

Residence Hall Guide



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Residence Hall 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 Code of Conduct*, *College Catalog*, and *College website* if they are not found in the *Residence Hall Guide*.

Residence Life Mission Statement

The Residence Life Office 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 complement 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.



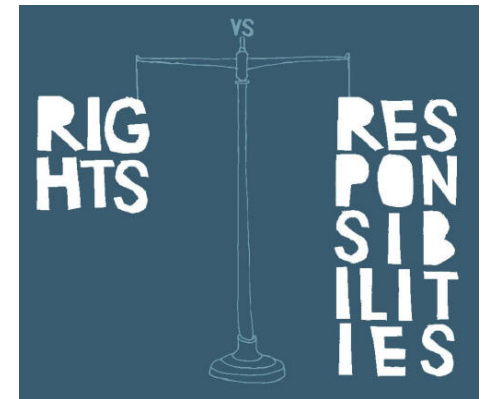
Residents' Rights and Responsibilities

To a significant extent, a student's success will depend on his or her ability to understand and balance the rights and responsibilities of his or her college experience. The College staff does not assume the role of campus parent and students will seldom be told what to do or not do with regard to their 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. Residents of Garrett College's residence halls possess specific individual rights, which roommates and those living around the resident must respect. These rights carry with them a reciprocal responsibility on the student's part to ensure that these same rights exist for his or her roommate, suitemates, apartmentmates, floormates, and other residents. Residents and their 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 residents will attain each of these rights at all times. Students share the responsibility. Residents 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 students an environment which will allow them to grow. The choice, however, belongs to the student. Residents can choose to merely exist or to take full advantage of their living environment by participating in activities and speaking up for what they believe has value. The Residence Life staff hopes residents will invest in their own development and growth. This investment will pay off many times over. The staff is available to help students accomplish this goal.

The following is a list of some “rights” (things to which residents are entitled as a student living in one of Garrett College’s residence halls) and “responsibilities” (things that are expected of residents 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 a safe and secure 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 Code of Conduct.

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 Peer Leader, Residence Hall Manager, Student Activities Manager, Director of Student Development 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 Residence Life Office, especially the Housing Contract, Residence Hall Guide, Garrett College's Catalog and all 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.

Residence Life Office

Located in Laker 105

301-387-3163 during office hours (8:30 AM - 4:30 PM, Monday through Friday)

Call this number or stop by the office in order to:

- > Place work orders
- > Pick up packages
- > Check out equipment (cleaning and recreational)
- > Discuss programming ideas
- > Register guests/visitors
- > Be keyed into your room
- > Report missing keys
- > Room changes & room change forms
- > Pick up a Work Study application
- > Discuss roommate issues
- > Use the office to study
- > And more!

The Residence Life Office 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.

Students who are locked out of their room, need to report an emergency, or register a guest/visitor should call 301-501-1446 to get in touch with a Peer Leader. Peer Leaders will respond to these three needs from 8:30am to midnight every day of the week. From midnight until 8:30am, students can contact Security at 240-321-5799 for help with lockouts and emergencies. The Residence Life Office has four professional staff members who live-in the buildings to respond to an emergency if one were to occur. If necessary, Security or a Peer Leader can get in touch with the Administrator on Duty.

The Director of Student Development

Located in the Learning Center, Room 624

301-387-3164 during regular business hours (8:30 AM – 4:30 PM, Monday through Friday)

Please stop by the Director's office to bring forward any issues or residential concerns.

Residence Life Professional Staff

The Residence Life Manager, Student Activities Manager, Advisor in Residence and AmeriCorps VISTA member are full-time professional staff members of Garrett College. The primary functions of the professional staff are to oversee campus activities/programs, housing assignments, room moves, implementation of residence hall policies and procedures, advisement of Hall Council, SGA, supervising work study staff, assisting students in the areas of educational, social, developmental, and personal growth, facilitate student conduct meetings, and promote leadership and community building.

Peer Leaders

The Residence Life Office employs up to four residential students who work in the halls in the evenings to assist other students. Peer Leaders help register guests, assist with lockouts, help run programs in the residence halls, assist with opening and closing the halls, and are available to answer questions. Peer Leader applicants must live in the residence halls, maintain a cumulative G.P.A. of 2.0, have successfully completed at least 9 Garrett College credit hours, and have minimal student conduct history. Anyone interested in applying for a position may inquire at Laker 105. Students who meet the criteria and have submitted a completed application by the deadline will be invited to attend an individual interview. Peer Leaders are trained employees of the College. The position pays \$250 twice per month, provides practical work experience, and offers opportunities for leadership development.

Work Study Students

The Residence Life Office typically hires one or two Work Study students at the beginning of the semester to assist with the daily functioning of the Residence Life Office. Work Study applicants must maintain a cumulative G.P.A. of 2.0, attend an information session on being a Work Study student, and qualify for the position through their Financial Aid. Anyone interested in applying for a position may inquire at Laker 105. Work Study positions pay an hourly wage and provide practical work experience.

Hall Council

Hall Council meets weekly to discuss the concerns of the residents and to plan and implement hall programming activities. Being elected a position in Hall Council is a great way to take an active role in changing and developing your community.



Housing Contract

Housing contracts are a legally binding agreement that students sign to reside in College housing. First year, transfer, or returning students who entered into the contract at the start of the Fall semester enter a commitment that is valid for the entire academic year. If a student begins attending Garrett College in the spring, his or her contract is binding for that semester.



Returning your room key and moving out does not cancel your housing contract. All notifications regarding a student's contract should be made in writing to the Director of Student Development. Copies of the Housing Contract are available in the Student Life Office. Students are responsible for the provisions contained within the contract.

The College housing contract obligates students to follow all of the rules in both the *Residence Hall Guide* as well as the *Student Code of Conduct* and any other College policy. If a student is found responsible for violating any of these community standards and the violation results in his or her removal from the residence halls, that student is still responsible for fulfilling his or her housing contract obligations.

Damage Deposit and Damage Billing

Each year students are billed a \$200 damage deposit to be used as a security deposit for room damages. At the end of the school year, students are billed for any damages to the residence hall room and/or common areas. Students are entitled to the remaining funds in the deposit when they permanently separate from Garrett College if they do not have any balance due on their student account. Removal from housing as a result of student conduct will result in a student having to forfeit the damage deposit.

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 a student's responsibility to leave his or her room clean and in the condition in which he or she found it. Residents are responsible for damages in their room, including all common areas. Residents are also responsible for any damage caused in the residence halls by their guests. Any initial damages not noted on the Room Condition Report at move-in are a student's responsibility. *If you see someone damaging a room or any part of the hall, report it to the Residence Life staff or Security 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 billed to each student on the floor or in the area.

Guidelines for Damage Billing

Below is the list of costs to repair any damages to a room or replace furniture/appliances in a room if they become damaged while in a student's care. Student Code of Conduct fines are independent of these charges. The list is not inclusive and is subject to change as the cost of materials increases or decreases.

Improper Check-In/Check-Out \$50.00

Improper Room Change \$50.00

Electrical

Kitchen Light \$160.00
 Ceiling Lights \$90.00
 Fire Alarm System \$150.00
 Outlet-Light Switch \$19.50
 Outlet-Cable Cover \$10.80
 Outlet-Electrical \$10.80
 Outlet-Phone \$15.50
 Receptacle-Electrical \$15.00
 Smoke Detector \$50.00
 Electric Baseboard Heater \$200.00

Fixtures

Blinds \$100.00
 Windows \$300.00
 Screens \$90.00
 Entrance Door \$500.00
 Door Viewer \$15.00
 Door Latches \$325.00
 Mail Box Locks \$30.00
 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 \$17.50
 Toilet Paper Holder \$15.00
 Toilet Seat \$40.00
 Sprinkler Head \$1000.00 (minimum)
 Towel Rack \$14.00

Furniture

Bar Stools \$120.00
 Living Room Chair \$240.00
 Couch \$800.00
 Coffee Table \$234.00
 End Table \$192.00
 Entertainment Stand \$288.00

Furniture Continued

Bed Ends	\$162.00
Bed Rails	\$72.00
Bed Deck	\$60.00
Mattress	\$225.00
Chest-Dresser	\$336.00
Desk	\$360.00
Desk Hutch/Light	\$144.00
Desk Chair	\$126.00

Furniture Upholstery Repair

Couch/Chair Cushions	\$123.00
Outside/Back side	\$143.00
Front	\$195.00
Arms	\$149.00
Decking	\$145.00

Plumbing

Bathtub	\$1500.00
Flush Handle	\$20.00
Shower Head	\$20.00
Sink	\$110.00
Faucet-Bathroom	\$105.00
Faucet-Kitchen	\$135.00
Toilet	\$260.00

Fixtures Continued

Shower Rod	\$20.00
Stove Hood	\$350.00
Stove Pans-small	\$15.00
Stove Pans-large	\$17.00
Freezer Rail	\$25.00
Kitchen Cabinets (doors)	\$125.00
Bathroom Cabinets	\$80.00
Counter Tops	\$80.00/foot
Heating/Air Vent Cover	\$50.00
Window Locks (Laker)	\$10.00/lock
Refrigerator Shelf (Garrett)	\$50.00

Appliances

Microwave Oven (Garrett)	\$120.00
Stove	\$450.00
Refrigerator-Small	\$220.00
Refrigerator-Large	\$700.00
Ice-Maker	\$180.00
Cable Box	\$50.00
Cable Remote	\$25.00

Keys

Laker Hall 4 bedroom	\$130.00
Laker Hall 2 bedroom	\$90.00
Garrett Hall	\$40.00
Mailbox keys	\$15.00
Access Cards	\$25.00

Flooring

Carpet	\$40.00/sq. yard
Bathroom Tile	\$25.00/tile
Vinyl	\$40.00/sq. yard

Cleaning

Trash Removal	\$15.00/bag
Removal of Belongings	\$25/ hour
Bathroom, Bedroom, Kitchen or Common Room	\$75.00/room
Carpet Cleaning-Bedroom	\$75.00
Carpet Cleaning-Common	\$125.00
Oven Cleaning	\$50.00
Excessive Cleaning	\$75.00/room

Vandalism Repair	\$25/ hour
Emergency Vandalism Repair	\$50/ hour

Wall Repair

1''-3'' Hole	\$100.00
4''-6'' Hole	\$150.00
6''-1' Hole	\$175.00
Hole greater than 1'	\$225.00 (minimum)
Adhesive materials damage/paint (typically \$20.00 minimum)	\$15.00/linear foot
Painting	\$0.75/square foot

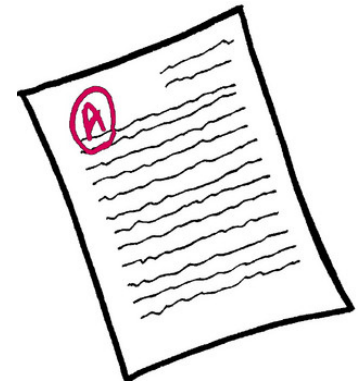
Residence Hall GPA Requirement

The residence halls at Garrett College are intended to be a place for Garrett students to live in while working towards achieving their academic goals. Residence in the halls is a privilege that must be earned through both diligent study and adherence to all Garrett College rules, regulations, policies and procedures.

Garrett College residence halls have the following GPA (Grade Point Average) requirements; any student who does not meet the requirement will not be permitted to return to the residence halls the following semester. The GPA requirements are as follows:

- **Any student who has earned/attempted between 0 and 15.99 credit hours must have achieved a GPA of 1.50 or better**
- **Any student who has earned/attempted between 16-28.99 credit hours must have achieved a GPA of at least 1.75**
- **Any student who has earned/attempted between 29+ credit hours must have achieved a GPA of at least 2.00**

Any student removed from the residence halls due to a substandard GPA may file an appeal in writing to the Director of Student Development. All appeals must be received within five (5) business days of receipt of the housing termination notice.



Residence Hall Posting Guidelines

The Residence Life Office encourages students to promote the activities they're involved with on campus to their peers and would like to assist them in that process. Students are welcome to bring fliers to the Residence Life Office to be approved so that they can be distributed in the halls.

These are the guidelines for distribution of flyers in the residence halls:

- All flyers must be approved by the Residence Life Office during office hours.
- Flyers should be brought to the Residence Life Office at least three (3) days prior to the event and before noon on Fridays to ensure timely posting by the staff.
- The name of the organization or department must be printed somewhere on the flyer.
- Only flyers from recognized student organizations and College departments will be distributed and posted.
- Any postings not following the above guidelines will be removed and discarded.

Flyers will NOT be approved for posting if they:

- Advertise or contain pictures of alcohol or any illegal substance.
- Contain nudity, obscenities, etc...
- Are posted by an organization that is not recognized by the College (except with prior approval).
- Are larger than 11X17 (except with prior approval).



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. The housing contract obligates students to follow all of the rules in the *Residence Hall Guide* and the *Student Code of Conduct*. If a student is found responsible for violating any of these community standards or other college rules and the violation results in his or her removal from the halls, that student is still responsible for fulfilling his or her housing contract, which includes financial responsibility.

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 any future applications 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 Residence Life Office reserves the right to initiate a room change made in the best interest of a student, 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.



To help create a comfortable living environment for all, Garrett College's Residence Life Office has established some community standards. Any violation of the following policies would fall under the Student Code of Conduct,

Article III – Residence Hall Violations. The following policies are subject to change at any time without notice and should be reviewed frequently.

1. **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. All apartment and suite doors must be locked at all times. For the safety of all residents, locked exterior doors may not be propped or otherwise disabled.
2. **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. Fire exits are to be used in emergency situations only. Misuse of the emergency exit doors will result in disciplinary action;
 - c. Apartments or rooms over the stated occupancy level for the apartment/room. Laker Hall apartments shall not have more than ten (10) occupants at any time; Garrett suites (both rooms adjoined by the bathroom) shall not have more than eight (8) occupants at any time;
 - d. 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;
 - e. 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, snowboard(s), and other large sports equipment are not permitted to block any access within student rooms;
 - f. Students who fail to leave the building during a fire alarm will be subject to severe sanctions.
3. **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.

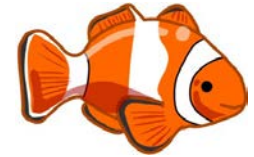


4. **Guest/Visitation:** Guests may visit their friends/significant others/family, pending the following conditions: Visitation hours are from 9am until midnight. If a visitor is present after these times they will be considered an overnight guest and must follow the guidelines for overnight stay. Please see the procedure for registering visitors/guests.
- a. Prior consent of one's roommate/suitemates is required for all visitors and overnight guests. Students wishing to host an overnight guest must fill out an overnight guest form. The form can be obtained from the Residence Life Office during business hours or from the Residence Life page on the Garrett College website. Students wishing to have a regular day visitor only need verbal permission from their roommate/suitemates and sign in at the Office (Laker 105). The resident wishing to host a visitor is expected to go elsewhere when the roommate/suitemates have not granted permission. This policy also pertains to Garrett College students who live in the residence halls.
 - b. All non-residential visitors who are in the residence halls must register to visit with their host and carry a college issued visitor pass at all times. They must provide this pass immediately upon request from any college official. The pass can be obtained by stopping by the office (Laker 105) when the office is open or calling the Peer Leader phone after business hours. Regular guest sign-in hours are 8am-midnight. Any guest staying past midnight will be considered an overnight guest, and must have an approved, overnight visitation form on file in Laker 105. No guest can be registered after midnight.
 - c. Visitors cannot register to visit without a state ID, driver's license, passport, or a current Garrett College ID. Guests who do not produce proper identification upon the request of a Residence Life staff member or Security Officer, will be removed from the halls and their host will be subject to disciplinary action.
 - d. Hosts may come to the Residence Life Office with their visitors and switch them to an overnight guest *before* midnight if they have the overnight form filled out. Hosts should not make the decision at midnight that they would like their visitor to stay overnight.
 - e. It is the resident's responsibility to properly sign in and out any visitor(s). Failure to follow this procedure will result in disciplinary action.
 - f. Overnight guests may visit for periods of no more than three (3) consecutive nights and for no more than twelve (12) nights in an academic year, unless given special prior permission from the Student Life Admin. on Duty.



- g. There can be no signs of cohabitation that include repeated stays by guests/visitors (residential or non-residential) which might include keeping belongings in the room. Hosts may be charged additional rent for each day a guest or visitor resides illegally in the residence hall and may be subject to disciplinary action.
- h. 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.
- i. Visitors must abide by the *Student Code of Conduct* and *Res Hall Guide*; it is the host's responsibility to notify their visitors of what constitutes a violation as the host will be held responsible for any policy violations of their visitor.
- j. No guest under the age of sixteen (16) is permitted in the residence halls between the hours of 9pm and 9am on any given day without special prior permission from the Student Life Admin. on Duty.
- k. Visitors must be accompanied by their host in order to enter and exit the buildings as well as when traveling from room to room while within the building. Any visitor found walking around unescorted or going into an unsecured room by themselves will be asked to leave. Security will be notified in cases where a visitor(s) continually disobeys a request to vacate the building.
- l. No visitor can be in a room if none of the roommates or suitemates assigned to occupy that room are present. Any visitor found in a room without a roommate or suitemate present will be required to leave. This policy also pertains to Garrett College students who live in the residence halls.
- m. Guests may not do their laundry in the building. Any guest found in the laundry room will be asked to leave the residence halls.
- n. Overnight guests will not be permitted during the final examination period.
- o. Any visitor who violates policy can be removed from that room, from the residence halls, or from campus at the request of the Director of Student Development, the Residence Life Manager, Student Activities Manager, or Security. They may be told that they cannot return to the residence halls because a policy violation took place. Non-registered guests will be asked to leave immediately. The student host responsible for the guest will be subject to disciplinary action.
- p. Non-registered visitors who are discovered staying in the building will be considered the visitor of the person's room they are staying in and those individuals will be subject to disciplinary action.

5. **Pets:** Pets, including but not limited to, dogs, cats, rabbits, rodents, and reptiles, are prohibited from all student residence hall rooms. 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.



6. **Public Disturbance:** An atmosphere conducive to normal living and study must be maintained 24 hours a day in the residence halls, parking lots and surrounding areas. 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:
- Radios, stereos, and TV sets must be played discreetly at all times. Stereo speakers are not to be played out of windows.
 - 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
 - Hall sports are prohibited. This includes using baseballs, basketballs, and other sports equipment in the residence halls.
 - Snowball, food, and water throwing/fights (ex. balloon, bucket, gun), shaving cream battles, etc. shall be considered public disturbances and are prohibited.
 - During posted quiet hours, excessive noise should not be heard outside any room or between rooms. Any noise that can be heard clearly outside one's room or in the common areas, including the parking lot and areas surrounding the residence halls, is prohibited. Once a room is documented for quiet hours, everyone in the room that isn't an occupant of that room will be asked to leave to prevent further violations.
 - 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.
7. **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 Residence Life Office. Individuals who drastically alter their room in such ways will be subject to disciplinary action and damage costs.

8. **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.
9. **Building Security:** Hoods, ski masks, Halloween masks, or any other material or item that covers the face cannot be worn inside the residence halls. This is to ensure that all individuals can be easily identified by staff members and reduce the likelihood of an intruder being able to get into the halls.
10. **Fire, Health, and Safety Inspections:** Fire, Health, and Safety Inspections (FHISs) are conducted monthly to ensure students' rooms are kept in a sanitary, livable condition that is up to code with fire and health regulations. If a fire, health, and/or safety violation is found, a warning will be issued and residents will be told when their room will be re-inspected. If the violation is not corrected and residents do not pass their re-inspection, they will be subject to disciplinary action in addition to damage billing. Fire, Health, and Safety Inspections (FHIS) will be announced in advance.

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.

- Air conditioners
- Space Heaters
- Alcohol or Drugs
- Empty Alcohol Containers (for decoration)
- Antennas or Satellite Dishes
- Bed Risers (or any material used to prop a bed frame)
- 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**
- Hoverboards (fire hazard)
- Candles or candle warmers
- Deep fryer (e.g. Fry Daddy)- **ONLY ALLOWED IN LAKER KITCHENS**
- 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
- Fog machines
- Free weight equipment over 20 lbs. & 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
- Internet Routers
- 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**
- Vinyl Letters/Wall Art
- Wall mounted shelving, furniture, or fixtures
- Waterbeds
- Weapons (including martial arts practice equipment)

Safety and Security

Security can be reached 24 hours a day 240-321-5799

The primary responsibility for safety and security within your residence community lies with you! You must take an active role while in the 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 the residence hall, students must first swipe their access card at the designated entrance. The card should never be loaned to others. In addition, the exterior doors and hallways in all the residence halls are equipped with cameras.



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, listen to the radio or consult the College web site.

Announcements of closings will be channeled through the media. *No public announcement will be made if the College is to remain open.*

Preparing for Snow Emergencies



Garrett College is located in an area that receives a large amount of snow annually. To be better prepared for snow storms *before* they come, it is important for you to do the following:

1. Have a flashlight and extra batteries in your room.
2. Stock up on extra food that does not need to be cooked or refrigerated (peanut butter, crackers, chips, beef jerky, etc.).
3. Sign up for e2Campus emergency notifications.
4. Make a plan with your parents/guardians of how they can contact you.
 - a. Keep in mind that you may need to conserve your cell phone battery power. Setting up a set time for when your parents/guardians can call you would enable you to keep your phone off until that time.
 - b. Make sure your parents/guardians have Security's number, so they can use it if needed.
 - c. Tell your parents/guardians to sign up for e2Campus emergency notifications.
5. Have proper winter clothing and wear them! Hats, gloves or mittens, snow boots or hiking boots with traction, and a winter jacket are all important to have. Wearing boots or shoes with heels is not advisable.
6. Have a first aid kit easily accessible.
7. If you need to travel, do so carefully.
 - a. If there is a snow advisory posted, you should check your destination before leaving. Some places may be closed, you could be traveling into worse conditions, and if you go off the road there may not be anyone who can come and help you.
 - b. Call your destination before you leave and tell them what time you are leaving and what route you will be taking.
 - c. Bring snacks, water, and a change of clothes with you in case you become stuck.

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 a loss from a room on campus is to keep the door locked at all times, even while present in the area. Any thefts or suspicious persons should be reported to the Residence Life Office or Security 240-321-5799 immediately.



It is best not to keep any large amounts of money or valuable items in the residence halls. Items which may be attractive to thieves (laptops, TVs, MP3 Players, jewelry, etc.) should be insured through students' families' home owner's insurance. It is suggested that valuables are engraved with the owner's driver's license number and that a record is kept of descriptive information, such as model or serial number. Students are able to register their valuables with the Garrett College Security by completing a registration form. Property Registration forms are available on the Garrett College Security web page <http://www.garrettcollege.edu/security/>. The College is not responsible for power surges. It is required that students using a power strip use one 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 are required to carry IDs at all times and should be ready to present their card upon request of any college official. 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 \$5 will be charged for any lost 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 a vehicle for extended periods, especially overnight. Even if arriving 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 home or "just down the hall for a minute" or out of the building, always keep the 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 Other Services

Health and Counseling

Health and counseling services are offered through local agencies: Garrett County Health Department 301-334-7680 and Mt. Laurel Medical Center 301-533-3300. The Garrett County Health Department also offers a family planning and STD clinic for Garrett College students. The Dove Center, 301-334-9000, provides on campus counseling on a regular basis for victims of domestic violence or sexual assault. In addition, Garrett Medical Group Urgent Care, 301-387-8718, is the nearest medical provider available for students.



Students should be aware that because Garrett College is in a rural area, certain specialized counseling services may not be readily available. Students with chronic conditions or specific medical needs should check with their current health care providers to develop a care plan.

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 Table

Any equipment needed for the pool table can be checked out from the Residence Life Office during office hours and must be returned by midnight when the office closes. The table will be closed at the time of quiet hours. Any misuse or damage to the table could result in disciplinary action and/or group billing.

Cable TV

All student rooms and apartment common areas 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. If you are having trouble with your cable provided by Garrett College, please talk to the Residence Hall Manager in Laker 105.

Internet Access

Residence Hall rooms are equipped with wireless capability for each student residing in the room. If at any time you have an issue with your internet, please report it to the Residence Hall Manager in Laker 105. IT Services at Garrett College will respond to all internet problems.



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 becomes excessively dirty, the residents may be billed a cleaning fee or face disciplinary action.

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. No one else may use the machines and may be charged with a violation of the Student Code of Conduct (Theft). The College is not responsible for the condition of items washed or dried in the machines. If a machine is not functioning properly, please report the issue as a work-order by going to Laker 105 during office hours.



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. Residence Life staff will post notices if 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 Residents:

Your Name

59 Laker Drive

Room #

Mc Henry, MD 21541

Laker Hall Residents:

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.

College E-Mail

A college e-mail account is required for all college correspondence. Students are required to use their college email address and check it at least twice a day. Students receive login information for e-mail, college network access, and Blackboard (used for online course resources) upon initial registration from the Information Technology Department. Students who have difficulty setting up their e-mail accounts or who have not received logon information should visit the administrative office of Information Technology, located on the main campus in the IT Building, Room. 310-A.

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 inform a staff member of any changes that need to be made to the RCR. Their signature indicates their agreement with the room condition as stated on the report. This form is your only opportunity to note the condition of your room. Changes to the form can only be made within three days of moving into the room. Residents are encouraged to take pictures of any damages they find and hold onto them for their own records. Once assigned to a residence hall room, students are expected to inhabit that room for the entire duration of the academic year.

Check-Out

Rooms are expected to be in the same condition when students leave as they were when the students arrived. Residents are financially responsible for all of the damages done to their room since they checked in. This damage is determined, in part, by a Residence Life staff member checking the current status of a student's room against his or her check-in RCR. Residence Life staff members cannot check a room until all items have been removed and the student is prepared to turn in his or her keys. Do not put trash in the hallway while cleaning a room prior to checking out. All trash needs to be taken 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 charged a \$50 fee for improper check-out. Residents will be required to turn in their keys to the Security 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 and subject to disciplinary action.

Hall Closing at Breaks

Residents may not occupy a room during any regularly scheduled shut-down period such as Thanksgiving, winter break, spring break, and 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 documentation of the violation, which will be referred to the Student Life Office. The Residence Life Office recognizes that some of our students may struggle to make arrangements to get home and back to the College during these breaks. To help accommodate their needs, students will be able to fill out a supplemental housing contract and pay a nightly fee if they need to stay for all or part of Thanksgiving and spring break due to extenuating circumstances. Students will not be able to stay for the duration of winter break or the summer, but the Director of Student Development can give special consideration to those with extenuating circumstances to enable them to stay past the scheduled closing time for an additional cost. Room keys and access cards will be collected before winter break. Failure to return these items will result in a \$50 improper check-out fine and possible change of locks.

Students who are already registered for classes for the spring semester and meet the Residence Hall GPA requirement will be permitted to keep their belongings in the residence halls over winter break if they wish. If students are not planning to return for the spring semester, or are requesting a room change, they must take home all belongings over the break. Failure to remove all belongings will result in damage charges for packing and storage of personal items, in addition to improper check-out fines.

Keys & Lockouts

Students are responsible for carrying their keys with them at all times. In an effort to encourage this responsibility, a lock-out charge policy is in effect. A student's first request to be let into his or her room is free of charge. The second request will result in a charge of **\$5.00**. Additional requests will result in a charge of **\$10.00 per request** and will be billed to student account. Excessive lock-outs will be handled through the Student Code of Conduct process. Between the hours of 8:30am and midnight, students may come to Laker 105 (if open) or call a Peer Leader (301-501-1446) and request to be let into their room/ apartment. From midnight until 8:30am, students will need to contact Security to be let into their room. Students will not be let into another person's room without that person being present. Lost or stolen keys should be reported immediately to Security 240-321-5799. Any student found in possession of another student's keys or access card may be subject to disciplinary action under the *Student Code of Conduct*. Replacement costs for keys and locks can be found in the guidelines for damage billing.



Maintenance

Any time you are aware of damage in your room or the residence hall, report it by emailing the Residence Life Manager or stopping in the Laker 105 office. Maintenance personnel may enter your room to make repairs if neither you nor your roommate(s) are not present. Students will not be charged for routine repairs which are the result of normal use.



Room Assignments

The Residence Life Office 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, suites, 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(s).

Residential students have the option to change rooms for appropriate reasons if spaces are available. Designated room change periods are the third week of classes during both the fall and spring semesters and at the end of the fall semester. 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 Director of Student Development. Failure to receive this approval will result in a charge for improper room change and may be subject to disciplinary proceedings under the Student Code of Conduct. 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 will be notified prior to students being required to change rooms. All students left in a double room without a roommate 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, vinyl letters/wall art or super sticky tape as these will damage the walls. 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 and wreathes 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 suspected to be 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 Director of Student Development 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 material/substance 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 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. It is acceptable to use emergency exits when the fire alarms are going off. Evacuate to the paved 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 or sit in a vehicle until students are allowed to return to the room. 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 permitted 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 to the Residence Life Office. Treat every alarm as an actual emergency.



Snow Emergency Guidelines

Whenever Garrett College closes because of snow, the residence halls go into a "Snow Emergency." The weather conditions have caused the College to decide that it is unsafe for students and employees to be out on the road. In order to continue to provide you with a safe living environment, some additional rules are put in place. Once the College re-opens, the halls will no longer need to operate under the "Snow Emergency" procedures.

The Residence Life staff will inform students via e-mail and by posting a notice on the front doors to each residence hall stating that the halls are now under a "Snow Emergency" and ask that they abide by the following guidelines:

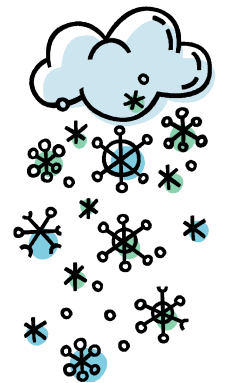
1. The residence halls will be closed to visitors, which means only residents can be in the residence halls. If a resident has a visitor in his or her room, he or she needs to ask the visitor to leave immediately so that they can get home safely.

2. Food services will continue to be provided in the cafeteria, but only during limited hours. General guidelines for when Laker Café will be open if the College has a delayed opening, closes early, or is closed all day will be posted on each floor. If these times change, Residence Life staff will let students know the Café's hours by e-mail.
3. All normal quiet hours will be observed.
4. **Travel off campus is not advised.** If you do leave to go home, please call the Peer Leader phone and give them your name and a number where you can be reached.
5. If you have a flashlight, please check to make sure you have batteries.
6. Charge your cell phone to make sure the battery is full in case the College loses power.
7. The elevator in Laker Hall will be shut off until Residence Life and Security feel there is no threat of losing power.
8. Do not throw snowballs at each other or the buildings. This has resulted in injured people and broken windows in the past.

Power Outage Guidelines

Garrett College is able to maintain power better than most places in the county, but the following guidelines have been developed to ensure that everyone is kept safe if the College were to lose power.

1. **Do not panic!**
2. Common areas (such as lounges) will be closed when it is dark outside.
3. Everyone must be in a room by 10pm and no one will be allowed to leave that room until it is daylight.
4. If the power goes out during the winter months, windows must remain shut to help keep heat in and cold out.
5. Use your cell phone sparingly to conserve the battery.
6. It is advised that you keep your refrigerator and freezer doors shut to keep food from spoiling.
7. Residence Life and Security staff will communicate information to students through the following methods:



- a. Signs will be placed on the front door of Garrett and Laker providing more information as it becomes available.
 - b. If you hear a siren or a whistle, please move quietly out into the hall because a staff member will be making an announcement.
 - c. When possible, a staff member will be in the Residence Life Office to answer any questions students may have.
 - d. **Do not believe rumors.** If Residence Life staff or Security did not give you the information directly, it may not be true.
8. If we need to evacuate, Residence Life and Security staff will get in touch with students.

While we understand that many students and their families will have questions about what actions the College is taking upon learning the College has lost power, we ask that you please wait until we communicate that information out to you. We will not be able to access the Internet and post a notification on our website or e-mail one out without electricity. The phone lines at the College also will not work, so while you may be able to leave a message, we will not be able to receive it until the power returns. The College has two emergency cell phone lines that typically remain operable when the power goes out, however it is important to save the cell phone battery and keep the lines open so that any student who may be having an emergency can still contact us.

Re-Applying for Housing

Each Spring semester, there is a two-week period during which the Residence Life Office 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.

All students initially apply through an application process to receive housing. In order to be approved for re-application the background check will be done again. Additionally, 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 Housing Application Committee that the applicant may negatively impact the group learning environment and residence hall community. Individuals who have been previously expelled or suspended from College housing will be denied housing for the following academic year.