**Stodder Resident Information**

**Lock Out Policy**
It is the resident’s responsibility to keep their MaineCard on their person at all times. However if a resident should find themselves locked out of their room they should follow the steps listed below to be let back in their room:

- Contact their roommate first (if applicable)
- Contact the Graduate School during regular business hours (M-F, 8-4:30)
- Contact Fayeza Ahmed, Ben Guenther, Becky Gumbrewicz or Marie-France (Frenchie) Georges after Graduate School business hours
- Contact UM Police 207-581-4040 between the hours of 11:00PM and 7:59AM. Only in the event of an emergency should you contact UMPD during normal business hours.
  - All students will be required to show a picture ID either before or after being let in the room to ensure the safety of all students on campus.

**Mailing Address**
Your mailing address is:
Your Name
5775 Stodder Hall, Room (Dorm Room #)
Orono, ME 04469-5775

**Mail**
The United States Post Office (USPS) delivers mail to the Mailing Services Department on campus, where it is sorted and forwarded to Stodder Hall. The Graduate School staff then sorts the mail and puts it in the student mailboxes. Packages sent through USPS (that will not fit in your mailbox), UPS or FedEx are directed to The Packaging and Postal Center in the Memorial Union for student pick-up. If you are tracking the package through USPS, please allow for at least one extra day.

**Phone**
Every student room has a phone line with voice mail available to students, however the phone is not provided. To find out your room phone number, you can call the campus operator by dialing 1-1110 from any on campus phone and (207) 581-1110 from an off campus phone. The residence hall phones allow a student to make local area calls at no charge. However, for long distance service, students should have a phone card. There is voice mail on each room phone and students can access this service by dialing 1-3000 on campus or (207) 581-3000 from off campus. A password will be required, which should be 1 and the last four digits of the phone number (i.e. 13291).

**University Notification System**
The University of Maine has an extensive system for communicating with the university community during emergency situations. The key component is UMaine.txt (www.umaine.edu/umainetxt), a web-based system that allows for instant text message communication to subscriber cell phones. We recommend that all residents visit the UMaine.txt website and sign up for this service.

**581-SNOW**
The University of Maine also has an automated system for faculty/staff and students to be informed of classes being canceled due to inclement weather (i.e. snow storms). To hear the updated status, simply dial 581-SNOW (7669).

**Restrooms**
Under no circumstance should residents use the restrooms of the opposite sex in any capacity for any reason. Male residents who are found using the women’s restrooms and female residents who are found using the men’s restroom will face disciplinary action and may be asked to move out.

Restroom facilities are considered shared community space and as such every precaution needs to be taken to ensure that they are kept clean and tidy for the use of other residents. It is not the responsibility of the Custodial Staff or other residents to be sure the toilets are clear of someone else’s waste.
Guest Policy
Residents should feel as if they can welcome a guest to their room for a visit. Prior to any guest visiting a resident’s room, the resident should discuss the time frame of the visit and expectations of such a guest with their roommate (if applicable). Out of fairness, no resident may refuse to allow their roommate to have guests and then expect to have guests over themselves. No guest can remain in the resident room for longer than 2 consecutive nights in any given week. A guest may also not be here for two nights every week. Guests should be escorted through the halls by their hosting resident and are expected to follow all university/residence hall policies. All guests are required to use the appropriate restrooms, based on their sex, while in the residence halls.

Hosting residents are responsible and accountable for their guest’s behavior. Residents are responsible for anyone whom they let into the hall. Residents should not let unknown persons into the halls. Anyone not assigned by Housing to a particular residence hall room is considered to be a guest in that room. Entrance into residential rooms is permitted only at the invitation of the occupants of the room. Any guest (including family members) will need to be provided access by the occupying resident.

Courtesy Hours
Courtesy hours are in effect 24-hours a day, 7 days a week. Our courtesy hours policy is such that all members of the residence hall community are expected to refrain from noise which is a disturbance to another member of the community at all times of the day. If asked by any community member to lower his or her noise level, a resident should respond in a respectful manner by lowering their noise level immediately. If residents or guests of residents are found in breach of this policy, residents will face disciplinary action and may be asked to move out.

Laundry Services, Vending Machines
The laundry room is located on the first floor (by the mail office). All residents will receive $27.50 per semester in laundry funds provided by Auxiliary Services. This money will automatically be provided on the resident’s MaineCard account and is equivalent to 10 full loads of laundry per semester (10 washes, 10 dries).

- For issues with washers and dryers (provided and serviced by MacGray) please call Property Management at 581-4444. For problems that result in loss of money from a washer or dryer please call 1-800-622-4729.
- For issues with soda vending machines (provided by Coca-Cola) please call Property Management at 581-4444. For problems that resulted in loss of money from the soda machine please call 942-5546.
- For issues with food vending (provided by Athearn Food Products) please call Property Management at 581-4444. For problems that resulted in loss of money from the food vending machine please call 1-800-649-1931.

Windows and Screens
All resident hall rooms come equipped with window screens. These screens are in place to prevent bugs and other debris from entering a student room when windows are open. Screens should never be removed from the frame or window. Windows may not be used as an entrance into or exit out of the student room. Throwing items out of a student room is a danger to all residents. In addition no furniture or decoration should hinder the exit of your room. There must be a minimum unobstructed pathway of 28 inches.

Wall and Window Decorations
Residents enjoy decorating the rooms to express their individual tastes. Keep in mind that no one should put holes in the walls to hang materials. There are a number of items that can be used which are removable without damage to the wall or wall surface. Windows may have items placed on the glass as long as they are removable and do not cause any permanent scarring or damage. Wall tapestries are able to be hung in a student room as long as it is no larger than 4 feet x 6 feet, and only one per wall may be hung in the student room. Tapestries may not be attached to ceilings and nothing may cover the smoke detectors and/or sprinkler heads. No lights, ceiling fans, or other electrical appliances can be hung on the ceiling or interior walls.

Pets/Service Animals
Pets are great at home, but not in the residence halls. The university does not permit residents to have pets in the residence halls (other than fish which can be contained in a 10 gallon or smaller tank). This includes pets belonging to outside guests.
Animals trained to assist persons with documented disabilities are qualified as service animals and may be permitted when authorized by disability services.

- Service animals must be able to be recognized as such by others, therefore they must be in the immediate control of the person to whom they are of assistance. They must not be treated so that they are viewed by others as pets and not as a service animal. They may not be allowed to be treated as a pet by others.
- Service animals must be in good health and current with all required vaccinations.
- Because of health standards, they must be kept clean at all times and it is the responsibility of the student to make the necessary cleaning and grooming arrangements. Residence hall facilities such as showers, sinks, tubs and the like which are provided for common use of other residents may not be used for this purpose.
- They must not be an undue annoyance to other residents (excessive noise, smells, physically threatening, etc.) nor cause damage to the property of others or wear or damage to university provided property nor the result of ordinary use or reasonable under the circumstances.
- If the accommodation to the student of the service animal becomes unreasonable by violation of this policy, or becoming a health threat (allergies, etc) disability or safety concern to another, the student must cooperate with residence life staff to resolve the conflict. This may require a change in housing arrangements including discontinuance of the accommodation, reassignment to another room, residential unit or residence hall.

**Will I need property insurance?**
The University of Maine does not carry insurance protecting a resident's belongings. You should check to be sure that the items brought to campus are under coverage with the parents/guardian's homeowner's policy or a separate personal property policy. It is also recommended that you engrave items with a personal number, and record this along with the serial number of those valuable items brought to the residence halls.

**Residence Hall Lobby, Lounge and Kitchen Usage**
Residence hall lobbies, lounges and kitchens are reserved for the use of Stodder residents only. University organizations may not reserve or meet in any residence hall lobby or lounge, nor may a resident of a residence hall reserve or meet in their hall lobby or lounge for the specific purpose that supports a University organization. All lobby or lounge programs or meetings should be sponsored by a Resident Assistant, Community Coordinator, Assistant Community Coordinator or Community Governing Board Member.

Each residence hall lounge is outfitted with furniture such as couches, chairs, small tables and desks. This furniture is for use in the lounge and may not be removed for personal room use.

Each floor has a community kitchen for resident usage, and should be kept clean. Kitchen space is limited, therefore undergraduate residents with a full meal plan may not be given access to use the kitchens. It is not the responsibility of the Custodial Staff to wash dishes, or be sure the refrigerators are kept clean. If the kitchens are not properly maintained, residents will be denied use of the facilities. Kitchen doors are to remain closed at all times due to fire code. If the kitchen doors are left open and the hall were to be inspected by the Fire Marshall the rights to use the kitchen would be lost.

**Graduate Student Center**
All Stodder residents and graduate students have 24 hour access to the Graduate Student Center located on the ground level of Stodder Hall. The Graduate School or Graduate Student Government are not responsible for items left behind.

**Recycling and Energy Conservation**
Recycling can be easy and convenient. Each room has a recycling container. Just place all your items there and sort them when you are ready to discard them. On the first floor there is a recycling room where you can deposit cardboard, returnables, glass, tin, #2 plastics, batteries, ink cartridges and plastic bags. Each floor inside the student lounge, there is a receptacle for recycling all kinds of paper. Remember that recycling is the best thing we can do to diminish the environmental impact on our planet.
Waste Disposal
Residents must remove personal trash from their room or person directly to the dumpsters, which are located outside by Penobscot Hall. Personal trash is NOT to be left in any common areas (hallways, bathrooms, kitchens, lounge areas). It is not the responsibility of the Property Management Staff to clean up after residents.

Energy and Water Conservation
These are both very valuable resources which should not be wasted. Be sure to unplug items not in use that are drawing wasted power such as computers and phone chargers. Shut off lights and televisions or stereos when you leave the room. In the winter be sure that you close the windows tightly and use the room thermostat to keep the room a comfortable temperature. Try to cut a couple of minutes off your shower time to conserve water. Also, don't run water consistently while doing things like brushing your teeth, shaving or washing dishes.

Elevator Use
All residents staying in Stodder Hall may use the elevator to access the Graduate Student Center and the Graduate School (during normal business hours) on the ground level.

Door Propping
Residents are prohibited from propping outside doors to the building open at any time. Any door left open gives non-residents access to the building, and therefore creates an unsafe situation. It is up to the resident’s own risk to prop dorm room doors open.

Bicycle Storage
Residents have access to an indoor bike storage area within the ground floor of Stodder. Residents will continue to have an area for outside storage as well. In order to access the indoor storage, students will need to swipe their MaineCard at the door to the right of the Graduate School main entrance. Residents should be aware that they are responsible for leaving their bikes unattended. Appropriate bike locks should be used to secure bikes to the designated bike racks. Residents who lock their bikes to stairwells, or any other place within the building not designated for such a use will have the locks cut, and the bike removed by Facilities Management.

Tobacco-Free Campus
The University of Maine is a tobacco-free campus. This policy applies to faculty, staff, students, contractors, vendors and visitors. The use of tobacco and all smoking products is not permitted on any university-owned property, which includes but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities and university-owned vehicles.

Tobacco use by definition includes the possession of any lighted tobacco products, or the use of any type of smokeless tobacco.

Disciplinary Action
Stodder residents found in violation of the policies above will be subject to a disciplinary hearing before The Graduate School, Auxiliary Services, and The University Conduct Hearing Officer, and may result in financial penalties or in extreme cases, removal from the Stodder residence hall.

If you have questions about any of these policies, please do not hesitate to contact:

The Graduate School
5775 Stodder Hall, Room 42
Orono, ME  04469-5775
207-581-3291
graduate@maine.edu