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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

Amy Baccei
Associate Director of Residence Life
303-273-3982

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

Samantha Hille
Housing Operations Coordinator
303-869-5528

Emilie Waggoner
Residence Life Coordinator
Maple Hall & Aspen Hall
303-273-3276

Paul Carey
Residence Life Coordinator
Mines Park Apartments
303-273-3922

Jordan Burkhart
Residence Life Coordinator
Weaver Towers & Elm Hall
303-273-5523

Sadie Downs
Residence Life Coordinator
Traditional Halls
303-273-3995

Maryann Kozar
Administrative Coordinator
303-273-3181

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

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 (ACs) are professional staff members that ensure that the buildings and department operate efficiently administratively. 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.

Hall Directors (HDs) and 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 Assistants (RAs) and Community Assistants (CAs), overseeing all educational, social, and operational activities.

Resident Assistants (RAs) and Community Assistants (CAs) 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.
Residence Life Contracts and Agreements

Residence Hall Contracts: First Year students are required to complete a residence hall contract and live on-campus for their first year of school. Residence hall contracts are issued for the full academic year and cancellations will not be accepted after their contract is signed, except from those students who decide not to attend Mines. Those contracts separately issued only for the spring semester are not able to cancel their contract after their contract is signed, except for those who decide not to attend Mines.

If the student should choose to cancel this contract in writing after move-in, the student will be billed for 60% of the remaining portion of room rate and board rate that is owed to Mines. The student will retain the benefits of their resident meal plan for the entire academic year.

Payment of Fees: Payment of all fees, including tuition, room and board and all other School fees are due to the Mines Cashier's Office by the first day of classes each semester. A penalty fee will be charged for any late payments.

Other Agreements: Other agreements that students may be subject to are Triple room agreements. These are in cases where our occupancy exceeds the normal room capacity. You will be notified of these agreements prior to move-in of the situation and if you choose to opt out, the Residence Hall contract will still be in place and all requirements are upheld.

Apartment Lease: full lease available at [http://gsg.mines.edu/RES-Sample-Lease](http://gsg.mines.edu/RES-Sample-Lease)

Term: The term of this Lease will start on June 1, 2018 (returning residents), or August 1, 2018 (new Mines Park residents), and continue until May 31, 2019, at which time it will expire or may be renewed by written agreement. If the Resident fails to vacate the Premises on or before the expiration date of the Lease set forth above, Mines shall have the right to evict the Resident. If Mines chooses not to evict the Resident, they shall be considered a holdover tenant during this period and shall be liable for the payment of rent on a month-to-month basis at the rate set forth herein, or at a higher rate specified by Mines pursuant to paragraph 3 below. Maximum length of stay in any Mines-provided residential community for any Resident shall not exceed three (3) years without the express written consent of the Director of Housing and Residence Life. If the Resident does not file an Intent to Vacate form, even if they vacates the Premises, the Resident has not terminated this Lease and will be held responsible for the full amount due.

First Year Residency Requirement Policy

Subject to the availability of space, all full-time, first-year, degree-seeking students at Mines are required to live in the residence halls for the entire academic year (fall and spring semesters). Limited exceptions may be granted on a case-by-case basis, according to a waiver process that will be fairly and consistently enforced. Additionally, all students who live in the residence halls are required to have a residential meal plan. For more information, please consult the room and board rates. Additionally, if a student has dietary restrictions we are able to make a variety of accommodations. Requests for accommodations are made through the Housing Application Process and Mines Market staff.

Nothing in this policy shall supersede the conditions of an existing fully executed residence hall contract, including all conditions for terminating the contract.
Possible Criteria for Exceptions:

Students who meet one or more of the following criteria may request an exception to the first-year residency requirement as provided below. The exception categories may include, but are not limited to, the following:

- Student is married or part of a civil union;
- The parent or legal guardian of a child(ren) that resides with them;
- Age 21 years or older prior to the first day of classes for the first semester of attendance at Mines;
- Transferring from another post-secondary institution where they lived on-campus for at least two semesters;
- Living at home with their parent/guardian(s) at their parent/guardians’ permanent residence within 20 miles from campus and commuting to campus daily;
- A member of the United States military who has served for one (1) year or more; or
- Other circumstances approved following appropriate review.

Students required to reside in the residence halls may submit a first-year residency waiver form to occupancy management/housing operations to review their individual situation.

**More information regarding the First Year Residency Requirement Policy can be found online.**
## Important Dates: 2018-2019

<table>
<thead>
<tr>
<th>Fall Semester 2018</th>
<th>Spring Semester 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mines Park – New residents move in</td>
<td>Residence Halls open</td>
</tr>
<tr>
<td>Residence Halls open: TLC &amp; International Remainder of students</td>
<td>New residents can move into Mines Park</td>
</tr>
<tr>
<td>Classes start</td>
<td>Classes start</td>
</tr>
<tr>
<td>Last Day to Change Meal Plan</td>
<td>No Class – MLK Jr. Day</td>
</tr>
<tr>
<td>Census Day</td>
<td>Census Day</td>
</tr>
<tr>
<td>September</td>
<td>September 4</td>
</tr>
<tr>
<td>Fall Break</td>
<td>No Class – President’s Day</td>
</tr>
<tr>
<td>Last day to Withdraw (Continuing and Grad)</td>
<td>Renewals for Mines Park</td>
</tr>
<tr>
<td>Priority Registration for Spring Semester</td>
<td>Application for Upperclass Housing Open</td>
</tr>
<tr>
<td>No Classes- Thanksgiving Holiday</td>
<td>Application for new Mines Park residents Open</td>
</tr>
<tr>
<td>Last day to Withdraw (New Students)</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Classes End</td>
<td>Last day to Withdraw (Continuing and Grad)</td>
</tr>
<tr>
<td>Dead Week- No exams</td>
<td>E-Days</td>
</tr>
<tr>
<td>Dead Day- No academic activities</td>
<td>Last Day to Withdraw (New Students)</td>
</tr>
<tr>
<td>Final Exams</td>
<td>Classes End</td>
</tr>
<tr>
<td>Semester Ends</td>
<td>Dead Week – No exams</td>
</tr>
<tr>
<td>Commencement, grad and undergrad</td>
<td>Final Exam</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Final Exam</td>
</tr>
<tr>
<td>Winter Break</td>
<td>Semester Ends</td>
</tr>
<tr>
<td>Residence Halls Close</td>
<td>Commencement, grad and undergrad</td>
</tr>
<tr>
<td>Residence Halls Close</td>
<td>Final Grades Due</td>
</tr>
<tr>
<td></td>
<td>Residence Halls Close</td>
</tr>
<tr>
<td></td>
<td>Last Day to vacate Mines Park (if applicable)</td>
</tr>
</tbody>
</table>

## Summer Semester

| Summer I Starts (6-week session) | May 13 |
| Summer I Census | May 17 |
| Memorial Day-No Classes | May 27 |
| Summer I Last Withdrawal | June 7 |
| Summer I Ends | June 22 |
| Summer II Starts (6-week session) | June 24 |
| Summer II Census | June 28 |
| No classes, campus closed-Independence Day | July 4 |
| Summer II Last Withdrawal | July 29 |
| Summer II Ends | Aug 2 |
Campus Living Information

Campus Living Addresses

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>NAME</th>
<th>COLORADO SCHOOL OF MINES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Residence Hall, Room Number</td>
<td>1301 19th Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td>GOLDEN, COLORADO 80401</td>
</tr>
</tbody>
</table>

| MINES PARK-Infinity Circle     | NAME                                      | INFINITY CIRCLE – UNIT#________                 |
|                                |                                           | GOLDEN, COLORADO 80401                         |

| MINES PARK-19th Street         | NAME                                      | 19th St. – UNIT#________                       |
|                                |                                           | GOLDEN, COLORADO 80401                         |

| MINES PARK-Family Housing      | NAME                                      | Digger Drive – UNIT#________                  |
|                                |                                           | GOLDEN, COLORADO 80401                         |

Residential Community Amenities

**TV Access:** Residence Life is committed to offering a streaming service to our residents in the 2018-2019 academic year. Access will be available within 24 hours of check-in to our residential communities and will work only while connected to campus networks. This service is available through computers, mobile devices and some streaming boxes. The Department recommends a device that can connect to the network with an Ethernet cable as the wireless is limited. As part of the agreement, residents will have access to Philo, HBOGo and MaxGo.

**Internet Connections:** 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! Computing, Communications, and Information Technologies (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.

**TV Lounges:** There are TV lounges provided in Weaver Towers and the Mines Park Community Center, the lounge in Aspen Hall, the social lounges and game rooms in Maple Hall and Elm Hall, and a combined TV/study lounge in VanDerwerker lounge, located between Morgan and Thomas Halls.

**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.
Lock-Outs: In the case that you lock yourself out of your apartment, please follow these procedures: During normal business hours (M-F 8:00am - 5:00pm, Saturday and Sunday 10:00am – 5:00pm), stop by your respective hall desk or the Apartment Housing Office to checkout a temporary key. For assistance after hours and on weekends, contact the Resident Assistant or Community Assistant on-call or Mines Police (303-273-3333). Lock-outs are complimentary during the first two weeks of the semester. Any lock-outs after those first two weeks will result in a $20.00 charge. It's important to remember that your Resident Assistant/Community Assistant is also a student and might not be available at certain times.

Work-Orders: Work orders can be filed online. Please follow the steps in completing the work order, and be as descriptive as possible. The password for the work order is workorder. For immediate assistance from 8AM to 5PM, contact the your respective front desk/Mines Park Community Center. For after-hours assistance, including weekends, please call your RA/CA on-duty or Mines Police at (303) 273-3333.

Apartment Housing Specific Set-up/Check-In Process

Checking In: Obtain the keys to your new apartment from the Apartment Housing 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, the Utilities Transfer Form, and Request for Third Party Notification to the Apartment Office. After returning your paperwork, one resident from each unit will receive the mailbox key. The Post Office has requested 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:

<table>
<thead>
<tr>
<th>Community Center #1</th>
<th>Community Center #2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1901 19th Street</td>
<td>2001 Infinity Circle</td>
</tr>
</tbody>
</table>

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

Parking: There is ample unassigned parking at Mines Park. Per the campus parking policy, each tenant must complete a Parking Permit Request (in your welcome folder). This should be completed and returned to Parking Services. If you have a visitor, you need to obtain a visitor parking pass from Parking Services. Mines Park residents are not allowed to park on campus during normal business hours (8:00 am – 5:00 pm) due to limited parking spaces. DO NOT park in any FIRE LANE or where there is not a designated parking space. Please also honor all traffic signage including speed limit signs. There are student pedestrians and families with children living in your new neighborhood. More information: http://inside.mines.edu/Parking

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 (Maple Hall is the only space available to upper-class students at this time), you will need to apply during our Housing Sign-Up process. Specific directions for the sign-up process will come out in January 2019. 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 - Thursday: 7:15 am - 5:00 pm  
Friday: 7:15 am - 4:00 pm  
Saturday & Sunday: Closed

**Subway (Located in the Student Recreation Center):**
Monday - Friday: 7:15 am – 3:00 pm  
Saturday & Sunday: Closed

**Jamba Juice (Located in the Student Recreation Center):**
Monday - Friday: 10:30 am – 4:00 pm  
Saturday & Sunday: Closed

**Einstein Bros. Bagel (Located in the CTLM 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 allows you to use up to 5 of the 10 meals per week as a “meal exchange.” Meal exchanges are accepted at Einstein Bros. Bagels, Subway, 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
Miners Police Department
1922 Jones Road, 303-273-3333
Administrative office hours: Monday - Friday 8:00 am – noon; 1:00 pm - 4:00 pm
After hours, an on-duty Miners 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

Our Police Department consists of sworn full-time law enforcement professionals, and one full time
civilian employee. The Police Officers employed by the Department are fully trained police officers in
accordance with the Colorado Peace Officer Standards and Training (P.O.S.T.) Board and the
Colorado Revised Statutes. The Miners Police Department ensures the quality of training and certification
of police officers and departmental staff.

The Miners Police Department handles citizen complaints as well as calls for service, to include handling
and investigating all traffic and criminal matters on the Miners campus. As Colorado State Certified
police officers, we work in close cooperation with our neighboring law enforcement agencies to include
the Golden Police Department, Jefferson County Sheriff’s Office, Colorado State Patrol, Colorado
Bureau of Investigation, as well as several federal agencies to also include the Federal Bureau of
Investigation, Federal Police, and Homeland Security. We’re happy to assist you in police matters with
those agencies when appropriate.

All of our police personnel are in direct radio communication with the Golden Police Department
Dispatch. If at any time you have a need for assistance, you may approach any of us. If we cannot help
you, we will be able to contact someone who can.

Our staff is dedicated to making your time at the Colorado School of Mines a safe and pleasant
experience. The Miners Police are dedicated to maintaining an environment that is safe and allows our
educational mission to occur without disruption. We are committed to enhancing the quality of life of the
campus community and primarily responsible for developing services, programs, and strategies for
maintaining a safe campus.

W. Lloyd Wright Wellness Center
1770 Elm Street, 303-273-3381
Monday - Friday: 8:00 am - 5:00 pm

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 nurse practitioners, and registered nurses during normal business hours
and a physician is on campus 6 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 provides mental health services to students and is staffed by licensed and experienced 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 the Mines journey. Services are confidential, voluntary and covered by student fees. In addition to personal counseling, staff is available for consultation, outreach and programming for the campus community. Learn more by visiting us at http://counseling.mines.edu/.

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 ADA Amendments Act of 2008 (ADAAA) and Section 504 of the Rehabilitation Act of 1973, Disability Support Services staff works with qualified 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: disabilities.mines.edu.

Ben Parker Student Center
1200 16th Street, Golden, CO 80401
Monday - Saturday: 8:00 am - 11:30 pm; Sunday: 10:00 am - 11:30 pm

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 the Student Life Office, and the Mines Bookstore. For more information, please go to https://www.mines.edu/student-center/?CMSPAGE=SC-home.

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

Center of Academic Services and Advising (CASA)
1225 17th Street
http://casa.mines.edu
Office-Monday - Friday: 8:00 am – 5:00pm
Study Hall-Monday - Sunday: 6:30 am – 2:00am

The Center for Academic Services and Advising (CASA) is the home for first and second year academic advising. Tutoring, Core Supplemental Instruction (CSI), 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

1812 Illinois Street
Monday – Friday 8:00 am – 5:00pm

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)

1795 Elm Street
Monday – Friday 8:00 am – 5:00pm

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 welcome to join the Transfer Student Organization (TSO) which this department supports.

Community Standards and Policies

Alcohol and Drugs

The Department of Residence Life takes the abuse of alcohol and chemical substances seriously. This includes the illegal use of alcohol and drugs, specifically alcohol, marijuana, and prescription medications that are utilized by individuals either under the legal age or inappropriately. As an educational institution, we place a great deal of responsibility on students who are of legal age to make the decision whether or not to consume alcohol and if they choose to consume alcohol, they will do so responsibly. College students also have a great deal of independence; however, with independence comes responsibility.

The responsible student will:

- Make an informed decision on choosing to utilize alcohol or other drugs.
- Know, understand, and conform to federal, state, and local laws, and adhere to Mines regulations on 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 utilize 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/marijuana 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.

The ultimate definition of responsible personal use is left to the discretion of Residence Life staff. 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.

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, even if they do not have actual possession of alcohol, when they are present at alcohol-related events; commit actions due to alcohol intoxication; 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.

Policies Regarding Alcohol and other Drugs

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary, educational sanctions outlined in the Sanctions section of the Residence Life Handbook.

The unauthorized sale, use, manufacture, distribution, or possession of any controlled substance, mind altering drugs (both legal and illegal), illegal drugs 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:

• Alcohol is strictly 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.
• 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.
• Drug and alcohol paraphernalia is not permitted 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 (ie: 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 assistant 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 legal aspects.**

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

- A Residence Life staff member confronts students in a 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.

**Bathroom Use**

- Residents and their guests are permitted to only use public restrooms or community restrooms designated for their gender identity if that bathroom has a distinction. A list of gender inclusive bathrooms at Mines can be found [here](#).
Behavior Expectations

• Students are expected to exhibit appropriate behavior within the community of the residence hall and Mines Park. Inappropriate behavior may be defined as an activity that disrupts, endangers, or interferes with the educational environment of the residence hall community. Inappropriate behavior is determined at the discretion of Residence Life staff.

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 or assigned locker. 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 (ie: candle warmer) is prohibited in the Residence Halls and Mines Park Apartments.

Cleanliness

• It is your responsibility to keep your room/apartment clean. Vacuums, 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 Housing for 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.
- No altering of common spaces (ie: 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 Above)

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

- Only small electrical appliances that are Underwriters Laboratories (UL) approved are permitted in the Residence Halls. Examples include radios, stereos, clocks, desk lamps (NO halogen lights of any kind are permitted), 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 ANY OTHER MANNER IS NOT PERMITTED IN STUDENT ROOMS. There are kitchen facilities available in all residential spaces.
- All open heating element devices, including but not limited to toasters, camp stoves, and range-top burners, hot plates, toaster ovens, and personal grills (think George Foreman) are forbidden per fire code.
- All cooking must be performed in the designated kitchen areas, using the existing appliances in those areas. Mines Park residents may utilize additional approved small cooking appliances in their kitchen spaces.
- If you feel like you need a personal printer, we encourage inkjet printers rather than laser. We do not allow 3D printers in the Residence Halls or 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 DISCIPLINARY 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, the right to enter rooms and perform required maintenance, to determine the condition of Mines property, to regulate suspected violations of Mines rules and regulations, and to maintain the health and safety of all students is reserved.
- 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 regulation. Also, 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. Disciplinary 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 Campus Living Office on the main floor of Elm Hall.

• 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 along ESAs can be found here along with Disability Services' webpage on accommodations.

**An ESA is 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 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 in student rooms with minimal damage. The Department of Residence Life recommends blue painters 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.

• Postings deemed as inappropriate or offensive by Residence Life Staff must be removed immediately.

Quiet Hours for Residence Halls

• Quiet Hours will be maintained Sunday through Thursday from 7:00pm until 7:00am the following day, and Friday and Saturday 11:00pm until 11:00am. During the Quiet Hour period, TVs, stereos, voices, etc. must be lowered until inaudible in neighboring rooms and hallways.

• 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.

• Courtesy 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 Conditions**

- Upon moveout, 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 moveout.
- All Mines provided furniture 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. You may bring personal furniture, but all furniture/furnishings that come with the room must stay in the room at all times. Mines does not have storage space for furniture.
- Closet doors are NOT to be removed. Removal of closet doors may result in disciplinary action.
- 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. If residents are being solicited, please notify a Residence Life staff member immediately or call Mines Police at 303-273-3333.
- A student may not run any sort of 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](#). Additionally, you can find information about the [Procedures to Resolve Complaints of Gender-Based Discrimination, Sexual Harassment, and Sexual Violence Against Students](#).
- 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 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. It is the law, when smoking on-campus that you remain 25 feet away from open windows, doors, and ventilation intake systems.
- Hookahs (open-flame/coal smoking devices) are not permitted in the Residence Halls.
- No vaporizers or e-cigarettes are allowed to be used or stored in or around the residence halls or Mines Park.
- It is prohibited to smoke, possess, or store marijuana/cannabis on-campus.

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 after prior approval is obtained 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 for Residence Halls
- 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
- Hand guns, hunting knives, rifles, shotguns, bows & arrows, swords, paintball guns, airsoft guns, and similar dangerous devices and objects are not permitted on campus. Possession of any of these items will result in disciplinary action. What constitutes a dangerous weapon is up to the discretion of the Residence Life staff.
- 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 disciplinary action and if the case warrants, will be turned over to Mines Police.

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.

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/.

Residential Community Conduct Procedures

Two principles underlie disciplinary 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 regulations
b) Educational Sanction – Educational sanction that is assigned potentially based upon a specific policy violation (ie. 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 regulations/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 regulation(s) during the probationary period.
d) Loss of Privileges – Denial of specified privileges within the residential community for a designated period of time (ie: 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/](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.

To receive emergency messages on your cell phone, you must subscribe. To subscribe, logon to Trailhead and go to "Self Service," click on "Personal Information" and then "Mines Emergency Alert System." The contact information you provide only will be used for delivering emergency messages via the Mines Emergency Alert system.

More information: [https://www.mines.edu/emergency/mines-emergency-alert/](https://www.mines.edu/emergency/mines-emergency-alert/)

#### Residence Life On-Call Presence

For all on-campus students, there will be a Resident Assistant or Community Assistant in each area along with a Hall Director or Community Director, on-duty every night from 5 pm – 8 am and during the weekend on Saturday and Sunday from 7 pm – 7 am, during the academic year. Resident Assistants and Community Assistants 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.

**Mines Green Life**

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 taking action to save energy on campus

<table>
<thead>
<tr>
<th>DAILY</th>
<th>BREAKS &amp; HOLIDAYS</th>
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<tbody>
<tr>
<td>Turn off lights when not in use</td>
<td>You can talk to maintenance and facility staff to get their help to:</td>
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<tr>
<td>Use task lighting instead of overhead lighting whenever possible</td>
<td>Clean and turn down lounge or personal refrigerators</td>
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<tr>
<td>Use LEDs instead of incandescent light bulbs</td>
<td>Set thermostats to unoccupied building guidelines</td>
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<tr>
<td>Maximize natural lighting by opening blinds</td>
<td>Close all blinds and curtains</td>
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<td>Recycle when possible</td>
<td>Turn off all appliances and electronics and unplug if possible</td>
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<tr>
<td>Use coffee mugs and reusable bottles instead of disposable cups</td>
<td>Turn off computers and peripheral equipment</td>
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<td>Set your computer to sleep mode when you step away for an extended period</td>
<td>NOTES: __________________________</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>
<td>__________________________</td>
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<tr>
<td>Minimize personal appliances in your residence hall room or share with a friend</td>
<td>__________________________</td>
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<tr>
<td>Turn off TVs, stereo, and other items when you leave your room</td>
<td>__________________________</td>
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<tr>
<td>Keep computers, printers, and other electronics away from thermostats</td>
<td>__________________________</td>
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<tr>
<td>Keep air vents clear of paper, files, and office supplies</td>
<td>__________________________</td>
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<td>Dress in layers and appropriately for the weather</td>
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<td>In cold weather, make sure all windows and outside doors are shut tightly</td>
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<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>
<td>__________________________</td>
</tr>
<tr>
<td>Report any leaks, abnormal noises, or issues with ventilation to building staff</td>
<td>__________________________</td>
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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.
• 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

**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 provides 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/](https://www.mines.edu/student-life/care/)
Appendix A: Sexual Misconduct Resources Flowchart

RESOURCES FOR SURVIVORS
If you have experienced interpersonal violence (sexual assault, sexual harassment, domestic/dating violence and stalking) at any point, you have many options to talk to someone and access resources both on and off campus.

Would you like to talk to someone at Mines?

Yes

- Wellness Center
  1770 Elm Street
  Health Center
  303-273-3381
  Speak to a registered nurse or a nurse practitioner.
- Counseling Center
  303-273-3377
  Speak to a licensed counselor confidentially.
- Mines 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 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. You have the option to just receive support services or to move forward with filing a complaint and receiving support services.
  The Title IX Office also has confidential options.
  mines.edu/titleix
- Mines Police
  303-273-3333 or 911
  Speak to a Mines 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
  If you choose to get a Medical Forensic Exam (rape kit), there are multiple reporting options:
  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.

No

- 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)