

RESIDENCE LIFE POLICIES AND PROCEDURES

Residence Hall Hours

Alderson-Broaddus College recognizes the necessity of opening and closing hours to assure adequate security for resident students. At the same time, the college also recognizes the need for freedom and responsibility for all students. Open House hours and policies are discussed in detail in the “Supplementary Policies” section of the *Handbook*.

IT IS THE RESPONSIBILITY OF INDIVIDUAL STUDENTS TO SEE THAT THEIR GUESTS ABIDE BY THE APPROVED VISITATION HOURS AS WELL AS ALL OTHER COLLEGE POLICIES AND REGULATIONS. Violators will be subject to disciplinary action. Residence hall visitation hours are listed below:

Residence Hall Lobby Areas.....24 hours

Fraternity and Sorority Rooms

Sunday - Thursday.....9:00 a.m. - 12 midnight
Friday and Saturday.....9:00 a.m. - 2:00 a.m.

Individual Student Rooms and Suites

Sunday - Thursday.....11:00 a.m. - 12 midnight
Friday and Saturday.....11:00 a.m. - 2:00 a.m.

Students are advised of the importance of the privacy of others, including the safety of personal property of other students. Therefore, the necessary arrangements with roommates should be made when inviting guests.

Quiet Hours

In consideration of others, reasonable quietness is assumed at all times in all residence halls. Quiet hours will be announced and posted each semester. During quiet hours, no noise should be heard outside of one’s room. Excessive noise will not be tolerated at any time. **STRICT QUIET HOURS** are observed 24 hours a day during final exams. Quiet hours during final exams extend from 7:00 a.m. on Reading Day through the closing of the residence halls.

Group activities in and around the residence halls must be approved by the resident director of the hall 24 hours prior to their occurrence and may begin only after 10:00 a.m., and will cease by 11:00 p.m. Sunday through Thursday, and at 12 midnight on Friday and Saturday. Efforts should be made by each group to keep the level of noise to a minimum. Regularly scheduled meetings of groups in and around the residence halls need to be approved only once per year. Any additional

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activities need to be approved by the resident director on a case by case basis. Groups may request an exception to both the expected noise level and to the beginning and ending times for activities from the director of residence life.

Room Security

The security for students' rooms is the responsibility of the occupants. The college is not responsible for the personal belongings and property of students living in the residence halls or apartments. Students are, therefore, encouraged to carry appropriate personal property insurance. Such insurance is usually included in a parent's homeowners/renters policy. Each student should keep to a minimum any valuables he/she brings to the campus, and doors should be locked when sleeping or when the room is vacated even briefly, for example to take a shower, or visit fellow students in the residence hall. Unauthorized entry to another student's room and/or college facilities is subject to disciplinary action. If a loss is noted, the student should immediately report it to the resident director and/or resident assistant. Staff will assist students in filing a theft report in the Office of Campus Life and a police report if desired.

Room Selection Procedures

Room sign up for the following semester is held each semester. Every effort is made to allow students to retain their rooms during consecutive semesters if they wish to do so. Vacancies are filled according to class rank. The director of residence life must approve all room changes.

Resident students need to check the college calendar for sign-up schedules, or call the Campus Life Office.

Room sign up for the same room will occur in each residence hall, as well as the Campus Life Office. Room sign-up for different rooms will be held in the Campus Life Office. Students will sign up on the dates assigned to their current class rank. Students who miss their assigned dates will lose their priority and must wait until the make up date to sign up.

Students desiring a single room will indicate their request at this time by completing a Single Room Request Form. These requests will be honored if single rooms are available and will be assigned on a seniority basis. Students following this process should indicate a roommate in the event single rooms are not available. Students occupying double rooms as singles will be charged a single room rate. See the Business Office to determine the appropriate charge for a single room.

During the first two weeks of the new semester, students will not be permitted to make room or roommate changes. Roommate and room changes may be

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made beginning with the third week of each semester. At this time the following procedure will be implemented for those students whose roommates did not return to campus or whose roommates left campus during the first 10 class days of the semester or for students who find they are incompatible with their assigned roommate.

- It is the student's responsibility to find a roommate during this period.
- A list of students seeking roommates will be available from the Campus Life Office. If a roommate is found, no additional charge will be placed on the student's account. If after the fourth week, a roommate is not found, a single room charge will be placed on the student's account for the remainder of the semester.

This procedure does not apply to students left without a roommate because of the departure from campus of a roommate after the fourth week of the semester.

Key Distribution Policy

Students:

- The student is responsible for the key(s) which is issued for individual rooms. Keys are to be checked out with the resident director for the respective residence halls and returned to the resident director when vacating the room. Failure to turn in a room key at the end of the semester due to a room change, vacation, or off campus experience will result in a charge of up to \$85 for lock replacement.
- Students who change rooms **MUST** return the key to their original room to their resident director before they will be issued a key to a new room. Keys are not to be exchanged between the students changing rooms.

Guests:

- Guests may be charged a refundable \$10.00 key deposit before they will be issued a room/suite key.
- Guest keys will be issued either by the resident director or resident assistant of the residence hall in which the guest will be housed.
- Guests are responsible for returning their key to the resident director of the residence hall in which the guest is housed.

On-Campus Living Requirements

In order to fulfill the College's educational purposes, and because of financial commitments, including loan agreements with the Federal Government, Alderson-Broaddus College is primarily a residential college and **REQUIRES ALL SINGLE, FULL-TIME, UNDERGRADUATE STUDENTS** to

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reside in the residence halls. Exceptions to this requirement **MAY** be made for single students who are:

1. Residing with parents, grandparents, or a legal guardian within a 50 mile radius of Philippi (must complete and submit a Parental Statement form), or
2. Enrolled for an off-campus experience at least 50 miles from Philippi as part of graduation requirements, or
3. 24 years of age or older, or
4. Honorably discharged military veterans (need documentation), or
5. Holders of a baccalaureate degree from an accredited institution of higher education, or
6. Employed by a church and choose to live in housing provided by that church, or
7. Having children who live within your household and you provide more than half their support, or
8. 5th year Senior or Senior having at least 115 hours of undergraduate work.

Single students desiring to be exempted from the on-campus residence hall requirement must complete an *OFF-CAMPUS RESIDENCY APPLICATION* form which is available in the Campus Life Office (New Main building, 2nd floor). The Associate Dean of Students/Director of Residence Life will review all applications. All information may be verified by contacting the landlord stated in the application. Any falsification of information on the application will automatically result in rejection of the application, or if approval has occurred, revocation of the approval and would further result in a penalty of the single room charge for the semester you were in violation and the possibility of suspension or expulsion from the college. **APPLICATIONS MUST BE RENEWED EACH YEAR** and must meet the deadlines to continue to reside off-campus.

New and transfer students in their first semester of enrollment have until the last day of add/drop to complete the off-campus application. *Renewal applications* for off-campus residency to begin Fall Semester or for full time Summer Semester enrolled students (at least 12 hours) must be submitted by **April 15**. For Spring Semester, the deadline is **October 15**.

In addition, the College provides a limited number of on-campus apartments to students approved for off-campus residency. Single bedroom, two-bedroom, and three-bedroom furnished apartments are available. Utility costs, with the exception of electric service, telephone, and TV cable, are included in the rental price.

Single bedroom apartments will be rented to either a married couple or to one single student. Two-bedroom apartments will be rented to a married couple or 2 single students of the same sex. Three-bedroom apartments will be rented to a married couple or 3 single students of the same sex.

Those not required to complete the Off-Campus Application include RN-BSN, LPN-BSN, Post Graduate Masters students, Physician Assistant students on rotation, and External Education students.

Off-Campus Housing

The college provides limited off campus housing to both married and single students in the Kincaid Apartments. One bedroom, two bedroom, and three bedroom furnished apartments are available. Utility costs are not included in the rental price. Leases will be written to be renewable on August 15 through May 15 of the following calendar year. Students who withdraw from the college may be held responsible for fulfilling the terms of their rental agreement.

Other rental listings may be found in the Barbour Democrat (the county newspaper) and by contacting the Campus Life Office for a list of rentals that are maintained and revised as necessary.

Bomb Threats

A law was passed by the West Virginia Legislature in January 1969 making it a misdemeanor to convey or impart (or cause to be conveyed or imparted) false information concerning the presence of a bomb or other explosive devices in, at, or near buildings, bridges, etc. A student violating this law is subject to state prosecution as well as college disciplinary action in any case involving college buildings or facilities.

Fire Drills

Fire drills are held periodically during each semester. Fire Marshal regulations require student participation. Tampering with fire equipment and the sounding of false alarms are prohibited by state law and by college rules and regulations. Students should evacuate the building immediately upon hearing the alarm. Residence hall staff will knock on room doors to notify students to evacuate. Students who fail to evacuate are subject to the disciplinary policies of the college.

Housekeeping

Students are responsible for maintaining neat orderly rooms. The college provides a housekeeping staff to empty floor trash barrels, vacuum hallway and lobby carpets, and clean bathrooms. A minimum amount of equipment is

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available for use by the students. A cleaning fee is charged in the event a vacated room is left in disarray.

Overnight Guests

Students may invite overnight guests to share their residence hall rooms (males in men's housing and females in women's housing). **These guests must be registered with the resident director, and these guests are expected to observe the regulations of the college. All infractions committed by any guest become the responsibility of the student(s) they are visiting.** The college reserves the right to limit the number of overnight guests a student may have at any one time or during any semester. The college also reserves the right to remove any guest who is disruptive to the living environment.

Phone Usage

Placing long distance telephone calls by using fictitious and unauthorized billing numbers is a federal and state criminal offense that can result in up to ten years in jail and a \$1,000 fine. The telephone company has stated it will prosecute those involved in such cases, and new techniques permit prompt detection of offenders. Anyone caught making prank or harassing telephone calls will face disciplinary action.

Internet Access

Resident students can obtain high speed internet access in their rooms at no additional charge. Some restrictions to resources such as internet file-sharing may apply as necessary to manage bandwidth and comply with state and federal regulations.

Repairs and Damages

Damage to residence halls and student rooms is the responsibility of the residents of that hall. In determining who will be charged, the following policies will be followed:

1. Damage to individual rooms will be assigned to the occupant(s) of the room. If the responsibility for damages is not that of the occupant(s), it is the responsibility of the occupant(s) to identify the responsible person(s).
2. Damage to property common to suites and/or hallways will be assigned to all residents of the suite and/or hallway. If responsibility for damages is not to be shared by all the residents of the suite and/or hallway, it is the responsibility of the suite and/or hallway residents to identify the responsible person(s).

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3. Damage to common facilities of the residence hall (lounges, study area, phones, kitchen, etc.) will be assigned to the entire group residing in the residence hall. If responsibility for damages is not to be shared by all the residents of the hall, it is the responsibility of the residents to identify the responsible person(s).
4. Charges for damages will be assessed each month as a part of the bill issued by the Business Office for each student. Such charges are due and payable at the time they are assessed. Failure to fulfill this financial obligation may result in the inability to register for subsequent semesters. Students who have made a \$100.00 damage/reservation deposit will have that amount remain on deposit until they leave the College. At that time, any unpaid damage charges and any other unpaid fines (e.g., library fines, disciplinary fines, etc.) will be charged against the deposit.
5. Rooms are checked upon arrival, upon departure and during the academic year for health and safety purposes.
6. The college is not responsible for any damage incurred to the personal property of a student or any loss of personal property of a student while in residence. Each student is encouraged to carry appropriate personal insurance.
7. Deposits are refundable when a student withdraws from the college during a semester in which the student is enrolled when cancellation for the Fall semester is received by July 15; when cancellation for the Spring semester is received by December 15; or when cancellation for the Summer term is received ten days before the beginning of the term. Requests forms for refunds are available from each resident director or through the Campus Life Office.

Room Entry and Room/Suite Search

The college understands that each student has a natural desire for privacy. This may be especially true in a group living situation as found in residence halls. However, there may be occasions when college officials (members of the Campus Life staff) have to enter and/or search a student's room/suite. The college reserves the right to enter rooms for suspected policy infractions, maintenance, emergencies, student health and safety, and to turn off radios, stereos, alarm clocks, etc.

Procedures for Room Entry

- A. Rooms may be entered only after knocking on the individual's door. Sufficient time for the occupant to open the door must be allowed before entering.
- B. In the absence of the occupant, a room may be entered only in the case of an emergency or to conduct a properly authorized search (see below).

C. During breaks or other periods when the college residence halls are closed, the college has the right to enter rooms to turn off lights, unplug appliances, close windows, and for other building maintenance/security reasons. When possible, two staff members will be present when this is done.

1. If it is necessary to enter a room when the resident is not in, two staff members must be present upon entry.
2. If a room has been entered in the absence of a resident, he/she must be notified and given the reason for entry as soon as possible.
3. Students/residents who are not staff members are not allowed to enter a student's room in his/her absence unless prior written permission has been given to an authorized hall staff member.

Procedure for a Room/Suite Search

A. Rooms/suites may be searched only with "reasonable cause," and the occupants must be notified of the reason for the search and the objects being sought in the search.

B. The search must be completed by an assistant resident director, a resident director, the director of residence life, the vice president for student services and enrollment management or the vice president's designee.

C. No residence life staff member will search a resident's room/suite without the approval of the director of residence life, or the vice president for student services and enrollment management, except as noted below.

D. Only items which are specifically prohibited by the college or which represent a danger to the health and safety of the residents may be taken from the resident's room. The student must be informed that the item has been removed and, if it can be legally possessed by the student, he/she may claim it from the Office of the Director of Residence Life. He/she must be told at that time that the item cannot be kept in the residence hall.

E. The resident should be requested to open all drawers, luggage, etc., during the search. If he/she refuses to do this, or if the resident is not present, then the college official doing the search will open all drawers, luggage, etc.

F. General room/suite searches (searching a number of rooms/suites in a given area in the absence of "cause" to search a specific room/suite) will be authorized only by the vice president for student services and enrollment management or his/her designee. The vice president for student services and enrollment management or the director of residence life must be present during general room/suite searches.

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G. In cases of suspected alcohol or other drug violations, college staff may check any area in the residence halls. When reasonable suspicion exists to suspect unauthorized visitors, college staff may check closets, under beds, etc. Approval for these searches from the vice president for student services and enrollment management or the director of residence life is **NOT** required.

H. If a resident believes his/her privacy has been unduly violated, he/she should be informed that he/she may report the incident to the vice president for student services and enrollment management or to the president of the college.

Personalizing a Room

The condition of walls in the room is the student's responsibility. When hanging pictures on the wall, it should be noted that thumbtacks, nails, and screws will cause holes which the student will be responsible for repairing. Students should be aware of the possible charges for such repairs. Fees are determined by the amount and seriousness of the damage.

Generally, residence hall room furnishings may not be removed from the room. **IN NO CASE MAY FURNITURE BE REMOVED FROM THE ROOM WITHOUT THE EXPLICIT PERMISSION OF THE DIRECTOR OF THE RESIDENCE LIFE.** Furniture removed with the permission of the director of residence life **MUST** be returned to the room by the student when the student checks out of the residence hall. Room furniture which is removed without the permission of the director of residence life or which is not returned to the room when the student checks out of the residence hall will be considered room damage and will be charged to the student account. (See "Repairs and Damages").

Students wishing to place couches, chairs or other upholstered furniture in rooms/living rooms of areas furnished by the college must provide unhampered access to exits and must provide proof of material fire/smoke ratings.

Storage Space

Limited storage space is available in each residence hall. **THE COLLEGE DOES NOT ASSUME RESPONSIBILITY FOR THE PERSONAL BELONGINGS OF STUDENTS.** Therefore, all items are stored at the risk of the student. All items to be stored must be clearly labeled with the student's name. A storage form must be completed by the student. Property left in storage after September 10 for the Fall semester or after January 31 for the Spring semester becomes the property of Alderson Broaddus College to be disposed of as the college deems necessary.

Moving Out - End of the Year

A student is expected to vacate his or her room within 24 hours after completion

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of final examinations. Residence halls are closed when the college is not in regular session, except to provide for students whose course of study or campus work requires them to remain at the college. Such students must obtain permission from the vice president for student services and enrollment management to remain on campus, must observe all college regulations, will be charged room and board on a prorated basis, and may be required to live in a room other than the one he/she occupies during the regular session.

At the end of each semester students **MUST** complete the check-out process. A resident director or assistant resident director will check the student's room to be sure that everything is in order.

If the student does not complete this check out process, it will result in a \$85 charge to his/her account.

Bicycles/Motorcycles

Bicycles and motorcycles are not permitted inside the residence halls. Students bringing such vehicles to campus should be prepared to leave them outside. The college, though seeking to provide security for all student property, is not responsible for loss or theft.

Pets

Because of health factors, pets are not permitted in the residence halls with the exception of fish in a 15 gallon or smaller tank. Absolutely no cats or dogs will be permitted in the residence halls.

Weapons

The use or possession of knives, firearms (including CO2 and spring-propelled weapons), explosives, explosive substances, or other deadly weapons (as defined by the West Virginia Code, Section 61-7-2), fireworks, or flammable liquids is prohibited. Any person carrying or possessing a firearm or other deadly weapon on the premises of the college or at a college-sponsored activity, even if licensed to possess such a firearm or other deadly weapon, who refuses to temporarily relinquish possession of such firearm or other deadly weapon, upon being requested to do so, or to leave such premises or activity while in possession of such firearm or other deadly weapon, shall be prosecuted according to the provisions of West Virginia Code Section 61-7-14. All firearms and other deadly weapons must be registered with the vice president for student services and enrollment management and stored in an area designated by the vice president. The same procedure is to be followed for bows and arrows and for CO2 and spring-propelled weapons.

Weightlifting Equipment, Electrical Appliances

The use or possession of weight-lifting equipment or unauthorized electrical appliances is prohibited. Stereos, television sets, amplification equipment, musical instruments, etc., while permitted in the residence halls, will be confiscated if they are used to contribute to excessive noise. Residents whose cooking appliances set off the fire alarm system in the residence hall will have said appliances removed by college staff.

All electrical appliances must be UL approved. Refrigerators over 4.1 cubic feet are not permitted. Lightweight multi plug extension cords are not permitted.

Additional Residence Life Policies

A. Golfing or baseball-type games are not permitted in the courtyard of Kincaid Residence Center or Priestley Halls. Residents are not permitted to bounce soccer balls or other balls off the building. No objects may be thrown from the walkways of Kincaid Residence Center or Priestley Halls.

B. Dartboards are not permitted in the residence halls.

C. Candles may be burned only in heat/flame resistant containers which will resist tipping and keep the wax contained. No candle may be left burning unattended.

D. Students are not permitted on any roof at any time.

E. Solicitation in the residence halls is permitted **ONLY** with the written approval of the vice president for student services and enrollment management.

F. Any student or group wishing to publicize an event in the residence halls must follow these posting procedures:

1. No alcoholic beverages may be mentioned.
2. The resident director of each building must approve the posting and placement of signs.
3. The student or group posting the sign is responsible for removal of the signs within 24 hours after the event.
4. Signs must be posted in ways which do not damage or deface surfaces to which they are attached.
5. No signs may be posted on building entry doors.
*see "Campus Sign Policy" under Supplementary Policies in this handbook.

G. Students who are locked out of their rooms should contact the resident assistant on duty in their building and must pay a fee of \$1.00 in order to gain

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access to the room. Staff will not unlock any door for anyone other than the resident of the room.

H. As a general policy, the installation of air conditioners is not permitted. In unusual circumstances, the installation of an air conditioner must be approved by the resident director and the student must retain all window hardware.

I. The smoking and/or chewing of tobacco is prohibited in the residence halls and in all other buildings on the campus of Alderson-Broaddus College.