

Southern Maine Community College

Residence Life Guide

2025 - 2026



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Reading This Guide

This guide provides you with information about resources, support, and policies for living on campus at SMCC. Sections of the guide are listed in the Table of Contents to help you find things easily. We do recommend reading this full guide as it has a lot of information to help you make the most of living on campus. If nothing else, please review the policies section as you are required to adhere to these policies when living on campus. If you have any questions about anything in this guide, please email us at reslife@smccME.edu.

Staff Information

We have a number of staff members here to support you as you work towards your goals here at SMCC. Here is an introduction to our Residence Life & Student Life roles and how we can assist you. Contact information for all current professional staff members is available at smccme.edu/contact/. RA contact information will be shared with students via your SMCC email.

• Student Leaders

- **Resident Assistants (RAs):** RAs are full-time students who provide support to residential students. RAs have been carefully selected and trained in areas such as peer support, academic intervention, community building, conflict resolution, mediations, crisis management, substance use, and other topics for the purpose of assisting residents and ensuring campus safety. There is an RA on Duty every night from 8:00 pm - 8:00 am for each campus that students can go to for support. While on duty, RAs make rounds of the residence halls, check in with students, and staff our Student Life Help Desk to help promote a safe living environment. On the South Portland campus there are a total of 11 RAs, 7 in Spring Point Hall and 4 in Surfsite Hall. On our Midcoast Campus, there are 4 RAs in Orion Hall.
- **Student Life Assistant:** The Student Life Help Desk, in Spring Point Hall, is the central hub for Residence Life in South Portland. There you will be greeted by StudentLife Assistants, who can assist students with lock outs, encoding ID cards, picking up mail, contacting the RD on Duty, as well as assist the professional staff with clerical tasks, and answer questions about housing. The Help Desk is also where you can exchange your ID card for community video game controllers to use. On the Midcoast campus the Help Desk is located in Orion Hall and is equipped to assist students with lock outs, encoding key cards, contacting the RD on Duty, answer housing questions, and assisting Professional Staff with administrative tasks. The Help Desks at both our South Portland and Midcoast campus have their hours posted at the desk. If no one is at the desk, please call the phone numbers here for assistance.
 - Spring Point Hall Student Life Help Desk: 207-741-5990
 - Orion Hall Student Life Help Desk: 207-508-4009

- **Student Engagement Assistants:** Our Student Engagement Assistants are students who are passionate about helping other students to get involved and make the most of their time here at SMCC. They work to create a fun, engaging, and exciting experience for you by hosting events on campus, and supporting student clubs and organizations.
- **Professional Staff**
 - **Resident Directors (RDs):** Our RDs are full-time, live-on professional staff members who work to oversee our residential communities. They are trained in student development and support, and serve as part of a 24/7 duty rotation to make sure that we always have a staff member available for students if needed. RDs hold office hours that are posted on their office doors in the residence halls, and are available by phone or email during their working hours. If you would like to meet with your RD to discuss any concerns you have, or obstacles you are facing, you can either stop by during their office hours, or email them to set up an appointment. You might also be scheduled to meet with an RD to discuss violations of the Residence Hall Policies, the Residence Hall Agreement, or the Student Conduct Code. While we know those meetings can be intimidating, our RDs are here because they want to help you reach your goals. Feel free to reach out to them for help. There is an RD dedicated to each of our residence halls, one for Spring Point Hall, one for Surfsite Hall, and one for Orion Hall, though they all work together to provide support to our full residential student population. Our RD of Orion Hall also serves as our Coordinator of Student Activities on the Midcoast Campus.
 - **Director of Residence Life:** The Director of Residence Life is a full-time professional staff member who oversees the Residence Life staff and the residence halls on both campuses at SMCC. They work with the Student Life team and other staff and faculty to make sure that the residence halls are communities where you can focus on your success and get the most out of your time on campus.



- **Activities Coordinator:** The Activities Coordinator supports the Assistant Director of Student Engagement in offering opportunities for student engagement. They do this by assisting with day to day operations of the department and by working closely with students, student groups, the Phi Theta Kappa honors society, and the Student Senate.
- **Assistant Director of Student Life:** The Assistant Director of Student Life oversees various opportunities for student engagement, leadership, and recreation. They develop a diverse array of programming through which students learn, grow, and explore. The Assistant Director coordinates traditional programs such as Orientation, Family and Friends Weekend, and Spring Fest. They advise and support student government, the Phi Theta Kappa honors society, student leaders, and clubs and organizations.
- **Associate Dean of Students:** The Associate Dean of Students promotes a sense of engagement and community and an environment for personal growth on all SMCC campuses, including all residence halls. The Associate Dean of Students functions as the Dean's Disciplinary Officer and as a Deputy Title IX Coordinator, and is great resource for students with questions about the Student Code of Conduct or Title IX policies at SMCC.
- **Dean of Student Affairs and Enrollment Management:** The Dean of Student Affairs and Enrollment Management leads the Division of Student Life & Enrollment Management (which includes Student Engagement, Admissions, Advising, TRiO, Advocacy Resource Center (ARC), Athletics, Conduct, Counseling, Dining, Intercultural Center, and Residence Life). They are your connection point to basically any resource that SMCC has to offer.
- **Campus Security**
 - Safety and security for both students and staff is a number one priority at SMCC. Security staff are available to assist students and further support SMCC staff in maintaining a welcoming environment 24 hours a day, 7 days a week. On the South Portland and Midcoast campuses, students may contact Security via the Help Desk, the RA on Duty, or calling Security staff directly at 207-741-5553.
 - South Portland Location: Fort Building
 - Midcoast Location: Orion Hall Lobby

Additional Resources

While we work to support students in all the ways that we can, we do not work alone. Please explore additional SMCC resources and support options [here](#) and [here](#).

Campus Overviews + Residence Hall Details

SMCC has two campuses: the main campus in South Portland and the Midcoast campus in Brunswick.

The South Portland campus is located on the former site of Fort Preble and is filled with renovated historical buildings that have been adapted into classrooms, staff office spaces, and student programming spaces. Outside of the classroom, students are just steps away from Willard Beach, Spring Point Lighthouse, our athletic fields, and the popular Greenbelt Walkway.

The Midcoast campus is located near the former site of Naval Air Station Brunswick, and provides access to affordable higher education for students in the Midcoast region of Maine. Student have access to personalized services and a varied selection of in-demand programs and courses. The Brunswick area is also filled with a number of popular local businesses and restaurants, and provides easy access to a number of coastal and mountain trails.

• Our Residence Halls

- **Spring Point Hall:** Spring Point houses approximately 350 students in residential suites. The majority of the suites are made up of two double or triple rooms connected by a shared restroom. Each room has XL twin beds, a microwave, miniature fridge/freezer unit, desks, chairs, dressers and/or wardrobes. Restrooms have a shared sink, and a single stall toilet and single stall shower. There is a shared lounge which houses our Spring Point Student Life Help Desk, a common laundry room, and store study lounges. Spring Point Hall has 7 RAs who support the residential students in this hall.
- **Surfsite Hall:** Surfsite offers a more traditional residence hall experience. Surfsite houses roughly 145 students in triple rooms with shared, community style restrooms. Each room has 3 twin XL beds (one lofted, two bunked) a microwave, a miniature fridge/freezer unit, desks, chairs, bureaus, and wardrobes. There are two student lounges, one with a TV, and either with recreational equipment including a pool table, foosball, and ping pong table, and a common laundry room. Surfsite Hall has 4 RAs.
- **Orion Hall:** Orion Hall is on our Midcoast campus. Orion houses approximately 80 students in either double or single suites. Suites include a bedroom with twin XL bed(s), closet, and bureau(s), a kitchenette with cabinets, sink, mini fridge, and microwave, a living area with soft seating and small table(s), desk(s), and chair(s), and an in-suite bathroom with full shower. Orion Hall has a lounge area for programming, two laundry rooms for residential students, multiple quiet study areas, vending machines, and an additional smaller lounge room with a ping pong table. Orion has 4 RAs.
- **College Partnerships:** Due to the high demand for housing, we have a partnership with the University of Southern Maine eligible SMCC students can live on the USM Portland Campus in Portland Commons. More information is available on the SMCC Housing website.

Housing Information

The following information provides details about the logistical aspects of living in on-campus housing. Let our staff know if you have any questions!

- **Eligibility**

- In order to be eligible for on-campus housing, students must either be enrolled full-time, be approved for a reduced course load accommodation with Accessibility Services, or be graduating at the end of the semester or academic year and taking everything they need to graduate. Residential students are required to take at least 1 in-person class per semester. Students who drop below full-time status mid-semester must submit a request for an exemption the full-time requirement to reslife@smccME.edu, or must move out of the residence hall within 48-hours of dropping below 12 credits. Additional eligibility requirements may be implemented based on demand for housing.

- **Room Assignments**

- Room assignments are made based on the date the College receives completed housing applications. Rooms are assigned for the entire academic year, or for the Spring semester only. When possible, roommates are assigned based on the roommate preference included on applications. The College reserves the right to cancel any room assignment or to reassign any student based on occupancy or housing accommodation needs, which may require residents to move or be consolidated into another room. Rooms are single gender unless students opt into gender-inclusive housing.

- **Housing Charges**

- Rates for housing charges, meal plans, and cable and internet fees can be found on our housing website: <https://www.smccme.edu/student-life/housing/>. These charges are applied to student bills as housing assignments are made. The calendar for when student bills are due is available, as well as information on how to enroll in a payment plan can be found on your mySMCC portal.

- **Housing Accommodations**

- Any students requiring housing accommodations due to a diagnosed disability or medical condition should request a meeting with Student Accessibility Services as soon as possible once accepted to SMCC. Some common requests are medical singles, proximity to or private use of a restroom, room or building location based on building or floor accessibility, and more. More information can be found at: <https://www.smccME.edu/academics/resources/disability/>

- **Housing Dates**

- Move-in dates are included in housing assignment letters. Move-in typically takes place the weekend before the start of classes. Students must move out within 24 hours after their last final, or by 5:00 pm on the last day of classes, whichever comes first.

- **Meal Plans**

- Residential meal plans are required for any residential students living on the South Portland Campus, or residents of Portland Commons in rooms without a full kitchen. As our Midcoast Campus does not have a dining hall, residential meal plans are not required for residents of Orion Hall. For meal plan options and service hours, please visit <https://smccME.sodexomyway.com/>
- Students who have dietary needs or food allergies may request reasonable accommodations related to their meal plan. Dining services will work jointly with Accessibility Services, Student Life, and the student to develop an individualized plan to address accommodation needs. Choices within this plan will be nutritionally comparable to the food choices of other students and to an extent that it is reasonably possible. For questions related to dietary accommodation requests please contact the Accessibility Services at (207)-741-5923 or at disabilityservices@smccME.edu.
- At any point in the semester, students can schedule an informal dietary consultation with a member of the Sodexo management team. This consultation may address questions regarding food preparation, discuss standard ingredients used and provide an orientation of what is offered at the various stations. If students have questions at any time regarding available options, ingredients, or cooking methods, it is important that they ask a member of the management staff.

- **Check-in and Check-out Procedures**

- Move-in instructions are included in individual housing assignment letters, as instructions depend on building and move-in date. Students will be provided with both building and room access on their SMCC Student ID card when checking in. Students can obtain their SMCC ID card by going to the Campus Security, in the Fort Building on the South Portland Campus, or in the Orion Lobby on the Midcoast Campus. When checking out, students are responsible for leaving their room clean and empty of personal belongings, and alerting staff that they are departing. Staff will inspect student rooms to ensure that check out processes were completed.

- **Housing Cancellations**

- If residents wish to leave housing early, they must request to cancel their housing in writing by emailing reslife@smccME.edu from their SMCC email account indicating what date they will be moving off-campus and the reason for their cancellation. Once they have completed their move, they must let their Resident Director know so that staff can check the space. Once the space has been assessed by our Residence Life and Facilities staff, applicable cleaning or damage charges will be applied to student bills, and applicable refunds will then be applied to student bills. Information on the refund schedule for housing cancellations can be found on the mySMCC portal or Financial Aid page of the SMCC website. This cancellation policy may require adjustment based on occupancy. Any changes will be communicated via students' SMCC email address.

- **Room Changes**

- After the first two weeks or prior to the last two weeks of the semester, residents are permitted to request a room change through the Room Change Request Form provided by Residence Life. If a room change is requested due to roommate conflict, Residence Life staff will work with students to help mediate or resolve the conflict prior to approving a move. Our ability to approve room changes will depend on room availability, which cannot be guaranteed. All room changes must be approved by a member of the Residence Life Professional Staff before students are able to move. Moves must take place during the time specified by the professional staff member who approved them, otherwise, permission for the room change may be revoked. Students must email their RD to confirm when their room change has been completed so that their housing charges can be adjusted if applicable.

- **Damage and Community Billing**

- Damages or other facilities issues should be reported to staff immediately. Any damage costs will be divided between all current and previous occupants of a room/suite unless a responsible party can be determined. When there is damage to a common area, and no specific student(s) are able to be found responsible, the cost to repair the damage will be divided among all students who live in the building or floor or the smallest identifiable group in the community. Individual or community damage charges will be applied to student bills. Students will be refunded their full housing deposit each semester as long as no damages occur in the student's room/suite or building common areas. Deposits will be credited to the student account after all damage billing is assessed. If there are no charges on the account at the time of credit, a refund check will be mailed to the student's address on record with the College. Housing deposits are forfeited if a student is dismissed from the residence hall for disciplinary reasons.

- **Rental Insurance and Property Loss or Damage**

- The College does not assume responsibility for loss of or damage to personal property. Student Life strongly recommends that you purchase renters insurance and/or verify that you are covered under your parent's policy. Renter's insurance typically covers damages and loss of personal property. We strongly encourage students to keep their private personal records and valuables either on personal property, in their own possession, and/or locked in their rooms at all times. Students who suspect their personal property has been stolen should report this to SMCC Security and are allowed to report theft of personal property to the local police department.

- **Mail and Packages**

- Student mail may be picked up at the Spring Point Hall Student Life Help Desk, or the Orion Hall Mail Room. You will receive a package slip indicating that there is mail to be picked up. Bring your ID when picking up mail. Mail will only be released to the person to whom it is addressed to. Student staff will verify student identity prior to allowing mail pickup. Any student found tampering with the mail or packages may be subject to legal and/or College disciplinary action. The College has no control over the delivery of mail and packages. If you are expecting a package and it does not arrive, you need to contact the company or the person who sent it. Your mailing address is provided by Residence Life and is sent to your SMCC email address.

- **Furniture**

- Residents are responsible for the furniture assigned to them. Moving, swapping, or damage to furniture will result in significant charges on your student bill and/or conduct sanctions. Common area furniture is there for all residents of the hall and should be left in the common areas. All the furniture is required to stay in the room at all times, regardless of the number of occupants. Students may add furnishings to their rooms with permission of the roommate(s) and their Resident Director. If the staff determines that furniture items added to a room are unsafe, presents a fire safety issue, or otherwise violates Residence Life policies, residents will be asked to remove the item(s). Residents who leave items of furniture when they check out or discard them inappropriately (i.e. not in the dumpster) will incur a removal/disposal charge.

- **Parking**

- South Portland & Midcoast Campuses: Vehicles must be registered with SMCC Security. A valid vehicle registration and current class schedule is required to obtain a permit. All student vehicles must be parked in the appropriate student parking areas. Vehicles parked improperly or unlawfully may be ticketed (either by SMCC or the local municipality) and/or towed at the owner's expense. All students will be assessed the parking fee, and this will be automatically added to the student bill every semester. Students that attest that they will not be parking a vehicle on campus, may complete an online waiver on the student portal (mySMCC), and have the parking fee removed from their bill if they do so by the published deadline each semester. On snow days, residents will be notified by signage in the halls and email alerts when vehicles must be moved. Vehicles not in compliance will be towed at the owner's expense.
- USM Portland Campus: Students living in Portland Commons must purchase a Portland Residential Parking Permit through USM Parking Services. More details can be found at: <https://usm.maine.edu/parking-services/parking-permits/> under the Portland Residential Parking Policy.

• Prohibited Items

- Certain items are prohibited in Residence Hall rooms due to Maine State Fire Code, local and federal laws, and to ensure the safety and comfort of all residents. Below are items that are not allowed within the residence halls:
 - Weapons of any kind (including but not limited to: knives, guns, pepper spray etc.)
 - Alcohol, tobacco products, cannabis, or illegal drugs or related paraphernalia, or anything containing THC, including vapes and e-cigarettes
 - Halogen lamps, paper lights/lanterns, and other non-LED light sources are not allowed (lights should be LED ONLY)
 - Space heaters, air conditioners, or other high voltage appliances including microwaves, refrigerators, or freezers that are not provided by SMCC
 - Incense, candles, wax-melters, live trees, flammables of any kind
 - Any item, decoration, or fixture that hangs from the ceiling
 - Nails/tacks/screws/tape/sticky squares/3M Tape used to hang items
 - Equipment or appliances with exposed heating/coil elements (toasters, hotplates, any gas systems)
 - Additional furniture (room furniture cannot be removed to create space)
 - Any pets except for fish in a 10-gallon (maximum) fish tank. Service animals and emotional support animals must be approved by SAS prior to bringing them to campus
 - Extension cords that are not UL, ETL, or CSA-rated or do not have an on/off switch
 - Automotive parts or tires
 - Wireless routers or wireless printers (wired printers are permitted)
 - Bicycles (these must be stored on the bike racks available outside on-campus)

• Break and Summer Housing

- **Break Housing:** Residential students are permitted to stay in their room for the duration of the academic year, including breaks. In order to retain room and residence hall access during breaks, students must register for break housing using the form provided via their SMCC email. There is no additional charge for break housing. Dining services will not be available during breaks, so students will need to plan for meals during those times if they choose to remain on campus.
- **Summer Housing:** Summer housing requires a separate application that can be accessed on the Portal or SMCC Housing website, along with eligibility requirements. Questions regarding how summer housing will impact financial aid packages should be directed to Financial Aid at (207)-741-5518 or finaid@smccME.edu.



• **Residence Hall Room Consolidation Policy**

- The purpose of the Room Consolidation policy is to ensure equitable use of residence hall space and maintain an efficient housing operation, the Office of Residence Life may consolidate rooms during the academic year. Room consolidation helps maximize occupancy and fosters a community environment while supporting students in finding suitable roommate situations.
- Room consolidation may occur when a student is living alone in a space designed for multiple occupants (typically after room changes, withdrawals, or no-shows). Students affected may be required to either move to another room or receive a new roommate.
- Consolidation typically occurs:
 - At the beginning of each semester
 - Within the first 6 weeks of classes
 - After mid-semester room changes or student withdrawals
 - At the discretion of the Residence Life Office due to emergency, operational, or occupancy needs
- Consolidation Process and Expectations
- **Identification of Rooms for Consolidation:** Residence Life staff will review occupancy weekly to identify partially filled or vacant shared rooms. Students living alone in a multi-occupancy room may be contacted for possible consolidation.
- **Notification of Consolidation:** Students will receive written notification via email and/or residence hall communication channels. The notification will include the reason for the consolidation, the deadline to move or accept a roommate, instructions for preparing for a move, and contact information for Residence Life staff
- Options for Students Affected students will typically have the following options: Move to another room with a roommate, have another student move in with them, if space permits, request to buy out the room as a single (subject to approval and additional fee), or participate in a roommate matching conversation facilitated by Residence Life
- Students are expected to maintain their room in a clean, welcoming condition for potential new roommates, respond promptly to communication regarding consolidation, cooperate fully with the moving or roommate placement process.
Residence Life will not displace other students to facilitate your desired move
- Moving Procedures
 - Students will be given a minimum of 72 hours (3 days) to complete a move unless otherwise specified for urgent situations. Extensions may be granted on a case-by-case basis.
 - Residence Life staff will assist with coordination, answer questions, and help facilitate a smooth transition. Carts or moving supplies may be available upon request.
 - Students moving out of their current room must complete a formal check-out with their RA or Hall Director. Students moving into a new room must complete a Room Condition Report (RCR) upon arrival.
- Students who do not respond to consolidation notices or who refuse to move without an approved exemption may be administratively reassigned, be referred to Student Conduct, or be charged for occupying a double room as a single.

- Roommate Compatibility and Mediation
 - The Office of Residence Life will make every effort to ensure compatibility during consolidation. Mediation services are available if conflicts arise with new roommate pairings.
- Questions or Concerns
 - Students with medical, accessibility, or personal concerns related to room changes are encouraged to contact the Residence Life Office immediately to discuss accommodations.
 - Students with documented and approved accommodations through Student Accessibility Services will have all documented housing accommodations honored through the consolidation process.



Residence Hall Policies

Failure to adhere to these policies will result in disciplinary action up to and including termination of housing.

- **Safety & Security Policies**

- **Fire Alarms & Evacuations:** In the event of the fire alarms going off, everyone in the building is required to evacuate immediately. Always presume an alarm is a response to a real fire. Grab your necessary items (shoes, wallet, phone, etc.) and exit the building using the evacuation diagrams posted to find the closest exit. Do not use the elevators. Failure to evacuate during any alarm will result in disciplinary action. Evacuation points are as follows:
 - Surfsite residents should meet in the corner of parking lot a nearest to the HUB Gymnasium.
 - Spring Point Hall residents should meet on the lawn adjacent to the HUB Gymnasium.
 - Orion Hall residents should meet in the central campus parking lot.
- **Fire Safety:** Tampering with fire alarms and/or fire safety equipment is a federal offense. You will be subject to disciplinary action and/or federal charges if you tamper with fire safety equipment. To prevent fires and increase fire safety, please adhere to the following requirements:
 - Fire doors must remain closed at all times when not in use.
 - Smoke detectors must not be tampered with.
 - No posters, articles of clothing, or other items should be taped or hanging near the door, from the door handle, or from the ceiling of your room where they might obstruct your route of egress from the room or operation of the sprinkler system.
 - No items should be touching, hung from or stored within 18 inches of any sprinkler head. No items should be hung from pipes.
 - Light fixtures or other electrical devices may not be tampered with.
 - Surge protected extension cords cannot be daisy chained, and should be laid flat on the floor without any item covering them.
 - No tape of any kind should be placed on electric cords and electric cords should not run under carpeting.
 - Appliances such as irons, hair flat irons, or curlers should be turned off and unplugged when not in use.
 - No more than 50% of the total wall and door space may be covered.
 - Furniture in student rooms should not be placed so that it is directly in front of the room door or the en-suite bathroom door as this obstructs the fire egress.
 - While battery chargers for personal electronic devices (e.g. cell phones and tablets) are designed to stop charging once the rechargeable battery reaches capacity, the item may overheat and cause a fire - please do not leave personal electronic devices plugged into charging cords/cables for longer than necessary.
 - Residents are asked not to leave laptops charging unattended on their beds as the laptop could overheat and start a fire.

- **Weapons, Firearms & Fireworks:** Dangerous weapons, including but not limited to, firearms, any type of gun (paint gun, water gun, air soft gun, nerf gun, etc.), darts, bows, arrows, projectiles of any sort, rockets, gunpowder, fusion caps, primers, chemicals, bottled gas or propane, any explosives, knives, other sharp-edged weapons, sling shots, and martial arts weapons are not permitted in the residence halls. Any student who violates this policy shall be subject to appropriate disciplinary action up to and including removal from campus housing.
- **Safety Equipment:** Students found interfering with or damaging any safety equipment shall be subject to appropriate disciplinary action up to and including housing contract termination. More details for safety equipment is provided below:
 - **Camera System:** Cameras have been installed in some locations in the residence halls and other buildings on campus. The recordings from these cameras will be used when possible to identify students, students' guests, and others who have violated the terms of the Residence Hall Agreement, the Student Code of Conduct, and/or state and federal laws. The presence of these cameras should not be considered a substitute for normal safety precautions.
 - **Door Locks:** Room doors must remain closed and latched when no residents are present inside the room. In Spring Point Hall, because the doors to the bathrooms connecting student rooms cannot be locked without violating the Maine State Fire Code, it is the responsibility of all residents of a suite to keep both room doors closed, latched, and locked to ensure the safety of all residents and their belongings.
 - **Screens, Windows, and Window Limiters:** Windows and screens may not be used to display advertisements, posters, flags, clothing or anything externally visible. Window screens may not be removed. Window limiters installed to prevent windows from fully opening may not be removed. The absence of screens or limiters should be reported as a room defect within 24 hours of move-in. Throwing things out of windows or using your window for an entry or exit from your room will result in disciplinary action up to and including removal from the residence halls. A fee and/or sanction will be assigned to a student found responsible of violating this policy.
- **Student ID Cards:** College ID cards are issued to all full time students. In order to obtain a valid SMCC resident ID card, students must provide SMCC security with their current schedule and valid picture ID. Students may not attend classes or utilize facilities without a valid student ID. Your ID card must be carried at all times. ID cards are the property of SMCC and must be surrendered upon request of any staff member. ID cards are required to participate in activities. It is a violation of college policy to give your ID to another person for their use in the dining hall, to gain access to your residence hall room, or for any other use. There is a fee to receive replacement IDs and/or room key cards. Rooms may only be unlocked by use of the activated room key card. Any other method of entry is prohibited.
- **Lockouts:** If students are locked out, they can be let in by a roommate or suitemate, or can contact staff to have their door unlocked. They must provide proof of identity if being assisted by Residence Life staff. Repeated lockouts performed by Residence Life may result in referral through the Student Conduct process.

- **Entry into Residence Hall Rooms:** The College reserves the right to regulate the use of the residence hall in accordance with the rules and regulations of the College. Inspections may be held without prior notice to or consent from the student to ensure compliance with those rules and regulations. The College shall have the right of access to all rooms for the purpose of making routine or emergency repairs as necessary without prior notice to or consent from the student. The College may, at its discretion, collaborate with local law enforcement agencies to detect violations of the drug or other policies in the residence halls. In the event that a violation of policy is suspected, a room inspection may be completed. This can include drawers, bags, packages, or other containers in the room/bathroom. Any policy violations or violations of the Residence Hall Agreement documented during a room inspection will be used in the College's disciplinary process. There may be concurrent consequences pursued by law enforcement personnel through the local and/or state judicial process.

- **Health and Safety Policies**

- **Medical or Behavioral Health Concerns:** Student Life seeks to provide a safe and orderly environment for all students in pursuit of their studies. Students with medical or behavioral health concerns that are causing disruption to the safety and well-being of the resident population may be held accountable for violations of the Residence Hall Agreement or the SMCC Student Code of Conduct and may be required to seek professional help in order to remain in residence. A student who is determined to be at risk of harming themselves or others, or who intentionally harms them self, may also be held accountable under either or both policies noted above and may be required to leave the residence hall until such time as they are deemed safe to return. At their discretion, the Dean, in consultation with the Associate Dean, may require such a student to be evaluated and assessed by a qualified professional to determine the student's ability to return safely to the residence hall, this determination to be provided in writing to the Dean or their designee.
- **Health & Safety Checks:** Staff will conduct regular health and safety checks throughout the year. During these checks, rooms are inspected for health and safety violations and maintenance needs. Prohibited items or violations of policy will result in disciplinary action. Staff may also enter rooms to conduct a wellness check for students of concern.
- **Medical Services:** The Department of Student Life does not provide professional medical services. Students with illnesses or injuries that require medical attention should call 911 in the event of an emergency. For non-emergencies, South Portland students can go to their Resident Director or the Office of Student Life during business hours for assistance in locating appropriate treatment.
- **Accidents & Illness:** SMCC does not have a health center. Residence hall students in need of local medical care can be seen at Maine Medical Center Family Practice or other local urgent care locations. Students whose illness the college believes represents a danger to themselves, to the residence hall community, and/or to the college community will be asked to leave the residence hall until such time as the college deems there is no longer a danger.

- **COVID-19:** If a residential student is experiencing symptoms of COVID-19, or tests positive for COVID-19, they are encouraged to self-isolate, use appropriate face coverings, and follow all current guidance from the Maine CDC to mitigate spread to other students.
- **Guardian Notifications:** The College may inform parents or legal guardians of any violation of the College's policy governing the use/ possession of alcohol or controlled substances if the student is under the age of 21, and the college determines that the student has committed a disciplinary violation with respect to such use or possession. Parents or legal guardians can also be contacted in any of the following situations regardless of the student's age:
 - If the college believes a student poses a danger to them self or others
 - If a student is found in violation of the Residence Hall Agreement or the Student Code of Conduct
 - If a student has their Residence Hall Agreement terminated for violations of the agreement.
- **Allergies:** Students within the residence hall community may have serious allergies to nuts, latex, and other common foods or items. Students with severe allergies are encouraged to register with the Office of Disability Services and to inform their roommates, suitemates, Resident Assistant and Resident Director. Students with severe allergies should be prepared to wipe down door handles, work surfaces, keyboards, etc. to minimize exposure. All residents are encouraged to be mindful of common allergens such as nuts, products with nuts and latex, and either not bring them into the residence hall, or be careful to contain these items to their own room. Residents willfully putting other residents with severe allergies in contact with an allergen face disciplinary action as this can cause serious injury, illness, and possibly death.
- **Health conditions:** Students must agree that, with or without reasonable accommodations, they are able to manage mental and/or physical health conditions in a manner that does not unduly interfere with the learning and living experience of others. This can evidenced through independent performance of activities of daily living:
 - Personal hygiene: Taking care of grooming and cleanliness, such as bathing, brushing teeth, odor management, and maintaining personal appearance
 - Dressing: Able to select and put on clothing aligned with weather/activity
 - Eating: Able to eat and drink independently, able to access the dining hall and/or prepare food for consumption independently
 - Toileting: Able to control their bladder and bowel function, get to and use the toilet, and clean themselves
 - Household maintenance: Able to clean surfaces, vacuum, disposal of waste , dust, wash, dry and fold laundry
 - Transportation: Able to either drive, arrange for transportation, or use public transportation.
 - Mental & Physical Health: Adheres to a mental or physical health treatment plan cocreated by with provider, (including management of medication)
- Failure to adhere to the above guidelines may result in referral to Student Life staff for appropriate intervention; repeated failure to adhere to guidelines in a way that impacts other students may result in disciplinary action.

- **General Residence Hall Policies:**

- **Room Usage:** Residence hall rooms are only to be used by assigned students for the purpose of residing on campus to access their education at SMCC. Residents are not permitted to use their room for private businesses, solicitation, or sales of any kind. This includes room shares, subletting, or circumstances in which residents are receiving compensation of any kind for the use of their room. This also includes babysitting, or any other form of providing childcare. Residents should only occupy their own space in the room, regardless of any vacancies. Vacant spaces should remain roommate ready at all times. One bed, desk, and wardrobe/chest of drawers should be available for every open space, and residents must keep the space clean and comfortable for future new roommates. Failure to keep vacant spaces roommate ready will result in charges for the clearing and cleaning of those spaces by our Residence Life and Facilities staff.
- **Guest & Visitor Policy:** Only residents of the room are permitted access to their room without roommate approval. Any other visitors or guests must be approved by all residents prior to their arrival. A guest is defined as: anyone who is not a current SMCC residential student with an active room assignment OR a current residential SMCC student who is visiting a residence hall room they are not contractually assigned to. Guests must be registered and checked in by staff when visiting. Residential students are permitted to host up to two guests or visitors at a time as long as the following requirements are met:
 - There can be no more than 6 people any standard double or triple room, and 12 people in a 5-person room
 - Visitors and guests can only enter the room with permission from all residents of the room no matter how long they are staying and permission can be revoked at any time by any resident of the room
 - Guests must be registered using the New Guest Registration Form in the SMCC app **prior** to their visit
 - Guests must be checked in using the Guest Check-In Form in the SMCC app each time they are visiting
 - All guests under 18 must have their Overnight Visitation: Parent/Guardian Consent Form submitted prior to their visit, each time they visit
 - Students are not able to host a guest for more than 3 days in any 14-day period, even if they are not staying overnight for each of those days. Multiple sign-ins of the same guest by different hosts to circumvent this policy are not permitted
 - Guests must not be currently banned from SMCC property, or the residence hall that they are visiting
 - Guests must adhere to all SMCC Residence Hall Policies and the SMCC Student Code of Conduct - hosts will be held responsible for any violations on the part of their guest if their guest is not an active SMCC student
 - Residents acknowledge that their guest may be asked to leave at any time by Residence Life staff
 - Guests are not permitted to be in possession of a resident's student ID card at any time

- **Roommate Agreements & Conflict:** Residence Life is committed to making residence hall living an enjoyable experience for all of our residents. When conflict between roommates, suitemates and/or neighbors occurs, staff may intervene and help parties come to an agreement. This type of intervention by staff may be informal or may involve creating a roommate/suitemate/neighbor agreement to which all parties agree. Any agreements created are binding and will be used to resolve future conflicts that may occur. It is important to fill out these forms carefully and thoughtfully. If and when the agreement proves ineffective, or in extreme cases, Residence Life Staff may move one or multiple residents from the room, such as in cases where:
 - One or multiple roommates is an aggressive party or actions are considered discriminatory. An aggressive roommate is one who acts or intends to harass, intimidate or humiliate
 - A violation of one or more person's rights has occurred
 - One or more roommates refuse(s) to participate in mediation, complete a roommate agreement, or adhere to an established roommate agreement
 - A violation of the Student Code of Conduct, or the Residence Hall Policies has occurred
 - One or multiple roommates is creating a unsafe or unhealthy room condition, as determined by Residence Life or Facilities staff
- **Cleanliness and Hygiene:** Student rooms shall be kept neat and clean by the occupants. Excessive clutter, intense smell, bugs, mold, other issues are considered unsafe, and issues that may damage the room will result in referral to the student conduct process. Excessive cans, bottles, or trash of any kind should not be kept in student rooms. Residents are responsible for disposing trash and recycling in the appropriate receptacles. Dumpsters are located outside of each residence hall for residents to dispose of trash and recycling bins are located on the ground floor of each residence hall. Students who are unable to access trash and recycling bins should notify a professional staff member who can assist in developing a plan to provide alternative arrangements for trash and recycling. Students will be billed for any damage or labor costs incurred and may face disciplinary action and/or termination of their Housing Agreement. If rooms are not left in their original condition when residents move out, residents will be billed for any damages or excess cleaning.
- **Pets:** A maximum of one ten-gallon tank housing non-aggressive fish (as defined by Residence Life Professional Staff) is permitted per student room. No other pets are permitted outside of trained Service Animals or Emotional Support Animals (ESAs) approved by and registered with Student Accessibility Services. The only animals allowed to accompany a student or guest are trained Service Animals. Emotional Support Animals registered appropriately are not permitted in common areas, and must be cared for as specified in the ESA Agreement.

- **Quiet and Courtesy Hours:** It is the goal of the Residence Life Program to maintain a successful academic environment for all students. Residents and guests are expected to be considerate of other students' need for quiet, as well as recognize that they are living in a community where some noise will be present. Residents are expected to be courteous with their noise levels at all times. They are not permitted to use musical instruments, play music, television, or video games at high volumes, host large gatherings, and/or make unreasonable noise within residence hall rooms. Failure to comply may result in disciplinary action. During quiet hours, the sound level should be such that if a door is closed, you cannot hear the sound two doors away in any direction, including those connected to the suite in question. We expect residents to learn to work with and compromise with each other. We encourage everyone to talk with their roommates, suitemates, or neighbors regarding noise levels before contacting an RA. Disciplinary action may be taken for repeated or egregious violations of the Quiet and Courtesy Hours policy. Quiet hours are as follows:
 - Sunday- Wednesday: 10:00pm-10:00am
 - Thursday-Saturday: 12:00am (midnight)-10:00am
 - Finals Week: Starting the weekend before finals week 24-Hour Quiet Hours are instituted to provide an academically supportive environment for students.
- **Decorations:** Residents are encouraged to decorate their rooms within reason and with extreme care. Painters tape and sticky tack are the most effective adhesives that are least likely to damage the paint. If damage occurs due to the use of any adhesive, damages will be assessed to the student(s) and they will be billed accordingly. Nails, tacks, glue, and scotch tape will damage the walls and result in charges. No holes should be made in walls of wardrobes or other furniture with nails or tacks or by any other means. No items should be hung from the ceiling. No postings, decorations, or signs of any kind may be displayed in any student room window. No resident or group of residents may install equipment, paint, or make alterations and/or repairs to a room or common area. If your room requires painting or repairs, you should report it to your RD. The outside of your room door is considered a public/common area. Posting of any material that may create a hostile environment and violate the SMCC sexual harassment policy and/or state or federal laws will be removed by staff and may be followed by disciplinary action.
- **Abandoned or Confiscated Items:** Items that are left behind after a student moves out are considered to be abandoned. Confiscated items are any prohibited items seized by the staff. Students may contact their Resident Director to collect items that are confiscated due to safety regulations. All abandoned items or confiscated items that are unclaimed will be donated or disposed of 30 days after move out. Any alcohol, drugs, or drug paraphernalia will be turned over to Security for disposal.
- **Hall Sports:** Any activity that has the potential to cause disruption, injury, or damage to people or property is considered a hall sport. All residents must refrain from hall sports (i.e. running, skipping, throwing items, golf, frisbee, wrestling, hockey, soccer, basketball, football, water fights, tennis, etc.). Such activities must be conducted outside, away from the building as permitted by the Student Code of Conduct.

SMCC Student Conduct

All SMCC students are required to adhere to the Maine Community College System Student Code of Conduct, which can be found on the mySMCC portal. Students found engaging in prohibited conduct will be reported to Residence Life Staff or to the Associate Dean of Students for adjudication. Students found to be responsible for violating a policy will be issued sanctions through the conduct process, as detailed in the Student Code of Conduct. Students who are dismissed from the residence halls will forfeit all room, meal plan and cable/internet fees and deposits and will not be allowed to return to SMCC residence hall property. Any appeals to sanctions must be filed in accordance with the policy and deadlines specified on sanction communications.

- **Alcohol Use**

- The possession, use, sale and/or distribution of alcoholic beverages and/or their containers by residence hall students in the residence halls and their surrounding property is prohibited. It is also prohibited for students to be under the influence of drugs or alcohol while on campus or at college sponsored events, regardless of age. This prohibition extends to any off-campus program or activity that is sponsored and supervised by College staff. The presence of any alcohol paraphernalia is considered a violation whether or not alcohol is present in the item. This includes alcohol bottles and cans, shot glasses, tapping equipment, bottle caps, boxes, crates, funnels, water pong tables, etc. Alcohol containers collected off-campus for recycling should be recycled off-campus and not brought to campus, as these too are a violation.
- Alcohol poisoning can be life threatening and is responsible for many deaths on college campuses each year. Students who have consumed alcohol away from the campus and return to the residence hall in an obviously intoxicated state may be required to seek medical attention. Parents and/or guardians may be involved if a student refuses or is unable to give consent for medical attention and, in the opinion of college staff, their safety is in question.

- **Smoking and Tobacco Use**

- The use, sale, distribution, or advertisement of tobacco is strictly prohibited on College property, including buildings, parking lots, grounds, and privately or publicly owned vehicles on those grounds. Tobacco includes but is not limited to any cigarette, cigar, other smoking tobacco, or any electronic smoking device that produces vapor of any kind, as well as smokeless tobacco, dip, chew or snuff in any form. Students who fail to comply will be referred for disciplinary action under the Student Code of Conduct.

- **Drug Use**

- Illegal drugs are not permitted in the residence halls, on residence hall grounds, or other campus property at any time. Use, possession, sale, distribution, being under the influence of, or being knowingly in the presence of illegal drugs will result in disciplinary action up to and including dismissal from the residence hall and/or referral for additional action under the Student Code of Conduct. Drug paraphernalia is not permitted in the residence halls and is considered evidence of illegal drug use.
- While Maine has enacted laws around medical and recreational cannabis, cannabis is still illegal according to the federal laws that allow SMCC to receive federal funds. As a result, all forms of cannabis (flower, edibles, waxes, tinctures, etc.) are prohibited on SMCC's campus, with or without a prescription. Cannabis paraphernalia, including bong, pipes, vapes, grinders, lighters, and rolling materials, is considered evidence of cannabis use and is not permitted.
- Prescription drugs may only be in the possession of the person for whom they are prescribed. Possession of prescription drugs by someone other than the prescribed person is also considered illegal drug possession and considered evidence of illegal drug use. All medications, both over the counter and prescribed, must be in their original, properly labeled containers. Possession of unidentifiable medications or medications for which an appropriate container is not present are considered evidence of illegal drug use.
- The College strictly enforces this policy to prevent illegal, inappropriate, and potentially harmful drug use in the residence halls. A first offense may result in immediate dismissal from the residence hall. SMCC reserves the right to restrict the possession or use of any substance, whether legal or illegal, whose use may adversely impact a student's health or academic performance or whose effects include behavioral changes that may negatively impact the community. Students who overdose on over the counter or prescription drugs may face disciplinary action for the disruption that these events cause to the community.

- **Sexual Assault**

- Any behavior that constitutes a sexual assault under the College's Code of Conduct will subject the offender to disciplinary action, up to and including dismissal, whether or not criminal charges are filed and without regard to whether the conduct occurred on or off campus. In addition, sexual assault, rape, and other sexual offenses are illegal under Maine criminal statutes and may be separately prosecuted in a court of law. The College can refer victims of sexual offenses to counseling support and police assistance, if desired. Care and consideration of the victim's wishes will be taken into account throughout the intervention process. Individuals who feel that they are victims of any sexual offense are urged to file a complaint with the South Portland or Brunswick Police and the Office of Student Life. Reports made to Security are shared with the Office of Student Life for disciplinary review or action. For further information about the disciplinary system, contact the Dean of Students or the Associate Dean of Students. The College will consider requests for changes in academic accommodations and work with victims to reach a reasonable solution. The College will consider requests for changes in on-campus living accommodations on a space available basis.

- **Harassment and Intimidation**

- Harassment of any kind, whether physical, verbal, or sexual, is prohibited. Any resident who intentionally, knowingly, or recklessly causes bodily injury or offensive physical contact to another resident, or who threatens another student with injury, will be subject to sanctions up to and including dismissal from the residence halls.
- The College recognizes the dignity and right of individuals to work, learn, play, and live in an environment which is free of substantial unlawful interference. Any course of conduct with the intent to harass, torment or threaten another person – by any means, including electronically – will be considered a serious violation of both the Residence Hall Agreement and the Student Code of Conduct and will be dealt with accordingly.
- Sexual harassment of students or employees of the College is a violation not only of College policy but of state and federal laws. Freedom from sexual harassment is an individual right which will be safeguarded by the College. Sexual harassment includes sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits,
 - Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
 - Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive employment, educational, or living environment; and
 - Such conduct or behavior was known by the actor to be unwelcome, harmful or offensive; or
 - A person of reasonable sensibilities would have clearly understood that the behavior or conduct was unwelcome, harmful or offensive. Incidents of sexual harassment should be reported immediately to Associate Dean of Students, who will immediately contact SMCC's Affirmative Action Officer to initiate an investigation. If you have any questions concerning the policy, please contact the Dean of Students.

- **Vandalism**

- Students caught committing an act of vandalism will face charges under the Residence Hall Agreement and/or the Student Code of Conduct. Sanctions for vandalism will include, but are not limited to a \$250 fine, in addition to mandatory restitution charges to cover labor and materials costs to repair the damage, and may include housing termination.

- **Pranks**

- Pranks are considered a serious offense to community living. Individual or group activities that result in disturbances or distress to others, or that can cause damage or destruction to property, are prohibited. Using or attempting to use College property in a manner inconsistent with its designated purpose is also prohibited.

- **Computer and Network Use Policy**

- The computer use policy in the Compass Student Handbook will be enforced in the residence halls. If your computer or gaming system is used to illegally upload, download, copy, or otherwise share copyrighted music, videos, or other protected materials, you can be liable for copyright violations. If lawful copyright holders subpoena the College to identify your name and address in order to match the IP address they have for you, the College is required by law to provide that and related information to the extent of our capability. By law, the College must first notify any student that it has received such a subpoena but, unless the court orders the College not to disclose your identity, the College must disclose that information. The College does not routinely monitor the College network for content and does not generate warnings. Each student is responsible for their own use of the network and is personally liable for any copyright violations. Likewise, any student who receives a pre-litigation settlement letter is personally responsible for responding. Students who receive such letters are encouraged to seek legal counsel immediately before taking any action.

- **Gambling**

- A state of Maine statute prohibits anyone other than players involved in a game of chance from profiting from that game. Students discovered to be involved in illegal gambling will be documented and disciplinary action will be taken.

- **Solicitation**

- Sales of all material such as newspapers, other printed matter, insurance, foodstuffs, and all other articles are prohibited without the express written permission of designated college administrators. Some exceptions to this policy are made periodically for recognized organizations and resident students. Permission, when granted, is for designated areas within the College and is subject to restrictions imposed by the approving officials. If you encounter solicitors going door to door in the halls, please contact the Spring Point Student Life Help Desk, Student Life, or SMCC Security.

- **Clery Act**

- In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, Southern Maine Community College distributes an annual security report to all current faculty, staff, and students and notice of its availability to prospective students, faculty, and staff. To read the report, visit <http://www.smccme.edu/student-life/campus-safety-and-security/clery-report/clery-report.html>

Non-Discrimination Statement

Southern Maine Community College does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation and/or preference, disability, age or marital, parental or veteran's status in its programs and activities. Inquiries about the college's compliance with, and policies that prohibit discrimination on these bases can be found at <https://www.smccme.edu/non-discrimination-policy/>

Emergency Information

For medical emergencies, serious threats, or dangerous situations, dial 911. For non-life threatening emergencies call Security at 207-741-5553 as soon as the emergency occurs.

The College sends emergency alerts, including where and when to move your vehicle to avoid towing in snow storms, via email and text message to students. You can sign up or change your number for SMCC emergency text alerts at My Maine Guide, partway down the page. You can update your contact information with SMCC using the Personal Information Change Form.