

Resident Life Handbook

Gwynedd-Mercy College Office of Resident Life



2011-2012

2011-2012 Calendar

Fall Semester 2011

Begin Add/Drop Fall Semester Classes	Monday, August 22
Late Registration	Monday, August 22
New Students Move-In	Thursday, August 25
Returning Students Move-In	Sunday, August 28
Regular Fall Classes Begin	Monday, August 29
Accelerated I Classes Begin	Monday, August 29 - October 21
End of Add/Drop Accelerated I	Wednesday, August 31
Labor Day — No Classes/College Closed	Monday, September 5
End of Add/Drop Regular Fall Classes	Tuesday, September 6
Deadline for Jan. 2012 Graduation Applications	Tuesday, September 6
Residence Hall Health and Safety Inspections	Friday, September 16 (2:30 pm)
Mid-Semester Break — No Regular Fall Classes	Monday and Tuesday, October 10 - 11
Last Day to Withdraw Accelerated I	Friday, October 14
Accelerated Session I Ends	Friday, October 21
Accelerated Session II Classes Begin	Monday, October 24 - December 16
End of Add/Drop Accelerated II	Wednesday, October 26
Begin Advisement & Registration — Spring 2012	Monday, October 31
Last Day to Withdraw Regular Fall Classes	Friday, November 11
Request for Thanksgiving Break Housing Due 130 LH	Wednesday, November 16 (5 pm)
Residence Halls Close for Thanksgiving Break	Wednesday, November 23 (10 am)
Thanksgiving Break-College Closed	Wednesday — Friday, November 23 — 25
Residence Halls Reopen	Sunday, November 27 (12 noon)
Last Day to Withdraw Accelerated II	Friday, December 9
23-Hour Quiet Hours Begin	Sunday, December 11 — December 20
Final Exams	Tuesday, December 13 - December 19
Last Day of Regular Fall Classes	Monday, December 12
Request for Winter Break Housing Due 130 LH	Tuesday, December 13 (5 pm)
Accelerated Session II Ends	Friday, December 16
Deadline for May 2012 Graduation Applications	Monday, December 19
End of Fall 2011 Semester	Monday, December 19
Residence Halls Health and Safety Inspections	Tuesday, December 20 (9:30 am)
Residence Halls Close for Winter Break	Tuesday, December 20 (10:00 am)

Spring Semester 2012

Late Registration	Monday, January 3
Accelerated Session III Classes Begin	Wednesday, January 4 — February 24
Begin Add/Drop Spring Semester	Wednesday, January 5
End of Add/Drop Accelerated III	Friday, January 6
Residence Halls Reopen	Wednesday, January 11 (12 noon)
Regular Spring Classes Begin	Thursday, January 12
End Add/Drop Regular Spring Classes	Thursday, January 19
Room Selection Materials Available	Monday, January 30
Last day to Withdraw Accelerated III	Friday February 17
Request for Spring Break Housing Due 130 LH	Friday, February 24 (5 pm)
Accelerated Session III Ends	Friday, February 24
Accelerated Session IV Classes Begin	Monday February 27 — April 20

End of Add/Drop Accelerated IV
Residence Halls Health and Safety Inspections
Residence Halls Close for Spring Break
Spring Break — No Regular Spring Classes
Residence Halls Reopen
Room Selection Applications and Deposits Due
Room Selection Lottery Numbers Distributed
Registration for Fall/Summer 2012 Begins
Request for Easter Break Housing Due 130 LH
Room Selection
Residence Halls Close for Easter Break
Easter Holiday — College Closed
Residence Halls Reopen
Last Day to Withdraw — Regular Spring Classes
Last Day to Withdraw — Accelerated IV
Accelerated Session IV Ends

Last Day to Request Full Housing Deposit Refund
Accelerated Session V Classes Begin
Last Day to Add/Drop Accelerated V
23 Hour Quiet Hours Begin
Last Day of Regular Spring Classes
Request for Summer Break Housing and
Summer Housing Accommodations Due 130 LH
Final Exams
End of Spring 2012 Semester
Residence Halls Close
Graduation Ceremony

Wednesday, February 29
Saturday, March 3 (9:30 am)
Saturday, March 3 (10 am)
Monday — Friday, March 5 — 9
Sunday, March 11 (12 noon)
Friday, March 16 (3 pm)
Friday, March 23
Monday, March 26
Thursday, March 29 (5 pm)
Mon. & Tues., April 2 & 3
Thursday, April 5 (10 am)
Thursday — Monday, April 5 — 9
Monday, April 9 (12 noon)
Friday, April 13
Friday, April 13
Friday, April 20

Friday, April 27 (5 pm)
Monday, April 23 — June 15
Wednesday, April 25
Sunday, April 29 — May 8
Monday, April 30
Tuesday, May 1 (5:00 pm)

Tuesday, May 1 — Monday, May 7
Monday, May 7
Tuesday, May 8 (10:00 am)
Saturday, May 12

Summer I Session 2012 (5/14 - 6/22)

Summer I Classes Begin
Memorial Day — College Closed
Accelerated Session V Ends
Summer I Classes End

Monday, May 14
Monday, May 28
Friday, June 15
Friday, June 22

Summer II Session 2012 (6/25 - 8/3)

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

Monday, June 25
Monday, June 25
Wednesday, July 4
Friday, August 3
Friday, August 3

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 College 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 within the GMC community is a privilege that comes with 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 for
Assignments and Facilities

Keisha Johnson
Associate Director for Training
and Judicial Affairs

Jennifer Liberato
Resident Director

Michelle Murray
Resident Director

Lori Davis
Administrative Assistant

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 2011-2012

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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, visit the Office of Resident Life, located in 132 Loyola Hall, or call ext. 305.

The Resident Life Office Staff Contact Information:

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

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

Keisha Johnson, Associate Director for Training and Judicial Affairs: Loyola Hall 140, ext. 174, johnson.keisha@gmc.edu

Michelle Murray, Resident Director (Alexandria Hall):

Alexandria Hall 130, ext. 205, murray.m@gmc.edu

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

Lori Davis, Administrative Assistant, 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. 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
- At least one semester of residing on campus at GMC is preferred.
- 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 November 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:

- November - application materials available
- December - application materials due (application form, resume, recommendations)
- January/February - interviews and group process exercise
- March - notification of position offers
- Ongoing training workshops throughout the year

For additional information or questions, please contact the Associate Director for Training and Judicial Affairs 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 the Associate Director for Assignments and Facilities 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. Examples of social events sponsored by RHA often include Sibling Overnight and Halloween Hall Decorating.

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 Appeal Board

The Resident Life Appeal Board is composed of panel of residence hall students whose primary responsibility is to review cases that have been appealed as a part of the disciplinary process for residence hall students.

When a formal appeal is submitted, the board is then charged with the responsibility of convening to review the disciplinary decision in question. The board consists of students who have demonstrated a commitment to the mission and values of the College. These residence hall students are appointed for their ability to be consistent and

impartial. Students interested in serving on the Resident Life Appeal Board should with the Associate Director for Training and Judicial Affairs who is located in Loyola Hall 140.

GENERAL INFORMATION

Bathrooms

Public bathrooms are cleaned and restocked with items weekdays between 9 a.m. and 11 a.m. 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 responsibility of residents assigned to suites to maintain a clean bathroom. Residents of suites are to provide their own toilet paper, shower curtain and other necessary supplies.

Cable Services

All residential facilities are supplied with standard basic channel services in individual rooms and some lounges. Resident students must sign-out a cable device in order to obtain cable in student rooms.

Communication from the College

Gwynedd-Mercy College provides each resident student his/her own e-mail account, voicemail account and mailbox. At Gwynedd-Mercy College email is an official form of communication and notification. 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.

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. Additional information can be found at www.gmcdining.com.

Emergency Contact Information

In case of an emergency, please contact Public Safety and Security. Public Safety and Security can be called for emergencies at ext. 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	9:00 a.m. – 7:00 p.m.
Loyola Hall – Center Wing Entrance	9:00 a.m. – 8:00 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 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

- **BEFORE A FIRE:** Know at least two ways out of the building from your room.
- **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.
- **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.

- **DO NOT USE THE ELEVATOR:** Elevator shaftways are like chimneys; smoke and heat enter the elevator shaft thereby asphyxiating the occupants of the elevator.
- **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, ext. 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.
- **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.
- **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.
- **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.
- 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.
- 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 Resident 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.)

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.

Health and Wellness Center

The Health and Wellness Center is located on the first floor of Loyola Hall within the Residence Hall Complex (ext. 306). All students wishing to reside in the residence halls are required to have a completed medical form on file with the Health and Wellness Center by August 1. Students without a completed medical form on file will not be allowed to check-in to the residence halls.

The Health and Wellness Center 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 Health and Wellness 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 Health and Wellness Center; however there may be a charge for certain vaccines, prescriptions and diagnostic tests. The Health and Wellness Center also promotes healthy behaviors and lifestyle choices through ongoing educational outreach and programming.

If the Health and Wellness 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, he/she 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 he/she 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 Health and Wellness 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 Health and Wellness Center at ext. 306 or click on:
<http://www.gmc.edu/students/healthservices/insurance.php..>**

IDs

All students are issued a Gwynedd-Mercy College ID card. Resident students must 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 Campbell Solution Center.

IDs can be used to gain entrance to the residence halls by holding the card up to the swipe 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 visit the Campbell Solution Center 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.

Inclement Weather

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 KYW1060 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. To find out more information, please call the Inclement Weather voicemail at x369.

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
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.

Lockout Procedures/Key Responsibilities

***Residents should always keep their student unit door locked and always keep in their possession their key/key card.**

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 a.m. - 6 p.m., please contact Public Safety and Security at ext. 522 or between the hours of 6 p.m. - 6 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 **three** 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. 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 front 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 Public Safety and Security at ext. 522.

Lounges and Common Areas

Recreational and study lounges are located throughout the residence halls. Some lounges are equipped with one or more of the following: refrigerator, microwave oven, stove/oven, TV. Students who would like to reserve a lounge for a group activity may do so by contacting the Associate Director for Assignments and Facilities at ext. 460.

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

Any personal items (dishes, sports equipment, shoes, etc.) that are left in common 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. 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.

All packages received that are too large for mailboxes will be held at the Front Desk of St. Brigid Hall. Students receiving packages will be notified on their room phone extension or by their GMC email. 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 ensure 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 Request

If repairs are needed in a room or public area, submit a Maintenance Request by visiting the Resident Life webpage. For faster results, be sure to submit your request(s) before 9 a.m. If the problem is not addressed in 3 business days, please notify the Associate Director for Assignments and Facilities at ext. 460 or another member of the Resident Life staff so that we may follow up with housekeeping/maintenance.

Parking

All resident students are required to register their vehicle either at the Campbell Solution Center, located in Campbell Hall, or at the St. Brigid Hall front desk for the 2011-2012 academic year. Students must present their vehicle registration card along with cash or check (made payable to Gwynedd-Mercy College) in the amount of \$75.00 in order to purchase a campus parking decal.

All new students must park at our off-site parking facility, located approximately two blocks from the college, at 1201 Sumneytown Pike – Siemens Corporation. Transportation will be provided to and from the lot and the college by the Public Safety and Security Department.

Please call 215-646-7300 ext. 595 or 522 for more information. Additional information regarding parking can be found on the Public Safety and Security website at www.gmc.edu.

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 Procedures

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.

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 are 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.

- ✓ Refrigerators larger than 4.0 cu.ft.
- ✓ microwave ovens
- ✓ coffee makers of any kind
- ✓ electric/gas grills
- ✓ toaster ovens
- ✓ electrical cooking devices of any kind
- ✓ portable heaters
- ✓ individual room air conditioners
- ✓ extension cords *without* power surge protectors
- ✓ halogen lamps of any kind (note: many desk lamps are halogen)
- ✓ candles (including decorative)/incense; electric candle warmers
- ✓ darts and dart board (other than Velcro)
- ✓ any types of adhesives (other than blue painter's tape)
- ✓ mounting squares, hooks or nails
- ✓ animals of any kind

- ✓ alcoholic beverages/decorative alcohol containers
- ✓ illegal drugs/drug paraphernalia
- ✓ weapons of any kind
- ✓ firearms, including pellet guns/paintball guns
- ✓ ammunition
- ✓ fireworks or explosives
- ✓ dangerous materials
- ✓ wall mounted shelves
- ✓ cinder blocks/bricks

Note: The Office of Resident Life strongly encourages students not to bring valuable jewelry or large amounts of money 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, Quiet Hours **BEGIN AT 7 P.M. THROUGH 10 A.M.** 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 Campbell Solution Center according to the Room and Board Refund Policy located in the Residence Hall Contract.

Residence Hall Security

Gwynedd-Mercy College facilities and property including the residence halls may be protected by video surveillance. 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.

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. 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.

Important note: Room deposits will not be accepted or processed for any student that has an outstanding balance or hold on his/her account. According to available space, residents in good financial standing who submit an application and \$250.00 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 a housing application, as space is available, after they are accepted to the College and the \$250.00 deposit is paid. New resident students will be assigned over the summer or in January in the order in which their deposits and housing applications are received. (See the *Residence Hall Contract* for further information)

Room Condition

Residents will be held responsible for the conditions, contents and policy violation(s) of the assigned individual's room and/or common area of the unit. 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:

Friday, September 16, 2011	2:30 p.m. - 5:30 p.m.
Tuesday, December 20, 2011	9:30 a.m. - 12:30 p.m.
Saturday, March 3, 2012	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. Blue painter's tape is 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, cover ceiling light fixtures 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 8, 2012 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.

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 entrances of St. Brigid Hall and Alexandria Hall. Smokers must discard all cigarette butts into the ashtray receptacles provided.

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 IT@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. 11/23 - 10:00 a.m.	Sun, 11/27 - 12:00 p.m.
Winter Break	Tues, 12/20 - 10:00 a.m.	Wed, 1/11 - 12:00 p.m.
Spring Break	Sat, 3/3 - 10:00 a.m.	Sun, 3/11- 12:00 p.m.
Easter Break	Thu, 4/5 - 10:00 a.m.	Mon, 4/9 - 12:00 p.m.
Summer Break	Tues, 5/8 - 10:00 a.m.	

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 are available online.
- Requests are generally not granted for break accommodations for non-College related reasons, especially for work related requests. However, those for whom an exception is made are subject to a fee of \$20.00 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 residence hall, specifically on each floor of Alexandria Hall; on the first and third floor of Siena Hall by the elevator; and on the 1st floor of St. Brigid Hall by the stairwell.

Visitation Procedures

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 Public Safety and 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 p.m. the following day. Guests

staying longer must be re-registered at that time. **A guest is permitted 15 overnight stays per semester.** Guests who are not registered overnight may visit with residents in the St. Brigid Glass Lounge after visitation hours.

POLICIES

STUDENT LIFE POLICIES

(As printed in the 2011-2012 Student Handbook)

To support the mission of the College and the academic goals of all students, the College community upholds the following standards of conduct:

1. Respect and equitable treatment for all individuals
2. Social responsibility and Christian moral behavior
3. Respect for lawful authority

Judicial systems and procedures are substantially secondary to the use of example, guidance, counseling and admonition in the development of responsible student conduct. When these preferred means fail to resolve problems of student conduct, procedural safeguards allow for the imposition of appropriate sanctions while protecting the student from unfair imposition of serious penalties

The student Code of Conduct permits any member of the College community (student, faculty, administrator or staff) to register a written complaint against a student/student organization with the Office of the Vice President for Student Services. If the complaint warrants adjudication, the options will be discussed with the student/student organization accused in the complaint. Detailed information on the judicial process is printed in the *2011-2012 Gwynedd-Mercy College Student Handbook* and in the *2011-2012 Resident Life Handbook*.

Confidentiality

Incident reports and other forms can be found in the Vice President for Student Services office, the Office of Resident Life, and Public Safety and Security. All files in the Vice President for Student Services office and the Office of Resident Life are personal and confidential.

Student Code of Conduct

1. Violation of State or Federal law classified as felonies or misdemeanors
2. Deliberate destruction of, or damage to, misuse of, or abuse of public or private property
3. Assault and/or battery upon another person or the threat thereof including harassment
4. Discriminatory acts committed against anyone in the College community on the grounds of race, religion, national origin, gender or disability
5. Sexual harassment policy (see page 134 in the Student Handbook)
6. Alteration of College identification card or academic records; misrepresentation of one's identification when requested by a member of the College faculty, administration or staff
7. Violation of the campus safety regulations, including motor vehicle and fire drill regulations
8. Loud, obnoxious or menacing behavior which infringes upon the rights of others
9. Theft of public or private property
10. Lewd or indecent speech or conduct
11. Possession, use or sale of illegal drugs or drug paraphernalia
12. Unauthorized use of alcohol on campus
13. Unauthorized use, possession or sale of firearms, explosives and other dangerous weapons
14. Unlawful obstruction or occupation of passageways, public areas, buildings or offices
15. Unauthorized entrance into campus facilities
16. Unauthorized gambling or games of chance
17. Smoking in non-smoking areas
18. Illegal or unethical use of technology

RESIDENCE 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 *2011-2012 Gwynedd-Mercy College Student Handbook* and the Resident Hall Contract (See Appendix A).

1. Alcohol
 - a. Being present in a room and/or being the resident of a residence hall room in which alcohol is found
 - b. Possession and/or consumption of alcoholic beverages in a residence hall
 - c. Presence of empty alcohol containers and/or cartons in a residence hall room and/or common areas of a residence hall room (this includes any “decorative” alcohol containers and/or cartons used as a decoration)
 - d. Intoxication and/or drunk and disorderly conduct
 - * A person who, having consumed alcoholic beverage 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 College (please review and note the Mandatory Minimum Judicial Sanctions for Alcohol/Other Drug Violations in the Range of Sanctions Section of the Resident Life Handbook)

2. Disorderly Conduct
 - a. Excessive noise and/or Quiet Hours Policy Violation
 - b. Damage and/or vandalism of property
 - c. Participating in sports-like activities in a residence hall
 - * Ball throwing/kicking/bouncing, etc.
 - * Rollerblading, skateboarding, bicycle riding, etc.
 - d. Boisterous behavior
 - * Wrestling/water fights, etc.
3. Fire Safety Regulations
 - a. Failing to evacuate the residence hall during the sound of an alarm or re-entering without permission
 - b. Tampering with fire extinguishers, smoke detectors, sprinklers or other safety equipment
 - c. Pulling a fire alarm or activating a smoke detector with no evidence of fire
 - d. Starting a fire or causing an explosion in or around the residence hall complex

- e. Interfering with civil or College authorities as they respond to a fire or other type of emergency
 - f. Smoking in the residence hall complex and any areas other than those designated
 - g. 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, electric candle warmers
 - * Extension cords or power strips not regulated by a circuit breaking device
 - h. Leaving cooking items unattended in kitchen while in use
4. Furnishings
- a. Removing furniture or equipment from a residence hall room or lounge
5. Pets
- a. Possessing pets or animals of any kind with the residence hall
6. Posting Policy
- a. Posting flyers and posters without the appropriate approval
7. Residence Hall Security
- a. Tampering with security cameras and/or ID equipment
 - b. Propping open doors
 - c. Using maintenance entrances to enter and exit the halls
 - d. Disarming locked doors/using “emergency only” exits for non-emergency reasons
8. Smoking
- a. Smoking anywhere within the residence hall complex
9. Visitation
- a. Failing to properly register guest(s)
 - b. Hosting more than four guests in a room during visitation hours

- c. Hosting more than five people of the same gender within a residence hall room during an overnight period
- d. Failing to ensure a guest is in compliance with the Gwynedd-Mercy College Code of Conduct and/or the policies as outlined in the Resident Life Handbook
- e. Failing to remain with a guest at all times
- f. Failing to sign in an overnight guest before 11:00pm
- g. Hosting an overnight guest of a different gender
- h. Failing to sign-out an overnight guest by 1:00pm following the night of their stay
- i. Hosting a guest for more than 15 overnight stays within a semester
- j. Failing to return a guest pass at sign-out (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)

Hosts are responsible for their guests' behavior at all times. Please be sure to make your guests 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 the College and residence hall policies may be charged with the GMC Code of Conduct.

10. Windows and Screens

- a. Tampering or removing window screens (fines may include \$50.00 per person, plus the cost of the screen repair)
- b. Passing any item in or out of the window
- c. Entering or exiting the residence hall 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 Resident Life and Student Handbooks.

Important note: These sanctions are considered 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 Alcohol Policy Violation: *Notification of parent(s)/guardian(s) regarding violations (under 21 years of age)

First Alcohol Policy Violation:

- \$75.00 fine - Minimum
- Residence Hall Disciplinary Probation for one semester or its equivalent
- Educational Project and/or Service Hours

Note: Failure to complete all sanctions assigned within the required timeframe, may result in a fine of an additional \$25.00, a hold placed onto the student's College account and subject them to further judicial action.

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

- \$150.00 fine - Minimum
- Extension of Residence Hall Disciplinary Probation
- 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: Failure to complete all sanctions including attending the assigned educational session(s), within a defined time period, may result in a fine of an additional \$25, a hold placed onto the student's College account and require attendance at the next available session. Failure to attend this second session will result in further judicial action.

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

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

Fourth Alcohol Policy Violation

- Dismissal from the College

Consequences for students on Residence Hall Disciplinary Probation include loss of the privilege to reside in the residence halls during any college break period. In addition, students on probation that desire to reside in the residence halls the following academic year may participate fully in the Room Selection process. However, their lottery number will

be randomly assigned at the end of each student's particular class. 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 and/or be a guest in the residence halls.

Good Samaritan/Medical Amnesty Policy

Gwynedd-Mercy College strongly encourages students to call Public Safety and Security for medical assistance for themselves or for other individuals who are dangerously under the influence of alcohol or drugs. No student seeking medical treatment for the effects of drug or alcohol use will be subject to College discipline for violating the Alcohol or Other Drug policy. This medical amnesty will be granted to both the intoxicated student and the student seeking medical assistance for the intoxicated student; however, the intoxicated student will be required to participate in the College's R.A.I.S.E. (Reducing Alcohol Incidents through Student Education) program in order to receive medical amnesty.

Resident Life Judicial Appeal

Students who have been found responsible for a violation of conduct have the right to appeal the decision or sanction 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 appeal process by submitting a letter of appeal to the Resident Life Appeal Board via the Director 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 4 points above.**

The Resident Life Appeal Board is comprised of current resident hall students and a professional staff member who serves as an advisor to this

student-run organization. The Officers of the Resident Life Appeal Board will assemble to review the letter of appeal within 5 business days of its receipt. Based on the above Guidelines for Appeal, the officers will decide whether there are: 1) grounds for an Appeal Board hearing, 2) grounds to remit a decision back to the judicial officer for reconsideration, or 3) no grounds for an appeal. The Chairperson for the Board 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 Chairperson for the Board 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 business days.
- If there are grounds for a Resident Life Appeal Board hearing, it shall be held the next available time the board meets. Members of the Resident Life Appeal Board assemble as needed 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 Appeal Board to receive an explanation of the appeal process.

The College reserves the right for an appeal to be heard by the Vice President for Student Services, if in its sole discretion, it deems it appropriate to do so.

(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. Students who have registered for housing and have an outstanding balance with the Office of Student Billing will not be issued keys to the residence halls and may succumb to the statement above.

The residence hall and dining hall will close during the following college recesses: Thanksgiving, Winter, 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 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 by the College deadline, his or her amounts owed to the College.

Room Deposit

Residents shall make a room deposit, as required by the Office of Student Billing, 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

In accordance with College policy room deposits for Room Selection will not be accepted or processed, nor will lottery numbers be issued for any student who has an outstanding balance on his/her account. Housing Deposit extensions will not be offered.

Any resident who decides to return to housing for the 2011-2012 academic year must submit an application and \$250.00 housing 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 27, 2012. Any resident that would like to cancel their contract after that date will forfeit their housing deposit, unless withdrawing from the College.

New Resident Housing Deposit Refund Policy

The deadline for the housing application and housing deposit is May 1, 2011. Please note that the College cannot guarantee on-campus housing. Individuals who cancel after submitting a housing deposit, but prior to the close of business on July 30, 2010 will be refunded as follows:

Prior to May 1, 2011: Full refund of \$250.00 housing deposit

May 1, 2011 – May 31, 2011: \$150.00 refund from housing deposit

June 1, 2011 – June 30, 2011: \$50.00 refund from housing deposit

Anyone who requests to be released after the June 30, 2011 deadline will not receive any refund of their housing deposit.

New resident and returning students who apply for housing for Spring 2012 who cancel after submitting a housing deposit can get a full refund if they cancel prior to the close of business on January 5, 2012. Students who request to be released after the close of business on January 6, 2012 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.

Meal Plans

All resident students are required to be on a meal plan in order to reside in the residence halls. Meals plan options are selected by completing the housing application. First-Year students are eligible for the 19 and 15 meals per week plan only. Students have through the first week of classes, per semester, to change their meal plan option.

Privacy of Students 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. 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 whenever possible, reasonable care will be take 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

Repairs and Room Condition

Residents will be held responsible for the conditions, contents and policy violation(s) of the assigned individual's room and/or common area of the unit or community. 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 in their rooms. Candles, incense and electric candle warmers 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 \$25.00.

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 Campbell Solution Center

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 and vandalism 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.

If dismissed from campus housing for disciplinary reasons, the \$200.00 security deposit is thereby forfeited. Such a dismissal will require reapplication for residency after a time stipulated by the Director of Resident Life after consultation with the Vice President for Student Services. Re-acceptance under these circumstances is not automatic but at the discretion of the above mentioned college officials.

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 parent(s)/guardian(s) and/or local authorities of these violations.

Weapons

The possession of firearms of any kind; including pellet guns, explosive devices of any kind and other dangerous weapons, including but not limited to knives, are not allowed on the Gwynedd-Mercy College property and that students found in possession of any dangerous weapon on campus may be immediately suspended from Gwynedd-Mercy College and the residence halls pending the outcome of their judicial hearing. This College policy also applies to all students even if otherwise permitted by law to carry a firearm.

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.

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*.

Medical Information

A student will be permitted residency status only when a current health form and proof of meningitis vaccination or a signed waiver are on file with the Health and Wellness Center.

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.

Appendix B

Non-Inclusive List of Examples of Approximate Room/Community Damage Rates 2011-2012:

Adhesive hook on wall	\$5 per hook
Removal of nails in wall	\$5 per nail
Broken ceiling tile	\$15 each tile
Lost/damaged closet key	\$25
Lost/damaged mailbox key	\$25
Lost/damaged room key card	\$25
Lost/damaged room key	\$50
Improper checkout	\$25
Holes in screen	\$25
Excessive cleaning	
- room/suite	\$25 per resident
- bathroom	\$25 per resident
- community bathroom	\$25 min. community charge
- lounge/hallway	\$25 min. community charge
Disposal of personal items	\$25
Disposal of personal carpets/rugs	\$25
Disposal of personal furniture	\$25-100
Removal of College property	\$25 minimum
Removal/damage of window curtains	\$125 minimum
Re-assemble bed	\$30
Phone/data jack repair	\$35
Ethernet splitter equip. replacement	\$40
Damaged/Missing cable box	\$60
Damaged or missing room phone	\$50
Repaint wall(s)	\$50 minimum
Repair hole in wall	\$75 minimum
Replace mattress	\$140
Replace desk chair	\$125
Replace window screen	\$150

* labor costs are not included in the prices above, but will be assessed.

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?

HELPFUL TELEPHONE NUMBERS

Office of Resident Life

Rick LaRosa	Director of Resident Life	ext. 585
John Verdi	Associate Director - Assignments & Facilities	ext. 460
Keisha Johnson	Associate Director - Staff Development & Judicial Affairs	ext. 174
Michelle Murray	Resident Director	ext. 205
Jennifer Liberato	Resident Director	ext. 173
Lori Davis	Administrative Assistant, Resident Life	ext. 305

Security

EMERGENCY		ext. 111
Non-Emergency		ext. 522

Other Useful Phone Numbers

Academic Resource Center		ext. 370
Athletics		ext. 252
Athletic Hotline		ext. 790
Campbell Solution Center		ext. 595
Campus Ministry		ext. 590
Mercy Works		ext. 592
Career Services		ext. 572
Counseling		ext. 571 and ext. 427
Campus Health and Wellness		ext. 306 and ext. 445
Lourdes Library/Circ. Desk		ext. 474
Student Activities		ext. 565

Student Services

Executive Secretary		ext. 546
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*** 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 KYW1060 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.