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Emergency Management and Safety

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Fire Safety

Fire Drills in Administrative and Academic Buildings

To comply with state fire safety guidelines and to enhance the safety of the University community, we conduct annual fire drills in administrative and academic buildings. Be assured these exercises are being conducted in ways that minimize negative impact on the community. We will always try to post a proposed weekly schedule of which buildings drills will occur in during a given week (but not a specific day will be listed) and typically start the annual schedule in the fall semester.

Guidelines for the fire drills can be accessed by clicking the link below. Supervisors and faculty should make sure that students, faculty and staff are aware of expectations and have a general understanding of how these drills will be conducted. All faculty, staff and students will be required to evacuate buildings during these drills.

For questions, comments or concerns, please contact the Fire Safety Officer with Department of Emergency Management and Safety, Gregory Rose, at grose@umw.edu or 654-2096.

[UMW Administrative and Academic Building Fire Drill Guidelines](#)

Fire Safety at UMW

Fire Safety at The University of Mary Washington is a primary function of The Office of Emergency Management and Safety and the responsibility of all faculty, staff and students. The purpose of our fire safety programs and initiatives are for the protection of life and property. Fire can be a devastating experience and the best way to protect all is by preventing them from occurring in the first place. Educating, training, and informing students, faculty, and staff will be the most effective way to accomplish these objectives. All employees and students should review the [Fire Safety Plan](#).

Student Fire Marshal Program

The University of Mary Washington enjoys one of the most extensive Student Fire Marshal programs in the state. There is a Campus Fire Marshal working within The Emergency Management and Safety Department that is responsible for the overall management of the program. Also, there is a designated Student Fire Marshal in each Residence Hall at UMW. This position is a Senior Resident Assistant position.

All Student Fire Marshals receive training in fire extinguisher use, evacuation procedure, fire safety awareness and fire alarm system operation.

A Student Fire Marshal's duties include:

Extinguisher Inspection: Fire extinguishers are inspected monthly as required by NFPA. Inspection reports are filed with the Campus Fire Marshal and the Emergency Management and Safety Office.

Building / Room Inspection: Periodic inspection of public areas and resident rooms to ensure that no fire hazards or other unsafe conditions exist. Report any discrepancies to the appropriate department. Report any fire or life safety issues to Emergency Management and Safety immediately.

Fire Drills: Coordinate and conduct three fire drills per semester in accordance with the Student Fire Marshal handbook. Report success/failure to each fire drill to the Campus Fire Marshal and to Emergency Management and Safety Office.

Information Resource: Ensure that each resident understands evacuation procedures, fire extinguisher operation and fire safety issues.

Fire Drills in Residence Halls

Fire drills are conducted in each University Residence Hall in accordance with The Virginia Statewide Fire Prevention Code. Three successful drills will be conducted each semester. Drills must be conducted between the hours of 1:00 am and 6:00 am, 6:00 am and 6:00 pm , and 6:00 pm and 1:00 am. These drills will be conducted between the start of the semester and fall break. Drills for the spring semester will be conducted between the start of the semester and spring break. Drills will be supervised by Complex Fire Marshals and may also be observed by staff from this office (Emergency Management and Safety Director, The Campus Fire Safety Officer, and/or The Campus Fire Marshal). We are looking for these drills to be successful and occupants to safely evacuate the buildings in a reasonable amount of time. Some other general guidelines that will be used to evaluate Residence Hall Fire Drills will be:

- Residence Halls must be evacuated in less than 5 minutes
- Occupants should be wearing proper weather attire and have shoes on
- Room checks will be conducted by Residence Hall Staff to determine whether residents evacuated the building.
- Students are to assemble at the designated marshaling point, which should generally be 50 feet from the building, not in areas where emergency vehicles may stage, and that no student leaves the marshaling point without authorization from Residence Hall Staff.

Decorations

Many may choose to use decorations for holidays, dances, and events or just to make residence halls feel more like home. This includes longer term holiday decorations, as well as short term events, such as birthdays. For those organizations holding events where extensive decorating will occur or where any kind of flame producing item, you must consult with The UMW Office of Emergency Management and Safety prior to your event. Please note that this set of policies and procedures applies for all

administrative buildings and residence halls. Please be sure to abide by the following guidelines for decorating.⁸⁷

1. Absolutely no indoor pyrotechnics, fog machines, or flame producing items – both in and out of doors. This includes tiki torches!
2. Natural trees are prohibited in the student rooms and in areas of public assembly areas where 50 or more people gather for a purpose).
3. Corn stalks, leaves, and hay are prohibited for use as decorations due to their combustible nature. Other natural materials such as pumpkins, squash, and gourds are permitted
4. Artificial trees need care in selection and handling. Plastic trees can burn. Use the type clearly marked as made from slow burning materials. Those with built-in electrical systems should carry the Underwriter's label (UL). Metal trees maybe a shock hazard. Use only indirect lighting with them. If lighting strings are placed on a metal tree, the tree may become electrically charged. Never use electric lights on a metal tree.
5. Use noncombustible decorating materials (metal, glass, etc.). Untreated cotton batting, flock and paper ignite easily and may burn intensely. Use only flame-retardant or noncombustible materials for costumes and decorations. Crepe paper and streamers used for decorations must be labeled as "fire-proof" or "flame-proof". Be sure to read the label before you buy the material. Plastic bags and plastic sheeting may not be used for decorating – this material is very combustible!
6. Keep exit corridors and doors free of decorations. Their use in these areas could cause confusion and make exiting dangerous in emergency situations.
7. Cover no more than 10% of any available wall space with decorations. Do not block or cover fire alarm pull stations, emergency lights, exit lights, hose and extinguisher cabinets, or any part of the sprinkler system. Regular corridor lighting must not be completely covered. Keep decorations at least ten feet from exit doors.
8. Items shall not hang from ceilings, on/from heating and sprinkler system piping. There must be 24 in. clearance from ceilings and 18 in. clearance on sprinkler heads.
9. Corridors must not be "wall-papered" with combustible materials. Combustible decorations are not permitted in stairwells.
10. Do not string decorations down corridor ceilings. They can act as fuses should they become ignited.
11. The use of lighted candles or any open flame device is not permitted in residence halls. Safe alternatives include flashlights and battery operated candles.
12. Because of their combustible nature, the following materials may not be used for decorating: corn stalks, leaves, and hay. Other natural materials such as pumpkins, squash, and gourds are permitted.
13. Electrical decorations should be UL listed. Equipment should be checked for frayed cords, loose connections and broken sockets. They should be unplugged when you leave your room or before you go to sleep.
14. Make sure all indoor and outdoor holiday lights are UL listed. In residence halls, only indoor "cool lighting" is permitted. The number of strands of lighting connected together is limited to the manufacturer's recommendations (no more than 2-3 strands). These should not be strung in any fashion where the cords can become frayed, such as being wrapped where the cords are wrapped between the metal bedding frame and the mattress.

15. If an electrical appliance smokes or has an unusual smell, unplug it immediately and have it serviced.
16. Replace any electrical cord that is cracked or frayed.

Useful Links

Residence Life Prohibited Items List may be found at <http://students.umw.edu/residencelife/prohibited/>

FEMA Campus Fire Safety: Tips for Students and Parents at <http://www.usfa.fema.gov/citizens/college/>

Contact us for additional Fire Safety Information

You may contact us via this web form or call us at 540-654-2108 for additional fire safety information here at UMW

Name

First

Last

Email

Comment or Question

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Office of Student Conduct and Responsibility (OSCAR)

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Hazing Policy

The purpose of this policy is to ensure that students at the University of Mary Washington are not subjected to hazing. Hazing is an unproductive and hazardous activity that has no place at the University of Mary Washington, either on or off campus. Hazing is injurious to the individuals involved, and to the University itself.

This policy applies to all individuals and recognized groups associated with the University of Mary Washington, including, but not limited to, administrators, coaches, faculty, organization advisors, staff, students, athletic teams and clubs, bands, and student organizations.

As it is impossible to anticipate every situation that could constitute hazing, this list does not, and cannot, encompass every circumstance that will cause the University to discipline individuals or groups for hazing. This policy is not intended to prohibit the following conduct:

1. Customary athletic events, contests, or competitions that are sponsored by the institution, or the organized and supervised practices associated with such events; or
2. Any activity or conduct that furthers the goals of a legitimate educational curriculum or extracurricular program, as approved by the University.

Hazing shall include, but not be limited to, forcing, compelling, requiring, encouraging, or expecting, whether direct or implied, any individual to participate in any of the following actions or activities:

1. Paddling;
2. Kidnapping;
3. All forms of physical activity which are used to harass, punish, or harm an individual;
4. Excursions or road trips;
5. Confinement;
6. Spraying, painting, or pelting with any substance;

7. Burying in any substance;
8. Nudity with the intent to cause embarrassment;
9. Servitude;
10. Exposure to uncomfortable elements;
11. Verbal abuse;
12. Wearing, in public, of apparel which is conspicuous and/or indecent;
13. Forcing consumption of alcohol or any other substance, legal or illegal;
14. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
15. Burning, branding, or tattooing any part of the body;
16. Psychological hazing, defined as any act which is likely to:
 - a. Compromise an individual's dignity;
 - b. Cause an individual embarrassment or shame;
 - c. Cause an individual to be the object of malicious amusement or ridicule; or
 - d. Cause an individual emotional distress;
17. Interrogating an individual in an intimidating or threatening manner;
18. Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way;
19. Misleading prospective members into believing that they will be hurt during induction or initiation;
20. Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier;
21. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose;
22. Binding or restricting an individual in any way that would prohibit them from moving on their own; and
23. Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (i.e. for a scavenger hunt).

Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts.

This policy encompasses all acts of hazing that occur whether on or off campus. As such, an act of hazing by an individual or organization will be viewed by the University as a violation of its hazing policy, regardless of where the act of hazing took place.⁹³

An individual may not consent to being hazed, and a victim's voluntary or willful participation in hazing activities will not be considered as a defense against a violation of the University's hazing policy by an individual or organization.

The University of Mary Washington urges all members of the University to promptly report all hazing incidents [online](#).

Hazing, as defined in this statement, is prohibited under the Code of Virginia as well as by the University's policies. Any individual or organization found to be in violation of this policy shall be subject to appropriate disciplinary action in accordance with applicable law.

§ 18.2-56 of the Code of Virginia states:

"It shall be unlawful to haze, or otherwise mistreat so as to cause bodily injury, any student at any school, college, or university.

Any person found guilty thereof shall be guilty of a Class 1 misdemeanor, unless the injury would be such as to constitute a felony, and in that event the punishment shall be inflicted as is otherwise provided by law for the punishment of such a felony.

Any person receiving bodily injury by hazing or mistreatment shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.

The president, or other presiding official of any school, college, or university, receiving appropriations from the State treasury shall, upon satisfactory proof of guilt of any student found guilty of hazing or mistreating another student so as to cause bodily injury, expel such student so found guilty, and shall make report thereof to the attorney for the Commonwealth of the county or city in which such school, college, or university is, who shall present the same to the grand jury of such city or county convened next after such report is made to him."

I. Responsibility of individuals and organizations

Hazing is prohibited by the Code of Conduct. Both individuals and organizations may be held responsible for their actions and participation in incidents of hazing. If an investigation concludes that an individual or individuals directed, engaged in, aided or otherwise participated in, actively or passively, an incident of hazing, disciplinary action may be imposed against the individual(s). If the investigation concludes that an organization knowingly permitted, authorized, or condoned hazing, disciplinary action may be imposed against the entire organization.

II. Retaliation

It shall be a violation of this policy for an individual or organization to retaliate against a student or other person for reporting a suspected incident of hazing or cooperating in any investigation or disciplinary

proceeding regarding an incident of hazing. Harassment and/or intimidation of a member of a conduct body prior to, during, and/or after a conduct proceeding are prohibited by the Code of Conduct.

III. Amnesty

Any student who reports a hazing incident in good faith, or any student victim of hazing who participates in an investigation or in a conduct hearing related to the reported incident, will not be charged with any other Code of Conduct violations that may have occurred as a direct result of the reported incident. For example, a student who was forced to consume alcohol as part of the reported incident will not be charged with a violation of the University's alcohol policy. Any student who receives amnesty under this policy still may be asked to meet with an administrator to discuss the incident outside of the formal conduct process. Also, if the incident occurred off campus and any student was arrested or cited by law enforcement, this amnesty policy does not excuse that student from the off-campus consequences of that arrest or citation, including compliance with summonses, cooperating with courts in the City of Fredericksburg, and paying any fines or penalties.

Hazing Policy Violations at UMW

The following table presents statistics concerning students or student organizations found in violation of UMW's Hazing Policy, or in violation of federal or state laws pertaining to hazing:

Academic Year:

2018-2019:

- Fall 2018 — Zero (0) violations of UMW's Hazing Policy, or of federal or state laws pertaining to hazing
- Spring 2019 — Zero (0) violations of UMW's Hazing Policy, or of federal or state laws pertaining to hazing

2019-2020:

- Fall 2019 — Zero (0) violations of UMW's Hazing Policy, or of federal or state laws pertaining to hazing
- Spring 2020 — Zero (0) violations of UMW's Hazing Policy, or of federal or state laws pertaining to hazing

2020-2021:

- Fall 2020 — Zero (0) violations of UMW's Hazing Policy, or of federal or state laws pertaining to hazing
- Spring 2021 — Zero (0) violations of UMW's Hazing Policy, or of federal or state laws pertaining to hazing

2021-2022:

- Fall 2021 — Zero (0) violations of UMW's Hazing Policy, or of federal or state laws pertaining to hazing

- Spring 2022 – Zero (0) violations of UMW’s Hazing Policy, or of federal or state laws pertaining to hazing

2022-2023:

- Fall 2022 – Zero (0) violations of UMW’s Hazing Policy, or of federal or state laws pertaining to hazing
- Spring 2023 – Zero (0) violations of UMW’s Hazing Policy, or of federal or state laws pertaining to hazing

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Human Resources

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Intellectual Properties

Adopted by the Board of Visitors of the University of Mary Washington on September 19, 1987.

University of Mary Washington Faculty Handbook, Section 4.4.2, Intellectual Property

http://publications.umw.edu/facultyhandbook/section_5/working_conditions

The policy applies to all University employees, whether their appointments are permanent or temporary, full-time or part-time, salaried, on wages or on contract or paid by state funds or by outside sponsors. It also applies to students of the University enrolled in programs of study (leading to degrees) and to visitors who may, from time to time, participate in University programs or activities.

General Statement on Ownership of Intellectual Property

Intellectual property is understood to be any property to which the owner holds a patent or copyright or which may be considered to be patentable or copyrightable. In general, University employees, students and visitors shall retain all rights relating to intellectual property developed on their own initiative without substantial use of University facilities and resources. This provision includes copyrighting of papers published in journals, articles written for popular publication, books (including textbooks), computer software, film, photographs and videotapes, unless the copyrighted materials were developed as a specific part of a University assignment. It also includes the patenting of inventions, unless the patentable invention was developed as a specific part of a University assignment.

Cases in Which the University Obtains Entire Right, Title and Interest

The University shall obtain the entire right, title and interest in all materials subject to copyright or patent when the materials result from an assigned duty of an employee, student or visitor, or when the University provides substantial, specific support for the development of the materials in the form of space, facilities, equipment and/or supplies. The University will not construe the provision of the usual office, library, laboratory, computing facilities, equipment and supplies that are part of its regular instructional program as constituting substantial specific support except for those situations where the copyrightable or patentable material was developed in response to a specific University assignment. An employee's general obligation to maintain a level of professional activity as a scholar does not constitute such a specific University assignment.

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Book	E. Administration & Finance
Section	4. Information Technology
Title	Network and Computer Use
Code	E.4.4.
Status	Active
Adopted	January 1, 2005
Last Revised	June 12, 2023
Last Reviewed	June 12, 2023

The UMW computer network consists of an institution-wide backbone, local area network, and many shared computers, as well as individual desktop computers and other computing devices. The various systems administrators work to ensure that network privileges are properly maintained for all University users. Users also must meet certain responsibilities and are subject to certain limitations, many of which are listed in the attached policy.

[E.4.4 Network and Computer Use Policy 06122023.pdf \(247 KB\)](#)

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Student Affairs

Office of Student Activities and Engagement (SAE)

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Publicity Policies

Chalking Policy:

Student organizations may use chalk as a means of publicity, but chalking is limited to uncovered sidewalks.

Guidelines:

- Chalk is not allowed on the side of buildings, stairs, porches/patios, the tunnel, the Bell Tower, or any surface that is not uncovered sidewalk. Student organizations will be charged a cleaning fee in this situation, and will risk losing other SAE privileges.

- Student organizations may be asked to clean up their chalk if large institutional events are taking place.
- Chalk messages cannot include any obscene or illegal information, including: vulgar and alcoholic/drug related content.
- Only traditional chalk can be used. Chalk pens, chalk paint, or other materials may not be used and are strictly prohibited and can result in fines if used.¹⁰⁴

Flyer Policy:

There are a number of bulletin boards on campus in which you are able to post flyers – other than flyers posted by **University departments**, all flyers must be brought to the SAE office (CRUC 303) or emailed to sae@umw.edu to be approved before being posted in the buildings below:

- Anderson Center
- Bulletin Board on Campus Walk in front of Lee
- Combs Hall (1st floor only)
- Pollard Hall
- duPont Hall
- Hurley Convergence Center
- Lee Hall
- Mansion & Economics
- Melchers Hall
- James Farmer Hall
- Cedric Rucker University Center
- Woodard Hall Nest Cabinets (These cabinets are locked. Please let the SAE Front Desk know that you would like your flyer posted in these cabinets, and we will post it for you.)

There are a few buildings which **require permission from the building coordinator to post flyers** (please contact SAE for building coordinator contact information).

Those buildings are:

- All residence halls — bring flyers to Marye House for approval and distribution
- GW Hall
- Jepson Science Center
- Mercer Hall
- Monroe Hall
- Woodard Hall (other than the boards outside of the Nest on the 1st floor)

Guidelines:

- All materials must include a phone number or email address, and the first name of the contact person.
- Flyer cannot include any material that is illegal or in violation of University policies, including alcohol- and drug-related content.

- Publicity materials may only be displayed on public bulletin boards, and **not on windows, doors or other surfaces** for safety/facility reasons.¹⁰⁵

Painting the Spirit Rock:

Messages on the Spirit Rock cannot include any material that is illegal or in violation of University policies. The Student Code of Conduct applies to the Spirit Rock. Only latex paint is permitted.

For certain periods of time, the Spirit Rock is reserved for University-wide events and occasions, including Orientation, New Student Arrival, the Multicultural Fair, and Reunion Weekend.

Questions regarding the Spirit Rock should be addressed to the [Student Government Association](#).

Additional questions may be directed to sae@umw.edu.

Updated June 2023

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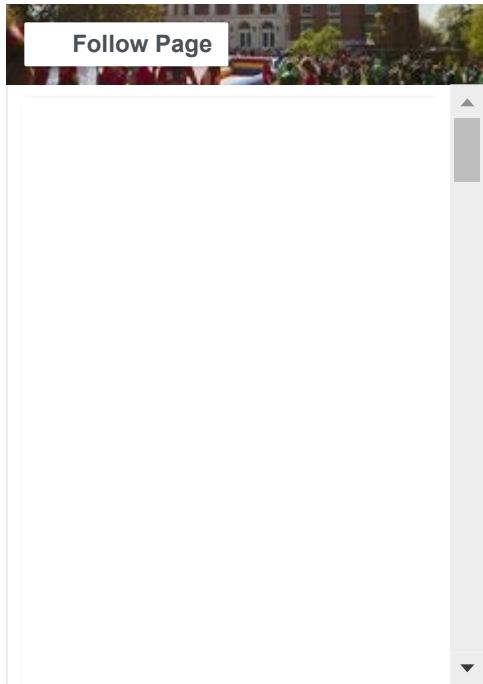
No upcoming events

SAE ON FACEBOOK



UMW SAE

1.2K followers



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Residence Life Rules and Expectations

Residence Life Rules and Expectations

Residing in UMW's residence halls can be a rewarding experience, but it relies on all community members taking responsibility for their decisions and understanding the impact their decisions may have on others. In this section, you will find rules, expectations, and policies that are in addition to the University's Code of Conduct, Honor Code, and Policy on Sexual and Gender-Based Harassment and Other Forms of Personal Violence.

Abandoned Personal Property: Any personal property discovered during room checks after checkout will be logged and removed from the residence hall room. Students will be contacted via email and will be asked to retrieve their belongings within 14 days or provide UMW permission to dispose of them. UMW will adhere to state regulations on abandoned property in terms of storage, re-purposing and/or disposal. Students will be held responsible for the costs to remove and store abandoned personal property from the residence halls.

Beds: Residence halls have extra-long twin (80-inches long) mattresses unless otherwise noted on the residence life website. All rooms are furnished with bed frames that can be bunked or lofted utilizing a university provided loft kit. Personal lofts (those not provided by the University) are prohibited. Information regarding bed modifications can be found on the Residence Life and Housing website.

Break housing: Students who are in need of housing over the Winter Break period may request to remain on campus during the break period. The university will review all submitted requests. Those approved to stay will receive written confirmation from the Office of Residence Life and Housing. Remaining on campus during break without approval from the Office of Residence Life and Housing is prohibited. Most campus services, including food service, are unavailable during break.

Computer Use in the Residence Halls: All students in the residence halls receive both free ethernet internet access and wireless access. The use of non-Apogee routers or the downloading of illegal content may result in the termination of one's internet service.

Check-out: Residents must remove all their belongings from on-campus residences 24 hours after their last exam or no later than the posted closing time each semester, whichever is earlier. Graduating seniors may occupy their rooms until 10 a.m. on the day after graduation in May. Residents must follow all check-out procedures including, but not limited to, removing all personal belongings, cleaning, returning loft equipment to designated storage space, notifying RA of any damages, and returning keys and RFID tags (ELEV parking garage). Failure to follow check-out procedures may result in an improper check-out fee.

Commercial enterprises: No business may be conducted in the residence halls without written approval from the Dean of Residence Life and Housing or his or her designee. The presence of any promoter, vendor, or unauthorized visitor should be reported to Residence Life staff and/or University Police.

Custodial Services: Custodial service is provided only for residential common areas open to everyone. Cleaning of student rooms, suite bathrooms, and apartments is the responsibility of the individual occupants who use those areas. Charges will be assessed for inordinate cleaning of public areas. Toilet paper is provided in communal style bathrooms. Students residing in suite-style and apartment style buildings must provide their own.

Damage assessment: Students are responsible for UMW property in their rooms and elsewhere in the residence halls. Charges may be assessed to an individual who is found responsible for property damage or a situation that requires excessive cleaning. If it cannot be determined who is responsible for damages in a common area, students of the community can be held responsible for the damage charges.

Dining: All residential students are required to have a meal plan. Students who fail to select a meal plan during Housing Selection will automatically receive a plan (Eagle plan for first-year students, 150 block plan for returning students). For more information on University Dining visit UMW.SodexoMyWay.com.

Early Arrivals/Late Departures: Residents are expected to arrive on published move-in dates and move-out in accordance with the 'Check-Out' section of this document. Students who need consideration for early arrivals or late departures must

seek approval from Residence Life and Housing. More information is available for here for early arrivals and here for late departures

Entrance to student rooms: UMW reserves the right for its authorized representatives to enter the premises for housekeeping purposes; repair and maintenance; to determine occupancy and vacancies; health or safety reasons; to protect life, limb, or property; and to assure compliance with state, federal, or UMW regulations. UMW reserves the right to enter student rooms during breaks for maintenance, housekeeping, safety purposes, and to determine compliance with closing procedures.

Fire safety: Fire extinguishers, fire alarm systems, exit signs, and other fire prevention and protection equipment are provided in UMW buildings as a safeguard for lives and property. UMW regulations and Virginia law prohibit sounding a false alarm or tampering with fire safety equipment. Students found in violation of UMW policies prohibiting sounding of a false alarm or tampering with fire safety equipment in residence halls are subject to permanent removal from residential housing, and additional sanctions or criminal penalties may apply. Regular fire drills are held under the direction of Residence Life staff in conjunction with the Campus Fire Safety Officer. Residents MUST leave a building when a fire alarm sounds. Certain items are listed under "Prohibited Items" due to restrictions under fire safety regulations. UMW reserves the right to limit the amount of paper on walls, ceilings, windows, and doors for the purpose of fire safety. Any fabric hanging from windows must be flame-retardant. Fabric must not hang from walls. Items shall not hang from ceilings, or sprinkler and heating piping. Health and safety inspections will be conducted at least once every semester to determine compliance with policies. Fire Safety Inspections of at least 20% of the units in all residence halls will be conducted annually by the Virginia State Fire Marshal's Office. The Office of Emergency Management and Safety can address other fire safety concerns or questions. Online resources can be found at <http://adminfinance.umw.edu/safety/firesafety/>.

Decorations: Residents may choose to use decorations for holidays and events or to make residence halls feel more like home. Please abide by the following guidelines for decorating.

1. Absolutely no indoor pyrotechnics, fog machines, or flame producing items – both in and out of doors. This includes tiki torches.
2. Natural cut trees are prohibited in the residence hall rooms and in areas of public assembly area (where 50 or more people gather for a purpose).
3. Cornstalks, leaves, and hay are prohibited for use as decorations due to their combustible nature. Other natural materials, such as pumpkins, squash, and gourds, are permitted.

4. Artificial trees need care in selection and handling. Plastic trees can burn. Use the type clearly marked as made from slow burning materials. Those with built-in electrical systems should carry the Underwriter's label (UL). Metal trees may be a shock hazard. Use only indirect lighting with them. If lighting strings are placed on a metal tree, the tree may become electrically charged. Never use electric lights on a metal tree.
5. Use noncombustible decorating materials (metal, glass, etc.). Untreated cotton batting, flock, and paper ignite easily and may burn intensely. Use only flame-retardant or noncombustible materials for costumes and decorations. Crepe paper and streamers used for decorations must be labeled as "fire-proof" or "flame-proof." Be sure to read the label before you buy the material. Plastic bags and plastic sheeting may not be used for decorating – this material is very combustible!
6. Keep exit corridors and doors free of decorations. Their use in these areas could cause confusion and make exiting dangerous in emergency situations.
7. Cover no more than 10% of any available wall space with decorations. Do not block or cover fire alarm pull stations, emergency lights, exit lights, hose and extinguisher cabinets, or any part of the sprinkler system. Regular corridor lighting must not be completely covered. Keep decorations at least ten feet from exit doors.
8. Items shall not hang from ceilings, on/from heating, and sprinkler system piping. There must be 24-inch clearance from ceilings and 18-inch clearance on sprinkler heads.
9. Corridors must not be "wall-papered" with combustible materials. Combustible decorations are not permitted in stairwells.
10. Do not string decorations down corridor ceilings. They can act as fuses should they become ignited.
11. The use of lighted candles or any open flame device is not permitted in residence halls. Safe alternatives include flashlights and battery-operated candles.
12. Electrical decorations should be UL listed. Equipment should be checked for frayed cords, loose connections, and broken sockets. They should be unplugged when you leave your room or before you go to sleep.
13. Make sure all indoor and outdoor holiday lights are UL listed. In residence halls, only indoor "cool lighting" is permitted. The number of strands of lighting connected is limited to the manufacturer's recommendations (no more than 2-3 strands). These should not be strung in any fashion where the cords can become frayed, such as being wrapped where the cords are trapped between the metal bedding frame and the mattress.
14. If an electrical appliance smokes or has an unusual smell, unplug it immediately and have it serviced.
15. Replace any electrical cord that is cracked or frayed.
16. Only approved bed canopies (such as Campus Canopies) that have an NFPA 701 standard tag shall be used on beds. Beds shall not be lofted higher than 4' above the floor. At no time may a sheet/blanket be placed on top of the loft.

17. Decorations that can cause damage to University property including walls, ceilings, doors, windows, and furniture are not permitted. 3M products and LED light strips with adhesive backings cause significant damage and should not be used.

Furnishings: Furnishings supplied in a residence hall room must remain in the assigned room; the moving of furniture into another room in a suite is prohibited. No furnishings located in residence hall common areas may be removed or moved into student rooms. A service charge of \$50 per item to return furniture will be assessed. Stacking furniture or placing a bed on top of other furnishings constitutes a safety violation. Limited additional furniture is permitted. Residents are held responsible for any damage caused by the moving of furniture, either in the apartment or common hallways. Inflatable furniture, beanbag chairs, exercise (i.e., treadmills) and recreational equipment (i.e., pingpong tables) are not permitted. Upholstered furniture must be fire retardant. Look for one or more of these fire-retardant standards on identification tags:

- NFPA 701
- Class 1 of the U.S. Department of Commerce Commercial Standard 1915330 · California Flammability Bulletin 117- ASTME 84
- Upholstered Furniture Action Council (UFAC) (Gold Tag)

All upholstered furniture must be in good condition. Residence Life and Housing, The Office of Emergency Management and Safety, and/or the Fire Marshal reserve the right to have a student remove any item that presents a fire, health, or safety hazard.

Guests: Residents are responsible for guest conduct in the residence halls and may be held accountable for any misconduct. Guests must be escorted at all times. Permission to have overnight guests is contingent upon the prior approval of all occupants of the living space and in conjunction with each residence hall's visitation policy. There is no overnight visitation, except for immediate relatives, in first-year residences during the fall semester. No one guest may stay in a building more than three consecutive nights or more than 14 nights each semester. No one resident may have overnight guests for more than 14 nights in a semester. Guests who are believed to be residing in the building without a room assignment will be banned from visiting. Overnight guests are prohibited during break periods and other times when the halls are not officially open. Guests who visit Eagle Landing must be signed in at the front desk during the hours of midnight and 8 a.m.

Heating and Cooling: All residence halls are air-conditioned. Energy efficient sensors that respond appropriately to outside temperature control centralized heating. Buildings

with centralized cooling systems are controlled in the same fashion. Residents should avoid running window AC units in the winter when the heat is on. Students are encouraged to contact Facilities if their room is too hot or too cold.

Housing and Dining Services Agreement: To operate the residence hall and dining services at the lowest possible rate for the students, the University of Mary Washington must provide these services on an agreement basis for the full academic year (or for the spring semester only for students entering for that term). The University of Mary Washington uses an electronic application process that allows students to execute their housing agreement online. *Forty-eight hours after the official Housing and Dining Services Agreement is submitted electronically to the University of Mary Washington, it becomes a binding Agreement between the student and the University. Students who submit the Agreement will not be permitted to cancel the Agreement unless they meet the termination terms of the Agreement.

Keys: Upon checking-in, each student is given a key to his/her residence. If a key becomes lost or is not returned by the designated check-out time, locks will be changed at the student's expense. If replacement of a key or lock is necessary, it should be immediately reported to the University Police at Brent House or by calling 540/654-1025 and to your Resident Assistant. The cost for replacement keys or locks (\$125.00 per key/lock) will be assessed to the student's account. Students are prohibited from placing their own locks on individual doors. Duplication of any University key is strictly prohibited. Students may not share their key with someone not assigned to the residence hall room.

Lock-Out: Students are expected to carry their room keys and Eagle One IDs at all times. Should a student become locked out of their room, they should contact Residence Life and Housing (540-654-1058, M-F 8-5) or the RA On-Duty phone (posted in Residence Hall lobbies, after-hours, and weekends). A staff member will be dispatched to let you in to your room. Please be patient as the staff member may be coming from another location on campus or need to wrap up another obligation before responding. Students will receive one free lock-out service per semester and will be charged \$10 to their student account for any additional lock-out.

Lounges: Lounges are provided for the use of all residents of a building. Residing and/or sleeping in a lounge is prohibited. Organizations may not reserve floor study lounges. The main lounge or parlor within a building, seminar rooms in the Randolph/Mason Link, Willard, and Virginia, and the Eagle Landing Rotunda and

conference room may be reserved for use by completing a request in 25Live.

Microwave ovens: Microwaves are permitted only in the kitchen areas of residence halls, UMW Apartments, and Eagle Landing. Because of electrical wiring and to ensure fire safety, microwaves are prohibited in student rooms and non-kitchen areas.

Noise: Residents are responsible for ensuring that their behavior does not violate another's right to sleep or study. Excessive noise in and around residence-hall areas is prohibited. Quiet hours are generally 10 p.m. to 8 a.m., nightly. Sounds are not to be heard outside rooms during these hours. Each floor or hall may vote to extend these hours. At all times, "courtesy hours" are in effect and residents should comply with requests from other residents and/or staff members to lower their volume. Hall staff may extend quiet hours before and during examination periods and/or as necessary. Items producing sound should be kept on low volume at all times. Stereo speakers may not be placed on window sills and/or directed outside. Because of safety and noise regulations, sports are not permitted to be played in residence halls. Musical instruments are not to be played in residence halls unless headphones are used.

Personal property insurance: Students are responsible for the care and safety of their personal property. UMW cannot be held liable for loss or damage to personal property. Students are strongly urged to confirm whether their personal property is covered under their parents' homeowner's insurance and make arrangements for additional renter's insurance coverage if necessary.

Pets and Other Animals: living or dead, are not permitted in UMW Residence Halls and apartments. Exceptions include registered service animals, ESAs approved through accommodation process, service animals in training as part of a specific University-sponsored program, and fish kept as pets in a 10-gallon or smaller aquarium. Handlers of service animals or approved ESAs must submit registration forms, signed expectations, roommate acknowledge forms, and vaccination records to Residence Life and Housing before bringing the animal to campus. Violations of handler expectations or expiration of vaccination records may result in revocation of approval.

Prohibited Items: Certain possessions present a health and safety concern within collegiate and congregate living environments. Students are expected to refrain from bringing any **prohibited items** into the residence halls.

Reassignment/Consolidation: The University reserves the right to change room assignments at its discretion, for instances including, but not limited to, violation of residential policies or other University policies/procedures, damage and/or repair to facilities, and/or to ensure the safety of self and others. The University also reserves the right to reassign students for the purpose of consolidating residents within similar housing accommodations to maximize occupancy where necessary.

Refrigerators: Personally-owned refrigerators that are 2 amps or 4.5-cubic-feet or less in size are permitted, providing they are UL approved. Only one refrigerator is permitted in a double or triple room. Locked refrigerators are not permitted unless approved by the Dean of Residence Life and Housing or their designee. Only the full-sized refrigerator provided in each apartment kitchen is allowed in the UMW Apartments and Eagle Landing; no additional refrigerators are permitted.

Residence Hall Association: All residential students are members of the Residence Hall Association (RHA) and have an opportunity to get involved in their residential community. RHA provides opportunities to discuss issues facing the building and develop social programming designed to enhance the sense of community within the residence halls. RHA's student leadership for the upcoming academic year is determined through an election process held every spring.

Room Changes: Changes in room assignment must have prior approval from the Office of Residence Life and Housing. All students involved in an unauthorized room change will be assessed a \$50 fine and are subject to disciplinary action. Once approved, unless otherwise detailed, residents must remove all belongings from the room, turn in room keys, and checkout of their room. When moving into a new room, students must follow instructions to obtain their new key.

Room Condition: Each resident is responsible for leaving his or her room space in the same or better condition than that in which it was found upon moving in, as stated on the "Room Condition Report" (RCR) provided upon moving-in. Charges will be assessed for repainting and refinishing; repair or replacement of damaged or missing furnishings and equipment; special cleaning made necessary by misuse of facilities; removal of any extra furniture, abandoned property, or trash/item removal; or other unusual conditions requiring correction. Residents are responsible for notifying Residence Life staff immediately upon discovering any deteriorated or altered room conditions. Work orders may be filed by residents at <https://www.umw.edu/residencelife/on-campus/work-orders/>. Occupants are expected to keep their rooms clean and orderly at all times. Trash is to be placed in appropriate

receptacles. Damage assessments will be conducted upon move-out, and students will be charged for any damages not previously indicated on the RCR.

Storage: Storage space is not available for personal belongings or for the removal of University furnishings. No student may store anything in a residence hall storage closet/room. Anything a student brings to campus must fit inside of his/her room.

Unauthorized areas: Students are not permitted in maintenance areas, boiler rooms, roofs, storage areas, custodial areas, or locked balconies. Window screens may not be removed to gain access to the exterior of the building.

Vacancies: The Office of Residence Life and Housing will fill vacancies either by consolidating existing assignments or assigning another student to the vacancy. Vacancies prior to the start of each semester will be filled at the discretion of the Office of Residence Life and Housing. When possible, during the year, the Office of Residence Life and Housing will allow the remaining student in a room to select a compatible roommate, if desired. If the student is afforded this opportunity and does not select a roommate within 48 hours of the space being vacated, the Office of Residence Life will fill the vacancy at their discretion. All students are expected to always keep all vacant spaces free of personal belongings and ready for a new student. Students are also expected to accept any assigned roommate or move to another room upon request. Intimidation and/or displaying behaviors that are unwelcoming to a new roommate will not be tolerated.

Additional UMW Apartment and Eagle Landing Notes:

Balconies and porches (UMW Apartments only): All apartments are equipped with either a balcony or porch area. For reasons of safety, no more than four people are permitted on a balcony at any one time. No smoking is allowed on the apartment balconies. Additionally, balconies and porches are to be always kept orderly and are not to be used as storage areas for personal belongings, such as laundry or trash. Grills, hammocks, futons, couches, bicycles, mattresses, and swings are not permitted on the balconies or porches. Residents shall not hang or display any flags, banners, signs, items of clothing, or household linens outside apartments from windows, doors, railings, and porch roofs, or place such items on balconies and porches. No University-provided furniture is permitted to be moved from the apartment to the balcony/porch.

Cooking: Care needs to be always taken while cooking. Cooking materials should not be left unattended or left on when the apartment is unoccupied.

Married student housing (UMW Apartments only): If a one bedroom or efficiency apartment is available, two currently enrolled full-time married students may elect to be assigned there during housing selection. Should an apartment become available during the year, a married couple on a waiting list may be housed in a one bedroom or efficiency apartment. Documentation of marriage is required. Children are not permitted to reside in on-campus housing.

Office of Student Conduct and Responsibility (OSCAR)

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Safe Sammy



Safe Sammy

Recent statistics from the National Institute on Alcohol Abuse and Alcoholism indicate that drinking by college students ages 18 to 24 contributes to an estimated 1500 student deaths each year. In recent years, colleges and universities have taken steps to reduce that number by encouraging students to get help if they have over-consumed alcohol or other drugs, rather than avoiding that help because they are concerned about the consequences, which can include being found in violation of the school's behavioral policies, and being sanctioned by the conduct system.

At the University of Mary Washington, we do not condone underage alcohol use, drug use, or intoxication. On the other hand, we want our students to be safe. Therefore, we want to encourage students to seek help for themselves or for other students if there is an urgent situation involving the overuse of alcohol or other drugs. We call this our Safe Sammy agreement, after our eagle mascot.

If a student who is intoxicated from the overuse of alcohol or drugs seeks help from a University official such as an RA or a police officer, they will not be charged with a conduct violation and will not be sanctioned.

Similarly, if a student (a friend, a bystander, etc.) actively seeks help for another student who is intoxicated from the overuse of alcohol or drugs, neither student will be charged with a conduct violation and neither student will be sanctioned. The student(s) seeking assistance must stay with that student needing assistance until help arrives.

Safe Sammy will not apply in the following cases:

- If a student refuses transport to the hospital even after it has been recommended by emergency officials¹¹⁹
- If a student is not compliant with emergency officials or UMW staff members on the scene
- If assistance is not sought until after emergency officials arrive on the scene
- If the first individual(s) to request assistance are staff members (Residence Life staff (including RAs), UMW Police, other administrators, etc.) or faculty
- If there is information suggesting that the student was involved in distributing illegal drugs or an act of violence
- If aggravating factors are present

In each case, the Director of the Office of Student Conduct and Responsibility or designee will decide whether or not Safe Sammy applies.

Please be aware of the following:

- If a student is arrested or cited off campus, this agreement does not excuse them from responsibility for the off-campus consequences of that arrest or citation, including complying with summonses, cooperating with courts in the City of Fredericksburg, and paying any fines or penalties.
- If the student is charged with other violations of the Code of Conduct, those other violations can still be heard by the Office of Student Conduct and Responsibility. For example, if an intoxicated student inappropriately uses a fire extinguisher, and a friend then contacts the RA on-call for assistance, the intoxicated student still will be charged with a fire safety violation.
- UMW reserves the right to inform emergency contacts (typically, a parent or other guardian) in the event of a medical emergency or pattern of harmful behaviors, whether or not Safe Sammy subsequently applies to the student, or has applied in the past.
- If the student is an intercollegiate athlete, UMW's Department of Athletics will waive disciplinary action against a student if Safe Sammy applies to that student.

Students to whom Safe Sammy applies will be subject to, at a minimum, mandatory educational meeting(s) with an administrator in which the student's conduct and plans for avoiding similar incidents in the future will be discussed.

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Book	F. Student Affairs
Section	4. Office of Student Conduct and Responsibility
Title	Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence
Code	B.8.1.
Status	Active
Adopted	November 1, 2011
Last Revised	September 16, 2022
Last Reviewed	September 16, 2022

This Policy contains expectations for the University of Mary Washington (UMW) community in terms of sexual communication, responsibility, and respect. It also serves as a standard for determining, after the fact, if any behaviors have been inconsistent with UMW's values.

[B.8.1. Sexual and Gender-Based Harassment and Other Forms of Interpersonal Violence 09162022.pdf \(650 KB\)](#)

Student Affairs

Office of Student Conduct and Responsibility (OSCAR)

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Smoking

It is the objective of the University of Mary Washington to provide the healthiest environment possible for students, staff, and faculty members. To this end, it is the policy of the University that: (1) smoking is prohibited in all buildings, and in UMW and state vehicles; and, (2) the right of the nonsmoker to protect their health from smoke will take precedence over an individual's desire to smoke. Smoking is permitted on campus only in limited locations. Smoking is NOT permitted within 50 feet of any residential building. This includes all tobacco products, pipes, cigars, e-cigarettes or any device representing the use of smoking a product whether synthetic or organic.

In accordance with Virginia law, no individuals under the age of 21 are permitted to possess tobacco products, nicotine vapor products, and alternative nicotine products, with the exception of FDA-approved nicotine replacement products such as transdermal nicotine patches, nicotine gum, and nicotine lozenges.

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Book	G. Advancement/Univ.Relations	126
Section	3. University Relations and Communications	
Title	Use of Social Media	
Code	G.3.5.	
Status	Active	
Adopted	February 9, 2015	
Last Revised	August 25, 2022	
Last Reviewed	August 25, 2022	

The purpose of the Use of Social Media policy is to ensure proper portrayal, promotion and protection of the University of Mary Washington.

[G.3.5. Social Media Policy 08252022.pdf \(211 KB\)](#)

Book	G. Advancement/Univ.Relations	127
Section	3. University Relations and Communications	
Title	Use of University Name, Seal, and Logo	
Code	G.3.1.	
Status	Active	
Adopted	September 6, 1980	
Last Revised	January 7, 2013	
Last Reviewed	October 29, 2019	

The purpose of this policy is to allow outside entities to display University insignia in instances when such use is determined to be in the best interests of positively promoting the name, identity, and image of the University.

[G.3.1. Use of University Name, Seal, and Logo 10292019.pdf \(349 KB\)](#)

Office of Student Conduct and Responsibility (OSCAR)

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Weapons and Projectiles

Weapons Policy

Students are prohibited from possessing or carrying weapons anywhere on University property, including in any University buildings (academic, administrative, residential, etc.) or in any University vehicles. Entry upon the aforementioned University property in violation of this prohibition is expressly forbidden. Possessing or carrying toy or replica versions of weapons is also prohibited, unless required as part of a program sponsored or facilitated by the University.

For the purposes of this policy, weapons include any (i) pistol, revolver, or other weapon designed or intended to propel a missile of any kind; (ii) any dirk, bowie knife, switchblade knife, ballistic knife, machete, straight razor, slingshot, spring stick, metal chucks, or blackjack; (iii) any flailing instrument consisting of two or more rigid parts connected in such manner as to allow them to swing freely, which may be known as nun chahka, nun chuck, nunchaku, shuriken, or fighting chain; (iv) any disc, of whatever configuration, having at least two points or pointed blades that is designed to be thrown or propelled and that may be known as throwing star or oriental dart; or (v) stun weapons, meaning any device that emits a momentary or pulsed output, which is electrical, audible, optical or electromagnetic in nature and which is designed to temporarily incapacitate a person.

Projectiles

No student shall throw or cause to be projected any object or substance that has potential for defacing or damaging University or private property, or for causing personal injury or disruption.

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Student Accounts & Tuition

For information on important payment policies, please visit the [Student Accounts website](#) or call 540-654-1250.

Tuition bills are available online through [EaglePAY](#).

- An email notification will be sent to the student's UMW email address (once the bills are available).
- Typical semester bill dates:
 - Fall semester: mid-July
 - Spring semester: mid-November
- Bills are typically due a few weeks after they are generated.
- All new charges or unpaid account balances will be billed periodically throughout the semester.

Payment Options

Payment Plans open:

- Fall semester in May
- Spring semester in October

EaglePAY

- ACH: no fees
- credit cards: subject to a service fee.

Financial Aid must be offered and accepted by the due date of the bill.

Outside Scholarships must be received by the due date of the bill.

We encourage online payments through EaglePAY in order to avoid any mailing delays. Please note that any accounts with past due balances are subject to holds and late fees.

Authorized Payer

Students are highly encouraged to sign up an authorized payer, including a parent. Often students add family members as authorized payers on their account. Authorized payers will receive an automated email notification with the login name informing them that they have been authorized. The student will provide the initial password to the authorized payer, which can be changed later. Each billing cycle, both the student and authorized payers will receive an email notifying them that the online bill has been sent. Students and authorized payers receive a link in their email that takes them directly to the EaglePAY login page. Authorized payers have individual access to view and pay on accounts.

To enroll an authorized payer:

- Go to [**EaglePAY**](#)
- Click on Students and enter UMW log-in information
- Click on Authorize Payer
- Click on Add New

Direct Deposit

Are you expecting a refund from your student account or financial aid? Sign up for [**direct deposit**](#)! Normally paper refund checks are sent to your campus mailbox, which you may share with other students. UMW highly recommends that students sign up for direct deposit so that the funds can go directly into the student's bank account. Direct deposit can help avoid additional delay in mailing a check. To register for direct deposit, follow the instructions below. You will receive an email when funds are transmitted, but keep in mind that it can take 3-4 business days from the time of transmittal and email for the funds to be deposited and available.

You will find more information regarding refunds and direct deposit on the [**Student Accounts**](#) website. If you have additional questions about refunds or direct deposit, please contact the Office of Student Accounts by email at [**umwbills@umw.edu**](mailto:umwbills@umw.edu) or by phone at 540-654-1250. You can also contact Accounts Payable at [**payables@umw.edu**](mailto:payables@umw.edu) or by phone at 540-654-1225.

Delegated Access for the Release of Information

Students have control over which individual(s) may have access to their academic and financial information and the length of time that the access is granted. Delegated access is limited to financial aid only (overall financial aid status, financial aid requirements, award information). When completing this process, students will also see the word “proxy” used to describe the access given to their selected individual(s).

There is a different authorization process for the Office of Student Accounts (billing office) called Authorized Payer. Each authorized payer will receive an eBill email notification at the time bills are generated and will have access to charges and payment information. For more information, please visit the [Student Accounts webpage](#).

Steps to complete Delegated Access for Financial Aid

- Log-in the student Information system and select [Delegated Access](#)
- Add Proxy and enter required information

The screenshot shows a web-based application interface for managing delegated access. At the top, there is a navigation bar with links for 'Personal Information', 'Student and Financial Aid', 'Employee', and 'My Banner Resources'. On the right side of the header, there are links for 'Print', 'Help', 'Classic View', and 'Sign Out'. The main content area has a title 'Delegated Access Management' and a breadcrumb trail 'Home > Delegated Access > Delegated Access Management'. Below this, there is a section titled 'Proxy List' with a note: 'Define relationship type, begin and end dates, and authorizations.' A message says 'Your proxy list is empty.' Underneath, there is a 'Add a Proxy' section with instructions: 'Add a new proxy using the form below. Then edit their profile and authorization settings to enable appropriate access.' It includes field labels 'FIRST NAME *', 'LAST NAME *', 'E-MAIL ADDRESS *', and 'VERIFY E-MAIL ADDRESS *'. There is also a 'Save Proxy' button.

- Once the proxy information is added, TWO emails will be sent to the proxy.
 - EMAIL #1: The Delegated Access pages are available using UMW’s Banner Web or through a proxy access login. When you first contact the web site you will be asked to establish a password

for subsequent logins. Use the password above as the ‘Old Password’, then create your new password and update your profile.

Proxy Access Login

Home > homepage > Proxy Access Login

Note: Enter the e-mail address that was registered as a Banner Web proxy. Then enter the PIN that you previously defined. Banner Web users can register any e-mail address as a proxy and can then enable identical proxy access to selected Banner Web pages. All Banner Web pages are personal and confidential. The proxy PIN should never be shared. If you suspect that someone else may know your proxy credentials, enter your e-mail address and then reset your PIN using the Forget PIN or Reset PIN button.

* - indicates a required field.

E-MAIL ADDRESS:

PIN:

- EMAIL #2: The Delegated Access pages are available using UMW’s Banner Web or through a proxy access login. Hopefully you have already established your credentials and confirmed that your profile data is up to date.
- The next step is for the student to provide you with a passphrase and authorize pages for your use. The student will select the relationship with proxy and type in a passphrase. The passphrase will be used to determine FERPA identity during phone calls.

Profile **Authentication** **History** **Communications**

Proxy Profile

Please select your relationship with this individual. The list of pages available to them is based on relationship type. The description field is your personal note about this person (dad, mom, soccer coach, company name). The passphrase can be used to determine FERPA identity for phone calls or other off-line queries by this person. You must communicate the passphrase to your proxy; you can send the passphrase to them by clicking the "E-mail Passphrase" button below. You can control the start and end dates for proxy access below.

* - indicates a required field.

RELATIONSHIP: Parent, Guardian or Other

DESCRIPTION: Happy

PASSPHRASE: Happy

START DATE (MM/DD/YYYY): 08/23/2017

STOP DATE (MM/DD/YYYY): 08/23/2022

Email Passphrase Delete Proxy Relationship

Your proxy has not verified their email address.

The proxy PIN is disabled.

Add Proxy

- Authorization Page:

The screenshot shows a web-based application interface. At the top, there is a navigation bar with four tabs: 'Profile' (highlighted in blue), 'Authorization' (selected), 'History', and 'Communication'. Below the navigation bar, the main content area has a title 'Page Authorization'. A descriptive message states: 'Select the information pages your proxy should be able to access. Once authorized, your proxy will be able to view and/or update these pages when they log in.' To the right of this message is a checkbox labeled 'Email Authorizations'. Below the message is a list of items, each preceded by a checkbox. The items are:

- Parent Check to Select or Deselect ALL items below
- My Overall Status of Financial Aid
- My Financial Aid Requirements
- Award Information - Account Summary By Term
- Award By Aid Year
- Award History
- Loan Application History
- Final grades

Student Accounts

[Tuition & Fees](#)[Room & Dining](#)[Payments](#)[EaglePAY](#)[Refund Schedule](#)[Summer 2023](#)[Home](#) » [Methods of Payment](#)

Methods of Payment

The University of Mary Washington accepts several methods of payment for charges on a student's account. Use the links at left for detailed information about the following payment methods:

- Payments in person: Payments are accepted in the form of cash, check, money order or cashier's check
- EagleOne Payments: Accepted at the Cashier's Office to pay incidental charges such as Parking fines, Library fines, Health Center fees, small remaining balances on a Student Account or other miscellaneous charges.
- [EaglePAY](#): An online billing and payment system that allows students and Authorized Payers the ability to view and print bills and make payments online.
- [Financial Aid](#): Awards not included on the billing statement may be deducted from the bill balance, provided the student's financial awards have been accepted and verified.
 - Please note: All initial financial aid packages are based on full-time enrollment. Enrollment is then reviewed after the add-drop period each semester. At that time, it is determined if changes will be made to financial aid awards based on enrollment.
- Payment Plan, Credit Card & ACH Payments: The options to either make one-time payments via credit card and ACH or set up a payment plan through EaglePAY.
- Prepaid Education Programs: Prepaid education funding through the Virginia College Savings Plan and other outside agencies.
- Tuition Assistance/Third Party Billing: Tuition funding through employee, military or rehabilitative assistance programs.
- Outside Scholarships: Private scholarship funds paid either directly to the University or to the student.

Environmental Sustainability

Your UMW Cashier's Office is committed to reducing paper, ink cartridge and printer use!

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Details related to payments posted to a student's account will be directly emailed to the student's UMW email address.



Environmental Sustainability

Responsibility for Payment of University Expenses

Payment of all University education expenses is the responsibility of the student. If a student fails to pay an amount owed, state law allows the University to assess an administrative fee and late payment penalty. Further, all past-due accounts will be submitted to a private collection agency or the Attorney General's Office for collection as well as credit bureau reporting. The University will recover all collection fees and attorney's fees from delinquent debtors.

[Payment Policy](#)

[Parking Decal](#)

[Billing Information](#)

[Payment Plan Information](#)

[International Payments](#)

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[Frequently Asked Questions](#)

[Tax Information/1098-T](#)

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FORMS

STUDENT ACCOUNTS LOCATION

Lee Hall, 2nd Floor
Student Services Center
1301 College Ave.
Fredericksburg, VA 22401
Mon. - Fri., 8am - 5pm

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Student Accounts

[Tuition & Fees](#)[Room & Dining](#)[Payments](#)[EaglePAY](#)[Refund Schedule](#)[Summer 2023](#)[Home](#) » [Payment Policy](#)

Payment Policy

In an effort to help our students plan financially and avoid unnecessary debt and collections, the University of Mary Washington has implemented the following payment policy.

Students are expected to pay their Student Account Bill by the due date, demonstrate sufficient anticipated financial aid, AND/OR enroll in a [University Installment Payment Plan](#) by the established deadline. Bills can be viewed and paid within [EaglePAY](#). In addition, students are expected to have all additional charges resolved by the established Non-payment Notification and Registration Cancellation Dates below.

Any student with a balance due **greater than \$1,000.00** and not enrolled in a University Installment Payment Plan prior to the cancellation dates will be administratively canceled from classes. Those students with on-campus housing will have their housing assignment and meal plan canceled.

Note: Once an administrative cancellation for non-payment occurs, there is no guarantee that payment will secure the same classes or housing assignments. Students who have a housing and meal contract that are canceled after the start of the semester will be financially responsible for all pro-rated housing and meal charges.

Non-payment Notification and Registration Cancellation Dates:

Fall 2023

August 29, 2023

All unpaid charges over \$1,000

Spring 2024

January 16, 2024

All unpaid charges over \$1,000

Payment is expected prior to the cancellation dates.

If you have questions about loans, scholarships, grants or other awards:

Please contact [Financial Aid](#) at 540-654-2468 or email finaid@umw.edu.

If you have questions about your bill, EaglePAY, making payments, or enrolling in a payment plan:

Please contact [Student Accounts](#) at 540-654-1250 or email umwbills@umw.edu.

Payment Options:

1. Pay in Full (the remaining balance owed, after all anticipated aid is taken into consideration)
2. Enroll in the [University Installment Payment Plan](#) to cover any remaining balance owed.

Note: In order for anticipated aid to be considered in your payment calculation, all documentation (including verification paperwork) must be received by Financial Aid no later than June 1, 2023.

IMPORTANT NOTE: Students who do not pay their balance in full or enroll in the University approved payment plan by the published cancellation dates above will have their class schedule canceled. Students intending to withdraw **MUST complete the [Registrar's withdrawal process](#) and not depend on the administrative cancellation for non-payment process to remove them from their classes.**

Other Important Dates – Fall 2023:

June 1, 2023

Deadline for completion of the 2023-24 FAFSA and submission of any required documentation

July 12, 2023

Anticipated bill available on [EaglePAY](#).

August 2, 2023
Bill Payment Deadline

Other Important Dates – Spring 2024:

November 15, 2023

Anticipated bill available on [EaglePAY](#).

Note: In order for parents to be able to see this bill, the student must have granted them Authorized Payer access prior to this date.

December 6, 2023
Bill Payment Deadline

Frequently Asked Questions:

- When can I fill out my FAFSA for the 2023-24 academic year?

Now! You can complete it online through [FAFSA](#).

- Where can I sign up for the payment plan?

The option to sign up for a payment plan is within [EaglePAY](#).

- Once I enroll in the payment plan, will it keep me enrolled for every semester?

No, you will need to enroll each semester within [EaglePAY](#).

- Fall payment plans open around the mid-May
- Spring payment plans open around mid-October

- What happens if I set a payment plan with the estimated amounts and the actual charges on the account come in over or under my estimated amounts?

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At a certain point after the start of classes, the payment plan self-adjusts to the actual balance on the account. To learn more, please click on [this link to read more about payment plans.](#)

- Where can I get information about my financial aid?

Visit the [Office of Financial Aid](#) in Lee Hall.

- Is there a place I can find more information about scholarships I can apply for?

Yes! Please visit the [Scholarship Opportunities](#) page to learn more and be sure to register in [Scholarship Manager](#).

- What if I am selected for verification after I complete my FAFSA by the deadline? Will my aid not be considered in my bill for the fall semester?

To be considered in your payment calculation, all documentation (including verification paperwork) must be received by Financial Aid no later than **June 1, 2023**.

- Where can I find a description of Tuition and Mandatory Fees?

On the Student Accounts website: [Tuition and Fees](#)

[Payment Policy](#)

[Parking Decal](#)

[Billing Information](#)

[Payment Plan Information](#)

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RESIDENCE LIFE & HOUSING

Let our supportive living-learning environment and knowledgeable staff guide you toward reaching your personal and academic goals within your home-away-from-home.

Contact
Us

You are here: [UMW](#) / [Student Affairs](#) / [Residence Life](#) / [Once You're On Campus](#) / [Housing Procedures](#)

Housing Procedures

There are many procedures that current students will need to follow during the academic year. From room changes to staying on campus during break to a lost key, you'll find the form you need below.

- [Break Housing](#)
- [Changes to Housing Assignments](#)
- [Collection Box Process & Procedure](#)
- [Configuring Your Bed](#)
- [Current Students Termination of Housing Agreement](#)
- [Extended Stay/Late Departure Requests](#)
- [Intent to Vacate](#)
- [Meal Plan Information](#)
- [Residential Students Key or Lock Issues](#)
- [Room Condition and Charges](#)
 - [Appeal Process for Housing Charges](#)
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Mission and Vision of RLH

Before You Get To Campus

Once You're On Campus

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Configuring Your Bed

Current Students Termination of

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Book	F. Student Affairs	148
Section	5. Residence Life	
Title	University Housing Search and Seizure	
Code	F.5.2.	
Status	Active	
Adopted	March 1, 1999	
Last Revised	March 8, 2023	
Last Reviewed	March 8, 2023	

The purpose of the Search and Seizure Policy is to support the health and welfare of individuals living in University housing.

[F.5.2. University Housing Search and Seizure 03082023.pdf \(122 KB\)](#)

< [Home](#) /



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Center for Career and Professional Development



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Center for Economic Development



✉



Center for Economic Education



Center for International Education



✉



Center for Leadership and Media Studies



✉



Center for Spatial Analysis and Research



✉



Central Storeroom



Chemistry and Physics



✉



Classics, Philosophy, and Religion



✉



College of Arts and Sciences



✉



College of Business



College of Education



✉



Communication & Digital Studies



✉



Computer Science



✉



Continuing & Professional Studies



✉



Copy Center



Curriculum and Instruction



Dahlgren Campus



Digital Learning Support



✉



Dining Services



Disability Resources



✉



Dodd Auditorium



EagleOne Card Center



✉



Earth and Environmental Sciences



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Help Desk



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Office of the Provost



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Parking Management



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Payroll



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Political Science and International Affairs



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Post Office



Power Plant



Procurement Services



Psychological Science



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Rappahannock Scholars Program



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University of Mary Washington Campus Recreation

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"Note regarding online transactions: For credit card payments, a convenience fee of \$3 will be applied to transactions over \$20 and under \$106. Transactions include the cost of the item, shipping costs and sales tax. A 2.85% processing fee will be charged for transactions under \$20 or over \$106. ACH (online check payments) will cost 50 cents per transaction. Refunds for online payments will not include the 2.85% processing fee."

WELCOME!

UMW students & employees,
please click "Log In" in the top right
corner and sign in with your UMW
NetID and password.

If you are experiencing issues or
have questions, please email us at
campusrec@umw.edu

[View Programs](#)



Fitness Classes



Memberships & Passes



Intramurals



Courses



Guest Passes



Pool



Personal Training



Faculty/Staff Programs



Outdoor Programs



Outdoor Equipment Rentals



Sport Clubs



Special Events



Towel Service

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No News Available!

DEAN OF STUDENTS OFFICE

Engage in fun, active and intellectually vibrant experiences. Build relationships, develop personal and professional skills and make connections that last a lifetime.

[Home](#) » [Division of Student Affairs](#) » [Departments and Offices](#) » [Dean of Students Office](#)

Dean of Students Office

The mission of Student Life is to offer students, parents, staff, and prospective students information to further their general education and enhance their understanding of their responsibilities as citizens in the University of Mary Washington community. Student Life focuses on providing information for the acquisition of interpersonal and leadership skills; for service to others; for self-discipline; and for adherence to agreed-upon community values. This office facilitates involvement in out-of-class experience and the acquisition of skills and abilities for lifelong learning, and for living a healthy, productive, and creative life. This site also provides links to resources and services through Student Life and its affiliate offices.

- [**Behavioral Intervention Team \(BIT\)**](#)
 - [BIT Reporting Form](#)
- [Dean of Students Office Staff](#)
- [Religious Centers](#)

Contact Us

Phone: (540) 654-1200

Fax: (540) 654-1527

Marye House

Eagles in Recovery

Life @MaryWash

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TUITION AND AID

There's a reason we're a "Best Value" in public colleges.

What happens at Mary Washington sets the stage for the rest of your life.

This is where you come into your own — where you decide what matters most to you as a student and a human being. You'll make lifelong friends. Forge invaluable professional connections. Experience some truly transformational academics. And we'll do everything we can to make this amazing college experience an affordable one.

[Explore Tuition and Costs](#)

WHAT DO THEY SAY ABOUT US?

**One of
America's
best colleges**

*U.S. News and World
Report*

**Top 100 Best
Value
in public
colleges**

*Kiplinger's Personal
Finance*

94%
of graduates
employed after
two years

Niche

Our Voices



“My classmates are enormously successful, and so many other Mary Washington alumni have gone on to do amazing things.”

Catherine O’Connor Woteki

Class of 1969



Fill out the FAFSA

Take the first step to understanding the financial side of college. The FAFSA, Free Application for Federal Student Aid, will help you and your family determine all of your options for federal student aid. Grants, loans, federal scholarships. It all starts here.

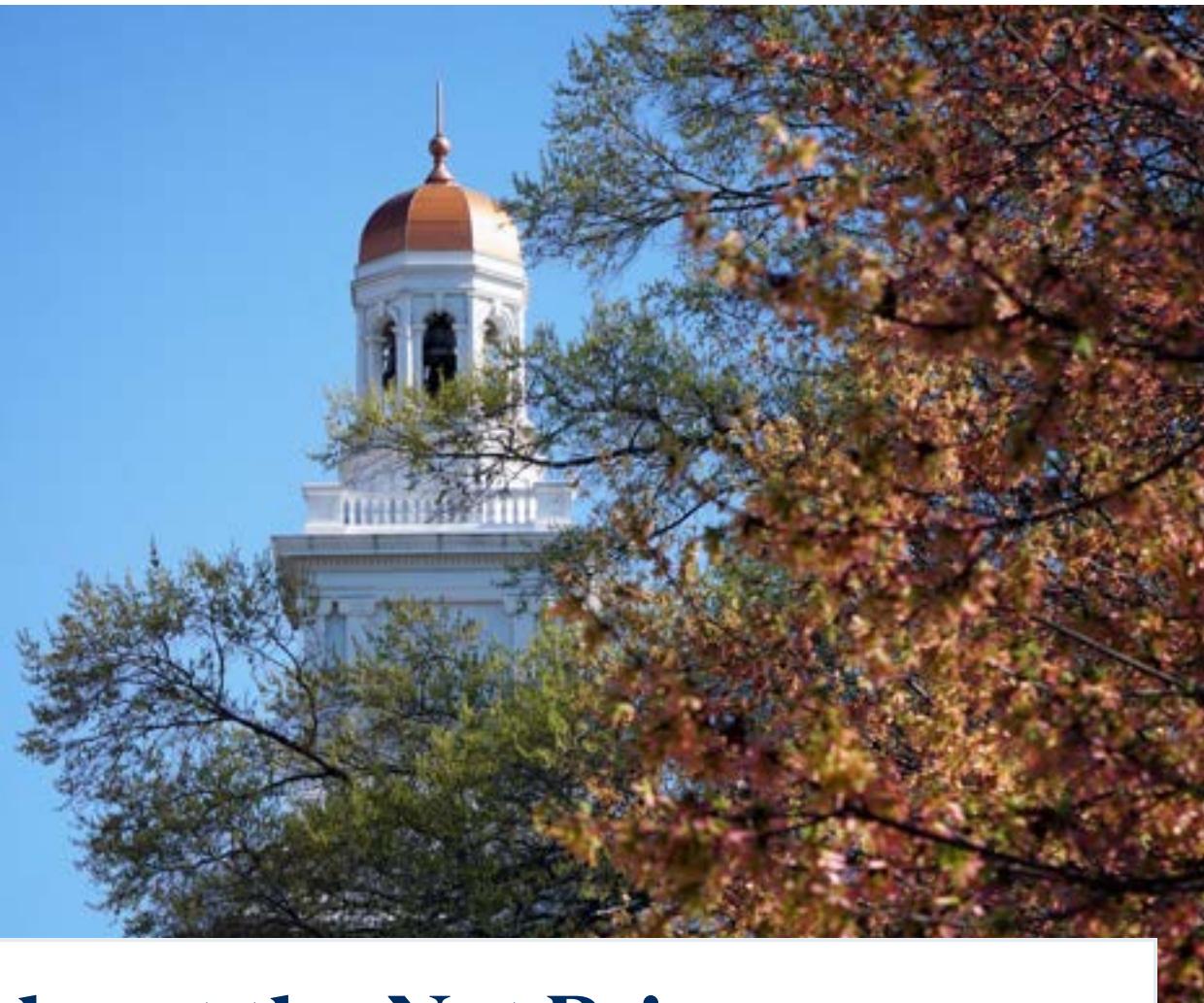
[Start Your FAFSA](#)



Apply for scholarships

Mary Washington awarded \$41 million in financial aid and scholarships last year alone. Explore the different scholarship opportunities available to you and apply to see what you'll qualify for.

[Apply Now](#)



Check out the Net Price Calculator

There are a lot of factors to consider when determining college affordability and costs. Use the Net Price Calculator to help you break it all down and make informed decisions.

[Net Price Calculator](#)

Financial Aid

The Financial Aid Process

FAFSA Code

University of Mary Washington's FAFSA Code is:

003746

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Office of Student Activities and Engagement (SAE)

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The Office of Student Activities and Engagement (SAE) is the home to a myriad of student activities on campus. From working with our over [140 student organizations](#) to collaborating with academic departments, we are here to assist the UMW community in proposing, developing, and executing meaningful programming for the entire

campus. We're here to help students get involved and we create opportunities to help students feel at ¹⁷¹home at UMW.

A text-only version of our list of student organizations [can be viewed here](#).

Please see our calendar to see all that is happening on campus, and feel free to reach out to us in our office, through email, and our social media platforms if you have any questions.

For clubs and departments who need to create a portal in myUMW:

- Submit your portal request here: <https://umw.presence.io/form/organization-registration>

Cedric Rucker University Center
3rd Floor, 303
540-654-1061
sae@umw.edu

Office Hours

Monday-Friday: 10:00AM-4:00PM

THINGS TO DO & EVENTS CALENDAR FORMS

MYUMW

CO-CURRICULAR TRANSCRIPT

UPCOMING EVENTS

First Day of School Pictures

August 28, 2023 at 11:00 am – 1:00 pm
CRUC Living Room (2nd floor)

AMS weekly chapter

August 28, 2023 at 7:00 pm – May 13, 2024 at 10:00 pm
Monroe 116

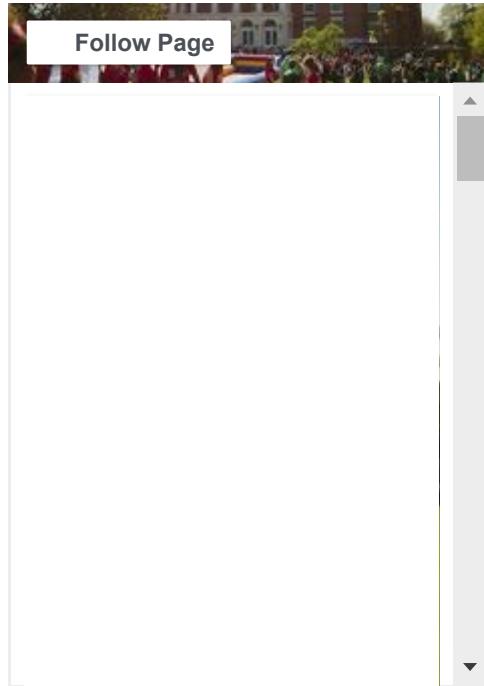
kNOw More Resource Fair

August 29, 2023 at 11:00 am – 2:00 pm
Campus Walk

SAE ON FACEBOOK



UMW SAE
1.2K followers



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