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**RESIDENCE LIFE &  
HOUSING ADMINISTRATION**

**Handbook**

**2025-2026**

# RESIDENCE LIFE AND HOUSING ADMINISTRATION HANDBOOK

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*August 2025*

Christopher Newport University reserves the right to supplement, withdraw or change this handbook. Interpretations of matters in this handbook are the responsibility of the Vice President for Student Affairs/Dean of Students and appropriate designees.

The intention of this handbook is to provide guidance and restrictions that create an environment focused on the safety and wellness of all members of the CNU Community. Temporary modifications may be made at any time in response to community conditions and needs. Updated versions will be noted and posted on <http://www.cnu.edu/reslife>.

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Office of Residence Life and Housing Administration

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## WELCOME TO RESIDENCE LIFE AND HOUSING ADMINISTRATION AT CNU!

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Welcome to on-campus living at Christopher Newport University. The Residence Life and Housing Administration staff and the entire university community look forward to hosting you for the upcoming academic year. We hope you will find your stay with us enjoyable and come to consider CNU residence halls your home away from home.

Living on campus provides many exciting opportunities and benefits. We encourage you to get involved in your residential community, meet the staff and get to know your neighbors.

During your stay, we hope you will participate in hall programs and plan some of your own activities with friends. You might also consider a leadership role on your floor, get involved with the Hall Council, and help to create a sense of community in your building. Through your involvement, you will develop relationships and important life skills that will complement your classroom experience and college education.

This Residence Life and Housing Administration Handbook is filled with important information you need to know while living on campus, including policies and procedures that govern residential living. Your understanding and respect for these issues are critical to your success as a residential student.

Please take time to familiarize yourself with the contents of this handbook. If you have any questions or require assistance with your living situation, Residence Life and Housing Administration staff members are here for you. Let us know what we can do to assist you.

Welcome, again, to living on campus. Be safe, have fun, and make the most of your residential experience.

Scott Nonemaker, *Director of Residence Life and Housing Administration*

## ABOUT RESIDENCE LIFE AND HOUSING ADMINISTRATION

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### MISSION STATEMENT

Residence Life and Housing Administration is dedicated to providing on-campus housing that enhances the educational experience for every residential student at Christopher Newport University. Our primary focus is on fostering a peer-learning, student-centered environment where students feel a sense of belonging, move toward independence, build meaningful connections, and grow as responsible leaders leading lives of significance.

### CNU HONOR CODE

On my honor, I will maintain the highest standards of honesty, integrity, and personal responsibility. This means I will not lie, cheat, or steal and as a member of this academic community, I am committed to creating an environment of respect and mutual trust.

### FREE SPEECH AND EXPRESSION

Christopher Newport University is committed to free and open inquiry in all matters, and offers to its students, faculty and staff the broadest possible latitude to speak, write, listen, challenge and learn. University Statement on Free Speech and Expression can be [found here](#).

### INCLUSION AND BELONGING AT CNU

Christopher Newport University is committed to promoting an environment that honors the uniqueness of each student. The presence and active engagement of an inclusive community offers a vibrant, rich and transformative campus experience that impacts all facets of student life. University Statement on Inclusion and Belonging can be [found here](#).

## RESIDENCE LIFE AND HOUSING ADMINISTRATION STAFF

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### DIRECTOR OF RESIDENCE LIFE AND HOUSING ADMINISTRATION

The Director of Residence Life and Housing Administration oversees all functions of the Office of Residence Life and Housing Administration. The Director is responsible for the direction and leadership of the Residence Life and Housing Administration program, including the development and implementation of the Residential Life philosophy, policies, and procedures. The Director supervises the Associate and Assistant Directors, and Residential Fellows.

### ASSOCIATE DIRECTOR OF RESIDENCE LIFE

The Associate Director of Residence Life supervises the residence halls. Primary responsibilities include oversight of the residential curriculum, departmental assessment, coordination of special interest and Greek housing, and several administrative and operational components. The Associate Director assumes responsibility for the department in the absence of the Director.

### ASSOCIATE DIRECTOR OF HOUSING ADMINISTRATION

The Associate Director of Housing Administration is responsible for oversight, planning, and management of student room assignments and billing for housing and dining plans. Primary responsibilities include managing occupancy in the residence halls, enhancing the satisfaction of residential students, and coordination of the Housing Selection Process for continuing students. The Associate Director works closely with Housing Operations Service (facilities and housekeeping) staff to ensure residential facilities are safe, well-maintained. The Associate Director assumes responsibility for the department in the absence of the Director.

### ASSISTANT DIRECTOR OF RESIDENCE LIFE

The Assistant Directors are responsible for the overall coordination and administration of multiple residence halls and supervision of Residence Life and Housing Administration staff. The Assistant Directors seek to provide a safe and secure living and learning community that complements the educational mission of the University and contributes to individual and interpersonal growth and development. The Assistant Directors are responsible for supervising the live-in Residential Fellows, front desk operations, and overall management of the Resident Assistants (RAs).

### RESIDENCE LIFE OPERATIONS COORDINATOR

The Residence Life Operations Coordinator is responsible for assisting with the day-to-day support of 45+ student front desk assistants (FDAs). The coordinator will have an active role in the recruitment and training of all student staff employed by Residence Life and Housing Administration including front desk assistants (FDAs) and resident assistants (RA).

## SENIOR MANAGER UNIVERSITY HOUSING ADMINISTRATION

The Senior Manager of Housing Administration is responsible for maintaining the administrative functions of housing assignments and related processes. Primary areas of focus include governance of the housing contract, and updating and verifying the accuracy of data pertaining to student occupancy and housing transactions. The Senior Manager is also responsible for the planning and implementing of billing procedures for housing and dining plan charges for the nearly 3800 on-campus students each academic year, as well as the 200-300 students in summer housing.

## HOUSING ADMINISTRATIVE COORDINATOR

The Housing Administration Coordinator is responsible for facilitating the administrative functions of housing processes. Primary areas of focus include overseeing students' housing assignments, dining plans, room changes, and billing housing charges for damages and cleaning. Additionally, the Coordinator manages all Greek housing and works with the other members of the housing team to ensure a successful student room selection process in the Spring semester.

## HOUSING ADMINISTRATION ANALYST

The Housing Administration Analyst is responsible for the day-to-day use, training, and process implementation of various software applications within RLHA. Primary areas of focus include StarRez for housing processes, data analysis and reporting, recommending business process improvements, as well as tablet/mobile device deployment and training.

## RESIDENTIAL FELLOWS

Residential Fellows are full-time professionals who live and work in the residence halls. As Recent CNU graduates, they have significant experience. Residential Fellows supervise Resident Assistants and Front Desk Assistants and are responsible for the management of students in their assigned halls.

## RESIDENT ASSISTANTS

Resident Assistants (RAs) are community builders who live in designated areas of each residence hall on campus. They are full-time returning students trained to help with most situations that may arise for residents, including academic and personal concerns. During the year, RAs plan programs and activities to provide students with social and educational opportunities outside the classroom. RAs also assist residents with upholding and enforcing university policies and any additional community standards halls may adopt.

## FRONT DESK ASSISTANTS (FDA)

Front desk assistants work in a residence hall setting under the supervision of a Residential Fellow and/or Residence Life Operations Coordinator. The role of the FDA is to provide excellent customer service and ensure safety and security for students living in the residence halls.

## COMMUNITY STATEMENT

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When you live in the residence halls and share space with other people, you cannot help but have an impact on, and be impacted by, the people and community around you. Keeping this in mind, the ideal residence hall community is built on the following tenets:

### PERSONAL RESPONSIBILITY

Residents take responsibility for their actions. They own up to their mistakes and try to make things better. They are aware of the effect their behavior has on the residence hall community and make a conscious effort to minimize any negative impact on others.

### RESPECT

Residents learn to respect and appreciate each other for their differences as well as their similarities. The “golden rule,” treat others how you want to be treated, is practiced, and basic rights are observed. Residents put the well-being of others and the community before themselves.

### COMMUNICATION

Residents connect with each other and build positive relationships. They openly express their thoughts and feelings. Problems are discussed and resolved constructively.

### TRUST

Residents believe in each other. They are willing to share of themselves and rely on one another. Residents feel comfortable being open and honest with each other.

### COMMITMENT

Residents feel a responsibility toward their community. They share a bond and a common identity. They stick up for each other. Residents take pride in and help maintain community standards and the appearance of the building.

### INVOLVEMENT

Residents care about their surroundings and participate in the lives of their neighbors. They take an active role in the development of their residential community.

## RESOURCES

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### ACCESSIBILITY AND CARE TEAM SUPPORT

Reasonable accommodations are considered for qualified individuals with disabilities. In order to receive an accommodation, the disability must be on record with Accessibility and Care Team Support, which is located on the 3rd floor of the David Student Union Suite 3127.

Accommodation request forms are available at [this link](#). Students are encouraged to begin the request for accommodation process early, as options may be limited after the housing selection process (for returning students) or housing placement process (for new students) takes place. Refer to the Residence Life and Housing Administration for specific dates for accommodation requests. Questions related to Accessibility Support Services should be directed to the Office of Student Affairs, at (757) 594-7160 or [careteam@cnu.edu](mailto:careteam@cnu.edu).

### ALERTUS®

This is the campus emergency system. It provides timely notification if a cell phone is turned off or you are not in front of your computer. Panels are mounted on the walls and are located in each hallway in all the residence halls. In the event of an emergency, this system will alert those in the area.

### CAPTAINS CARDS

The Captains Card is your student ID, an essential component of college living. Be careful not to lose it as you will be charged for a replacement. Once a new card is printed, the old card is no longer valid; old cards cannot be re-activated.

Use your Captains Card for the following:

- Access your dining plan and Dining Dollars
- Access print funds
- Access Captains Cash
- Gain entry to your residence hall
- Check out books at the Tribble Library
- Gain admission to campus athletic games
- Participate in intramural sports
- Purchase student tickets at the Ferguson Center for the Arts

Captains Cash is an easy and convenient way to make purchases on campus and at select off-campus locations. There are no PINs to remember or interest charges to pay. Captains Cash is only accepted at locations that have been approved by Christopher Newport University. Students can check their balances, review transactions, and report their Captains Card lost online using the Captains Card link under single sign-on services after logging in with CNU credentials to access “My Links”.

## **Complaints**

Residents who have general complaints about Residence Life and Housing Administration policy or other conflicts within their living environment should initially direct their concerns to their Resident Assistant. If a resident is uncomfortable speaking with an RA or if the concern involves an RA, a resident may reach out to their Residential Fellow. Residents who remain dissatisfied after speaking with the Residential Fellow may schedule an appointment with their Assistant Director for Residence Life by calling (757) 594-7527 or stopping by the Office of Residence Life and Housing Administration in the David Student Union, suite 3125.

To file a more formal complaint, the University Student Complaint Policy can be [found here](#).

## **DINING SERVICES**

Students must present their CNU ID in order to use the dining plan in any of the dining venues (Hiden-Hussey Commons or Regattas). The CNU ID and dining plan cannot be used by anyone other than the student whose name appears on the card. Allowing another individual to use your dining plan may result in judicial action and/or suspension of dining privileges without refund. Guests are welcome to purchase a meal at the entrance to the dining facility. Hours of operation and menus are posted online at [dining.cnu.edu](http://dining.cnu.edu).

Students in a hurry may elect to use one CNU provided takeout container rather than stay and dine in. Students have the option of a compostable container or a reusable container.

When a reusable container is selected, students must return the used container from a previous meal. Returned containers will be cleaned and sanitized upon return prior to being reissued.

Students must exit the dining hall after filling the container and may not dine in during the same meal as participating in the take-out option.

If a student is unable to get to the dining facilities due to illness or injury, a substitute person may obtain a sick tray meal-to-go for the sick or injured student. Students in need of this may contact Student Affairs for assistance.

## **DIRECTORY INFORMATION**

Directory information is considered public information and may be released on request. Please see the CNU Undergraduate Catalog for details. Students who do not wish to have certain directory information released should contact the Office of the Registrar at (757) 594-7155.

## **FRONT DESK OPERATIONS**

Front desks are located in each of the main campus residence halls. Desks in main campus residence halls are staffed by Front Desk Assistants (FDA) at various times seven days a week, when residence halls are open. Rappahannock River students will use the Warwick River East desk, and East Campus students will use the East Campus desk, located in Tyler Hall.

### **Front Desk Phone Numbers**

East Campus Area Office	(757) 594-8693
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James River Hall front desk	(757) 594-7841
Potomac River Hall North front desk	(757) 594-8689
Potomac River Hall South front desk	(757) 594-8690
Santoro Hall front desk	(757) 594-8692
Warwick River Hall East front desk	(757) 594-0358
Warwick River Hall West front desk	(757) 594-0278
York River Hall East front desk	(757) 594-8686
York River Hall West front desk	(757) 594-8688

## LAUNDRY FACILITIES

Washers and dryers are located in each of the residence halls. Students must download the Speed Queen app to pay for and activate the washers and dryers.

### Instructions to pay using your Captains Card balance

In the Speed Queen App, select “Details” on the payment screen to link to your account

1. Navigate to your building and click on “Details” next to “Laundry Balance”
2. The next screen will prompt you to log into your account. Once you have successfully logged in, you should be able to see your balance.
3. After selecting the washer/dryer that you want to use, make sure this toggle switch is selected to get the funds from your laundry balance. Then select “Pay” to confirm the payment. The washer/dryer cycle will then start.

Residents are encouraged to remove their clothing from the machines promptly and to be respectful of other people’s laundry. Laundry should not be left unattended for long periods of time. Problems with laundry machines should be reported to the front desk or the point of contact posted in the laundry room. Students may also place a maintenance [work order](#) for repairs. The University is not responsible for lost, stolen, or damaged clothing.

## LAUNDRY/VENDING MACHINE REFUNDS

Money lost in vending machines and laundry machines can be refunded at the David Student Union Welcome Desk or please contact the Captains Card office at [captainscard@cnu.edu](mailto:captainscard@cnu.edu).

## MAIL SERVICES

All residents living in university-owned housing are assigned a mailbox in the David Student Union. Once a student is assigned a mailbox, they will keep that same mailbox their entire time living in a residence hall at CNU. Students not returning to CNU housing the following semester must return their mailbox keys to the David Student Union mailroom, or a key charge will apply. The David Student Union mailroom is open Monday through Friday, from 8:00 AM to 5:00 PM.

## ***Incoming mail and packages should be addressed as follows:***

Student Name  
1000 University Place  
Box #  
Newport News, Virginia 23606

### **PEST CONTROL/EXTERMINATION**

Concerns involving the presence of insects should be reported via an online work request through [help.cnu.edu](http://help.cnu.edu). To reduce the chances of attracting insects to their room, residents are reminded to keep areas clean and not leave food or dirty dishes lying around. Trash should be bagged, tied up, and taken to designated trash rooms or dumpsters.

### **HOUSING OPERATIONS SUPPORT**

For non-emergency maintenance, residents should submit routine work requests through Housing Operations online maintenance request system found at [help.cnu.edu](http://help.cnu.edu). Visit [help.cnu.edu](http://help.cnu.edu) and select "Maintenance Ticket" to submit a work order.

Resident submission of a work order is considered notice to the resident that CNU Maintenance or Information Technology personnel and escorted contractors or vendors have permission to enter a student room to make repairs. Additional notice will not be given to residents prior to room entry.

*If the issue is not resolved within three working days, contact Housing Operations Support at (757) 594-7561 or at [housing@cnu.edu](mailto:housing@cnu.edu).*

Emergency maintenance personnel are on-call after hours and on weekends for emergency maintenance issues that cannot wait until normal working hours. Contact the front desk for the following types of emergencies:

- Power failure
- Sparking or smoking outlets or fixtures
- No lighting in the stairwell or bathroom
- No water
- No hot water
- Leaks or flooding which demonstrate an immediate threat to individuals or property
- Clogged / overflowing toilet
- Leaking sprinkler head
- A/C unit frozen or flooding
- No heat
- Inability to lock room door
- Inability to open the room door
- Jagged or shattered glass
- Buzzing smoke detector

### ***Important:***

**Do not** attempt to complete repairs on your own; place a work order.

**Do not** use a commercial drain cleaner to clean clogged or slow drains. These chemicals cause damage to the plumbing systems and pose a hazard to yourself, University staff and contractors.

**Do not** dispose of grease, chemicals, any hazardous material, personal hygiene products, paper towels, flushable wipes, or anything else in any University Housing plumbing fixture or drain.

To help prevent plumbing clogs, always use a hair catcher in your shower to keep hair out of the drains.

## SPECIAL INTEREST HOUSING

### ***Theme Units***

Housing is available in James River Hall Theme Units for groups of rising sophomores, juniors, and seniors. Groups of students interested in this option must submit an application to Residence Life and Housing Administration prior to the Housing Selection Process held in the spring semester.

### ***Greek Housing***

Several rooms have been set aside for occupancy by members of CNU's fraternity and sorority community. The Greek Village is home to four organizations and CNU Landing is reserved to be filled by fraternity and sorority members. These opportunities provide a unique experience for residents to build community with the members of their organization as well as members of the organizations in neighboring apartments and houses. Chapters that sign chapter agreements to participate in this special interest housing must organize and submit the names of residents prior to the start of the returning student room selection process in the spring semester. All members are bound to follow the rules and regulations of the chapter agreements once signed by official chapter representatives.

## RESIDENCE LIFE AND HOUSING ADMINISTRATION POLICY STATEMENT

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Students living in the residence halls are expected to conduct themselves honorably and respect each other and their residential community. Choosing to attend Christopher Newport University obligates the student to abide by the CNU Student Code of Conduct and University Honor Code and other policies outlined in the Residence Life and Housing Administration Handbook and Student Handbook. Students living on campus are also responsible for all information contained in the Housing and Dining Services Contract.

Living in the residence halls at CNU is a privilege. Residents are responsible for their decisions and will be held accountable for their actions. Those who are unable to conduct themselves appropriately and who negatively impact the residential community may be removed from campus housing.

Students who are present during a violation of university policy may share responsibility for the violation and face judicial action. As adults living in a community setting, residents face the choice of attempting to confront and correct the situation themselves, removing themselves from the situation, involving staff, or doing nothing. When confronted for behavior that is considered a violation of university policy, residents are expected to respond appropriately. Failure to do so demonstrates disrespect for the community and university policies.

Behavior or conduct that threatens the health and safety of the residential community may result in judicial action, which may include immediate interim suspension (removal) from the residence halls or restrictions from the halls pending an investigation or a discipline hearing. Examples include, but are not limited to conduct that threatens the health and safety of the residential community, vandalism or intentional destruction of property, verbal or physical threats or the intimidation of others, fighting or any form of physical assault upon another person, possession or use of illegal drugs, possession of firearms or other dangerous weapons, hosting or participating in a party with a common source of alcohol (such as a keg, beer ball, punch bowl, etc.), and self-destructive behavior, including but not limited to suicide attempts, threats, or gestures.

For additional information, please refer to the Student Code of Conduct located in the [Student Handbook](#).

The University Threat Assessment Team (TAT) is established to assess and mitigate threats of physical violence that involve members of the University community. It assesses reported individuals whose behavior may present a threat of physical harm to others, identifies appropriate intervention measures, and directs action necessary to eliminate or mitigate the threat, over both the short and long term. For more information, refer to the [Campus Violence Prevention Policy](#)

## RESIDENCE HALL POLICIES

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In addition to the following residence hall policies, residents are responsible for regulations outlined in the Student Handbook and the CNU Housing and Dining Services Contract. Please note these are subject to change at any time.

### ADVERTISING AND SOLICITATION (ALSO SEE "POSTING" SECTION)

Bulletin boards are provided in hallways and common areas to keep residents informed of Residence Life and Housing Administration and University activities. Residents may post information in approved posting areas on their floor as designated by their Resident Assistant (RA). Posting on other floors, in the lobby, and throughout the building must be approved by the Office of Residence Life and Housing Administration. Approval will be limited to the promotion of recognized student organizations and advertisement of University approved events and activities.

Student organizations interested in posting flyers must also seek approval from the Office of Residence Life and Housing Administration before posting. Posting on main lobby doors, any windows, floors, ceilings, stairwells and building exteriors is prohibited. Material that is inappropriately posted will be taken down. Refer to the [University posting policy](#) for additional guidance.

Door-to-door solicitation in the residence halls is prohibited. This includes solicitations for charitable donations or door-to-door advertising and solicitation by University students and/or student organizations. Solicitation in the lobby or lounge areas requires prior approval from the Office of Residence Life and Housing Administration and will be evaluated on a case-by-case basis.

Student rooms may not be used as a place of business.

### ALCOHOL (SEE "PROHIBITED ITEMS" SECTION)

### AMPLIFICATION (ALSO SEE "NOISE" SECTION)

Placing stereo speakers or other sound amplification devices in windows, doorways, and common areas is prohibited unless for a University-approved event. Volume should be maintained at a reasonable level so as not to disturb other residents or people outside the building. This includes musical instruments and amplifiers. Courtesy hours are in effect 24 hours a day.

### BICYCLES

Residents are encouraged to lock their bicycles to racks outside the residence halls. Bicycles are permitted in residence hall bedrooms as long as they are not stored in a manner that impedes safe entrance and exit or causes damage to the facilities.

Bicycles must be walked through the building and lobbies. They may not be parked in hallways, lounges, trash/recycle rooms, or stairwells. They may not be hung from ceilings, walls, or other university furnishings. Bicycles or equipment found in the hallways, stairwells, or lounges may

be confiscated. Tire streaks, handlebar marks, mud, debris, or other signs left by a bicycle may result in extra cleaning and/or damage charges to the individual or the community. Owners who fail to take proper responsibility for their bicycles may be prohibited from bringing them into the building.

Residents with bikes are strongly encouraged to register bicycles with Parking Services upon arriving on campus.

## BOMB THREATS

All bomb threats will be considered real. Should such a threat be discovered, residents may be instructed to evacuate their building or area. Suspicious packages, boxes or other containers containing possible explosive devices or contaminants should not be tampered with or handled by students. In such cases, students should keep the area clear and call the CNU University Police Department immediately at (757) 594-7777.

## CHECK-IN

Residents are responsible for completing an electronic Room Condition Form (RCF) to document the conditions in their room. Residents are required to inspect their room when they take occupancy and to report all damages and deficiencies on the RCF as soon as possible.

Additionally, any items requiring maintenance or cleaning should be reported through the Work Order System. Residents are responsible for ensuring the accuracy of all information on the RCF. Any discrepancies in room condition found at check-out may result in charges to the resident(s).

During check-in, residents will receive a residential sticker and hard metal bedroom key (where applicable). Residents may also be asked to complete Lockout Questions. The Lockout Questions will be used to assist staff in confirming a student's identity in the event of a lock-out. The questions will only be used for re-entry to the students assigned room. Students may be billed for excessive lockouts.

Students who retain their same room from one academic year to the next must report to the front desk or hall office to check-in on the first day of the period of occupancy in the second year.

## CHECK-OUT

Residents permanently vacating a room or apartment during the year must check-out through the front desk or area office. Students must return all keys and leave the room in the same condition as when they entered.

An assessment of the room will be completed by Residence Life and Housing Administration staff after departure. Any policy violations found at this time may also result in a referral to CHECS. If damages are identified, residents will be billed accordingly. Residents who fail to check out properly will be charged an improper check-out fee. Students who leave CNU Housing must return their mailbox keys to the Student Mailroom.

Upon academic or disciplinary dismissal, residents must checkout within 24 hours (or nother stated period). Failure to check out properly or on time will result in improper check-out charges. Additionally, any days in residence (or failure to remove all belongings) beyond the period will result in additional charges to the student account and possible judicial action.

Failure to leave at the end of a period of occupancy may result in late check-out charges. Charges may increase and compound the longer the resident takes to leave. Residents must return any applicable room keys to the front desk or hall office upon check-out. Failure to do so will result in an improper check-out charge and key charge.

Any personal property left in a resident's room after they have vacated their room assignment or at the end of a housing contract period will be treated as abandoned property pursuant to [VA Code § 23.1-104](#).

## CLEANING AND HOUSEKEEPING

Residents are responsible for cleaning their own rooms/apartments and suite/private bathrooms. Residents who fail to maintain their areas in a clean and hygienic manner may be referred to CHECS or assessed fines.

Vacuums are available to check out at the front desks of the residence halls. Residents are encouraged to use the vacuums carefully and to return them promptly. The noise generated by vacuum cleaners necessitates that their use be prohibited during quiet hours.

Hallways, stairwells, lounges, common area restrooms, and laundry rooms are cleaned by the housekeeping staff. Resident cooperation in keeping these areas clean is expected and appreciated. All personal trash must be tied up in trash bags and deposited in the trash rooms or taken directly to a dumpster. Residents should not place personal room trash in the hallway or in common area receptacles.

## CONFIDENTIALITY

Residence Life and Housing Administration staff will respect private information that residents may share; however, they cannot promise absolute confidentiality. For health, safety, and security reasons, staff members are required to report certain situations or incidents to their supervisors. These situations may include but are not limited to alcohol and drug abuse, sexual misconduct, emotional distress, suicide concerns, eating disorders, and other serious issues.

## CONTRACT EXTENSION (ALSO SEE "CLOSING", "CHECK-IN", AND "CHECK-OUT" SECTIONS)

Residence Life and Housing Administration has developed a process to request an extended stay in a residence hall beyond the dates published in the Housing and Dining Contract. This includes requests to stay on campus during a regularly scheduled break period when Main Campus Residence Halls are closed (Thanksgiving, Winter, and Spring break periods) or to arrive prior to or stay beyond the period of occupancy.

These dates are listed in the [Residential Calendar](#). Instructions for the procedure to request a contract extension will be posted on the Residence Life and Housing Administration web page. Requests may be made by an individual student or by a department on behalf of a group of students related to University needs.

There is a per-night fee that will be applied to the student account for an approved contract extension. This fee may be paid for by the student or by the department requesting accommodation. Student employees who receive a housing benefit through a contract extension may need to pay tax on the income benefit of the housing.

Approval of requests is made on a case-by-case basis and is not guaranteed. Residents should always plan to adhere to the published move-in and move-out dates.

Contract extension may be unavailable in specific residence halls or rooms on campus. Additionally, although a contract extension may be granted, Residence Life and Housing Administration may need to relocate a student to accommodate room availability.

Contract extension may be denied or revoked if deemed necessary or appropriate. Residence Life and Housing Administration reserves the right to refuse contract extension requests as administratively necessary.

***Please note that regular meal plans are not active during contract extension periods.***

### **COOKING (ALSO SEE “PROHIBITED ITEMS” SECTION)**

Cooking is a leading cause of residential fires and is a major concern in the residence halls. Not only is it dangerous, but it can lead to great inconvenience and frustration when fire alarms are triggered accidentally from cooking food. Cooking in rooms other than kitchens must be limited and students are prohibited from using cooking appliances that are not provided by the University. Never leave cooking food unattended. Always use proper utensils, trivets, and protective measures such as potholders, oven mitts, and splatter guards.

### **DAMAGES (ALSO SEE “ROOM CONDITION FORM INFORMATION” SECTION)**

Residents are responsible for damages they cause to their room and room furnishings. For shared room items and space, roommates will divide the cost of repair or replacement equally, unless one roommate accepts full responsibility in writing. Residents are also collectively responsible for the condition of the common areas of their residence hall community (hallways, lounges, stairwells, laundry rooms, etc.). If individuals responsible for damages to common areas cannot be identified, residents of that unit, floor, wing or building may share the cost. Those residents found to be responsible for intentional damage or vandalism may be removed from housing. Anyone who accidentally causes damage in the residence hall is expected to take responsibility and explain the situation to a Residence Life and Housing Administration staff member immediately.

### **DECORATING (ALSO SEE “PROHIBITED ITEMS” AND “DECORATIONS” SECTIONS)**

Residents interested in decorating their rooms must adhere to the following guidelines:

- Fire safety equipment must remain intact and uncovered (*also see fire safety regulations.*);
- Flags, tapestries, posters and other large wall coverings may not be hung from or across the ceiling or placed in any windows; these materials may not cover over 50% of the aggregate wall space within the room; all items must have a clearance of 24 inches from the ceiling and at least 36 inches from any fire protection device;
- Decorations must not obstruct exits or access to fire safety equipment;
- No objects or materials may be hung or attached inside or outside windows;
- Placing or permitting objects to rest or hang from the exterior of windows or balconies is prohibited;

- Curtains, may be hung only if they meet Virginia Statewide Fire Prevention Code guidelines and NFPA 701 flame spread rating (flame retardant);
- No bookshelves, lamps, or other furnishings may be affixed to walls or ceilings;
- Decorative and holiday lights must be Underwriter’s Laboratory (UL) approved. Each string must have a direct connection to an outlet and may not be “daisy chained” or plugged end-to-end. They may not be left on unattended. They may not be strung through doorways or windows;
- Lava Lamps are prohibited;
- Live garland, wreaths, or trees are prohibited in residence hall rooms
- Rooms may not be painted;
- Writing, painting, or using stickers and decals on doors, walls, windows or ceilings is prohibited;
- Residents are encouraged to use great care when hanging posters or decorations on the walls so as not to cause damage. Screws and nails may not be used to hang items. Residents may be billed for any damage their decorations leave.

### DRUGS (SEE “PROHIBITED ITEMS” SECTION)

### ELEVATORS

Elevator doors should not be blocked or held open manually. Doing so damages the elevator and may inconvenience the community. Elevator malfunctions should be reported to the front desk or area office immediately. It is expected that residents and guests maintain the cleanliness of the elevators as they would any other common area of the building. The bell and the phone in the elevator are designed to alert staff and the CNU Police Department should an individual become entrapped.

They should not be used in jest or for pranks. Misuse of the elevators may result in judicial action.

### EMERGENCIES

Students requiring assistance should contact a Resident Assistant, front desk of their residence hall, or the CNU Police Department at (757) 594-7777.

Emergencies requiring immediate assistance may include loss of electrical power, flood, fire, theft, assault or attempted assault, personal crisis, or injury.

Residents will be asked to submit emergency contact information annually either through the Virtual Zen Admitted Students System or through the StarRez Housing Application during the room selection process. This information is kept on file and used to assist University staff in case of emergency response needs. All information is kept private and accessible to staff only. Medical information may be shared with emergency personnel if requested to assist in the care of the student. All medical information shared by the student with university staff is optional.

## FIRE ALARMS, DRILLS AND EVACUATION (SEE “FIRE SAFETY” SECTION)

### FURNITURE

Residents are encouraged to arrange the furniture in their personal space to create a comfortable living environment. Residents may bring in additional furniture but are prohibited from removing university furnishings from their room. Any furniture brought into the room must comply with health and fire safety regulations. Students may be required to move or remove any furniture which causes concern in these areas.

Additionally, all other University furnishings must remain in their original location. This requirement prohibits residents from swapping university-provided furnishings with other residents or moving furniture from one bedroom to another.

**Unless there is an approved accommodation request on file, no furniture will be removed from a room.** The university does not provide storage for student use. Students may be billed at any time during the year for the replacement of furniture that is missing or has been moved by the student without university approval. At check-out, room furniture should be returned to its original position.

Lobby and other common area furniture must remain in the designated community-use space. Students are not permitted to remove common area furniture and bring it into their personal space at any time.

### GAMBLING

Gambling in the residence halls where buy-in is required or people must pay to play is prohibited.

### GATHERINGS IN STUDENT ROOMS

Due to noise and fire code considerations, large gatherings in student rooms may be dispersed or relocated when deemed necessary.

### GUESTS

Residents must understand that having guests in the residence halls is a privilege, not a right.

Guests who are not current students affiliated with CNU must be signed in at the front desk (where applicable) and must be escorted by a host resident at all times.

During the hours main campus front desks are staffed, non CNU guests must be signed in and out by a host resident of that building.

Hosts are responsible for the behavior of their guest(s) at all times. Hosts may sign in up to two guests at one time. Family members must also be signed in but are not limited to two. Guests of legal driving age are expected to have a picture ID, such as a license or school ID. Underage visiting relatives without ID may be signed in with the host ID at the desk. Guests without ID may be denied entry.

A resident's right to privacy and a sense of security in his/her room supersedes a roommate's privilege to have guests. Therefore, regardless of gender or time of day, residents must have the

consent of their roommate(s) and apartment mates in order to have guests anywhere in the room or apartment. It is the roommates' responsibility to discuss guest policy expectations within their room or apartment and to hold each other accountable. Residents uncomfortable with or incapable of discussing guest expectations with their roommates should ask a Residence Life and Housing Administration staff member for assistance.

Conduct that infringes upon the rights of others including (1) failure to respect a roommate's right not to have unwanted guests present in the room/apartment, or (2) failure to respond to requests for guests to leave at any time, may result in judicial action. Even with roommate consent, residents in all areas may not host overnight guests for more than two nights in any consecutive seven-day period without approval from Residence Life and Housing Administration. Overnight guests are minimally defined as guests visiting three or more hours between 11:00 PM and 9:00 AM.

Only residents assigned to a particular room or apartment may live there. Anyone else, including family members or significant others, is considered a guest and subject to guest visitation policies. Visitors may not sign in under different hosts in order to stay overnight more frequently than two nights in a seven-day period.

## HALL CLOSING

Main Campus residence halls (James River Hall, Potomac River Hall, Santoro Hall, Warwick River Hall, and York River Hall) close for Thanksgiving, Winter and Spring breaks. Residents may not reside in their room but may leave their belongings in their rooms over break. CNU Apartments (Harrison, Jefferson, Madison, Monroe, Washington), CNU Landing, CNU Village (Taylor, Tyler, Wilson), Greek Village, Presidents Hall, and Rappahannock River Hall remain open during all break periods. See the [residential calendar](#) for specific dates and times of hall closing.

In the event of a weather emergency or natural or man-made disaster, all CNU residential areas, including CNU Apartments, CNU Landing, CNU Village, Greek Village, Presidents Hall and Rappahannock River Hall may be required to evacuate. If this occurs, no residents will be permitted to remain in the halls. The University is not responsible for assisting students in the evacuation process or housing students during a school closing.

Failure to leave when the halls are closed may result in additional charges to the student account and possible judicial action.

## HEALTH AND SAFETY INSPECTIONS

The purpose of health and safety inspections is to ensure all student rooms and common areas are in reasonable condition and do not present health or safety hazards to individuals or the community.

These inspections are conducted at least once per semester. Residence Life and Housing Administration will make every effort to give notice 48 hours in advance, but 48 hours' notice is not guaranteed. Most common violations include the use of extension cords, overloaded outlets, the presence of candles/incense, blocking fire safety equipment or exit routes, unsanitary conditions/trash buildup, and the presence of alcohol. Review the rest of this handbook, the Student Handbook, and the Housing & Dining Services Contract for more details, including prohibited items.

During room inspections, Residence Life and Housing Administration staff members will inspect the general condition of the living space including bedrooms, bathrooms, kitchens, common rooms, and outlets. Personal refrigerators may only be present in a student's room when approved for a medical accommodation and are subject to the same health and safety standards as University property. Residents will be informed in writing when health or safety violations are found and given 24 to 48 hours to correct violations when applicable. Any illegal or prohibited items found may be confiscated and students may be referred for judicial action. Failure to correct a violation or repeated violation of health and safety standards may also result in judicial action.

Confiscated items may be held at the front desk or area office for no more than seven (7) days. Any confiscated item determined inappropriate for temporary storage at the front desk or hall office will be held at the CNU Police Department. The return of confiscated items is not guaranteed but may occur if the resident removes the prohibited item(s) from university housing immediately. After 7 days or the day after the end of the contract term (whichever comes first), items will be considered to be abandoned property and will be handled pursuant to the [Unclaimed Property Policy](#). Residents should contact the front desk, Resident Assistant, or Residential Fellow, to arrange a pick-up time on a date when the item can be immediately removed from campus.

## ILLNESS

Residents who feel ill are encouraged to seek assessment by a medical professional. Students who have any signs of illness should take steps to isolate themselves until they are able to confirm the cause of illness.

Residents with illnesses that threaten the health of the residence hall community may be required to leave the hall until they are determined by medical personnel to be no longer contagious. Sick or injured residents requiring continued care and attention are asked to make their recovery at home or in a healthcare facility. These residents may return to their housing assignment when they are healthy enough and able to care for themselves.

## INSURANCE AND LIABILITY

Residents must take responsibility for the protection of their personal property against theft or damage. Students are encouraged to review their family's homeowner's, renter's and/or health insurance policies and obtain additional coverage if necessary. The University is not liable for theft, loss, or damage to any personal property. This includes loss from fire, flood, or natural causes. All lost or stolen items should be reported to the CNU Police Department.

## KEYS AND UNIVERSITY IDENTIFICATION

In most areas, the student's University identity card, their Captains Card, serves as a room key. Metal keys may also be issued. Residents are expected to carry their Captains Card and keys at all times and must show their Captains Card at the front desk (where applicable) in order to enter the building. Student rooms will not be unlocked for anyone other than the assigned resident(s) of the room. Residents lending their keys to an individual not assigned to the same room or apartment may be in violation of the Code of Conduct and/or the Honor Code.

Before or during move-in, residents will complete a set of “Lockout Questions” which will be kept on file at the front desk or hall office. The purpose is to assist Residence Life and Housing Administration staff in confirming the student’s identity in the event of a lock-out during which the student has no form of photo identification.

If a Captains Card is lost, stolen or damaged, a new Captains Card must be obtained from the Captains Card Office. Report all lost or found key cards to the front desk. There is a fee to replace a lost Captains Card and/or lost metal key. Making a copy of a Residence Life and Housing Administration metal key is prohibited and is a violation of Residence Life and Housing Administration policy.

Main Campus residents locked out of their rooms should contact the hall front desk to gain access. East Campus residents should go to the Warwick River Hall West desk for lockout assistance when the East Campus Office is closed. Rappahannock River Hall residents may go to the Warwick River Hall West front desk when the RA Office is closed. Greek Village residents may go to the Warwick River Hall West front desk. A sign will identify a phone number to contact if the desk is closed.

Lockouts that necessitate an on-call staff member to respond outside of normal business hours may result in a fee to the resident for each instance. Temporary Access Cards or temporarily issued metal keys not returned within 24 hours may result in additional charges. Students who repeatedly require staff response for lockouts may face additional fees or be referred for judicial action.

Residents will receive a residential sticker specific to their assigned residence hall which must be affixed to the CNU ID card. Throughout the year, residents are expected to display their ID card and sticker for the Front Desk staff to verify their residency upon entry to the building. Stickers will be removed upon the conclusion of the academic year.

## LOFTS AND BED RISERS

Residents are prohibited from building structures in the residence halls. The University has a limited number of loft kits available upon request for an additional fee. Constructing and dismantling of lofts must be performed by university staff. Additionally, CNU bed frames may be raised by Housing Operations Support staff upon request. Additional fees may apply. Commercially available bed risers (not to exceed 12 inches) are permitted provided they do not contain a pass-through electric plug or charging station. Cinder blocks and other homemade devices are not permitted.

## LOUNGES, STUDY ROOMS, AND COMMUNITY KITCHENS

Study rooms and lounges are for use by residents and staff of the building. A student organization may reserve a room for an “open attendance event” by contacting the Residential Fellow or front desk. Priority use of social lounges will be given to the staff and residents of the building for programming purposes. Outside groups in need of meeting or program space for closed events should contact the CNU Scheduling Office to reserve space in the David Student Union or elsewhere on campus.

Furniture in lounges and common areas is for the enjoyment of all residents and their guests. Residence hall policy prohibits removing lounge furniture from its assigned area. Residents found to have common area furniture in their rooms may face judicial action.

Sleeping overnight and storing personal or student organization belongings in the lounge space is prohibited. Residence Life and Housing Administration has discretion over the appropriate use of the lounges and common spaces in their area.

In halls where there are community-style kitchens, the Residence Hall staff will develop guidelines and expectations to manage and oversee the areas. The goal is to foster community interaction, create shared responsibility amongst residents and university employees, and provide guidance for the use of the space. The regulations will be shared with residents upon check-in to the hall and will be posted in the kitchens and at the front desk where applicable.

### **MEDICATIONS (ALSO SEE “DRUGS” SECTION)**

Residents are responsible for the proper storage, management, dispensing, and ingesting of prescription and over-the-counter medication. Residents with prescriptions for controlled substances should keep their medications secured in a lock box. Use or possession of prescription drugs by someone other than for whom they were prescribed is illegal and strictly prohibited.

### **NOISE**

The residence halls exist to support and complement the academic mission of the University.

Quiet hours and courtesy hours provide standards of acceptable noise levels for residents to socialize, study and sleep. For all residents, as members of a residential community, the comfort and convenience of neighbors must be a primary consideration. Respect at all times is the underlying rule. Twenty-four (24) hour courtesy hours are in effect in the residence halls at all times. When asked to lower the noise levels by a staff member or fellow resident, residents are expected to respond accordingly regardless of the hour, day or night.

**Quiet hours are in effect 9:00 PM through 9:00 AM Sunday through Thursday and 12:00 AM to 9:00 AM Friday and Saturday.** Residents should keep their doors closed when playing music or creating noise that could disturb others. The standard for acceptable noise levels during quiet hours is that noise should not be heard outside the room or through walls.

Quiet hours are in effect 24 hours a day during finals, beginning on the last day of classes. Residents who repeatedly violate quiet hours and disrupt the community during finals may be subject to judicial action. Failure to observe quiet hours or courtesy hours may be considered conduct infringing on others and is a violation of residence hall policy.

### **PETS (ALSO SEE “PROHIBITED ITEMS” SECTION)**

Residents may have fish as pets provided the tank does not exceed 10 gallons in size. All other pets (or stray animals) are prohibited and may not visit or stay in the room or apartment for any period of time. Residents found in violation of the pet policy will be referred for judicial action. Additional damage and cleaning charges may apply and become the responsibility of the student

if found responsible for violation of the policy. Any animal not officially approved by Accessibility and Care Team Support as a service or emotional support animal will be defined as a “Pet.”

### ***Service Animals & Emotional Support Animals***

Please refer to the Student Accessibility section in the [CNU Student Handbook](#) for updated information about Service Animals and Emotional Support Animals (ESAs).

### ***POSTING (ALSO SEE “ADVERTISING” AND “DECORATING” SECTIONS)***

Decorating the exterior of an individual room or apartment door is limited to the door decorations provided by the Resident Assistant and may cover no more than 10% of the aggregate surface. When posting or decorating the interior of rooms or apartments, residents should take into consideration the perceptions and interpretations of roommates, guests, and those who may be able to view the materials at any time. Residence Life and Housing Administration desires to respect the rights of all individuals as well as develop a sense of understanding for differing perspectives.

### ***PRIVATE ROOMS AND VACANCIES***

If a space becomes available in a student room or apartment, Residence Life and Housing Administration may assign another student to that space at any time during the semester with little or no notice. Until then, the vacated space must be kept move-in ready. If the student in the room wishes to have a private/single room, the student should contact Residence Life and Housing Administration to discuss availability and single room rates.

### ***REMOVAL FROM THE RESIDENCE HALL***

Limitations, including removal on access to housing, campus, class or other activities may be imposed on a student at any point in the process, even prior to an initial meeting, if deemed necessary to preserve and protect the safety and well-being of students or the community as a whole. Determinations concerning such limitations are made on a case-by-case basis and any decision to remove such limitations may be conditioned.

A student who is determined to be a danger to themselves or others will not be permitted to remain on campus and may be required to re-establish their qualification to participate in our educational programs before their return. Students confronting mental health issues, or their families, should contact the Student Affairs to discuss options.

### ***RESIDENCY GUARANTEE***

As part of the mission of CNU to provide a comprehensive, liberal arts education, all incoming first-year students are expected to reside on campus for three years. This does not apply to transfer students. Students may request exemption from this guarantee by submitting the Request for Release from University Housing Guarantee form found in the resources section of the Residence Life and Housing Administration website as well as all pertinent and required documentation. Students will not be exempt for a portion of a term of the contract.

## ROOM CHANGES

There is a period at the start of each semester during which room changes typically do not occur. This enables the University to verify who has moved in, who has not arrived, and what spaces are available for reassignment. These dates will be published on the [Residential Calendar](#).

All room changes must be approved by the Residence Life and Housing Administration office before moving begins. Residents seeking a room change must submit the request in writing to Residence Life and Housing Administration. Residence Life and Housing Administration coordinates all room changes involving vacancies (rooms with available spaces). Specific room types may not be immediately available.

It is the philosophy of Residence Life and Housing Administration to empower students and help them develop the skills to resolve their problems. Therefore, residents seeking room changes due to roommate conflicts may be required to go through a mediation process assisted by a staff member before requesting a room change. All room changes are subject to a convenience room change fee. Residents moving into a room with a different room occupancy will be required to pay a prorated amount based on the new room rate.

Room changes made without prior approval by Residence Life and Housing Administration may result in improper room change charges. Additionally, residents may be required to move back to their previous room assignment. This includes unauthorized bedroom changes within suites and apartments.

Room changes in residence halls designated for fraternity and sorority members will also involve the Office of Orientation and Student Involvement which provides verification of membership within those organizations.

## ROOM ENTRY

The University reserves the right to enter student rooms for the purpose of health and safety inspections and to make improvements or repairs. In such cases, the University will make every effort to give 48 hours' notice, but this notice is not guaranteed. Resident submission of a work order is considered notice to the resident that CNU Housing Operations Service or Information Technology personnel and escorted contractors or vendors have permission to enter a student's room to make repairs. Additional notice will not be given to residents prior to room entry.

Additionally, University officials may, without notice, enter and conduct an administrative search of a student's room to investigate suspected violations of university and/or residence hall regulations. This may occur in cases of emergency where there is a possible threat to life or property, where contraband or prohibited items are/were in view of campus authorities, or where the general welfare of hall residents or the university community is concerned.

Residents who hide or otherwise refuse to open their door when confronted by a staff member acting on the reasonable belief that a violation is present may be charged with failure to comply and/or an Honor Code violation. Residence hall staff may also be authorized to key into rooms to confront students if necessary.

Staff may enter student rooms for the purpose of conducting a room inventory and/or completing a check-out inspection. This will usually occur within a week of a resident changing rooms, entering or vacating a housing assignment, or at the end of an occupancy period.

## SCREENS AND WINDOWS

Climbing through windows is prohibited and may result in judicial action. Window screens may not be removed or cut. In addition to facing judicial action, residents may be charged to re-install, repair or replace screens that have been removed in violation of this policy. Residents may not sit in or lean out of windows or pass people or objects through windows at any time. Requests to secure loose screens should be submitted via an online work request.

For security reasons, if a screen is missing or damaged, maintenance staff may enter a student room without notice to repair or replace the screen.

## SMOKING (SEE “PROHIBITED ITEMS” SECTION)

## SPORTS AND PRANKS (ALSO SEE “PROHIBITED ITEMS” SECTION)

Playing physical sports in the residence halls is prohibited. This includes but is not limited to: riding skateboards or bicycles; in-line skating; bowling; throwing Frisbees, balls, or other objects; participating in shaving cream, water, food (or other substance) fights; discharging toy guns (discharging water and/or projectiles), or engaging in any other activity that might disturb or endanger the safety of others or damage university property. (also see “Weapons” section)

Throwing, dropping, or shooting any object or projectile at, into or from within the residence halls is strictly prohibited.

Setting up pools, pits, or other vessels to hold liquid, fire, or other substances is prohibited. “Slip and slide” type activities are also not permitted.

Due to the known fire hazard associated with storage and charging, hoverboards, Segways, and electrically-powered skateboards or scooters are prohibited in the residence halls.

Pranks and practical jokes in the residence halls can be disruptive to the community and potentially dangerous to residents and property. As a result, such behavior is prohibited.

## STORAGE

Storage of personal belongings is not provided by Residence Life and Housing Administration. Students should not expect to store belongings on campus between contract terms. Storage of student organization belongings may only occur in designated storage rooms.

Storage of items in common areas (including building-use bathrooms, laundry rooms, study rooms, lounges, or balconies, etc.), hallways, and stairwells is prohibited.

Bicycles are to be stored appropriately on university-provided racks. Residents are highly encouraged to register their bicycles through Parking Services and to use proper locks at all times. Bikes that are stored inappropriately, (blocking entry or exit points, impeding travel, non-designated areas, etc.) may be moved to another location without notice to the student.

## UNAUTHORIZED ENTRY/EXIT

Residents and visitors must enter and exit the halls through the main lobby doors. For safety and security reasons, exterior, stairwell, and fire doors must not be left propped open or

intentionally unsecured at any time. Doors designated as emergency exits are for emergency use only. Unauthorized use of emergency exits may result in judicial action.

Other areas in and around the residence halls off limits to students include but are not limited to, mechanical rooms, storage or housekeeping closets, roofs, and window ledges. Scaling the sides of the residence halls or other university buildings is dangerous and prohibited.

## PROHIBITED ITEMS IN THE RESIDENCE HALLS

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In addition to the following residence hall policies related to prohibited items, residents are responsible for regulations outlined in the Student Handbook and the CNU Housing and Dining Services Contract. Please note these are subject to change at any time.

To help ensure the safety of all residents and protect personal and University property, the University and Fire Marshall reserves the right to impose reasonable requirements with regard to the type and use of appliances, equipment and other items students bring into the residence halls. Some examples of items not permitted in the residence halls are listed in this section. This list is not all-inclusive. Other items not on this list may be considered a safety hazard or a danger to property and subject to removal or confiscation by Residence Life and Housing Administration staff.

### 3D PRINTERS

Due to a lack of a standardized inspection process for 3D printers and the wide range of these devices available, these items are prohibited. In addition, 3D Printers come with a fire risk due to the presence of a heating element which presents a fire risk, the emission of volatile organic compounds (VOCs), and the high ventilation needs of these devices.

### ALCOHOL

Students and guests, regardless of age, are not permitted to consume or possess alcoholic beverages in university housing. Alcoholic beverage containers and beer funnels are also prohibited. Empty alcohol containers may be considered evidence of prior alcohol consumption in the residence halls and result in judicial action. Any alcohol or alcohol containers found in the residence hall may be poured out or confiscated and discarded.

Alcohol that is confiscated will not be returned to the student or to legal-age guests. Guests who bring alcohol into university housing put their host at risk for referral to CHECS and may be prohibited from visiting the residence halls or CNU campus in the future.

Please see the [Alcohol on Campus Policy](#) (Policy 1025) for more information.

### ANTENNAS

Radio, television, or any other type of antenna or reception dish may not be mounted inside or outside of a student room, suite, or apartment.

### APPLIANCES

The University provides a mini-refrigerator and microwave in rooms and suites that do not have a full kitchen. Microwave ovens and refrigerators (other than those provided by the University) are prohibited. Requests for an additional refrigerator for dietary needs or medical reasons, must be submitted to Accessibility and Care Team Support in advance and proper medical documentation may be required. If a student is approved through Accessibility and Care Team Support with appropriate documentation, the student may provide their personal refrigerator.

Cooking in the residence halls room can be dangerous and significantly increases the risk of fire. Student rooms are not designed for that purpose. Therefore, the use of cooking appliances in rooms other than a kitchen, is limited. Appliances with open flames, open or exposed heating elements, or hot plate features intended for cooking or warming consumables are prohibited. Prohibited appliances in student rooms include coffee pots, toasters, toaster ovens, air fryers, panini press and similar devices, electric frying pans, deep fryers, hot plates, rice cookers, pressure cookers, etc.

**EXCEPTION:** Single cup brew-type coffee makers with no external or exposed heating element are permitted.

Approved appliances are those not utilized for cooking or heating of consumables, must be a UL listed device (ensuring it has been torture tested by Underwriting Laboratories), and must have an automatic shut-off feature. Some examples of approved UL devices include hair curling / flat irons, hot curlers, heating blankets, clothes irons, etc.

Residents living in an apartment or unit with a university-designated and approved kitchen may use commonly accepted household cooking appliances (including those listed above) with extreme caution. The appliances must be stored and used strictly in the kitchen areas only. All appliances must be used only for their intended purpose and proper cookware, utensils and kitchen textiles (i.e., pot holders, oven mitts, etc.) are highly recommended. Failure to follow these guidelines or maintain a healthy and safe cooking environment in the kitchen may result in residents of the apartment or unit losing the privilege to have personal cooking appliances.

Never leave cooking food, irons, electric blankets, heating pads, hot curlers, or curling irons unattended.

## CANDLES AND OPEN FLAMES

Due to fire safety concerns, all candles (burned or not) are prohibited in the residence halls.

Open flames, burning incense, candle warmers, wax melters, and smoking or vaping of any kind are also prohibited. Residents may grill outside in designated grilling areas using grills provided by the University. Residents may not bring their own grills to campus.

## CEILING FANS

Installing ceiling fans, attaching lights, or otherwise altering the electrical system is prohibited.

## DARTBOARDS

Dartboards are prohibited in the residence halls.

## DECORATIONS (ALSO SEE “DAMAGES” AND “DECORATING” SECTIONS)

Residents interested in decorating their rooms must adhere to the following guidelines:

- Live garland, wreaths or trees are **prohibited** in residence hall rooms.
- Decorative and holiday lights must be UL approved. Each string must have a direct connection to an outlet and may not be “daisy chained” or plugged end-to-end. They may

not be left on unattended. They may **not** be strung through doorways or windows. Lava Lamps are **prohibited**.

- Decorating the exterior of an individual room or apartment door is limited to the door decorations provided by the Resident Assistant and may cover no more than 10% of the aggregate surface.
- **No** objects or materials may be hung or attached inside or outside windows.
- Screws and nails may **not** be used to hang items.
- Writing or painting on walls/ceilings is **prohibited**.
- When sharing space, roommates should be respectful and considerate of each other's feelings about posted material.

### DRUGS (ALSO SEE "MEDICATION" SECTION)

The possession, use, provision, manufacture, distribution, or sale of drugs or drug paraphernalia is prohibited. This includes tobacco and marijuana products whether the student is 21 years of age or not. Violation of the drug policy may result in immediate removal from the residence hall. Possession or use of prescription drugs by anyone other than for whom they were prescribed is against the law.

Possession of a Medical Marijuana Card does not authorize a student to possess, use, or distribute marijuana. Students who receive a Medical Marijuana Card for a qualifying condition may request to be released from the three-year residency guarantee based on medical need (see "Residency Guarantee" section).

### ELECTRIC CORDS

For fire safety reasons, extension cords are prohibited in the residence halls. Students should use Relocatable Power Taps (i.e., RPTs or power strips) with surge protection. Power strips may not be "daisy chained" (linked one to another). Outlet splitters, multipliers, and pass-through plugs and chargers are also prohibited. RPTs must be directly connected to the power source and should not be overloaded. These power strips should be a UL listed device, ensuring it has been torture tested by Underwriting Laborites.

All devices which possess a "pass through electrical plug" are prohibited. This includes such items as lamps and bed risers. Devices with a "pass through USB charging port" are permitted.

Plug-in air fresheners are **not** permitted.

### ELECTRIC AND ELECTRONICALLY PROPELLED TRANSPORTATION DEVICES

Due to documented fire hazards, all personal electrically propelled transportation devices (e.g., hoverboards, Segways, and electrically-powered skateboards or scooters) may **not** be used, stored, or brought into University-owned or leased buildings. Individuals with an approved accommodation may use such devices inside university-owned, leased, or controlled buildings or structures in accordance with CNU safety standards and the manufacturer's storage and charging specifications.

## FIREWORKS

Sparklers, fireworks, and other explosives are prohibited in the residence halls.

## FLAMMABLE LIQUIDS, FUEL-POWERED EQUIPMENT AND BOTTLED GAS

Flammable liquids such as lighter fluid, gasoline, turpentine, paint thinners/solvents, etc. may not be stored in the residence halls. Storage of generators, mopeds, motorcycles, and other fuel-powered equipment is prohibited. Bottled gas is also prohibited in the residence halls.

## HALOGEN LAMPS AND OTHER LIGHTS

Torchiere-style halogen lamps are prohibited. Appliances, including lamps, with a pass-through plug are prohibited. As with all small appliances, lamps (without pass-through plugs) must be UL listed, ensuring it has been torture tested by Underwriting Laboratories. Exceeding recommended light bulb size/wattage in any lamp is a fire hazard and is prohibited in the residence halls. Lava lamps are prohibited.

## HEATERS AND PORTABLE AIR CONDITIONERS

Portable space heaters and air conditioning units (including window units) are prohibited unless approved or furnished by the University.

## PLUG-IN AIR FRESHENERS

Plug-in air fresheners are **prohibited**.

## PRESSURIZED ITEMS

Pressurized items (e.g., scuba equipment, CO<sub>2</sub>, helium, and propane canisters, etc.) may **not** be kept in the residence halls.

## ROUTERS AND NETWORK CONNECTED PRINTERS

Network-connected printers and personal wireless routers are **prohibited** in the residence halls, unless issued by the University. Game systems, streaming media devices and smart TVs will **not** be able to connect to the eduroam WiFi network and **must be operated only through a wired network connection**. Televisions, gaming systems, etc. can be connected to the CNU-Res network. To register a device on the CNU-Res network, please visit <https://wifi.cnu.edu/>.

## SMOKING

Virginia law ([\*VA Code §18.2-371.2\*](#)) **prohibits** the purchase or possession of tobacco, nicotine vapor, and alternative nicotine products by any person under 21 years of age. Additionally, all smoking paraphernalia and apparatus (i.e., shisha pipes, vapor cigarettes—“vapes”—and electronic cigarettes, hookahs, etc.) are prohibited in the residence halls. All smoking and tobacco products or devices found in the residence halls may be confiscated. Guests who bring these items into university housing put their host at risk of being reported to the Center for Honor Enrichment and Community Standards (CHECS) and may be prohibited from visiting the residence halls or CNU campus in the future.

Additionally, smoking and vaping within 25 feet of building entrances or windows is **prohibited**. Of-age individuals smoking outside of these facilities are encouraged to be aware of the smoke-free lifestyle of others and not release tobacco smoke in the path of the residence halls. Should anyone need to be reminded or asked to move their smoking away from entrances or windows, they are expected to comply with rules of common courtesy and respect in a community of honor.

Fog machines may **not** be used in the residence halls.

## STREET AND TRAFFIC SIGNS

Residents are strongly discouraged from placing street and traffic signs in their residence hall space as these items can often be identified as stolen or inappropriately obtained property. These items include, but are not limited to: street signs, traffic signals, road cones and construction barriers. While it may be possible to legitimately obtain street and traffic signs, providing proper documentation identifying this ownership may be difficult.

## WATERBEDS

Waterbeds (or other liquid-filled furnishings) are **not** permitted in university housing.

## WEAPONS AND FIREARMS (ALSO SEE "SPORTS AND PRANKS" SECTION)

Weapons, firearms and live ammunition are **prohibited**.

### Weapons:

Any dirk, bowie knife, switchblade knife, ballistic knife, butterfly knife, retractable blade, sword, machete, or other bladed weapon longer than 4 inches in length that is not used to prepare or cook food within campus apartments with kitchens or for authorized university purposes through dining services.

Any nun chahka, nunchuck, nunchaku, fighting chain, or any flailing instrument with two parts joined together loosely. 2 Policy 1085 – Weapons Policy

Any disc having at least two points or blades that is designed to be thrown or propelled.

Any conducted energy device used to incapacitate or temporarily disable an individual, such as a taser or stun gun.

Please see the [CNU Weapons Policy](#) (Policy 1085) for more information.

### Firearms:

Any pistol, revolver, rifle, shotgun, air pistol, paintball gun, or any instrument intended to propel ammunition or other missile of any kind.

### Ammunition:

Any projectile designed to be propelled by a weapon, including bullets, shells, rockets, cartridges, or shots.

Exceptions may be made for kitchen knives in apartments with full kitchens.

Toy guns or other toy weapons, including NERF, dart, water guns, etc. are also **prohibited and may be confiscated**. (also see “Sports and Pranks” section)

Pepper spray is permitted

The full policy can be found here:

[Policy Number 1085 Weapons Policy](#)

## FIRE SAFETY

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CNU Residence Life and Housing Administration strives to be in compliance with all Virginia Statewide Fire Prevention Codes. We will make every effort to uphold these codes and make students aware of the regulations to which they are required by law to adhere.

Fire is a significant threat to life and property in a residence hall community. Therefore, violations of fire safety policies are taken very seriously. Failure to observe fire safety rules and regulations or follow emergency procedures during a drill or actual emergency may result in judicial action, including possible removal from housing.

University-provided fire extinguishers in units or apartments with kitchens or kitchenettes must be kept in the cooking areas, not in bedrooms. They are best left mounted in the kitchen (when applicable), on a countertop or otherwise in plain sight and easily accessible. Do not place extinguishers on or over the stove where a fire might prevent reaching the extinguisher. Anyone involved in initiating a false alarm or inappropriately discharging a fire extinguisher will face judicial action.

### ELECTRIC AND ELECTRONICALLY PROPELLED TRANSPORTATION DEVICES

Due to documented fire hazards, all personal electrically propelled transportation devices (e.g., hoverboards, Segways, and electrically-powered skateboards or scooters) may **not** be used, stored, or brought into University-owned or leased buildings. Individuals with an approved accommodation may use such devices inside university-owned, leased, or controlled buildings or structures in accordance with CNU safety standards and the manufacturer's storage and charging specifications.

### FIRE ALARMS AND EVACUATION

When the fire alarm sounds, everyone must evacuate the building immediately, every time. All fire alarms must be treated like a fire situation (as outlined in the Virginia Statewide Fire Code). Failure to evacuate the building, or evacuate in a timely manner, may result in being documented for a violation and may include a financial penalty.

### FIRE DRILLS

Fire drills are conducted once per quarter (four times per year) to ensure the proper functioning of the building fire alarm system and to ensure occupants are familiar with evacuation procedures. Occupants must evacuate for a drill just as they would for a real fire, as outlined in the Virginia Statewide Fire Code

### FIRE SAFETY EQUIPMENT

Tampering with smoke/heat detectors, fire alarms, fire extinguishers, emergency lights, sprinklers, valves, or any other fire safety equipment is a violation of federal law and is expressly prohibited. Hanging things from sprinkler heads could cause flooding and significant damage to personal and university property. Students found in violation of these regulations may be referred for judicial action.

## FIRE SAFETY INSPECTIONS

The fire marshal may conduct announced or unannounced inspections of residential rooms during the course of the year. Students are expected to comply with the state fire regulations in addition to university guidelines. Violations discovered by the fire marshal are subject to a fine and/or judicial action.

## FIRE AND FIRE ALARM PROCEDURES

The following procedures should be followed when a building must be evacuated:

**C. Close:** doors as you exit the building. Do not use elevators during a fire or evacuation.

**A. Alert:** others and activate the building fire alarm. Assist individuals with special needs and unfamiliar with evacuation procedures.

**R. Report:** the fire and call CNU Police Department at (757)-594-7777 or 911 Report missing persons to emergency personnel.

**E. Evacuate:** the building immediately using the nearest exit. Assemble at the designated assembly area and await further instruction from emergency response personnel.

### Designated Assembly Areas

These designated areas are a safe distance from the building, and keep building occupants safe while allowing emergency response personnel to access the building. In the event that a designated assembly area is inaccessible or inappropriate for the current situation, the following guidelines should be taken into consideration when choosing a more appropriate place:

- At least 50 feet away from the building.
- Upwind from the building to avoid any possible smoke/fume inhalation.
- Sheltered, if possible, to protect against the elements.
- Away from fire lanes or other areas that must remain unobstructed to allow emergency response personnel and vehicles access to the building.

### Areas of Assistance

An Area of Assistance is a location in a building that, due to its construction, offers protection from fire or damage and can provide temporary shelter for individuals unable to exit a building until emergency response personnel arrive. Accepted areas of assistance include enclosed stairwell landings, exterior rooms with windows and fire-rated doors, elevator lobbies, and “fire rated” corridors. Persons with a disability should proceed to an area of assistance and attempt to make contact with emergency response personnel by calling CNU Police Department at (757)-594-7777.

### If you are trapped in your room:

- Stuff the door cracks and vents with damp towels;
- Hang a sheet from the window to alert rescue personnel;
- Stay low to the floor and breathe through a damp cloth;
- If trapped in an elevator or stairwell, use the available telephone to call for help.

## THEFT PREVENTION AND PERSONAL SAFETY

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To prevent theft or threats to personal safety, students should take the following precautions:

- Always secure your doors, especially when you are away or sleeping.
- Never allow anyone to borrow your key for any reason or any length of time.
- Do not leave valuables in plain view.
- Do not prop interior or exterior residence hall doors open and always ensure they are secure behind you.
- Follow all guest and visitation policies and contact the front desk or the CNU Police Department to report suspicious persons or activities in or around the building.
- Keep a list of all valuables, including model and serial numbers and other identifying information, for use by law enforcement authorities and insurance providers should loss, theft or damage of property occur.
- Do not walk across campus alone, especially at night.
- Always lock your car and keep valuables out of sight.
- Park your car in well-lit areas.

## UNIVERSITY POLICE SILENT WITNESS PROGRAM

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The Silent Witness Program is an Internet-based reporting tool that allows students, faculty and staff to anonymously report crimes to University Police. Individuals desiring to send an anonymous tip about potential or past committed crimes or about a suspicious incident or person may send the information to the University Police investigator online at

<http://cnu.edu/police/watch/silentwitness/>

***The site is not monitored in real-time.***

***To stop crimes in progress, witnesses should call CNU Police Department Dispatch at (757) 594-7777.***

## NAVIGATING THE WATERS

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### TIPS FOR A POSITIVE ROOMMATE EXPERIENCE

The thought of living with someone you have never met can cause apprehension and worry. It is quite normal to be a little unsure about the “unexpected,” but how you respond to that anxiety can have a profound impact on your residential experience. It helps to have realistic expectations about what your roommate(s) will be like and the kind of relationship you will develop. Consider the following:

- You and your roommate(s) will be different. Whether the difference is race, religion/faith, values, or just your favorite food or book, you will be different. Embrace those differences and open yourself up to new experiences and personal growth.
- You and your roommate(s) will have disagreements. Communicate your concerns and ask your roommate(s) to do the same thing. Prepare to compromise as part of the problem-solving process.
- You and your roommate(s) may not become “best friends.” This is OK. In fact, many students who ask to live with a friend later report they wish they had chosen to live with someone they had never met. It is possible and quite common to be good roommates, but not “best friends” and vice versa.

The Resident Assistant is trained to help roommates resolve their issues. Use your RA as a resource for problem-solving.

### ROOMMATE AGREEMENT FORM

Because we know roommates will have differences, we have developed a tool to help you identify those differences and discuss compromises with which everyone can live. We call it the Roommate Agreement and believe it will help you resolve problems proactively.

Your RA will distribute these at the beginning of the semester. You are encouraged to complete it with your roommate(s), discuss it, develop compromises and post the agreement in a high-visibility area in your room where all roommate(s) will see it regularly. It helps if you return a copy to your RA so it can be filed for future reference.

### COMMUNICATION

To effectively solve problems and resolve conflicts, it is important that you understand effective approaches to discussing issues with your roommate(s). Acquiring and using such skills will both enhance your roommate relationship and serve you as a valuable life skill.