

Section 2:

Residence Hall Information, Policies, and Procedures

INTRODUCTION

This section contains information and policies applicable to resident students. The “Cottey College Residence Hall Agreement” contains additional information and policies that directly affect residence life.

COTTEY COLLEGE RESIDENCE HALL AGREEMENT

A copy of a signed agreement must be on file in the Housing Office before a student moves into the residence hall. Specific disciplinary or judicial procedures are included in the Student Handbook. The terms, conditions, and responsibilities regarding living in the residence hall are as follows:

1. All students are required to live in College residence halls, unless they reside with family in the Nevada area, or an individual exception to the requirement has been approved by the College administration. To be eligible for housing, a student must be enrolled at the College on a full-time basis for a minimum of 12 credit hours per semester, unless the dean of student life grants a special exception.
2. Under this agreement, the student may use her assigned space and the residence hall facilities. Rooms may be occupied only by the assigned students. Room changes may be made only after written approval is given by the director of housing/assistant dean of student life.
3. The cost of room and board (for double occupancy) is printed in the current Cottey College Catalog. Upon acceptance to Cottey College, \$200 is due to reserve a space in a residence hall. This fee is credited to the student’s bill for the first term.
4. If a student does not occupy her room within two days of the first day of classes, and has not notified the College concerning an arrival date, she forfeits her occupancy in the residence halls. Halls are closed between semesters and during spring break. Rooms are not to be occupied by students during these periods. Residents who have not vacated the residence hall by the designated time prior to a break, risk losing all or part of their security deposit.
5. The College may make a room change for a variety of reasons, including: a) when the living situation jeopardizes a student’s academic and/or personal growth; b) to ensure maximum utilization of space and resources; or c) when chronic, disruptive behavior interferes with suite, academic, or personal life.
6. The College is not responsible for loss of, or damage to, personal property, or for failure or interruption of utilities, such as heat, water, electricity, etc.
7. Authorized College personnel may enter student rooms without the resident’s permission. Authorized personnel may also search a student’s room, including closets, drawers, desks, and other containers located in the room without notice or consent. Students should have no expectation of privacy in student rooms or shared areas of the residence hall.
8. Student rooms, as well as shared areas of the residence halls, are to be kept reasonably clean and orderly at all times. Periodic or occasional inspections of student rooms may be made to check for and ensure healthy and safe living conditions. Appliances (such as personal

refrigerators, microwave ovens, etc.), lofts, pets (except fish), and bicycles are not allowed in the residence halls. Bicycles may be stored in outside racks or in the designated basement area of P.E.O. Hall. Furniture is not to be stacked, piled, taken apart, or removed from rooms or shared areas.

9. Tacks, nails, screws, tape, and permanent adhesives are not to be used on walls or furnishings anywhere within a suite or a room. Individuals and/or an entire suite will be charged for damages to walls. Carpet in student rooms may not be attached to the floor by the use of carpet glue, any type of tape, etc.
10. Any poster or item that may be offensive or out of harmony with suite décor, is prohibited in the suite living room, including the living room side of the bedroom door. Additionally, signs, posters, or messages put on exterior windows must not be offensive. The College's determination of what is unacceptable is final.
11. Students are jointly responsible for the conditions of general suite living areas, kitchens, and bathrooms. Washing dishes, putting away personal items, cleaning following food preparation, etc., is to be done on a daily basis prior to the arrival of housekeepers. Charges may be assessed for damages, unauthorized use of or alterations to rooms and furnishings, or special cleaning necessitated by improper student or guest use. Whenever the identity of the individual(s) who caused the damages or special cleaning needs cannot be determined, the entire group of students assigned to that area may be required to reimburse the College for repairs, replacement, and/or cleaning expenses. These students may also be required to pay additional fines or suffer other disciplinary consequences if damages and/or cleaning expenses were caused by vandalism or other purposeful acts. This policy extends to parlors, recreation rooms, study rooms, TV/VCR/DVD rooms, laundry areas, storage rooms, and other semipublic areas.

12. Students are responsible for knowing and adhering to Cottey College regulations and procedures as stated in the Student Handbook, the terms of which are incorporated herein as amended from time to time. Violation of any College regulation can lead to the termination of this agreement and/or dismissal from the College.
13. This Residence Hall Agreement will terminate immediately upon the student's withdrawal or dismissal from the College. The student is required to vacate her assigned space within two (2) days of such withdrawal or dismissal, unless otherwise specified by the dean of student life. However, termination of this agreement shall not release the student from any monetary liability that may have been incurred by her while this agreement was in effect.
14. Student room charges are determined by room designation. Room designations are made by the College and may be changed at the discretion of the College. Students living in designated single rooms are charged an additional \$300 per semester. All Robertson Hall residents are charged an additional \$250 per semester. Students are assigned to residence halls and single and double rooms at the discretion of and with the permission of the College.

Living in a Residence Hall Community

College housing provides a unique living experience and environment. Residents come to Cottey from all segments of society, from different cultures and countries and with varying value systems and life experiences. In this living environment, suitemates and hall residents have an excellent opportunity to develop lifelong friendships.

Mutual respect and consideration coupled with an awareness of, and sensitivity to, the needs of others must be the standard of community living. Every resident should be able to expect certain courtesies from roommates, suitemates, and other hall residents. These include:

1. The ability to read and study free from undue disturbance in one's room. Unreasonable noise and other distractions inhibit this.
2. The ability to sleep without undue disturbance from noise, guests, or suitemates during night hours.
3. The expectation that suitemates will respect one's personal belongings.
4. A clean environment in which to live.
5. Free access to one's room and facilities without pressure from roommates or suitemates.
6. Personal privacy.
7. The ability to host guests with the provision that guests are to respect the rights of the suitemates and other residents.
8. The ability to address conflicts. Housing staff members are available for assistance in settling various conflicts.
9. Freedom from intimidation, physical and/or emotional harm.
10. Reasonable cooperation in the use of one's living unit physical facilities.

Resolving Problems

Residence life at Cottey College is designed to promote academic pursuits, group living, open communication, and problem solving in constructive ways. Channels of communication and means of support exist to assist students in accomplishing these goals. When dealing with any residence life questions and problems:

1. Address the issue openly with all students or staff involved.
2. See a PEP member, an R.A., or your hall director to help clarify the situation and to assist all parties involved.

3. See the director of housing/assistant dean of student life to learn of possible alternative housing arrangements or to get additional input.
4. See the coordinator of counseling to gain understanding of developmental issues, interactive systems, and communication skills.
5. See the dean of student life to determine possible alternate plans.

While the College does not anticipate that everyone will always get along, it is expected that roommates and suitemates cooperate in room and/or suite mediations when requested or mandated. Failure to participate or failure to cooperate in an effort to mediate issues may result in an administrative housing reassignment for some or all of the involved parties.

RESIDENCE HALL STAFF AND ORGANIZATIONS

Each residence hall functions under the direction of a paid professional and student staff with the cooperation of hall governments, boards, and spokespersons. These individuals and groups are concerned with promoting a living atmosphere beneficial to all hall residents.

Housing Office

The Housing Office is located on the second floor of Hinkhouse Center in the Student Life Center. The director of housing/assistant dean of student life is responsible for the overall administration of all residence halls. (For complete information about the services available, please refer to Section 1, Housing Office.)

Hall Directors

The hall directors have overall responsibility for supervision of their halls, for upholding the policies of the College and for overseeing the functioning of the hall government, the hall staff, the reception desk staff, and activities in the hall. The hall director is responsible for the general welfare of the students living in the hall and has the authority to take necessary and appropriate

action when working with students and dealing with situations that affect the general welfare. All of the hall directors have training in working with college students and they have a desire to assist students' development in every possible way. Hall directors are exempt from certain regulations included in the Student Handbook.

Resident Assistants

The resident assistants are second-year students representing the College in the residence hall. They aid the hall director in the overall supervision of the hall and are the persons most readily available to assist the residents. They have the authority to maintain the regulations of the residence hall and of the campus; however, they are equally concerned with the academic, social, emotional, and cultural development of the students. R.A.s are available to students for information, advice, and referral.

Peer Listeners (PEP)

Peer Listeners are members of Cottey's Peer Empowerment Program (PEP). They are second-year students trained in communication skills, conflict resolution, helping students with personal issues, and providing peer education and crisis intervention. Peer Listeners will listen, provide support, and help students decide on a course of action. Services are free and confidential. They are available to talk about any topic from school and studying, to sex, sexual assault, and eating disorders. They are also trained to provide referral services if needed.

Hall Governments

Each residence hall functions under a democratic constitutional form of government with the affairs of the hall conducted by an executive committee composed of officers and representatives elected by the residents of the hall. The hall director serves as a sponsor to the executive committee, attends meetings and assists in its decision-making process. The executive committee provides an opportunity for students to participate in residence hall government. It is concerned primarily with the improvement of residence hall living with a particular emphasis on the coordination of activities.

Hall Receptionists

Hall receptionists are college work-study students assigned to the residence hall reception areas. They answer the hall telephone, announce visitors, operate the building intercom system, deliver the mail, oversee the hall parlor, and generally work with the public. The hall intercom systems ("all-calls") are operated by hall receptionists to relay messages to individual students and communicate items of interest to all residents. The receptionist on duty is the only person permitted to operate the intercom under the direction of the hall director, a resident assistant, or the head receptionist.

Housekeepers

Each weekday, housekeepers in each hall clean the bathrooms, suites, and parlors. They are responsible for normal dusting, vacuuming, mopping, and emptying suite trash. The supervisor of housekeeping makes periodic inspections of general suite living areas, kitchens, and bathrooms to insure a safe and clean environment for residents. Your cooperation with housekeepers in keeping dishes washed, sinks, shower stalls, tub areas and parlors clear of personal items will help in their daily cleaning efforts. If one or more areas of the suite do not meet minimal standards, students will be notified of problem areas.

Suite Chairs

Suite chairs are students elected to be the spokespersons of individual suites. They may be either first-year or second-year students. Suite chairs meet with their respective hall director to receive and share information about hall business or activities. The 34 suite chairs also meet regularly with the director of housing/assistant dean of student life in an orientation program. This suite chair program is intended to assist the suite chair with recognizing and addressing concerns of suite members as well as learning how to deal with common situations shared by suites.

AEROBICS IN THE RESIDENCE HALLS

Aerobics-related activities can be dangerous to persons or property when performed in a restricted area without proper facilities and guidance. Please perform aerobics in the gymnasium during scheduled hours and not in the residence halls.

BICYCLES

A small storage area behind each residence hall is provided for bicycles. At no time are bicycles permitted in any residence hall other than P.E.O. Hall basement storage room. During the winter months and vacation periods, space is provided in the basement of P.E.O. Hall for storage of bicycles. The P.E.O. Hall bicycle storage room is locked and will be open during regularly scheduled trunk room hours. You must obtain a tag from the Physical Plant and attach it to the bike before being stored in the P.E.O. Hall basement. You are urged to lock your bicycle when not in use and register your bike with the City of Nevada for purposes of identification and reclaiming. Cottley is not responsible for the safety of your bicycle.

CANDLES, INCENSE, OIL LAMPS, AND EFFUSION LAMPS

Students may possess candles, incense, oil lamps, and effusion lamps in student rooms, but these items may not be lighted or burned there. They may also not be used in the residence halls for serenades, candle lightings or other activities. Use of lighted candles anywhere on campus is allowed only by special permission from the President.

CLEANING RESPONSIBILITIES

Students are responsible for cleaning their rooms. Students should not ask housekeepers to clean their rooms or to do any other work for them. However, the housekeepers or hall staff will gladly supply you with cleaning equipment such as vacuums, mops, and buckets as they are available. Students must supply their own cleaning supplies. Rooms judged to be health or fire hazards by authorized personnel may be cleaned at the residents' expense. Housekeepers will not clean unnecessary messes in the hall. Your cooperation in caring for the facilities will make their job much easier and will create a pleasant atmosphere.

Suitemates are jointly responsible for the conditions of general suite living areas, kitchens, and bathrooms. Washing dishes, putting away personal items, cleaning following food preparation, etc. is to be done on a daily basis, prior to the arrival of housekeepers. Charges may be assessed for damages, unauthorized use of, or

alterations to, rooms and furnishings or special cleaning necessitated by improper student or guest use. The suite common area should be kept free of personal items. Personal items include any item not belonging to the College such as books, paper, clothing, dirty dishes, food, soap, shampoo, curling irons, throw rugs, boxes, etc. The suite area is yours to use; do not abuse this privilege.

COMPUTERS

If you have a personal computer on campus, you should purchase a surge protector. A Wi-Fi network is available in most campus locations.

COMPUTER SUITES

Air-conditioned computer suites are located on the first floor of each residence hall. Food and drink are not allowed. To report equipment or software problems use the numbers posted in the suite to contact computer support personnel.

DAMAGE DEPOSIT AND CHARGES

All residential students are charged \$125 that provides security against loss to the College or damage to Cottley property. This damage deposit is to remain intact throughout the school year. All fines assessed during the year are expected to be paid in full at the time of assessment. Students may be charged for extra work on the part of maintenance staff (such as retrieving earrings from sinks).

Damage to a suite living area will be evaluated by the College. The College will determine the nature of the damage, the cost of repair or replacement and any applicable cleaning and/or labor costs. Multiple assessments against the same suite may lead to additional administrative action.

End of the year damages and/or cleaning fees for an individual or suite will be deducted from the \$125 damage deposit. Damage deposits for returning students are carried over; however, the deposit must be replenished before the second school year begins if there were any end-of-year deductions. The deposit, or that portion of the deposit remaining, will be refunded when the individual ceases to be a student at Cottley College.

ELECTRICAL APPLIANCES

Radios and CD players are very popular on campus. Since music preferences and noise tolerance levels vary greatly, noise levels must be kept low. Use of headsets is encouraged.

Irons and other items of this nature can usually be borrowed. Each suite has a refrigerator and hot plate in the kitchen. A color TV and conventional oven are located in each basement recreation room. Due to our location, television cable service is necessary. Cable outlets are not available for individual use. Students may not have personal refrigerators, air conditioners, swamp coolers, space heaters, microwave ovens or other large appliances in their rooms or suites, unless provided by the College.

FOOD OUTSIDE OF THE SUITE

Food and beverages may be consumed in the suite area, recreation room, and parlor. Residents are responsible for cleaning up after snacking and should something be spilled, the costs for cleaning furniture or carpets.

GUESTS

Cottey College Visitation Philosophy

Visitation privileges at Cottey College allow students to have non-student guests in their rooms in accordance with the policies outlined in the Student Handbook. Visitation must not interfere with a roommate's free access to her room at all times. A roommate must not be deprived of her ability to have privacy, study time, or sleep because of a guest, whether male or female. Students are reminded that displays of physical intimacy are very private matters and must not be expressed in the presence of others.

Visitation is...

- An organized method by which residents have friends, relatives, and fellow students be their guests in their primary living areas for the purpose of studying, relaxing, and socializing.
- A set of reasonable parameters within which roommates and suitemates may determine collectively, how to balance study, sleep, and

social activities within their living quarters.

- A privilege extended to students living within college-owned housing.
- A means by which the college facilitates responsible growth and development among residence hall students to prepare them to handle freedom they will encounter when choosing to pursue independent living.

Visitation is not...

- Open access to residence halls.
- Permission to engage in illegal or illicit activities.
- A means by which a student's ability to host guests supersede another student's ability to sleep or study.
- The College assuming a parental role with our students.

(Adapted from Randolph-Macon, 2006)

Throughout the year, many people visit the College—prospective students, members of the P.E.O. Sisterhood, commuter students adopted by the suite, student guests. The Cottey hostess is responsible for the conduct of her non-student male or female guests while on campus property or at Cottey-sponsored activities off campus. Students in any residence hall, even those in which they do not reside, are responsible for upholding College and residence hall policies. All guests must enter and leave through the front doors. All non-student guests should check in at the hall reception area and wait there for their Cottey hostess.

Students need to remember that maintenance and security personnel, as well as male guests, may have to be in the halls at unusual times. Therefore, students are expected to dress appropriately at all times for public areas when greeting guests, visiting in the parlor, doing laundry, and visiting outside of a suite area.

Female Guests

Female guests (prospective students, adopted commuter students, or personal guests) may stay overnight (defined as any period of time between

11:00 p.m. Sun.-Thurs. and 1:00 a.m. Fri.-Sat. until 9:00 a.m.) on campus only with the College's permission. Overnight guests should be at least sixteen years old, unless special permission is obtained. A maximum of two guests per student at any one time is permitted. Guests are limited to a maximum stay of three nights in a row not to exceed a total of six nights per semester. The sponsoring student must fill out an overnight guest form and have it approved by her hall director at least 24 hours in advance. The College may refuse entry to nonresident guests or require them to leave the premises whenever it is necessary. The Enrollment Management office will assign Golden Key members to host prospective students for a campus visit.

Male Guests

Male guests may visit students in the suites and in student rooms only during visiting hours. A maximum of two male guests per hostess are permitted. All males must check in at the hall reception area and wait until the student comes to the parlor to accompany them to the suite. Males must check out at the hall reception area after leaving the suite. Male guest policies do not apply to male Cottey employees who are in the residence halls as a part of their work assignment.

Male Visitation Hours

Day

In Suites In Parlor

Monday - Thursday

1:00 p.m.-10:30 p.m. 11:00 a.m.-10:50 p.m.

Friday

1:00 p.m.-12:00 a.m. 11:00 a.m.-12:50 a.m.

Saturday

10:00 a.m.-12:00 a.m. 9:00 a.m.-12:50 a.m.

Sunday

10:00 a.m.-10:30 p.m. 9:00 a.m. -10:50 p.m.

1. During visitation hours male guests are permitted in the suite living area, student bedrooms, and in the kitchen area of each suite, but not in the bathrooms. Male visitation

in student bedrooms is allowed only with permission of all suitemates present and the roommate of the hostess. Male guests are not permitted to be in recreation rooms, laundry rooms, study rooms or TV/VCR rooms.

2. If you let a male visitor into or out of the building through any place other than the front door, fail to have a male visitor announced, or fail to escort a male visitor to and from the suite, you will be subject to disciplinary action. The male visitor will be assumed to be trespassing on private property.
3. You may receive special permission from the hall director for an out-of-town male relative to visit your suite outside of normal visiting hours. Permission is granted to you by the hall director and if she cannot be found, then call the director of housing/assistant dean of student life or the dean of student life. Do not ask a receptionist, hall officer, R.A. or other student for permission. If permission is granted, then go through the same procedure with your suite and receptionist.
4. Men cannot be in the halls before halls are open or after closing. Men who are in the halls at any time in violation of this policy are subject to arrest for trespassing on private property.
5. Open house is held in the residence halls on special occasions. During open house and check-in, male visitors do not have to be announced or escorted. All other regulations must be observed.
6. Male visitors are not permitted in the halls while the halls are on keycard for special occasions unless a notice is posted at the front door stating that males are permitted in the hall.

Additional information regarding male visitation is located on the bulletin board in each suite.

P.E.O. Visitors

Because many of the suite living rooms are

sponsored by state P.E.O. chapters, many members visit to see the suite that is furnished by their state chapter. The appropriate administrative office will call the suite to notify them of the guests.

Young Guests

Young guests (less than 16 years old) must be accompanied by a student at all times. Hall receptionists will record the names of the hostess and the guest and the nearest telephone number. Baby-sitting is not allowed in the residence halls even if the service will be provided without pay.

Founder's Weekend Guests

No guests will be allowed to stay in the suites overnight during Founder's Weekend. In addition, no former Cottey College students may stay overnight during the week before or the week after Founder's Weekend. Returning alumnae and/or female guests are, of course, welcome to visit with their enrolled friends while the hall is on keycard until the start of regularly scheduled quiet hours, provided they are signed in at the desk. Additional policies concerning guests for Founder's Weekend will be in effect for the consideration of the privacy of hall residents.

Thanksgiving Break Guests

Although students may remain on campus over Thanksgiving break, the reception desks are closed; there is not a full complement of hall staff available and the halls are on keycard 24 hours a day. Guests generally may not stay overnight during this academic break, unless special permission is obtained from the director of housing/assistant dean of student life well in advance of Thanksgiving break.

INVENTORY CARDS

Each student must have on file a signed inventory card, which indicates the condition of the room and its furnishings when the student first moves into the room. Upon moving out of the room, students are held responsible for any and all damages that were not noted on the inventory form and you will be assessed for such damages. Students will also be charged for necessary cleaning. The hall staff is responsible for all room check-ins and checkouts. If students change

rooms during the year, it is their responsibility to complete a new inventory card. Failure to do so may result in assessment for prior damage. An R.A. can assist you in this process.

KEYCARD ACCESS TO THE RESIDENCE HALLS

All students are required to purchase an ID/Keycard when paying fees for the first time. Residential students must use this card to gain access to their hall after it has been locked at 10:30 p.m. each night.

LAUNDRY FACILITIES

Each residence hall is equipped with coin-operated washers and dryers. Please be careful and considerate when using these facilities. If the person is not present, or if the laundry is not moved within a few minutes of completion, it may be respectfully removed by the person wanting to use the machine and placed either in a basket or on the table. Please do not dye clothing in these machines.

MISSING PERSONS

Students are urged to let their roommate and suitemates know of their whereabouts if they leave the campus. If it is suspected that a person is missing, the hall director, director of housing/assistant dean of student life, or the dean of student life must be alerted. If the student has not been located within a reasonable time, the College will contact her parents or guardian.

MUSICAL INSTRUMENTS

Musical instruments may be played for the purpose of performing for others (with permission from all suite members present) in suite areas and individual rooms daily between noon and 10 p.m. Practice rooms are located in Main Hall for the purposes of practicing. It is expected that musicians will be considerate of those around them in the residence hall (including adjoining suites and those suites above and below the suite) and if asked to stop by anyone, will do so. Radios, stereos, and laptop computers may not be played in the parlors (unless the hall director gives permission) without the use of headphones.

PARLOR AREAS

Each hall has a large formal parlor area. Parlor furniture is not to be rearranged by students. Special care of the furnishings is expected by students and their guests. A news-dedicated TV is located in the parlor to enable residents to remain informed of world events. The TV channel is preset and can only be changed with permission of the hall director.

P.E.O. GIFTS TO A SUITE

The following instructions regarding gifts from P.E.O. chapters will ensure that information regarding gifts is employed in the best interest of the Cottey student(s) and the P.E.O. chapter concerned. Inquiries about appropriate gifts that a P.E.O. chapter could make to Cottey should be referred to the dean of institutional advancement. If a suite receives a gift from an individual or chapter other than a "care package," the Office of Institutional Advancement should be notified of the gift for their records. This includes items like kitchen appliances, dishes, artwork, books, or any item that is intended to become the property of the suite for future residents to enjoy. Whenever a P.E.O. chapter sends money or a check to a suite, the Office of Institutional Advancement should be notified by the suite chair. Residents of a suite receiving gifts from a P.E.O. chapter are expected to extend their appreciation to that chapter in writing. Each hall has a Polaroid camera, which may be checked out to residents to send pictures to donors in their thank you notes. See an R.A. for camera access.

PETS

Students may not keep pets on campus with the exception of fish. Fish may be kept only in student rooms, not in suite areas.

PUBLIC DISPLAYS OF PHYSICAL INTIMACY

Living successfully in a community like Cottey is dependent upon balancing freedom for the individual with a sensitivity to and respect for the rights of others. To this end, all members of the Cottey community are encouraged to refrain from displays of intimacy in public places, including suites, and any area with others present. If at any

time you feel uncomfortable, you are encouraged to communicate directly with the persons involved. To discuss your concerns and seek assistance with a concern, contact a PEP member, an RA, your hall director, or other member of the student life staff.

QUIET HOURS/NOISE AT OTHER TIMES

The noise level in the residence halls must always be kept at a reasonable level, with all residents acting in a courteous and respectful manner toward others. The judgment of the R.A.s and/or hall director will be respected and followed. In order to provide an atmosphere conducive to studying and sleeping, the College has instituted a late-night quiet-hours policy. During these times, it should be quiet enough, in all areas of the residence halls, for study and sleep. Noises from any suite or room should not be disruptive in other rooms or suites when the doors are closed. During final exam periods, quiet hours are extended.

Quiet Hours

Sunday - Thursday...11 p.m.-8 a.m.

Friday & Saturday.....1 a.m.-8 a.m.

(Saturday and Sunday mornings)

If you encounter a noise problem, ask the offenders to be quiet. If they persist, contact an R.A. or hall director. Disciplinary procedures will be employed if necessary.

Study in the suite living areas is discouraged, as these areas are always to be available for relaxation and conversation. Quality study environments exist in the Blanche Skiff Ross Memorial Library and the Rubie Burton Academic Center. The quiet study rooms in the residence halls are also open 24 hours.

The use of VCR/DVDs, TVs, radios, and CD players in suites is always discouraged, as it influences everyone in the suite and in individual rooms. CD players, radios, television sets, and similar entertainment devices should be used mainly in student rooms and operated at reasonable, considerate, and agreed upon volumes. The use of headsets is encouraged to eliminate distraction of others and competition between

different sources of sound. Personal speakers must not be placed in windows (broadcasting outside) or outside on lawns or porches at anytime.

Late night noise near front entrances can be very disturbing. Students are expected to instruct or request their companions to leave these areas. Unwelcome off-campus visitors may be charged with trespassing or disturbing the peace if their behavior is inappropriate. Always inform the hall staff or campus security of such problems.

QUIET SUITES

Noise levels in all areas of the residence halls are to be kept at reasonable levels 24 hours a day. However, the College has made a commitment to provide a quieter environment for those students wanting less noise in the suite area. Nine suites have been designated as quiet suites. They are Washington, Ohio, and Michigan suites in Reeves Hall; Arizona, Louisiana, and Wheatlake suites in Robertson Hall; and Oregon, Illinois, and California-Gardner suites in P.E.O. Hall. All of these residents must sign a Quiet Suite Agreement.

RECREATION ROOMS

A recreation room is located in the basement of each residence hall for the relaxation of students. Each has a color television and comfortable sofas. There is also a conventional oven and vending machines. Food and drinks are permitted in this area. Students should remove all dishes and trash upon leaving. Recreation rooms may not be reserved by any group or organization without special permission from the hall director, director of housing/assistant dean of student life, or the dean of student life. These rooms should be available for the use of all residents at all times.

RECYCLING

Recycling containers can be found in various locations on campus. Some student organizations sponsor recycling and will provide information to residents about practices for depositing recyclables.

REPAIRS

If an emergency maintenance problem exists, call ext. 2155 during regular business hours (8 a.m.-5

p.m., Monday through Friday). If an emergency maintenance problem develops at other times, please contact the resident assistant or hall director on duty. An emergency consists of flooding water or similar problem where if immediate action is not taken, there is a danger of personal injury or damage to the facilities. Non-emergency maintenance problems should be reported as follows.

Please report non-emergency repair requests to the Robertson Hall Director at ext. 5050. She will submit a work order. If the repair is not completed within two weeks, please notify her.

Repairs are made by the Physical Plant staff every day, but they do prioritize the requests according to the type of problems involved and certain other criteria. Some repairs may be delayed because of a low priority or the need to order parts.

RESIDENT GUEST ROOMS

There are some resident guest rooms that are used on occasion for temporary housing for students or guests of the College. At other times, they are generally available for use by students who are too ill to stay in suites or when physical mobility has been impaired. The resident guest rooms are not available for personal guests of residents.

ROOM ASSIGNMENTS, CHANGES AND CHECK-OUT PROCEDURES

Assignment of residence hall rooms is the responsibility of the Housing Office. Preferences for specific halls will be honored as much as possible, but the College makes all final decisions in assigning rooms and roommates. The date individual advance fee deposits are received by the College may be a factor in determining room assignments for first-year students. Final adjustments to room and board fees will be made September 30 and February 15 to accommodate any changes in room assignments. To be eligible to live in a residence hall, a student must normally be a full-time student, carrying at least 12 credits.

Second-year students are usually, but not always, given priority over first-year students in considering room assignment requests. If a

student is not satisfied with a room or roommate, this should be discussed with the hall director or R.A. to see if internal alternatives are available. The College does not make or change room assignments on the basis of race, color, national origin, religion, or any other inappropriate factor.

All room changes must be approved in advance by the hall director or director of housing. You must fill out a room change request and have all the required signatures on it before requesting to be checked into a new room. Failure to follow this procedure will result in disciplinary action. The College may require room changes or revoke the residential hall agreement: a) when the living situation jeopardizes a student's academic and/or personal growth; b) to ensure maximum utilization of space and resources; or c) when chronic, disruptive behavior interferes with suite, academic, or personal life.

ROOM DECORATIONS

Tacks, nails, screws, tape, and permanent adhesives are not to be used on walls or furnishings. Items may be hung from hooks on the ledge near the ceiling. White, nonpermanent adhesive compound is available for posters and small, lightweight decorations. An acceptable product is "Hold It" which can be purchased in the Cottey Bookstore. Other items may stain the walls. Students will be charged if putty or poster tape is not completely removed from the walls or room door when they vacate the room. While ceiling and wall decorations such as stars are permitted, they must be attached with white putty and removed before vacating the room. Students who wish to have carpet in their rooms may not attach the carpet to the floor through any means, including tape or glue.

Due to fire safety concerns, nothing may be hung on the ceiling or hung vertically in a manner that may obstruct doorways or other means of exit. Items may not be hung or stretched across the ceiling—all items must be hung along a wall surface. This includes posters, sheets, banners and items placed on the floor on the room side of the door, which are intended to block the door (rolled up towels, clothing, etc.). Additionally,

signs, posters, or messages put on exterior room windows must not be offensive. The hall director's determination of what is unacceptable is final. (Also, see "Suite Common Areas - Sponsors, Usage, Ambiance, and Decorations" in this section of the handbook.)

ROOM INSPECTIONS

Student rooms, as well as shared areas of the residence halls, are to be kept reasonably clean and orderly at all times. Periodic or occasional inspections of student rooms may be made. Inspections focusing primarily on suite living rooms and other shared areas will always be made over Christmas and spring breaks.

Authorized College personnel may enter student rooms without the resident's permission. Authorized personnel may also search a student's room, including closets, drawers, desks, and other containers located in the room without notice or consent. Students should have no expectation of privacy in student rooms or shared areas of the residence hall. Observed suspected contraband will be confiscated and/or suspected violations of College policies, rules, or regulations will be referred to the appropriate disciplinary board for action.

ROOM KEYS

Each student is assigned a room/closet key by residence hall staff. The fee to replace a lost key is \$20. To replace a key, pay the fee at the Business Office and take the receipt to the Physical Plant where a new key will be made. Failure to turn in any assigned keys at the end of the school year or upon withdrawal will result in a \$20 (per key) deduction from the \$125 damage/ security deposit every residential student has on deposit with the College. Students who lose a room key are expected to get a replacement. If the student does not get a replacement key, residence hall staff may stop providing the student access to her room.

ROOM AND SUITE FURNISHINGS

The College furnishes each room with appropriate numbers of beds, dressers, closets, desks, chairs and a mirror. Because of safety regulations and potential wear and tear on mattresses and bed

frames, Cottey College requires that you use bed frames in the intended manner and leave the mattresses on the frames. If you wish to raise your bed higher off the floor, you may do so by purchasing bed risers made exclusively for this purpose. They may be available at larger home stores or on-line. The use of concrete blocks, bricks, or other similar materials for risers is not permitted for safety reasons.

The kitchen in each suite has a refrigerator, cupboards, sink, microwave, and hotplate, which are provided by the College. Students are responsible for purchasing kitchen utensils, dishes, pots and pans, dish soap and towels. Suite sponsors or former suite members may provide additional small appliances for use by the suite. Appliances obtained in this manner will not be repaired or replaced by the College.

Each suite living room is furnished with carpet, drapes, sofas, chairs, tables, a bulletin board, shelves, lamps, and wall decorations. Furniture is not to be altered, removed, damaged, or claimed as a "passdown." The unauthorized possession or removal of College furniture will result in its being replaced or reclaimed by Physical Plant personnel. A fine and/or disciplinary action will also be enacted. Personal furnishings of students, including passdowns, are not permitted in the suite area.

ROOM UTILIZATION POLICY

In situations where there are several unassigned beds or rooms on campus, the College may require room changes necessary to close off a suite or section of a residence hall as a means of conserving energy and limiting maintenance/housekeeping expenses. The College will generally not require students to change rooms within one month of the end of a semester in order to consolidate suite usage.

The College also may provide necessary accommodations by increasing capacity in the residence halls. Capacity may be increased through the reconfiguration of rooms from singles to doubles and doubles to triples, use of guest rooms, and/or use of other space(s).

SECURITY CAMERAS

Security cameras are located at the main entrances of each residence hall. They are monitored by the student receptionists when on duty, and by campus security personnel.

SEWING MACHINES

Each residence hall R.A. office has a sewing machine that may be checked out by residents of that hall. The machine may be checked out for a 72-hour period. Sewing machines are maintained by the hall government of each hall, and may be checked out only to residents of that hall.

SIDE DOOR ALARMS

All persons must enter the residence hall through the front door. Students may exit the building through a side door until 11 p.m. daily. At 11 p.m., an alarm is turned on by security personnel. The alarm signals that someone has either exited or been given access to the building inappropriately. Security personnel must reset an alarm after it has gone off. The alarm is very noisy and annoying, so please take careful note of this rule. Persons exiting through the side doors after 11 p.m., or allowing others to gain access will be subject to disciplinary action.

Caution tape is hung on side doors to serve as visual reminder that the alarms are on. The absence of the caution tape does not mean the alarms are not on, however. In case of emergency, such as fire alarms, please unhook the tape and exit through the side door.

SMOKING LIMITATIONS IN THE HALLS
Smoking is not permitted in College buildings, including individual rooms, suites, offices, and residence hall doorways, porches and steps, in addition to the entrances to the Rubie Burton Academic Center. Students found smoking in nonsmoking areas are subject to disciplinary action.

Students encountering other students or employees in violation of this policy should first address the behavior with that individual and request compliance with the policy. If this does not resolve the problem, students may obtain a

grievance form from an R.A. or from the Office of Student Life, and file a grievance. In the case of infractions by employees of the College, students should speak to the respective supervisor.

STUDY ROOMS

An air-conditioned study room is located on the first floor of each residence hall for quiet study. Each has study carrels. Food and drinks are permitted in this area. Students should remove all trash and personal items upon leaving.

SUITE COMMON AREAS-SPONSORS, USAGE, AMBIANCE AND DECORATIONS

All of the 34 suites are maintained through the gifts of a suite sponsor. This is an expensive process and as a result, both the College and individual suite sponsors have a strong interest in the proper care and use of suite furnishings. Students are jointly responsible for conditions in the suite. Jumping on, standing on, writing on, or otherwise abusing the furniture is not permitted. Personal items should be put away on a daily basis. Articles of clothing may not be hung or laid out to dry in the suites. Suite furnishings may be arranged by residents; however, due to fire evacuation concerns, a three-foot wide walkway must be maintained through all traffic areas. In addition, sectionals and sofas are not to be arranged with the seating areas touching in a way that creates a seating style similar to a playpen or crib.

Maintaining the intended room ambiance is important to suite sponsors and the College. Most student-owned posters, signs, pictures, furniture, and decorative items are prohibited in the suite living area. Suite residents may hang personal items, including posters, signs, pictures, etc. on the suite side of their room door as long as these items can be affixed without damaging the door, and all adhesive is removed when the room is vacated. All items on the suite side of the door must be deemed appropriate for public display as determined by the hall director or the director of housing/assistant dean of student life. Bulletin boards are provided in suites to hang official memorandums and other items of interest to all residents.

Nothing may be hung from, or attached to the ceiling or walls in the suite area, even on a temporary basis. This includes items hung from “S” hooks, 3M hooks, when taped to the walls or ceiling, or items touching the ceiling, ceiling panes, or attached to the ceiling frame. This policy remains in effect at all times and includes holiday decorations or decorations for special events. Suites who are in violation of this policy will be charged \$50 per violation to be divided among the members of the suite, regardless of the suitemate responsible.

Holiday or special occasion decorations (such as birthdays or engagements) are an exception to suite decoration limitations. These may be put up in suite living rooms. The decorations must be: 1) hung in an approved manner (no decorations may be hung from the suspended ceiling tiles or framework), 2) up for a relatively brief period, and 3) non-offensive in nature. (Also, see “Student Room Decorations” in this section of the handbook.) Decorations shall not be attached to lighting or fire safety equipment. Extremely flammable or combustible decorations are strictly prohibited anywhere in the residence halls.

Only artificial Christmas trees are permitted in residence halls. Only lights in good operating order are permitted and all lights shall bear the UL label. Trees shall be placed away from heaters. Tree lights shall be turned off whenever the area in which the tree is located is unoccupied. Artificial snow is not permitted for decorating, as it causes damage to window frames, doors, and other furnishings it comes in contact with. All decorations must be removed and stored in the trunk rooms before Christmas vacation begins. Because of the danger of fire, violation of any of these regulations is considered grounds for immediate confiscation of the decorations not in compliance.

SUNBATHING

Sunbathing is permitted south of Reeves and Robertson Halls, and in the Hinkhouse Center field area. It is also permitted in the grassy area between the fenced area near Physical Plant and the Center for the Arts. Sunbathers should not

be closer to Austin than the second sidewalk that leads to the keycard door of the Center for the Arts. Sunbathing is also permitted in the grassy area between Neale Hall and Main Hall between the second sidewalk from Austin and the Main Hall parking lot. Students are not permitted to sunbathe on roofs, porches, or other areas on campus.

TELEPHONES

Each student room has access to the campus telephone system. Although one telephone line per room is provided, students will be expected to provide their own touch-tone telephone. Please note that 2.4gh cordless telephones are not permitted on campus as they interfere with the wireless internet system. Each student will have her own voice mail box to receive messages when she is not available to receive calls. The semester fee for basic telephone and voice mail service is \$65 per student each semester. There will be no installation or hookup fees.

Each room will have a four-digit extension number. To call a student from off campus, you should dial (417) 667-6333. After the call has been received, the student extension should then be dialed for direct access.

TRUNK ROOM POLICIES

The wood and wire bins in the trunk rooms are for the purpose of long-term storage of student articles. The College does not take responsibility for student possessions or for bins. The following steps are given for use of the trunk rooms:

1. All bins are emptied during the first week of classes.
2. Advance notice of the deadline for removal of items from the trunk room is given on hall bulletin boards, through R.A.s and by all-calls.
3. Any items remaining are removed by Physical Plant personnel.
4. Trunk rooms are cleaned (the same day) by housekeepers.

5. Hall directors notify all students of their new bin assignments.
6. Trunk rooms are opened for use, beginning that evening.
7. Students are encouraged to provide locks for their bins (even if empty) to protect their spaces and their possessions.
8. Trunk rooms will be open for a short time each week during the year. Before and after breaks and holidays, additional access time will be provided.
9. Students are not to request individual access to the trunk rooms, but are to plan ahead and use the scheduled times.
10. At the end of the year, students who will not be returning should remove all their items and their locks by the dates posted in the halls.
11. Bins are reassigned to returning residents for summer storage. Due to space limitations, only one oversized item may be stored above the bins in P.E.O. and Reeves Hall. Robertson Hall residents may store one oversized item above the bins in Reeves Hall. All items must be clearly identified with the student's name and hall. Students with more items that will fit in their trunk bin and more than one oversized item should seek additional storage space off campus.

In general, student items should always be boxed, labeled, and maintained within the bins. Perishable, flammable, illegal, or hazardous materials may not be stored on campus. Items in bins may be inspected by College officials when there is reasonable cause to suspect any of these items are being stored. Any items left outside trunk bins will be removed by Physical Plant and sold at the scholarship auction.

Storage space is available for items belonging to student organizations in a room adjacent to the Reeves recreation room. Access times are also normally limited to the times when student trunk rooms are open. Students may not keep personal possessions in this room without permission from

the director of housing/assistant dean of student life.

Closets for hanging formals and coats and for storing decorations and frequently used items are located on most residence hall floors. Closets are to be cleaned by students. Empty boxes are not to be stored in these areas.

TV/VCR/DVD ROOMS

Small rooms equipped with a TV and VCR/DVD are located in each residence hall where students can watch rented movies. The TV/VCR/DVD rooms are located in the basements of P.E.O. and Reeves Halls and in Indiana Suite in Robertson Hall. Students and their male guests may watch videos in the in the Canadian Room located on the first floor of the Chapel.

WATERBEDS

Waterbeds are not allowed in the residence halls.

WINDOW SCREENS

For safety and maintenance reasons, screens may not be removed from windows.