expected to respond in a reasonable and courteous manner to requests for noise reduction at any time.

Room Changes

Students living in both Curtis Hall and The Commons, who are interested in a room change, need to first connect with Residential Life. Room changes cannot occur until all students involved have received permission for the room change to take place. Students who change rooms without prior approval from Residential Life will incur a \$100 improper room change fee and will need to move back to their assigned space. It is imperative for safety reasons that Residential Life know where students are living.

Roommate Conflicts

If a resident and their roommate are having a conflict, they should attempt to discuss the problem together. If conflicts are not resolved, the student concerned should contact their RA for guidance. If the RA believes that the conflict is something out of their control, they will bring it to the Director/Assistant Director of Residential Life. If the problem cannot be resolved at this stage, the Department of Residential Life reserves the right to relocate one, both, or none of the parties involved.

Safety and Security

Security of Belongings

Residents are solely responsible for any personal belongings in their rooms/suites. MMA assumes no responsibility for the loss or damage of personal belongings due to student misconduct or a failure to abide by Academy policies or guidelines.

Each Curtis Hall resident has one desk drawer capable of being padlocked (padlock not included). It is recommended that residents lock their valuables in these spaces at all times when they are out of the room. These drawers will not be entered outside of normal inspections for any reason unless authorized by the Dean of Student Services, the Director of Residential Life and Student Activities, the Director of Campus Safety or the President, and only with probable cause.

Security of Residence Halls

For the safety and security of all residents, the outer doors of residence halls are locked 24 hours a day. Entrance to the residence halls is solely through doors with proximity sensors (ID card readers). Students must be prepared to show their MMA student ID card at all times. Guests must always be accompanied by their host.

Security of Rooms

No student shall enter the room/apartment of another student uninvited unless there is an emergency or valid perception of an emergency, which warrants an immediate response. A student entering a room/apartment uninvited is trespassing. Under this regulation, any student present in another student's room/apartment with permission is considered a "visitor" of at least one of the assigned residents of that room/apartment.

The Academy reserves the right to have its representative(s) enter a resident's room/apartment at any time in the following instances:

- When it appears that an occupant may be physically harmed or endangered
- When it appears Academy property is endangered
- When it appears Academy or Residence Life policy is being violated
- To make repairs / complete maintenance
- To conduct Health and Safety Inspections
- To conduct Regimental Inspections

Designated Academy officials are permitted to enter student rooms/apartments at reasonable hours, designated by notice, for the purpose of carrying out their assigned tasks and functions. Except for Regimental Inspections, it is a courtesy but not required that the student be present.

During the summer or pre-season period, Academy staff and officials complete work or room inspections to prepare them for various conferences or the opening of a new Academic year. Although prior notice to residents will be attempted, it is not always possible to notify residents before entry is necessary to complete such tasks.

Designated officials (members of the Students Services Division and Campus Safety Officers) may also perform authorized searches of rooms/apartments as defined in the Student Honor Code of Conduct and Responsibilities.

Surveillance Cameras

Maine Maritime Academy Campus Safety utilizes surveillance cameras in common or public areas on the Maine Maritime Academy campus to augment the safety and security of the Maine Maritime Academy community. Inconspicuously placed video surveillance devices may also be used when necessitated for investigatory purposes at the recommendation and supervision of the Director of Campus Safety.

Single Rooms

When a single room occurs by default (roommate leaves or is moved) the remaining room occupant's situation will be evaluated by Residential Life and they will be subject either to a single room charge or room consolidation with another resident.

Summer Storage

In Curtis Hall, there are 13 summer storage rooms throughout the building, and in The Commons, there is one located in the basement of the C-D building. Current residential students, who are returning to campus housing for the next academic year, can store up to four personal items each over the summer. Totes, boxes, ridges, microwaves, floor fans are allowed. Furniture of any kind is not permitted. Summer storage is not intended to be used frequently during the year as additional personal storage space.

The Academy assumes no responsibility for personal belongings placed in summer storage. Items being placed in summer storage are required to be labeled with the students' name. All items need to be removed from the storage spaces by the end of add/drop, or they will be considered "abandoned" and will be disposed of.

Tobacco (Smoking & Other)

Maine Maritime Academy is a smoke and tobacco-free campus. The use of tobacco products including e-cigarettes, vapes, and nicotine pouches is prohibited anywhere on Academy property, including in the residence halls. Failure to comply with these policies can result in disciplinary action.

Vacancies/Vacant Rooms

When a vacancy occurs in a living space, the Academy reserves the options of filling the vacancy with another resident, requiring the remaining occupant to obtain a roommate, requiring the remaining occupant to consolidate to another room, or assessing the increased single room fee.

Vacation Breaks

During the academic year, when vacation breaks occur that are a week or longer in duration, the Academy closes Curtis Hall, and all students residing in Curtis must vacate for the duration of the break. The Commons remain open over break periods. Refer to the academic year calendar and information published by Residential Life for specific closing and opening times.

Before leaving for break, residents must clean their living space, bring all trash out to the dumpsters located by the residence halls, close windows, set thermostat in their room, and for the Winter Break, unplug all electrical appliances. Residence Life staff conduct health & safety inspections of rooms/apartments at each break period.

Visitors & Guests

All guests of students must be 18 years of age or older. Exceptions to this rule must be requested in writing and approved by the Dean of Student Services no less than one week prior to the visit. The Dean of Student Services will require information from the host in order to complete an emergency contact form for the underage visitor.

Residents are required to have all guests (any non-residential MMA students or other non-MMA people) registered. MMA students who live off-campus but wish to visit friends overnight must also be registered with a host. Students can register visitors on their My Student Life portal.

MMA students are only permitted to have visitors (other MMA residential students) and guests (non-residential MMA students or other non-MMA people) stay in their rooms/apartments.

Hosts are responsible for the safety and well-being of their guest, as well as ensuring that their guest complies with all Academy rules and regulations. Hosts are expected to accompany their guests any time that they are away from the host's room/apartment. Hosts are responsible for all of their guest's actions and behavior and are subject to disciplinary action if their guest violates any Academy policies, rules, or regulations.

Guests who are not staying overnight must leave residence halls by 11:00PM. Each overnight guest or visitor stay is limited to 72 hours (i.e. up to three days in a row).

Students who fail to register their guests or to escort them within the building are subject to disciplinary action and their guests may be requested to depart Academy property immediately. Students who introduce unauthorized visitors or guests into their room/apartment or other restricted areas will be cited under the Academy Rules and Regulations governing conduct and discipline.

Windows

Window screens, where they are in place, must not be removed or tampered with. Broken or cracked windows must be reported immediately to an RA or Campus Safety. The cost for repairs will be charged against the assigned room/apartment occupants where negligence is apparent.

Each window is fitted with an approved set of curtains. It is not permitted to change these curtains, nor to display or hang anything else in, on, or out of the window. It is not permitted to throw anything out of windows.

Help conserve energy. During cold or inclement weather, keep windows closed at all times, except for ventilation needs when occupied. During severely cold temperatures, windows that are left open can cause pipes to freeze and burst and damage students' and MMA property. Any damage to a room's heating system caused by the residents will result in the assessment of damage charges.

Work Orders

Students will not tamper with, remove or attempt to repair any of the equipment installed in their room/apartment, such as electrical fixtures, outlets, heating, lighting, furniture, door locks, etc. Broken and damaged items need to be reported to Residential Life so a work order can be submitted to Public Works.

Unapproved Early Returns

Students are required to adhere to the official check-in dates set by the Academy as early returns without prior approval from Residential Life can disrupt building maintenance schedules, staffing, and overall residence hall operations. Any request for an early return must be submitted to and approved by Residential Life in advance of students arriving on campus. Violations may be referred to student conduct and could result in disciplinary actions including fines or other sanctions.