

# *Residence Hall Guide 2011-2012*



*The Office of Residence Life*

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# *ResHall Guide*

This is a comprehensive guide for residence hall students. Students are responsible and required to be knowledgeable of all policies of the College. These are contained in the *Student Handbook*, *College Catalog*, *Residence Hall Guide*, and *College website* if they are not contained in the *ResHall Guide*.

<http://www.garrettcollege.edu/services/student/index.html>



# *Residence Life Mission Statement*

*The Office of Residence Life strives to provide Garrett College students with a safe and enjoyable living environment conducive to academic success, community development, and personal growth. We endeavor to develop a sense of community and citizenship among residents living in the halls as well as teach students about the rights and responsibilities of living in a community. We accomplish this by promoting respect, empowering students to positively affect the community, advocating and adapting to the changing needs of students, and providing programs and experiences to compliment their academic and personal goals.*



## ***Objectives:***

- Develop a community that fosters an understanding of rights & responsibilities in our students.
- Assist campus residents in achieving academic success at every stage of their college career.
- Nurture self-empowerment through leadership and self-governance opportunities.
- Provide diversified, well-coordinated extra-curricular and co-curricular programs and activities for students.
- Collaborate with other campus staff to establish and maintain a quality physical environment that promotes safe, healthy living conditions and an expanded consciousness of environmental concerns.



# *Residents' Rights and Responsibilities*

To a significant extent, your success will depend on your ability to understand and balance the rights and responsibilities of your college experience. The College staff does not assume the role of campus parent, and you will seldom be told what to do or not do with regard to your personal behavior. The obvious exception, as with society at large, is when individual behavior threatens the health and safety of others or the community or begins to disrupt the legitimate pursuits of others within the residence halls. As a resident of Garrett College's residence halls, you possess specific individual rights, which your roommate and those living around you must respect. These rights carry with them a reciprocal responsibility on your part to ensure that these same rights exist for your roommate, suitemates, apartmentmates, floormates, and other residents. You and your community may choose to add to this list. It is important that these items and the concept of other's rights and responsibilities be discussed throughout the year.



The Residence Life staff does not, nor can it, guarantee you will attain each of these rights at all times. You share the responsibility. You can help ensure that these rights will be honored through thoughtful discussion and open communication with roommates, suitemates, apartmentmates, floormates, and other residents.

The Residence Life staff is committed to offering you an environment which will allow you to grow. The choice is yours. You can choose to merely exist or to take full advantage of your living environment by participating in activities and speaking up for what you believe has value.

The Residence Life staff hopes you will invest in your own development and growth. This investment will pay off many times over. The staff is available and wants to help you accomplish this goal.

The following is a list of some of your “rights”- things to which you are entitled as a student living in one of Garrett College's residence halls – and your “responsibilities” – things that are expected of you as a member of a residential living community.

These rights and responsibilities are not legally binding, but they are meant to complement residence hall and College policies.

**YOU HAVE THE RIGHT** to as safe and secure a residence hall as is possible;

**YOU HAVE THE RESPONSIBILITY** to keep your room/apartment door and main residence hall doors locked, and to not prop them open or allow strangers into the building.

**YOU HAVE THE RIGHT** to a reasonably peaceful and quiet place in which you can sleep and study;

**YOU HAVE THE RESPONSIBILITY** to observe quiet hours, to keep your stereo, other electronic devices, and your voice at a reasonable volume, and to remind others that you expect the same of them.

**YOU HAVE THE RIGHT** to privacy and to the proportionate use of your room, both in terms of space and time, and the right to be free of unwanted guests in your room;

**YOU HAVE THE RESPONSIBILITY** to let your roommate know of your wishes and preferences for hours of sleep, study, and visitation, and to work through a difference you may have in a peaceful manner within the guidelines established in the Garrett College Student Conduct Code.

**YOU HAVE THE RIGHT** to respectfully confront another person's behavior which infringes on your rights,

**YOU HAVE THE RESPONSIBILITY** to examine your own behavior when confronted by another and to work toward resolving conflicts.

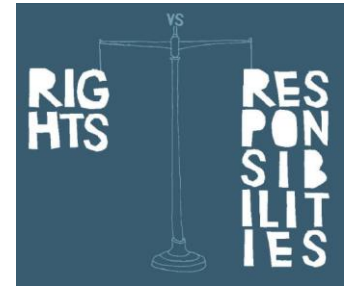
**YOU HAVE THE RIGHT** to the assistance of your RA, AC and Coordinator or other College staff members when you need help with a problem;

**YOU HAVE THE RESPONSIBILITY** to notify a staff person of your problem in a timely manner and to be cooperative with those involved as they work with you to resolve your problem.

**YOU HAVE THE RIGHT** to know what behavior is expected in your living group;

**YOU HAVE THE RESPONSIBILITY** to read the information provided for you by Garrett College Residential Services Office, especially the Housing contract, Residence Hall Guide, Garrett College's Catalog and applicable College Policies.

These are some of your "rights" and "responsibilities." Think about them, talk about them, and make them a part of what you do during your stay here.



# *The Office of Residence Life*

Located in Laker 105

(301)387-6717 during regular business hours (Mon-Fri 8:30am-4:30pm)

(301)501-1446 RA Duty Phone (after regular business hours)

Call these numbers or stop by the office in order to:

- Place work-orders/ maintenance requests
- Pick-up packages
- Check-out equipment (cleaning and recreational)
- Discuss programming ideas
- Register Guests
- Be keyed into your room
- Missing Keys
- Pick up RA Applications
- Pick up forms for SGA Candidacy



The Office of Residence Life is the day to day office for both residence halls. Students as well as professional staff work from this office to ensure that your living environment is a real part of your total educational experience at Garrett College as well as a safe and comfortable place to live.

## *The Office of the Coordinator of Residence Life*

Located in the Learning Center, Room 641

(301)-387-3164 during regular business hours (Mon-Fri 8:30am – 4:30pm)

Please stop by the Coordinator of Residence Life's Office to bring forward:

- Roommate Issues
- Room Changes & Room Change Forms
- Conduct Issues
- Overall Residential Concerns

# *Residence Life Professional Staff*

The Coordinator and Assistant Coordinator of Residence Life are full-time professional staff members of Garrett College. The primary functions of the professional staff are to oversee housing contracts, room moves, implementation of residence hall policies and procedures, advisement of Hall Council, SGA, supervising RA staff, assisting students in the areas of educational social, developmental, and personal growth, coordinate programming for the halls and campus, promote leadership and community building, and training RA staff.



## *Resident Assistants\**

Resident Assistants (RAs) are students who live in the residence halls and help residents in their adjustment to College and residence hall life. RAs are responsible for informing residents of the various rules and regulations as well as information concerning College resources and programs. There is always at least one RA on-duty when the Residence Life Office is closed to assist residents with personal advising, roommate conflicts, and confronting inappropriate behavior.

## *Hall Council*

Garrett and Laker Halls share one Hall Council. Hall Council meets every week at a time specified by the residents involved. The purpose of Hall Council is to carry out hall programming activities that the residents design. Hall Council also provides a forum to express the concerns of residents.

*\*Anyone interested in obtaining a position may inquire at Laker 105. After filling out an application, students will be invited to attend individual interviews. RA applicants must maintain a cumulative G.P.A. of 2.0. Resident Assistant positions provide free housing in a single room, as well as many opportunities for leadership development.*



# *Housing Contract*

Your housing contract is a legally binding agreement that you made to reside in College housing. If you are a freshman, transfer, or returning student who entered into the contract after the start of the Fall semester, your commitment is for the entire academic year. If you began attending Garrett College in the spring, your contract is binding for that semester.

Returning your room key and moving out does not cancel your housing contract. This would be a violation of your housing contract for which you would still be financially liable. All notifications regarding your contract should be made in writing to the Coordinator of Residence Life. Copied of the College Housing Contract are available in the Office of Residence Life. You are responsible for the provisions contained within the contract.

Your College housing contract obligates you to follow all of the rules in both the Residence Life Guide, as well as the Student Conduct Code and any other College policy. If you are found responsible for violating any of these community standards and the violation results in your removal from the residence halls, you are still responsible for fulfilling your housing contract obligations.



# *Damage Deposit and Damage Billing*

Each year students are billed a \$200 damage deposit to be used for deducting room and common area damages through the course of the year. Lock-out charges and lost-key fees are also taken from your housing deposit. At the end of the school year, you are entitled to the remaining funds in the deposit if you do not have any balance due on your student account.



The most effective way to eliminate excessive abuse of College property is for each resident to assume responsibility for his/her own actions.

It is your responsibility to leave your room clean and in the condition in which you found it. You are responsible for damages in your room, including all common areas. You are also responsible for any damage caused in the residence hall by your guests. Any initial damages not noted on your Room Condition Report are your responsibility. *If you see someone damaging your room or any part of the hall, report it to an RA or the Office of Residence Life at once.* This action will help eliminate charges being billed to residents who were not directly involved in the damage.

The College prefers to bill only the individuals actually responsible for damages and not the residents of the floor or building. However, when the parties responsible for damages are not known, the cost of damages will be deducted from the housing deposit of each student on the floor or in the area. In the event that damage costs exceed the amount of the housing deposit, the remaining amount will be charged to your student account.

Breach of the housing contract will also forfeit your damage/security deposit.

The following are fines that can be taken from your damage deposit:

- \$15/ bag** Trash Removal
- \$25/ hour** Removal of Belongings
- \$25** Failure to Comply with FHSI requests
- \$25** FHSI Failure
- \$30-125** Improper Check-Out
- \$50** Unauthorized Room Moves
- \$50** Failure to return all keys at winter break

# Guidelines for Damage Billing

*These are the charges to repair any damages to your room or replace furniture and appliances in your room if it is damaged while in your care. Student Conduct fines are independent of these charges. These charges are subject to change.*

## Electrical

Kitchen Light .....	\$160.00
Ceiling Lights.....	\$90.00
Fire Alarm System.....	\$150.00
Outlet-Light Switch .....	\$19.50
Outlet-Cover-Cable.....	\$10.80
Outlet-Cover-Electrical.....	\$10.80
Outlet-Cover-Phone.....	\$15.50
Receptacle-Electrical.....	\$15.00
Smoke Detector.....	\$50.00

## Fixtures

Blinds.....	\$100.00
Windows.....	\$300.00
Screens.....	\$90.00
Entrance Door.....	\$500.00
Door Viewer.....	\$15.00
Door Latches.....	\$250.00
Wall Guard.....	\$30.00
Door-Bedroom.....	\$300.00
Door-Closet.....	\$200.00
Mirror.....	\$140.00
Medicine Cabinet .....	\$60.00

Medicine Cabinet Shelves .....	\$18.00
Sink Strainer.....	\$10.00
Toilet Paper Holder.....	\$11.00
Toilet Seat.....	\$25.00
Sprinkler Head.....	\$1,000.00
Towel rack.....	\$14.00
Shower Rod.....	\$20.00
Stove Hood.....	\$350.00
Stove Pans-8”.....	\$12.00
Stove Pans-10”.....	\$14.00

## Furniture

Bar Stools.....	\$120.00
Living Room Chair.....	\$240.00
Couch.....	\$420.00
Coffee Table.....	\$234.00
End Table.....	\$192.00
Entertainment Center.....	\$288.00
Bed End.....	\$162.00
Bed Rails.....	\$72.00
Bed Deck.....	\$60.00
Mattress.....	\$200.00

Chest-Dresser.....	\$336.00
Desk.....	\$360.00
Desk Hutch/Light .....	\$144.00
Desk Chair.....	\$126.00

**Plumbing**

Bathtub.....	\$1,500.00
Flush Handle.....	\$20.00
Shower Head.....	\$20.00
Sink.....	\$110.00
Faucet-Bathroom .....	\$105.00
Faucet-Kitchen.....	\$135.00
Toilet.....	\$260.00

**Appliances**

Microwave Oven .....	\$90.00
Stove.....	\$350.00
Refrigerator-Small .....	\$220.00
Refrigerator-Large .....	\$500.00
Ice-Maker.....	\$180.00
Modem.....	\$90.00
Cable Box.....	\$50.00
Remote.....	\$10.00

**Wall Repair**

1”-3” Hole.....	\$100.00
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4”-6” Hole.....	\$150.00
6”-1’ Hole.....	\$175.00
Hole-Greater than 1’ .....	\$225.00
Adhesive materials damaging paint on walls.....	\$15.00/linear ft., \$20.00 minimum
Painting.....	\$0.75/square ft.

**Flooring**

Carpet.....	\$35.00/square yard
Bathroom Tile.....	\$21.00/tile
Vinyl.....	\$35.00/square yard

**Cleaning**

Bathroom, Bedroom, Kitchen, or Common Room.....	\$75.00
Carpet-Bedroom.....	\$75.00
Carpet-Common.....	\$125.00
Oven Cleaning.....	\$50.00
Excessive Cleaning.....	\$75.00/room

**Keys**

Laker Hall 4-Bedroom.....	\$120
Laker Hall 2- Bedroom.....	\$75
Garrett Hall.....	\$30
Mailbox Key (for either hall).....	\$15
Access Card.....	\$15



## *Community Standards of Conduct*

As in any group setting, residence halls have rules and regulations that establish the standards community members are held to.

The Community Standards create guidelines for a safe and secure learning environment.

Your housing contract obligates you to follow all of the rules in the *Residence Life Guide* and the *Student Conduct Code*. If you are found responsible for violating any of these community

standards or other college rules and the violation results in your removal from the halls, you are still responsible for fulfilling your housing contract.

## *Residence Hall Rules and Regulations*

Matters of safety and security are of primary importance to the residence hall community. Students who are careless may jeopardize the welfare of everyone. As such, safety violations will be addressed through serious sanctions, including termination of a student's housing contract or rejection of future application requesting of future application requesting housing.

Students are expected to place the safety of themselves and others above personal convenience. Behaviors such as propping open any residence hall door, including personal apartment and room doors, using alarmed doors (fire doors) during non-emergencies, and not locking room and apartment doors are serious infractions of safety and security matters.

The Office of Residence Life reserves the right to initiate administrative moves made in the best interest of a student's room, if there is information that indicates College policies or residence hall rules

are being violated, if the condition of the room presents a safety or health concern, or if it is in the best interest of the residence hall community.



Garrett College's Residence Life Office has established community standards for the residence halls, which are an addition to the College's Student Code of Conduct. These rules do not take the place of the Student Code of Conduct, which students are responsible for adhering when on college grounds, including the residence halls.

The following rules outline behaviors that are specifically prohibited within the residence halls:

### 1. Destruction, Abuse, and/or Misuse of Property:

The College will hold responsible individuals or groups for intentional or negligent acts involving completed or attempted damage to and/or abuse of College or private property. Individuals or groups found responsible for destruction or abuse of property *shall be required to make just restitution for the loss of damage in addition to other sanctions which might be imposed.* For the purposes of this section, property offenses include, but are not limited to, the following:

- a. No student shall take any college owned furnishings/ equipment out of the room assigned to him/her or move any of the equipment out of its designated area;
- b. Engaging in conduct that may result in damage or destruction of any College building, facility or property, including, without limitation, playing sports such as baseball or football in the parking lots, skateboarding or rollerblading on steps, railings, banisters, sidewalks, parking lots, or curbing, including the surrounding areas of the residence halls; or
- c. Disposing of trash anywhere other than in designated areas.



### 2. Doors/ Windows:

Nothing, including trash, should be thrown from the windows. Screens are not to be unscrewed or removed from windows. Windows are not to be used as a means of exit or entrance to a room. Students are not permitted to sit in windows at any time. Laker Hall residents are not permitted to un-secure their windows. For the safety of all residents, locked exterior doors may not be propped or otherwise disabled.

### 3. Fire Safety:

Student rooms are part of a larger community and steps are taken to protect the safety of all students in the community. Fire Safety violations will be taken seriously as they are a safety issue for the individual's room as well as the surrounding rooms and persons inhabiting those rooms. Fire safety violations include, but are not limited to, the following:



- a. Tampering with fire extinguishers, fire alarms, smoke detectors, sprinkler systems, or any type of fire safety equipment, including hanging items from fire safety equipment, covering them with any object, and taking the batteries out of any fire safety equipment;
- b. Students should not have open flames, burn incense or candles, or conduct themselves in such a manner as to increase the risk of flames in the residence halls;
- c. Student rooms should allow easy egress (exit-way) and doors should not be tampered with or propped open. In order to ensure easy egress, bicycles, kayaks, and other large sports equipment are prohibited in student rooms and common areas of student rooms; and
- d. Students who fail to leave the building during a fire alarm will be subject to severe sanctions, including a \$100 fine.

**4. Gambling:**

Gambling is playing a game for money or property or to take a bet on an uncertain outcome. Gambling is strictly prohibited in the residence halls.

**5. Guest/ Visitation:**

Guests may visit their friends/significant others/family, pending the following conditions:

- a. Prior consent of one's roommate and registration with the Office of Residence Life is required for overnight guests on each occasion of the guest's visit;
- b. Overnight guests may visit for periods of no more than two (2) consecutive nights and for no more than six (6) nights in a semester, unless given special prior permission from the Coordinator of Residence Life;
- c. Guests must register to visit with their host at Laker 105, this can be done by stopping by the office during regular business hours or calling the RA phone after business hours;
- d. Non-registered guests who are staying in the building will be considered the guest of the person's room they are staying in and those individuals will be subject to disciplinary action if non-registered guests are discovered in their room, the guest will be immediately removed;
- e. Guests cannot visit and cannot register to visit without a state ID, driver's license, passport, or Garrett College ID and must have proper ID at all times during their visit. Guests who do not produce proper identification upon the request of a residence life official, including an RA, will be removed from the halls and their host will be subject to disciplinary action;
- f. Guests must abide by the *Student Conduct Code* and *Res Life Guide*, it is the host's responsibility to notify their guests of what constitutes a violation as the host will be held responsible for any policy violations of their guest;



- g. No guest under the age of seventeen (17) is permitted in the residence halls between the hours of 9pm and 9am on any given day;
- h. Guests must be accompanied by their host in order to enter and exit the buildings as well as rooms in the building. Any person found waiting for someone else to let them in or going into an unsecured room will be escorted out of the residence halls until their host can accompany them. The police will be notified in cases where a guests continually disobeys a request to vacate the building;
- i. Guests may not do their laundry in the building. Any guest found in the laundry room will be asked to leave the residence halls; and
- j. Any guest that violates policy can be removed from campus at the request of the Coordinator of Residence Life or the Assistant Coordinators. Non-registered guests will be asked to leave immediately.

#### **6. Pets:**

Pets, including but not limited to, dogs, cats, rabbits, rodents, and reptiles, are prohibited from all residence halls. The *only* animal allowed in the residence halls are fish, which must be kept in a fish tank no larger than 10 gallons and be taken home over all breaks. The College is not responsible for the safety of fish in the event of power failures.



#### **7. Public Disturbance:**

An atmosphere conducive to normal living and study must be maintained 24 hours a day in the residence halls. As always, respect for the rights and freedoms of other residents should be the basic guideline for behavior. Violations of Public Disturbance are included, but not limited to, the following:

- a. Radios, stereos, and TV sets must be played discreetly at all times. Stereo speakers are not to be played out windows;
- b. Musical instruments are not to be practiced in the residence halls, including lounges. Acoustic instruments or electronic keyboards may be practiced with roommate permission, only within the resident's room/apartment;
- c. Hall sports are prohibited. This includes using baseballs, basketballs, and other sports equipment in the residence halls;
- d. Snowball fights, spraying water guns, shaving cream battles, etc. shall be considered public disturbances and shall be deemed as such;
- e. During posted quiet hours, noise should not be heard outside any room or between rooms. Any noise that can be heard clearly outside one's room or excessive noise heard in common area, including the parking lot and areas surrounding the residence halls, is prohibited. Quiet hours will never start after 10 pm Sunday through Thursday or 12 am Friday through Saturday, although quiet hours may start before those hours; and

f. During finals week, the residence halls will observe 24 hour quiet hours, any individual creating noise which can be heard in the hallways, between rooms, common areas, or in the parking lot will be subject to disciplinary action. Individuals violating this policy will be subject to a \$50 fine for each infraction.

**8. Room Alterations:**

Alterations to the residence hall rooms, including, but not limited to, electrical wiring, attaching hardware to walls, ceilings, or doors, construction platform beds, waterbeds, ceiling fans, or painting rooms, are not authorized, except in accordance with college policy as issued by the Office of Residence Life. Individuals who drastically alter their room in such ways will be subject to disciplinary action.

**9. Smoking:**

Smoking is prohibited within all residence halls, including student rooms, bathrooms, common areas, public areas, and entranceways. Students who wish to smoke must do so 30 ft. away from both residence halls and must stay away from heavy traffic areas and windows.

**10. Solicitation:**

Solicitation and sales of any service or product door to door in a residence hall is strictly prohibited. Solicitation and sales by registered student organizations of any service or product in the lobby of a residence hall must have approval of the Residence Life Office at least two (2) school days in advance of the sale, students can stop in the Residence Life Office during regular business hours to receive information about complying with the sales policy. Commercial sales will not be allowed from individual student rooms or other areas within the residence halls. The residents may not use the residence hall rooms as a place of business or for purposes of solicitations or any purpose other than as a residence.

**11. Trespassing:**

Trespassing includes, but is not limited to:

- a. entering an area with posted restrictions during the restricted time;
- b. entering/ using laundry rooms without having entered into a housing contract with the Office of Residence Life.



**12. Unauthorized Access:**

Unauthorized access includes, but is not limited to the following:

- a. Entry or attempted entry into College buildings, rooms, facilities, residence halls or individual residence hall rooms when such buildings, rooms or facilities are locked, closed, or posted restricted access to the student body and the public, or without express invitation by a resident of the apartment/ room, is prohibited;
- b. Entry into College buildings, rooms, facilities, residence halls or individual residence halls rooms via windows or any other non-standard entrance;
- c. Possession of another students keys or access card, and duplication of any residence hall key; or
- d. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.

# *Student Conduct Code*

Garrett College aspires to foster high ethical standards, personal and academic integrity, the diligent pursuit of truth, and equity in the treatment of all members of the college community. The College is concerned with the living and learning environment of all its students; the student conduct process is designed to be primarily educative, not punitive, in nature. Students and student organizations are required to engage in responsible social conduct that reflects well upon the College community and to model good citizenship in any community. Students are expected to maintain high standards of honesty, integrity, and courtesy, to accept responsibility for their actions, and to be respectful of the rights of others.

The College has the authority and responsibility to establish rules and standards to apply to both academic and social behavior that impacts the College community. In line with this authority the College seeks to promote a campus environment that supports the overall educational mission of the College while protecting the College community from disruption and harm. The College reserves the right to take action against students whose behavior, either on or off campus, blemishes the general image or reputation of the College or otherwise evidences disregard for the safety, well-being, or rights of others. Each student is expected to understand the stipulations set forth in this Student Conduct Code, which shall apply to conduct on and off campus, whether or not specifically related to College activities and business. Due process is afforded to all students, regardless of race, religion, age, sex, sexual orientation, handicap, or national origin<sup>1</sup>.

Disciplinary outcomes are determined by a meeting with a disciplinary body, which is usually a Residence Life administrator. In these meetings, responsibility is determined for each violation based upon discussions with the students, incident reports submitted which accuse a violation, and any other evidence or testimony that the process allows. Appropriate sanctions are then applied. When determining appropriate sanctions, the disciplinary body will consider the following:

- a. Willingness to accept responsibility for one's behavior;
- b. Previous conduct history;
- c. Severity of the situation which resulted in the conduct hearing; and
- d. Any recommendations made by the complainant or victim.

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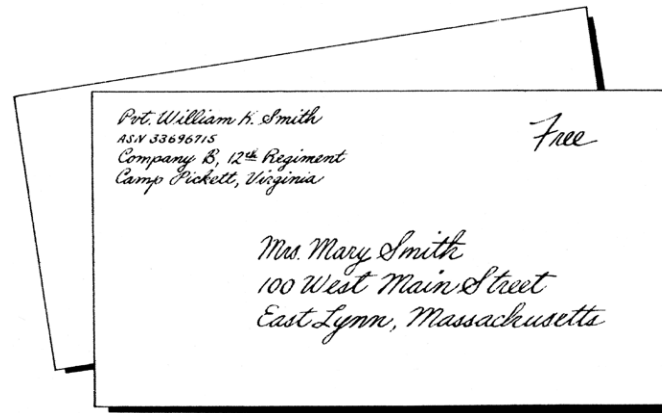
<sup>1</sup> Student Code of Conduct *Preamble*.

# *Definitions of Possible Sanctions*

The following is a list of possible sanctions that may be imposed upon any student(s) found to have violated the Students Code of Conduct. This list is not exhaustive:

- a. **Warning:** A notice, in writing, to the student that the student is violating or has violated institutional regulations.
- b. **Additional Educational Sanctions.** Work assignments, essays, service to the College, or other related Additional Educational Assignments.
- c. **Loss of Privileges.** Denial of specified privileges for a designated period of time.
- d. **Restitution.** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e. **Fines.** Previously established and published fines may be imposed.
  - \$25 Quiet Hour Violations
  - \$50 Misuse of Keys (including improperly handing out keys)
  - \$50 Unauthorized Entry (includes entering/ exiting through windows)
  - \$100 Propping of Entry Doors or failing to close entry door when propped
  - \$50 Failure to Comply
  - These fines increase by \$50 for each infraction, the increase is not subject to time passed. If you fail to comply once it is a \$50 fine, the second time, \$100, the third time \$150, etc.*
  - \$50 Quiet Hour Violation (during finals week and posted days previous to finals week)
  - \$100 Tampering with Fire Equipment (sprinklers, smoke detectors, fire extinguishers, pull stations, etc.)
  - \$100 Failure to Evacuate during a fire alarm
- f. **Residence Hall Suspension.** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- g. **Persona Non Grata.** A student given persona non grata as their sanction will not be allowed within the premises of defined areas of the College or the whole College. Any individual that has been given Persona Non Grata will be considered trespassing if found in the specified areas.
- h. **Residence Hall Expulsion/ Termination of Housing Contract.** Permanent separation of the student from the residence halls.

- i. **College Suspension.** Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- j. **College Expulsion.** Permanent separation of the student from the College.
- k. **Revocation of Admission and/ or Degree.** Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- l. **Withholding Degree.** The College may withhold awarding a degree otherwise earned until the completion of the process set forth in the *Student Code of Conduct*, in including the completion of all sanctions imposed, if any.
- m. **Registration Hold.** A hold is placed on the student's account which prevents the student from registering for classes or receiving grades. May be imposed by a Student Conduct Administrator for a failure to comply or complete other sanctions.
- n. **Parental Notification.** A letter will be sent to your official address, addressed to your guardians.



## ***Prohibited Items***

*Possession or use of any of the following is a violation of the Student Code of Conduct. This list is not exhaustive. Residence Life staff may remove any items which may pose a threat to the health or safety of residential students, to the community, or which pose a danger to facilities. Starred items are only permitted in Laker kitchens.*

- Air conditioners
- Space Heaters
- Alcohol or Drugs
- Empty Alcohol Containers (for decoration)
- Antennas or Satellite Dishes
- Cinder Blocks
- Bunsen Burners (or any item that produces an open flame)
- Hot plates (including, but not limited to griddles or electric skillets, electric woks, fondue pots, or chocolate fountains, S'more makers, waffle irons) – ONLY ALLOWED IN LAKER KITCHENS
- Candles or candle warmers
- Deep fryer (e.g. Fry Daddy)- ONLY ALLOWED IN LAKER KITCHENS
- Double-sided foam tape
- Drums and amplified equipment such as electric guitars.  
Acoustic instruments can only be played in the residence halls with permission of the person's roommate and only during non-designated quiet hours.
- Electric heaters or electric blankets
- Fireworks, explosives, unsafe, and/ or flammable chemicals/liquids (including charcoal lighter fluid)
- Fog machines
- Free weight equipment over 20 pounds
- Pull-Up Bars
- Halogen Lights (any model or style)
- Individually owned (personal) appliances including stove ranges, washer/ dryer, freezers, dishwashers, refrigerators, (large or small)
- Incense
- Lanterns
- Lava Lamps
- Lighter Fluid, charcoal that contains starter fluids, gasoline, or any combustible or flammable liquid.
- LP (propane) gas grill canisters
- Multi-plug Adapters **WITHOUT** circuit breaker/ surge protector
- Oil Lamps
- Oil popcorn poppers
- Paintball guns
- Personal ceiling fans/ lights or dimmer switches
- Pets (except for guide dogs and one ten-gallon tank with fish)
- Pressurized canisters (CO2 or scuba equipment, spray paint cans, and helium tanks). Exceptions are only made for approved medical equipment.
- Subwoofers
- Toasters or toaster ovens- ONLY ALLOWED IN LAKER KITCHENS
- Wall mounted shelving, furniture, or fixtures
- Waterbeds
- Weapons (including martial arts practice equipment)



## *Safety and Security*

### *Residence Hall Security*

The primary responsibility for safety and security within your residence community lies with you! You must take an active role in your building, making sure doors are not propped open and that you report suspicious persons or activity to Residence Life staff or to Security. To enter your residence hall, you must first swipe your access card at the designated entrance. Your card should never be loaned to others. In addition, the exterior doors and hallways in all the residence halls are equipped with cameras utilized by both Residence Life staff and Security Officers.



### *E2Campus Emergency Notification*

Garrett College has implemented the e2Campus emergency notification system to notify the Garrett College community of emergency closures or evacuations of the campus. Participation in the service is free to Garrett students, faculty, and staff. To enroll, go to:

<http://www.e2campus.com/my/garrettcollege>

### *Closing College due to Inclement Weather*

The policy of Garrett College is to remain open during all weather conditions unless an announcement is specifically made that the College will be closed. For closing information you may listen to the radio or consult the College web site. Announcements of closing will be channeled through the media. *No public announcement will be made if the College is to remain open.*



## *Theft/ Vandalism and Insurance*

Garrett College is not responsible for theft, damage, or loss of personal belongings, money, or other items belonging to students. The best safeguard against such loss from your room is to keep your door locked at all times, even when you are in the hall but not in your room. You should report any theft or suspicious persons to the Office of Residence Life or Security immediately.

It is best not to keep any large amounts of money or valuable items in your room. Items which may be attractive to thieves (laptops, TVs, MP3 Players, jewelry, etc.) should be insured through your family's home owner's insurance. It is suggested that you engrave your valuables with your driver's license number and keep a record of descriptive information, such as model or serial number. The College is not responsible for power surges. It is suggested that you use a power strip with a surge protector. Any student found responsible for theft or vandalism is subject to removal from housing.

## *College ID Cards*

College identification cards are issued to all students when they first enter Garrett College. Students should carry IDs at all times and should be ready to present their card upon request of any college official, including Resident Assistants. Failure to do so will result in disciplinary action. Students must obtain their ID cards from College Security. College ID cards provide access to library resources and meal plans. A replacement fee of \$3 will be assessed for any loss or damaged ID cards.

## *8 Ways to Stay Secure in the Halls*

- (1) **Unpack as soon as possible:** It is not a good idea to leave property in your vehicle for extended periods, especially overnight. Even if you arrive late at night, it is best to unload immediately. Ask a friend to help you move in.
- (2) **Get acquainted with your neighbors:** on your floor and your building as quickly as possible. Every resident has a role to play in security. Part of that role is to know who belongs and who doesn't.
- (3) **Always lock your door:** Whether you are home or, "just down the hall for a minute", or out of the building, always keep your door locked. Ask your roommates to do the same. If your roommate is taking a nap when you leave, lock the door.
- (4) **Secure your personal property:** especially expensive and easily transportable items. Lock them up. Use cables to secure electronic components. Engrave items with unique identifiers.
- (5) **Do not allow entry into your building to those whom you do not know:** Don't let them "tailgate" when you use your access card.
- (6) **Do not prop doors!:** Propping doors open is the most abused security issue found on campuses. To prop a residence hall door open is to invite anyone, thief or other felon, into your room or the building. Don't do this to your neighbors and don't let them do it to you.
- (7) **Keep wallets, purses, checkbooks, and jewelry out of sight:** and keep locked up if possible. Do not leave large sums of money on hand and routinely check your checkbook to see if any checks are missing.
- (8) **Do not loan your keys to anyone:** and do not attach your keys to your College ID. Lending your keys to others is a violation of policy.

# *Facilities and Services*

## *Health and Counseling*

Garrett College offers the services of a nurse and a counselor for students' issues and concerns on a regular basis. Health and Counseling services can be obtained by e-mailing [health@garrettcollege.edu](mailto:health@garrettcollege.edu) or [counseling@garrettcollege.edu](mailto:counseling@garrettcollege.edu). Weekly hours are posted and students are encouraged to make an appointment.



## *Bike/Kayak/Large Sporting Equipment Storage*

Bicycles, Kayaks and other large equipment are not to be kept in your room/ apartment because they present a fire and safety hazard. Residents may secure their bicycles in the stairwells in the appropriate area. Sporting Equipment may not block any exit door; if found in violation, the equipment will be removed.

## *Pool Tables*

Pool tables will be closed at the time of quiet hours. Any misuse of the pool table could result in disciplinary action.

## *Cable TV*

All student rooms are cable ready for the hook-up of one TV and basic cable is provided. If premium cable channels are desired, residents are responsible for contacting the local cable company, Comcast, at (888) 266-2278. Comcast considers it illegal to split cable. Because cable is available in every room, no external antennae, in any form, may be attached or extended from your room window.

## *Internet Access*

Laker Hall rooms are equipped with a high-speed cable connection for each student residing in the room. Comcast is the internet provider. If at any time you have an issue with your internet, please report it to the Assistant Coordinator of Residence Life in Laker 105. If you live in Garrett Hall you can contact Comcast to create your own account.



## *Kitchens*

In Garrett Hall, with the exception of the use of the microwave oven, students are not permitted to cook in their rooms. In Laker Hall apartments, the kitchens will be part of the Fire, Health, and Safety Inspections, residents are asked to keep the kitchen clean. If the kitchen is misused or allowed to become excessively dirty, the residents may be billed a minimum, \$25.00 fine. Additionally, a Garrett Hall community kitchen is located in the first floor lounge of Garrett for all Garrett residents.

## *Laundry Rooms*

Washers and dryers are located in each residence hall. These facilities are centrally located and are for the sole use of the residents of that hall. The College is not responsible for the condition of items washed or dried in the machines. Machines are coin-operated. If a machine is not functioning properly, please report the issue as a work-order.



## *Lounge Furniture*

Lounge furniture is supplied for the use of all hall residents. It is not to be removed from the lounge area or used in residents' rooms/ apartments. Resident assistants will post notices when furniture is missing. All residents of the building will be billed the replacement cost if the furniture is not returned within 24 hours of posting. If the furniture is returned damaged, the residents will also be billed. Any residents who are discovered with lounge furniture in their rooms/apartments will be subject to disciplinary action.

## *Mail*

The mailboxes located in each residence hall are the property of the US Postal Service. The fee for a lost mailbox key is **\$15**. If a resident changes rooms or moves out of the hall it is the responsibility of the resident to contact the Post Office to complete a change of address form. When sending family and friends your address be sure it reads:

Garrett Hall:

Your Name

59 Laker Drive.

Room #

Mc Henry, MD 21541

Laker Hall:

Your Name

60 Laker Drive

Room #

Mc Henry, MD 21541



## *Parking*

Parking is permitted on campus for students. Parking permits are issued during normal business hours by the business office and are free to students. Residents must display the permit in their rear window.

## *Vending Machines*

Vending machines are located in every residence hall offering students their choice of sodas, juices, and snacks. In the event that you should lose money from a vending machine, go to Laker Café to complete a vending machine refund request form.



## *Telephone Service*

Residents are responsible for contacting the local phone company if they would like a land line for the apartments or their rooms. Phones are not supplied.

## *College E-Mail*

A college e-mail account is required for all college correspondence. Students receive login information for e-mail, college network access, and Blackboard (used for online course resources) upon initial registration from the Department of Information Technology. Students who have difficulty setting up their e-mail accounts or who have not received logon information should visit the administrative office of the Dean of Information Technology.

## *Hall Procedures*



### *Check- In*

Check-in occurs only at established times during the semester to coincide with the start of classes. Residents are assigned a residence hall room and given keys after they have already registered for classes, paid the \$200 damage deposit, signed the housing contract, and been financially cleared to move into the residence halls by the Business Office and/or Financial Aid.

All Residents will receive a Room Condition Report (RCR) on the day they check into the residence hall. This form will have been filled out by a Residence Life staff member prior to their arrival. Residents should check the room for any damage and note changes on the RCR. Your signature indicates your agreement with the room condition as stated on the report. This form is your only opportunity to note the condition of your room.

Once assigned to their residence hall room, residents are expected to inhabit that room for the entire duration of the academic year.

### *Check-Out*

Your room is expected to be in the same condition when you leave as when you arrived. You are financially responsible for all damages done to your room since you checked in. This damage is determined, in part, by checking against your RCR. Do not put your trash in the hallway as you clean your room before check-out. Take all trash to the dumpsters located outside.



Specific check-out procedures will be posted prior to the last week of classes.

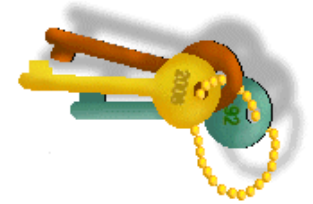
Residents must complete check-outs according to the posted procedure to avoid being charge a **\$30 fee for improper check-out**. Residents will be required to turn in their keys to the Residence Life Office before leaving the halls. Failure to return keys before a specified time will result in an automatic lock change. Residents remaining in the halls after posted closing times will be considered trespassing.

## *Hall Closing at Breaks*

Residents may not occupy a room during any regularly scheduled shut-down period such as Thanksgiving, Winter Break, March Break, or summer. During these periods rooms will be entered by authorized College personnel for various maintenance purposes, safety inspections, servicing heaters, etc. Any violations found at these times will lead to a referral to the Student Conduct Code. If you need to stay past the time of closing, the Coordinator of Residence Life can give special consideration; additional costs to stay will be assessed. Your room keys and access card will be collected before Winter Break. Failure to return these items will result in a \$50 fine.

## *Keys & Lockouts*

You are responsible for carrying your keys with your at all times. In an effort to encourage this responsibility, a lock-out charge policy is in effect. The first three requests to be let into your room are free of charge. *The fourth request will result in a charge of **\$5.00**. The fifth and sixth requests will result in a charge of **\$10.00**. Each subsequent request will result in a charge of **\$15.00**. Excessive lock-outs will be handled through the student conduct code process.* If available, any RA in your hall may unlock your door for you or, between 8:30am and 4:30pm, you may come to Laker 105 and request to be let into your room/ apartment. You will not be let into another person's room without that person being present.



Lost or stolen keys should be reported immediately to the Office of Residence Life.

Any student found in possession of another student's keys or access card may be subject to disciplinary action under the *Student Conduct Code*. *Replacement costs for keys can be found on the*

## *Maintenance*

Any time you are aware of damage in your room or the residence hall, report it by filling out a Work Order request and placing the request in the Work Order box. These boxes are located on the first floor of each residence hall. Maintenance personnel may enter your room to make repairs if you or your roommate are not present. You will not be charged for routine repairs which are the result of normal use.



## *Room Assignments*

The Office of Residence Life creates room assignments based upon residents' preferences as submitted on their housing contracts. Residence halls differ from off-campus housing in that assignments are only made to students of Garrett College who are currently enrolled in classes. All assignments are same-sex within rooms and apartments; co-habitation of opposite-sex individuals (including married couples) is not permitted, nor is housing of students' underage children.

## *Room Changes*

The Residence Hall contract is for a space for the exclusively residential purposes of the applicant while he/she is enrolled as a student at Garrett College. Assigned rooms may not be sublet. Students may change rooms only after first receiving official authorization from the Residence Life Office. Students may be expected to consolidate to achieve double accommodations within a residence hall. If one of the occupants of a room moves, the student who remains agrees to accept an assigned roommate or to move to another room upon request. Residents who misrepresent the truth, intimidate assigned or prospective occupants, or otherwise attempt to manipulate the housing assignment process are subject to being moved to another room, disciplinary action, and/ or housing contract termination.

At the termination of the contract period, or when moving to a new room assignment, students must turn in their keys and have the condition of their room assessed as part of the residence hall check-out procedure. Students who move from their hall without properly checking out will be billed the appropriate fee.

All residential students have the option to change rooms for appropriate reasons. Designated room change periods are the second week of classes during both the fall and spring semesters and at the end of the fall semester. Only one room change per student is permitted; exceeding this limit may result in a \$30 administrative charge. In order for a room change to be considered, a room

change request form (available in the Residence Life Office) must be properly completed and submitted to the Residence Life Office. Falsification of signatures may result in student conduct action. All room changes must be approved by the Business Office and the Coordinator of Residence Life. Failure to receive this approval will result in a **\$125.00** charge for improper room change and may be subject to disciplinary proceedings under the Student Conduct Code. Once a room change has been processed, the move must be completed by the designated deadline.

## *Room Consolidation*

The College reserves the right to consolidate students left in rooms with unoccupied spaces due to roommate moves or other issues. Room Consolidation periods will be announced and all students notified prior to students being required to change rooms. All students left in a double room as an unpaid single room may be subject to room consolidation.

## *Room Decorating*

Students' rooms are considered their homes while attending Garrett College. Room decorating is encouraged, as long as it does not damage the contents of the room or create a fire hazard. To avoid being billed unnecessarily for damages to your walls, ceilings, or doors, do not use nails or double-sided tape. Decorating for the holidays is permitted; if you have questions about something you want to decorate with or use please ask before doing it. Live Christmas trees are not permitted due to the fire hazard they create.

## *Student Room Entry*

Authorized College personnel, including Residence Life staff, have the authority to enter a student's room; this authority may be exercised in the interest of student safety, the protection of College property, or when a violation of College policy is occurring. College personnel may also enter student rooms to conduct maintenance or inspections. Whenever possible, students will be notified in advance of any inspections that are scheduled to occur.

College personnel may search your room only with the express authorization of the Dean of Student Life or his/her designee, and only when there is a reasonable cause to believe that illegal or other detrimental use is being made of College policy at the time of the search. A resident's refusal to open his/her room when requested by a staff member under these circumstances is considered a failure to comply with a reasonable request of a College official.



Your room may also be entered if a public disturbance is taking place, such as a continuously blaring alarm clock, stereo, or TV, or the smell of a hazardous object is coming from your room, such as smoke. When the College is shut down for regular breaks, Residence Life staff will check the halls for safety and fire purposes. It is your responsibility to lock your door and window(s). No College staff member is permitted to open any student room for anyone other than the occupant.

## *Fire, Health, and Safety Inspections*

The Office of Residence Life may conduct inspections of the residence hall rooms each month. The purpose of these inspections is to identify fire, health, and safety hazards in your room/ apartment, which may be corrected early. If violations of the fire safety are found, first warning is issued, followed by a disciplinary referral and a \$25 fine per resident if the violation is not corrected.

The following are the weeks you will be having Fire, Health and Safety Inspections:

September 26-30

February 6-10

October 31-Novemembr 4

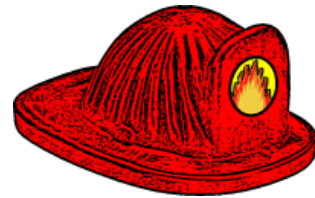
March 16

December 5-9

April 16-20

## *Fire Evacuation Guidelines*

Anytime the fire alarm system is activated, residents must evacuate the building. Before opening any doors, feel the door first. If it is hot, don't open the door, as the fire is most likely on the other side. If the door is cool, exit the room, closing the door behind you. Remain low to the ground if smoke is present, and leave by the closest exit. Evacuate to the gravel lot located by the CAOS building. Do not use the elevator during a fire alarm. Do not enter another building once you have evacuated. Do not block the driveway of the building that has been evacuated. Do not leave in a vehicle after evacuating the building. If you cannot evacuate your room, keep the door closed, and open the window. Seal the bottom of your door and air vents with a rug, blanket, or towel. Try to hang a light colored object out the window to alert Emergency Services to your location. If you have a phone, contact Campus Security or 911, and alert them to your location. Once residents have evacuated, no one is to re-enter the building until the "all clear" is given by Campus Security, Residence Life, or



Emergency Services. All fires, large or small, must be reported. Anytime a fire extinguisher is used must be reported. Treat every alarm as an actual emergency.

## *Re-Applying for Housing*

Each Spring semester, there is a two-week period during which the Office of Residence Life conducts room selection for the following Fall semester. Students are required to sign a contract for a full academic year in order to select a room. If you do not take part in room selection, you will not be assigned a room for the coming semester, and later requests for housing will be filled only according to availability.

Additionally, the Office of Residence Life reserves the right to refuse to give a room assignment and deny housing to any student based upon his/her previous conduct record, excessive damages, which occur to an assigned room during his/her care, and/or judgment on the part of the Coordinator of Residence Life that the applicant may negatively impact the group learning environment. Individuals who have been previously evicted or suspended from College housing can also expect to be denied housing for the following academic year.



# Important Dates

## **Fall '11 Opening**

Halls Open: New Students: September 4

Returning Students: September 5

## **Thanksgiving Break**

Halls Close: Wednesday, Nov. 23 at 9am

Halls Open: Sunday, Nov. 27 at 12pm

## **Fall '11 Closing**

Halls Close: Friday, Dec. 16 at 9am

## **Spring '12 Opening**

Halls Open: Sunday Jan. 22 at 9am

## **Spring Break**

Halls Close: Saturday, March 17 at 9am

Halls Open: Sunday, March 25 at 12pm

## **Spring '12 Closing**

Halls Close: Wednesday, May 16 at 9am