The Residence Life program at Colorado School of Mines is dedicated to facilitating the development of the whole student - emotionally, intellectually, and physically. In addition to attaining this goal, the Residence Halls are designed to provide a variety of experiences, opportunities, and services.

Residence Hall life is an integral part of your education. In addition to providing housing facilities which enable you to meet your educational objectives, the Residence Halls offer educational and social programs within your living environment designed to complement your intellectual growth. In striving to develop a sense of community which facilitates your total development, we recognize that much of your success is dependent upon the meaningful relationships which you develop and the degree to which you are willing to
accept responsibility for an active role in your own education. Inherent in this concept is the acknowledgement of your individual worth, dignity, and potential to achieve a well-rounded education. In keeping with this recognition, the Residence Hall program encourages you to assume an active role in making decisions which are relevant to all aspects of your life.

Essential to the implementation of this Residence Hall philosophy are the continuing efforts to achieve self-identity and develop meaningful relationships. These needs are provided for, in part, through community living. All members of the Residence Hall community will strive to attain a balance between maximum individual freedom and institutional order. This relates directly to the issue of rights and responsibilities which is a basic and active component of the Residence Life Program.

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**Introduction**

This handbook is provided to assist you while you are living in the Residence Halls. It includes lists of telephone numbers for campus resources, information on dining services, and policies which you are expected to follow. Students are responsible for understanding the contents of this handbook as stated in their Residence Hall contract, the CSM Bulletin, and the CSM Code of Conduct which can be found in the Student Handbook - "The Brunton", available online at http://studentactivities.mines.edu/rules.shtml

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**Campus Telephone Numbers**

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<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>303-273-3220</td>
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<tr>
<td>Apartment Housing</td>
<td>303-273-3351</td>
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<tr>
<td>BlasterCard Office</td>
<td>303-384-2273</td>
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<tr>
<td>Bookstore</td>
<td>303-273-3115</td>
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<tr>
<td>Career Planning and Placement</td>
<td>303-273-3297</td>
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<tr>
<td>Cooperative Education</td>
<td>303-273-3235</td>
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<tr>
<td>Copy Center</td>
<td>303-273-3202</td>
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<td>Computer Center</td>
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<td>Conference Services</td>
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<tr>
<td>Dean of Students</td>
<td>303-273-3231</td>
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<tr>
<td>Dining Services</td>
<td>303-273-3358</td>
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<tr>
<td>Financial Aid</td>
<td>303-273-3301</td>
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<tr>
<td>International Student and Scholar Services</td>
<td>303-273-3210</td>
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Convenience Services in the Halls

Dining at the Slate Café

- Residence Hall students are required to take a meal plan as part of their room and board contract. The following is a brief explanation of the meal plan options available to the students. Munch Money can be used at any of the dining retail locations.
- Slate Café hours of operation are 7:15am-7:15pm Monday through Friday, 11:00am-7:15pm Saturday and Sunday. Typically there are five meal periods - hot breakfast, continental breakfast, lunch, mid afternoon snack, and dinner.
- Several meal plans are available to residence hall students, each of which provides a specified number of meals per week or per semester at the Slate Café, as well as a specified amount of Munch Money per semester. See Meal Plan Rates for current options.
- Off-campus meal plans are available for students not residing in the Residence Halls.

Dining Retail Locations and Hours of Operation:

Please refer to the Food Service www.mines.campusdish.com website for further details. All hours of operation are subject to change.
Food Court (Located in the Ben Parker Student Center):
Monday - Thursday - 7:15 am - 7:00 pm
Friday - 7:15 am - 2:00 pm
Saturday to Sunday Closed

Juice Lab (Located in the Student Recreation Center):
Monday - Friday - 7:30 am - 5:00 pm
Saturday to Sunday Closed

Mines Park C3 Store (Located at the Mines Park Community Center):
Monday - Friday - 3:00 pm - 11:00 pm
Saturday to Sunday Closed

Einstein Brothers Bagel Store (Located in the CTLM building):
Monday - Friday - 7:15 am - 9:00 pm
Saturday to Sunday Closed

Dining Policies

- **Lost BlasterCard:**
  Your BlasterCard is needed for admission to the food service locations. If lost or damaged beyond repair, a new card must be purchased immediately from the BlasterCard Office. You MUST have your ID when you enter the Slate Café.

- **Sack Meal:**
  Students may be provided with a sack lunch, due to class and work conflicts during regular lunch hours. The student must make arrangements with the food service office at least 24 hours in advance.

- **Slate Café policies:**
  - Unlimited seconds are offered on all food except on special entree nights. On these nights an alternative will be available for the second helping. Please take only one serving when going through the various lines, and feel free to come back for unlimited seconds.
  
  - All food served in the Slate Café must be consumed or discarded in the Slate Café, unless otherwise specified. Consult with CSM Dining Service staff before preparing any food items for removal from the Slate Café. Desserts and small fruit items are frequently permitted, but this is not guaranteed and subject to change at any time for any reason.
  
  - Meal plans are NOT transferable, and violations will result in disciplinary action, which could include forfeiture of the meal pass.
If you have constructive criticism or suggestions for improving the food service, please bring them to the attention of CSM Dining Services hosted by Aramark, or your Resident Assistant.

Student Health Center. 1225 17th Street, 303-273-3381
Mon. - Fri.: 8:00 - 12 noon, 1:00am-4:45pm The Student Health Center provides primary health care for currently enrolled CSM students who have paid their health fee, and who have a completed health history on file in the Student Health Center. Patients are seen on a walk-in basis by a registered nurse. In addition, physicians are available for urgent problems during nights and on weekends. They can be contacted at 303-278-4600. You must identify yourself as a CSM student. Students may also choose to go to a local Emergency Room for urgent or emergency care. The closest ER is Exempla Lutheran Medical Center at 8300 W. 38th St. A dental clinic at the Student Health Center is also available for general dentistry needs. Service is by appointment only and there is a charge for the care. See the CSM Student Health Center Website (Link http://inside.mines.edu/stu_life/health/) for more information.

Ben Parker Student Center, 1600 Maple Street

The Student Center is open daily until 11:00 pm during the academic year, and is a facility where CSM students, faculty, and staff can go to interact with others, relax, study, and have fun. The Center contains the Slate Café (the CSM student dining hall), the Food Court, meeting rooms and ballrooms available for use by CSM student organizations with prior arrangement through the Student Life Office, and the CSM Bookstore.

The following offices are located in the Student Center: The Oredigger (CSM newspaper), Student Council (ASCSM), Prospector (CSM yearbook), Mines Activity Council (MAC), Dining Service and Catering, Student Activities, Student Life, Residence Life, Student Center Reservations, Dean of Students, Cashier's Office, International Student and Scholar Services Office, Student Development and Academic Services, Registrar, Career Center, Financial Aid, and Admissions.

Residence Halls

- Cable TV Access:
  An expanded basic cable TV connection is available in each student room in the Residence Halls. This service is included in your room and board charges. Cable cords may be checked out from the front desk
• **Internet Connections:**
  Both wired and wireless network connections are provided in the residence halls as
part of residence hall fees. Students register online to receive a CSM IP address for
their computers, and Ethernet cables may be checked out from the front desk.
Additionally, wireless is available in residence hall rooms and lounges, as well as the
library, Student Center, and academic buildings.

Students are encouraged to protect all electrical appliances and computer equipment
through a quality power surge protection system.

• **Phone Service:** Landline phones are not provided in resident rooms. Courtesy phones
are available in hallways and lounges for local, toll-free, and 911 calls.

  **TV Lounges:**
  There are TV lounges provided in Weaver Towers and the Mines Park Community
Center, and a combined TV/study lounge known as the VanDerwerker lounge,
located between Morgan and Thomas Halls.

• **Items for Checkout:**
The Residence Hall front desks, located in the Perez Lounge between Bradford and
Thomas Hall and at the main entrance to Weaver Towers, provide a variety of items
for check-out including, but not limited to, vacuum cleaners, cleaning supplies, tools,
games and athletic equipment. The desks also provide change for vending and
laundry machines, stamps, replacement light bulbs, and trash bags.

• **Mail Service:**
  Mail service is provided to the Residence Halls Monday through Friday. All mail
should be addressed as follows:

  **For Traditional Halls:**

  Your Name
  _______ Hall Room ____
  Street Address (see below for your building)
  Golden, CO 80401

  *Morgan street address: 1221 W. Campus Rd.*
  *Thomas street address: 1222 W. Campus Rd.*
  *Bradford street address: 1223 W. Campus Rd.*
  *Randall street address: 1221 15th St.*

  **For Weaver Towers:**

  Your Name
  Weaver Towers Room ______
  1811 Elm St.
Golden, CO  80401

For Residence Halls @ Mines Park:

   Your Name
   _____ Infinity Circle, Apt. # _____
   Golden, CO  80401

For Jones Road Residence Hall:

   Your Name
   1920 Jones Road, Apt. # (for apartments 1-4)
   Golden, CO  80401
   
   -or-

   Your Name
   1922 Jones Road, Apt. # (for apartments 5-8)
   Golden, CO  80401
Note: DO NOT include Colorado School of Mines in your address as this may delay your mail.

General Residence Hall Information

General Information

- Accommodations in the Residence Halls will be provided on a first-come, first-served basis determined by the date of the timely receipt of your fully executed Residence Hall contract.

- Rooms in the Colorado School of Mines Residence Halls include, per student, either a twin or an extra long twin bed, dresser, desk, desk chair, and closet space. Students must provide their own linens such as mattress pads, sheets, blankets, bedspreads, and pillows, as well as personal towels, wash cloths and all personal toiletry items. You are expected to keep your room clean and damage free.

- Period of Occupancy:
The period of occupancy for Fall semester begins on the Friday before classes begin and ends no later than 24 hours after the student’s last regularly scheduled final exam, or no later than 12:00 noon on the day of Fall Commencement, if the student is participating in Commencement. The period of occupancy for Spring semester begins on the Sunday before classes begin and ends no later than 24 hours after the student’s last regularly scheduled final exam, or no later than 12:00 noon on the day of Spring Commencement, if the student is participating in Commencement.

- For your convenience, coin operated washers and dryers are available. Your BlasterCard can also be utilized on all laundry machines, by adding money at the BlasterCard office in the Student Center. Laundry facilities are located in the basements of the Traditional Halls, on the first floor of Weaver Towers East and West, and in the community center at the Residence Halls at Mines Park.

- There is no common storage space available in the Residence Halls. What you bring will have to be stored in your room, so plan ahead.

- Students may supply their own refrigerator but it must be of a compact size less than three cubic feet. Students may supply their own microwave, not to exceed a 1000W rating.
• **Repairs and Maintenance:**
  If repairs or special maintenance are needed in your room, notify your Resident Assistant immediately. For the purpose of safety, sanitation, and general upkeep, the School reserves the right to maintain and make repairs in Residence Hall rooms at any time during the school year. *Maintenance staff may enter any room for the above purposes, whether the occupants are present or not.* However, proper notice will be given if possible, except in cases of emergency and expediency.

• **Sales in the Residence Halls:**
  General sales or solicitations are prohibited in the Residence Halls. If residents are being solicited, please notify a Residence Life staff member immediately or call Public Safety at 303-273-3333.

• **There are limited community kitchen facilities available in the west atrium of Weaver Towers, and adjacent to the community center lounge at the Residence Halls at Mines Park. Please clean up after yourself!**

• **Health and Safety Inspection and Entry:**
  CSM is committed to respecting the student’s right to privacy. However, the right to enter rooms and perform required maintenance, to determine the condition of CSM property, to regulate suspected violations of CSM rules and regulations, and to maintain the health and safety of all students is reserved.
  
  o Throughout the year, including vacation periods, the University reserves the right to clean, check and repair residence hall rooms. Whenever possible, the University will notify the student in advance of maintenance work to be done and shall exercise all reasonable care with personal belongings of the student. The University will not be responsible for loss or theft of any personal belongings in student rooms.
  
  o Health and Safety Inspections will be conducted by the Office of Residence Life twice a semester. These inspections will be announced. The University reserves the right to remove any object or material from a student room that would violate a University regulation. Also, if a student fails a health and safety inspection the student must correct the issue within 48 hours and continuously maintain compliance from then on out. Disciplinary action may be taken with any student(s) found in possession/non-compliance with such items or requests to fix, including but not limited to Health and Safety Violations (cleanliness, etc) and Policy Violations. If a student is found non-compliant with any violation the University reserves the right to terminate the Residence Hall Contract.
• **Guidelines for Room Entry:**

  o **Health and Safety:**
    The University respects the right of the student to the privacy of his/her room. However, for reasons of safety, health, general welfare or official business, including reasonable grounds to suspect a violation of University policy, the University reserves the right to enter a student room, and may do so without prior notification or without the student’s presence, if necessary.

  o **Fire Drills:**
    During fire drills, rooms may be entered for the purpose of determining if all residents have evacuated. Students are required to evacuate the building during a fire drill. This action is for your protection.

  o **Emergency Situations Which Warrant Entrance of Rooms** (including but not limited to):
    - Occupant has been missing for an extended period of time for unknown or suspicious reasons, or is reported missing by roommate, friend or parent.
    - Occupant verbally calls for help or calls by telephone.
    - Residents and/or belongings are threatened by imminent danger, or the possibility of dangerous trespassers exists, indicating that residents are in danger.
    - A suspicious/dangerous activity is observed or reported, or there is reasonable evidence of activity not permitted in the Residence Halls.
    - Conditions in a room which are a constant and annoying disturbance to other residents, such as radios, alarm clocks, stereos.

  o **Room Entry Procedures:**
    - Staff member should knock, but need not receive verbal permission, before entering if in the mind of the staff member the danger is of sufficient magnitude, or entrance is of significant importance.
    - If occupant refuses entrance to a staff member, the staff member may enter with a pass key, if he/she is reasonably sure that the occupant or state property is in danger.
    - Room searching for contraband, such as Residence Hall fire fighting equipment, narcotics, or items that may endanger Residence Hall occupants, or suspected violation of Federal, State, or University regulations shall be done in accordance with State law. Prior notice before the room is entered is not required, and occupants need not be present.
• Rooms may be entered at semester breaks for the purpose of maintenance, inventory, and routine Health and Safety inspections.

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Residence Hall Association

The Residence Hall Association (RHA) promotes, coordinates and funds activities for the Residence Hall students, as well as sponsors campus-wide events. All Residence Hall residents are members and are represented in the General Assembly by Floor Representatives from their respective floor and Residence Hall. The advisory board consists of designated Hall Directors and the Associate Director of Housing for Residence Life. Some activities sponsored by RHA include E-Days Casino Night, Halloween Decorating Contests, and Fieldhouse Frenzy (a finals week late-night "study break"), to name just a few.

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Residence Hall Contracts and Fees

• *Residence hall contracts*: Residence hall contracts are issued for the full Academic year and cancellations will not be accepted after August 1, except from those students who decide not to attend CSM. Those contracts separately issued only for the Spring semester may be canceled no later than December 1. After that date, cancellations will not be accepted, except for those who decide not to attend CSM.

If the student should choose to cancel this contract in writing after move-in, the student will be billed for 60% of the remaining portion of room rate and 100% of remaining board rate that is owed to CSM. The student will retain the benefits of their resident meal plan for the entire academic year.

• *Payment of Fees*: Payment of all fees, including tuition, room and board and all other School fees are due to the CSM Business Office by the first day of classes each semester. A penalty fee will be charged for any late payments.

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Residence Hall Staff

The following is a description of the Residence Hall Staff and their functions.
- **Residence Hall Director:**
  Each of the seven Residence Hall facilities have a Residence Hall Director. The Hall Director serves as a liaison between the Residence Life administration and the residents. He/she serves as an advisor and counselor to the residents and the Resident Assistants. He/she assists the Resident Assistants in enforcing all Hall regulations, and is responsible for the general well-being of the residents and the Residence Hall. Hall Directors have jurisdiction on any floor in any building involving all types of violations.

- **Resident Assistants:**
  Each floor of the Residence Halls has a Resident Assistant (RA) who is responsible for his or her floor. The RA serves as an advisor and counselor to residents and assists residents with any facet of college life. The RA is responsible for ensuring that the student rights and responsibilities are observed and for organizing a variety of floor programs each semester. RAs have jurisdiction on any floor in any building involving all types of violations.

There is an RA on duty for each building every night, except during some break periods. If your RA is not available, you should contact the RA on duty with any problems that you might have. The staff member on duty is posted at the front desks.

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**Room Assignments:**

Room assignment priority is based on the date of receipt of the residence hall contract by CSM. Preferences for room assignments are not guaranteed. If desired preferences are not available, the student will be assigned to the next available space. The contract will not be terminated if the student’s desired space is not available.

CSM reserves the right to make alternative assignment decisions or to reassign students for such reasons as CSM determines appropriate. These reasons include, but are not limited to the use of temporary accommodations when permanent space is not available; construction, renovation, and/or maintenance activities; roommate conflicts; health, safety, and/or security concerns; pending disciplinary action; noncompliance with CSM regulations; and consolidation. CSM reserves the right to schedule unoccupied rooms for conference use, visiting, or potential students throughout the year. Room reassignment, utility or facility disruptions
shall not result in the reimbursement or reduction of room and board rates. CSM shall require a higher rate for single occupancy of a double occupancy room; however, single occupancy of a double room shall only be permitted by CSM if space is available.

Room changes shall be authorized only by the Associate Director of Housing for Residence Life in consultation with the Residence Life Room Assignment specialist.

The Colorado School of Mines does not discriminate on the basis of age, gender, race, ethnicity, religion, national origin, disability, sexual orientation, or military veteran status. Assignment of rooms in the Residence Halls is made in accordance with this policy.

### Check-out and Withdrawal:

Students are obligated to the stipulations of the Residence Hall Contract. Students who officially withdraw from the School will receive a pro-rated refund based on the amount of time remaining in the contract if applicable (Refer to Residence Hall contract for further details).

A full refund for the time remaining is only made when a student makes an official withdrawal through the Registrar office and properly checks out with the Resident Assistant. Students are required to leave their room clean and all furnishings properly assembled, intact, and damage free when leaving the Hall, or a fee will be assessed.

First-year students are not permitted to reside in Fraternity and Sorority houses, except as approved by the Associate Director of Housing for Residence Life and Director of Student Activities. Upperclassman students who break their contract in order to move into a Fraternity or Sorority house are subject to all applicable penalties, per the Residence Hall contract.

NOTE: Those who change rooms between Fall and Spring Semester must check-out of the room occupied during the fall term and move into the new room prior to leaving for winter break. This means waiting until the new room to be occupied has been vacated by its present occupant and is available.

### Collection of Fees and Fines:

Residents will be charged for any damage to the building, floor, suite, or apartment assigned to the student, including fire damage, damaged or missing furniture, lost property, lost keys, necessary lock changes, or service costs caused by the student because of actions, neglect, or intent. Where two or more residents
occupy the same room, suite, or apartment, and the responsibility for damage, loss, or any other charges cannot be ascertained by CSM, the cost of the damage, loss, or charges will be allocated and assessed equally to all occupants of the room, suite, or apartment. All residents are responsible for individual and community damages collectively.

**Loss and Theft:**

Residents should report any missing property to their Resident Assistant or CSM Public Safety office immediately. CSM assumes no responsibility for the theft, destruction, or loss of money, valuables, or other personal property belonging to, or in the custody of the student, regardless of cause. This includes losses that occur in the student’s room, public areas, or other areas of the building. **Students are encouraged to carry their own personal property insurance.**

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**Rules and Responsibilities**

- **Quiet Hours:**
  Quiet Hours will be maintained, unless otherwise specified, Sunday through Thursday from 7:00pm until 7:00am the following day, and Friday and Saturday 11:00pm until 11:00am. During the Quiet Hour period, TVs, stereos, voices, etc. must be lowered until inaudible in neighboring rooms and hallways.

  Residents will refrain from loud and discourteous behavior in the hallways, stairwells, bathrooms, lounges, lobbies, and any common area in or around (outside) of the Residence Halls.

  In addition, excessive loud disturbing noise or behavior at any time during the day or night will not be tolerated. A “two door away” policy is the guideline. Although the internal layout of Weaver Towers suites tends to yield more “communal noise”, the policy will still be enforced this way if any complaints are raised. Please be courteous and respectful to the needs of your fellow residents.

  During finals week each semester, all floors will observe 24-hour quiet hours.

- **Weapons:**
  Hand guns, hunting knives, rifles, shotguns, bows & arrows, swords, paintball guns, airsoft guns, and similar dangerous devices and objects are not
permitted on campus. Possession of any of these items will result in disciplinary action.

All switch-blade and fixed-blade knives are not permitted in the halls. Pocket-knives or multi-function tools featuring a standard manual flip-blade type not exceeding 3.0 inches will be tolerated, but are not condoned. Staff members reserve the right to require the forfeiture of any device housing a knife blade in violation of these guidelines.

Misuse or abuse of any dangerous device resulting in a possible threat to the safety of any resident, may result in disciplinary action and if the case warrants, will be turned over to Public Safety.

- **Fire Alarms and Fire Equipment:**
  All possible measures are taken to ensure the safety of the residents. This includes fire evacuation rules and regular fire drills. Tampering with fire alarms and fire-fighting equipment is prohibited due to the possibility of hindering student response in a regular fire drill or actual fire. **PROSECUTION AND/OR DISCIPLINARY ACTION, WHICH MAY INCLUDE DISMISSAL FROM CSM,** is the penalty for intentionally setting off false fire alarms, using/tampering with fire equipment without authorization, failure to vacate a building when a fire alarm is set off, or setting fires or using fireworks.

- **Alcohol and Drugs:**
  - The Unauthorized sale, use, manufacture, distribution, or possession of any controlled substance, mind altering drugs (both legal and illegal), illegal drugs or drug paraphernalia of any nature is expressly forbidden in the buildings or grounds of Colorado School of Mines.
  - The misuse or unauthorized distribution of prescription medication is also prohibited in the buildings or grounds of Colorado School of Mines.
  - The use of alcoholic beverages is governed by the "Colorado School of Mines Alcohol Policy" included in the "Brunton". Furthermore, alcohol is strictly prohibited in all Residence Halls, regardless of the age of the person in possession. Underage Consumption and/or Intoxication are prohibited in and around the residence halls. Alcohol bottle collections are prohibited. The Colorado School of Mines abides by and enforces all State laws regarding alcohol use. Students violating these policies are subject to disciplinary action.

- **Flammable liquids, flammable vapors, and other dangerous substances,** as well as any containers holding (storing) such substances, constitute a serious danger and are prohibited in the Residence Halls. Reasonable provision will be made for aerosol hairsprays, deodorants and such, but these are potentially hazardous and should not be stored in the halls in large quantities.
• **Smoking:**
The Residence Halls, as well as ALL campus and State buildings are designated as non-smoking areas. Students may only smoke outside buildings at a reasonable distance (typically 50 feet) away from open windows, doors, and ventilation intake systems. Hookahs and open-flame/coal smoking devices are not permitted in the Residence Halls.

• **Visitation and Guest Policy:**
  o Any student wishing to have an overnight guest in his/her room must get permission from his/her roommate AND register that guest with their Resident Assistant. Guests are limited to a maximum visitation of three days. Residents are responsible for the conduct of their guests and for any financial obligations incurred by their guests while at CSM. In having guests, residents should respect the rights of their roommate. No more than two guests per double room will be allowed, per fire code.

  o Guests visiting the Residence Hall must be accompanied by the host resident at all times in any public area. Residents are responsible for the behavior of their guests.

  o Visitors who violate the visitation policy or conduct policy or who have become a problem to roommates will be required to vacate the premises. Rules established to regulate conduct, to protect the individual's right to privacy and to promote a proper study atmosphere, as outlined in this handbook, shall apply to residents and guests alike.

  o Co-habitation is prohibited. When a guest becomes a nuisance to roommates/floor members, he/she will be asked to limit their visitation time. If the problem persists, he/she may have further restrictions placed upon them by the Student Life Office.

• **Electrical Appliances:**
Only small electrical appliances that are UL approved are permitted in the Residence Halls. Examples include radios, stereos, clocks, desk lamps (NO halogen lights of any kind are permitted), TVs, DVD players, personal grooming items, hot-air popcorn poppers, fans, coffee makers, compact microwaves, compact refrigerators, and personal computers. If you have questions about an appliance, ask your Resident Assistant. **COOKING IN ANY OTHER MANNER IS NOT PERMITTED IN STUDENT ROOMS.** There are kitchen facilities available in the west atrium of Weaver Towers as well as within the Community Center at the Residence Halls at Mines Park.

All open heating element devices, including but not limited to toasters, camp stoves, and range-top burners, are forbidden per fire code. All cooking must
be performed in the designated kitchen areas, using the existing appliances in those areas.

- **Keys and Locks:**

All CSM keys are NON-TRANSFERABLE, and disciplinary action will be taken if a CSM key is loaned out or duplicated.

  o In the Traditional Halls (Morgan, Thomas, Bradford, and Randall), each room has its own key lock. In Weaver Towers, each suite has a key lock to the main suite door and a key for each individual room. In the Residence Halls at Mines Park and Jones Road Residence Hall, each apartment has a key lock to the main apartment and a key for each individual interior room.

  o These keys are issued when you check in at the beginning of the semester and must be returned when you check out. The Colorado School of Mines disclaims any responsibility for lost or stolen student property. Please respect the rights and property of your suite and roommates.

  o Tampering with, or removal of locks, doors, or hardware related to such is strictly prohibited. In all halls, the locking button must be pushed in and turned to secure the locking mechanism.

  o The hallway to the female floors of Bradford, Thomas, Randall, and Morgan Halls will be locked 24 hours a day. Each female resident on these floors will receive her own floor key. This key is NON TRANSFERABLE. Residents are NOT to prop open the hallway doors for any reason. Disciplinary action will be taken if your key is loaned out or duplicated, if you fail to re-lock the doors behind you, if the doors are propped open, or if the security of residents is compromised in any other fashion.

  o If any key is lost or stolen, a new key must be obtained through your RA In order to maintain security, your lock must be changed. The RA or front desk must be notified immediately. Locks will be changed and new keys issued for each lock affected, including any affected roommate keys. The resident responsible for the lost keys will be assessed the full amount of the cost of lock change and key replacements to their student account.

- The School is not responsible for, nor does it insure, the student's personal property. It is advisable that students obtain separate insurance, at their own expense, to protect against such losses.
• Pets, except fish (30 gallon tank maximum), are not permitted in the Residence Halls.

• Waterbeds are not permitted in student rooms.

• Students are not permitted on the Residence Hall roofs, canopies, or on top of elevators.

• It is your responsibility to keep your room clean. Vacuums, cleaning supplies, trash bags, and brooms are available at the desks for your use. Also, personal hygiene is very important in a close community environment.

• When leaving the Residence Hall overnight or for a longer period, it is advisable to inform your roommate and/or your Resident Assistant where you are going, when you plan to return, and how you can be reached in case of an emergency.

• Furniture and equipment in lounges and common areas are not to be removed from those areas.

• Any damages to a student's room or furnishings will be assessed and charged to the student. Students who fail to check-out of the Residence Halls are equally responsible for damage to their room and will be assessed an improper check-out fee.

• The burning of incense, candles, or any similar item is prohibited in the Residence Halls.

• Screens on windows are NOT to be removed. The full cost to replace screens will be assessed for screens that are removed, damaged, or missing at check-out.

• Students are responsible for cleaning up any mess made in the kitchen or other common areas.

• Cleaning schedules for the bathrooms will be posted. In Weaver Towers and the Residence Halls at Mines Park, students need to make sure that all personal items are removed from the bathrooms at these times. In the Traditional Halls, NO personal items are to be left in the bathrooms.

• Closet doors are NOT to be removed. Removal of closet doors may result in a fine or forfeit of a student's damage deposit.

• You may NOT remove furniture from your room and/or common areas. You may disassemble your bed, but it must stay in your room during the year and be properly reassembled upon checkout. You may bring personal furniture,
but all furniture/furnishings that come with the room must stay in the room at all times. CSM does not have storage space for use by residents.

- DO NOT throw or dump anything out of the windows or hang clothes to dry or store items on the outside window ledge. No yelling between Halls.

- Residents are responsible for the removal of trash and recyclables from their rooms/apartments, including living rooms or suite common rooms. Trash must be placed in appropriate receptacles located outside of the Residence Halls. Recyclables should be sorted into the appropriate containers in the designated recycling area of each Residence Hall or in outdoor recycling receptacles.

- Nails, hooks, tacks, duct tape and other destructive materials/hanging devices are prohibited, including dart boards.

- As there are limited laundry facilities, please remove clothing from the washers and dryers promptly so that others may use the machines.

- All students who bring their vehicles to campus MUST register their vehicles with Public Safety. DO NOT park in reserved parking spaces. These spaces are labeled with names/markings on the parking block, or by reserved signage. Vehicles parked in these spaces, as well as service and handicapped spaces, will be ticketed and/or towed.

- There are a limited number of bike lockers available on a lottery assignment basis. Consult Weaver Towers Front Desk (Weaver Towers and Residence Halls of Mines Park residents) or Thomas/Bradford Front Desk (Traditional Halls residents) for details. Students may store their bikes in their rooms as long as they are not dirty, do not cause a fire hazard, and do not inconvenience other residents. Hanging bikes from the ceiling or fire sprinkler pipes is prohibited. DO NOT lock bikes to trees, signs, stair-rails, etc. Bike racks are provided for your convenience.

- The lounges in the Residence Halls are for the enjoyment of all residents. Please use common sense and courtesy in your use of the lounges. The following are some guidelines for lounge use:

  TVs must be kept at a reasonable level and remain off during academic tutoring hours (refer to signage in lounges for specific academic tutoring hours).
  Loud or disruptive behavior will not be tolerated.
  Clean up any mess that you make and return furniture to its original setting.
  Respect the rights of others.
  No sleeping in the lounges.
• No sports of any type or any type of potentially destructive games are allowed anywhere in the Residence Halls.

• Students must attempt a minimum of 12 credit hours to reside in the Residence Halls. Special arrangements must be made through the Associate Director of Housing for Residence Life.

Protection and Discipline

Public Safety

As a citizen of the larger society, the college student retains those rights, protections, and responsibilities held by all citizens. All residents of the Colorado School of Mines Residence Halls are subject to all local, State, and Federal laws.

The Colorado School of Mines Department of Public Safety is the investigating law enforcement agency on campus. Public Safety Officers are not just campus security. They are certified State law enforcement officials with all the powers of other law enforcement agencies. They may make searches and arrests pursuant to Colorado State law. When such cases develop, the Residence Hall staff has a working agreement that, whenever possible, the administrator in charge of the Residence Halls will be notified or will accompany the law enforcement officer.

It is the intent of the Residence Hall staff and the School administration to resolve student conduct violations within the guidelines of the Residence Halls and the School. However, in the event of a serious violation, where there is also a violation of the law (i.e. sale of drugs, arson, vandalism, assault, etc.), or where the violation is committed by non-students, it may be necessary and appropriate to involve law enforcement agencies. Likewise, students charged or convicted of violations under the general law may be subject to School sanctions for the same conduct when the act is in violation of a School rule(s) essential to the continued protection of other members of the School or to the safeguarding of the educational process.

Residence Hall Discipline Procedures

Two principles underlie disciplinary efforts. The first is that disciplinary action is aimed at assisting the individuals involved to redirect their behavior and energies along acceptable lines. The second principle is that every effort is made to encourage students to assume responsibility for their own behavior. In carrying
out these principles, great emphasis is placed on the consideration of each individual case rather than attempting to have matching "penalties" or actions for specific offenses.

The Residence Hall staff is responsible for working with students to maintain an environment in which the rights of all students are respected and in which students assume standards of responsible behavior. The Residence Life staff has the authority to implement these objectives in the Residence Halls.

- Minor Infractions (e.g., violating quiet hours or visitation policies, throwing water balloons, snowballs, etc.; non-dangerous/threatening violations)

Some possible actions that may be taken:

- First Offense: Warning, if the infraction is very minor in the judgment of the notified Residence Life staff member; otherwise, incident report filed by RA, Residence Hall Director, or other authorized member of the Residence Life Staff and appropriate educational sanctions.

- Second Offense: Disciplinary action by Associate Director of Housing for Residence Life, including possible institutional probation, community service, and/or other educational sanctions.

- Third Offense: Disciplinary action by the Director of Auxiliary Services & Housing and/or the Dean of Students which may result in dismissal from the Residence Halls for not less than one semester.

- Major Infractions: Major infractions of a very serious nature are categorized as involving any threat to persons, property, and the well-being of the Residence Halls, its inhabitants, or staff members. Major infractions will be dealt with on an individual basis, the majority of which will subject the student to possible dismissal from the Residence Halls and possibly the school. Other action that may occur from a major infraction is a combination of legal and civil action by the school.

Specific examples of major infractions are as follows:

- Unauthorized sale, use, manufacture, distribution, or possession of any controlled substance, mind altering drugs (both legal and illegal), illegal drugs or drug paraphernalia of any nature. The misuse or unauthorized distribution of prescription medication is
also prohibited.

- Underage consumption/possession of alcohol on- or off-campus, or the possession of alcohol in the residence halls by a person of any age.
- Setting off false fire alarms and/or tampering with fire safety equipment.
- Deliberate destruction of property.
- Discharging or possession of fire arms or other weapons.
- Physical abuse (fighting) or threat to any person.
- Theft of any nature.
- Posting of hate material referring to ones' ethnicity, race, gender, religion, sexual orientation, etc. and/or participating in a hate-based crime.
- Unauthorized entry, use or occupancy of school facilities.
- Disorderly, lewd, indecent, loud, or obscene conduct.
- Failure to comply with directions or blatant disregard of a Resident Assistant, a Residence Hall Director, or other School officials acting in the performance of their duties.
- Unpaid bill due to the Colorado School of Mines.