

Residence Hall Policies and Procedures

The residence facilities at Wilmington College, or provided by the College, are more than just a place to sleep and study. They are living/learning environments that promote individual growth and development. They also provide a community living experience, which is rich with learning opportunities. For many, community living is a new experience; as with any community of people, some guidelines are necessary. The following policies will help facilitate cooperation, appreciation for new ideas, cultural and lifestyle differences. Wilmington College does not offer family housing at this time; children are not permitted to reside in student residences on campus.

Candles, Incense, and Plug-In Deodorizers

According to the Building Officials and Ohio Fire Code; 307.1: Open flames, such as candles, are not permitted in residence halls, College-owned houses and apartments. Candles are allowed on campus, but the wicks must be clipped or removed to prevent them from being lit. Incense and incense burners are not allowed in residential facilities. Plug-in deodorizers (and other similar products) are prohibited due to the residue they leave on smoke detectors and other alarm equipment that cause false alarms.

Damages

The Business Office will bill a \$125 damage retainer to each student's account. The retainer will be held through the academic year and will be credited minus any charges due to damages or fines that may accrue after billing is completed.

As members of a residence community, students set the standards for their living environment. Each resident has a responsibility to make it a productive place to sleep, socialize, and study. Students are expected to take responsibility for damages they cause that are not due to normal use. Damages to common areas and individual student rooms should be reported immediately to the Resident Assistant (RA) or Housing Staff member. Accidental damage should also be reported immediately to an RA or Housing Staff member. Residents who observe vandalism within the residence halls, and who do not report the vandalism to residence hall staff members may also be found financially or judicially liable for the damages. If the student chooses, he or she may share information anonymously.

Excessive and malicious damages, those that require repair, replacement, or cleaning above and beyond the expectations of the custodial staff, will result in assessments and fines for the labor, supplies, and repair/replacement. Every effort will be made to identify the individual(s) responsible for damages, in which case that individual(s) will pay all charges. The responsible party or parties will be assessed the cost of the damages: labor, supplies, repair/replacement or \$5/person, whichever is greater. This charge will be assessed from the damage deposit. In some instances, an administrative fee of no less than \$5/person may be included.

Failure to clean up body fluids or excretions will result in a \$75 biohazard cleanup fee. In the case of severe illness, a Housing staff member should be contacted.

Common area damage (such as hallways, lounges, public areas, and stairwells) which cannot be assessed to an individual or group may be charged to all residents of a floor or residence hall should the responsible party or parties be unknown. The responsible party or parties will be assessed the cost of the damages: labor, supplies, repair/replacement or \$5/person, whichever is greater. This charge will be assessed from the damage deposit. In some instances, an administrative fee of no less than \$5/person may be included.

Electrical Appliances

Some types of electrical appliances are allowed in student rooms; others are either prohibited or restricted in some way. There are several reasons for these restrictions. Some appliances are hazardous, some are unsightly, and some use an extreme amount of electricity. The electrical appliances that are prohibited or have restrictions placed on them in the residence halls are listed below. If a room is having electrical problems, some appliances will have to be removed to prevent further overloading. The only cooking appliances allowed in residence hall rooms are single-pot coffeemakers, Keurigs, etc.

Air Conditioners

Air conditioners are provided for primarily health-related reasons but are available for students who wish to pay for the service, which is \$350.00/person. First-year students who require air conditioning will need to reside in specific rooms on the first floor of Pickett Hall. This availability is rather limited.

Upper-class students who wish to purchase air conditioning must reside in Marble Hall and must complete the appropriate paperwork during the Housing Lottery process. Primary consideration will be given to students who have medical conditions warranting the usage of air conditioning, but all students must pay their deposits and complete the necessary paperwork to purchase air conditioning.

Student provided air conditioners including stand-alone units are prohibited.

Holiday Lights

Holiday light strands are not allowed as wall decorations due to damages that result.

Space Heaters

Space heaters are not allowed in student rooms. If your room does not get adequate heat the Physical Plant Department should be contacted to make adjustments.

Antennae/Satellite Dishes

Outside antennae and satellite dishes are not allowed. The installation or tampering of any kind with television antennas, cables, or computer cables is not permitted.

Combustible Fuel Receptacles

Receptacles containing combustible fuel are not allowed in any housing facility at any time.

Cooking Appliances

Hot plates, multiple-pot coffee pots, pottery water-warmers, immersion coils, halogen bulb lamps, plug-in air fresheners, scented oil heaters, lava lamps, electric skillets, toasters, toaster ovens, microwave ovens, and large appliances are not allowed in student rooms.

Grills and Firepits

Cooking grills and firepits are prohibited outside of designated areas on campus. Storage of grills and firepits are prohibited in residential communities.

Power Strips

In accordance with Ohio Fire Code only surge-protected power strips may be used for extension cords. Surge-protected UL-listed power strips must be plugged directly into a wall outlet. Refrigerators must be plugged directly into a wall outlet.

Refrigerators

Refrigerators larger than 4.6 cubic feet in capacity and requiring starting amperage of more than 3 amps are not allowed. During each semester break period, refrigerators must be cleaned out and unplugged. Only one refrigerator per room is allowed to prevent electrical overload.

Microfridges

(i.e. combination microwave/refrigerator) are prohibited.

Sunlamps

Sunlamps are prohibited; please contact the Director of Housing if a medical need necessitates the use of a sunlamp.

Excessive Noise

A residence hall must serve students in many ways. The most important way is to provide a place to study and sleep. Even though strict hours are not in effect during the daytime, residents should be considerate of their neighbors at all times. With many of our students working nights, they must be able to sleep during the day, and those who wish to study during the daytime hours should be able to do so.

Students are expected to keep noise to a minimum 24 hours a day, and hallways should be quiet at all times. However, the Excessive Noise Policy will be strictly enforced from 10 p.m. until 10 a.m., Sunday through Friday; and from 1 a.m. until noon on Saturdays and Sundays. During exam periods at the end of each semester, this policy is enforced 24 hours a day until the start of the subsequent semester (this includes summer).

Excessive noise will not be tolerated at any time of the day. Residents who play music loudly should use earphones, so others are not disturbed. The Housing staff members may find it necessary to define what is too loud.

Speakers may not be placed on windowsills/balconies/porches and/or directed outside. Subwoofers, large amps and large speakers are not permitted and may be confiscated by Housing and Residence Life Professional Staff if they become a nuisance to the community.

Fire Equipment and Safety

Fire safety equipment is to be used only for the purpose for which it was designed. Misuse of or damage to fire safety equipment (i.e., fire alarms, fire extinguishers, smoke detectors, emergency exit doors and alarms, etc.) or failure to leave a building during a fire alarm or a fire drill will be considered a serious matter which will result in disciplinary action and possible legal action. Damaging, disassembling, or removing the battery from a smoke detector will result in an automatic \$25.00 fine and possible disciplinary action. The resident is responsible for testing the smoke detector in their living space and reporting malfunction to the Housing staff in writing. Setting off a false fire alarm or using a fire extinguisher for other reasons than to put out a fire endangers the lives of all occupants of a building. Persons committing such acts will be sanctioned to the full extent of the Student Code of Conduct and may be subject to legal action, including prosecution by off-campus authorities. All storage in a non-sprinkler facility should remain 24" from the ceiling. No items are permitted to hang from the ceiling. Decorative items may not be strung throughout the hallway without permission from the Director Residence Life. Any permitted items must be removed within the time limit specified by the Director of Residence Life.

Every campus building is equipped with a fire alarm system and smoke detectors are in every room. If the fire alarm should ring, everyone must vacate the area immediately according to the hall fire evacuation plan. No one may re-enter the building without the authorization of the Housing staff, Campus Safety or the Fire Department. In addition, fire safety inspections will be conducted at least once a year by the Housing staff. The Housing staff may enter any room without prior notification to determine if a violation of fire safety policies exists.

To afford residents easy egress from buildings in emergency situations, bicycles may not be kept in hallways, stairwells, or public areas inside the residence halls.

In Case of Fire:

1. Quickly extinguish any small fire that may be encountered by cutting off the oxygen supply. Fire extinguishers are located on every hall.
2. Should any fire be encountered, immediately pull the fire alarm lever on the floor where the fire is discovered. The Housing staff will notify Campus Safety. Campus Safety will notify the Wilmington Fire Department.

Evacuation Procedure:

1. Alert other roommate(s) to the alarm.
2. Put on your shoes and coat. Take a wet towel.
3. Close your window. Leave blinds or draperies open.
4. Leave your room lights on.
5. Close the door but DO NOT LOCK IT!
6. Proceed calmly to the designated exit and leave the building.
7. Handicapped persons proceed to assigned areas.
8. Follow the general evacuation plan for the building.
9. Remain in assigned area until authorized to return to the building.
10. Remain calm. Do not panic or initiate panic.

DO NOT:

- Use the elevators during an evacuation.
- Open door if the door or door handle feels hot.
- Attempt to save personal belongings.
- Tamper with fire safety equipment.
- Remain in the building during an alarm. Specific directions may be found on wall charts located on each floor. Please acquaint yourself with the evacuation plan.

Other Safety Concerns

Throwing items or shining lasers from residence hall windows is prohibited.

Unauthorized entry to areas of campus facilities including, but not limited to: roofs, window ledges balconies, alcoves, offices, and the dining hall is prohibited.

Fire Pits – The usage of fire pits is prohibited in all residence halls, College-owned houses and apartments, unless it is a college-sponsored activity.

First-Year Residence Halls

All first-year students are housed in Austin/Pickett Halls, as space permits. Overflow first-year students may be housed in upper-class housing, and vice versa. This allows for a greater sense of bonding with the incoming class and provides greater opportunities for academic support and outreach.

First-year resident students can be exempt from living on a first-year floor if they are transfer students with more than 12 semester hours or if they are 21 years of age or older, as space permits. To be exempt from this requirement, a written request must be submitted to and approved by the Director of Residence Life.

No room changes to upper-class student floors will be allowed until the end of the first semester. Mandatory first-year student floor meetings will be scheduled for all first-year residents. Failure to attend mandatory floor meetings may be considered a violation of the Student Code of Conduct.

Guests

Guests include students from other residence halls, students of the College who live off campus, and persons not affiliated with the College but visiting. All guests are subject to College policies, rules and regulations. Hosts are responsible for the actions of, and/or any damages caused by their guests. It is the responsibility of the host to inform their guest(s) about the rules and regulations of the campus and to accompany their guest(s) while on campus. An overnight guest is defined as anyone who is not a resident of a particular room but spends the night in that room. This includes Wilmington College students who live in other residence halls.

Students may occasionally have overnight guests. However, the host student must register his/her guest. Guest registration forms can be obtained from the Housing Office, RA of the floor, or the RA on duty in the residence hall upon the guest's arrival. This is done for safety and security reasons.

- Failure to register an overnight guest is a violation of the guest visitation policy and may result in loss of privileges.
- Overnight guests must carry a picture ID and copy of the guest registration form at all times.
- Guests must be escorted at all times while in the residence halls.

- Roommates must agree on having overnight guests each time a guest stays overnight. If one roommate is not comfortable, the guest must leave. The privacy of the roommate(s) or housemates takes priority over the presence and behavior of the guest. In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of guest visitation.
- Overnight guests may only stay 48 hours or 2 nights in any seven-day period. Students and guests who abuse this policy may be subject to judicial action, fines, and loss of this privilege.

It is the responsibility of the host to inform his/her guest about the rules of the residence halls and to accompany their guest while on campus. The host is responsible for the actions of his/her guest. If a particular guest becomes a problem, visiting privileges may be revoked or restricted.

It is always advisable for a student and his/her roommate to discuss having an overnight guest. Permission of the roommate should also be obtained in advance of having an overnight guest each time that guest is planning to stay overnight.

Students enrolled at Wilmington College who visit students living in the residence halls are expected to abide by the following:

- As with non-student guests, consent is obtained from roommate(s) or housemates. In all cases, the rights of the residents of the room, house, or apartment are paramount and take precedence over the privilege of visitation.
- Unescorted Wilmington College student visitors are not permitted in residence halls between the hours of midnight and noon, Monday through Friday, and between the hours of 2:00 a.m. and noon Saturday and Sunday. Resident hosts must escort their visitors during these times.
- Sanctions for violations of this policy may include a restriction from visiting residential facilities. The resident in violation could be charged with trespassing.
- Residents are responsible for insuring that their Wilmington College student visitor(s) comply with all policies and procedures. A host student can be held accountable for any policy violations, damage, etc., attributed to his/her visitor(s).
- Wilmington College student visitors are permitted to stay in hosts' room overnight for no more than two (2) nights in any seven (7) day period.
- Abuse of the visitation policy can result in revocation of guest privileges.
- Cohabitation of anyone other than the assigned roommate(s) is not allowed.

Housing and Meal Plans

All full-time traditional age students are required to live in the College housing and board at the campus dining hall, also known as the T.O.P. (Top of Pyle). Exemptions to these requirements are granted by the Housing Exemption Committee. Because housing on campus is limited, some upper-class students may be released from the housing requirement if the residence facilities are determined to be full.

Compliance with the Housing and Board Requirements is a condition of initial registration and continued enrollment at Wilmington College. Wilmington College does not discriminate in the assignment of residential housing on the basis of age, race, color religion, national or ethnic origin, gender, sexual orientation or ability. Students who transfer to Wilmington College may be able to secure residential housing on a space available basis. The College reserves the right to assign residential housing space to all students on the basis of the type of space available.

Exemptions to the housing requirement are granted for the following reasons:

- The student will live with his/her parents/guardians in a residence which is within 30 miles of the City of Wilmington.
- The student is legally married.
- The student is a single parent with custodial responsibilities.
- The student is 23 years of age or older by the first day of classes of the fall semester.
- The student attends part-time, taking less than 12 credit hours.
- The student lives in an approved off-campus fraternity house.
- The student is studying abroad.
- The student has lived in campus housing for at least 8 semesters.
- The student has had prior military service

Exemptions to the Meal Plan Requirements are granted for the following reason:

- The student has a medical condition (verified by the student's family physician and the College physician) which requires a special diet that cannot be met at the campus dining hall.

Requests for the exemption from the housing and/or board requirements must be submitted on the appropriate forms available at the Housing Office. Exemptions must be applied for, prior to the Housing Contract being waived and prior to moving off campus. See the current Academic Calendar/Planner for exemption deadlines.

If the exemption is not granted, the Housing and Board Requirements and the Housing Contract will bind the student. No release from the contractual obligations will be given after the Housing Contract is signed and the cancellation deadline has passed, except as provided in sections 23, 24, 27 and 28 of the Statement of Terms and Conditions. In such cases a cancellation fee is assessed (see housing office for more information. Proof of compliance with the College Housing and Board Requirements is the responsibility of the student. Failure of the student to comply with these requirements may be cause for denial or cancellation of registration of judicial action. The Housing Office acts as the authorized agent for administration of the Housing and Board Requirements for the College. All approvals for exemption from the College Housing and Board Requirements must be in writing. Students on meal plans are required to present proper identification upon entry to the campus cafeteria. They are to maintain orderly conduct and bus their own trays. Violation of these dining service policies may be cause for judicial action.

Insurance and Valuables

Wilmington College assumes no responsibility for damage, theft, or loss of student property. It is not wise to bring expensive possessions to College or to leave money in the rooms. Residents should lock room doors when no one is in the room and when the residents of the room are sleeping. The College suggests that students consult with their parents in regards to purchasing low-cost insurance to cover the student's property while the student is in College. All thefts must be reported, in writing, to Campus Safety and the Housing Office.

Laundry Facilities

High-efficiency, front-load washers and dryers are located in every residence hall. This service is free of charge to all resident students. Wilmington College is not responsible for property that is lost, damaged, or stolen in the laundry machines.

It is required that students use only high-efficiency detergent in residence hall laundry facilities.

Littering Policy

There are small wastepaper baskets (located in the bathroom) on every floor in all residence halls. Room trash is not to be left in these receptacles. It is the responsibility of every resident to dispose of his/her room trash in the dumpsters located outside of every building. Students found littering or leaving their room trash in any common area may be fined and charged with violation of the Code of Conduct. Students should not allow excessive trash to accumulate in their room. This could lead to unsanitary conditions, as well as a fire hazard in the residence hall. Sweeping floor dirt into the hallway is littering. Failure to keep rooms clean may be considered a violation of the Student Code of Conduct and may result in a fine or other sanction.

Musical Instruments

If the use of a musical instrument or an amplifier becomes a nuisance, the student will be asked to discontinue its use in the residence halls. In some cases arrangements may be made with the Music Department to practice in the Boyd Cultural Arts Center.

Odor Policy

All residents are expected to keep their rooms clean and free of odors. A violation of the Odor Policy will occur when an odor is detected from outside of a resident's room that is deemed offensive to the Housing Staff or another resident in the residence hall.

Pet Policy

Only herbivorous fish that can be kept in aquariums no larger than 20 gallons in capacity are allowed in student residence halls and houses. Housing and Physical Plant staff members have the right to periodically inspect fish and their environs. Pet owners must abide by the following rules:

- All roommates of the pet owner must not object to the presence of fish in the room.
- Pet owners must provide a proper and safe environment, appropriate food, and health care for their fish.

Due to allergies and other pest issues, students will be assessed a non-negotiable fee of \$300.00 or the cost for the disinfecting, cleaning, and flea/pest treatment of a room or residential area where a pet or unauthorized animal has been (whichever is greater). This will be assessed regardless of the type of pet or how long it was present. No pets may be on the premises at any time. Housing staff will not make a judgment regarding how long an animal has been present.

If students have questions concerning the Pet Policy, they should be directed to the Director of Residence Life. The only exceptions are service animals and emotional support animals that have specific processes.

Publicity Policy

Only Housing staff may post publicity in the residence halls. Publicity must be approved by the Dean of Students Office and follow the College's advertising regulations outlined on Section III B: "Advertising

Regulations". Please allow one day for information to be posted. Any publicity not approved and/or found to be offensive in any manner will be disposed of immediately. The Office of the Vice President, Chief Student Affairs Officer also approves publicity posted outside of residential facilities.

Advertisement and publicity are permitted to be distributed in the Housing Office for RAs to post in Residence Halls following necessary approvals. Advertisements that are posted in residence halls that are NOT distributed via the Housing Office may be subject to removal.

Room Assignments

Upper-class students are given the opportunity in the spring to make room selections for the following fall semester. Details and information regarding room selection are distributed every spring. Should you have further questions about this procedure, please contact the Housing Office.

Room assignments for new students are made in the order that completed housing applications and housing deposits are received in Admissions. Contact the Housing Office if a student has special needs, or for special requests. Also considered in making room assignments are student preferences regarding residence halls, smoking, musical preferences, attitudes about alcohol, and roommates. The Housing Office tries to honor the preference requests made on the housing application but does not make any guarantees. Once a room assignment has been made, it cannot be changed, so students requesting roommates must coordinate their applications to reflect their roommate preferences.

All returning students who request on-campus housing must pay a non-refundable room reservation deposit and be registered for fall classes by the deadline (this day is announced and publicized in the Spring semester). This non-refundable room reservation deposit will be the final step in securing on campus housing and will confirm fall semester room assignments. Students who do not pay the deposit by the deadline will not be guaranteed preferred housing assignments. Failure to pay the deposit or register on time results in the student's placement in an available space. These students may have no choice in their placement.

Unless necessitated by overcrowded conditions, only the designated number of students may occupy a particular residence hall room. For example, a double room may not house more than two residents and no more than two beds. If overcrowding occurs, double rooms may be tripled or quadrupled beginning with the last assigned first-year rooms, then going backward through the room assignment/ selection order. Triples and quads will be broken down as soon as possible.

Room Changes

If for one reason or another it becomes necessary to make a room change, the RA must be contacted. The Housing staff will try to facilitate a resolution to the problem. If this cannot be accomplished, the Director of Residence Life may approve a room change. The procedure for a room change is described step-by-step, on the Room Change Form. This procedure must be followed closely, or the room change will be considered illegal. Students who change rooms or exchange keys without authorization will be subject to fines and disciplinary action which may include loss of future room selection privileges.

No room changes will be authorized within the first three weeks of the semester.

Room Consolidation

Residents who find themselves in an under-assigned room or apartment may face consolidation. Consolidation exists to bring equity among residents. Students in under-assigned spaces must do one of the following by the third Monday of each semester, or no later than seven (7) calendar days from the date the space becomes under-assigned.

- Request a space buyout and pay the additional daily pro-rated charge (exact rate may be obtained by contacting the Housing Office).
- Have another student move into his/her open space (Secure authorization from the Housing Office).
- Transfer to another assigned space (Secure authorization from the Housing Office).

Single Room

During the year, single rooms will be issued according to the Single Room Waiting List as space in the residence halls allows. During room selection in the spring, no singles will be issued except those rooms designated as singles because of their small size. After room selection, single rooms will be granted according to the Single Room Waiting List. Residents who would like a single room should direct their request to the Housing Office. A single room costs 50% more per semester than a double room. Single rooms will be assigned on a first-come, first-served basis.

Triple Room/Quad room (Standard)

Standard triple and quad rooms are assigned during room selection in the spring. If a vacancy occurs in a triple or quad room, the Room Consolidation Policy applies. The cost of keeping a standard triple room as a double, or standard quad room as a triple, is 25% more than the cost of a double room. Standard triple and quad rooms are large enough to accommodate three people or four people respectively, therefore, standard triple and quad rooms are charged at the same rate as double rooms.

Standard triples or quads are not eligible to be bought out as singles.

Room Check-In

Students may begin checking into their residence hall rooms for the academic year or semester on the day that residence halls are scheduled to open. A returning resident checks in by picking up a room key and an outside door key in the lobby of his/her assigned residence hall and completing a Housing Contract if he/she has not already done so. Shortly thereafter, the student receives a Room Condition Report to complete and sign to verify the current condition of the room. The purpose of the Room Condition Report is twofold:

1. All malfunctions in a room are recorded and reported to the Physical Plant so that attention can be given to them.
2. The Room Condition Report allows the student to verify the pieces of furniture provided by the College, note the condition of the room and any discrepancies. If, at the end of the school year, no additional damages have occurred, the student will not be held responsible for problems that predated his/her arrival. Failure to include damaged/missing items may result in the student being found responsible for the damages.

It is your interest to complete a Room Condition Report (RCR) or an Apartment Condition Report (ACR). These reports are our only means of tracking damages so that the responsible parties are held accountable. If you do not file an RCR or ACR with the Housing Office, we will not accept any damage charge appeals.

Unauthorized early arrivals will be billed on a per-day basis unless the student is on campus for a Wilmington College-sponsored necessity. Students who allow the unauthorized early arrival of a roommate are subject to charges or disciplinary action as well.

Room Checkout

When checking out of the room at the end of the academic year, it is imperative that the room is left as it was upon arrival: completely vacated and left reasonably clean. Students are required to check out within 24 hours after his/her last exam. Seniors must check out following their graduation ceremony.

The furniture that is in the room at the beginning of the year must be there when the student leaves at the end of the academic year. This also applies if a student leaves the residence hall at any time during the year, for any reason (even to move to another room). The cost of replacing furniture will be billed to the occupants of that particular room, unless individual responsibility is established.

Rooms are to be left in good condition, with trash properly disposed of and floors "broom clean." If debris is swept into the hallway, fines and charges will be assessed accordingly.

Students should arrange with a RA or RD to have a closing check made just before departure. Any damage not reported at the time of the original occupancy will be listed on the Room Condition Report, signed by the student and the RA/RD, and charged to the student's damage deposit account. When this is not possible, the student should make arrangements for Express Checkout. Room checkout is subject to verification by the Director of Residence Life or his/her designee.

Students may be charged a fee for improper checkout if they:

1. Fail to set up a checkout time.
2. Are not prepared to check out at their designated checkout time.
3. Fail to sign the RCR or ACR and/or fail to return keys before leaving.

In the event that the student does not arrange for the room check out with a staff member, the room will be checked after departure, a \$50 improper check-out fine may be imposed, and students will be billed for any damage found at that time.

Before the student leaves campus, keys must be returned to the Housing Office to avoid key replacement costs.

Appeal of any of the above charges must be submitted in writing to the Director of Residence Life within ten days of the date of the letter notifying a student of charges.

If, during a semester, a student plans to move out of the residence hall completely, the Housing Office must be contacted, and the appropriate forms completed. Any student moving out of a residence hall during the academic year will be considered a resident until the Housing Office personnel receive room keys. Charges will be made according to the Housing Contract and the College refund policy.

Withdrawals, Leaves of Absences, Suspensions, or Dismissals

Students withdrawing or taking leave of absence from the College must vacate the College residence facilities of all personal possessions and turn in their keys within 48 hours of the effective date on the withdraw/leave of absence form. If this 48 period falls on the weekend, the student should put keys in an envelope and drop in the mail slot on the Housing Office door. Write the student's name, building and room number on the envelope. If Pyle Center is closed, the envelope should be given to Campus Safety.

Students who are suspended or dismissed from the College must contact the Housing Office within 48 hours of receiving official notice from the Office of Academic Affairs. If you do not contact the Housing Office, you will receive a call from Housing to set up a time for you to remove your personal possessions.

If the student fails to vacate the facilities and turn in the keys within the designated 48-hour period, the College reserves the right to bill the student for continued occupancy of the space or pack up the belongings and discard at the owner's expense.

The College reserves the right to remove personal belongings from rooms/apartments/houses that have been abandoned. A space will be considered abandoned when: there is a failure to pick up and/or respond to mail (including voice and electronic mail) notices, and/or deliveries; failure to respond to written notice posted on student's door requesting verification of their presence on the premises; or removal of a substantial portion of the student's personal property.

Room Decoration

All rooms are supplied with beds, desks or tables, chairs, blinds, and other essential furniture. Students provide their own linen, pillows, blankets, spreads, towels, lamps, wastebaskets, etc. Other small furnishings may be provided by students, if desired.

Every student cares for his/her own belongings and room, and every student is financially responsible for his/her room and other common living areas in the residence hall. He/she will be billed for damages to these areas, as previously described in the section under Damages.

Students are financially responsible for their own belongings. Therefore, it is suggested that students purchase renter's insurance or verify that their belongings are covered by their parents' homeowner's insurance.

We respect differing lifestyles and the need for every student to make his/her room as personal as possible. Furniture in student rooms may be rearranged as the residents see fit. *Students are not permitted to move any furniture out of their rooms.* Room furnishings may not be moved from one room to another nor placed in hallways/lounges. Furniture may only be moved by Physical Plant or Housing staff.

If furniture is removed from a room, the student takes sole responsibility for it. If furniture is lost or misplaced, the student must pay to replace it. Furniture may not be moved from student rooms to lounges/study rooms or vice versa. A \$25.00-per-day charge will be assessed for lounge/study room furniture found in a student's room.

Students may bring furniture to decorate rooms. It should be remembered that space in the residence hall rooms is limited, so the amount of furniture brought from home should be limited. There is no storage available. Students should remember to keep furniture away from heaters to prevent fire hazards. Following is a list of additional guidelines:

Bunk Beds

Students living in residence halls who wish to bunk their beds may do so; however, there are a limited number of bunk extenders available. These are distributed on a first-come, first-serve basis through the Housing Office.

Carpet

Students may put carpet in their rooms. Carpet tape should not be used, since it mars the surface of the room floors. All carpet brought into the residence halls by students must be fire-resistant. Written proof of its fire resistance must be shown on request or it must be attached to the carpet.

Electrical Wiring

Any tampering with or rewiring of electrical fixtures is forbidden and violates the total safety of the residence hall.

Hazardous Conditions

Students will keep their rooms in a non-hazardous manner. Trash should be taken out to the dumpster regularly. In addition to the preceding, students are not permitted to use any furnishings that, in the opinion of the Director of Residence Life or the Wilmington Fire Department, violate city fire ordinances and/or would be considered unsafe. This may include, but is not limited to lofts, bookcases, platforms, etc. The College reserves the right to judge what is safe for its buildings and their occupants.

Lofts and Room Dividers

The construction of lofts and/or a room divider is prohibited.

Window and Wall Hangings

Posters and other decorations may be hung on the walls. Nails, screws, thumbtacks, and other items that will damage cement block, wood, or painted surfaces are not permitted. Windows are open to the public and are therefore restricted much as other public areas. The only permissible decorations include: items which identify the resident(s) as members of recognized campus organizations (e.g., fraternity/sorority paddles/plaques), holiday decorations (hung and removed in a timely fashion), and signs or letters put in place for the purpose of school spirit activities (hung and removed in a timely fashion). As with wall hangings, care should be taken to avoid using materials that will damage the window, frame, etc., and that the window is not obscured so as to hinder any access in emergency situations.

Window Screens

Screens must be secured at all times.

Room Inspections/Searches

The College reserves the right to inspect residence hall rooms for damage and to inventory furniture. If necessary, College staff members may have to enter residence hall rooms to make routine repairs while students are not present. The College staff members may also inspect student rooms in cases of emergencies, such as fire, tornado, or other emergency reasons affecting the health or safety of a student. Fire/Safety inspections will be conducted at least once each year. They will be conducted without advance notice.

Campus-wide searches may be conducted for missing College property with a 24-hour advance written notice that will be distributed through the campus mailboxes, via e-mail or posted on exterior doors of residence halls.

In specific cases, when there is reasonable cause to believe that a student is in violation of College policies, the student's room may be searched by a College official with a witness present whether the student is present or not. If illegal items are found, they may be confiscated.

Security Cameras

Security cameras have been installed in all residence halls. The primary purpose of the security cameras is to provide safety to students. The cameras will also reduce damages and help identify responsible parties for other incidents that may occur in the buildings. Cameras are located on each floor and lobby. These cameras record and are backed up, they are not monitored 24/7.

Smoking/Vaping

Smoking/Vaping is prohibited in all residence facilities. Students found responsible for violating this policy will be subject to the following actions:

- First Offense: Educational Sanction to be determined by Judicial Advisor/Judicial Board.
- Second Offense: Fine ranging from Twenty-Five (\$25) to Fifty (\$50) Dollars, plus community service of cleaning up cigarette butts outside of designated campus facilities.
- Third Offense: Fine ranging from Fifty (\$50) to Seventy-Five (\$75) Dollars plus cleanup as stated above.
- Additional Offenses: One Hundred (\$100) Dollar Fine, plus cleanup as above.

Students found smoking/vaping in their rooms may also be assessed additional cleaning fees should physical plant or housing staff determine that need based on odor/smoking residue present in furniture or room. The use of hookahs or electronic cigarettes (e-cigarettes) is prohibited.

Sports

Sports are prohibited in the hallways, lounges, and other common areas of the residence halls. The use of water guns, water balloons, water cannons or slingshots inside College property is strictly prohibited. Dropping/shooting water balloons or similar items from rooms is prohibited. Damage to any camera or equipment will be assessed and processed judicially.

Break Housing

All College residence halls are closed during all official vacation periods and summer. Closing and reopening hours for residence halls are specified and published in advance. Vacation housing at Wilmington College is a privilege and not part of the residential contract. The Village, College Commons, Fife, and other College-owned houses will not close for winter break or spring break, but residents wishing to remain in their assigned space must notify the Housing Office of their intent and must complete and sign a *Break Contract*. All Student Handbook policies remain in effect during breaks.

Violation of these guidelines will result in judicial action and may also result in all apartment/area residents being sent home until classes resume. Questions regarding these guidelines should be directed to the Director of Residence Life.

At the conclusion of each semester, a student must properly check out of the residence hall after his/her final exam. A student must turn in his/her keys at the designated areas. A Twenty-Five Dollar (\$25) fine will be assessed for keys not turned in by the official closing. In addition, a Twenty-Five Dollar (\$25) fee will be assessed for each day a key is not returned (maximum fee is \$100).

If a student does not return to Wilmington College and does not return keys; the cost of re-keying the room will be assessed to the student's account.

Students returning to their same room in the spring semester may leave personal possessions in their room. All personal possessions must be removed at the end of spring semester. The College does not assume legal responsibility for lost, stolen or damaged property.

Visitation Hours

All residence halls have a 24-hour visitation policy. Although there is 24-hour visitation, all residence halls are locked around the clock. The exceptions to this policy include move-in days and other special events. Every resident has his/her own card access with which to enter the building. Visitors should notify their host before their arrival so the host can meet them at the door. A resident must accompany all visitors at all times.

Weapons

Except as otherwise provided by law, possession of weapons (firearms, handguns, including BB guns and air-soft guns), slingshots, knives (other than utility tools), explosives (including firecrackers), other weapons, dangerous chemicals (outside of a controlled laboratory environment), or any item used in a threatening matter is not permitted on College property or in College buildings. Possession of any "look-alike" item, toy, etc. that resembles a weapon is also prohibited. This policy applies to all persons coming onto the College property or in College buildings, including faculty, staff, students, visitors, vendors, and contractors, except where specifically permitted. This policy does not apply to law enforcement officers coming on to the College property or in College buildings while engaged in the performance of their official duties or while required to possess a firearm by rules of the officer's employing agency. Persons found to be in violation of this policy are subject to immediate action under College policies applicable to that individual. Such responsive action may include, but is not limited to, removal, expulsion, dismissal, or termination from the College. Persons found to be in violation of this policy may also be subject to criminal prosecution or a no-trespassing directive.

Loss of Preferred Housing

Living in College Commons, Preferred Housing, The Village, and College-owned Houses is a privilege and the ability to live there is determined by a competitive process called the Housing Lottery. The Housing Lottery formula is calculated by multiplying a student's Wilmington College GPA by their number of credit hours and then adding five points for each semester the student has spent in campus housing. Due to the Housing Lottery, many students are unable to live in apartment-style housing until their junior or senior year, so this privilege is highly valued.

The Housing and Residence Life Staff Council, in conjunction with the Student Life Committee and the Student Government Association, created a policy to give more weight to judicial sanctions.

The policy will be divided into various levels:

- One violation of a Level 1 violation,
- Two Level 2 violations,
- Three Level 3 violations, or
- Four Level 4 violations.

The above violations will result in a loss of Preferred Housing privileges. All students will begin with zero "strikes", regardless of their prior judicial history. If a student violates the Code of Conduct, the removal of Preferred Housing status will not occur until the following academic year.

An example of this would be: a student with a DUI who, as a result of the Wilmington College judicial process, is found responsible for violating the alcohol policy. One of the student's sanctions would be loss of Preferred Housing for the following academic year. If a student's behavior improves, with no additional judicial violations, then the student will be eligible to apply for Preferred Housing the following year. As with all judicial matters these sanctions can be appealed. Appeals must be made within five (5) business days of distribution of the sanctioning letter(s).

Level 1

- Alcohol Abuse/Public Intoxication (Arrest or Emergency Transport)
- Damage to College property (Over \$500.00)
- Disorderly Conduct (Arrest)
- Drug Use or Possession
- Fire Safety (pulling a fire alarm)
- Harassment • Hazing
- Sexual Misconduct
- Stalking
- Theft of an item (value of \$100.00 or more)
- Second Level 2 offense
- Third Level 3 offense
- Fourth Level 4 offense

Level 2

- Computers/Technology (including violation of the College's Network Use agreement)
- Alcohol and Other Drug Policy (possession of alcohol or drug paraphernalia)

- Damage to College Property (\$100.00–\$500.00)
- Disorderly Conduct
- Fire Safety (tampering with fire equipment, failing to comply with fire alarm procedures, etc.)
- Harm to others/self
- Pet policy (dogs, cats, rabbits, snakes, etc.)
- Theft – resale/possession and/or use of stolen items (value less than \$100.00)
- Second Level 3 offense
- Third Level 4 offense
- Other

Level 3

- Alcohol (empty alcohol containers)
- Damage to College Property (under \$100.00)
- Fire safety issues (candles, smoking, unauthorized electrical items, etc.)
- Furniture removal (lounge furniture, dressers, desks)
- Misuse of phones (prank calls, phone harassment, etc.)
- Second Level 4 offense

Level 4

- Non-approved Postings
- Residence Life policies – (courtesy/quiet hours, door propping, visitation, solicitation, windows screens, etc.)
- Student Activities Policies
- Participating as an accessory to Level 4 (IV) offenses
- Other

NOTE: These Guidelines also apply to formal or informal organizations or groups.