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Disclaimer: Updates may be made to this handbook and uploaded online. The online handbook will take precedence over the print version of this handbook.
Welcome to Residence Life

Residence Life Mission

Colorado School of Mines (Mines) Department of Residence Life is dedicated to student success through a superior living and learning experience that recognizes the unique challenges and opportunities our students face in their Oredigger experience. Our staff is committed to providing intentional learning through quality services and facilities, student support, as well as a safe, secure, and academically focused environment. We believe campus living, in collaboration with the Mines community, fosters personal growth and development, encouraging students to become critical thinkers and civically engaged leaders in a diverse global community.

Residence Life Staff

Mines life is more than academics. It’s about having new experiences; it’s about discovering new educational and social opportunities; and it’s about stepping out on your own as an adult. It’s as much about the way you live as the classes you take. Living on campus will help you make the most of your Mines experience. As a part of the Division of Student Life, the Department of Residence Life plays an integral role in our students’ education and development. We support the Colorado School of Mines mission by providing services, policies and programs that enhance academic and social experiences in a safe, friendly and challenging residential community. We feel that campus living combines the essential elements for a successful college experience. All residents are stewards of our residential communities and are encouraged to take responsibility for their success. There’s a growing sense of shared community in our residence halls, a sense of living, learning, respect of each other and of commitment to the community. We’d like you to be a part of that!

Please join us!

Sincerely,

Mary Elliott
Director of Housing & Residence Life
303-384-5522

Max Wright
Associate Director of Residence Life (Facilities)
303-273-3982

Jackie Garramone
Assistant Director of Occupancy Management
303-273-3928

Sarah Friswold-Atwood
Associate Director of Residence Life (Residential Education)
303-273-5529

Samantha Hille
Housing Operations Coordinator
303-869-5528

Bryttani Watson
Residence Life Coordinator
Weaver Towers & Elm Hall
303-869-5531

Nick Dokkin
Residence Life Coordinator
Maple Hall & Aspen Hall
303-273-3276

Samantha Ralston
Residence Life Coordinator
Mines Park Apartments
303-273-3922

Amy Hoppes
Administrative Coordinator
303-273-3181

Danny Young
Residence Life Coordinator
Traditional Halls
303-273-3995

Debi Pretz
Administrative Coordinator
303-273-2576
Residence Life Staff Descriptions

Residence Life is very proud to have assembled a staff of talented and committed students and professionals to develop and maintain a great campus environment for you.

**Administrative Coordinators** are professional staff members that ensure that the buildings and department operate efficiently. They are a resource for students and parents to call if there are questions or concerns about anything in residential community facilities.

**Desk Assistants (DAs)** are student staff members who operate the front desk in Weaver Towers, Traditional Halls, Aspen, Elm and Maple Halls, as well as the Mines Park Main Housing Office. They are responsible for greeting visitors, receiving and processing mail and other deliveries, checking out building equipment (vacuum cleaners, games, irons and ironing boards, etc.), issuing extra room keys, and generally maintaining order in the lobby of each building.

**Lead Desk Assistants (LDAs)** are paraprofessional student staff members that work in the residence halls while attending school full time. They are responsible for the day to day supervision of the Desk Assistant staff and operations of the Halls to which they are assigned, including providing support services directly to students and administrative staff.

**Residence Life Coordinators (RLCs)** are professional, live-in staff members with education and experience that makes them specialists in the college student experience. They work within the Department of Residence Life and oversee the day-to-day operations, supervision of staff, and student activities of the residence halls and apartments.

**Community Directors (CDs)** are paraprofessional student staff members that live and work in the residence halls or apartments, respectively, while attending school full time. They are responsible for the day to day operations of the halls and apartments to which they are assigned, including providing support services directly to students, supervising Resident Advisors (RAs), overseeing all educational, social, and operational activities.

**Resident Advisors (RAs)** are full-time students who live in the residence halls or apartments, respectively, and are responsible for a particular community of residents. They provide support, act as a resource for students, coordinate social and educational programs, and work with one another as a staff to enforce Mines policy within the campus community.

**Terms Used:**
- **Residence Halls:** Defined as Morgan, Thomas, Bradford, Randall, Aspen, Maple, Elm, and Weaver Towers
- **Apartment Housing:** Defined as apartments at Mines Park (both single and family housing).
- **Residential Community:** Inclusive of both residence halls and apartment housing
- **First-year students:** All first-time, undergraduate students at Mines.
- **Full-time status:** For the purpose of this policy and the residence hall contract, full-time status is 12 or more credit hours per semester.
## Important Dates: 2019-2020

### Fall Semester 2019

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mines Park – New residents move in</td>
<td>August 1</td>
</tr>
<tr>
<td>Residence halls open:</td>
<td></td>
</tr>
<tr>
<td>TLC &amp; International</td>
<td></td>
</tr>
<tr>
<td>Remainder of students</td>
<td></td>
</tr>
<tr>
<td>Classes start</td>
<td>August 19</td>
</tr>
<tr>
<td>Last day to change meal plan</td>
<td>August 26 - 8:00 a.m.</td>
</tr>
<tr>
<td>Census Day</td>
<td>September 4</td>
</tr>
<tr>
<td>Fall Break</td>
<td>October 14-15</td>
</tr>
<tr>
<td>Last day to withdraw – All</td>
<td>November 15</td>
</tr>
<tr>
<td>students</td>
<td></td>
</tr>
<tr>
<td>Priority registration for spring semester</td>
<td>November 11-15</td>
</tr>
<tr>
<td>No Classes- Thanksgiving</td>
<td>November 27 – 29</td>
</tr>
<tr>
<td>Holiday</td>
<td></td>
</tr>
<tr>
<td>Classes End</td>
<td>December 5</td>
</tr>
<tr>
<td>Prep Week- No exams</td>
<td>December 2-5</td>
</tr>
<tr>
<td>Prep Day- No academic activities</td>
<td>December 7</td>
</tr>
<tr>
<td>Final exams</td>
<td>December 6, 9-12</td>
</tr>
<tr>
<td>Semester ends</td>
<td>December 13</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 13</td>
</tr>
<tr>
<td>Last day to vacate Mines Park for graduates</td>
<td>December 13</td>
</tr>
<tr>
<td>Final grades due</td>
<td>December 16</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Dec. 16-Jan. 7</td>
</tr>
<tr>
<td>Residence halls close</td>
<td>December 13 @ noon</td>
</tr>
</tbody>
</table>

### Spring Semester 2020

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence halls open</td>
<td>January 5 @ noon</td>
</tr>
<tr>
<td>New residents can move into</td>
<td></td>
</tr>
<tr>
<td>Mines Park</td>
<td>January 2</td>
</tr>
<tr>
<td>Classes start</td>
<td>January 7</td>
</tr>
<tr>
<td>No class – MLK Jr. Day</td>
<td>January 20</td>
</tr>
<tr>
<td>Census Day</td>
<td>January 22</td>
</tr>
<tr>
<td>No class – President’s Day</td>
<td>February 17-18</td>
</tr>
<tr>
<td>Renewals for Mines Park</td>
<td>February 1</td>
</tr>
<tr>
<td>Application for non-first-year Housing Open</td>
<td>February 1-3</td>
</tr>
<tr>
<td>Application for new Mines Park residents open</td>
<td>March 1-3</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mar. 21-29</td>
</tr>
<tr>
<td>Priority registration</td>
<td>March 30-April 3</td>
</tr>
<tr>
<td>Field/Summer/Fall</td>
<td></td>
</tr>
<tr>
<td>Last day to withdraw</td>
<td>April 10</td>
</tr>
<tr>
<td>(Continuing and grad)</td>
<td></td>
</tr>
<tr>
<td>E-Days</td>
<td>April 17-19</td>
</tr>
<tr>
<td>Classes end</td>
<td>April 29</td>
</tr>
<tr>
<td>Prep Week – No exams</td>
<td>April 27-30</td>
</tr>
<tr>
<td>Prep Day- No academic activities</td>
<td>April 30</td>
</tr>
<tr>
<td>Final exams</td>
<td>May 1, 4-7</td>
</tr>
<tr>
<td>Semester ends</td>
<td>May 8</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 7 - Grad</td>
</tr>
<tr>
<td></td>
<td>May 8 - Undergrad</td>
</tr>
<tr>
<td>Final grades due</td>
<td>May 11</td>
</tr>
<tr>
<td>Residence halls close</td>
<td>May 8 @ noon</td>
</tr>
<tr>
<td>Last Day to vacate Mines Park</td>
<td>May 31</td>
</tr>
<tr>
<td>(if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

### Summer Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer I Move-In at Weaver Towers</td>
<td>May 10</td>
</tr>
<tr>
<td>Summer I starts (6-week session)</td>
<td>May 11</td>
</tr>
<tr>
<td>Summer I census</td>
<td>May 21</td>
</tr>
<tr>
<td>Memorial Day-No classes</td>
<td>May 25</td>
</tr>
<tr>
<td>Summer I Last withdrawal</td>
<td>June 5</td>
</tr>
<tr>
<td>Summer I ends – Summer I Move-Out</td>
<td>June 19</td>
</tr>
<tr>
<td>Summer II Move-In at Weaver Towers</td>
<td>June 21</td>
</tr>
<tr>
<td>Summer II starts (6-week session)</td>
<td>June 22</td>
</tr>
<tr>
<td>Summer II census</td>
<td>June 26</td>
</tr>
<tr>
<td>Independence Day (campus closed)</td>
<td>July 4</td>
</tr>
<tr>
<td>Summer II last withdrawal</td>
<td>July 17</td>
</tr>
<tr>
<td>Summer II ends – All Residents Move-Out</td>
<td>July 31</td>
</tr>
</tbody>
</table>
Campus Living Information

Campus Living Addresses

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>NAME</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLORADO SCHOOL OF MINES</td>
<td>Residence Hall, Room Number</td>
<td>1301 19th Street GOLDEN, COLORADO 80401</td>
</tr>
<tr>
<td>MINES PARK-Infinity Circle</td>
<td>BUILDING#_______ INFINITY CIRCLE – UNIT#________</td>
<td>GOLDEN, COLORADO 80401</td>
</tr>
<tr>
<td>MINES PARK-19th Street</td>
<td>NAME</td>
<td>BUILDING#_______ 19th St. – UNIT#________</td>
</tr>
<tr>
<td>MINES PARK-Family Housing</td>
<td>NAME</td>
<td>BUILDING#_______ Digger Drive – UNIT#________</td>
</tr>
</tbody>
</table>

Residential Community Amenities

Internet Connection
Both wired and wireless network connections are provided in residential communities as part of the room rate. Students register online to receive a Mines IP address for their computers, and ethernet cables may be checked out from the front desk of the residence hall or Mines Park Office. Additionally, wireless is available in residence hall rooms and lounges, as well as the library, Student Center, and academic buildings. Students are encouraged to protect all electrical appliances and computer equipment through a quality power surge protection system.

Personal routers or wireless printers are not allowed as they reduce the overall quality of the wireless network. If you think your neighbor has a personal router, please let us know! Information & Technology Solutions (I&TS) (formally CCIT) can be reached at 303-273-3431 or at helpdesk@mines.edu.

Phone Service
Landline phones are not provided in resident rooms. Courtesy phones are available in hallways and lounges in residence halls for local, toll-free, and 911 calls.

Items for Checkout
Items are available for checkout from the residence hall front desks, located in the Perez Lounge between Bradford and Thomas Hall, at the main entrance to Weaver Towers, Elm Hall, Mines Park Office, and, Maple Hall. A variety of items for check-out including, but not limited to, vacuum cleaners, cleaning supplies, tools, games, athletic equipment, and ethernet cords. The desks also provide trash bags (as supplies last).

Lock-Outs
In the case that you lock yourself out of your apartment or room, please follow these procedures:

- During normal business hours (M-F 8:00 AM - 5:00 PM, Saturday and Sunday 10:00 AM – 5:00 PM), stop by your respective hall desk or the Mines Park Office for assistance.
- After hours and on weekends, contact the Resident Advisor on-call or Mines Police (303-273-3333). The first two lock-outs per semester are complementary. Additional lock-outs will incur a $20 fee per lock-out.
**Maintenance Requests**

- For non-emergencies (i.e., running toilet, furniture repair, garbage disposal broken, etc.) a work order should be completed online using Famis on Trailhead. Please follow the steps in completing the work order, and be as descriptive as possible.
- For emergencies (i.e., overflowing toilet, full-room power outage, damaged door/window, heat out during cold weather, etc.) requiring immediate assistance from 8:00 AM to 5:00 PM, contact your respective front desk/Mines Park Community Center. For after-hours assistance, including weekends, please call your RA on-duty. For emergencies that could result in loss of life or property please contact Mines Police at (303) 273-3333 or dial 911 before also calling your RA on-duty.

**Apartment Housing Specific Set-up/Check-In Process**

**Checking In**

Obtain the keys to your new apartment from the Mines Park Office. Prior to moving in, carefully walk through the apartment. Note condition of each item on condition form. You may be charged for any pre-move-in damages not indicated on the condition form. Return the completed Condition Form and Request for Third Party Notification to the Apartment Office. The Post Office requests that you check your mailbox at least once a week. There will be a form to fill out in your mailbox. Please fill this form out, and place the name(s) of all people in the unit in the mailbox. The Post Office will not deliver mail until both of these steps are completed.

**Utilities**

Water is included in your rent and you will not receive a bill for this. You are responsible for electricity and gas. Call XCEL Energy at 1-800-895-4999 and provide your information so the utilities will be transferred to you on your move in date.

**Community Centers**

Mines Park has two community centers. Both buildings have laundry facilities, a TV lounge, and community-use areas. Only Community Center #1 can be reserved for private use (see the Mines Park Office concerning reservation).

<table>
<thead>
<tr>
<th>Community Center #1</th>
<th>Community Center #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1901 Tangent Way</td>
<td>2001 Infinity Circle</td>
</tr>
</tbody>
</table>

**Rent**

Rent will be posted to your student account the first business day of every month. Late fees will be assessed after 5pm on the 5th day of the month. Rent can be paid by two methods: 1) At the Cashier office in the Student Center by cash or check. 2) Online through the Trailhead/CashNet system by electronic check, account transfer, or credit card*. Payments made online cannot be specified for rent and will be applied to any outstanding balance. All credit card transactions will be charged a 2.75% service fee.

**Housing Sign-Up Process: Residence Halls and Apartment Housing**

If you are interested in living on campus for next year in the residence halls, you need to apply during our housing sign-up process. Specific directions for the sign-up process will come out in January 2020. Pay attention to emails, signs around the residence halls and other notices so you know when the process starts. To apply, follow the steps below:

1) Log into Trailhead.
2) Click on Campus Life.
3) Scroll down to the "Housing and Residence Life" section, and choose the first item on the list named Housing Application.
4) You will be directed to the "Students Home" page. Choose Application in the top left corner of the page.
5) Select **Residence Life Academic Year** or **Apartment Housing Year** and click **Save** and **Continue**.
Mines Dining

Dining Locations and Hours of Operation
Please refer to the Mines Dining website, https://minesdining.sodexomyway.com/ for further details. All hours of operation are subject to change.

Mines Market (Located in Elm Hall):
Monday – Thursday: 7:00 AM – 10:00 PM
Friday: 7:00 AM – 8:00 PM
Saturday & Sunday: 9:00 AM – 8:00 PM

Periodic Table Food Court (Located in the Ben Parker Student Center):
Starbucks
Monday – Friday: 7:30 AM – 11:30 PM
Saturday & Sunday: 10:00 AM - 11:30 PM

Elements Convenience Store
Monday – Thursday: 9:00 AM – 10:00 PM
Friday: 9:00 AM - 4:00 PM
Saturday: 11:00 AM – 5:00 PM
Sunday: 11:00 AM – 10:00 PM

WOW Café
Monday – Thursday: 10:30 AM – 9:00 PM
Friday: 10:30 AM - 7:00 PM
Saturday – Sunday: 11:00 AM – 7:00 PM

Habaneros
Monday – Thursday: 7:45 AM – 5:30 PM
Friday: 7:45 AM – 3:00 PM
Saturday and Sunday: Closed

Blaster’s Brew (Located in Brown Hall):
Monday - Friday: 7:15 AM - 3:00 PM
Saturday & Sunday: Closed

Sub Connection (Located in the Student Recreation Center):
Monday - Friday: 7:15 AM – 3:00 PM
Saturday & Sunday: Closed

Einstein Bros. Bagel (Located in the Center for Technology and Learning Media building):
Monday - Thursday: 7:15 AM – 3:00 PM
Friday: 7:15 AM – 2:00 PM
Saturday & Sunday: Closed
Dining on Campus

Residence hall students are required to take a meal plan as part of their room and board contract. The following is a brief explanation of the meal plan options available to the students. Munch Money can be used at any of the dining retail locations, or to purchase a guest meal at Mines Market.

- There are four meal periods – breakfast, lunch, dinner and late night.
- Several meal plans are available to residence hall students, each of which provides a specified number of meals per week, as well as a specified amount of Munch Money per semester.
- Off-campus meal plans are available for students not residing in the residence halls.
- A meal “swipe” can be used for an all-you-care-to-eat meal at Mines Market for the cardholder only.
- Unlimited seconds are offered on all food except on special entree nights. On these nights an alternative will be available for the second helping. Please take only one serving when going through the various lines, and feel free to come back for unlimited seconds.
- All food served in Mines Market must be consumed at Mines Market, unless otherwise specified. Consult with Mines Dining Service staff before preparing any food items for removal from Mines Market. Desserts and small fruit items are frequently permitted, but this is not guaranteed and subject to change at any time for any reason.
- The Granite and Bronze meal plans allow you to use up to 5 of the 10 meals per week as a “meal exchange.” Meal exchanges are accepted at Einstein Bros. Bagels, Sub Connection, WOW Café and Habaneros for a pre-determined meal deal and are for the cardholder only.
- Meal plans are not transferable, and violations will result in disciplinary action, which could include forfeiture of the meal pass.
- If you have constructive criticism or suggestions for improving the food service, please bring them to the attention of Mines Dining, or a Residence Life staff member.
- Your BlasterCard is needed for admission to Mines Market and to use your Munch Money at other locations on campus. If lost or damaged beyond repair, a new card must be purchased immediately from the BlasterCard Office. You must have your ID when you enter the Mines Market.
On-Campus Services

Mines Police Department

Address: 1922 Jones Road
Phone: 303-273-3333 (Administrative office hours)
Administrative office hours: Monday - Friday 8:00 AM – noon; 1:00 PM - 4:00 PM
After hours: An on-duty Mines Police Officer can be reached by calling (303) 273-3333 and touching option 5 or by calling JeffCom 911 Dispatch at (303) 980-7300 or 911
Website: https://www.mines.edu/campus-safety/.

Description: Mines Department of Public Safety-Police Department is comprised of duly sworn full-time law enforcement professionals, and one full time civilian employee. The police officers employed by the Department are highly trained with some of the most prestigious programs in the nation. The training requirements are consistent or exceed the requirements outlined by the Colorado Peace Officer Standards and Training (P.O.S.T.) Board and the Colorado Revised Statutes. The Department ensures a high degree of proficiency and maintains the highest standards in law enforcement.

The Department approach is driven by a community policing philosophy that prides itself on being very accessible, visible, and strives to deliver high quality service to the Mines community. In addition, the Department handles all calls for service, to include investigating all traffic and criminal matters on the Mines campus. In addition, we maintain strong working relationships with our law enforcement partners, to include, but not limited to: The Golden Police Department, Jefferson County Sherriff’s Office, Colorado State Patrol, Colorado Bureau of Investigation, as well as numerous federal agencies. The Department knows and understands the unique requirements in serving and protecting a college population and looks forward to serving you.

All of our Officers are in direct radio communication with central Jefferson County Communications Center. If at any time you have a need for assistance, you may approach any of officer, and, if for some reason we cannot assist you, we will be able to contact someone who can. We provide assistance with lock-outs, bicycle registration, and jump starts. Our staff is dedicated to making your time at the Colorado School of Mines a safe and pleasant experience.

W. Lloyd Wright Wellness Center

Address: 1770 Elm Street, 303-273-3381
Hours: Monday - Friday: 8:00 AM - 5:00 PM

Description: The W. Lloyd Wright Wellness Center houses all offices related to student wellness. The second floor includes student disability services, a dental clinic, and mental health counseling services. The first floor, Student Health Center provides primary health care for currently enrolled Mines students who have paid the health services fee.

The Health Center is staffed by primary care nurse practitioners, psychiatric nurse practitioner, and registered nurses during normal business hours and a physician is on campus 4 hours per week. Physician consultation is available by phone after hours at 303-278-4600. You must identify yourself as a Mines student. In case of an emergency, the nearest Emergency Room for urgent or emergency care is Centura Health Emergency & Urgent Care at 760 Warner Drive, Golden and Exempla Lutheran Medical Center at 8300 W. 38th St.

The Student Health Center Dental Clinic offers services which will meet the dental needs of most students. Service is by appointment only and there is a charge for the care. Fees can be up to 50 % less than customary dental fees. See the Mines Student Health Center Website (http://healthcenter.mines.edu/) for more information.
The Counseling Center is staffed by licensed and experienced mental health professionals skilled in handling a variety of presenting concerns. Services are designed to assist students in resolving issues that interfere with their ability to successfully navigate their Mines journey. Services are confidential, voluntary and covered by student fees. Students are connected to services based on their goals and needs. Such service options include short term individual therapy, skills-based workshops or groups, online therapeutic assistance, and single-session consultations. Care coordination services are also available when more specialized or longer-term treatment is needed. Please visit our website for more information: https://www.mines.edu/counseling-center/.

Colorado School of Mines is committed to providing equal access to University courses, programs, and activities for students with a disability. In compliance with the Americans with Disabilities Act of 2008 (ADA) and Section 504 of the Rehabilitation Act of 1973, Disability Support Services staff work with undergraduate, graduate, and professional students to manage the impact of their disability on learning and living at Mines. To request disability accommodations or to learn more, please visit: https://www.mines.edu/disability-support-services/.

Ben Parker Student Center
Address: 1200 16th Street
Hours: Monday - Saturday: 8:00 AM - 11:30 pm; Sunday: 10:00 AM - 11:30 PM
Website: https://www.mines.edu/student-center/?CMSPAGE=SC-home.

Description: The Student Center provides a space for Mines students, faculty, and staff to interact with others, relax, study, and have fun. The Center contains The Periodic Table, a food court with lots of options, meeting rooms and ballrooms available for use by Mines student organizations with prior arrangement through Campus Events.

The following offices are located in the Student Center: Mines Bookstore, Bursar & Cashier, Career Center, Financial Aid, Mines Internet Radio, International Programs, Oredigger Office, Student Activities, Involvement, and Leadership, USG, Catering, Registrar, Campus Events, BlasterCard, and Student Life.

Center for Academic Services and Advising (CASA)
Address: 1225 17th Street
Office Hours: Monday - Friday: 8:00 AM – 5:00 PM
Study Hall Hours: Monday - Sunday: 6:30 AM – 2:00 PM
Website: http://casa.mines.edu

Description: The Center for Academic Services and Advising (CASA) is the home for first and second-year academic advising. Tutoring, Core Review Sessions, and academic coaching are also provided as part of CASA. Faculty hold office hours in CASA and can be found leading group review sessions in the CASA Study Hall, which is an excellent place to study. Stop by to see us today!

Starzer Welcome Center
Address: 1812 Illinois Street
Hours: Monday – Friday 8:00 AM – 5:00 PM

Description: The Starzer Welcome Center is the starting point for all campus tours and home to Admissions, where you can find the information you need to begin your Mines journey. The Mines Alumni Association and Mines Foundation offices are also located in the building, and graduates are always welcome to stop by and learn about their benefits, share what they have been up to since graduation.
New Student & Transition Services (NeST)

Address: 1795 Elm Street
Hours: Monday – Friday 8:00 AM – 5:00 PM
Website: https://www.mines.edu/residence-life/new-students/

Description: New Student & Transition Services (NeST) assists all new and incoming students with their transitions to Mines. NeST provides programming such as Launch orientation, Oredigger Camp, Fall Kick Off, and the common read program. NeST also coordinates the First-Year Success Seminar (CSM101) and the Transfer Student Success Seminar (CSM201). Transfer students are encouraged to join the Transfer Student Organization (TSO) which this department supports.
Community Standards and Policies

Alcohol and Drugs

The Department of Residence Life takes seriously the illegal use and abuse of alcohol and chemical substances. This includes the alcohol use by individuals either under the legal age or in an inappropriate manner, illegal drug use, including marijuana** and inappropriate use of prescription medications. As an educational institution, we place a great deal of responsibility on students who are of legal age to make responsible decisions about alcohol consumption. College students also have a great deal of independence; however, with independence comes responsibility.

The responsible student will:

- Make an informed decision about alcohol consumption.
- Know, understand, and conform to federal, state, and local laws, and adhere to Mines policies regarding alcohol and/or other drug use.
- Assume accountability for one’s behavior and accept the consequences for all actions.
- Assume accountability for one’s guests and accept the consequences for all actions.
- Not make alcohol and/or other drugs the main focus in their activities. Utilizing alcohol and/or other drugs just to consume or get intoxicated is not responsible use.
- Not pressure other students to utilize alcohol and/or other drugs, whether directly or indirectly.
- Not pressure other students to engage in sexual activity when either or both of them have utilized alcohol and/or other drugs.
- Not behave in a way that is disruptive or otherwise harmful to self or others including times when this behavior is related to alcohol and/or other drug use.
- Show care and concern for students who use alcohol or drugs in a manner damaging to themselves or the community, and refer students to the Department of Residence Life, Student Life Office, Counseling Service, or any faculty or staff member for additional assistance.

Only students living in the Mines Park Apartments and who have attained the legal drinking age of 21 years may possess or consume alcoholic beverages. Peer pressure to use alcohol will not be tolerated. When in possession of or utilizing alcohol, no students under the legal drinking age may be present; in this situation, all students present are at risk of violating the alcohol policy. Residence Life staff has discretion to determine what constitutes responsible personal use by persons of legal drinking age.

Students should note that the possession of alcoholic beverage containers, either full or empty, may be taken as a presumption of use and possession, and as such, may be considered policy violations. Students may also be held accountable for policy violations, even if they do not have actual possession of alcohol, when they are present at alcohol-related events; commit other policy violations while intoxicated; or are in possession of alcohol or illegal substances.

**It is illegal to possess, store, or utilize marijuana on Mines’ premises as Mines is a Federally-funded institution – even if the student possesses a Red Card (medical marijuana identification). It is a felony to provide marijuana to an underage individual in the State of Colorado. More information can be found on Article V, Section 13 of the Colorado School of Mines Student Code of Conduct (http://inside.mines.edu/UserFiles/File/studentLife/STU_Mines_Student_Code_of_Conduct(19August2016).pdf).
Policies Regarding Alcohol and other Drugs

Alcohol is prohibited in the residence halls, regardless of the age of the person in possession.

Alcohol use in the Mines Park Apartments is acceptable only for persons age 21 and over. All roommates must be 21 years of age or older in order to possess and consume alcohol in apartment communal areas (i.e., living room and kitchen). If at least one roommate or guest is not 21 years of age, then those residents who are 21 years of age or older must keep their alcohol in their respective private living quarters (i.e., bedroom). All Mines Park residents are expected to be respectful of their community.

The unauthorized sale, use, manufacture, distribution, or possession of any controlled substance, illegal drugs including marijuana, or drug paraphernalia of any nature is expressly forbidden in the buildings or grounds of Colorado School of Mines. The Residence Life Handbook and Mines Student Code of Conduct broadly identifies prohibited behavior with respect to alcohol and other drugs possession and/or use. Specific interpretations and policy situations with respect to the policy include the following:

- Underage consumption and/or intoxication are prohibited in and around the residence halls and Mines Park Apartments.
- Being in a room or apartment where alcohol is being consumed, even if the underage student is not consuming it themselves.
- Possession of drug and alcohol paraphernalia in the residence halls.
  - Alcohol paraphernalia includes, but is not limited to: empty cans or bottles, boxes with alcohol logos, shot glasses. These items are permitted in Mines Park as long as they belong to a resident who is of legal drinking age unless evidence of excessive flagrant alcohol usage.
  - Drug paraphernalia includes, but is not limited to: any item used to smoke or inject drugs not prescribed to the individual into the body. These items do not have to be purchased containing illegal drugs to be considered paraphernalia.
- Hosting individuals in a room or apartment where alcohol is present.
- Providing alcoholic beverages or other drugs to individuals that are under the legal age.
- Possession, production, or actively seeking to obtain, a fictitious or fraudulent ID.
- Possession of a keg, common source, or large quantities of an alcoholic beverage-regardless of age.
- The misuse or unauthorized distribution or possession of prescription medication.
- Disruptive behavior as a result of the consumption of alcohol or other drugs. Disruptive behavior includes, but is not limited to, persons who are abusive, disorderly, destructive, combative, loss of bodily functions, or a person’s actions that result in the destruction of property belonging to another student, Mines, the City of Golden or other public space, or privately-owned property.
- Disorderly conduct, including but not limited to: failure to comply with college or law enforcement official (i.e., refusal to open a room door, refusal to produce identification, giving false or misleading information, or failing to complete a disciplinary sanction), arrest for public intoxication, acute, emergency medical care.
- The possession of a Medical Marijuana Registry identification is governed by the Colorado School of Mines Illegal Drugs Policy. Any student who has obtained a Medical Marijuana Registry identification must meet with the Dean of Students to discuss expectations and to provide appropriate documentation demonstrating the student has been legally cleared to possess a card. The use and storage of medical marijuana is prohibited on campus.

**Mines staff members have the ability to seek medical or police assistance when engaging with any incident where alcohol or other drugs may be associated. Mines is not responsible for any accrued financial costs such as emergency room care, EMT care, detox facility costs, or any criminal fines or legal fees.

Alcohol and alcohol-related violations include, but are not limited to, the following examples:

- A Residence Life staff member confront students in a residence hall room or apartment that is excessively noisy and finds students who are drinking. If any of them are underage, it is a clear alcohol violation.
- Public intoxication (staggering, slurring of words, vomiting, loss of bodily fluids, etc.).
- Permitting others (students or guests) to use assigned living quarters to consume alcohol in violation of the alcohol policy.
- There is vandalism or damage done to property or other people by a student who evidences alcohol use.
- A student harasses or is abusive to other students or college authorities and there is evidence of alcohol use.
- Promotion of events where alcohol is the primary focus.
- A staff member is present in any area of the residence halls and notices alcohol containers or paraphernalia, regardless if alcohol consumption has taken place.
- Use of false identification in order to consume alcohol and avoid detection by staff or security, or failure to provide identification when requested by a college official.

**Behavior Expectations**

Students are expected to exhibit appropriate behavior within the community of the residence hall and Mines Park. Inappropriate behavior includes any activity that disrupts, endangers, or interferes with the educational environment of the residence hall community. Residence Life staff have discretion to determine what constitutes inappropriate behavior.

**Bikes**

It is a resident’s responsibility to register their bike(s) through Mines Police.

There are a limited number of bike storage space and/or lockers available on a lottery assignment basis in certain residence halls. Consult Weaver Towers Front Desk (Weaver Towers), Elm Hall Front Desk (Elm Residents), Traditional Hall Front Desk (Trads) or Maple Hall Front Desk (Maple and Aspen Hall residents) for details. Students may store their bikes in their apartments or rooms as long as they are not dirty, do not cause a fire hazard, and do not inconvenience other residents. Hanging bikes from the ceiling or fire sprinkler pipes is prohibited. The only proper place to store a bike is a bike rack, assigned locker, or bedroom. Do not lock bikes to trees, signs, stair-rails, etc. Bike racks are provided outside for your convenience.

**Camping**

There is no camping on Colorado School of Mines property without the express written consent of Mines. Granting permission to camp outside of the residence halls or Mines Park Apartments is the discretion of the Department of Residence Life.

**Candles**

The burning of incense, candles, or any similar item (i.e., candle warmer) is prohibited in the residence halls and Mines Park Apartments.

**Cleanliness**

It is your responsibility to keep your room/apartment clean. Vacuum, cleaning supplies, trash bags, and brooms are available at the desks of your communities for your use.

Personal hygiene is very important in a close community environment. In the residence halls, cleaning schedules for the bathrooms will be posted – all cleaning schedules are determined at the discretion of Facilities Management. In Maple Hall, Aspen Hall, Weaver Towers and Elm Hall, students need to make sure that all personal items are removed from the bathrooms at these times. In the Traditional Halls, no personal items are to be left in the bathrooms.

Residents are responsible for cleaning up any mess made in the common area kitchens or other common areas. Residents are responsible for the removal of trash and recyclables from their rooms/apartments, including living rooms or suite common rooms. Trash must be placed in appropriate receptacles located outside of the buildings.
As there are limited laundry facilities, please remove clothing from the washers and dryers promptly so that others may use the machines. Items left in the laundry room for more than a week will be collected and donated.

Credit Hours

Residence halls: Students must maintain a minimum of 12 credit hours.

Mines Park: Students must maintain a minimum of 9 credit hours for undergraduate students or 4 credit hours for graduate students.

Special arrangements must be made through the Director of Residence Life.

Common Areas

The lounges and study spaces in the residence halls and Mines Park are for the enjoyment of all residents. Please use common sense and courtesy in your use of the lounges. Specifically:

- No altering of common spaces (i.e., adding, removing, permanent rearranging).
- TVs must be kept at a reasonable level to respect the other members of your community.
- Loud or disruptive behavior will not be tolerated.
- Clean up any mess that you make and return furniture to its original setting.
- Respect the rights of others.
- No sleeping in the lounges.
- When using common area kitchens please thoroughly clean up after yourself for health and safety reasons. All refrigerators are routinely cleaned out for health reasons so please label any food items with your name and a date. Kitchen supplies may be checked out from the front desk in Aspen, Elm, the Traditional and Maple Halls and Weaver Towers.

Drugs (refer to “Alcohol and Drugs” Section)

Decorations

Residents are encouraged to personalize their assigned space. Please observe the following guidelines regarding decorations:

- All decorations should be hung on walls in student rooms with minimal damage. The Department of Residence Life recommends blue painter’s tape in Weaver Towers the Traditional Halls, and the Mines Park Apartments and small tacks in Maple Hall, Elm Hall, and Aspen Hall. Duct tape, nails, 3M Command strips, and other materials, which damage the walls, are prohibited.
- Materials posted in students’ room must be made with roommate(s) consent.
- Materials posted in students’ room cannot be affixed to either side of the window due to fire and safety concerns, and potential for damage to the window.

Electric Scooters and “Hoverboards”

The use, possession, or storage of Hoverboards, Segways, IO Hawks, Skywalkers, and similar devices, is prohibited in the residence halls, Mines Park, and any institutionally owned greek housing.

Electrical Appliances - Residence Halls

The following appliances are approved for use in student rooms:

- Small electrical appliances that are Underwriters Laboratories (UL) approved are permitted in the residence halls. Examples include radios, stereos, clocks, desk lamps, TVs, DVD players, personal grooming items, rice cookers (5 cup max), hot-air popcorn poppers, fans, tea pots (32 oz/1 liter max), coffee makers (4 cup, 700w. max, with automatic shut-off), compact microwaves (900 w. max), compact refrigerators (3.2 cubic ft max), and personal computers.
Cooking in student rooms is limited to approved appliances only. There are kitchen facilities available in all residential spaces. All other cooking must be performed in the designated kitchen areas, using the existing appliances in those areas.

The following appliances are not permitted to be stored or used in student rooms per fire code:
- All open heating element devices, including but not limited to toasters, camp stoves, and range-top burners, hot plates, toaster ovens, and personal grills (i.e., panini maker, table-top grills, etc.).
- Any lamp or appliance that uses halogen lights of any kind.

We do not allow 3D printers in the residence halls. There are several labs around campus that students can use for all printing needs.

**Electrical Appliances - Mines Park**

Mines Park residents may utilize UL approved small cooking appliance (i.e. toaster, toaster oven, personal grills) in their kitchen spaces.

Larger appliances (i.e., portable dishwashers, washers, and dryers) are not permitted.

Grills, of any kind, only permitted on the first floor of an apartment building. All personal grills (charcoal and gas) must be placed outside of the apartment unit on the ground floor. Grills may not be stored under stairwells, per fire code.

We do not allow 3D printers in apartments. There are several labs around campus that students can use for all printing needs.

**Fire Alarms and Fire Equipment**

All possible measures are taken to ensure the safety of the residents. This includes fire evacuation rules and regular fire drills. Tampering with fire alarms and fire-fighting equipment is prohibited due to the possibility of hindering student response in a regular fire drill or actual fire. Prosecution and/or conduct action, which may include dismissal from Mines, is the penalty for intentionally setting off false fire alarms, using/tampering with fire equipment without authorization, failure to vacate a building when a fire alarm is set off, or setting fires or using fireworks.

**Flammable Substances**

Flammable liquids, flammable vapors, and other dangerous substances, as well as any containers holding (storing) such substances, constitute a serious danger and are prohibited in the residence halls and Mines Park Apartments. Reasonable provision will be made for aerosol hairsprays, deodorants and such, but these are potentially hazardous and should not be stored in the halls in large quantities.

**Hall Sports (throwing things in the halls)**

Sports activities inside the residence halls or individual Mines Park Apartments are not permitted. This includes, but is not limited to, Frisbee, football, soccer, volleyball, baseball, golf, roller-blading, having water fights, bike riding, rough housing, and playing pranks which may affect the safety and security of community members.

**Health and Safety Inspection and Entry**

Mines is committed to respecting the student's right to privacy. However, Mines also reserves the right to enter rooms in order to perform required maintenance, determine the condition of Mines property, investigate suspected violations of Mines rules and policies, and to maintain the health and safety of all students.

Throughout the year, including vacation periods, Mines reserves the right to clean, check and repair residential community rooms. Whenever possible, Mines will notify the student in advance of maintenance work to be done and shall exercise all reasonable care with personal belongings of the student. Mines will not be responsible for loss or theft of any personal belongings in student rooms.
Health and Safety Inspections will be conducted by the Office of Residence Life twice a year in the residence halls and Mines Park Apartments. These inspections will be announced prior to the date of inspection. Mines reserves the right to remove any object or material from a student room that would violate a Mines policy.

If a student fails a health and safety inspection the student must correct the issue within 48 hours and continuously maintain compliance from then on out. Conduct action may be taken with any student(s) found in possession/non-compliance with such items or requests to fix, including but not limited to Health and Safety violations (cleanliness, etc.) and policy violations. If a student is found non-compliant with any violation, Mines reserves the right to terminate the Residence Hall Contract or apartment lease agreement.

Guidelines for Room Entry: Mines respects the right of the student to the privacy of their room. However, for reasons of safety, health, general welfare or official business, including reasonable grounds to suspect a violation of Mines policy, Mines reserves the right to enter a student room, and may do so without prior notification or without the student’s presence, if necessary.

Keys and Locks
All Mines keys are non-transferable, and disciplinary action will be taken if a Mines key is loaned out or duplicated. In the Traditional Halls (Morgan, Thomas, Bradford, and Randall) and double/triple rooms in Maple, Elm and Aspen Halls, each room has its own key. In Weaver Towers, each suite has a key lock to the main suite door and a key for each individual room. In Maple Hall suites, each room has its own key lock, and this key will work in a common core for that particular suite. At Mines Park, each apartment has a key to the main apartment and a key for each individual interior room (excluding Family Housing).

These keys are issued when you check in at the beginning of the contract and must be returned when you check out. The Colorado School of Mines disclaims any responsibility for lost or stolen student property. Please respect the rights and property with whom you are living. Tampering with, or removal of locks, doors, or hardware related to such is strictly prohibited. The locking button must be pushed in and turned to secure the locking mechanism in the Traditional Halls, Weaver Towers, Aspen Hall, and Mines Park. Maple and Elm Halls have self-locking doors.

If your key is temporarily misplaced (example: locked in your room), you will need to contact our student staff or front desk for a lock-out. A resident’s first lock-out is complimentary and $20.00 per lock-out after for the remainder of the academic year.

Aspen Hall, Elm Hall, Maple Hall, Weaver Towers and the Traditional Halls are secured with BlasterCard Access. Please report any lost BlasterCard to the BlasterCard Office located in the Student Center.

If any key is lost or stolen, a new key must be obtained through Residence Life Staff. In order to maintain security, your lock must be changed. The Residence Life staff must be notified immediately. Locks will be changed and new keys issued for each lock affected, including any affected roommate keys. The resident responsible for the lost keys will be assessed the full amount of the cost of lock change and key replacements to their student account.

Personal Affects
The School is not responsible for, nor does it insure, the student’s personal property. It is advisable that students obtain separate insurance, at their own expense, to protect against such losses.

Pets
Residents may not have pets in any residential building, with the exception of fish kept in one aquarium per residential space (room, suite, apartment, etc.) no larger than 10 gallons. Fish kept as pets in the residential buildings must remain in their aquarium at all times. No gravel is allowed down the drains of sinks, showers or toilets.
Exceptions to the pet policy are granted for students who have preapproval – through Disability Services – for an emotional support animal (ESA). More information regarding ESAs can be found here along with Disability Services’ webpage on accommodations.

**An ESA is not permitted within a residential community until it has been fully approved by both Disability Services and the Department of Residence Life.

**Posting Policy

All marketing materials intended for public posting in the residence halls and/or Mines Park must be approved through the Campus Life Office, located in Elm Hall. If you wish to hang poster or flyers in the residence hall/Mines Park, bring 52 copies to the Campus Life Office.

All postings should be hung on walls with minimal damage. Duct tape, nails, 3M Command strips, and other materials which damage the walls are prohibited.

**Quiet Hours

Quiet Hours are Sunday through Thursday from 9:00 PM until 7:00 AM the following day, and Friday and Saturday 11:00 PM until 11:00 AM. During the quiet hour period, TVs, stereos, voices, etc. must be lowered until inaudible in neighboring rooms and hallways. Furthermore, residents will refrain from loud and discourteous behavior in the hallways, stairwells, bathrooms, lounges, lobbies, and any common area in or around (outside) of the residence halls and Mines Park.

Casual hours are maintained 24/7. Excessive loud disturbing noise or behavior at any time during the day or night will not be tolerated. A “two door away/outside your unit” policy is the guideline. Although the internal layout of Weaver Towers suites tends to yield more "communal noise," the policy will still be enforced this way if any complaint is raised. Please be courteous and respectful to the needs of your fellow residents.

During the last two weeks of each semester, all floors will observe 24-hour quiet hours. These hours will be posted and violations of these quiet hours may result disciplinary action.

**Restricted Areas

Students are not permitted on the residential community roofs, canopies, on top of elevators, or any other designated areas deemed unsafe by Mines staff at any point in time.

**Room Condition

Upon move-out, residents are responsible for any damage(s) that they do not list – and that occur during their occupancy of the space – on their Room Condition Report when they first move in.

All furniture must be in their original locations, as they were found when the student moved in, upon move-out.

Constructing homemade or store-bought lofts are not permitted in residential communities.

All Mines provided furniture and furnishings must remain within its designated space. You may disassemble your bed, but it must stay in your room during the year and be properly reassembled upon checkout.

Closet doors are not to be removed.

Any damages to a student’s room or furnishings will be assessed and charged to the student and/or community. Students who fail to check-out of the residence halls or Mines Part Apartments are equally responsible for damage to their room and will be assessed an improper check-out fee.
Sales in or around Residential Communities
General sales or solicitations from student organizations or off-campus groups are prohibited in residential communities. Please notify a Residence Life staff member immediately or call Mines Police at 303-273-3333 to report incidents of solicitation.

A student may not run a business out of their residence hall room or Mines Park apartment.

Security
Students are responsible for their living environment. This includes monitoring who is following them into a residential area. Each student entering or leaving a hall should ensure that entrances are secured and locked to prevent unauthorized entry. Unauthorized entry includes holding a door for someone who does not live in your residence hall. Student allowing non-residents to enter a residence hall will be held liable for any damages or disruption caused from unauthorized entrants.

Sexual Misconduct
Please read the Mines’ Policy Prohibiting Gender-Based Discrimination, Sexual Harassment, and Sexual Violence.

If you have been impacted by sexual harassment, sexual assault, stalking, dating violence, or domestic violence, you have the ability to receive support, resources, and accommodations that allow you to be safe, ensure your access to education, and allow you space for healing, regardless of if you want to go to through a resolution process in the Title IX office or file a police report.

If you are not sure where to go, you are welcome to speak with the Title IX Coordinator, or any of the Deputy Title IX Coordinators. We also have multiple people who are Confidential Resources. These individuals, their office locations, and their contact information is on the Title IX Team webpage.

For an outline flowchart of the various resources for survivors of sexual misconduct, please see Appendix A.

Smoking
All campus and State buildings, including any residential communities are designated as non-smoking on the interior part of the building. Smoking is not permitted within 25 feet of building entrances, windows, doors, and ventilation intake systems. Smoking includes tobacco, cloves, use of e-cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems, or other devices that vaporize substances to simulate smoking.

Hookahs (open-flame/coal smoking devices) are not permitted.

Vaporizers or e-cigarettes cannot be used or stored in residential communities.

Production, sale, distribution, and sampling of all smoking products, paraphernalia and accessories, including e-cigarettes and vaping devices of any kind are prohibited.

It is illegal to possess, store, or utilize marijuana on Mines’ premises as Mines is a Federally-funded institution – even if the student possesses a Red Card (medical marijuana identification). It is a felony to provide marijuana to an underage individual in the State of Colorado. More information can be found on Article V, Section 13 of the Colorado School of Mines Student Code of Conduct (http://inside.mines.edu/UserFiles/File/studentLife/STU_Mines_Student_Code_of_Conduct(19August2016).pdf).

Unmanned Aircraft Systems (UAS) or “Drones”
In accordance with the Mines’ Drone/UAS policy, Mines prohibits any hobbyist or recreational flight of drones/UAS on or over Mines property except in very limited circumstances.
Hobbyist drone/UAS activities are limited to the Mines' survey field areas ONLY with prior approval from the Public Safety and Compliance & Policy offices.

For more information, please contact the Compliance and Policy Office at compliance@mines.edu.

Visitation and Guest Policy

Guests are limited to a maximum visitation of 3 consecutive days/night within a 14-day period.

Residents are responsible for the conduct of their guests and for any financial obligations incurred by their guests while at Mines. In having guests, residents should respect the rights of their roommate(s) and ask permission to have a guest prior to making plans. No more than two guests per double room will be allowed, per fire code.

Guests visiting the Residence Hall or Mines Park Apartments must be accompanied by the host resident at all times in any public area. Residents are responsible for the behavior of their guests.

Visitors who violate the visitation policy or conduct policy or who have become a problem to roommates will be required to vacate the premises. Rules established to regulate conduct, to protect the individual’s right to privacy and to promote a proper study atmosphere, as outlined in this handbook, shall apply to residents and guests alike.

When a guest becomes a nuisance to roommates and/or floor members, they will be asked to limit their visitation time or may be asked to leave. If the problem persists, they may have further restrictions placed upon them by Residence Life.

Waterbeds

Waterbeds are not permitted in any campus residential communities.

Weapons

Except as expressly provided within Mines Policy on Firearms, Explosives and Other Weapons, https://inside.mines.edu/UserFiles/File/PoGo/Policies/STU/STU_Firearms_Policy.pdf, hand guns, hunting knives, rifles, shotguns, bows & arrows, swords, paintball guns, airsoft guns, and similar dangerous devices and objects are not permitted on campus. Residence Life staff have discretion to determine what constitutes a dangerous weapon within the Residence Halls. As a contractual condition of residence, all residents must waive their right to possess, carry or store any weapon, firearm, or explosives, including concealed carry handguns, in any Colorado School of Mines-owned house, apartment, or residence hall.

All switch-blade and fixed-blade knives are not permitted in the halls. Pocketknives or multi-function tools featuring a standard manual flip-blade type not exceeding 3.0 inches will be tolerated, but are not condoned. Staff members reserve the right to require the forfeiture of any device housing a knife blade in violation of these guidelines.

Misuse or abuse of any dangerous device resulting in a possible threat to the safety of any resident, may result in conduct action and if the case warrants, will be turned over to Mines Police.

It may be possible to store firearms with Mines Police. Please contact them for additional information.

Windows

Do not remove screens from windows. The full cost to replace screens will be assessed for screens that are removed, damaged, or missing at checkout.

Do not throw or dump anything out of the windows.

Do not hang clothes to dry or store items on the outside window ledge.
In the Traditional Halls, room windows have a fire safety bar installed. Removing this fire safety bar or opening the window further than the bar allows, may damage the window. Residents may be held responsible for any damages resulting from the actions above.

Items cannot protrude from windows (i.e., air conditioning units).

Due to fire and safety concerns, and potential for damage to windows, postings of any materials on either side of the windows is prohibited. Signs, posters, decorations, etc., may be posted in student rooms but must be done in a manner which in no way hinders exit or view through the window.
The Conduct Process

Students at Colorado School of Mines are expected to be familiar with the student Code of Conduct and the Academic Integrity Policy, available at [http://inside.mines.edu/SL-Judicial/](http://inside.mines.edu/SL-Judicial/)

Residential Community Conduct Procedures

Two principles underlie conduct efforts. The first is that the conduct process serves as an educational experience aimed at assisting the individuals involved to redirect their behavior and energies along acceptable lines and, if possible, make right what has gone wrong. The second principle is that every effort is made to encourage students to assume responsibility for their own behavior. In carrying out these principles, great emphasis is placed on the consideration of each individual case rather than attempting to have matching "penalties" or actions for specific offenses.

The residence hall staff is responsible for working with students to maintain an environment in which the rights of all students are respected and in which students assume standards of responsible, respectful behavior. The Residence Life staff has the authority to implement these objectives in the residence halls.

Conduct Sanctions and Definitions

The Department of Residence Life believes that each policy violation is unique in its own right and the Department does not prescribe a specific set of sanctions for set violations. Sanctions are based upon what would be the most educational for the individual(s) who violated policy. As a result, any combination of the following educational sanctions may be imposed upon any student found to have violate the Residence Life Handbook – this is not an exhaustive list:

a) **Warning** – A written notice to the student that the student is violating or has violated institutional policies

b) **Educational Sanction** – Educational sanction that is assigned potentially based upon a specific policy violation (i.e., Reflection essay, written apology to community, etc.).

c) **Probation** – A written reprimand stating that the student is no-longer in good standing with the Department of Residence Life as a result of violating specified policies. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions – such as removal from current housing situation – if the student is found to violate any institutional policies during the probationary period.

d) **Loss of Privileges** – Denial of specified privileges within the residential community for a designated period of time (i.e., limited kitchen/social space usage)

e) **Restitution** – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

f) **Residential Community Relocation** – Relocation of the student from a specific space in a residence hall or the hall in general.

g) **Residential Community Suspension** – Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

h) **Residential Community Expulsion** – Permanent separation of the student from the residence halls.

Safety and Security

*Mines Police*

The department is responsible for providing services such as:

- Proactive patrol of the campus and its facilities;
- Investigation and reporting of crimes and incidents;
- Motor vehicle traffic and parking enforcement;
- Crime and security awareness programs;
- Alcohol / Drug abuse awareness / education;
- Self-defense classes;
- Consultation with campus departments for safety and security matters;
• Additional services to the campus community such as: vehicle unlocks and jumpstarts, community safe walks (escorts), building and office security, and assistance in any medical, fire, or other emergency situation.

The police officers employed by the Department of Mines Police are fully trained police officers in accordance with the Peace Officer Standards and Training (P.O.S.T.) Board and the Colorado Revised Statutes. More Information: https://www.mines.edu/campus-safety/

**Mines Emergency Alert System:**
To be informed in the event of a future campus emergency, sign up for Mines Emergency Alerts. The Mines Emergency Alert system (MEA) is an emergency notification service that allows Mines officials to quickly communicate emergency messages to students, faculty and staff via cellular phone text and voice messages, and broadcast on-campus e-mail and phone messages.

Students are automatically signed-up to receive emergency messages on your cell phone. You are encouraged to periodically verify your contact information in the system.

More information: https://www.mines.edu/emergency/mines-emergency-alert/

**Residence Life On-Call Presence**
For all on-campus students, there will be a Resident Advisor in each area along with a Community Director, on-duty every night from 5:00 PM – 8:00 PM and during the weekend on Saturday and Sunday from 7:00 PM – 7 PM, during the academic year. Resident Advisors will make three (3) community walks of their building or area each night, and one (1) round will be with the on-duty Senior Staff member. These walks are intended to ensure security of the building, in addition to being social. Hall staff may knock on doors to converse with residents and will check safety and security of all bathrooms (public and in-suite) on the last evening round.

Additionally, there will be a professional staff member, a Residence Life Coordinator, on-call 24/7/365. These individuals are trained to handle a wide variety of emergency and crisis situation.

You may call Mines Police for any immediate concerns or after-hours emergencies at 303-273-3333.

When confronted with any sort of incident in a residential community (whether on-duty or not), any Residence Life Staff member will take appropriate actions to control the situation. The Residence Life Staff will also submit an incident report detailing the nature of the situation. The incident reports may be referred to during a judicial hearing. It is up to the discretion of a Residence Life staff member to communicate with a resident’s emergency contact regarding an incident or emergency transportation.

**Colorado Crisis Center**
Nearest walk-in location:
4643 Wadsworth Blvd.
Wheat Ridge, CO 80033

If you don’t know where to begin getting mental health, substance use or emotional help for yourself or someone you know—start here. Colorado Crisis Center provides confidential and immediate support, 24/7/365. If you are in crisis or need help dealing with one, call this toll-free number 1-844-493-TALK (8255) or text TALK to 38255 to speak to a trained professional.

When you call Colorado Crisis Services, you will be connected to a trained crisis counselor. They offer translation services for non-English speakers, we engage in immediate problem solving, and we always make follow-up calls to ensure you receive continued care.
**Crisis Assessment, Response, and Education (CARE) Team**

Living, learning, and working at Colorado School of Mines can cause stress and may be the reason that someone is displaying distressed or disruptive behavior. The CARE Team at Mines provide assistance to the campus community to help access and find solutions for managing these difficult situations.

Colorado School of Mines is committed to providing a safe and supportive environment for the members of the campus community. If you find yourself in a state of distress, we encourage you to seek out relevant services for assistance. The CARE at Mines website provides information on campus and community resources that are available: https://www.mines.edu/student-life/care/
Sustainability encompasses many different things from energy and water conservation and environmental protection to social and environmental justice. Our People.Power.Planet campaign is the latest way the Colorado School of Mines is showing the world we’re serious about sustainability. We’ve been committed to energy conservation, environmental responsibility, relevant activities, and connected coursework for years. Now we’re on a mission to get the whole campus more involved. You can help make it happen. How you live in your dorm room impacts our campus sustainability goals. Even if you live in one of our green residence halls, without your commitment to turning off lights and using less water, we will never achieve the reductions we need to lessen our impact on the environment and save money on energy and water. By changing your habits, even a little bit, you will have a positive impact on campus sustainability goals.

It doesn’t take a lot to do a lot. It’s easier than you think to save energy and reduce waste. Everyone can do their part. Lead the way and inspire others to join you:

Want to do more? Go to mines.peoplepowerplanet.com to:
- Sign up, take the pledge, and start acting to save energy on campus
- Track your own points and the entire campus’ progress
- See and do all the actions to save energy and reduce waste
- View current performance data and energy savings for facilities across campus
- See the special Make a Connection activities that encourage the whole campus to participate

<table>
<thead>
<tr>
<th>DAILY</th>
<th>BREAKS &amp; HOLIDAYS</th>
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<tr>
<td>Turn off lights when not in use</td>
<td>Clean and turn down lounge or personal refrigerators</td>
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<tr>
<td>Use task lighting instead of overhead lighting whenever possible</td>
<td>Set thermostats to unoccupied building guidelines</td>
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<tr>
<td>Use LEDs instead of incandescent light bulbs</td>
<td>Close all blinds and curtains</td>
</tr>
<tr>
<td>Maximize natural lighting by opening blinds</td>
<td>Turn off all appliances and electronics and unplug if possible</td>
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<tr>
<td>Recycle when possible</td>
<td>Turn off computers and peripheral equipment</td>
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<tr>
<td>Use coffee mugs and reusable bottles instead of disposable cups</td>
<td></td>
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<tr>
<td>Set your computer to sleep mode when you step away for an extended period</td>
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<tr>
<td>See your IT department about policies and methods to use power management settings on your computer and monitor</td>
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<tr>
<td>Minimize personal appliances in your residence hall room or share with a friend</td>
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<tr>
<td>Turn off TVs, stereos, and other items when you leave your room</td>
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<tr>
<td>Keep computers, printers, and other electronics away from thermostats</td>
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<tr>
<td>Keep air vents clear of paper, files, and office supplies</td>
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<tr>
<td>Dress in layers and appropriately for the weather</td>
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<tr>
<td>In cold weather, make sure all windows and outside doors are shut tightly</td>
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<tr>
<td>Personal space heaters are prohibited—if comfort is an issue, report the problem to your building staff</td>
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<tr>
<td>If possible, use stairs instead of elevators and escalators</td>
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<tr>
<td>Notify building management if you see any issues with drafts around windows or exterior doors</td>
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<tr>
<td>Report any leaks, abnormal noises, or issues with ventilation to building staff</td>
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</tbody>
</table>

You’ll be surprised how much these little changes can make a big difference. See how much the campus is doing to save energy and reduce waste at mines.peoplepowerplanet.com.
Appendix A: Sexual Misconduct Resources Flowchart

RESOURCES FOR SURVIVORS

If you, or someone you know, has experienced interpersonal violence (sexual assault, sexual harassment, domestic/dating violence, and stalking), at any point, there are multiple options to talk to someone and access resources both on and off campus.

Want to talk to someone at Mines?

Yes

Wellness Center
1770 Elm Street
Health Center
303-273-3381
Speak to a nurse practitioner or physician.
Counseling Center
303-273-3377
Speak to a licensed counselor confidentially.

Minerals Faculty
or Staff
Look for those who have the "I Believe You" badge. They have been through additional training.
Please note: Mines faculty and staff are considered mandatory reporters* and must share any reports they receive with the Title IX Office. However, the decision on how to move forward is yours.
*With the exception of the Mines Counselors, Health Center professionals, and the designated Confidential Resources for the Title IX Office.

Title IX Office
titleix@mines.edu
303-273-3260
Share instances of interpersonal violence with the Title IX team. There are multiple options:
1. Speak to a Confidential Resource. Receive support and referrals, learn about options.
2. Make an informal report. You have the option to just receive support services.
3. Move forward with a formal complaint. Receive process advising as well as support services.
mines.edu/titleix

Minerals Police
303-273-3333
or 911
Speak to a Minerals Police Officer. There are multiple options:
1. File an anonymous report. You do not have to assist the police with an investigation.
2. File a non-prosecutorial report. You do not have to assist the police with an investigation.
3. File a criminal complaint. Criminal charges will be pursued.

Medical Attention at St. Anthony's Hospital Emergency Room
720-321-6103
If you choose to get a Medical Forensic Exam (rape kit), there are multiple reporting options, with medical care at each step:
1. Anonymous. Kit is not tested and police receive no identifying information.
2. Medical. Kit is tested and police can receive identifying information.
3. Police. Kit is tested and police are notified.

Confidential Options
in the Local Community
Blue Bench
303-322-7273
Victim Outreach, Incorporated (VOI)
303-202-2196
Both are available 24/7.

If there is an emergency, call 911.
You always have the option to SpeakUP (mines.edu/speak-up)