

**FROSTBURG**

STATE UNIVERSITY

**Residence Life Office**

**Residence Hall Guide**  
**2025-2026**

# Table of Contents

Welcome, Bobcats!	4
<b>RLO Mission, Objectives, &amp; Staff</b>	<b>5</b>
Mission	5
Objectives	5
Residence Life Office Staff	5
Residence Life Office (RLO)	5
Director of Residence Life - Kim Hinds-Brush	6
Associate Director for Residential Facilities - Katie Buehner	6
Associate Director for Residential Education - Katie Weir	6
Graduate Resident Directors	6
Resident Assistants	6
Want to join our team?	7
<b>Residential Leadership Opportunities</b>	<b>8</b>
Hall Council	8
Residence Hall Association	8
National Residence Hall Honorary	8
<b>Residence Hall Amenities</b>	<b>9</b>
Computer Ports	9
Kitchens	9
Laundry Rooms	9
Lounge Furniture	9
Mailroom	9
Microfridges	10
Parking	10
Storage	11
Vending Machines	11
<b>Fire Safety Guidelines &amp; Regulations</b>	<b>12</b>
General Guidelines	12
Fire Alarms	13
<b>Residence Hall Policies</b>	<b>14</b>
Fire Safety Equipment	14
Weapons	14
Room Alterations	15
Fire Safety	15
Drugs/Drug Paraphernalia	15

Alcohol	15
Public Disturbances	16
Refusing a Reasonable Request	16
Entrance/Exit	16
Guest and Visitor Policy	17
Smoking	17
Gambling	17
Solicitation and Sales	17
Residential Belongings	18
Roofs/Windows	18
Pets	18
Electrical Equipment	18
Air Conditioners/Heaters/Dehumidifiers	18
Other Residence Hall Policies	19
Room Inspections	19
<b>Residence Hall Procedures</b>	<b>20</b>
Check-In, Check-Out & Break Periods	20
Check-In	20
Check-Out	20
Break Periods	20
Damages and Room Maintenance	21
Room Condition Reports	21
Damage Billing	21
Room Cleaning	21
Maintenance	22
Keys & Rooms	23
Lockout Policy	23
Lost Keys	23
Room Changes	24
Room Consolidation	24
Student Room Entry	25
Room Decorating Guidelines	25
Loft Beds	25
Safety	26
Residence Hall Safety and Security	26
Emergency Notification	26
Theft and Insurance	26
<b>Roommate Connections</b>	<b>27</b>
<b>General University Information</b>	<b>29</b>

University Closing Due to Inclement Weather	29
Student Academic Responsibility	29
Mid-Semester Warnings	29
University Identification Cards	30
<b>Availability of the Annual Security Report</b>	<b>32</b>
<b>RA Duty Phone Numbers</b>	<b>33</b>
<b>University Phone Numbers</b>	<b>34</b>

# Welcome, Bobcats!

Welcome to the Frostburg family, Bobcats! We are so excited that you are joining our community for the 2025-2026 academic year.

Living in a residence hall provides you with the opportunity to live and learn in unique residential communities. The Residence Life Office encourages all of our residents to set personal and academic boundaries in order to create a healthy and safe atmosphere for all Bobcats.

This handbook provides you with information that will help make your experience living in the residence halls a positive one to be remembered and enjoyed. You are responsible for all the contents of the Residence Hall Guide, so please read it closely and abide by the policies and procedures listed on the following pages.

Best of luck with the new school year!



Visit us at:

<https://www.frostburg.edu/student-life/residence-life/index.php>

Frostburg State University is committed to making all of its programs, services and activities accessible to persons with disabilities. You may request accommodations through the Americans with Disability Act Compliance Office: 301-687-4102. TDD 301-687-7955.

# RLO Mission, Objectives, & Staff

## Mission

The Residence Life Office provides FSU students with a living environment conducive to academic success, community development and community growth. Through campus collaborations, the staff promotes scholastic achievement, encourages respect for self and others, and prepares students to explore their place in the larger community.

## Objectives

- Promote an environment on-campus that is conducive to socially accountable attitudes and healthy behavior through the creation of a residence hall community.
- Assist campus residents to achieve academic success at every stage of their college career.
- Provide the opportunity for leadership and self-governance, encourage responsible decision making and promote social justice.
- Provide diversified, well-coordinated extra-curricular and co-curricular programs and activities for residents.
- Collaborate with other campus staff to establish and maintain a quality physical environment that promotes safe, healthy living conditions and an expanded consciousness of environmental concerns.
- Advocate for the development of a community in which students, faculty and staff learn together through mutual respect.

## Residence Life Office Staff

### *Residence Life Office (RLO)*

Located in Pullen Hall 104, the Residence Life Office serves as the central hub for the entire residence hall system. The offices for the Director and Associate Directors are in this office suite, along with administrative staff and student workers who are ready to answer your questions!

RLO is open from 8:00am to 4:30pm Monday-Friday excluding University holidays and closures. You can reach the office by calling 301-687-4121 or emailing [rlo@frostburg.edu](mailto:rlo@frostburg.edu).

### Director of Residence Life - Kim Hinds-Brush

The Director of Residence Life is responsible for direct oversight of the entire Residence Life Office and Student Mailroom. The Director creates a vision for the office and coordinates collaborative efforts with other offices. The director supervises the professional staff members and indirectly the hall student staff.

You can reach Kim at [kmhindsbrush@frostburg.edu](mailto:kmhindsbrush@frostburg.edu).

### Associate Director for Residential Facilities - Katie Buehner

The Associate Director for Residential Facilities oversees the operation and maintenance of FSU's residence halls. The Associate Director also supervises the residential housekeeping and maintenance staff, manages housing exemption and release requests, and the office website. You can contact Katie about work orders in the residence halls, housekeeping concerns, and releases from the housing contract requests.

You can reach Katie at [ksbuehner@frostburg.edu](mailto:ksbuehner@frostburg.edu).

### Associate Director for Residential Education – Dr. Katie Weir

The Associate Director for Residential Education oversees the educational and community building initiatives in FSU's residence halls. The Associate Director supervises the graduate, and undergraduate hall staff members and oversees all aspects of hall staff hiring and training. Katie Weir also manages residential conduct concerns.

You can reach Katie at [keweir@frostburg.edu](mailto:keweir@frostburg.edu).

### Graduate Resident Directors

Graduate Resident Directors (GRDs) are graduate staff members who live and work in the FSU residence halls. RDs supervise a staff of undergraduate Resident Assistants (RAs) and oversee all community building and administrative aspects of their assigned residence hall(s). Your GRD is available to answer your questions, help you address concerns, and connect you with the broader FSU community!

### Resident Assistants

Resident Assistants (RAs) are undergraduate student staff members. RAs are the primary point of contact for residents, and RAs help residents with their adjustment to life at FSU. RAs are responsible for building welcoming and inclusive communities, implementing educational and engaging activities, and informing residents of rules and

regulations as well as information concerning University resources and programs. RAs are on duty every night; the RA on duty ensures building safety and assists students with questions and concerns.

*Want to join our team?*

RLO accepts applications for the RA position in October for the following academic year. Interested applicants should email Katie Weir, Associate Director for Residential Education, at [keweir@frostburg.edu](mailto:keweir@frostburg.edu). RA applicants must have a 2.3 semester GPA and a 2.5 cumulative GPA and be in good standing with the University. RAs receive free room and board as compensation.



# Residential Leadership Opportunities

## Residence Hall Association

The Residence Hall Association (RHA) provides a forum for students to gather and address concerns related to residential living, on-campus programming, and general hall governance. All residential students are encouraged to become involved in RHA, as RHA provides students a voice in the on-campus living experience while fostering leadership skills. RHA is part of the Central Atlantic Affiliation of College and University Residence Halls (CAACURH), as well as a member of the National Association of College and University Residence Halls (NACURH). Traditionally, Frostburg State University representatives try to attend all three conferences sponsored by these associations.

If you are interested in being a part of RHA, contact [rha@frostburg.edu](mailto:rha@frostburg.edu)

## National Residence Hall Honorary

The National Residence Hall Honorary (NRHH) is a group for high-achieving residential students. Students with a 2.5 cumulative GPA living in the residence halls are able to apply for NRHH membership. NRHH members participate in on and off-campus service projects and provide recognition and services to the FSU residential community.

If you are interested in being a part of NRHH, contact [NRHH@frostburg.edu](mailto:NRHH@frostburg.edu)

# Residence Hall Amenities

## Computer Ports

Most student rooms are equipped with an Aruba wi-fi internet connection box. While providing a wireless network, residents will also be able to use three wired connection ports (please do not attempt to plug a phone or any other type of communication device into these ports). The University Bookstore will have the necessary hardware and cabling needed to connect to the network. Instructions on accessing the internet from the residence halls, as well as assistance with hardware and software installation, is available by calling the IT Help Desk at 301-687-7777.

## Kitchens

With the exception of the microwave included in the microfridge unit, students are not allowed to cook in their rooms. All residence hall kitchens are equipped with a stove and sink, and most have a standard-sized refrigerator. Residents are required to keep the kitchen clean and to be considerate of others when using the facilities. Misuse or cleanliness concerns with the kitchen facilities could result in locking the kitchen and/or a cleaning charge.

## Laundry Rooms

Washers, dryers, and wash sinks are located in each residence hall. These facilities are centrally located and used by only the residents of the hall. These high-efficiency washers and dryers are available to residents at a cost of \$1.75 per wash and \$1.75 per dry. They are provided and maintained by the Caldwell Gregory ([www.caldwellgregory.com](http://www.caldwellgregory.com)), and the University is not responsible for the condition of items washed or dried in the laundry machines.

## Lounge Furniture

Lounge furniture is supplied for the use of all hall residents. Furniture must not be removed from the lounge area or used in your room. Resident Assistants will post notices when furniture is found missing, and all residents of the building will be billed for the replacement cost if the furniture is not returned within 24 hours of posting.

## Mailroom

**The mailroom for all residential students is located in the basement of Annapolis Hall.** Residential students can request a mailbox for non-package items. Residents are expected to check and remove their mail regularly from their mailbox. If residents have

received a package, they will receive a notice in their official FSU email account telling them to come to the mailroom window to pick up their package. Residents must show their photo ID in order to receive their packages.

The Student Mailroom is closed on all University holidays, during the summer months, and when FSU is closed for inclement weather.

Outgoing mail, weighing 13 ounces or less, may be posted in the Annapolis Hall mailroom and will be sent with the next day's outgoing U.S. mail. You may send mail through the campus mailroom to friends and offices on campus by using the "Campus Mail Slot" in the mailroom. Postage is not needed for on-campus mail.

Family and friends can send letters and packages through the following format:

Your Name (First and **Last**)

Your Mailbox Number (only needed for first class mail)

1 Sand Spring Drive

Frostburg, MD 21532-3104

Please do not have family/friends send cash! If they must send cash, please have it sent insured.

Mail with incomplete or inaccurate names will be returned to the sender. No nicknames, please! Mail will not be given out at the window - you must have your mailbox key.

### Microfridges

The microfridge is a combined microwave, refrigerator, and freezer unit all in one. One microfridge is provided in each residence hall room. This unit is patented for its low wattage usage, and no other type of microwave or refrigerator is permitted in residence hall rooms. If you have a dietary issue that requires additional storage, please contact the Student Accessibility Services Office.

### Parking

Parking is permitted on campus for students who obtain a permit. Residential students must apply at the Billing Office in Pullen Hall for a \$50.00 parking permit. Commuter students and Edgewood Commons residents must pay \$50.00 per academic year to use the University parking lots. Several parking lots on campus are designated as student lots, and these lots are the only places where students may park their cars.

These lots are well lit, but students should not keep valuable objects in their car when parked on campus.

### Storage

There are no storage facilities for personal belongings over the summer months. Residents must make arrangements to remove all belongings before summer break begins.

### Vending Machines

Vending machines are located in every residence hall offering students their choice of sodas, juices, and snacks. In the event that a student loses money from a vending machine, the student should contact the Administration & Finance Office at 301-687-4335. (Monday-Friday 8am-4:15pm).

# Fire Safety Guidelines & Regulations

## General Guidelines

### **DO:**

- Use only heavy duty 3 prong surge protectors that are UL-approved, type 14/3 grounded wire with a maximum of 12 feet.
- Use multiple outlet power strips with circuit breakers and/or power surge protection.
- Use only metal wastebaskets or plastic ones with "UL" listed on the bottom.
- Keep room, corridor, and stairwell fire doors closed at all times.
- Keep bikes in designated storage areas only, not in residence hall rooms or in common areas such as hallways, stairways or lounges.
- Keep furniture away from doorways, windows, and wall mounted smoke detectors.
- Keep less than 20% of the total wall area covered with combustible materials (posters, flags, etc.).
- Report any safety or fire hazards to the Residence Life Office immediately (fire doors, smoke detectors and or fire extinguishers missing or broken, no exit signs, fire alarm pull boxes. etc.).

### **DON'T:**

- Bring or store gasoline, kerosene, ether, paints, propane, or other volatile liquids in a residence hall.
- Cover your smoke detector.
- Overload outlets or use electrical taps or "octopuses" to obtain more outlets.
- Replace damaged wires or cracked/broken plugs.
- Suspend items from the ceilings.
- Push furniture up against the heater.
- Have open flames such as sterno, candles, or incense.
- Fold or crease extension cords or place extension cords under carpet.
- Leave permitted appliances unattended (coffee maker, popcorn popper, curling iron, etc.). When unplugged, do not store these items until cool to the touch.
- Bring open-coiled appliances such as toasters, toaster ovens or hot plates.
- Block your room doorway with furniture, lofts, tapestries or wall hangings.
- Bring combustible masses to the rooms (stuffed chairs, couches, etc.).
- Disconnect door closure devices - they are your first defense against smoke and flame spread.

Student rooms will be periodically inspected by Residence Life staff to ensure that there are no fire safety violations in your room. Students will receive notice prior to these inspections.

## Fire Alarms

In the event of a fire alarm, evacuate the building and proceed to your assigned gathering area.

Annapolis, Brownsville, Cumberland, Frederick & Westminster Halls:	Chesapeake Hall patio
Allen, Simpson, Frost & Sowers Halls:	Compton Hall
patio	
Gray & Diehl Halls:	Performing Arts Center patio

Do not attempt to fight fires as you leave the building. Use the nearest exit or stairway and do not use elevators. Close as many doors as possible between you and the fire. Feel doors before opening them. Do not open doors before feeling the doors and door knobs. Use the backs of your hands to feel doors and door knobs. Crawl if there is smoke. Use secondary exits if primary exits are blocked.

Once you have evacuated the building, call University Police at 301-687-4222. Remain outside until University Police give you permission to enter the building.

If you are trapped:

- Stuff the cracks around doors with towels, lab coats, throw rugs, etc. to keep out as much heat and smoke as possible.
- Go to windows and if there is no smoke or flames outside, open windows at the top. Signal for help by hanging a flag, i.e., sheet, jacket, etc., out the window.
- Use available telephone to call the University Police at ext. 4222 and let them know your exact location.
- Do not attempt to jump from multi-story buildings.

# Residence Hall Policies

Living in a residence hall means that you are part of a community, and members of our community are expected to abide by residential policies and to respect the safety and well-being of other community members.

You are responsible for knowing and abiding by the following policies. Students who do not live in the residence hall, including guests of residential students, are also expected to abide by these policies. You are responsible for the actions of your visitors and will be referred to the student conduct system if your visitor violates University policies.

Students who violate a residence hall policy will be referred to the student conduct system, and the outcome of the conduct process could be the termination of your housing contract or the non-renewal of your housing contract in a future semester or year. Professional staff will respond to violations that endanger the health or safety of students, and these situations may require interim action by the University prior to a student conduct hearing. We encourage you to read the [Code of Conduct](#) or contact the [Division of Student Affairs](#) (301-687-4311) if you have questions or concerns about the student conduct process.

## Fire Safety Equipment

“Tampering with fire extinguishers, fire alarms, smoke detectors, sprinkler systems, or any type of fire safety equipment is strictly prohibited when no fire or immediate danger exists. Violators may be subject to removal from the residence hall, suspension or expulsion, and/or referral to the criminal court system.”

## Weapons

“Firearms, ammunition, fireworks, dangerous weapons, explosive substances or other illegal contraband in the residence halls are strictly prohibited. All weapons (other than ordinary folding pen or pocket knives with blades not to exceed 3 inches), including firearms, bows and arrows, knives, nun-chucks, pellet guns, BB guns, paintball guns, air-soft guns etc. must not be in student rooms or any area of the residence hall. Students found responsible for possession or use of weapons or explosives may be subject to removal from the residence hall and/or suspension or expulsion from the University.”

### Room Alterations

“Alterations to the residence hall rooms, (including, but not limited to electrical wiring, attaching hardware to walls, ceilings or doors, constructing platform beds, waterbeds, ceiling fans or painting rooms), are not authorized except in accordance with University policy as issued by the Residence Life Office.”

### Fire Safety

“Student rooms are part of a larger community and steps are taken to protect the safety of all students in the community. Students should not have open flames, burn incense, or conduct themselves in such a manner as to increase the risk of fires in the residence halls. Student rooms and egress should allow easy egress and doors should not be tampered with or propped open. Failure to leave the building during a fire alarm is considered a violation of the Fire Safety Policy.”

### Drugs/Drug Paraphernalia

“The use, possession and/or sale of illegal drugs and/or drug paraphernalia of any kind, other than those used under the direction of a physician by the individual prescribed, and in accordance with the Drug-Free Schools and Communities Act (1989), are strictly prohibited. Violators may be referred to University Police and/or local authorities and may be subject to a recommended sanction of suspension or expulsion from the University.”

**Please note that marijuana is still strictly prohibited on campus. The legalization of marijuana in the state of Maryland has no impact on federal guidelines and University policies. Students will be referred to the student conduct system for possessing or using marijuana and/or drug paraphernalia on campus.**

### Alcohol

“Students under the age of 21 are not permitted to possess or consume alcohol. Students 21 years of age are not to consume alcohol in any room in the presence of any students under the age of 21 (with the exception of an underage roommate). Consumption of alcohol in any other area of the residence hall (lounges, study rooms, TV lounges, cluster halls, baths, etc.) is strictly prohibited. Kegs and/or keg parties, or common-source alcohol containers are not permitted in any residence hall area,



including individual rooms. Beer kegs, empty kegs, games designed to facilitate drinking, or any device used to assist with accelerating or increasing alcohol consumption are not permitted on campus. Alcoholic beverages shall not be brought into the residence hall by guests or visitors.”

### Public Disturbances

“An atmosphere conducive to normal living and study must be maintained 24 hours a day in the residence halls. As always, respect for the rights and freedoms of other residents should be the basic guideline for behavior. Minimum guidelines will be established by the Residence Life Office. Each hall, wing, cluster or section may further restrict quiet hours for their area and are to take responsibility for enforcing these hours. Radios, stereos and TV sets must be played discreetly at all times. Stereo speakers are not to be played out windows. Musical instruments are not to be practiced in the residence halls. Hall sports are prohibited. Excessive noise or other public nuisances created or permitted by residents is strictly prohibited. Conduct shall be deemed such a nuisance if it penetrates into the room or cluster areas of other residents, unwillingly subjecting them to an unreasonable disturbance or inconvenience. Snowball fights, spraying water guns, shaving cream battles, etc. shall be considered public disturbances and shall be handled as such.”

### Refusing a Reasonable Request

“University officials, including Residence Life staff, have the authority to enter a student's room. Upon request, students must show proper identification. This authority may be exercised in the interest of student safety, the protection of University property, or when a violation of University policy is occurring. A resident's refusal to open their room when requested or show proper identification by a staff member under these circumstances is considered a failure to comply with a reasonable request of a University official and such refusal may subject the student to discipline.”

### Entrance/Exit

“All residence halls are secured 24 hours a day. Residents are required to carry their student ID at all times in order to gain access to their hall. Only doors with card access are to be used to enter the hall. Student ID cards may not be shared with others for the purpose of building access. For the safety of all residents, locked exterior doors may not be propped or otherwise disabled.”

### Guest and Visitor Policy

“A guest is defined as a non-FSU student while a visitor is a currently-enrolled Frostburg State University student. Prior consent of one’s roommate is required for overnight guests on each occasion of the guest’s visits. Overnight guests may visit for periods of no longer than two (2) consecutive nights, and for no more than a total of ten (10) nights in a semester, unless special permission is given by the Director of Residence Life or their designee. Visitation by other currently-enrolled Frostburg State University students is based upon mutual agreement of the occupants of the room. Residential students are responsible for the conduct of their guests/visitors and may reasonably be held accountable under this Code for such conduct. Guests and visitors must be escorted by their hosts at all times within the residence halls.”

### Smoking

“FSU is a smoke free campus. Smoking, including use of electronic cigarettes and vaporizers, is prohibited in all residence halls, including student rooms, public areas and entryways.”

### Gambling

“Illegal gambling is prohibited within the residence halls.”

### Solicitation and Sales

“Solicitation and sales of any service or product door to door in a residence hall or by way of the University telephone or internet system is strictly prohibited. Solicitation and sales by registered student organizations of any service or product in the lobby of a residence hall must have approval of the Residence Life Office at least two (2) school days in advance of the sale. Commercial sales will not be allowed from individual student rooms or other areas within the residence halls. Anyone interested in selling within the residence halls must come to the Residence Life Office to receive information about complying with the sales policy. The residents may not use the residence hall rooms or residence hall telephone numbers or email accounts as a place of business or for purposes of solicitation or any purpose other than as a residence. Advertisement, sale or solicitation of alcoholic beverages is not allowed in the residence halls or student mailboxes and, therefore, will not be approved.”

### Residential Belongings

“No student shall take any University owned furnishings/equipment out of the room assigned to them or move any of the equipment out of its designated area. Furnishings assigned to public areas within the hall are for use by all residents and should not be moved into individual rooms or shifted from one hall to another. Such removal will be considered to be an act of theft.”

### Roofs/Windows

“Students are not permitted on the roof of any residence hall. Nothing, including trash, should be thrown or dropped from the windows. Screens are not to be unscrewed or removed from windows. Windows are not to be used as means of entrance or exit to a room. Students are not permitted to sit in windows at any time.”

### Pets

“Except for animals approved by the University’s Office for Student Accessibility Services, pets, including but not limited to dogs, cats, rabbits, rodents, and reptiles, are prohibited from all residence halls. Fish are allowed (in maximum 10 gallon tank), but must be taken home over semester breaks. The University will not be held responsible for the safety of fish in the event of electrical power failures.”

### Electrical Equipment

“Personal electrical equipment will be limited to small appliances without open coils. Cooking units for use in individual rooms are prohibited (such as additional microwaves, toaster ovens, hot plates, etc.). A freestanding microwave/refrigerator unit is provided in each room.”

### Air Conditioners/Heaters/Dehumidifiers

“Air conditioning is provided in Frederick and Westminster Halls and designated lobbies in other halls. Personal air conditioners are not permitted in any residence hall rooms. Space heaters and dehumidifiers are also prohibited.”

### Other Residence Hall Policies

“At certain times violations of residence hall policies and regulations may occur which appear in other official publications of the University. In such cases, a specific reference to those policies, guidelines or regulations will be made.”

### Room Inspections

“Student living spaces must remain in compliance of all health and safety standards as outlined in the Residence Hall Guide and include possession and/or use of prohibited items in the residence halls.”

For a complete list of items to bring and not bring, please see our website [What to Bring](#)

### **Prohibited items**

Martial arts devices

Free weights over 10 pounds

CO2 cartridges

Drones

Power tools

Waterbeds

Additional door locks

Pets

Drugs and drug paraphernalia

Full or empty kegs

Wired or wireless router

Electronic scooters/hoverboards, etc.

Any flammable materials

# Residence Hall Procedures

## Check-In, Check-Out & Break Periods

### Check-In

Each student will be checked into their room by a Residence Life staff member using our online housing portal, The Housing Director. Check-in will take place in a student's assigned residence hall. The Residence Life Office will post move-in dates and times prior to the start of each semester.

### Check-Out

Check-out occurs whenever a student leaves a room; although this is often at the end of the academic year, students will need to check-out if they change rooms or leave the University. A Residence Life staff member will check the condition of the room and gather keys before officially checking the student out.

At the end of the academic year, students have the option to do an express check-out. An express check-out allows students to turn their keys in at any time; staff members will not check a student room prior to check-out if a student does an express check-out. Students who do not schedule their in-person check-out by the posted deadline will be required to complete an express check-out. Students who do an express check-out waive their ability to contest damage charges.

### Break Periods

Students are required to leave their rooms during scheduled closure periods such as (but not limited to) Thanksgiving Break, Winter Break, and Spring Break. The [Academic Calendar](#) lists the dates of hall closings and openings. During closure times, rooms will be entered by authorized University personnel for various purposes including safety inspections, maintenance, etc. Any violations found during room inspections will be referred to the student conduct system.

Students who need to remain on-campus during a break must submit a Late Stay Request Form. The form is found on the [Self-Service portal](#), and it is typically available three weeks prior to the start of the break. The form will close one week before closing to give Residence Life staff time to process the requests. A Residence Life staff member will let you know if your request was approved. If you are on campus without signing up for break stay you will be charged a fee up to \$50.00 per day.

## Damages and Room Maintenance

### Room Condition Reports

Room Conditions Reports (RCRs) are forms that note all damage that exists in a room prior to a resident moving in. Inspections are completed by Residence Life staff prior to move-in day. Each student is given access to the RCR for their room via their [Self-Service portal](#). If a resident sees damage that was not listed on their RCR, they should update the RCR in the portal. Residents are asked to accept the RCR within 3 days; acceptance of this form indicates a resident's agreement with the room condition as stated on the RCR. The system will automatically accept the RCR if a student does not take action within 3 days of moving in.

### Damage Billing

All resident students pay a \$50 non-refundable damage fee. Charges for damages are based on current costs, which include travel, labor and shipping costs for repair or replacement of damaged facilities.

Residents are responsible for any damages in their room, including the outside of the door. Residents are also responsible for damage caused in the residence hall by their guests.

Damages are determined by comparing the condition of a resident's room at check-out with the damages listed on the RCR completed before check-in. Students have the opportunity to contest billing charges as long as they did not do an express check-out. Unpaid damage bills can result in transcripts being held and registration restrictions for the next semester.

If residents see someone damaging a room or any part of the hall, they should report it to a Resident Assistant, Resident Director, or a member of the Residence Life staff. This action will help reduce damage charges being billed to the residence hall students.

### Room Cleaning

Residents are expected to keep their rooms reasonably clean and tidy. Students should remove trash from their rooms on a regular basis and place trash in the designated trash rooms in each residence hall. During hall closings, any excessive cleaning issues or undisposed trash could result in a bill to your student account.

### Maintenance

Any time a resident is aware of damage in a room or the residence hall, the resident should report it immediately to the Residence Life Office (301-687-4121) between 8:00am-4:30pm on weekdays or to an RA or Resident Director on evenings and weekends. Maintenance personnel may enter a resident's room to make repairs even if the resident is not present. Residents will not be charged for routine repairs, which are the result of normal use as determined by the Residence Life staff.

## Keys & Rooms

### Lockout Policy

Students are responsible for always carrying their keys and FSU student IDs with them. If a student is locked out of their room, they should do the following:

- From 8:00am-4:30pm on Monday-Friday (excluding holidays and University closures), students should go to the Residence Life Office (Pullen Hall 104) to pick up a temporary room key. This key must be returned once the original key is retrieved.
- In the evenings and on weekends, students should call the RA on duty and ask to be let into their room. See the [RA Duty Phone Number](#) section of this manual for phone numbers.

If you cannot find a staff member, contact University Police (301-687-4223) and the dispatcher can contact on-call staff to assist. Campus policy states that housekeeping, University Police and/or hall staff cannot let an individual into another person's room without that person being present.

If a temporary key is not returned within five business days to the Residence Life Office, a core change will be completed, and you will be charged \$75.00. If a temporary ID card is not returned within five business days to the Residence Life Office, a \$25.00 replacement charge will be added to your account.

### Lost Keys

In order to maintain the security of the building, lost keys should be reported immediately to a Residence Life staff member. A core change will be ordered for a room where a key has been lost, and the residents of the room will receive new keys. The student who lost their key(s) will be charged a minimum of \$75.00 for the core change plus any key charges. University keys are not to be duplicated or lent to any other person.



### Room Changes

Residents can request to move to a different residence hall room. In order for a room change to be considered, the student must complete a Room Change Request Form on the [Self-Service portal](#). Once the request form has been submitted, Residence Life staff will connect with the student to discuss options and to see what steps have been taken to correct any roommate issues, if applicable (roommate mediation, reviewing or changing the roommate agreement, etc.).

All room changes must be approved before the student can move to their new space.

**Moving before receiving the proper approval will result in a \$75.00 charge for an improper room change and a referral to student conduct.** Once a room change has been processed, the move must be completed by the designated deadline.

Room changes are not allowed during the first two weeks of each semester. This two-week period allows the Residence Life staff to assess open spaces and gives roommates time to get to know each other.

### Room Consolidation

In order to best utilize available residential spaces, room consolidations may take place during the academic year. Double rooms may become half occupied, either when a roommate moves out or when one does not move in at the start of the semester.

Residents in a half-occupied room will be allowed 48 business hours from Residence Life Office's notification that the consolidation process will take place to find another eligible roommate of choice, be assigned a new roommate or, if permitted, agree to pay a higher rate established by Residential Life Office for the room (e.g., double as single).

If the student in the half-occupied room does not choose a roommate, or that roommate does not agree to move. The Residence Life Office may require the student to move into a new room or choose a roommate to move into the half-occupied room.

Students involved in this process will be notified through the official Frostburg State University email. Students who do not respond to the emails regarding room consolidation within 48 business hours will be assumed to not have a roommate choice.

Students in double rooms are responsible for only occupying one half of their room. Should a vacancy occur, and it is found that a student is occupying both halves of the double room, students may be required to move belongings, pay for the double as a single, and/or be referred to the university conduct process for non-compliance.

### Student Room Entry

Authorized University personnel, including Residence Life staff, have the authority to enter a student's room. This authority may be exercised in the interest of student safety, the protection of University property, or when a violation of University policy is occurring. A resident's room can be searched by legal agents (University Police, etc.) only with a warrant or with the permission of the resident.

University personnel may search a room only when there is reasonable cause to believe that illegal or other detrimental use is being made of the property in violation of University policy or under authorization given in writing by an administrator designated by the President.

If possible, the student will be present during the search. A resident's refusal to open their room when requested by a staff member under these circumstances is considered a failure to comply with a reasonable request of a University official.

Residence Life staff will conduct announced inspections of residence hall rooms each semester. The purpose of these inspections is to identify potential fire safety hazards in student rooms, which must be corrected immediately. If fire safety violations are found, the student will be referred to student conduct. When the University is shut down for regular breaks, Residence Life staff and personnel will check the halls and each room for safety and fire purposes. It is the resident's responsibility to lock their door and window(s).

A room may be entered if a public disturbance is taking place, such as a continuously ringing alarm clock or stereo.

### Room Decorating Guidelines

Students' rooms are considered their homes while attending FSU; therefore, room decorating is encouraged as long as it does not damage the contents of the room or create a fire hazard. To avoid being billed for damages to your walls, ceilings, or doors, students should not use nails or bolts to attach items. Students may not hang items from the pipes near the ceilings. Candles, candle burners and tart warmers are considered fire hazards and may not be used in student rooms.

### Loft Beds

Students can request to have their beds mid-lofted or low-lofted, these requests will be completed in the order they are received with the supplies available. The Residence Life Office is not able to high-loft or bunk beds. Student rooms have beds at mid-loft in most buildings at the beginning of the academic year.

## Safety

### Residence Hall Safety and Security

Residents play a big part in keeping their hall communities safe! Residents should report suspicious persons or activity to Residence Life staff or to University Police (301-687-4223).

To enter a residence hall, a resident must first swipe their student ID card at the designated entrance. An ID card only works in the resident's building and should never be loaned to others. In addition, the exterior doors in all the residence halls are equipped with digital cameras utilized by both Residence Life staff and University Police. Residents should make sure that exterior doors are not propped open.

### Emergency Notification

Frostburg State University has implemented the BURG Alert emergency notification system to notify the FSU community of emergency closures or evacuations of the campus. Participation in the service is optional and free to FSU students, faculty, and staff.

To enroll, go to [www.frostburg.edu/computing/fsualert](http://www.frostburg.edu/computing/fsualert) or through the Frostburg State University mobile app. Anyone with questions or difficulty registering should contact the FSU Help Desk at 301-687-7777.

### Theft and Insurance

Frostburg State University is not responsible for theft, damage or loss of personal belongings, money, or other items belonging to students. The best safeguard against such loss is for residents to lock their doors, even when they are in the hall but not in their room. Students should report any theft or suspicious persons to Residence Life staff or to University Police immediately.

The University suggests that students not keep large amounts of money or valuable items in their rooms. Items which may be attractive to thieves (stereos, TVs, radios, jewelry, etc.) should be insured through a family's homeowner's insurance. It is suggested that students engrave their valuables and keep a record of descriptive information, such as model or serial number. The University is not responsible for power surges. It is recommended for students to use a power strip with a surge protector to protect electronics.

# Roommate Connections

Your residence hall room is your home during the academic year, and you may share this space with another Bobcat. For some students, living with a roommate may be a challenge. To help make this transition smoother, the Residence Life Office encourages you to communicate with your roommate before move-in day. The checklist below provides questions for you to ask your new roommate; these questions cover topics that typically lead to roommate disagreements, so we encourage you to develop expectations in these areas ahead of time.

If you are having roommate issues after you move in, you should talk to your Resident Assistant. The Residence Life Office can offer a mediation, which is a safe space where you and your roommate can discuss your concerns.

## Sleep Habits

- When do you go to sleep? Wake up?
- Do you sleep with the lights on or off? Do you need noise or silence to sleep?
- When can I wake you up?

## Study Habits

- What time do you typically study during the week? On the weekend?
- Do you need quiet or noise to study?
- Where do you plan to study? Will our room be your main study spot?

## Sharing

- What items of yours can I use? What items do you not want me to use?
- Will we share food? How will we determine what food can't be shared?

## Privacy & Visitors

- How will we handle visitors? Do we need permission before bringing a guest over? How much notice do we need?
- Can guests come over if you are sleeping/studying?
- Can my guests use your belongings? Sit on your bed?

## **Cleaning**

- What is your cleaning preference? Do you keep your room messy or clean?
- If your side is clean, do you mind what my side looks like?
- Can I put my belongings on your side of the room?
- How will we split up chores? Will we create a cleaning schedule?
- How often will we take out the trash?

# General University Information

## University Closing Due to Inclement Weather

The policy of Frostburg State University is to remain open during all weather conditions unless an announcement is specifically made that the University will be closed. For closing information, students may listen to the radio, consult the University website, or sign up for the BURG Alert system. You can enroll in the BURG Alert system [here](#). There will be no announcement made if the University will remain open.

During school closures for weather, hall staff will be present to address issues within the residence halls. Food service in Chesapeake Dining Hall will also continue.

## Student Academic Responsibility

Students are responsible for planning their academic program to meet the requirements of the University and their respective departments. It is a student's responsibility to obtain, retain, and consult regularly the sections of the applicable catalog that govern graduation requirements.

Academic regulations and procedures, other than degree requirements, may change during the period of a student's enrollment. It is a student's responsibility to be aware of and follow the most current academic regulations and procedures. Changes are published in the current catalog and the Undergraduate Registration Guide.

An advisor's role is to assist students in navigating their academic plan. It is a student's responsibility to request and use this advice wisely. It is a student's responsibility to promptly declare or change their major so that an appropriate advisor can be assigned.

The full statement of Student Academic Responsibility can be found in the current undergraduate catalog and in the Undergraduate Registration Guide.

## Mid-Semester Warnings

Faculty members will assess students' progress in all 100 and 200 level courses and in all courses that meet the Core Skill requirements in the General Education Program prior to mid semester. Students performing at the "D" or "F" quality level will be issued a mid-semester warning early around the seventh week of classes. Students are responsible for discussing their performance with their instructors

immediately. Students who receive mid-semester warnings will receive a letter instructing them to meet with their Hall Director who will provide advice, guidance, and resources for students to get back on the right track.

### University Identification Cards

University identification cards are issued to all students when they first enter Frostburg State University. Students must carry their ID card at all times and should be ready to provide their card upon request of any university official. The ID card does not serve as proof of a student's birth date.

The University's ID Services Office is located in Pullen Hall next to the Admissions Lobby. Regular office hours are 8:00am-4:30pm Monday through Friday with extended hours at the beginning of the fall and spring semesters. Students should direct inquiries pertaining to ID cards to this office.

The ID card provides access to selected exterior doors of a resident's assigned hall; the ID also serves as a meal card. If a residential student moves off campus, they will keep the same ID card and the student's dining plan and access to the residence hall will be deactivated.

The University will replace ID cards that have disintegrated because of normal wear and tear. The ID Services Office reserves the right to charge a \$20.00 replacement fee for any card that appears to have been tampered with or abused. The replacement fee is a non-refundable fee. If a new card is issued and the original card is found or returned, it will be kept on file and will be made available if the card is lost, stolen or damaged.

If a student has difficulty entering their assigned residence hall, they should direct inquiries to the Residence Life Office.

If a card is lost or stolen, students should do the following:

- Lost cards should be reported to the ID Services Office immediately (301-687-4196) during regular business hours. Students can also report lost cards to a cashier at any food service location on campus. Students can freeze their online account by going to [www.frostburg.edu](http://www.frostburg.edu) and enter Bobcat Express in the search. Click on the first line, then on the Online Card Office and follow the on- screen directions.

- If the lost or stolen card is also used as a meal card and it is after regular business hours, the loss must be reported immediately to any dining hall cashier or the dining hall manager.



# **Availability of the Annual Security Report**

Each year, the University Police prepares and distributes certain campus security, crime and personal safety information in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report includes statistics for the previous three years concerning reported crimes that occurred on-campus, in certain off-campus buildings or property owned or controlled by Frostburg State University, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security.

You can view Frostburg State University's Clery information through the Office of University Police. Visit their website [here](#).

# **RA Duty Phone Numbers**

Allen, Simpson, Sowers, Gray & Diehl Halls  
240-803-9480

Annapolis Hall  
240-803-9725

Cumberland Hall  
240-803-8964

Frederick Hall  
240-803-9769

Westminster Hall  
240-803-9475

# University Phone Numbers

Billing Office	301-687-4321
Bookstore	301-687-4341
Student Health Center	301-687-4310
Career & Professional Development Center	301-687-4403
Student Counseling Center	301-687-4234
Dining Services	301-687-3216
Student Accessibility Services (SASO)	301-687-4483
Edgewood Commons Front Desk	301-689-1370
Financial Aid	301-687-4301
IT Help Desk	301-687-7777
Lane University Center/Campus Activities	301-687-4411
Office of Gender Equity	301-687-3035
Programs Advancing Student Success (PASS)	301-687-4441
Registrar Office	301-687-4346
Residence Life Office	301-687-4121
Student Affairs	301-687-4311
Student Mailroom	301-687-4459
TRIO - Student Support Services (SSS)	301-687-4481
University Police - Non-Emergency line	301-687-4223
Emergency line	301-687-4222