

Resident Life Handbook

Gwynedd-Mercy College Office of Resident Life



2007-2008

2007-2008 Calendar

Fall Semester 2007

Begin Add/Drop Fall Semester Classes
Late Registration
Accelerated I Classes Begin
End of Add/Drop Accelerated I
New Students Move-In
Returning Students Move-In
Regular Fall Classes begin
Labor Day — No Class/College Closed
End of Add/Drop Regular Fall classes
Deadline for Jan. 2008 Graduation Applications
Residence Hall Health and Safety Inspections
Last Day to Withdraw Accelerated I
Accelerated Session I Ends
Accelerated Session II Classes Begin
Mid-Semester Break — No Regular Fall Classes
End of Add/Drop Accelerated
Begin Advisement & Registration — Spring 2008
Last Day to Withdraw Regular Fall Classes
Request for Thanksgiving Break Housing Due 132 LH
Residence Halls Close for Thanksgiving Break
Thanksgiving Break-College Closed
Residence Halls Reopen
Last Day to Withdraw Accelerated II
Accelerated Session II Ends
23-Hour Quiet Hours Begin
Last Day of Regular Fall Classes
Request for Winter Break Housing due 132 LH
Final Exams
Deadline for May 2008 Graduation Applications
End of Fall 2007 Semester
Residence Halls Health and Safety Inspections
Residence Halls Close for Winter Break

Spring Semester 2008

New Years Day College Closed
Begin Add/Drop Spring Semester
Accelerated Session III Classes Begin
End of Add/Drop Accelerated III
Residence Halls Reopen
Classes Begin-Regular Spring Classes
End Drop/Add-Regular Spring Classes

Monday, August 20
Monday, August 20
Monday, August 20 - October 12
Wednesday, August 22
Thursday, August 23
Sunday, August 26
Monday, August 27
Monday, September 3
Tuesday, September 4
Tuesday, September 4
Friday, September 21 (2:30 p.m.)
Friday, September 28
Friday, October 12
Monday, October 15 - December 7
Monday and Tuesday, October 15 - 16
Wednesday, October 17
Monday, November 5
Friday, November 9
Wednesday, November 14 (4 p.m.)
Wednesday, November 21 (10 a.m.)
Wednesday - Friday, November 21 - 23
Sunday, November 25 (12 noon)
Monday, November 26
Friday, December 7
Saturday, December 8 - December 18
Monday, December 10
Tuesday, December 11 (4 p.m.)
Tuesday, December 11 - December 17
Monday, December 17
Monday, December 17
Tuesday, December 18 (9:30 a.m.)
Tuesday, December 18 (10 a.m.)

Tuesday, January 1
Wednesday, January 2
Wednesday, January 2 - February 22
Monday, January 7
Wednesday, January 16 (12 noon)
Thursday, January 17
Thursday, January 24

Room Selection Materials Available
Room Selection Information Sessions
Request for Spring Break Housing Due 132 LH
Accelerated Session III Ends
Accelerated Session IV Classes Begin
Residence Halls Health and Safety Inspections
Residence Halls Close for Spring Break
Spring Break — No Regular Spring Classes
Residence Halls Reopen
Request for Easter Break Housing Due LH 132
Room Selection Applications and Deposits Due
Residence Halls Close for Easter Break
Easter Holidays — College Closed
Residence Halls Reopen
Room Selection Lottery Numbers Distributed
Room Selection Information Session
Room Selection
Last Day to Withdraw — Regular Spring Classes
Accelerated Session IV Ends
Accelerated Session V Classes Begin
Last Day to Request Full Housing Deposit Refund
23 Hour Quiet Hours Begin
Last Day of Classes
Request for Summer Housing Accommodations Due 132 LH
Final Exams
End of Spring 2008 Semester
Residence Halls Close
Graduation Ceremony

Summer I Session 2008 (5/19 - 6/27)

Summer I Classes Begin
Memorial Day — College Closed
Summer I Classes End

Summer II Session 2008 (6/30 - 8/8)

Accelerated Session VI Begins
Summer II Classes Begin
July 4th Holiday — College Closed
Summer II Classes End

Monday, February 4
Wed. & Thurs., February 13 & 14 (12 noon)
Friday, February 22 (4 p.m.)
Friday, February 22
Monday, February 25
Saturday, March 1 (9:30 a.m.)
Saturday, March 1 (10 a.m.)
Monday - Friday, March 3 - 7
Sunday, March 9 (12 noon)
Thursday, March 13 (4 p.m.)
Friday, March 14 (4 p.m.)
Thursday, March 20 (10 a.m.)
Thursday - Monday, March 20 - 24
Monday, March 24 (12 noon)
Wednesday, March 26
Wednesday, April 2 (3:30 & 7:30 p.m.)
Mon. & Tues., April 7 & 8
Friday, April 11
Friday, April 18
Monday, April 21
Friday, April 25 (4 p.m.)
Saturday, May 3 - 13
Monday, May 5
Tuesday, May 6 (4 p.m.)
Tuesday, May 6 - Monday, May 12
Monday, May 12
Tuesday, May 13 (12 noon)
Saturday, May 17

Monday, May 19
Monday, May 26
Friday, June 27

Monday, June 30
Monday, June 30
Friday, July 4
Friday, August 8

(continued on inside back cover)

Office of Resident Life Vision Statement

We, the Office of Resident Life, will provide a secure, welcoming environment for resident students, their families and guests. We will work cooperatively with students to build a community that fosters learning, responsibility and mutual respect.



Dear Gwynedd-Mercy Resident...

Welcome to resident life at Gwynedd-Mercy College! Living on campus can be one of the most rewarding experiences in college. Living on campus and in community is a privilege which comes with it important responsibilities. The College expects all residents to adhere to all policies and procedures for the benefit of all students in order to remain in campus housing and experience this valuable opportunity.

By choosing to live on campus you have already taken an active role in enhancing your time as a member of the Gwynedd-Mercy College community. *The evidence shows that living in college residence halls (versus commuting to college) has its strongest and most consistent positive influence in the areas of social/extracurricular involvement, satisfaction with college, persistence in college and degree attainment.*¹ Students who live in residence halls often comment that they experience significant personal growth as a result. We look forward to helping you along the way.

We have created this Handbook to give you valuable information you need to find helpful people, places and things within the residence halls and on campus. If you have questions about living on campus, this is the first place you can look for answers.

There are also important policies and procedures inside and it is each resident's responsibility to read, understand and abide by them. When you read them carefully, you will notice that they have been constructed with a focus on facilitating a safe,

cooperative, residential community. It is every resident's responsibility to help the community come to life here in the residence halls.

Again, welcome! Whenever you are in need of assistance, please be sure to ask us or any member of the Resident Life staff. Our offices are located on the first floors of Loyola and Alexandria Halls. We look forward to supporting you in achieving your goals here at Gwynedd-Mercy College this year!

Sincerely,

Rick LaRosa
Director of Resident Life

John Verdi
Associate Director of Resident Life

Patrick Erdman
Resident Director

Jennifer Liberato
Resident Director

Christopher Willis
Associate Director of Resident Life

Lori Davis
Secretary

¹ Pacarella, Ernest T.; Terenzini, Patrick T.; Blimling, Gregory S. (1994). The impact of residential life on students. *Realizing the Educational Potential of Residence Halls*. p. 27. San Francisco: Jossey-Bass.

RESIDENT LIFE HANDBOOK 2007-08

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PURPOSE

The purpose of this publication is to provide a general guide to living in a Gwynedd-Mercy College residence hall. The Handbook is intended to serve as a resource. The College expects all residents to familiarize themselves and abide by policies and procedures found within this Handbook, the Housing Agreement, the Student Handbook, the Code of Conduct and all other publications and correspondence made available to students. The College reserves the right to update and/or change policies or procedures throughout the year. Any questions concerning policies and procedures should be addressed to the Resident Life staff.

OFFICE OF RESIDENT LIFE

The Office of Resident Life has responsibility for student life matters within the College's residence halls, including providing students with room assignments, programming opportunities, the enforcement of College policy, as well as offering group and individual advising. Office staff work closely with many other offices on campus for the benefit of residents. Some of these include: Physical Plant, Housekeeping Services, Safety and Security, Campus Ministry and Student Activities.

Resident Life Staff

Gwynedd-Mercy College residence halls exist to support the academic success of every student and the mission of the College. The Resident Life staff attempt to create a group living environment in which each student is offered an opportunity to develop as an individual in an atmosphere that encourages emotional and intellectual growth.

Professional Staff

The Resident Life Professional Staff assist resident students with their residential experience. The staff coordinates room assignments and communicates maintenance and housekeeping needs to the appropriate departments. They recruit and train Resident Assistants to facilitate positive communities on each floor and throughout the building. In cases of emergency, a member of the Resident Life staff is always available to respond and will coordinate efforts with security and other departments as needed. For general assistance, the Office of Resident Life is located in 132 Loyola Hall or call ext. 305.

The Resident Life Office Staff Contact Information:

Rick LaRosa, Director: Loyola 131, ext. 585, larosa.r@gmc.edu

John Verdi, Associate Director for Assignments and Facilities:
Loyola 130, ext. 460, verdi.j@gmc.edu

Christopher Willis, Associate Director for Training and Judicial Affairs: Loyola 140, ext. 174, willis.c@gmc.edu

Patrick Erdman, Resident Director (Alexandria Hall and Treweryn House): Alexandria Hall 130, ext. 205, erdman.p@gmc.edu

Jennifer Liberato, Resident Director (Siena, St. Brigid and Loyola Halls): Loyola 139, ext. 173, liberato.j@gmc.edu

Lori Davis, Secretary, Loyola Hall 132, ext. 305, davis.lori@gmc.edu

Community Education Supervisor (CES)

The Community Education Supervisor (CES) is an upper-class student leader that facilitates initiatives for the community development, implements proactive education about community standards leads students and staff recognition programs and facilitates Resident Assistant (RA) staff development. The CES also helps coordinate the programming initiatives and support of staff and residents for the First Year Experience in the residence halls.

Resident Assistants (RAs)

Resident Assistants (RAs) are paraprofessional student staff members who live on each floor to serve as a resource to students and facilitate the development of a strong residence hall community. They focus on the development of the residential community, supporting the development of individual students, upholding community standards, participating in staff development and training, taking a broader leadership role within the College, and performing administrative duties. In addition, there are several specialized positions that focus on topic areas such as technology, community development, and personal development. All RAs receive training on conflict management, emergency/crisis response, and the resources available at the College in order to best support resident students.

Resident students have the opportunity to apply for employment as a Resident Assistant for a one year contract, with the option to re-apply for additional semesters. Eligibility to apply for a position includes:

Cumulative GPA of 2.3

Sophomore class standing

At least one semester of residing on campus at GMC

Previous leadership and/or employment experiences are preferred

Interested students should look for posted position advertisements and can anticipate the timeline below for the hiring process. This process begins in December for the following academic year. All applicants should anticipate having to submit a resume; for assistance with this process and to practice interviewing skills contact Career Services. The employment selection timeline:

December - application materials available

January - application materials due (application form, resume, recommendations)

January/February - interviews and group process exercise

February - notification of position offers

March/April and August - training

For additional information or questions please contact Christopher Willis, Associate Director of Resident Life at ext. 174.

Community Mentors

Community Mentors are student leaders who specifically support first year students and the development of the residential community. They act as a positive role model within the College. For additional information or questions, please contact Christopher Willis, Associate Director of Resident Life at ext. 174.

Mercy Movers

Mercy Movers is a volunteer opportunity for returning upper-class students to return early in the fall to assist in new student move-in. Mercy Movers assist in creating a welcoming environment through providing physical assistance and words of encouragement to our new students and their families. Anyone interested in being a Mercy Mover should contact John Verdi, Associate Director of Resident Life at ext. 460.

Residence Hall Association (RHA)

RHA is the representative body for students living in the residence halls. The purpose of the RHA is to provide feedback regarding residence life to the Resident Life staff and to organize social events for the residential

community. RHA has played a major role in improving residential services, initiating cable installation, and other positive changes on campus. Annual social events sponsored by RHA include Sibling Overnight, Halloween Hall Decorating, and the Best Friend/Roommate Game.

This organization is open to all resident students to join as members. For more information look for postings and e-mails regarding meeting times and events. In addition, interested students should contact Resident Life staff or RHA Advisors for more information.

Resident Life Appeals Board

The Resident Appeals Board serves as the appeal in the disciplinary process for resident students. The board will formally convene in order to review disciplinary decisions when a formal appeal is submitted. The board consists of students who are committed to the mission and values of the College. They are appointed for their ability to be consistent and impartial. Students who are interested in serving on the Resident Appeals Board should speak with Christopher Willis, Associate Director of Resident Life at ext. 174.

GENERAL INFORMATION

Bathrooms

Public bathrooms are cleaned and restocked with items weekdays between 9am and 11am. In order to assist the housekeeping staff and maintain residents' privacy, showers may periodically be closed during this time to allow for proper cleaning. Housekeeping staff does not clean bathrooms that are located in suites. It is the suite residents' responsibility to maintain a clean bathroom. Residents of suites are to provide their own toilet paper and other necessary supplies.

Cable Services

Loyola Hall, Siena Hall, St. Brigid and Alexandria Halls are cable-ready in individual rooms and some lounges. Cable service may be obtained by subscribing to Comcast Cable Services. The terms, conditions, charges and fees for the services provided to students shall be contained in contracts between Comcast cable and the student. Gwynedd-Mercy College assumes no liability or financial responsibility for service charges contracted by students. Comcast Cable will assume

responsibility for all billing and collections from residents. The Resident Life staff cannot allow cable service providers into student rooms, therefore students must be present for all service calls. Gwynedd-Mercy College is not responsible for billing, customer service and response time of Comcast Cable. Any financial agreements between roommates for cable service are the responsibility of those roommates. In addition, students are responsible for requesting the termination of their cable service and are also responsible to return all Comcast equipment provided to them at the termination of their contract or departure from the residence halls to avoid additional bills.

At the beginning of each academic year, a representative from Comcast Cable will be on campus so that students can subscribe to cable. For cable subscription and service, please call 1-800-COMCAST (1-800-266-2278).

Campus Health Center

The Campus Health Center is located in 129 Loyola Hall within the Residence Hall Complex (ext. 306). It is very important that all students wishing to reside in the residence halls have a completed medical form on file with the Campus Health Center by August 1st. Students without a completed medical form on file will not be allowed to check-in to the residence halls.

Professional staff provides primary assessment and treatment of health problems and injuries to students and other members of the campus community. A physician is available in the Campus Health Center two days a week; however, students are referred to their primary physician or a local hospital or provider for more involved or long-term care. There is no charge for assessment and basic treatment at the Campus Health Center, but there may be a charge for certain vaccines, prescriptions, and diagnostic tests. The Campus Health Center also promotes healthy behaviors and lifestyle choices through ongoing educational outreach and programming.

If the Campus Health Center is closed, a resident in need of medical assistance should contact a member of the Resident Life Staff or a Security Officer. **If a resident requires the services of a physician, clinic or hospital, s/he must make arrangements for such services and is responsible for any costs incurred.** In case of serious accident

or prolonged illness, a resident may not be allowed to live in the residence halls until such time when s/he is able to function independently.

Pennsylvania state law mandates that all residents have their health form and proof of meningitis vaccine on file with the Campus Health Center. Residents will not be allowed room occupancy until this form is submitted and complete, including proof of all mandatory immunizations. Residents are also required to have proof of health insurance. For information about obtaining health insurance, please contact the Campus Health Center at ext. 306.

Communication from the College

Gwynedd-Mercy College provides each resident student his/her own e-mail account, voicemail account and mailbox. These are important resources that the College community uses to disperse information. Each student is responsible for checking his/her e-mail, voicemail and mailbox. Students must understand that failure to check these resources places them at a disadvantage in receiving information and will not be accepted as a valid excuse for being uninformed.

Computer/Internet

The minimum recommended PC requirement is:

- Intel P-IV, Celeron or faster
- 512 Mb RAM or higher
- 60 GB Hard Drive or larger
- 40X CD-ROM drive or faster
- Sound card and speakers
- 10/100 Ethernet card
- Wireless network card (optional)
- Windows XP professional
- Microsoft Office 2000/2003
- Anti-Virus Software required
- Personal Firewall preferred
- RJ-45 Ethernet cable (Cable must be at least 10 ft. long to extend from the wall plate to the computer.)
- 3-4 year warranty on parts

The minimum recommended PC requirement for used computers:

Pentium III or higher processor
 No MAC platform
 256 MB RAM or higher
 20 GB Hard Drive or higher
 16 MB Video RAM
 Windows 2000 Pro or higher
 Office 2000 or higher
 Any Anti-Virus tool with the latest virus definition files.
 College provides Sophos Anti-Virus for those who don't have one
 3Com Ethernet link 10/100 PCI Network Interface Card
 Wireless card is a plus
 RJ-45 Ethernet cable (Cable must be at least 10 ft. long to extend from the wall plate to the computer.)

Windows updates and anti-virus software should be current on all computers at all times. Users with current windows and anti-virus updates will be less likely to receive viruses than those who are behind on their updates.

If you are experiencing difficulties with your computer, internet services, or internet outlet, please contact the help desk in St. Bernard hall at ext. 444 or by e-mailing, helpdesk@gmc.edu from a lab computer.

Computer Labs

There are nine computer labs on campus.

Academic Resource Center (ARC), 2nd Floor Lourdes Library is available for academic use:

Monday-Thursday:	8:30 a.m.-9 p.m.
Friday:	8:30 a.m.-3:30 p.m.
Saturday:	10 a.m.-4 p.m.
Sunday:	11 a.m.-5 p.m.

St. Bernard, Room 12 and Keiss Hall, Room 203 are available for general student use. No scheduled time is needed.

St. Bernard, Room 12 is open:

Monday-Thursday:	8 a.m.-10p.m.
Friday:	8 a.m.-4 p.m.
Weekends:	10 a.m.-4 p.m.

Check the message board at St. Bernard 1st floor for more information about lab hours.

Keiss Hall, Room 203 is open:

Monday-Thursday:	8:30 a.m.-9 p.m.
Friday:	8:30 a.m.-4 p.m.

Dining Services/Parkhurst

The Waldron Café is located on the second floor of the Waldron Center and is open to all students, faculty and staff. Commuter students may purchase meal plans from Parkhurst in the Waldron Center, ext. 329. Accumulated M.E.R.V. Bucks will transfer from fall semester to spring semester. Any unused M.E.R.V. Bucks left over after spring finals will be forfeited to the college. Resident students are required to choose a meal plan of 15 meals and \$200 M.E.R.V. Bucks or 19 meals per week and \$100 M.E.R.V. Bucks. Sophomores, juniors and seniors may also opt for a plan that includes 10 meals per week and \$250 M.E.R.V. Bucks.

Dining Venues and Hours of Operation

Waldron Café (located on the 2nd floor of the Waldron Center)

Monday-Friday

Breakfast:	7 a.m.-10 a.m.	\$4.50
Continental Breakfast:	10 a.m.-11 a.m.	\$4.50
Lunch:	11 a.m.-1:30 p.m.	\$6.75
Light Lunch:	1:30 p.m.-4 p.m.	\$6.75
Dinner:	4 p.m.-7:30 p.m.	\$7.75

Saturday and Sunday:: 11:30 a.m. - 6 p.m. \$6.75

Pepperazzi (located on the 1st floor of the Waldron Center)

Monday-Thursday:	11 a.m. - 11 p.m.
Friday:	11 a.m. - 4 p.m.
Saturday:	CLOSED
Sunday:	8 p.m.-11 p.m.

St. Bernard's Grille (located in St. Bernard Hall)

Monday-Thursday:	8 a.m. - 8 p.m.
Friday:	8 a.m. - 2 p.m.
Saturday and Sunday:	CLOSED

Griffin Grounds (located in Keiss Hall)

Monday-Friday:	8 a.m. - 2 p.m.
Saturday:	9 a.m. - 1 p.m.
Sunday:	CLOSED

Please note that all Dining Venues may have limited hours or be closed during official College break periods, snow days and holidays. (See “Vacation Breaks” for dates) Hours of operation, pricing and service are subject to change.

Emergency Contact Information

In case of an emergency, please contact Security. Security can be called for emergencies at extension 111.

Entrances and Exits

For security purposes, each entrance to the residence hall complex remains locked at all times. ID cards will allow residents access during specific times. These times are as follows:

St. Brigid Hall – Main Entrance	24 hours a day
Siena Hall – West Entrance	8 a.m.-6 p.m.
Loyola Hall – West Wing Entrance	8 a.m.-6 p.m.
Loyola Hall – Center Wing Entrance	8 a.m.-9 p.m.
Alexandria Hall – Main Entrance	24 hours a day

Important Note: The College reserves the right to restrict hours further or prohibit entirely all non-emergency access to Siena Hall West, Loyola Hall West and Center entrances at anytime should it be deemed important to do so for safety or policy violation reasons.

Fire Safety

Fires result in serious injuries, deaths, and property loss; residents must take precautions at all times to prevent a tragedy due to fire and smoke. Fire alarms, fire equipment, and fire drill procedures protect lives and property. **Whenever a fire alarm sounds, the residence hall complex is to be evacuated immediately.** All residents should know the exit routes from their rooms; please see staff with questions!

Please be familiar with the following fire evacuation procedures:

Gwynedd-Mercy College

FIRE SAFETY – RESIDENCE HALL EVACUATION PROCEDURES

1. **BEFORE A FIRE:** Know at least two ways out of the building from your room.
2. **IF YOU DISCOVER A FIRE OR SMELL SMOKE:** Sound the building fire alarm. Know the location of the alarm pull stations and how they operate.
3. **WHEN THE FIRE ALARM SOUNDS - LEAVE AT ONCE:** Close all doors behind you. Proceed to the primary fire exit nearest to your location. Upon leaving the building, do not re-enter until you are told you can do so by security personnel.
4. **DO NOT USE THE ELEVATOR:** Elevator shaftways are like chimneys; smoke and heat enter the elevator shaft thereby asphyxiating the occupants of the elevator.
5. **FEEL THE DOOR THAT LEADS FROM YOUR ROOM:** If it is hot or smoke is seeping in, do not open it. If you become trapped and cannot reach the fire exit keep the door closed and seal off any cracks. If you have a telephone in your room use it to call Campus Security, 111 or 522, and give the name and location of the building, the floor you are on and the room number. If you do not have a phone go to the window and signal for help, **DO NOT JUMP.** The Fire Department will be in the building within minutes to assist you.
6. **IF THE DOOR FEELS COOL:** Open it cautiously. Be prepared to slam it shut if the hall is full of smoke or if you feel heat or pressure against the door. If the hall is clear, proceed to the nearest fire exit and move away from the building.
7. **IF CAUGHT IN SMOKE OR HEAT:** Stay low where the air is better, take short breaths, (through your nose) until you reach the fire exit.
8. **KNOW THE NUMBER OF DOORS FROM YOUR ROOM TO THE FIRE EXIT:** If caught in heavy smoke, you can feel your way along the hall counting the number of doors to the

exit as you go. This will prevent you from passing the fire exit.

9. When the fire department personnel have arrived, RESIDENTS ARE EXPECTED TO COMPLY WITH ANY DIRECTIONS THE FIRE DEPARTMENT gives and maintain a clear area to allow them to complete their work.
10. Public Safety and Security and Resident Life Staff will give residents permission to return to the building when it is safe to do so; RETURNING PRIOR TO THIS TIME IS PROHIBITED.

IMPORTANT: Be sure fire exit doors and hallway doors are kept closed at all times. These doors prevent the spread of noxious smoke and heat should a fire occur. If you observe these doors propped or tied open, please close them and report the occurrence to Security or Residence Life.

Regulations established by the College and Pennsylvania State law will be strictly enforced. Fire drills, usually unannounced, are conducted periodically. (Please see "Fire Safety Regulations" in the **POLICIES** section for more information.)

IDs

All students are issued a Gwynedd-Mercy College ID card. Resident students should carry this ID with them at all times. The ID card is used throughout the College in areas such as the residence hall entrances, the dining hall and the library. Should an individual lose or break their ID card, a replacement card can be obtained through the Security Office.

IDs can be used to gain entrance to the residence halls by holding the card up to the box located near the door to the building. When the box beeps and shows a green light, you are able to open the door and enter the building. If your card beeps, but does not let you into the building, you will need to see the secretary in the Security Office (133 Loyola Hall) for assistance. If your card does not beep and allow you entrance to the building, your ID card is broken and will need to be replaced. There is a \$10 charge for a new ID card.

Laundry Facilities

Washers and dryers are located in each residence hall. There is no charge for operation of these machines, once again this year.

Loyola Hall	1 West, 1 East, 2 Center
St. Brigid Hall	1 st , 2 nd , and 3 rd Floors
Siena Hall	1 st Floor
Treweryn House	Kitchen
Alexandria Hall	1 st , 2 nd , and 3 rd Floors

In the event that a machine is not working correctly please report it to the Office of Resident Life.

Library

The Lourdes Library provides students with the resources and assistance they need to be successful in their academic endeavors. Librarians are available during all library hours to help students use the available resources.

Library Hours for the fall and spring semesters

Monday-Thursday	8:30 a.m.-10 p.m.
Friday	8:30 a.m.-4:30 p.m.
Saturday	10 a.m.-5 p.m.
Sunday	11 a.m.-6 p.m.

Hours vary during holidays, between semesters and during the summer. Information on hours is posted at the library entrance or can be determined by visiting the library website at www.gmc.edu/library

Lockout Procedures/Key Responsibilities

***Residents should always carry their key/key card with them at all times.**

- **If a resident locks him/herself out of their room.**
 - He/She should try to locate his or her roommate
 - Next, he/she should see if suitemates are present to allow entry through the bathroom (Siena Hall and St. Brigid Hall only)
 - Lastly, for residents of Loyola, St. Brigid and Siena Halls, go to the St. Brigid Hall service desk to fill out the *Lockout Assistance Request Log*. For Alexandria Hall residents, between 6:00 a.m.-6:00 p.m., please contact Public Safety and Security at ext. 522 or between the hours of 6:00 p.m.-

6:00 a.m., please go to the Alexandria Hall Security desk to fill out the *Lockout Assistance Request Log*.

All students requesting lockout assistance should anticipate a 15-minute minimum wait (additional time may be required based on staff responsibilities and location). If a resident exceeds **3** lockouts during a **semester**, a monetary fine of \$10.00 will be issued for each additional lockout.

Resident students found in violation of the Lockout Policy will receive an official notice through their campus mailbox. The monetary fine can be paid through the Office of Resident Life in Loyola Hall. Failure to meet the monetary fine can result in further disciplinary action or student records can be placed on hold.

- **Persons who leave personal belongings in another student's room** will not be granted access to the other student's room by College personnel.
- **Students who have misplaced his/her key** may borrow a spare from the professional Resident Life Staff for up to 48 hours without charge. A \$50.00 replacement fee will be charged to replace the door lock when room keys are lost from units in Loyola, St. Brigid and Siena Halls and in Treweryn House. A \$25.00 replacement fee will be charged to replace a key card when lost from units in Alexandria Hall. A \$20.00 charge will be levied for a lost closet/cabinet/mailbox key.

Lost and Found

Gwynedd-Mercy College Lost and Found is located at the service desk in St. Brigid Hall; lost items can be turned in at that location. Individuals looking for misplaced items may also inquire about them at the same location or contact security at ext. 522.

Lounges/Public Areas/Lockers

Recreational lounges are located throughout the residence halls, specifically on 2nd floor of St. Brigid Hall, the St. Brigid Glass Lounge, every floor in Siena Hall, the East, West Wings of Loyola Hall, each floor in Alexandria Hall and Treweryn House. Most lounges are equipped with one or more of the following: refrigerator, microwave

oven, toaster, stove/oven, TV, VCR. Students who would like to reserve a lounge for a group activity may do so by contacting John Verdi, Associate Director of Resident Life at ext. 460. There are also lounges throughout the residence halls that are designated as study lounges. They are located on each floor of Siena Hall, 3rd St. Brigid Hall and 1 Center of Loyola Hall and on each floor of Alexandria Hall.

Some lounges have locker space available to store cooking items (coffee pots, electric grills, etc.) that are not permitted in residence hall rooms. To obtain a locker, please see visit the Office of Resident Life (132 Loyola Hall) or call ext. 305. Residents who obtain a locker must provide their own lock to ensure the security of their belongings located within the locker. The College is not responsible for any stolen or missing items from lockers. All locks must be removed at the end of the year, otherwise they will be cut off and all items within the locker will be discarded. Any locker that has a lock on it that has not been reserved with the Office of Resident Life will be opened and its contents disposed.

The residents of each floor/wing are responsible for the condition of their respective lounge, hallway or bathroom. Damages or excessive cleaning in public areas are the responsibility of the floor community and may result in public area damage billing. (See *GMC Residence Hall Contract*)

Any personal items (dishes, sports equipment, shoes, etc.) that are left in public areas (hallway, lounge, kitchen, laundry room, etc.) may be removed and/or disposed. All students are responsible for taking personal trash to the designated location on each floor.

Mail

Each resident is assigned a mailbox located in the first floor of Loyola and St. Brigid Halls, Alexandria Hall or on the second floor of the Waldron Center. Mail is delivered by mid-afternoon each weekday. Students who need to send a stamped letter may put it in the mailbox located in the lobby of St. Brigid Hall, the Alexandria Hall entrance or on the 1st floor of Keiss Hall. Please contact the mail clerk (ext. 387) for assistance sending a package off campus.

All packages too large for mailboxes received will be held at the Main Desk of St. Brigid Hall. Students receiving packages will be notified on

their room phone extension. Students must present their Student ID and sign for their packages.

Each resident is responsible for completing and mailing an Official Change of Address Card upon final departure from the residence halls in order to insure uninterrupted receipt of mail. It is important to note that all mail sent to the residence halls after a resident has checked out will be forwarded back to sender.

Maintenance

If repairs are needed in a room or public area, please fill out the Maintenance Log available at the St. Brigid Hall or Alexandria Hall Service Desks. For faster results, be sure to submit your request(s) before 9:00 am. If the problem is not addressed in 3 business days, please notify Lori Davis (Loyola 132, ext. 305) or another member of the Resident Life staff so that we may follow up with housekeeping/maintenance.

Parking

All residents who bring motor vehicles to campus must register their vehicles by completing the Campus Parking Application. This application is available from the Office of Public Safety in Loyola Hall or on the GMC website.

Upperclass residents who would like a parking space in the Loyola or Alexandria lots may pay \$60.00 for this privilege, as space is available. First year students who would like a parking space are assigned to the remote parking lot for a \$30 fee. Any student who is assigned to the remote parking lot may utilize the shuttle service to and from campus by contacting the Public Safety Department at 215-641-5522. A hangtag permit must be displayed on the rearview mirror whenever a car is parked in its respectful lot. (See the *2007-08 GMC Student Handbook* for complete parking information)

Please be respectful of others in the community by obeying the posted speed limits and parking regulations.

Privacy of Student Rooms

It is occasionally necessary for the College to exercise its right to enter a resident's room for purposes of health, facility maintenance, or policy

enforcement. (See *GMC Residence Hall Contract*)

The following is a non-inclusive list of rationale for room entry and/or search by a Resident Life or College official (please note that in all instances reasonable care will be taken to inform residents of authorized room entry):

- For Health and Safety inspections
- For any routine or emergency repairs
- When there is sufficient cause to believe that College policies are being violated
- When there is sufficient cause to believe that there is danger to the health, safety and welfare of persons or property
- To retrieve items that have been identified as College property
- To shut off unattended and activated alarm clocks, radios, stereos, and televisions

Prohibited Items (subject to change as deemed necessary by the college):

Please find below a non-inclusive list of prohibited items in the residence halls. Please do not bring any of these items into student units in the halls due to health and safety reasons. The College reserves the right to remove any item from any student unit that could be or become a health and/or safety risk to the community. In addition, students found in violation will be assessed a fine and face possible judicial charges.

- ✓ coffee makers
- ✓ toaster ovens
- ✓ Foreman Grills
- ✓ microwave ovens
- ✓ pets of any kind
- ✓ explosives
- ✓ weapons of any kind
- ✓ air conditioners
- ✓ alcoholic beverages
- ✓ illegal drugs
- ✓ portable heaters
- ✓ fireworks
- ✓ firearms
- ✓ ammunition
- ✓ dangerous materials
- ✓ halogen lamps (note: many desk lamps are halogen)
- ✓ electric cooking devices of any kind
- ✓ darts and dart board (other than velcro)
- ✓ candles (including decorative), incense
- ✓ bed risers or bed lifts of any kind
- ✓ extension cords that accommodate more than one appliance without any circuit-breaking device
- ✓ any types of tape or adhesives (except for masking tape or blue painter's tape), hooks, nails or mounting squares

Note: The Office of Resident Life strongly encourages students not to bring valuable jewelry or large amounts of cash to the college.

Property Insurance

Gwynedd-Mercy College assumes no responsibility for the loss, destruction, or theft of a resident's (or a guest's) personal possessions at any time, regardless of their presence on or absence from the College premises. **Therefore, residents are strongly encouraged to obtain property insurance for their personal possessions.** Insurance vendor information is included annually in room assignment letters, and is available throughout the year in the Office of Resident Life.

In addition, residents are encouraged to inventory their personal possessions periodically, engrave their names on, and record the serial numbers of personal possessions. This information should be kept in a secure location.

Public Safety and Security Escorts

Public Safety and Security is available 24 hours a day, 7 days a week to escort students, staff, faculty and visitors to and from locations on campus. A security officer will walk or drive individuals to and/or from their car, class, residence hall or any other facility. In order to utilize this service, please contact the Department of Public Safety and Security at ext. 522.

Quiet Hours

To support the educational needs of the residential community, the College has established quiet hours in the residence hall:

QUIET HOURS ARE IN EFFECT IN ALL RESIDENCE HALLS SEVEN DAYS A WEEK FROM 10 P.M. - 10 A.M. On the Quiet Lifestyle floor, located on 3 Siena, 3 Center Loyola and 3A Alexandria Hall Quiet Hours **BEGIN AT 7 PM THROUGH 10 AM.** During final exams, a 23-hour Quiet Hours policy will be in effect throughout all residence halls.

COURTESY HOURS ARE IN EFFECT 24-HOURS A DAY, meaning that if another resident asks you to lower your noise level, the request should receive your courteous compliance.

It is important and expected that residents take the initiative to civilly discuss any noise concerns with their neighbors. Please be aware that noise may travel differently and louder to your neighbor than to those standing in the hallway. If you are bothered by others' noise, ask them to quiet down. You have every right to request them to do so. Likewise, if you are requested to quiet down, please do so in respect of the residential community.

Release from Housing Contract

Residents who wish to move out of the residence halls must formally notify the Office of Resident Life by filling out a *Request for Release From Housing Contract* Form, which is available in the Office of Resident Life. After completing the form, the resident will need to meet with a member of the resident life staff. Prior to moving out of the residence halls, it is important that the resident turns in all keys to the Office of Resident Life. **THE OFFICIAL DATE OF MOVE-OUT WILL BE WHEN THE RESIDENT HAS TURNED IN THE REQUEST FOR RELEASE FROM HOUSING CONTRACT FORM, MOVED ALL OF THEIR BELONGINGS OUT OF THE RESIDENCE HALLS AND TURNED IN ALL OF THEIR KEYS.** Refunds, if any, will be made through the Bursar's office according to the Room and Board Refund Policy located in the Residence Hall Contract.

Room Assignments

The Office of Resident Life makes all room assignments. Residents interested in a room change should complete a Room Change Request Form in the Office of Resident Life. Residents may not move to another room without official Resident Life approval. Residents found responsible for moving without approval may be assessed a monetary fine. There will be a time in December designated as an Open Room Change Period. All moves during that period must be completed before the start of Winter Break. Anyone who has a room change request due to roommate difficulties must follow the procedure stated under *Roommate Relations*.

Room selection for returning residents occurs in the spring semester. According to available space, residents who submit an application and \$250 room deposit by the posted deadline will be given the opportunity to request a preferred room and roommate. Students will be assigned according to class status and lottery number and availability of space.

There is no guarantee of a housing space for every resident student that participates in the room selection process.

New resident students will be sent applications, as space is available, after they are accepted to the College and the \$250 deposit is paid. New resident students will be assigned over the summer or January in the order in which their deposits are received. (See the *Residence Hall Contract* for further information)

Room Condition

Students will complete and sign a Room Condition Report (RCR) upon moving into a room to document the condition of the room and its contents. Rooms will be re-inspected when residents move out. Residents of a room may be billed for any damages noted (For example charges, see Appendix B). Please note that Resident Assistants do not assign room damage charges. Professional Resident Life staff members complete a final room inspection and assign room damage charges at that time. All of the furniture that is provided to each room must stay within that particular room.

Please keep your room clean and safe by following the policies in this book, cleaning your space regularly, and keeping food items in sealed containers. Students with semi-private bathrooms are responsible for providing their own bathroom cleaning supplies and for cleaning the bathroom area. Periodically Resident Life staff will conduct formal **Health and Safety Inspections** to ensure that trash is removed, rooms and bathrooms are cleaned, and there are no fire hazards or other concerns present. Any prohibited item(s) found in rooms while conducting Health and Safety Inspections will result in confiscation and possible disciplinary action. Rooms that do not pass inspection are subject to re-inspection within 48 hours and possible disciplinary action.

Health and Safety Inspections are scheduled to be conducted on or about:

Friday, September 21, 2007	2:30 p.m.-5:30 p.m.
Tuesday, December 18, 2007	9:30 a.m.-12:30 p.m.
Saturday, March 1, 2008	9:30 a.m.-12:30 p.m.

Residents are to use care in attaching materials to the walls, particularly in the suite-style residence halls. Charges will be assessed at the end of the year for touch-up painting or repairs for holes in walls.

Masking tape and blue painter's tape are the only College authorized adhesive for painted areas, wood, tile or metal.

Objects may not hang from the ceilings that may block the view of the room or inhibit operation of fire equipment.

All personal property must be removed upon checking out of a room. The College is not responsible for any items left by residents; anything remaining after the residence halls close on Tuesday, May 13, 2008 will be disposed of. (See *Resident Hall Contract* for further information)

Roommate Relations

Living in the residence halls can be an integral part of a student's college experience and the staff in the Office of Residence Life work to develop and enhance the residential experience for each student. One of the unique experiences of living on campus is the interaction between roommates.

In order to promote positive roommate relations, RAs facilitate Roommate Agreements with each set of roommates living in the residence halls. The initial set of agreements will be completed within the first weeks of September. New agreements will be completed as room changes occur throughout the year. Note that roommate agreements do not take the place of or negate College policies which may be found in this Handbook and the Student Handbook.

Process for completing Roommate Agreements:

The *Roommate Agreement Facilitation Guide* (see Appendix C) will be introduced to students by an RA.

Each student will then complete the guide for himself/herself.

When all roommates have completed their own part, the roommates are responsible for scheduling a time to meet with the RA for that floor/community.

The roommates should meet with the RA at the assigned time to discuss the topics and then come to a formal agreement about living in the room.

The RA will then collect the final copy to be held on record in the Office of Resident Life and return one copy to the students in the room.

If roommate conflicts should occur after this process:

Roommates should address each other directly and privately with any concerns - communication is the key to successful roommate relations.

Revisit the Roommate Agreement to discuss any needed changes.

If further problems occur, the roommates can request a meeting with an RA in order to mediate any unresolved issues.

Should further problems exist, the RA has the ability to contact professional staff in Resident Life and Student Services for additional steps. Any requests for a room change due to a roommate conflict must begin with an RA.

Telephone Service

Telephones are provided in on-campus student rooms. These phones are specific to the College system; therefore personal phones will not work in the residence halls. The phones have multiple extensions for each roommate and a voice-mail box associated with each extension.

STC Services is the long-distance carrier for the residence halls. New students should receive information mailed to his/her home in their room assignment letter. Students who choose to sign up for long distance service with STC will receive a pin number from them. If you haven't received a pin number upon move-in, or if you have forgotten your pin number, call the STC customer service number at 8977 (on campus) or 877-454-4854 (off campus).

Any problems that residents may have with their telephone and/or telephone jack should be reported to the Institutional Technology help desk at ext. 444 or helpdesk@gmc.edu.

Follow these instructions to use the phone system:

Voice Mail: dial ext. 600 and listen to prompts; #1111 is the default password

Voice Mail from off-campus: dial 215.542.4600 and follow prompts

On campus: dial the three or four digit extension

To place a call off campus: dial a "9" and then the 10-digit number

Long Distance: dial **8 + pin + 9, wait for tone, dial 1 + 10-digit number

International: dial ** 8+ pin + 9, wait for tone + 011 + country code + city code + number

STC Customer Service: dial ext. 8977 (on campus) 877-454-4854 (off campus)

STC Account Balance: dial ext. 8978 (on campus)

Direct dial numbers:

If an ext. begins with a 7, direct dial is: 267.448.xxxx

If an ext. begins with an 8 and it is between 8100 and 8360, direct dial is: 215.358.xxxx

If an ext. begins with an 8 and it is between 8600 and 8899, direct dial is: 267.448.xxxx

If an ext. begins with a 6, direct dial is 215.542.4xxx

Transportation- The GMC Express

The College provides a transit connector, *The GMC Express*, between the campus, the Gwynedd Valley Train Station, and the remote parking facility. You must call security at 215-641-5522 to request this service during the hours the GMC Express is not operating.

Vacation Breaks

The residence hall complex is officially closed for the following break periods on the academic calendar:

<u>Break Period</u>	<u>Closing Date/Time</u>	<u>Opening Date/Time</u>
Thanksgiving	Wed, Nov 21 @ 10 a.m.	Sun, Nov 25 @ 12 Noon
Winter Break	Tues, Dec 18 @ 10 a.m.	Wed, Jan 16 @ 12 Noon
Spring Break	Sat, Mar 1 @ 10 a.m.	Sun, Mar 9 @ 12 Noon
Easter Break	Thu, Mar 20 @ 10 a.m.	Mon, Mar 24 @ 12 Noon
Summer Break	Tues, May 13 @ 12 Noon	

Please note: Residents must leave the residence halls 24 hours after their last exam at the end of the fall and spring semesters.

The following are guidelines regarding College break periods:

The residence halls will accommodate international students during all breaks

The residence halls will accommodate residents who live beyond a 300-mile radius of the College during Thanksgiving and Easter breaks only

If a resident needs to remain on campus for **any College-related purpose** during any break, s/he is to fill out a request form according to the posted date, which is generally one week prior to the break period. Request forms can be obtained in the Office of Resident Life (132 Loyola Hall).

Requests are generally not granted for break accommodations for non-College related reasons. However, those for whom an exception is made are subject to a fee of \$20 per night.

Overnight guests are not permitted during breaks

Residents responsible for violating housing/College policies during a break period will have to find other accommodations for the remaining break period, and will not be allowed to reside in the residence halls during future breaks

Residents on disciplinary probation will not be allowed to reside in the residence halls during break periods

There may be limited / no food service or shuttle transportation for residents remaining on campus during these scheduled holidays

IMPORTANT NOTE: With the exception of athletes completing their season, graduating seniors, and those volunteers selected to assist with graduation there is a daily/weekly housing charge for all residents approved for break housing during the end of Spring Semester/Start of Summer I Session Break Period.

Vending Areas

There are beverage and/or snack machines located in each hall, specifically on each floor of Alexandria Hall, on the first and third floor of Siena Hall by the elevator, on the 1st floor of St. Brigid Hall by the stairwell, and off of the 1st floor lobby in Loyola Hall.

POLICIES

All residents, regardless of housing assignment location, are responsible for knowing and abiding by all residence hall policies. People who are responsible for violating the following policies or who assist other individuals in doing so will be subject to disciplinary action. Residents are also subject to College policies listed in the 2007-08 Gwynedd-Mercy College Student Handbook and the Resident Hall Contract (*See Appendix A*).

Alcohol

The possession and consumption of alcoholic beverages on campus is forbidden. (*See Gwynedd-Mercy College 2007-08 Student Handbook*)

Therefore the following are prohibited in the residence hall community:

being present in a room and/or being the resident of a residence hall room in which alcohol is found

possession and/or consumption of alcoholic beverages in a residence hall

presence of empty alcohol containers in a residence hall room (this includes any “decorative” alcohol containers)

*intoxication and/or drunk and disorderly conduct

**Definition: a person who, having consumed alcoholic beverages regardless of age, experiences a loss of the normal use of his/her mental and/or physical faculties. This includes (but is not limited to) incomprehensible speech, loss of motor coordination, aggression, abusive behavior, or loss of consciousness.*

Repeated violations of the alcohol policy will result in removal from the residence halls, suspension or dismissal from the College (please review and note the Mandatory Minimum Judicial Sanctions For Alcohol/Other Drug Violations in the Range of Sanctions Section of this handbook.)

Code of Conduct

In addition to the policies listed in this book, **resident students are responsible for abiding by the Code of Conduct** listed in the 2007-08 Gwynedd-Mercy College Student Handbook. Violations of the Code of Conduct occurring in the residence halls will result in disciplinary action. Copies of this book are available in the Student Services office and the Office of Resident Life.

Disorderly Conduct

Due to the likelihood of **noise and damage, sports-like activities**, (ball throwing/kicking/bouncing, etc.) **boisterous behavior** (wrestling / water fights, etc.), **rollerblading, skateboarding and bicycle riding** are not permitted in the residence halls.

Drug and Other Illegal Substances

Possession and/or use of illegal substances is against College policy as stated in the Gwynedd-Mercy College Handbook. Violations may result in immediate removal from the residence halls.

Fire Safety Regulations

The following are considered serious violations of College policy and are subject to disciplinary action:

1. Failing to evacuate the residence hall during the sound of an alarm or re-entering without permission
2. Tampering with fire extinguishers, smoke detectors, sprinklers or other safety equipment
3. Pulling a fire alarm or activating a smoke detector with no evidence of fire
4. Starting a fire or causing an explosion in or around the residence hall complex
5. Interfering with civil or College authorities as they respond to a fire or other type of emergency
6. Smoking in the residence hall complex and any area other than those designated
7. Possession or use of the following items in areas other than kitchens is prohibited, and will result in confiscation and disciplinary action:
 - High wattage appliances, particularly those with open or closed heating elements (i.e.: toasters, grills, microwaves, coffee makers, etc.)
 - Halogen lamps
 - Fireworks or chemicals that are explosive or flammable in nature
 - Candles or incense
 - Extension cords or power strips not regulated by a circuit-breaking device
8. Leaving cooking items unattended in kitchens while in use

(Please see “Fire Safety” under GENERAL INFORMATION for fire safety and fire alarm evacuation procedures.)

Furnishings

All furniture must be adjusted according to manufacturer’s specifications. Please verify correct adjustment procedures with a member of the Resident Life Staff. If assistance is needed in adjusting furniture, follow procedure listed under *Maintenance*. Please note that furniture or equipment may not be removed from residence hall rooms or lounges for whatever reason. Persons found responsible for doing so may be assessed a monetary fine.

Pets

Because of sanitation and health concerns, no pets or animals of any kind are allowed in the residence halls. Violations will result in immediate removal of the pet or animal and disciplinary action.

Posting Policy

Only flyers and posters that have been officially approved for posting by the College through the Student Services Office or the Student Activities Office will be allowed in the residence halls. The posting procedure and locations for posting vary throughout residence halls. Interested individuals should contact the Office of Resident Life for specific information on posting in the residence halls. Flyers and posters that have not been approved or have been posted improperly will be removed and discarded.

Residence Hall Security

Tampering with cameras, ID equipment, propping open doors, using Maintenance entrances to enter or exit the halls, disarming locked doors for non-emergency reasons, using “emergency only” exits for non-emergency reasons, and/or allowing non-residents access to the residence hall complex compromises the safety of all residents. These types of actions will be investigated; those who compromise the safety of others will be held judicially accountable which if found responsible may result in removal from the residence halls.

Smoking

The Residence Halls are a smoke-free environment. For fire safety and community health reasons, smoking is prohibited everywhere in the residence hall complex. Cigarette smoking is permitted outside the buildings only in the designated smoking areas. The designated smoking areas are located by the picnic tables outside the St. Brigid entrance as well as outside the Alexandria Hall entrance. Smokers must discard all cigarette butts into the ashtray receptacles provided.

Visitation Policy

Residents of Siena, St. Brigid and Loyola Halls **MUST** register their guests at the service desk located at the St. Brigid Hall entrance whenever they enter this residence hall complex. Residents of Alexandria Hall **MUST** register their guests at the service desk located at the entrance of Alexandria Hall, starting at 6:00pm when Public Safety and Security arrive on duty in Alexandria Hall.

The resident who signs in the guest is that person's host until he/she is signed out of the residence hall complex. The host is responsible for recording complete, legible information in the guest log. The guest must submit a photo ID upon registration, and a guest pass will be issued. This pass must be shown to staff upon request. There is a judicial meeting and a minimum \$10.00 charge for a lost guest pass. Non-payment entails the loss of visitation privileges for the host until the sum is paid.

A maximum of four guests may be registered to a room during visitation hours; only five people total of the same gender may occupy a room overnight. Residents may have guests in their rooms only with the consent of their roommate(s).

Hosts are responsible for their guests' behavior at all times. Please be sure to make your guest aware of the standards of the residence hall community. Guests in violation of College policy may be asked to leave the premises and may not be permitted back into the residence halls. Hosts may be held accountable for their guest's actions. Commuters in violation of College and residence hall policies may be charged with violations of GMC Code of Conduct. No guest is allowed to remain in the residence hall, at any time for any reason, in the absence of the resident host. **Guests who are left in the residence halls alone or who are unescorted will be asked to leave.** Please report unfamiliar persons or unescorted guests to the Resident Life or Security staff immediately.

The College reserves the right to restrict and/or deny any guest the privilege of entering the residence halls.

Visitation Hours:

Sunday-Thursday 10 a.m. to 12 midnight
Friday & Saturday 10 a.m. to 2 a.m.

A resident host must sign in an overnight guest before 11 pm. Residents may only host overnight guests of the same gender. All overnight guests must be signed out by 1 pm the following day. Guests staying longer must be re-registered at that time. **A guest is permitted fifteen overnight stays per semester.** Guests who are not registered overnight may visit with residents in the St. Brigid Glass Lounge after visitation hours.

Windows and Screens

For the sake of health, safety, and security please be aware of the following policies:

1. The throwing of objects from or at any window is prohibited. Occupants of a room from which an object is ejected will face disciplinary action.
2. Tampering or removing window screens is a policy violation. Rooms in violation may be fined \$50.00 per person, plus the cost of screen repair.
3. No person should ever enter or exit a room via a window.

JUDICIAL PROCESS

All residents, regardless of housing assignment location, are subject to the judicial process. The Resident Life staff may enforce standards of conduct within the community as established by the College Code of Conduct, Resident Life Handbook, and Residence Hall Contract. Violations will be determined according to evidence provided by documentation on Incident Reports, Incident Statement forms, and other means. The standard of evidence used will be “more likely than not”.

Residents who are charged with a violation of conduct will be notified in writing. If the alleged violation could result in a sanction greater than a written warning, the accused student will have the opportunity to meet with a professional member of the Resident Life Staff to respond to the charges. If the student misses a designated appointment time, a decision regarding responsibility may be made in his or her absence and the student also waives their right to appeal any sanction that may be assigned. The accused student will then be notified as to whether he/she was found responsible, and the resulting sanction.

Range of Sanctions

Sanctions for conduct violations are designed to educate, evaluate, and emphasize the consequences of the offending action. Each violation will be dealt with individually, but similar violations will usually result in similar sanctions for the sake of consistency. Sanctions that may be utilized include but are not limited to; warnings, reprimands, financial retribution, written apologies, justice circles, impact statements, assessment by a counselor or drug/alcohol consultant, educational projects, research/reflection papers, retributive service projects, parental notification, probation, or termination of residency. There are minimum mandatory sanctions imposed for violations of alcohol and other drugs. Those sanctions are listed below.

GWYNEDD-MERCY COLLEGE MANDATORY MINIMUM JUDICIAL SANCTIONS FOR ALCOHOL/OTHER DRUG VIOLATIONS

The misuse or abuse of alcohol and other drugs, which are College violations, has a negative influence within a community. It has the

potential to lead to other more serious issues. Additionally, it is dangerous and creates serious personal health risks. In an effort to ensure as safe and clean a community as possible, the following minimum mandatory sanctions will be assessed to students found responsible for any portion of the alcohol or drug policies as outlined in the Student Handbook.

Important note: These sanctions are only mandatory MINIMUMS and may not be the only sanctions for an alcohol or drug violation. More severe additional sanctions, up to and including removal from the residence halls, suspension or removal from the College may be included at any violation level should an incident warrant such action.

Any Violation: *Notification of parent(s)/guardian(s) regarding violations (under 21 years of age)

First Violation:

\$25.00 fine

Disciplinary probation for one semester or its equivalent

Educational Project and/or Service Hours

Note: Should a student fail to complete all sanctions assigned within the required timeframe, he/she will automatically be fined an additional \$25.00 and be subject to further judicial action.

Second Violation (While on probation for a previous alcohol or other drug violation):

\$50.00 fine

Extension of disciplinary probation beyond one semester

Educational Project and/or Service Hours

Mandatory attendance for the purpose of assessment and completion of educational sessions as recommended by the Alcohol and Other Drug Counselor

Note: Should a student fail to complete all sanctions including attending the assigned educational session(s), within a defined time period, he/she will automatically be fined an additional \$25 and will be required to attend the next available session. Failure to attend this second session will result in further judicial action.

Third Violation (While on probation for two previous alcohol or other drug violations):

Recommendation for removal from residence halls, suspension or dismissal from the College

Consequences for students on disciplinary probation include loss of the privilege to reside in the residence halls during any college break period as well as loss of the privilege of receiving a lottery number or being placed into an assignment for Room Selection until after all current resident students in good judicial standing having been issued lottery numbers and are placed.

Consequences for students who are commuters may include sanctions issued by the Vice President for Student Services that may include suspension, or expulsion depending on the severity of the offense. Commuters involved in alcohol violations may jeopardize their privilege to reside on campus.

(*The College reserves the right to release without your consent, information regarding any alcohol or other drug violations to your parents/guardians regardless of your age.)

Resident Life Appeals Board

Students who have been found responsible for a violation of conduct have the right to appeal the decision or sanction to the Resident Life Appeals Board if:

1. there has been an error in due process in the original adjudication that effectively denied the student a fundamentally fair hearing
2. there is the emergence of new evidence that would have substantially affected the original decision
3. there is insufficient evidence to support the decision
4. there is a harshness of sanction sufficient to show an abuse of discretion by the original authority

The resident is to initiate the appeals process by submitting a letter of appeal to the Resident Life Appeals Board via the Office of Resident Life within 48 hours of receiving notice of disciplinary results. **This notice should cite the basis for the appeal as related to one of the four points above.**

The Officers of the Resident Life Appeals Board will assemble to review the letter of appeal within 5 class days of its receipt. Based on the above Guidelines for Appeal, the officers will decide whether there are: 1) grounds for an Appeals Board hearing, 2) grounds to remit a decision back to the judicial officer for reconsideration, or 3) no grounds for an appeal. The Clerk will notify the judicial officer and appellant of the decision in writing.

- If there are no grounds for an appeal, the student will be notified in writing by the Clerk and all sanctions and results will stand.
- If the officers remit a decision back to the judicial officer for reconsideration, a new administrative hearing will be held with the student within 5 class days.
- If there are grounds for a Resident Life Appeals Board hearing, it shall be held the next available time the board meets. Members of the Resident Life Appeals Board assemble twice-per-month to hear cases rendered to them by the Officers.

Within the hearing the accused student is responsible for presenting his/her case regarding the basis of the appeal. Only evidence relevant to the basis of the appeal can be presented for consideration by the board. **Prior to the scheduled hearing, a conference initiated by the appellant may be held with an advisor to the Resident Life Appeals Board to receive an explanation of the appeals process.**

(Questions about the Appeals Process may be directed to the Resident Life and/or Student Services offices.)

APPENDIX

Appendix A Gwynedd-Mercy College Residence Hall Contract

It is agreed between Gwynedd-Mercy College and the student whose signature appears on the application for residency that the occupancy of a residence hall space shall be on the following terms and conditions:

Terms of Agreement

The terms of occupancy shall be for one semester, the entire academic year, or summer sessions as requested on application. Residence halls include both college owned and college leased buildings in which students reside. Hall accommodations will be available only to full-time students who are considered to be in good academic and financial standing when classes are in session and any exceptions must be approved by the Vice President for Student Services. Occupancy will commence and end on the dates designated by the Office of Resident Life based on the academic calendar. The room must be vacated 24 hours after the resident's last final exam unless permission is received for an extended stay from the office.

Students who have registered for housing, but do not register for classes or check into their room on or before the fifth day of classes will lose their room assignment / housing and be subject to the Room and Board Refund Policy (see below).

The residence hall and dining hall will close during the following college recesses: Thanksgiving, Christmas, Spring, Easter, and Summer breaks. Residents are not permitted to remain on campus. Residents who warrant an exception for a particular break due to academic, distance (300 miles or more), or athletic obligations must submit a request in writing to the Office of Resident Life by the posted deadline, which is at least one week prior to a scheduled break period. All students who remain in the residence halls during the Summer break period, with the exception of those participating in athletics or graduation, will be charged the College approved weekly rate. Portions of weeks will be prorated.

In the event a resident withdraws or is dismissed from the College, the room must be vacated within 24 hours, unless otherwise specified in the letter of termination. The resident must return all keys to residence hall staff and complete all required paperwork upon check out. Any and all personal belongings remaining after that time may be dealt with as the College deems appropriate.

Room and Board Refund Policy Per Semester

Withdrawal date from the residence halls is based upon official notification by the student to the Office of Resident Life and official check-out of the residence halls.

- 100% refund prior to the first day of the semester
- 75% refund through end of the drop/add period
- 50% refund through first week after drop/add period
- 25% refund through second week after drop/add period
- 0% refund after end of the second week after drop/add period

The residence facilities are designed to accommodate individual student students and not a student's family members. Students with special family needs are welcome to review the off-campus housing listing available through the Office of Resident Life.

Right of Assignment

The College reserves the right to make room assignments, temporary assignments, consolidations, and re-assignments when necessary. Assignments to housing space are made without regard to race, color, age, religion, national origin, ancestry, or veteran status. Room changes must be made through the Office of Resident Life after consultation with the appropriate Resident Assistant. There may be disciplinary action for any room changes not initiated by the College.

The College reserves the right to cancel residence and board contracts of any student whose actions have been determined to be detrimental to the welfare of themselves or others living in the residence halls, or for violation

of any part of this contract or College policies and regulations listed in the *Resident Life Handbook*, *Student Handbook* or any other college publication. Furthermore, the College may cancel this contract and take

possession of any room at any time for a student's failure to pay in a timely fashion, his or her amounts owed to the College.

Room Deposit

Residents shall make a room deposit, as required by the Student Billing Office, prior to occupancy in the residence halls. This deposit will be credited towards the room charge for the academic year.

A room deposit of \$250.00 is required of all new resident students, of which \$200.00 is a security deposit and \$50.00 is a room reservation deposit. The security deposit will remain intact until the resident graduates or terminates his/her residency, at which time room/hall damages, unusual cleaning charges, and unpaid disciplinary fines will be deducted before a refund is made. Any charges beyond \$200.00, or during semesters other than the semester of graduation/residency termination, will be assessed and billed separately to the resident's account in the Student Billing Office. Any student that is dismissed for disciplinary reasons also forfeits any refund of the \$200.00 security deposit.

Returning Resident Housing Deposit Refund Policy

Any resident who decides to return to housing for the 2007-2008 academic year must submit an application and \$250.00 room lottery deposit. All returning residents who participate in the Spring Room Selection process may cancel their housing contract and receive a full refund up until April 28, 2007. Any resident that would like to cancel their contract after that date will forfeit their room lottery deposit, unless withdrawing from the College.

New Resident Housing Deposit Refund Policy

Individuals who cancel after submitting a housing deposit, but prior to the close of business on July 31, 2007 will be refunded as follows:

- Prior to June 1, 2007: Full refund of \$250.00 housing deposit
- June 1, 2007 – June 30, 2007: \$150.00 refund from housing deposit
- July 1, 2007 – July 31, 2007: \$50.00 refund from housing deposit

Anyone who requests to be released after the July 31, 2007 deadline will not receive any refund of their housing deposit.

New resident students for Spring 2008 who cancel after submitting a housing deposit can get a full refund if they cancel prior to the close of business on January 4, 2008. Students who request to be released after the close of business on January 4, 2008 will not receive any refund of their housing deposit.

Housing Payments/Refunds

Housing fees shall be paid in accordance with the official fee schedule established by Gwynedd-Mercy College. Should a student leave the residence hall, by choice or for disciplinary reasons, a refund, if any, will be made according to the Room and Board Refund Policy.

Repairs and Room Condition

Prior to the beginning of occupancy, a room condition report (RCR) will be completed by the Office of Resident Life and then validated and signed by the occupant. Residents are responsible for keeping their room, furniture, and fixtures in good repair. At the end of the contract term or when residents vacate the room, they must inspect their rooms with Resident Life staff and sign a final room condition report. Residents will be charged for any damage caused by misuse of the premises or property. Residents who fail to follow the preceding procedure may be assessed a fine and will forfeit their right to appeal any damage charges.

Residents are not permitted to use tacks, nails, screws, paint, wallpapers, masking/duct/electrical/two-sided tape, adhesive putty, etc. on the walls, ceilings, woodwork, or doors.

Residents will not keep *any* animals or pets, firearms, ammunition, explosives, deadly weapons or other dangerous materials in their rooms. Candles and incense are prohibited. Residents are responsible for keeping their room free from any accumulation of waste or refuse and shall keep the room clean. Resident Life staff reserve the right to conduct formal health and safety inspections to be sure that trash is removed, floors are vacuumed, electrical outlets are not overloaded, etc. Residents who do not pass these health and safety checks are subject to a fine. The room is subject to re-inspection within 48 hours.

Residents receive a key to their room when checking into the residence hall. Additional keys may be issued as appropriate for each type of housing assignment.

Residents may not duplicate College-issued keys under any circumstances. A lost room/building key entails a \$50.00 charge for a lock change and new key. The charge for a lost key card in Alexandria Hall will be \$25.00. The charge for a lost closet/cabinet/mailbox key will be \$20.00.

Residents must return their keys according to check out procedure (see *Resident Life Handbook*) when changing to commuter status, when changing rooms, or when leaving the institution permanently. Residents will be billed for the lock/key if a key is not immediately returned at check out.

All fees for the replacement or repairing of damages, incurred in individual rooms or general areas, will be handled through the Student Billing Office.

Room Furnishings

Residents' rooms are furnished by the College. Water beds are not allowed. Residents are not permitted to remove any furniture, equipment, or any other property belonging to the College. Property of the residence hall such as lounge furniture is not to be moved into student rooms, to other rooms within the hall, nor removed from the residence hall. Residents relocating furniture anywhere in the residence hall, even temporarily, will be fined and billed for any damage or loss. Residents will be held responsible for damage to their room and any damage done to any other part of the residence hall or its equipment. Public area damage that cannot be attributed to specific individuals will be billed on a prorated basis to residents on that particular floor or section of the building. Willful destruction of property is cause for disciplinary action and costs will be charged to the student.

Rules and Regulations

Resident students will be held responsible for the condition and contents of the room to which they are assigned. Residents are expected to comply with all health, fire, and safety regulations of municipal, state, or federal authorities, as well as with the rules and regulations in force or

adopted by the College relating to occupancy in on-campus housing. Residents are required to be knowledgeable of the policies and procedures stated in the *Resident Life Handbook* and the Gwynedd-Mercy College *Student Handbook* which are considered part of this contract. The College administration reserves the right to inspect rooms to ensure that institutional standards and objectives are being maintained. Whenever possible, residents will be notified and also present. Residents who do not comply with College rules and regulations will be subject to disciplinary action and may be required to terminate this contract.

Residents may not tamper with locked doors, security equipment or alarm systems. Persons activating false fire alarms, interfering with or removing fire-fighting equipment are subject to prosecution under Pennsylvania statutes and disciplinary action by the College. Unauthorized or improper entry into or use of College facilities, as well as illegal possession, duplication, or use of keys to College facilities, is in direct violation of this contract. Assisting a person violating the above policies is also itself a violation of this contract.

Guests/Visitation

Residents are responsible for assuring that residence hall guests are properly registered and must escort their guests at all times. Guests must not infringe upon the rights of other residents, particularly the rights of roommate(s). Residents are responsible for their guests' behavior and observance of college policies. Residents will be held accountable for damages incurred by their guests. The college reserves the right to remove or prohibit a guest from the residence halls and/or campus who has violated college regulations or if it is reasonably determined that such a person has disturbed, or is likely to disturb or disrupt other students in residence. Further explanations of visitation policies can be found in the *Resident Life Handbook*.

Drugs and Alcohol

The possession and consumption of alcoholic beverages in the residence halls is forbidden. Under the laws of the Commonwealth of Pennsylvania, it is unlawful for persons under 21 years of age to purchase, attempt to purchase, consume, possess, or transport any alcohol, liquor or malt/brewed beverages. Furthermore, it is unlawful to provide alcoholic beverages to minors. It is also unlawful and strictly forbidden for anyone on campus to sell, possess, produce, purchase, or

use any controlled substance or illegal drugs. The College reserves the right to notify local authorities of these violations.

Smoking

The Residence Halls are a smoke-free environment. Therefore, smoking is prohibited everywhere in the residence hall, including entryways and porches. Residents who smoke must do so in designated locations outside the buildings and dispose of their cigarettes in the containers provided.

Medical Insurance

A student will be permitted residency status only when a health form and proof of meningitis vaccination are on file with the Office of Campus Health.

Liability Clause

The College shall not be liable, either directly or indirectly, for personal accident, injury, or illness sustained by residents or guests, nor any loss by theft of personal property of residents or guests, or for any damage or destruction of such property by fire, water, or any other cause. It is recommended that residents insure their personal property.

Revised 2/2/07

Appendix B

Non-Inclusive List of Examples of Approximate Room Damage Rates 2007-2008:

(charge is per room unless noted):

Replace desk chair	\$125
Replace window screen	\$150
Replace mattress	\$110
Spackle/paint wall	\$50-125
Broken thermostat	\$75
Holes in screen	\$25
Phone/data jack repair	\$35
Ethernet splitter equip. replacement	\$40
Re-assemble bed	\$30
Broken ceiling tile	\$15
Adhesive hook on wall	\$5 per hook
Dirty room	\$25 per resident
Dirty bathroom	\$25 per resident
Lost/damaged room key	\$50 (individual charge)
Lost/damaged room key card	\$25
Lost/damaged closet key	\$20 (individual charge)
Lost/damaged mailbox key	\$20 (individual charge)
Improper checkout	\$25 (individual charge)

Appendix C

Sample Roommate Agreement

The following information is a roommate agreement. It is used to set the expectations for the living arrangement in your room. Please think about all of the items in the agreement carefully before making a decision. If conditions change throughout the year, the agreement can be revised. A copy will be left in the Office of Resident Life for future reference.

Cable Service – Whose name will be on the bill? How will payments/reimbursements be handled?

Cleaning – Who will clean what areas? What will be the cleaning schedule?

Communication – How will we resolve any problems if they occur?

Food and Refrigerator Usage – Can food be shared? How will we share the refrigerator? What is the cleaning schedule for the refrigerator?

Guests – When will guests be allowed or not allowed in the room? How much notice should we give each other when we are having guests over, especially overnight guests?

Messages – How will we communicate messages to one another?

Security – How will we ensure the security of our room and our possessions?

Sharing Property – What can be shared, and does the roommate need to ask for permission beforehand? What items can only be used by the owner?

Sleeping Arrangements – What is the agreed upon time and conditions for sleeping?

Study Time – Will there be scheduled study time? What will be the expectations regarding noise levels and visitors during study times?

Other Items – Are there other things we would like to agree to beyond what is mentioned above?

Sample Suite Agreement

The following information is a suite agreement. It is used to set the expectations for the living arrangement in your suite. Please think about all of the items in the agreement carefully before making a decision. If conditions change throughout the year, the agreement can be revised. A copy will be left in the Office of Resident Life for future reference.

Bathroom

We agree to take turns cleaning the bathroom according to the following schedule

Our personal bathroom & shower supplies will be stored as follows:

The toilet paper will be replenished in the following manner:

If the shower is in high demand at certain times, we will agree to the following schedule:

For Alexandria Hall Residents Only:

Doors

For your safety, you should lock both your exterior door and your room door at all times. Please discuss with your suitemates how you want to maintain a safe and secure living environment.

Common Hallway

How will the storage spaces be allocated?

Living Room (if applicable)

Will there be any restrictions on guests in the living room area?

How will the furniture in the living room area be setup? Can personal belongings be left in there?

For Siena and St. Brigid Residents Only:

Room Entry & Bathroom Door Locking

Is it acceptable to cross into the opposite room through the bathroom?

Yes No

How will the locking and unlocking of the bathroom doors be handled?

FALL 2007 SPORTS SCHEDULES

GO GRIFFINS!

Please note that the sports schedule is subject to change. For up to date information on schedules and results visit the Athletics' Website at: www.gmc.edu/i_activities/athletics/

Cross Country

September

Sat.	Aug. 25	Griffins/Aggies XC Classic	9 a.m.
Sat.	Sept. 1	at Delaware Valley Inv.	W: 10:30 a.m. M: 11:30 a.m.
Sat.	Sept. 8	at Dukes Invitational	W: 10 a.m. M: 11 a.m.
Sat.	Sept. 15	at University of Delaware Inv.	TBA
Sat.	Sept. 22	at Wilmington Coll. Inv.	W: 10 a.m. M: 11 a.m.
Sat.	Sept. 29	at Belmont Classic	TBA

October

Sat.	Oct. 6	GMC Invitational*	W: 10 a.m. M: 10:45 a.m.
Sat.	Oct. 13	at DeSales University Inv.	M: 10:30 a.m. W: 12 p.m.
Sat.	Oct. 27	at PAC Championship (@ Belmont)	TBA

November

Sat.	Nov. 10	at NCAA Regionals (@ Lehigh)	TBA
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* at Militia Hill, Ft. Washington

Field Hockey

August

Fri.	Aug. 31	UNIVERSITY OF SCRANTON	4 p.m.
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September

Wed.	Sept. 5	at Arcadia University	4 p.m.
Tue.	Sept. 11	at FDU-Florham	5:30 p.m.
Thu.	Sept. 13	at Alvernia College*	4 p.m.
Sat.	Sept. 15	at Rosemont College*	1 p.m.
Mon.	Sept. 17	at Albright College	6 p.m.

Wed.	Sept. 19	EASTERN UNIVERSITY*	4 p.m.
Sat.	Sept. 22	at Marywood University*	1 p.m.
Tue.	Sept. 25	CABRINI COLLEGE*	4 p.m.
Thu.	Sept. 27	COLLEGE MISERICORDIA*	4 p.m.
Sat.	Sept. 30	WILKES UNIVERSITY	1 p.m.

October

Mon.	Oct. 1	at Delaware Valley College	4 p.m.
Wed.	Oct. 3	YORK COLLEGE	4 p.m.
Sat.	Oct. 6	IMMACULATA UNIVERSITY	12 p.m.
Tue.	Oct. 9	at Lebanon Valley College	4 p.m.
Thu.	Oct. 11	at Cedar Crest College*	4 p.m.
Wed.	Oct. 17	at College of Notre Dame*	4 p.m.
Sat.	Oct. 20	at Neumann College*	1 p.m.
Tue.	Oct. 25	MORAVIAN COLLEGE	4 p.m.
Sat.	Oct. 27	PAC PLAYOFFS	TBA
Wed.	Oct. 31	PAC PLAYOFFS	TBA

November

Sat.	Nov. 3	PAC PLAYOFFS	TBA
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* Pennsylvania Athletic Conference Game

Men's Soccer

August

Fri.	Aug. 31	at University of Scranton	7 p.m.
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September

Sat.	Sept. 1	at King's College	5 p.m.
Wed.	Sept. 5	DELAWARE VALLEY COLLEGE	4 p.m.
Sat.	Sept. 8	at McDaniel College	1 p.m.
Tue.	Sept. 11	at Immaculata University*	7 p.m.
Thu.	Sept. 13	at Albright College	7 p.m.
Tue.	Sept. 18	CABRINI COLLEGE*	4 p.m.
Sat.	Sept. 22	at Neumann College*	1 p.m.
Tue.	Sept. 25	COLLEGE MISERICORDIA*	4 p.m.
Sat.	Sept. 29	EASTERN UNVERSTITY*	2 p.m.

October

Tue.	Oct. 2	HAVERFORD COLLEGE	4 p.m.
Wed.	Oct. 4	at Haverford College	4 p.m.
Sat.	Oct. 6	at Centenary College*	3 p.m.
Mon.	Oct. 8	RICHARD STOCKTON COLLEGE	4 p.m.
Wed.	Oct. 10	at FDU-Florham	3:30 p.m.
Mon.	Oct. 15	RUTGERS-CAMDEN UNIVERSITY	TBA

Wed.	Oct. 17	ARCADIA UNIVERSITY	4 p.m.
Sat.	Oct. 20	at Alvernia College	3 p.m.
Wed.	Oct. 24	at Goucher College	3:30 p.m.
Sat.	Oct. 27	MARYWOOD UNIVERSITY*	1 p.m.
Wed.	Oct. 31	PAC TOURNAMENT	TBA
November			
Sat.	Nov. 3	PAC TOURNAMENT	TBA
Sat.	Nov. 4	PAC CHAMPIONSHIP	TBA

* Pennsylvania Athletic Conference Game

Women's Soccer

September

Sat.	Sept. 1	at Kean University Inv.	TBA
Sun.	Sept. 2	at Kean University Inv.	TBA
Wed.	Sept. 5	at Richard Stockton College	TBA
Sat.	Sept. 8	RUTGERS-CAMDEN UNIVERSITY	12 p.m.
Thu.	Sept. 13	IMMACULATA UNIVERSITY*	4 p.m.
Tue.	Sept. 18	at Cabrini College*	6:30 p.m.
Thu.	Sept. 20	ARCADIA UNIVERSITY	4 p.m.
Sat.	Sept. 22	NEUMANN COLLEGE*	12 p.m.
Mon.	Sept. 24	at The College of N.J.	7:30 p.m.
Wed.	Sept. 26	at College Misericordia*	7 p.m.
Sat.	Sept. 29	EASTERN UNIVERSITY*	12 p.m.

October

Mon.	Oct. 1	at Delaware Valley College	TBA
Wed.	Oct. 3	MARYWOOD UNIVERSITY*	4 p.m.
Sat.	Oct. 6	at Centenary College*	1 p.m.
Tue.	Oct. 9	at College of Notre Dame*	4 p.m.
Tue.	Oct. 16	CEDAR CREST COLLEGE*	4 p.m.
Sat.	Oct. 20	at Alvernia College*	1 p.m.
Tue.	Oct. 23	at Albright College	6 p.m.
Sat.	Oct. 27	PAC TOURNAMENT	TBA
Wed.	Oct. 31	PAC TOURNAMENT	TBA

November

Sat.	Nov. 3	PAC TOURNAMENT	TBA
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* Pennsylvania Athletic Conference Game

Women's Tennis

August

Tue.	Aug. 28	DESALES UNIVERSITY	4 p.m.
Thu.	Aug. 30	at Arcadia Univeristy	4 p.m.

September

Tue.	Sept. 11	at Eastern University*	4 p.m.
Sat.	Sept. 15	at Neumann College*	1 p.m.
Tue.	Sept. 18	MUHLENBERG COLLEGE	4 p.m.
Thu.	Sept. 20	ROSEMONT COLLEGE*	4 p.m.
Sat.	Sept. 22	CABRINI COLLEGE*	1 p.m.
Tue.	Sept. 25	at Cedar Crest College*	4 p.m.

October

Tue.	Oct. 2	PENN STATE-BERKS	4 p.m.
Thu.	Oct. 4	IMMACULATA UNIVERSITY*	4 p.m.
Sat.	Oct. 6	MARYWOOD UNIVERSITY*	1 p.m.
Tue.	Oct. 9	at College of Notre Dame*	4 p.m.
Sat.	Oct. 13	ALVERNIA COLLEGE*	TBA
Wed.	Oct. 17	at College Misericordia*	TBA
Fri.	Oct. 19	at PAC Championships	TBA
Sat.	Oct. 20	at PAC Championships	TBA

* Pennsylvania Athletic Conference Match

Volleyball

August

Fri.	Aug. 31	at Va. Wesleyan Tournament	TBA
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September

Sat.	Sept. 1	at Va. Wesleyan Tournament	TBA
Sun.	Sept. 2	at Va. Wesleyan Tournament	TBA
Tue.	Sept. 11	CEDAR CREST COLLEGE*	7 p.m.
Thu.	Sept. 13	at Rosemont College*	7 p.m.
Sat.	Sept. 15	at Richard Stockton Tri-Match	TBA
Tue.	Sept. 18	COLLEGE MISERICORDIA*	7 p.m.
Thu.	Sept. 20	DESALES UNIVERSITY	7 p.m.
Sat.	Sept. 22	at Messiah College Tri-Match	TBA
Sat.	Sept. 22	vs. Goucher College (at Messiah)	TBA
Tue.	Sept. 25	at Cabrini College*	TBA
Thu.	Sept. 27	EASTERN UNIVERSITY*	7 p.m.

October

Tue.	Oct. 2	COLLEGE OF NOTRE DAME*	7 p.m.
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Thu.	Oct. 4	IMMACULATA UNIVERSITY*	7 p.m.
Sat.	Oct. 6	at Albright College Tri-Match	TBA
Sat.	Oct. 6	vs. Rowan University (at Albright)	TBA
Wed.	Oct. 10	at Centenary College*	7 p.m.
Thu.	Oct. 11	NEUMANN COLLEGE*	7 p.m.
Sat.	Oct. 13	at Dickinson College Tri-Match	TBA
Thu.	Oct. 18	ARCADIA UNIVERSITY	7 p.m.
Tue.	Oct. 23	at Marywood University*	7 p.m.
Thu.	Oct. 25	at Alvernia College*	7 p.m.
Sat.	Oct. 27	at Philadelphia Bible Tri-Match	TBA
Tue.	Oct. 30	PAC TOURNAMENT	TBA
November			
Thu.	Nov. 1	PAC TOURNAMENT	TBA
Sat.	Nov. 3	PAC TOURNAMENT	TBA

* Pennsylvania Athletic Conference Game



HELPFUL TELEPHONE NUMBERS

Office of Resident Life

Rick LaRosa	Director of Resident Life	ext. 585
John Verdi	Associate Director of Resident Life	ext. 460
Christopher Willis	Associate Director of Resident Life	ext. 174
Patrick Erdman	Resident Director	ext. 205
Jennifer Liberato	Resident Director	ext. 173
Lori Davis	Secretary, Resident Life	ext. 305
Service Desk	Residence Halls	ext. 300

Security

EMERGENCY	ext. 111
Non-Emergency	ext. 522

Other Useful Phone Numbers

Academic Resource Center	ext. 463
Athletics	ext. 252
Athletic Hotline	ext. 790
Athletic Weight Room	ext. 304
Billing Office	ext. 591
Campus Ministry	ext. 590
Chaplain/Campus Minister	ext. 531
Mercy Works	ext. 592
Career Services	ext. 572
Counseling	ext. 571 and ext. 427
Food Service	ext. 328
Health Services	ext. 306 and ext. 445
Lourdes Library/Circ. Desk	ext. 474
Mailroom	ext. 397
Student Activities	ext. 565 and ext. 458

Student Services

Executive Secretary	ext. 546
Administrative Assistant	ext. 555

*** If classes are cancelled or delayed due to inclement weather, the Office of Resident Life will distribute a voicemail throughout the residence halls. This information can also be obtained by listening to KYW 1060 AM or visiting the GMC website. GMC's code number to listen for on KYW for day classes (8 a.m.-2:30 p.m.) is 344 and evening classes (3 p.m.-7:15 p.m.) is 2344.

