

## LIFE at UMFK

Learn. Innovate. Find. Engage.



# A Guide to Residence Life and Campus Living

**2024-2025**

University of Maine at Fort Kent





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## RESIDENCE LIFE

Residence Life is an important component of the academic and social development of UMFK students. The residence halls provide a setting that helps shape students' attitudes, their readiness to learn, and their overall quality of life on campus. Furthermore, at UMFK, we believe that Residence Life is an extremely important part of the college experience. Studies at the university and across the country have proven that students who live in a residence hall environment do better in college than their counterparts who choose to live off campus.

There are two residence halls that students may choose to live in. Crocker is referred to as a traditional-style residence hall. Each room houses two people, and there are common bathroom facilities, a T.V. lounge, a game room, a fitness room, and two study lounges. The second residence hall is the Lodge, and it is referred to as suite-style living. The majority of the suites at the Lodge house four people in two separate bedrooms. Along with these suites, there is a private bathroom facility, common area and kitchen area. All rooms have a closet/wardrobe, a desk and chair, and a bureau per person. The University provides an Ethernet port if a student decides to bring a T.V. or a computer. The entire University campus is wireless. There is also a public lounge, game room, and several study rooms. Laundry facilities are located in both buildings and are completely free to residents.

The Guide to Campus Living is designed to assist you in understanding your responsibilities as a member or guest of our Residence hall community at the University of Maine at Fort Kent. Updates will be made periodically to this document. The Guide to Campus Living outlines policies specifically related to Residence hall living. For information on other campus policies, including the Code of Student Conduct, please refer to [The Student Handbook](#).

This guide is meant as a resource and is complemented by the hard work and judgment calls of your Residence hall staff and staff within the Division of Student Life. If you have any questions or want clarification about any information or policy listed in this guide, please contact your Director of Residence Life or the Dean of Students.

**Note: The Guide to Campus Living can be amended to respond to UM system-wide guidance relating to public health protocol and procedures.**

## ANTI-DISCRIMINATION STATEMENT

The University of Maine at Fort Kent does not discriminate based on race, color, religion, sex, or sexual orientation, including transgender status or gender expression, national origin or citizenship status, age, disability, or veteran status. The University will provide, upon request, reasonable accommodations to qualified individuals with disabilities.

## CAMPUS MAILING ADDRESS:

23 University Drive  
Fort Kent, ME 04743

## SAFETY AND SECURITY OF RESIDENTS

The safety of the Residence life community is one of the paramount concerns of the University. Therefore, **the Dean of Students or the Director of Residence Life have the authority to require immediate, temporary dismissal from the Residence halls for any resident who appears to pose an imminent threat to themselves or other students.**

Behaviors considered an immediate threat include but are not limited to the use of a weapon in any way, physical assault on any individual including, but not limited to, rape, other forms of sexual assault, and uncontrollable intoxication by a substance in the course of an investigation, if it is determined that a student has in the past committed an act that would fall into the category of being a threat to others, the Dean of Students may at that time require immediate, temporary removal from the halls without further hearing or investigation. If, after further investigation, it is determined that there is no threat, the student may be reinstated.

In addition to enforcing housing policies, the Residence Life staff has the authority to issue warnings, place students on temporary Residence probation pending further hearing or action, and issue restrictions to halls, floors, and/or rooms. Failure to abide by the requirements of a staff member doing their duty is considered a severe violation of housing policy. It could result in dismissal from the Residence halls.

## SAFETY AND SECURITY TIPS

The University of Maine at Fort Kent offers a safe climate for its students, but things do happen even with all of our efforts. We ask that all students follow the suggestions below to increase their safety on campus and in the local community:

### ALWAYS

- Secure your room door and ensure that your door is locked (room/bedroom doors do not lock automatically).
- Have your ID in your possession.
- Report any suspicious or unusual activity.
- Let someone know where you are going.

### NEVER

- Walk alone at night.
- Give out your computer password.
- Prop open exterior or interior doors.
- Lend out your ID card or keys.
- Let a stranger into your room or the Residence halls.

## HOUSING INFORMATION

### ON-CAMPUS HOUSING POLICY

Students must be at least 17 years of age and be matriculated into a University degree or certificate program. Students enrolled in fewer than twelve credit hours or younger than 17 years of age may be eligible for an academic exception or disability accommodation and must contact the housing or Residence life office for further information. Failure to respond accurately and truthfully on your Room and Board Questionnaire may result in the immediate cancellation of the Housing Contract and may be considered a violation of the [Student Conduct Code](#) that may lead to additional discipline.

### ROOM ASSIGNMENTS

Rooms are assigned to individuals who have completed a residence questionnaire and paid a deposit based on availability. No changes to existing room assignments will be made to accommodate late applicants, single room requests, or other room change requests once the semester has begun. Standard rooms are double rooms, and a limited amount of single rooms are available in some suites located in The Lodge. Depending on the layout, the Lodge suites are designed to house three to four people. Room preferences are assigned according to seniority. Seniority is determined as follows: a number of consecutive regular semesters lived in UMFK Residence halls.

Single rooms are never guaranteed. Residents must live in their assigned rooms for the first week of the semester, after which changes may be requested. After this initial period, any desired changes must be arranged by those requesting the change, and then these changes must be approved by the Director of Residence Life. All those involved with approved changes must move before semester breaks. UMFK provides reasonable accommodations to qualified individuals with disabilities. If you wish to request a reasonable accommodation in housing, please contact the Director of Residence Life at 207-834-7850 or by emailing [taylor.mackenzie.brown@maine.edu](mailto:taylor.mackenzie.brown@maine.edu).

### *Mixed-Gender Housing*

UMFK will accept mixed-gender housing requests (male and female in the same room/suite). A contract must be signed by those requesting mixed-gender housing. Your request is likely to be fulfilled if you request Crocker as your housing option. A suite room can only be assigned if the mixed-gender couple finds other willing occupants for the suite or are willing to live with another couple.

### WITHDRAWAL FROM RESIDENCE HALLS

To withdraw from the Residence halls, you must complete the online Semester Withdrawal Form, which can be found on the UMFK Portal under 'Forms and Documents.' You must make an appointment with the Director of Residence Life to discuss withdrawal. The Director of Residence Life must review the withdrawal form and case.

Students who voluntarily withdraw from the Residence halls and complete the above steps will receive the following refund percentage.

Students who voluntarily withdraw from the Residence halls will also forfeit the total of any scholarship or grant that requires the student to reside in the Residence halls. Cancellation prior to 1st Day of Classes = 100%

- Withdrawal prior to the end of the 2nd week = 100%
- Withdrawal prior to the end of the 4th week = 75%
- Withdrawal prior to the end of the 6th week = 50%
- Withdrawal prior to the end of the 8th week = 25%
- After the end of the 8th week = 0%

## SINGLE ROOM FEES

There are a limited number of single rooms available at the University of Maine at Fort Kent. There is an additional fee for designated single rooms unless the student's condition meets the Americans with Disabilities Act definition for a single room without additional cost. Single rooms are first come, first serve, unless the single is needed for an ADA accommodation. When space is available, a double room may be bought out as a single room. The Residence Life Office can deny this option to an individual if the person is not on the medical needs list or has been involved in conduct code violations.

## SUMMER HOUSING

Summer housing is available to all students enrolled in summer classes or working on campus. A special summer rate for housing has been developed. Please check with the Housing and Residence Life Office for current pricing.

Students who will not be residing on campus during the fall term will have to vacate the Residence halls at a designated date/time so that the halls may be prepared for the fall term.

## WHAT TO BRING TO CAMPUS

**Before packing:** Coordinate with your roommate — talk with your roommate to decide what you will bring. Housing assignments will be emailed to you between

Be Prepared for Area Weather: Winters in Maine are extremely cold. Bring cold-weather essentials:

- Winter socks & thermals/sweaters
- Gloves/scarves/hat
- Winter boots & winter jacket

For a complete list of what to bring, visit our Housing Page; [What to Bring](#).

### ***Leave These Items at Home:***

- Halogen lamps
- Candles, incense
- Two-prong extension cords
- Air conditioners of any kind
- Analog Television
- Electrical appliances with heating elements (e.g., hot plates, toaster ovens, toasters, sandwich makers, space heaters)
- Stand-alone microwave ovens
- Alcohol, if under 21 years old
- Personal wireless router
- Large furniture items that will not fit in the room
- All weapons (e.g., firearms, arrows, swords) must be left at home
- Illegal and non-prescribed drugs, marijuana (in any form), tobacco
- Hoverboards and drones

### **ROOM ENTRY**

Entry into a student room may occur when an apparent emergency, such as fire, smoke, serious injury, or injury (including a report or belief thereof), or where danger threatens persons or property.

Entry into a student room may also occur in the event of an alarm or other continuous sound that disrupts the community when the room's residents cannot be located and/or do not respond to attempts to contact them.

Additionally, staff may enter a student's room when the residents have extended an invitation for them to do so.

Property Management and Facilities staff may enter student rooms to conduct repairs. Rooms will be entered for monthly Health and Safety Inspections/room checks and at the start of each break to check on closing procedures.



## **POLICIES**

### **HEALTH & SAFETY INSPECTION POLICY**

The purpose of health and safety inspections is to assure the safety of the resident(s) and ensure the proper use of University housing.

Health and safety inspections will occur at least once per month during the academic year, in addition to checks at semester closing.

At the end of the Spring semester, most Residence halls, apartments, and suites will also be inspected before closing for the summer. Property Management will inspect rooms and assess any damage or loss charges.

Inspections by Residence Life staff will be preceded by notice given to residents at least 24 hours in advance of the inspection. This notice will be given via notice via a student's main.edu email and/or other means designed to make residents aware of this process.

Pairs of Residence Life staff will inspect rooms. Rooms will be inspected even in the absence of the resident(s). Notice will be left indicating the Health and Safety Inspection has occurred for monthly checks.

Inspections will be of items in plain view. Closet doors, drawers, refrigerators, etc., will not be opened. Residence Life staff will address any pets or other inappropriate items found with the residents.

Tampering with fire suppression and/or detection devices will immediately be addressed and, when possible, immediately remedied by Residence Life Staff.

### **CLEANLINESS**

Students are responsible for cleaning their personal space. Excessive messes, as determined by staff, may be determined to be a health and safety violation. This may include but is not limited to excessive room trash and recyclables, odors that extend into the hallway, restricted pathways to exit or window, etc. In the event University staff must be utilized to assist in an excessive clean-up, the student will be billed an hourly rate.

### **PERMITTED DECORATIONS POLICY**

To prevent damage to painted walls, students should use painter's tape, sticky tack, and 3M command strips or a similar method to affix items to walls temporarily.

Only use decorations that are noncombustible or have a label that states that they are "flameproof," "flame-resistant," or "flame-retardant." Keep the label to document acceptability.

Electric string lights are acceptable ONLY if labeled with Underwriters Laboratory (UL) or Factory Mutual approval. Tags with this information are required to be on each string of lights. Strings that are frayed or have bare wires, cracked sockets, loose connections, or



damaged insulation are not permitted. String lights may not be wrapped around furniture or clothes like curtains or wall hangings. They may not be attached to nails or staples. In addition, no more than four sets of lights may be strung together in one connection.

Do not place decorations near electrical equipment or other heat sources. Do not hang any decorations from sprinkler heads.

Do not route electrical cords across aisles or corridors or under doors.

Extension cords must have a 3-prong grounded plug and not be daisy-chained.

Do not obstruct corridors, stairways, exits, or doors from closing.

Decorations are not to be hung to obstruct exit lights, sprinkler pipes or heads, smoke detectors, fire alarm pull stations, portable fire extinguishers or cabinets, or other safety apparatus.

Keep in mind that no one should put holes in the walls to hang materials. There are a number of products that can be used that are removable without damage to the wall or wall surface.

Painting or altering any surface (markers, etc.) is not permitted.

Windows may have items placed on the glass as long as they are removable and do not cause permanent scarring or damage. Tape of any kind is not permitted on windows. Students may not hang items from the exterior of their windows or adjacent exterior building surfaces.

Wall tapestries can be hung in a student room as long as they are no larger than 4 feet x 6 feet, and only one per wall may be hung in the student room. Tapestries, curtains, etc., are not permitted to be strung across a doorway.

Absolutely nothing may be attached to ceilings, covering the smoke detectors and/or sprinkler heads.

No lights, ceiling fans, or other electrical appliances can be hung on the ceiling or interior walls. Per our decoration policy, decorative holiday-style lights are permitted on walls (see bullet point three in this section).

**Christmas/Holiday Trees:** Due to hazards associated with real Christmas trees, wreaths, and garlands, none of these are allowed in the Residence halls. Artificial trees and other decorations are allowed.

**Candles, Candle Making, and Incense:** The use of candles, incense, and candle making are strictly prohibited. Additionally, no open flames or spark-producing devices are permitted.

**Door Decorations:** Permanent adhesives should not be used on doors, with the exception of hanging a dry-erase board. Also, please refrain from otherwise permanently damaging the wooden door with staples, tacks, stickers, etc. No materials that violate any University policy or the Student Conduct Code may be posted.

## NOISE POLICY

Our Residence halls are, first and foremost, a place for students to sleep and study. Some noise is to be expected in a thriving community, but because it is difficult to develop a shared definition of what is too loud, noise inevitably becomes an issue in the halls. All members of our communities and their guests are expected to be attentive to their noise levels and responsive to other students who ask them to be quieter.

**Note:** Setting up speakers to point out of Residence hall windows is never appropriate.

Students who are being disturbed by noise are expected to respectfully confront those responsible for the noise and request that they quiet down. Should noise issues continue, a student should then seek assistance from a Residence Life staff member.

### ***QUIET HOURS:***

Designated quiet hours are effective from midnight to 8:00 AM, Sunday through Thursday, and from 1:00 AM to 8:00 AM, Friday and Saturday.

### ***QUIET HOURS during FINALS WEEK:***

Designated quiet hours are effective from 10:00 PM to 8:00 AM, starting the Sunday of finals week.

### ***COURTESY HOURS:***

Courtesy hours are always applied. Please be mindful of your surroundings regarding noise level. If you have any questions about this, please contact the Residence Life Director.

## ROOM CONDITIONS

Residents are responsible for the general upkeep of their rooms. The University reserves the right to inspect rooms upon due notification and to direct individuals to clean their rooms if it is deemed necessary due to a health hazard or a general disturbance to others from odors or other specified reasons. The staff shall conduct regular monthly room inspections. If any violations are found, students will have one week from the inspection date to rectify the violation(s). The Residence halls are your community. Care should be taken to keep it clean. Trash should only be placed in the dumpsters located outside the respective residence halls.

Damage beyond normal wear and tear must be paid for by the resident(s) of that room. Equipment failures such as worn-out light bulbs or sticky locks should be reported as soon as possible. No permanent adhesives (stickers, duct tape, etc.) should be applied to walls, ceilings, doors, or any other university property, such as desks, appliances, etc. The use of such adhesives is considered damage. The destruction or removal without permission of personal or university property from its designated space is prohibited. All damages inflicted intentionally or because of negligence will be paid for by the individual responsible,

or in the case of university property, by the residents of the hall it occurred in, if the individual(s) responsible cannot be found. If damage occurs, whether by accidental or negligent behavior, it should be reported to a staff member immediately. Individuals responsible for accidental damage should offer to make restitution to avoid formal disciplinary proceedings.

Window screens must remain attached to the building at all times for safety and maintenance reasons. Also, windows in the Lodge are equipped with safety mechanisms. These mechanisms should not be tampered with or altered in any way. Circumventing these mechanisms is also considered a violation of this policy.

## **ALCOHOL USE AND ABUSE**

The University of Maine at Fort Kent is committed to promoting the health and safety of all campus community members. The University is dedicated to providing education and resources to assist all members in making responsible decisions regarding the use of substances. The University strives to develop alcohol and other drug policies that are clear, readily understandable, consistent, and fair to all; to create a supportive and non-threatening environment for those who choose not to drink and/or do drugs; to promote safety and individual accountability for those who decide to drink; and to assist those struggling with alcohol and drug-related issues.

The following actions are prohibited:

- a. Underage drinking. Only persons of legal age (21 or older) may possess or consume alcoholic beverages. Legal proof of age, such as a valid driver's license or passport, may be required.
- b. Purchasing, serving, selling, or furnishing alcohol to or for a minor.
- c. Selling, manufacturing, or distributing alcohol without a license.
- d. Providing false information about name, age, or failing to provide identification.
- e. Administering alcohol to individuals against their will and/or without their knowledge.
- f. The possession and consumption of alcoholic beverages are permitted only in student rooms, with the door closed by residents 21 or older.
- g. Exhibiting signs of being visibly intoxicated. Intoxication is identified by generally reliable signs such as a strong odor of alcohol on an individual's breath, slurred speech, impaired coordination, bloodshot and/or glassy eyes, and/or exaggerated emotions or behaviors. Individuals may be found violating the policy if their level of impairment attracts the attention of the University, town, or other officials and/or warrants medical care or police custody.
- h. Possessing alcohol in unauthorized spaces, public spaces, and outside on the campus grounds. Students of the legal drinking age cannot transport alcohol in open containers through the Lodge and Crocker hallways.
- i. Bringing alcohol to a University event or leaving a University event with alcoholic beverages provided at the event. Containers of mass consumption such as kegs, punch bowls, etc. Large crates of alcohol (more than a 30 pack of 12oz. beer or its equivalent) per room resident of legal age.
- j. Possession of more than ½ gallon hard liquor or its equivalent of the same liquor type, such as rum, whiskey, etc., per room resident of legal age. Engaging in



- drinking games and other behaviors designed to become intoxicated (i.e., funnels, keg stands, “around the world” pares, beer pong tables, etc.).
- k. Engaging in drinking games and other behaviors designed to become intoxicated (i.e., funnels, keg stands, “around the world” pares, beer pong tables, etc.).

**Non-Residence hall students** involved in alcohol violations will be banned from the Residence hall for no less than the remainder of the semester and no more than the remainder of the semester and an additional two years, depending on the severity of the violation. Off-campus students may be sent to the University’s Conduct Code Panel with a recommendation that they be suspended or dismissed based on the circumstances of the incident. Individuals found in violation of the University’s alcohol policy will have their alcohol confiscated and dumped down the drain.

## **FIRE ALARMS & SAFETY**

Each Residence hall is equipped with protective materials such as fire extinguishers, alarm systems, emergency lighting systems and exits, and sprinkler systems. Each room has an emergency evacuation plan. Please familiarize yourself with this exit plan and all alternative exits in your building. Tampering with any of this fire safety equipment is considered a very serious offense and could result in fines and/or immediate dismissal from the halls.

Should the alarm ring, please follow these steps:

- Close the windows.
- Open the curtains.
- Unlock your door.
- Evacuate the building and report to your designated area:
  - **Crocker Designated Area:** Cyr Hall Entrance near Crocker Hall
  - **Lodge Designated Area:** Hannaford Rear Parking Lot

Should you see a fire, please follow these steps:

- Pull the alarm nearest to you, and then report immediately to a staff member; evacuate the building in a calm, prompt manner.
- A call to 911 should be placed from a safe location.

The State of Maine requires that the University hold at least one fire drill per semester. The Residence Life Staff is required to key into each room when the fire alarm is activated. The staff must make sure that all of the residents leave the building. Once your floor is cleared, you should report your cleared floor to the Residence Life Professional Staff on call or the senior-most staff member at the scene.

In the event that there is bad weather during a fire alarm, the residents should go to one of these areas for shelter:

- **Lodge:** Sports Center
- **Crocker:** Cyr Hall

Fire safety is important. Staff members should always be looking for fire hazards. Students should never burn candles in their rooms. Plugs should never have octopuses (many plugs from one socket are not designed for it). Live Christmas trees are not permitted in the Residence Halls. Non-LED lights are permitted in the halls. If you observe any of these things, ask the student to remove/put away the item(s).

## **WEAPONS**

Weapons and ammunition are potential safety hazards. Possession, use, or display of weapons or ammunition is inappropriate in an academic community for any reason.

### ***Definitions of Weapons and Ammunition:***

A weapon is defined as an instrument of offensive or defensive combat, something to fight with, and is generally any device capable of projecting a ball, pellet, arrow, bullet, missile, shell, or other material. This shall include, but not be limited to, firearms, bows, rockets, and slingshots. Ammunition is any material capable of being projected by a weapon and makes the weapon operational.

### ***Weapons and Ammunition Prohibition:***

No weapon or ammunition shall be worn, displayed, used, or possessed on campus.

Weapons must be checked in and stored at the local Police Station.

### ***Violation:***

Any employee, faculty, student, or other representative of the University who violates this policy shall be notified of the violation and subject to disciplinary sanctions under the applicable discipline process.

### ***Hunting knives, bows, and arrows:***

Knives exceeding 4 inches in length, martial arts weapons, and ammunition are not permitted at any time in the Residence halls. Keeping these items in vehicles is not permitted on University property.

## **KEYS, DOORS, STORAGE & PARKING**

### ***Keys***

Duplication of Residence keys - building, room, or suite- is a serious offense and should not be attempted by anyone other than a university official. Duplicated keys will be confiscated.

There is an additional charge for each key/card that must be reissued, as well as forfeiture of the original deposit. The price for a reissued key is dependent on door type, as the price would include all replacements for keys affected as well as cores to the building. For more information, please reach out to [jason.guerette@maine.edu](mailto:jason.guerette@maine.edu).

Keys/fobs/codes that do not belong to anyone but the assignee will be taken from the student by a staff member of the resident life staff.

Keys and fobs must be returned upon moving out of the halls. A charge will be added to a student's bill for the price of any unreturned/missing keys and replacement parts needed.

## **Doors**

The propping of outside doors or fire doors is strictly prohibited.

## **GENERAL SAFETY**

Safety is the responsibility of all community members. Tampering with emergency signage, phones, video surveillance, and other safety devices or creating unsafe conditions violates the student code of conduct.

Do not let unknown persons in, and do not allow unknown persons to follow students into the building.

## **Storage**

There is no storage space available on campus.

## **Parking**

Each Residence hall has space for residents to park their vehicles. Vehicles must be registered with the Facilities Management office. Any vehicle without a permit will be ticketed and may be towed at the owner's expense.

Residence students are not permitted to drive to classes or the dining hall. Resident students may only park in their own building's parking lots. Over the winter, students may be asked to move their cars for plowing purposes; please watch for communications from Facilities or Residence Life Staff and cooperate in a timely fashion or risk being towed. If, for some reason, you are unable to or cannot move your vehicle, please reach out to Facilities or the Director of Residence Life.

## **CHECKING IN AND CHECKING OUT (DAMAGES)**

Students are responsible for leaving rooms in the same condition as when they moved in. A "Room Condition Report" is provided at first check-in and should accurately describe the room's condition. Students should read the form carefully and note any discrepancies. Residents will be required to sign and return the form to the Residence life staff, and the



same form will be used to check the condition of the room when the student checks out. All charges for room damage will be based on this report, so it is important to ensure the form is accurate when first checking in.

A Residence life staff member will inspect each student's room at checkout. They will use the Room Condition form and compare present room conditions with those indicated at check-in. Students will again be shown photos taken during the inspection to verify the information (if present). If there are any charges for room or property damages, students will be billed by the University in the summer. The student agrees that upon checking out of the room, the student's room will be in the same condition and with the same furnishings provided at check-in. If any missing furniture cannot be found, the student will be billed for the replacement cost. Failure to follow these check-in and checkout procedures will result in a \$150 fee in addition to any room damages or cleaning fee.

## **KITCHENS & LAUNDRY FACILITIES**

### ***Kitchens***

The Lodge suites have a full-sized fridge, a microwave, and a sink. Crocker Hall has a communal microwave in the basement game room.

### ***Laundry Facilities***

Each hall has washers and dryers available for resident use only. THE LAUNDRY IS FREE. Non-residents caught using the facilities may have their visiting rights restricted or revoked. Each resident is responsible for their clothing. The University is not responsible for lost, stolen, or damaged articles of clothing. Please remove your clothes in a timely manner. If clothes are left for more than 24 hours, Residence Life staff reserves the right to dispose of them.

## **SPACE HEATERS & APPLIANCES**

Any space heaters or appliances that contain an open-coil heating element, such as toasters, toaster ovens, and hot plates, are prohibited from our Residence halls due to their hazardous nature. Additionally, halogen lamps are strictly prohibited.

## **TOBACCO & SMOKING**

All Residence halls are smoke-free. Smoking of any kind (including vaping, etc.) is prohibited on the UMFK campus.

## RESIDENCE HALL FLOOR MEETINGS

All residents are required to attend mandatory hall floor meetings each month. These are generally held at the beginning of each month and occasionally if the need arises. These floor meetings are held to allow residents to receive information as well as address any issues that exist in the hall community.

## ILLNESS & INSURANCE

### *Illness*

In the case that a resident becomes seriously ill, a member of the Residence life staff must be notified immediately. It is not the responsibility of the staff to recommend treatments, but they can help obtain medical attention, as well as arrange for meal delivery. Students also have access to the UMFK Health Clinic.

## LOCKOUT

It is the resident's responsibility to keep their room key and key fob at all times. If a resident should find themselves locked out of their room, they should contact their roommate first, then find a Resident Assistant to let them back in the room or go to the Student Affairs Office during open hours for a Residence Life staff member to help.

If no staff members from the building are available, the resident can visit the Facilities Management Office during business hours (M-F, 8:00 AM - 4:30 PM) to acquire access to their designated Residence halls. If a student is locked out of their room between 1:00 AM and 7:00 AM, they must call the Resident Assistant on duty.

Students should keep in mind that they may need to wait some time before being let back into their rooms. All students will be required to show a picture ID before or after being let in the room to ensure the safety and security of all students on campus.

\*Students are only permitted 2 lockouts during a semester. The third – and each successive – lockout will result in a \$10 fine and referral to the student conduct process.

## GUESTS

**Guests must not be enrolled in high school, regardless of age**, and must be 18 or older. Your guest should carry proper ID at all times. Residents are responsible for the conduct of their guests at all times and should remain in the company of their guests for the duration of their stay. All guests must be signed in by their host immediately upon arrival. All guests who visit do so with the approval of all roommates. Overnight guests must be approved at least 24 hours in advance. The DRL must review all requests for overnight guests, and the staff reserves the right to approve or deny any requests. Frequent or multiple extended stay requests may be subject to refusal. Any guests in the Residence halls past 12:00 am will be considered overnight guests.

## PETS

### A. Pet Policy

- UMFK is a pet-friendly campus, and our students can have a pet live with them in Crocker Hall! You could have a cat, bird, hamster, gerbil, or even hermit crab(s) as a pet.
- Fish in a 10-gallon tank or smaller is also allowed.
- Neglect of your fish or any pet will result in a student conduct referral and possible loss of privilege.
- If you are interested in this opportunity, you can find more information under the [Residence Life section of the UMFK portal](#) on the Pet-Friendly Community Rules page.

## EMOTIONAL SUPPORT ANIMAL POLICY AND PROCEDURES

Emotional Support Animal (ESA) is defined by the US Department of Housing and Urban Development (HUD) and covers a category of animals that may work, assist, or perform physical tasks for an individual with a disability that alleviates one or more identified symptoms of an individual's disability, but which are not considered Service Animals under the Americans with Disabilities Act. It is typically an animal selected to play an integral part in a person's treatment process, and it is not a pet. The animal must demonstrate a good temperament and reliable, predictable behavior. An ESA is prescribed or recommended to an individual with a disability by a mental health professional or medical doctor.

The process for requesting an accommodation of an ESA starts with an individual submitting documentation from their mental health provider. Documentation should be authored by a licensed clinical professional or mental health care provider, trained and qualified to evaluate the disability and familiar with the student's history. Documentation may not be provided by a student's relative, friend, or family member.

For more information on Emotional Support Animals, please visit:

- [Student Accessibility Services](#) - Student Success Center

## COMPUTER, WIFI CONNECTION, & COMMUNICATION

Computer Laboratories: Each hall has computer laboratories available for residents, with access 24 hours a day.

Every Residence hall room has at least one active internet jack. Wireless internet access is available, and residents are required to register computers and other connected devices to the network. Wireless routers are prohibited from use in the Residence halls. Internet or wireless issues should be reported to the IT Help Desk at 207-834-7818 or [visit the IT website](#) at [www.umfk.edu/it/](http://www.umfk.edu/it/).



Maine Alert (<https://maine-alert.bbcportal.com/Contacts>) allows text services for instant text message communication to subscriber cell phones regarding emergencies, snow days, and urgent community updates. We highly recommend that every student visit the website and sign up for this service. This service is free and will be sent directly to your cell phone if you signed up for the service.

## **COMMON AREAS**

Hallways, parking lots, and common areas are public areas. All public areas should remain free of trash and other items such as shoes, personal items, furniture, etc. All rules apply to these areas.

## **STUDENT CODE CONDUCT**

All students are expected to conduct their affairs properly regarding the rights of others and the University. All University community members share responsibility for maintaining an environment, including University Residence halls, where actions are guided by mutual respect, integrity, and reason.

Allegations of misconduct or alleged violations of the Student Conduct Code include but are not limited to policies related to alcohol, illegal possession, use or sale of drugs, possession or misuse of weapons, creating a dangerous condition, endangering health or safety, causing a disturbance, or interference with or failure to comply with a University Official.


Residence Life offenses involving other people and property will be addressed by university officials. These undertakings will be guided by the jurisdiction, definitions, violations, sanctions, and procedures as so outlined in the University of Maine System STUDENT CONDUCT CODE (CODE). The CODE, revised by the Conduct Review Board and accepted by the Board of Trustees in August 2022, was written to promote the pursuit of activities that contribute to the intellectual, ethical, and physical development of individuals under the auspices of the University of Maine System and the individual campuses.

## **ADMINISTRATIVE HEARING BEFORE THE DIRECTOR OF RESIDENCE LIFE AND STUDENT HEARING PANEL**

Certain minor Residence hall violations committed by a student may be adjudicated by the Director of Residence Life (DRL and, upon appeal, may also be heard by the Student Hearing Panel (Panel) in accordance with the CODE.

The composition of the Panel should have equitable gender representation whenever practicable, and no resident assistants can serve on the Panel.

The minor violations may include but are not limited to excessive noise, unexcused absence from hall meetings, burning of incense or candles, rollerblading/skating, bicycling, skiing or snowboarding in the Residence hall, refusal to clean excessive public or room messes, a first-time minor alcohol offense, propping outside doors, failing to adhere to



room condition standards and permitted room decorations policies, smoking in the Residence halls and/or adjoining grounds and parking lots, misuse of University property, improper use of laundry facilities and kitchen appliances, possessing and using open-coiled heaters and appliances, not following the guests and pet policies of the University, not taking corrective measures to pass health and safety room inspections in a timely manner and tampering with fire suppression and/or fire/smoke detection devices in the Residence halls.

The DRL, upon their determination that a minor violation has been committed, may assign an education project sanction such as a reflective essay, an online education course regarding alcohol, and other seminars or related assignments intended to promote learning as well as various types of community work service projects related to the nature of the violation. The DRL may also choose to counsel and/or admonish the student for their behavior and minor policy violation.

## GENERAL RESIDENCE LIFE INFORMATION

### RESIDENCE HALL GOVERNANCE & STAFF

#### *Residence Hall Council*

Residence Hall Council is a council made up of any number of members from all of the Residence halls. This provides an opportunity for resident students to provide input into the governance of the halls and to plan events for Residence Hall students (commuter students are also welcome to Residence Hall activities). The Residence Hall Council is an annually recognized University organization and receives recognition from the UMFH Student Senate. Any resident students, including RA Supervisors and RAs, are welcome to join this organization at any time.

#### *The Residence Hall Advisory Committee*

The Residence Hall Advisory Committee (sub-committee of the Residence Hall Council) is a committee with the primary purpose of assisting with the creation of the policies, procedures, rules, regulations, and programs of the Residence halls of UMFH. It is comprised of any number of students of UMFH who reside in the Residence halls and who freely volunteer to participate. The role of this committee is to regularly and frequently review the community standards that govern life in the Residence halls at UMFH; and to generate and provide input for adding, changing, improving, or eliminating policies, procedures, rules, regulations, programs, and property pertaining to the Residence halls. These actions are taken so that the rights of those residing in the halls are upheld, and the residents' needs and desires are reflected. The committee creates awareness among stakeholders, draws up proposals, and/or makes presentations for consideration by the Residence life staff and student affairs. A Residence life staff member advises the committee.

#### *The Resident Assistants (RAs)*

The Resident Assistants (RAs) and Senior Resident Assistants (SRAs) are a group of students with the primary purpose of assisting with the administration of the policies, rules, procedures, regulations, and programs of the Residence halls of UMFH. It is comprised of one resident per wing of each of the Residence halls in use. Each member is a Resident Assistant and is selected for the position by the Residence Life staff and by members of the staff of Student Affairs. The role of this group is to cultivate awareness of, commitment to, compliance with, and accountability to the community standards of the Residence halls.

RAs fulfill their role by communicating the community standards, creating a positive social structure, monitoring the physical and social environment of the Residence halls, and intervening to report violations, address issues, and enforce compliance. These actions are taken so that the result is an overall exceptional quality of life. The RA staff maintains a continuous formal and informal presence in the Residence halls. The RA staff is advised by the Residence life staff and the student affairs staff.



### ***Director of Residence Life (DRL)***

The DRL is the Student Affairs Staff member who lives and works in the Lodge. This individual oversees all University housing and is responsible for Residence hall safety. The DRL is an important member of the campus community and is one of many staff members here to help you succeed in your chosen path. Our current Director of Residence Life is Taylor Brown, and she can be reached at [taylor.mackenzie.brown@maine.edu](mailto:taylor.mackenzie.brown@maine.edu).

### ***Dean of Students, Deputy Title IX Coordinator***

A "Dean of Students" is a high-level administrator at a school or university primarily responsible for overseeing all aspects of student life, including student services, activities, welfare, and conduct, ensuring a positive and supportive environment for students beyond academics; they act as a primary advocate for students and address issues related to their overall well-being on campus.

A "Deputy Title IX Coordinator" is an individual within an institution who assists the primary Title IX Coordinator in managing and implementing compliance strategies related to sex and gender-based discrimination.

If you need to report something related to Title IX, please reach out to Dr. Timothy M. Doyle at [timothy.m.doyle@maine.edu](mailto:timothy.m.doyle@maine.edu) or [207-834-7562](tel:207-834-7562). His office is located in Student Affairs in Cyr Hall.

**For the University of Maine System Title IX Coordinator, please contact Phone: 207.851.5866; Email: [titleix@maine.edu](mailto:titleix@maine.edu), or in person at: 241 Estabrook Hall, Orono, Maine 04469.**

# A BETTER EXPERIENCE LIVING ON CAMPUS



## STUDENTS LIVING ON CAMPUS:

- Are more satisfied with their living environments.
- Are more likely to graduate and enter graduate school.
- Meet more diverse people.
- are exposed to a wider range of ideas and cultures.
- Develop greater artistic interests; develop strong interpersonal skills; finish college in less time.
- Have more contact with faculty and other students.
- Are more likely to have greater self-esteem.

## BENEFITS OF LIVING ON CAMPUS:

- Great location - closer to everything on campus.
- Wireless internet services at no cost.
- Community of opportunity - meet new friends and broaden your horizons.
- Less hassle with monthly bills - electricity, cable, & WIFI.
- Opportunity to join a student-run organization such as Residence Hall Council - meet new people and help plan events in the Residence halls.



# CHANGE IS THE END RESULT OF ALL TRUE LEARNING

## CONTACT US

University of Maine at Fort Kent  
*Office of Residence Life*

 [\(207\) 834-7850](tel:(207)834-7850)

 [UMFK Housing](https://umfkhousing.com)

 [umfk.reslife@maine.edu](mailto:umfk.reslife@maine.edu)



23 University Drive  
Fort Kent, ME 04743