Salem | STATE UNIVERSITY

2026-2027 GUIDE TO LIVING ON CAMPUS



LETTER FROM THE TEAM

Dear Resident Student,

Welcome home to Salem State University!

Whether you are joining our residential community for the first time or returning for another year, we are glad you are here. Living on campus is an important part of the university experience, not simply because of where you sleep at night, but because of everything that can happen in the spaces between classes. Residence halls are places where friendships begin, ideas are challenged, traditions are created, mistakes become lessons and people learn what it means to live in community with others.

We hope you will approach that experience with curiosity and joy.

Living with other people is an education all its own. Some of your neighbors may share your interests, experiences, or ways of seeing the world. Others may be very different from you. You will learn how to share space, communicate expectations, work through disagreements, celebrate together, and sometimes extend a little patience or grace. Along the way, you may discover new things about other people and quite a bit about yourself.

Our goal in Residence Life is to create communities where that kind of learning can happen. Throughout the year, you will find opportunities to connect through floor and building activities, conversations with your Resident Assistant, study groups, community service, social events, and the everyday interactions that make a residence hall feel like home. Some of the most meaningful moments may be planned. Many will not be.

We also hope that each of us will pour a little love into the communities we share. A strong community is something we create together. It happens when someone introduces themselves to a new neighbor, invites another person to join the table, checks on a friend who seems unusually quiet, cleans up a shared space, respects another person's boundaries, or chooses conversation instead of assumption when something goes wrong. Those seemingly small choices shape the experience of everyone who lives here.

Our Residence Life staff will be part of that community with you. From our student staff to our professional hall staff, we are here to help you build connections, navigate challenges, find resources, and make the most of your time at Salem State. We want our residence halls to be places where students feel welcomed and valued, while also being encouraged to grow, take responsibility for one another, and contribute to something larger than themselves.

This guide is one resource for helping you do that. It introduces you to the Residence Life staff and includes important information about living with roommates and suitemates, community expectations, policies, procedures, safety and the resources available to you. Please take the time to read it carefully. Everyone who lives in our halls shares responsibility for understanding these expectations and helping create communities that are safe, respectful and welcoming.

More than anything, we hope you enjoy the discovery that comes with residential life. Meet someone you would not otherwise have met. Try something unfamiliar. Ask questions. Share something about yourself. Learn from the people around you. Give your community some of your energy, your patience, your humor and your care.

There is a lot of life to be lived here. We hope you find joy in it.

Welcome to your Salem State University home. We are so glad you are part of our community.

Sincerely, The Residence Life Team
Marlin, Jamele, Travis, Joscelyn, Greg, Carmen (Central Office)
Briannah, Dale, Victoria, Hannah (RDs)
Chris, Calia, Sebastian, Nokomis, Olayinka (Graduate Assistants)

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ABOUT

Mission Statement

We commit ourselves to creating intentional accessible policies and programming that focus on personal development and foster an inclusive community that removes barriers for all students.

Creed

Students are our reason.

We are trustworthy, engaging and do it all with heart. We manifest community that is academic, passionate and accountable. We don't just live here, we LIVE here. Our Residence Life; is built on love.

Departmental Goals

Through collaboration with campus partners, the Residence Life office will:

- Support students transitioning on campus by providing and referring them to social, emotional and/or academic resources during the global pandemic and beyond.
- Ensure learning outcomes will serve as the foundation for assessment-driven decisions and in determining programmatic/curriculum components of what we provide.
- Focus and commitment to enhancing student satisfaction and consistency within the residential experience and student staffing experience.

Statement on Diversity

Residence Life at Salem State University cultivates a safe and inclusive environment. We provide lifelong learning through diverse and engaging programming, leadership opportunities, trust and personal development; fostering love and care for the community.be treated with dignity and respect. Like diversity itself, our efforts to create this vision of a diverse community will continue to evolve as we learn alongside our residents.

RESIDENCE LIFE DIRECTORY

Staff Member	Location	Title	Contact
		Residence Life Office (Atlantic Hall)	978.542.6416
Marlin Nabors	Central Office	Interim Director, Residence Life	
Jamele Adams	Central Office	Interim Leadership, Residence Life	
Travis Fleming	Central Office	Associate Director, Residential Education	
Joscelyn Fernandez-Neubert	Central Office	Assistant Director, Housing Operations	
Carmen Aponte	Central Office	Accountant III / Office Manager	
Mike Coughlin	Central Office	Director, Community Standards	
Calia Monteiro	Central Office	Graduate Assistant, Housing Operations	
Greg Howard	Central Office	Coordinator for Housing Operations	
		Polycom / Speakerphone (Conference Room)	978.542.7366
Resident Directors (RDs)			
Victoria Letsche	Atlantic Hall	Resident Director	Atlantic 5154
Briannah Wheeler	Marsh Hall	Resident Director	Marsh 5154
Hannah Patrignani	Charlotte Forten Hall	Resident Director	Forten 5154
Dale Gerundo	Bowditch and Peabody Halls	Resident Director	Bowditch 5154
Assistant Resident Directors (ARDs)			
Nokomis Bramantecohen	Atlantic Hall	Assistant Resident Director	Atlantic 8405
Olayinka Akano	Bowditch Hall	Assistant Resident Director	Bowditch 6788
Chris Lannan	Marsh Hall	Assistant Resident Director	Marsh 7217
Sebastian Kochall	Peabody Hall	Assistant Resident Director	Peobody 4489
Keiarah King	Charlotte Forten Hall	Assistant Resident Director	Forten 2935

Location	Front Desk	Duty Phone
Atlantic Hall	8403	978.880.2518
Bowditch Hall	6426	978.880.2577
Marsh Hall	4499	978.880.2416
Peabody Hall	6415	978.880.2531
Charlotte Forten Hall	2915	781.254.3398

RESIDENTIAL LIFE

Living on a university campus is an essential component of the overall college experience. At Salem State, our housing and dining services are designed not only to meet students' basic needs for food and shelter, but also to support and enrich their personal, developmental and intellectual growth as they pursue their academic goals. We are here to build relationships and community.

Salem State University strives to ensure that each student's experiences at the university foster growth. This growth is facilitated by formal classroom or curricular learning and intentionally designed out-of-the-classroom or co-curricular experiences.

The Residential Life Program strives to provide high-quality and affordable services for all Salem State students who desire them. The department offers safe, clean, and well-maintained facilities supervised and managed by highly trained, caring, and service-oriented professional and paraprofessional staff. This is your home and your community.

At the heart of Residential Life is its desire to contribute to the overall student experience through co-curricular educational and involvement opportunities, including exceptional housing opportunities; ongoing education; leadership and volunteer service activities; and student employment positions, including student workers, desk receptionists, mail assistants and resident assistants. In combination, these areas contribute to students' personal, social, and academic development, while providing avenues for individuals to acquire practical skills and experience that will serve them well beyond their university enrollment.

All students and organizations at Salem State University are subject to the Student Code of Conduct. Residential students are also held accountable for meeting the following standards and expectations.

Residential Prohibited Activities

As a member of the residential community, you are expected to abide by all the standards of responsibility and behavior outlined in the terms and conditions of your housing license agreement. You are fully responsible for all activities that occur in your room. Even if you are not actively involved in a policy violation, you can still be held accountable if you are present during a breach or if you give others access to your room. Therefore, you should always lock your room when you leave, even if you leave for only a few minutes.

This will prevent others from committing violations in your room without your permission. You are expected to be considerate of the rights of others concerning noise at all times, both within and outside of the residence halls.

It is your responsibility to put an end to any violation that occurs in your room. Students are responsible for the proper use of residential facilities.

Residents are responsible for the overall community. If there is damage to the floor, public areas, such as laundry rooms and hallways, throughout all halls. You must hold everyone up to your community standards. Confront others or report acts of vandalism. Help us by creating a community in your room, floor and hall. Students will also be referred to Community Standards. For assistance, you may call the Residential Life staff and/or University Police.

Renters Insurance

Salem State is not responsible for the personal property of students and their visitors. Salem State strongly recommends that all students living in the residence halls procure personal property insurance to protect their property against loss or damage arising from theft, fire, flood, water leakage, vandalism and other hazards. Having renters' insurance is the ONLY way students can recover costs from items in their rooms that were damaged or lost due to fire, flood, or theft. Students who choose not to procure personal property insurance do so at their own risk. Salem State currently partners with GradGuard. During the application process there is information about our third-party renter's insurance, please email **housing@salemstate.edu** for additional information.

Room Condition Report (RCR) Mobile

Residents will inspect and complete an RCR within the first two weeks of the semester, or 48 hours of assuming occupancy. It is to the resident's benefit to be very descriptive of the condition, noting any marks, holes, tears, etc.

By completing the RCR, residents are protecting themselves from being held accountable for existing issues. Failure to complete the RCR will result in all conditions being assumed "good." Please refer to the directions provided at check-in or see any staff member for directions.

All residence hall spaces and apartments must be cleaned and maintained in sanitary condition. Residence Life will conduct monthly and/or quarterly health and safety inspections. Residence Life will work with students to clean the space; however, students who fail to complete this task will be held accountable and/or removed from housing. Maintaining a clean room in a community living environment is essential and you may be required to leave the residence halls if you cannot be a member of the community. We will work with you to improve your space through your Resident Director and Community Standards. Please know if you don't clean your space and or room and maintain that standard, you will be asked to leave.

Titled Damage Billing

All students share liability for damages to common areas, including, but not limited to, the ground-floor common areas, elevators, and stairwells. Floor students share the liability for damages to common areas on their respective floor. All repair costs for damages not attributable to a specific individual(s) will be divided equally among all floors or all hall students in accordance with the location of that damage. A final statement of damages will be available after Residence Life staff have completed a final inspection of the room and building. Once assessed, common area damage charges are final and may not be appealed by the student.

Windows and Screens

Windows are not to be used to enter or exit the residence halls except in the event of an emergency. Throwing items out of or towards the residence hall windows is strictly prohibited. Screens are not to be removed for any reason.

Posting, hanging, or otherwise displaying materials in or around the residence hall windows is prohibited. This includes but is not limited to signage, posters, flags, banners, signs, personal messages, or anything attached to the windows.

Request for Refund

No refunds will be issued to students due to facility work being done in the apartment or a delay in the work being done. We don't refund for any damages to laundry, damages to personal items. Please make sure you invest in renters insurance.

Sustainability

Open windows have a detrimental effect on the heating, ventilation, and air conditioning (HVAC) systems in residential buildings. Please do not leave windows open while the HVAC is running. Also, please turn off lights and electronics when not in use. Residents are expected to recycle paper, plastic, aluminum, glass and newspapers in the labeled containers in each residence hall.

Weapons or Explosive Devices

It is unlawful to possess, store, use, or sell any weapon (lethal or non-lethal), ammunition, or any incendiary, explosive, or destructive device. The following prohibited items include, but are not limited to, firearms, loaded or unloaded; pellet, BB, flare, tranquilizer, stun, spear, orbeez gun or dart gun(s); knives with blades longer than 3 inches; any cutting instrument where the blade is exposed automatically, daggers or swords; striking

instruments including clubs, truncheons, and blackjacks; martial arts weapons, bow and arrow combinations; explosive devices; ammunition or components to manufacture ammunition. Or any object used as a weapon to cause or threaten harm. Refer to the Student Handbook and Community Standards for a comprehensive list of policies.

Clery Campus Safety Act

The Federally mandated Clery Campus Security Act gives resident students the option of providing an alternate emergency contact if they are reported as a "missing person" for more than 24 hours. Residential Life collects alternate housing information at the time of application and/or upon move-in. Please see the Navigation Center to enter your numbers into PeopleSoft.

Student's Right of Privacy

Summary Statement: University premises occupied by students and students' possessions shall not be searched

Unless appropriate authorization has been obtained, students have a right to privacy except in emergencies as determined within the sole discretion of the university or under the following conditions:

A. **Scheduled Residence Hall Inspections.** known as health and safety inspections. There will be inspections throughout the academic year, as well as before the closing of university residence halls for university break periods (Thanksgiving, winter, and spring break). Students residing on campus will be given prior notice and may choose to, but are not required to, be present during the inspection. If there is something in the building causing harm to the community, we reserve the right to inspect rooms at that time, without prior notice. If something requires additional inspections, we will bring documents and immediately contact you via email and phone call.

   Room inspections will consist of a visual inspection to ensure that windows are closed, lights are turned off, electrical items are unplugged, perishable items are removed and garbage cans are emptied. Most importantly, the space is clean and sanitary.

   This is to ensure the security and safety of the room and its contents during the break. During these inspections, if evidence of university policy infractions and/or violations is identified, students will be referred to Community Standards. If staff need to remove trash, all residents of the space will be charged for the cost of trash removal. The charges are $50.00 for the first bag and $25.00 for each additional bag.

B. **Inspections Resulting from Suspected Violations of University Rules, Policies, or Regulations or Federal, State, and/or Local Laws.** Whenever probable cause leads a representative of the Dean of Students office (e.g., Director of Community Standards, Director of Residential Life, Resident Director, etc.) to believe that an infraction of the university's rules, policies, or regulations and/or federal, state or local laws is occurring in a student's residence hall room or involves a university issued space, that representative is authorized to conduct an inspection of the student's room after announcing that such an inspection is requested.

   If a student is denying access, they may be referred to Community Standards, which could result in removal from housing.

C. **Administrative Searches.** Administrative searches are conducted due to probable causes that a university rule or regulation has been violated, and evidence of the violation may be occurring. Or there is harm to the community. Authorization is given by the Dean of Students or Director of Residence Life and their staff, verbal or written. In emergencies, verbal approval may be given. Authorizations, which are in the form of Administrative Search Authorization, shall include the time, date, place, purpose, and scope of the search. If possible, the student should be present and may have a witness present during the search. Administrative searches may take place without the student or witness being present.

   After the search, the student will be notified in writing by the person authorized to search of what was found, as well as the names and titles of all the persons conducting the search. Administrative research is not done in conjunction with, nor under the direction of, the University Police or on their behalf. Administrative searches are not typically conducted for the purpose of criminal prosecution. If it is believed that potential criminal violations exist and that an illegal or dangerous object might be found, the University Police will be contacted, and a criminal search warrant will be obtained.

D. **Searches and Entries by University Police:** University police searches and/or entries to a student's room to conduct a police action are usually done with student consent, which has been given freely and intelligently. University Police may gain entrance without the prior permission of the student for the following reasons:

1. Police reasonably believe that a person within the room needs immediate emergency aid due to injury, accident, or medical emergencies.
2. Police are pursuing a person suspected of committing a crime.
3. Police are in possession of a valid arrest warrant and have reason to believe that the person is inside the room.
4. The police are in possession of a valid search warrant.
5. Police action is imperative because there is an imminent threat of physical harm to the occupants of the room or to community members.

Keys/IDs

Each student receives a key to their residence hall room or suite key at check-in. Whether it's an electronic key linked to your Clipper ID or a physical key, you are responsible for keeping it secure. Always remember to lock your doors and carry your keys with you. If your key is lost or stolen, prompt action is essential for your safety and the security of your belongings. Please be aware that lost keys will be billed to the student. However, if a key breaks off in a lock or stops working, you will not be charged for a replacement. Rest assured, in emergencies, loaner keys are available for students who are locked out. Students must bring any broken pieces or the non-functioning key to the building's Resident Director to avoid being billed for a lost or stolen key. Remember to return your keys to the Resident Director before leaving campus at the end of the school year, when changing rooms, or when permanently departing from the institution. Failure to return your key will result in a charge at checkout. It is your responsibility to have your key/card recoded if you replace your card. If you find the original ID card, you are responsible for having it destroyed at the Residence Life office. If you have more than one ID card, you will be referred to Community Standards for improper use of cards. You are only permitted to use one card per student.

Students are not allowed to duplicate their room keys under any circumstances. If you need a new key, submit a work order through the online work order system on the University Facilities page. If you have any questions, feel free to contact Residence Life. This information will also be provided to you at move-in, along with all your links, so you are fully informed about the key policy.

Interaction with Residential Life

Residential Life staff who are confronted with violations in the course of their duties are obligated to report them to Residence Life staff, including Administrators, Resident Directors, Graduate Staff, Senior Resident Assistants, Resident Assistants, Student Workers, Desk staff, Mail staff, Facilities, and other staff.

Fire and Safety

All residence halls are locked 24 hours a day.

In the interest of safety for all residents, fire and safety equipment are always operable. Tampering with fire and safety equipment is a felony; therefore, the following acts are prohibited:

- Covering a detector, rendering the smoke detector inoperable
- Obstructing stairwells and/or corridors with furniture, excessive debris, and other materials.
- Disabling or tampering with any exterior doors or security cameras.
- During a fire drill, if you need assistance, you can call University Police dispatch or let a residence life staff member know so they can let the fire department know that you are still in the building and need assistance.
- You are permitted to use any door during a fire alarm and evacuation. When the alarm is sounding please exit closest to you and staff safe.

Health and Safety

Suite and apartment residents are expected to clean the kitchenette, kitchen, and bathroom areas regularly. Students are not permitted on any roofs or overhanging areas.

Exterior Doors

A security alarm system is present on all residence halls' exit doors except for the main entrances. All exit doors in residence halls have prop detectors that will activate if the doors are propped open. As soon as the door closes, the alarm will stop.

Restricted Items and Actions:

- Open flames, such as candles, incense, smoking, burning materials, or other flame-emitting items.
- Use or possession of fireworks or firecrackers.
- Extension cords (only power strips with built-in circuit breakers are allowed).
- Personal grills and other appliances with open heating elements
- Flammable liquids (and other hazardous chemicals)
- Electric heaters, portable heaters, and air conditioners
- Lava lamps, halogen lamps, and all lamps with paper shades. Never cover any light with a material that prevents the free flow of air around the bulb.
- Metal signs or decals.
- LED Strip Lights, Duct tape, and tacks (items that could potentially damage the walls)
- Live Christmas trees, menorahs with candles, Kwanza candles, and similar decorations that could be fire hazards (students should speak with their Professional Staff to find appropriate spaces to celebrate their traditions).
- Loft and platform beds.
- Dartboards and darts are not permitted.
- Bed raisers
- Space heaters and air conditioners.
- TV wall mounts
- Extreme care should be taken with appliances such as curling irons, hair dryers, irons, and straighteners. Do not leave these items when not in use; place them next to flammable areas, such as on carpets or beds with upholstered furniture.
- **WEAPONS:** Possession, storage, or use of any type of firearm or weapon, including replicas, is not allowed in university housing. This includes tasers, knives (except for standard kitchen knives), and swords (See also University Weapons Policy). Use or possession of projectiles such as slingshots, orbeez guns, water balloons, water guns, paint ball guns, and air-soft guns are prohibited. Pepper spray/mace is permitted as a safety tool; any other use would be subject to a violation of this policy.

Elevators

To maintain safe working conditions for elevators, the following actions are prohibited and may result in disciplinary action: intentional damage and/or vandalism, misuse, or tampering with elevators; smoking or vaping in elevators; overloading or jumping; and using emergency alarms and/or emergency stops in non-emergency situations.

Decorations

Decorating student rooms and hallways is permitted and encouraged; however, the following guidelines must be followed:

- Only removable decorations on doors, in rooms, and hallways are permitted.
- Excessive decorations (ex., streamers, signs, etc.) may present a fire hazard, and are not allowed.
- Artificial greens and trees may be used in student rooms; however, the residence halls will permit no cut greens or live trees.
- Miniature holiday lights may be used in student rooms if they are LED and UL-approved. All decorations must be removed before the closing of the residence halls.
- Students are encouraged to leave command strips on the wall when vacating the room
- Any damage caused by the decorations is the responsibility of the resident(s).
- We do want you to decorate and have this be your home. Please work with the residence life staff to learn what to use to protect our facilities.
- If you have any questions or concerns, please get in touch with your resident director.

Bicycle and Motorized Vehicles

Bicycle racks and/or the bike room are available adjacent to and/or near the residential buildings. Bicycles are not permitted in residential buildings.

Bicycles may not be stored in any stairwell, lounge, corridor, bathroom, or other public area within the residential building.

Motorized vehicles, including hoverboards, electric scooters, electric bikes (e-bikes), etc., and fuel are prohibited in all areas of residential buildings. None of these items is permitted.

This excludes wheelchairs and accessible devices.

Bathrooms

Showers and bathroom stalls are designed for individual use and are to be used only by one person at a time. Bathroom sinks are not intended for washing dishes or clothes. Be considerate of other residents when using these facilities.

Abandoned Property

Students must remove all personal possessions when they vacate their room, suite, or apartment. Any possessions left in the residence halls after moving out, or upon the voluntary or involuntary termination of the License Agreement, will be deemed abandoned and discarded by the SSU. SSU reserves the right to remove and dispose of any unidentified or unclaimed items from the residence halls during and after occupancy. Therefore, belongings left in one's room, suite, or apartment, or within common areas of the residential buildings, after a housing agreement period ends or the housing agreement is canceled, are classified as abandoned property. Once the License Agreement has been terminated, canceled, or suspended, students have 48 hours to retrieve their belongings and vacate the hall. Students have seven (7) days to claim abandoned property. After seven (7) days, the SSU reserves the right to dispose of all abandoned property. If any items or abandoned property remain in the room.

Right of Assignment

The University reserves the right to make room assignments, temporary assignments, consolidations, and reassignments when necessary. Assignments to housing space are made without regard to race, creed, color, age, origin, sexual orientation or religion. Generally, students must be enrolled full-time to reside on campus. Exceptions can be made at the discretion of the Housing Office, subject to space availability.

DEPARTMENTAL POSITIONS

Director

The Director is responsible for planning, organizing, and directing Residence Life and Housing programs. The Director is responsible for the overall functionality of the department as a whole unit.

Associate Director—Residential Education

The Associate Director is responsible for overseeing the daily operations of Residence Life, including staff selection, training, and supervision. The Associate Director provides direct supervision to the Resident Director and works closely with the Director to maintain the department's vision and the university's mission. The Associate Director is also responsible for developing and implementing the Residential Curriculum.

Assistant Director—Housing Operations

The Assistant Director for Housing Operations is responsible for facilitating all housing operations, including occupancy and room assignments. The Assistant Director manages all billing and marketing related to occupancy management.

Office Manager

Serve as administrative officer and financial consultant to the Director of Residence Life, the Associate Director of Residence Life, and the Assistant Director of Residence Life, Housing Operations. Assists with all day-to-day functions of the office and development of services to meet the needs of residential students.

Coordinator for Housing Operations

Supports the department by assisting the Assistant Director with operational tasks. Coordinates our Assessment activities and outreach to students, faculty, staff and the community.

Associate Director—Residential Education

The Associate Director is responsible for overseeing the daily operations of Residence Life, including staff selection, training, and supervision. The Associate Director provides direct supervision to the Resident Director and works closely with the Director to maintain the department's vision and the university's mission. The Associate Director is also responsible for developing and implementing the Residential Curriculum.

Resident Director

The Resident Director (RD) is a trained, full-time professional staff member responsible for the operation and functionality of several residence halls. They provide direct support and supervision to the assistant resident directors. The RD cultivates positive atmospheres that foster personal growth and academic success for residents. They also adjudicate policy violations under the purview of the Community Standards office and respond to emergencies.

Assistant Resident Directors

The Assistant Resident Director (ARD) is a master's-seeking, part-time, live-in graduate student who works closely with the RDs on the overall functionality of the residence halls. They provide direct support and supervision to the Paraprofessional Staff in the residence hall they oversee, in collaboration with the Residence Director. ARD cultivates a positive atmosphere that fosters personal and academic progress for residents. They also adjudicate policy violations under the direction of the Community Standards office and respond to emergencies.

Senior Resident Assistants

The senior resident assistant (SRA) is a trained, live-in student leader responsible for developing, mentoring and serving as a role model for the student staff team in each area. Each SRA is also responsible for a section of undergraduate students in the hall where they work. SRAs support the community by providing programming opportunities and participating in an on-call duty rotation to respond to emergencies in the residential area.

Resident Assistants

The Resident Assistant (RA) is a trained, live-in student leader responsible for creating community, enforcing policy, and providing resources within their residential area. RAs support the community by providing programming opportunities and participating in an on-call duty rotation to respond to emergencies in the residential area.

Desk Coordinators

The Desk Coordinators (DCs) are trained student employees responsible for scheduling, developing, and maintaining the cleanliness of the front desks and their staff within the residence halls. The DC evaluates and supervises the Desk Receptionists (DR) with the support of the professional staff. The DC maintains the security of the halls and provides customer service to residents and guests.

Desk Receptionists

The Desk Receptionist (DR) is a trained student employee responsible for managing the front desk of a residential hall. The DR staffs the front desks 24 hours a day for Atlantic, Bowditch, Marsh, Peabody and Charlotte Forten Halls. The DR maintains the security of the halls and provides customer service to residents and guests.

Mail Coordinator

The Mail Coordinator (MC) is a trained student employee responsible for scheduling, developing and maintaining the cleanliness of the mail/package room and the MA staff. The MC evaluates and supervises the Mail Assistants (MA) with the support of the professional staff.

Mail Assistants

The Mail Assistant (MA) is a trained student employee responsible for sorting and distributing mail and parcels within the residence halls where they work. MAs are cross trained as DRs.

Office Assistants

Office Assistants (OAs) and Social Media Assistants (SMAs) are trained student employees who support the work of Residence Life. OAs assist with day-to-day administrative and operational functions within assigned residential areas or the Residence Life Central Office, while SMAs support departmental communications, social media and engagement efforts.

OVERVIEW

The following outlines Residence Life policies that students are expected to follow while living in the residence halls.

As a resident, you are entrusted with responsibility to uphold the Student Conduct Code. This code is not just a set of rules, but a reflection of our shared commitment to a respectful and harmonious living environment. You are responsible for any behavior that occurs within your room, and you should engage in open communication with your suitemate(s) about staying in compliance with both residence life and university policies.

It's important to understand that failure to abide by any of these policies will result in a student conduct referral. This is not a mere formality, but a serious consequence that can impact your standing within the residence hall community.

Community Behavior

Students are expected to demonstrate respect for one another and for the community in which they live. Students and their guests/visitors are expected to respect the privacy of individuals in the Bowditch, Marsh, and Peabody Hall community bathrooms, as well as in the apartment and public bathrooms in the Atlantic and Charlotte Forten Residence Halls. Students will also be held responsible for the actions of their guests.

The residential areas on campus do not run themselves. As a member of the Salem State community, you are expected to respect all residential areas and report any damage or acts of vandalism you encounter.

Entering Your Room

The university respects residents' privacy. It is also responsible, however, for providing safe and secure facilities at a reasonable cost. Therefore, residence life staff members reserve the right to enter resident rooms at any time in the event of a health or safety emergency. Staff may also enter rooms to conduct health and safety inspections. For any non-emergency entry, staff will notify residents 24 hours in advance of their intent to enter a room or apartment by posting signs on floors or in entryways. If there is reason to believe a student has a non-prohibited item in the room, the Residence Life staff will enter the room to maintain a safe and secure residence hall.

If the university has reason to believe a student is violating regulations, it can authorize a room search. The university, university police, and Salem police officers may seek a search warrant at any time if there is probable cause to believe that a crime has been committed.

Trash and Recycling

Residents of Peabody and Bowditch Halls may put small bags of trash in the trash chutes. Cardboard, newspapers, hangers, glass, boxes, and large items should be placed in the dumpster. Excessive trash left in hallways, lounges, or stairwells will result in charges to those on your floor or in your entryway. Residents at the Atlantic, Marsh and Charlotte Forten Residence Halls must place their trash in the designated bins located within the trash rooms. Putting garbage in recycling bins could result in damage charges to your community.

The Maintainers

Each residential area on campus is staffed by a team of dedicated and committed maintenance staff. These individuals spend significant amounts of time cleaning the common areas (stairwells, lounges, bathrooms, and so on) and ensuring that the buildings are comfortable places for residents to live in. Please get to know the maintainers in your area, and assist them by properly disposing of your trash, picking up after yourself and encouraging your fellow community members to respect the residence halls. Please respect maintainer and appreciate them as part of your community.

Occupancy Guidelines

Residence Life is committed to providing students with a safe and secure living environment. In alignment with this commitment, Residence Life maintains an occupancy policy for all on-campus units. A unit is defined as either an individual room in Bowditch Hall, Marsh Hall, or Peabody Hall, or the entire suite in Atlantic Hall or Charlotte Forten Hall. At any given time, each unit is limited to a maximum of 3 times the number of people the unit was designed to accommodate. To provide clear guidance, a chart has been provided for you:

RESIDENCE HALL	DESIGNED OCCUPANCY	MAXIMUM OCCUPANCY
Bowditch Hall, Marsh Hall, and Peabody Hall (Double)	2 Persons	6 Persons Total
Charlotte Forten (Triple/3-Person Suite)	3 Persons	9 Persons Total
Charlotte Forten (Quad/4-Person Suite)	4 Persons	2 Persons Total
Charlotte Forten (5 Person Suite)	5 Persons	15 Persons Total
Atlantic Hall	6 Persons (All Units)	18 Persons Total

Residents who violate the occupancy guidelines above will be documented by Residence Life staff and will be required to meet with a Professional Staff member to review these guidelines. Residents who violate the occupancy guidelines and may have also violated the student code of conduct will be asked to have all visitors and/or guests vacate their unit immediately and will be documented for referral to Community Standards.

Community Spaces

This year, we anticipate being able to utilize shared spaces up to their maximum occupancy limits. We reserve the right to reduce occupancy in shared spaces with the residence halls.

Appliances and Electronics

Because many appliances are considered fire hazards and the use of too many appliances at one time may overload a building's electrical capacity, the following appliances are not permitted in any of the residence halls:

- Air conditioners
- Electrical extension cords
- Halogen lamps
- Hot plates
- Hot pots without automatic on/off switches
- "Medusa lamps" (with multiple plastic shades)
- Water coolers
- Deep fryers
- Air fryers

The following items are not permitted in Bowditch, Marsh, Peabody and Charlotte Forten Halls, but are allowed at the Atlantic Hall if they remain in the kitchen area:

- Sandwich makers
- Toaster ovens and toasters
- Waffle irons and griddles

Coffee makers and irons with automatic shut-off switches are allowed in all residential areas. Microwaves are permitted in Peabody and Bowditch Halls if the microwave has a power rating of under 700 watts or 10 amps.

Individual refrigerators must have a capacity of less than four cubic feet. Micro-fridge units may be rented by calling 1.800.637.7567. At the end of the year, all residents are responsible for cleaning the units and returning them per the posted information. Residents may be billed for failing to return a unit or for not following the proper cleaning and return procedures.

Please note individual refrigerators and microwaves are not permitted in Forten Hall. Each suite has a Micro-fridge unit.

Stereo speakers should be of a reasonable size; subwoofers and amplifiers are strongly discouraged. If a resident uses these items, they may be asked to lower the volume if it disturbs other residents or if the noise level is deemed inappropriate.

Candles and Incense

Candles and incense are strictly prohibited in the residence halls due to the significant fire risk they pose. Residents are not allowed to possess any candles, including those of a decorative nature. This also includes candles that have not been burned. Possession of candles and incense on campus may result in loss of housing privileges. Residents found in violation will be directed to correct the violation and remove the item immediately. Residence life will hold illegal items for residents for a maximum of two weeks and then dispose of them if residents do not remove them from the building.

Violations will result in administrative or student conduct action.

Fire Safety

Due to fire risk, residence life has strict guidelines regarding what is and is not allowed on campus. Violations of this policy will result in student conduct action, up to and including loss of housing. If you do not follow up with us over a prohibited item, you will be referred to Community Standards for this conduct. The following items and/or conditions are not permitted in any of the residential areas:

- Live Christmas trees, menorahs with candles, Kwanzaa candles, and similar decorations
- Heating coils, coffee pots without auto shut-off, hot pots and hot plates, and electrical space heaters
- Flammable decorations placed near light fixtures or in enclosed areas
- LED light strips are not permitted due to the damage they cause to the walls. Charges for the removal and painting of the damage.
- Popcorn poppers, toasters, toaster ovens, and similar heating devices outside of the kitchen areas at Marsh, Peabody, Bowditch, and Atlantic Residence Halls
- Stairwells and exit doors propped open
- Bicycles in hallways, lounges, or blocking the doorways of rooms, apartments, and stairwells
- Tapestries and similar hangings covering a door or a significant portion of the wall, or any lights and lamps, or hanging from the ceiling
- Electrical devices and appliances such as halogen lamps, lanterns, and sun lamps
- Gasoline, lighter fluid, flammable cleaning fluid, turpentine, and paint solvents
- Motorcycles, mopeds, and automotive equipment in hallways or rooms
- Desks, chairs, dressers, closets, or beds that block any part of doorways, or one's ability to move
- Disconnected or altered smoke detectors

Common Spaces and Lounges

We expect to be able to use shared spaces up to maximum occupancy limits. In the case of increased concern, we reserve the right to reduce occupancy in shared spaces within the residence halls.

Smoking

Salem State University is tobacco-free. The health and safety of students, employees, and visitors is a top priority for Salem State. University. To promote a safe and healthy work environment, Salem State has adopted new standards to encourage smokers to reduce or eliminate their use of tobacco and to protect non-smokers from exposure to tobacco smoke. There is no smoking or the use of other related tobacco products allowed on university property.

Fire Equipment

Anyone who tampers with fire equipment, smoke detectors, or the sprinkler system, or who sets off a fire, sets off fire alarms or fireworks, or makes bomb threats will be suspended from the residential areas immediately, pending the outcome of a hearing. They may face both legal and student conduct action by the university, including loss of housing.

Furniture

Furniture that does not carry a label stating it meets California Test TB 117 is not allowed in the residence halls. Altering furniture (such as removing closet doors or bed frame legs), stacking furniture, placing a mattress directly on the floor, moving furniture off the floor, or blocking entrances is strictly prohibited. In addition, lounge furniture may not be removed from the lounges or common areas, as these items are intended for everyone's use. There will be charges for rooms that are found to be occupied.

Room furniture may never be removed. Should a roommate move out, their university-issued furniture must remain in the room. Students will be charged for any furniture that is lost, missing, damaged, or that needs to be reassembled.

The following items are considered furniture and are **prohibited** from rooms/suites/apartments:

- Bookshelves
- Concrete blocks and bricks
- Inflatable and bean bag chairs
- Trunks
- Waterbeds

Host Guidelines

Residence Life defines a 'host' as any current residential student who is hosting a guest (see below) or visitor (see below) as the host in all policies listed below:

- Hosts may not host any more than two people at any one time.
- Hosts must meet their guest(s) or visitor(s)at the main entrance of the residence hall and must always remain with them.
- Hosts must ensure that their guest(s) are properly checked in at the residence hall front desk using the established guest registration and check-in process.
- The hall by the Desk Receptionists.
- Hosts are responsible for maintaining a current 'Roommate Agreement' with their direct roommate and/or suitemates. Residence Life encourages all students to express reasonable expectations regarding visitation with their roommates. In the event of a conflict, Residence Life staff will reference this 'Roommate Agreement.' 'Roommate Agreements' are flexible documents that can be updated or altered throughout the academic year, provided all current residents of the unit are present.
- Hosts are responsible for the actions of their guests/visitors at all times and may be held accountable for violations of university policy or criminal action

Guests Guidelines

Residence Life defines a 'guest' as any current residential student who is visiting a residence hall that they are not currently assigned to. Guests are still responsible for adhering to all policies outlined in the Guide to Living and Student Conduct Code while residing in any residence hall on campus.

Guests may enter any residence hall on campus, provided that a current resident is always accompanying them.

Guests must meet their host at the main entrance of the residence hall and tap their valid Clipper Card at the front desk to gain entry.

Guests should be mindful of the property within the unit they are visiting and ensure they have permission from the owner of that property before touching and/or using any belongings. Any reports of theft will be referred to University Police and/or Community Standards for further investigation.

Visitor Guidelines

Residence Life defines a 'visitor' as any individual 16 years of age or older, not living on campus (commuting) or not currently a Salem State student.

Visitors must meet their host at the main entrance of the residence hall.

Currently, non-residential Salem State University students (commuters) will present their ClipperCard to the Desk Receptionist(s) and sign in to the hall with a specific host.

Individuals who are not currently affiliated with Salem State University, and are 18 years of age or older, will present a valid, government- issued form of identification (International, Federal, Military or State) that confirms identity (MUST have Full Name, Photo, and Date of Birth) to the Desk Receptionist(s) and sign into the hall with a specific host.

Student ID Cards, Employee IDs, and/or Photos of IDs, etc., are NOT VALID FORMS OF IDENTIFICATION IN ANY SCENARIO.

Individuals who are not currently affiliated with Salem State University, and are 16 or 17 years of age, will present a valid, government-issued form of identification (International, Federal, Military or State) that confirms identity (MUST have Full Name, Photo, and Date of Birth) AND completed Minor Visitor form.

Visitors are welcome in any residence hall on campus, provided they are always signed in and accompanied by their specific host (see above).

Visitors who have been banned from campus or specific residence halls by a university official are NOT permitted to enter those areas of campus.

Violation of these directives will be treated as trespassing and will be referred to University Police.

Overnight Visitation Policy

Residence Life defines an 'overnight' as any guest(s) and/or visitor(s) remaining in the residence hall at 3 am. Any residential student may host an overnight visitor or guest for no more than three nights in a seven-day period. Residence Life defines a 7-day period starting on Tuesday and ending on the following Tuesday. Any residential student may not host a visitor for more than three consecutive nights. Guests or visitors may stay for no more than three consecutive nights in any Residence Hall.

Overnight visitors and guests will be expected to follow campus policies and should not visit the residence halls if positive for COVID-19. If the university needs to implement additional measures, such as an indoor mask mandate, guests and visitors will be expected to follow these protocols as well.

Bag Inspection

Residence life staff reserves the right to inspect all bags and containers brought into the residence halls. Residents are expected to comply with staff requests to open bags, suitcases and boxes. Students who fail to comply will not be allowed to enter the building.

Keys and Swipe Cards

The keys and swipe cards issued to each resident are the responsibility of the student to whom they are assigned. Students should not share their keys or swipe cards, give them to another individual, or duplicate them. Lost keys and swipe cards should be reported to the residence life staff immediately. The Graduate Resident Director or Resident Director will determine if the lost item can be replaced or if an entire core change is needed. (See the residence life web pages for details about the charge to the student.)

Courtesy and Quiet Hours

Students are expected to abide by quiet hours. In residential areas, it should ensure that students in other areas are not disturbed by noise from their rooms or apartments. Quiet hours are:

- Sunday–Thursday: 9 pm–9 am
- Friday–Saturday: 12 am–10 am
- Please note that during final exam periods, quiet hours are in effect 24-hours a day.

Courtesy hours are in effect 24 hours a day. Residents are expected to comply with other students' or staff's requests to lower noise levels at any time. Residents should exercise good judgment and be considerate of their neighbors, including those living above and below them. The city of Salem's noise ordinance is in effect daily from 11 pm–7 am and applies to music heard both inside and outside buildings. Campus police officers are responsible for enforcing the ordinance and may issue fines to students for violations.

This includes equipment that amplifies music and musical instruments. Changes to quiet hours for a specific residence hall may be made at the discretion of the residence life professional staff.

Solicitation

Individuals must obtain permission from the Director of Residence Life and the Resident Director of their respective residential area to sell or solicit outside or inside a building. Students who see an individual selling or soliciting inside or outside residential areas should contact Residence Life immediately. Individuals soliciting within a residential area will be asked to leave or will be escorted off the grounds by campus police. Anyone wishing to post materials in a residence hall must obtain permission from the individual Resident Director or have their materials distributed through the Office of Residence Life.

Animal Policy

Pets are not permitted within the residence halls, with the only exception being for fish kept in an aquarium with a maximum capacity of 10 gallons. One Service and Assistance animal is permitted, provided proper documentation and approval are obtained from the Center for Accessible Academic Resources (CAAR).

Animals are not allowed at Salem State University except for Service Animals and Assistance Animals, or as required by law. If you bring your pet to campus before it is approved as an Assistance Animal, you will be asked to remove it within 24 hours. You can then submit paperwork for an assistance animal through the CAAR office.

Under certain circumstances, Salem State may ban service animals, assistance animals, or other approved animals from the University. These circumstances are discussed in the next section.

Procedures for Requesting an Assistance Animal

1. Request for Reasonable Accommodation

Students who have been accepted to the university with housing may request permission to bring one Assistance Animal to university housing. Such requests are processed through CAAR and are considered requests for reasonable accommodation. Unlike

If the use of a Service Animal is required, the university must approve the use of an Assistance Animal as a reasonable accommodation.

A student requesting permission to keep an Assistance Animal in university housing must make a formal request to the CAAR Center for Accessible Academic Resources. To do so, the student must: 1) meet with a staff member from the CAAR Center for Accessible Academic Resources to discuss the requested accommodation, and fill out the "Request Form for Disability Accommodations" form with the staff member; and 2) provide the CAAR Center for Accessible Academic Resources documentation of their disability. If such disability is not readily apparent (see section 2 below). The student must submit this documentation by July 1 if requesting it for the fall semester and by December 1 if requesting it for the spring semester. Documentation will be submitted annually thereafter. Although requests for an Assistance Animal submitted after these dates will be considered, Salem State cannot guarantee that it will be able to meet late applicants' needs for an Assistance Animal, including any needs that develop during the semester.

With proper documentation, students may be permitted to have one assistance animal in their residence hall dwelling.

2. Documentation

A student requesting the use of an Assistance Animal in university housing must provide documentation from a physician, psychiatrist, social worker, or other mental health professional, including:

1. verification of the student's disability, if such disability is not readily apparent;

2. statement regarding how the animal serves as an accommodation for the documented disability, if not readily apparent; and

3. statement regarding how the need for the Assistance Animal relates to the ability of the student to use and gain benefit from University housing. Any necessary documentation must be dated within the last six months.

3. Review and Notification

The CAAR Center for Accessible Academic Resources will review documentation and arrange a meeting with the requester. If CAAR approves the request, this policy will be reviewed carefully with the Owner at that time. The Owner must review and sign this policy. The Owner must provide a copy of the signed policy to CAAR either by regular mail or by dropping it off in person.

Upon the approval of an Assistance Animal to reside in campus housing, the university will notify the residential building staff, as appropriate. In addition, the university will, if applicable, inform the student's roommate(s) or suitemate(s) to solicit their acknowledgment of the approval, and notify them that the Assistance Animal will be residing in the shared assigned living space.

All Assistance Animal owners will receive a document outlining the expectations that they must sign before bringing their animal into the Residence Halls.

Before the animal can come onto campus, the roommates must approve, the residence life expectations document must be signed, and residence life will determine when the animal is permitted on campus, taking into account any past behavior related to pets on campus that may be considered when allowing the animal into the halls.

If a student is unable to live with an animal, Residence Life will collaborate with all involved parties to provide suitable housing arrangements. The assistance animal handler will not be required to move, as they have completed the necessary approval process. Instead, other students will be given the option to relocate to an alternative space. If a student reports an allergy, respiratory condition, or other health-related concern that could be worsened by the presence of an animal, Residence Life recommends contacting the Center for Accessible Academic Resources (CAAR) to request a housing accommodation. Once approved, Residence Life will arrange for the student to be placed in an animal-free living space.

4. Appeal

If the university denies a student's request for an Assistance Animal, the student can appeal such a decision to the Director of Residence Life.

To appeal, within five days of notification of the denial, the student must submit an appeal letter to the dean of students that explains in detail the reason(s) for the appeal. The Director of Residence Life or designee(s) will review the written appeal and will notify the student of the determination of the case, generally, within five days.

Requirements of Assistance Animals and Their Owners

Students who have been approved for an assistance animal as a housing accommodation through the Center for Accessible Academic Resources (CAAR) are responsible for the care, supervision, and behavior of their animal while living in university housing. Students may not bring an assistance animal into university housing until the accommodation has been approved by CAAR and all required Residence Life documentation has been submitted.

Student Responsibilities

Students with an approved assistance animal are expected to:

- Comply with all Residence Life policies and applicable federal, state and local animal laws.
- Maintain required licenses, identification, vaccinations, veterinary care and other documentation required by the University.
- Provide appropriate food, water, exercise, supervision, sanitary living conditions and humane care.
- Maintain control of the animal at all times.
- Immediately clean up and properly dispose of animal waste and promptly address accidents, odors, or other sanitation concerns.
- Ensure the animal does not unduly interfere with the residential experience of other students.
- Notify CAAR and Residence Life if the approved animal is no longer living on campus, is no longer needed, or the student wishes to seek approval for a different animal.

Students are solely responsible for the care and supervision of their assistance animal. Roommates, suitemates, Resident Assistants, and other university staff are not responsible for providing routine care for an animal.

Location and Control of Assistance Animals

Assistance animals are approved as a housing accommodation for the student's assigned room or apartment, not as a campus-wide or residence hall-wide accommodation. Assistance animals may travel through hallways, elevators, lobbies, and other necessary routes when entering or leaving the building but are generally not permitted in lounges, kitchens, laundry rooms, study spaces, fitness areas, bathrooms, or other residential common spaces unless otherwise permitted by law or university policy.

Whenever outside the student's assigned room or apartment, the animal must remain under the student's control through a leash, harness, carrier, tether or other effective means appropriate for the animal.

Care, Behavior and Community Expectations

Assistance animals must be able to safely and successfully live in a residential community. Animals may not display aggressive or threatening behavior; bite, scratch, lunge at, or threaten people or other animals; repeatedly roam or escape the student's control; cause repeated property damage; create persistent sanitation or odor concerns; or engage in excessive or prolonged barking, howling, whining, or other behavior that significantly disrupts the residential community.

Students must maintain clean living conditions and provide appropriate care for their animal. Animals may not be left without adequate food, water, or supervision. Students must remove their assistance animal from campus whenever they will be away overnight and must identify an off-campus emergency caregiver who is able to retrieve and care for the animal when necessary.

Students are financially responsible for damage, extraordinary cleaning, pest treatment, or other costs resulting from their assistance animal.

Health, Safety and Compliance

Residence Life may inspect a student's room as part of routine Health and Safety Inspections or when there is reason to believe that health, sanitation, pest, animal welfare or other safety concerns exist.

Residence Life, CAAR, and the Office of Community Standards may review concerns involving assistance animals on a case-by-case basis. Depending upon the circumstances, the University may provide education or require corrective action, additional training, temporary removal of the animal, referral through the student conduct process, or permanent removal of the assistance animal from university housing.

An animal may be required to leave campus immediately when it presents a direct threat to health or safety, has bitten or attacked a person or another animal, cannot be safely controlled, is being abused or neglected or otherwise creates an emergency situation.

Students are encouraged to review the complete Assistance Animal Expectations and Guidelines, available through the Housing Portal, for detailed information regarding approval, required documentation, animal care, emergency planning, inspections, and University procedures.

Alcohol Possession/Consumption Guidelines in the Residence Halls

The University expects that all of its students will abide by the law and will abide by university regulations concerning alcohol use. Students who fail to comply with this policy will be subject to possible disciplinary action for violation of the Alcohol and Drugs Policy here and in the Student Conduct Code.Who can consume alcohol?

Who can bring alcohol into the residence halls?

Those who are over 21 years old may consume alcohol in the residence halls. Only residents are permitted to bring alcohol into the hall they live in. See below for the limit of what individuals may possess at any given time.

Room Categories

Wet – a room or apartment is considered "wet" if every person assigned to the room, or every person present in the room, is at least 21 years old. Consumption of alcohol would be allowed provided students adhere to limitations based on amount (see below).

Dry – a room is considered "dry" if any person assigned to the room or present in the room is under 21. Consumption of alcohol would not be permitted by any person, regardless of age.

Where can you consume alcohol?

- If you are 21, you may have alcohol in your residential space provided everyone in the space (i.e., room/suite/apartment) is 21 years old or older. Students are permitted to have alcohol in their room/suite/apartment; however, if a student under the age of 21 enters a space where alcohol would normally be permitted, that space then becomes a "dry" space (see above for definition).
- Potential Conflicts with the Student Conduct Code:
  - » If a 21-year-old student consumes alcohol where underage students are presnt, the 21-year-old student could face policy violations related to providing to underage persons or hosting a party.
  - » If an underage student is present where 21-year-old students are consuming alcohol, the underage student could face policy violations related to being in the presence of alcohol or for consuming alcohol.
- Prohibited locations include, but are not limited to, campus buildings, common area lounges, hallways, stairwells, bathrooms, lobbies, parking lots, and outside grounds. Exceptions will be made under licensing conditions and approval by the University for specific locations.

What alcohol can be consumed?

Residents who are 21 years old or older may individually have in their possession no more than the following amounts of alcohol at any time:

- 72 oz. of beer including wine coolers, hard ciders,twisted teas, and other 12 oz. bottles; **OR**
- 750 milliliters of wine; **OR**
- 200 milliliters of hard liquor
- No alcohol stronger than 80 proof is permitted. Limits apply to full, partially full, or empty alcoholic beverage containers.

What about alcohol paraphernalia?

The university prohibits drinking paraphernalia, including but not limited to drinking funnels, ice luges and other items that encourage binge drinking. Furthermore, possession of a keg, beerball and other central sources of alcoholic beverages is not permitted.

Can I host a party?

The maximum number of people allowed in a space at any time is two guests per resident of the room that is present (i.e., in a six (6) person apartment, there can be no more than 18 people present). Large parties are not permitted, and students who host parties, with or without alcohol, will be held accountable for any violations.

Am I responsible for my guests?

Yes, any resident who invites a guest onto campus or into their room assumes the responsibility of ensuring that their guest will act appropriately and abide by all university policies. Should the guest of a Salem State resident violate the alcohol and other drugs policy, the host student will also be subject to disciplinary action.

What other information do I need to know?

The purchase or delivery of alcoholic beverages in the residence halls, gratuitously or for sale, to a person under the age of 21 is prohibited. It shall constitute a major infraction of university

regulations. Commercial deliveries of alcoholic beverages to the residence halls are not permitted.

Empty alcohol containers are considered a health violation and will be subject to possible disciplinary action. All students are asked not to store empty alcohol containers in their rooms and are expected to dispose of them in designated recycling or trash areas.

Marijuana:

While Massachusetts state law permits the use of recreational and medical marijuana, federal law prohibits marijuana use, possession, distribution, and/or cultivation at educational institutions.

Therefore, the use, possession, distribution, or cultivation of marijuana for recreational or medical purposes is not allowed in any Salem State residence hall or on any other Salem State premises; nor is it allowed at any University-sponsored events or activities off campus or any student organization event or activity. Anyone who possesses or uses marijuana at any University premises may be subject to federal prosecution and University discipline.

In addition, no accommodation will be made for any student in possession of a medical marijuana registration card, except that Salem State may release students from their Residence Hall License Agreement if approved.

Food and Service Delivery

We understand students may order food or groceries (EX, Uber Eats or Instacart) to their residence hall. We request that when items are delivered, there is a specific time frame so that students are available to receive the items. Please utilize the building's address, not your mailing address. The residence hall is not responsible for lost deliveries or if items are not secured when delivered. You must be in the building when the delivery happens to meet the driver at the front door lobby entrance. To meet the drivers. It is your responsibility to be here to collect your items; residence life doesn't hold items. If bags obstruct the entrance, we will remove the bags to the garbage. Make sure that if you are doing a delivery, the driver/servicer will stay until you meet them to avoid issues with delivery.

HEALTHY LIVING ON CAMPUS

Keeping our community safe and healthy is embedded in everything we do. With that in mind, we continue to develop and implement protocols based on the most up to date guidance from health officials and balance these best practices with limited university resources. Below are updated health and safety protocols for residential students. These include the requirement to complete a departure plan before arrival and uploading and verifying all required immunizations on the student health portal.

Expectations upon arrival:

Students will be fully vaccinated and submit documentation with proof of vaccination or vaccine exemption for all required immunizations to the student health portal.

Students are required to complete a departure plan on or before arrival to campus in their housing portal. The departure plan indicates an off-campus location you will go to should you become ill and need to isolate. You should consider where you will be able to rest and recover off campus and transportation to this location.

When you are ill:

Due to the communal nature of community living, there is greater exposure to illness. To be best prepared, we encourage you to plan for what being sick away from home looks like and prepare the items that you will need. We recommend packing a first aid kit with supplies such as cold and flu medicine, fever reducing medicine, an N95 mask, band-aids, tea, honey, tissues, and anything else you like to have when you are not feeling well.

Should you develop respiratory or flu/COVID symptoms, please isolate by limiting your contact with others as much as possible, regardless of vaccine status. If you need medical care, you should contact health services for on campus care during business hours. Off campus local providers can be found here if you need after hours or weekend medical care. Health Services offers COVID-19, flu, and strep testing, as well as same day and next day appointments with a medical provider. **ask.salemstate.edu/kb/local-health-services-covid-19.**

If you need to isolate, you should enact your departure plan immediately. To properly isolate, you should limit contact with others. This means designating a space as your isolation space, and not leaving there unless necessary. Please remain off campus until your isolation is complete.

There are no on campus isolation spaces. In the instance that you need to isolate on campus due to extenuating circumstances, you will isolate in place in your current residence hall assignment space. You may still access necessary on campus services such as the dining hall, where you would be expected to get food to go and eat it in your isolation space. You should not attend in person classes, clubs, or sporting events. You should email your professors, supervisors, coaches as soon as you know you are sick and need to isolate, to let them know you are ill, and work together to create a plan to make up any missed work. Health services does not provide excused absence notes but is available for any necessary medical care and evaluation.

To protect the health and safety of roommates and neighbors you are expected to implement measures to reduce risks of getting others sick by utilizing the following practices:

- Wear a mask when needing to enter shared spaces while isolation. This could include hallways, bathrooms, the dining hall, etc.
- Take rapid tests, which are available in limited quantity at Counseling and Health Services.
- Schedule an appointment at CHS for PCR testing.
- Make sure you are up to date with your vaccines.
- Disinfect commonly used surfaces.
- Improve airflow and ventilation by opening windows and using fans or air purifiers.
- Physical distance from others when possible.
- You can schedule an appointment with health services if you need medical care: **salemstate.edu/chs.**

Counseling and Health Services Contact Information:

978.542.6413

salemstate.edu/chs

Campus Public Health Line:

978.542.3240

University Police and Safety:

Emergency: 978.542.6111

Non-Emergency: 978.542.6511

24/7 Mental Health Support Hotline:

978.542.8327

Updated as of 9/9/2026