

Updates will be posted if changes need to be made to this schedule. No one is allowed to remain in the halls when they have closed for a break. Anyone found in the building during break time may be charged with trespassing. Residents should also be aware that rooms may be safety checked during breaks. Oak Hill and Faculty apartment residents are exceptions to this policy.

Harassment

Threatening, intimidating and/or abuse (verbal and physical) are not tolerated in the housing system. The housing department does not expect its staff members to be verbally abused or harassed in the function of their duties, which include confronting potential policy violations. Individuals who choose to communicate or act in this manner will face disciplinary action.

Hazing

Hazing is not tolerated anywhere on campus. Hazing activities are defined as, “any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.” Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading, or humiliating games and activities.

Illegal/stolen items

Illegal items or items believed to be stolen such as city, state, or college property may be confiscated from your room or apartment. Street or highway signs, if purchased, must have the store receipt taped to the back.

Littering/Trash

All residence halls have dumpsters nearby to properly dispose of trash. Residents should not throw trash out of the windows, sweep trash into the hallways, or put trash bags full of garbage in the hallways. Residents who leave trash in common areas will be assessed a fine/disposal fee no less than \$10 for each occurrence.

Lock-Out

If a resident is locked out of his/her room, they should contact a Resident Assistant. Resident Assistants will inform residents of the lock-out policy they follow in a given community. Resident Assistants, if agreed upon by the entire staff, may choose to charge residents for lock-outs. Funds will be used for hall/campus programming. All lock-out policies will be posted in the hall and/or explained at a hall meeting. Students are required to show staff their ID to prove they are a resident of the room they wish to enter.

Lofts/Bunk Beds

The option to bunk beds is capable with current beds in all residence halls. Therefore, lofts are not permitted. If you wish to bunk your beds in a room, contact your Resident Assistant to receive the pins necessary to do so.

The college will not assume responsibility for any injury incurred due to the bunking of beds. Residents should only bunk their beds in the appropriate manner. “Stacking” beds on other furniture or structures is a safety hazard and not permitted.

Lost Key

A lost key should be reported immediately to your Resident Assistant, SRA, Resident Halls Director, or Housing Office. You will be charged for any lost keys and a lock change. The same charges will be applied during check-out if a key is not returned. Keys made by anyone other than college locksmiths can damage locks. Duplication of college keys is a state crime and will be treated in such a manner. Possession of college keys not issued to you is not allowed.

Kitchenettes

Kitchenettes are available in each of the residence halls. Anyone found misusing the kitchenettes will be subject to disciplinary procedures. If messes are not cleaned up after use, kitchenettes will no longer be available for student use.

Laundry Facilities

Each hall has a laundry facility. Washers and dryers are available. All machines are coin operated. Directions for use are posted on the machines themselves or near the laundry facility. Any problems with the machines should be reported to your hall staff. Refunds may be obtained from the Office of Housing and Security.

Mail Distribution

Mail is delivered each week day. Only materials addressed to a student with the correct FULL name, hall and room number will be placed in student mailboxes by designated personnel. Flyers, pamphlets, and brochures may be placed in mailboxes or in common areas only with permission of the Hall Director and/or the Director of Housing and Security.

Only the student is allowed to remove mail from his/her box. Resident Assistants, Hall Directors, custodians, nor anyone else will be allowed to remove mail for anyone.

Mailboxes are located near the main entrance of the Student Center. Stamps are sold at the mailroom located in the Campus Services Building and the College Bookstore. All packages and items that need to be signed for must be picked up at this location. It is suggested that the following format be used for all mail addressed for delivery to any of the residence halls: