

Dear Residential Student,

Welcome to the Albright College residential community! In the Office of Residential Life, it is our mission to provide a residence life program that creates a safe, supportive and inclusive living-learning community that fosters the academic and personal growth of each residential student through purposeful programs and services that complement the educational experience at Albright College.

We encourage you to make the most of your experience in the residence halls. Get to know the Resident Assistant staff and the professional staff members living in the residence halls. They are there to serve as a resource for you. Get involved! Learn as much as you can from the people living around you. Take advantage of activities and programs offered in the residence halls.

This guide is provided so that you may know the policies, procedures, and information relative to residential life at Albright College. Please read it carefully and keep it on hand for easy reference. Every resident will be responsible for becoming familiar with each item in this guide. If you have any questions or need assistance while you are here, please do not hesitate to contact any member of the Residential Life Staff Team.

We hope that your year is full of personal growth and educational accomplishments, and we look forward to having you as part of our residential community.

Sincerely,
The Residential Life Staff

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The Office of Residential Life Mission Statement

The Office of Residential Life seeks to create a safe, supportive and inclusive living-learning community that fosters the academic and personal growth of each resident student through purposeful programs and services that complement the educational experience at Albright College.

Academic Support

Academic support is accomplished by promoting an environment conducive to learning, enhancing student-faculty interaction in the residential setting, and establishing strong partnerships with other campus departments. Living-learning communities are established in selected residence halls to strengthen this commitment to academic support.

Valuing Diversity

Diversity is one of the strengths of a society and one of the hallmarks of a college campus. Albright College recognizes and values the perspectives molded by different cultures and backgrounds. Albright College recognizes and supports the ideal that colleges protect the academic environment, and encourages freedom of expression and the responsibility that it entails. Members of our community have the right not to be discriminated against by any agent, organization or member of the Albright College community.

Residential Life Programming

Our on-campus residences are intentionally managed to support the residents' transition from high school to college and their successful enrollment at Albright College.

Citizenship skills are taught through involvement in social and educational programs, self-governance, resident-staff partnerships, student employment opportunities, and resident accountability. Through participation in various aspects of residential life programming, students will have numerous opportunities to get involved at Albright College. In doing so, they will develop many valuable life skills.

Residential Life Office & Staff

The Residential Life Office is responsible for overseeing processes such as: room assignments, room changes, and the cancellation of the housing contract as well as Resident Assistant recruitment, selection, and training. The office employs one director, one administrative assistant, and three assistant directors as well as student staff members.

Director

Director of Residential Life is responsible for the oversight and management of all aspects of a 1300-bed residential housing system, and serves as a member of the Student Affairs leadership team. Specific responsibilities include: overall design and coordination of an integrated, developmental residential community that currently houses approximately 1300 students in our traditional style, apartments, and Affinity houses.

The director of Residential Life manages all of housing operations; development and oversight of budget, and departmental strategic plans and goals; design and implementation of the selection and training processes for the professional and student staff members; direct supervision of the 4-

member professional Residential Life staff, and indirect responsibility for the supervision of the 47-member Resident Assistant staff and 8 Lead Resident Assistant Staff.

Administrative Assistant

The Administrative Assistant maintains daily operation of the Office of Residential Life, assists students by answering questions regarding policies and procedures of Residential Life, supports professional staff in their role overseeing RA staff and assists in scheduling student meetings.

Assistant Directors

An Assistant Director is a full-time professional staff member that resides on-campus and has the primary responsibility for the residential life program and administration of a designated community of residence halls housing approximately 350-450 students. By coordinating programs and activities, promoting a positive living and learning environment, and getting students involved, these professional staff members implement a comprehensive residential program to support the personal growth and development of resident students.

Lead Resident Assistants

The Office of Residential Life employs 8 Lead Resident Assistants (LRAs). There is one LRA per residential community and this individual oversees the day to day operations of the community. The LRA lives and works within the residential community so that they are easily accessible to the residents, RA staff, and facilities staff. LRAs have served at least one year as an RA before reaching this position. LRAs host

building meetings and programs throughout the year and are available to respond to resident concerns. LRAs not only oversee the building in which they reside but additionally participate in an on call rotation in which they are responsible for addressing student issues and needs campus-wide.

Resident Assistants

The Office of Residential Life employs 47 Resident Assistants (RAs). The primary role of an RA is to lead and facilitate a community that supports the academic and personal development of each individual in the residence halls/apartments as well as aid in the transition to college life. RAs accomplish this through developing positive personal relationships with each resident, collaborating with various campus offices, empowering residents to effectively interact with their fellow students, and upholding Albright community standards.

The Office of Community Standards

Mission Statement: The Albright College Office of Community Standards values an educative approach to sanctioning students who are found in violation of the Student Code of Conduct. The Community Standards process is grounded on the concepts of respect, civility, integrity, justice, and accountability to promote learning outcomes. The primary goal is to ensure due process so that students can achieve their academic goals through educational outreach. A restorative justice model is often used to facilitate self-reflection and rebuild community relationships that have been harmed.

The Office of Community Standards works to ensure that the standards of the community and College policies are upheld. While students have the right to enjoy their freedoms, they are also responsible for their behavior in this environment. To maintain the optimal learning environment, everyone within the Albright College community has the responsibility to familiarize themselves with and adhere to the Code of Conduct. The Office of Community Standards is responsible for responding to issues that may be in violation of the Student Code of Conduct. The Office of Community Standards will impose sanctions for those who have violated College policy.

The Office of Community Standards is located in Selwyn Hall, south, ground floor, and can be reached at 610-921-7795. For more information about policies and procedures, please refer to the Code of Conduct section of the Compass online, located at <http://www.albright.edu/compass/index.html>.

Students' Rights and Responsibilities

As an Albright student, you are guaranteed all of the rights, privileges and freedoms granted to every citizen. However, with these rights come responsibilities. Albright is not a place where students can escape the responsibilities imposed by law upon all citizens. As a student of Albright College, you are expected to abide by all federal, commonwealth and local laws. (Alleged violations of these laws will be referred to the appropriate court or police authority.) Violations of these laws may also lead to disciplinary actions by Albright

College. When you enroll at Albright, you assume special responsibility for living by Albright College's Code of Conduct, which is not intended to deny any of the rights guaranteed to you previously. Rather, it was adopted to ensure that Albright is able to maintain an atmosphere conducive to learning and personal growth.

All policies contained in this publication pertain to all college-owned residences and the greater campus community. The Albright College Code of Conduct is explained in The Compass, which is the student handbook. It is your responsibility to know and abide by these regulations.

Assignment Policies & Regulations

Residential & Food Service Contract

All students desiring residence hall housing are required to sign a residential and food service contract for the entire academic year. With the exception of Apartment and Affinity Housing residents, all resident students are required to select a meal plan. The contract defines the terms and conditions of occupancy, housing and meal plan costs, and procedures for termination.

Eligibility

Housing at Albright is available for traditional undergraduate students ages 17-25. Albright College has a freshman and sophomore residency requirement. Students must live on campus or in a permanent residence (i.e. with parents/guardians) during their first two years of college. Appeals to this policy must be submitted via the Petition for Off-Campus Living Form.

While housing is required and guaranteed for freshmen and sophomore students, juniors and seniors are not required to live on campus, nor is housing guaranteed for junior and senior students. Housing may also be made available for upperclassmen students wishing to reside on campus, but cannot be guaranteed at any time during or after the housing selection process. Housing can only be provided when students complete their housing applications by the assigned deadlines. Albright College does not provide housing accommodations for married students or families, and does not allow infants or children to reside on campus.

To be eligible to live in a College-owned residence, undergraduate students are required to enroll for a minimum of three courses. Students enrolled for less than the minimum must obtain advance approval from the Director of Residential Life to secure on-campus housing.

Room Assignment Procedures

New students are assigned rooms according to the date that the Residential Life Office receives a completed online housing application. The new student housing application closes June 1st and the first round of housing assignment notifications will be sent out by mid-June and rolling notifications will be sent throughout the summer months.

Current residential students are given the opportunity to sign up for housing during the spring semester for the following academic year. During this process, a “How-to Guide” is placed in all student mailboxes, emails are sent

to all residential students, flyers are posted in the residence halls, and RAs will be available to answer questions about the upcoming process. All students must complete the online housing application by following specific instructions and deadlines listed in the “How-to Guide” and Residential Life Office emails in order to secure housing for the following academic year. More details about the room selection process will appear in the “How-to Guide” put out in the Spring Semester.

Opening Procedures

Upon arrival on campus, resident students should proceed to their assigned residence hall. There you will receive the information you need to access your room. Once at your residency, an RA will accompany you to the room and complete a Room Condition Report (RCR). This form must be examined, signed and returned to your Resident Assistant. Residential Life staff inspects all rooms prior to student move-in, however it is each residential student’s responsibility to do their own check of the room and note any issues/damages on the check-in section of the RCR (see responsibility for the assigned room section).

Closing Procedures

When housing closes for Thanksgiving, winter break, spring break and end of academic year, residents are responsible for following the proper closing procedures for their area. During these closings, students will not be permitted to remain in College residences (see note below). Refer to the Residential Life calendar in this guide for residence hall closings. Closing procedures will be

distributed to all students prior to each closing and may include, but are not limited to, turning in a completed Express Checkout Form, unplugging electrical appliances as directed, removing trash, and locking all doors. Residents will receive this information prior to each closing in the form of emails, bulletin boards and community meetings. It is for health, safety and security reasons that these procedures must be followed. ***Any students not following proper closing procedures will be fined \$30 for an improper checkout.***

Any time a student needs to check out of a room permanently before the end of the academic year, such as to change rooms, move off campus or commute, withdraw, or leave the residence halls for any other reason, he/she must come to the Residential Life Office at least two days before moving to complete the appropriate paperwork. For end-of-year closing, proper instructions for checking out will be distributed before the end of the academic year. The student checking out must remove all personal belongings so that a complete inspection of the room can be made. If a student vacates housing permanently, all items belonging to that student must be removed from the room prior to his/her leaving. Any items left behind will be discarded, and the student will incur a packing/cleanup/removal fine. The Room Condition Report (RCR) signed by the student when he/she moved in will be reviewed, damages beyond normal wear will be noted, and the student may be held financially responsible. Students are responsible for checking out with a resident assistant when vacating on

campus housing at any time during the year. A \$30 improper checkout fine will be assessed for improper checkouts. Additional fines may be assessed if the room is not in the same or better condition as it was at check-in. This is determined by professional staff members from the Office of Residential Life along with Facilities who will inspect spaces for damages following end-of-year closing. Residents are responsible for any damages or messes found in the room at checkout and will receive a letter outlining the damage or fine and the associated cost billed to their student account after the closing inspections are completed. If one responsible party cannot be identified the cost will be shared amongst all residents of the room/apartment/house. Students have the ability to appeal any fines or damages in writing as is outlined in their fine letter, one appeal per fine. Appeals that are submitted according to these directions by the prescribed deadline will be reviewed by the Residential Life Appeals Committee and a decision will be communicated to the student as to the status of their appeal. All appeals decisions made by the Director of Residential Life are final.

Early Arrival Guidelines:

Individual Early Arrival is intended for students who need to return early to Albright College in order to attend to College-related business and or have exceptional circumstances. Only students employed by Albright College, those taking part in an Albright College program such as athletics, Residential Life, or POPS, or International Students are allowed early arrival without individual

approvals. Students in these programs should confirm their move-in date with their sponsoring Albright College department. If a student leaves the organization, athletic team, or club that was funding their residential and board expenses for this given period, they will be subject to the policies listed below.

Any student wishing to arrive earlier than the published residence hall openings must complete the early arrival application located on the Residential Life webpage at least two business days in advance of the requested move-in date. All requests will be reviewed and processed within two business days. Students will be notified about their status via email. If early arrival is approved, a per diem charge will be applied according to the fee listed below. Please note that students requesting to drop off personal items will also be considered an early arrival and subject to the fee. Meals may not be available during these times. Therefore, dining will be the student's responsibility. When available, meals may be obtained at the Campus Dining Hall or other dining locations with payment (cash, DBA or debit/credit card) at the time of purchase.

Residents who are approved for early arrival may check into their residence halls between 8 a.m. and midnight. Check in prior to 5:00 p.m. is strongly encouraged. Meal plans will begin on the published residence hall opening dates.

Requests to arrive earlier than ten days prior to the start of the semester will not be honored.

Violation(s) of any College policy will result in your loss of the early arrival privilege.

Early Arrival Fee Schedule:

- Housing
\$45/day
- Meals (if available)
Door Rate

Students who arrive on campus prior to their scheduled arrival date without submitting a request and/or being approved for early arrival will be billed at a rate of \$100 per night.

Fees associated with approved early arrival requests will be billed directly to the students account.

Late Stay Guidelines:

Any student needing to stay on campus during College closings and/or breaks must complete the late stay application located on the Residential Life webpage at least two business days in advance. All requests will be reviewed and processed within two business days. Students will be notified about their status via email. If the request is approved, a per diem charge will be applied according to the fee schedule listed below.

Please note that meal plans may not be available during these times. Therefore, dining will be the student's responsibility. When available, meals may be obtained at the Campus Dining Hall or other dining locations with payment (cash, DBA or debit/credit card) at the time of purchase.

The late stay policy also applies to students who leave the organization, athletic team, or club that was funding

their residential and board expenses for this given period.

Deadlines and Fee Schedule:

All requests to stay in housing past the published closing date must be completed at least two business days in advance.

Late Stay Fee Schedule:

- Housing
\$45/day
- Meals (if available)
Door Rate

Students who remain on campus without submitting a request and being approved to stay will be billed at a rate of \$100 per night.

Fees associated with approved late stay requests will be billed directly to the student’s account.

Residency Schedule

College residence halls open for residency as announced prior to registration for each semester or summer session. Non-graduating residents may remain in the halls at the end of the semester for no longer than 24 hours after their last final exam. All students must follow the policy stated in the residence hall closing notice distributed at the end of each semester. Students failing to vacate according to this schedule will be charged a late checkout fine. Early Arrival/Late Stay Requests should also be made in person in the Office of Residential Life by the deadlines communicated by the Residential Life Staff. Housing will be provided for graduating seniors until immediately following graduation exercises.

Assignment of Space

The Office of Residential Life reserves the right to reassign students to other spaces, rooms or halls when doing so appears to be in the best interest of individuals or groups of students, or when it is determined that a student is not actually residing in an assigned space.

Vacancy Policy

The Office of Residential Life reserves the right to assign a student to any room with a vacancy (available bed) and want students with an open spot in their room to be prepared for the likely arrival of a new roommate. Rooms should be ready for a new roommate at all times. One set of furniture should be clear of belongings and you and your future roommate(s) should have an equal amount of wall and floor space for storage and decoration. Failure to comply with this request will result in a \$50 fine. Residential Life will make every effort to give students 24 hours notice prior to the arrival of a new roommate but occasionally circumstances arise that prevent us from doing so.

Consolidation Policy

When one resident occupies a double/triple room, room consolidation may be used to help the Residential Life Office meet the needs of students wishing to room together or other demands of the office. When necessary, the Residential Life Office will consolidate all individual residents occupying double/triple rooms without roommates.

When possible, room consolidation will be limited to the building wherein a resident resides unless he/she voluntarily moves to another building.

When room consolidation is necessary, residents will be notified and will be expected to make changes in a timely fashion as designated by the Office of Residential Life.

Room/Hall Changes

Students desiring to change rooms or halls must come to the Residential Life Office to complete a room-change request form. A room change freeze is in place the first two weeks of each semester and no room change requests will be processed during this time, unless deemed an 'emergency room change' by the Office of Residential Life. After this period, requests will be honored based on availability and the date of the completed room-change request form. No changes are to be made without the approval of the Office of Residential Life. Failure to adhere to this process may result in the denial of your room-change request.

Room-change requests will not be honored after Fall Break of the fall semester and after Spring Break of the spring semester. Failure to obtain approval from the Residential Life Office, and/or not complying with the required room change procedures, may result in a \$50 fine. A first-time room change fee will not be charged. All subsequent room changes within the semester will incur a \$30 charge per move. Exceptions may be made to this policy for emergency purposes, and at the discretion of the Director of Residential Life.

Roommate Assignment

Every effort is made to honor indicated hall and roommate preferences. When filling out the roommate preference section of the online housing

application and answering preference questions, consider how you intend to live on campus at Albright College, not how you live at your present address. Roommate preferences will be honored if 1) The applicant's request each other, 2) all deadlines are met, and 3) a room vacancy exists. Information provided by the student in the preference section of the housing application will be used to determine roommate matching. Every effort will be made to match like preferences. Room assignments are made without regard to race, creed, religion, sexual orientation or national origin.

Residence Hall/Apartment Access

Each student is issued a student ID card that opens the front door of the student's assigned residence hall/apartment building. It is also their identification and meal card, and it must be carried at all times and shown if requested by College officials, including Resident Assistants.

This card is to be used only by the individual to whom it is issued; students may not allow any other person to use this card at any time. Improper use or allowing others to use your ID card, as well as "popping" (pulling hard) any residence hall doors to gain entrance, will result in a \$300 Breach of Security Fine, and you may be referred to the Office of Residential Life and/or Community Standards. Also note that allowing others access to residence halls through side doors and exit doors or tampering with residence hall doors clearly violates this policy.

If this card is misplaced, the student will need to notify the Office of Public

Safety. Once a card is reported lost, the student bears the financial responsibility for the card, even though the lost card may later be found. The cost to replace a lost card is \$20. All cards are the property of the College and should be returned to Public Safety anytime a student permanently leaves the College.

All residential students will be issued either a key or room combination to their housing assignment at check-in, depending on the building. Keys and combos are only for the use of the individual to whom it is issued; residents may not allow any other person to use their key/combo at any time. For safety reasons, you should never give your room combination to anyone, and should report it to Residential Life and/or Public Safety immediately if it is found that someone other than residents of the room have the combination. Improper use or allowing others to use your key/combo will result in a minimum \$300 Breach of Security Fine and a referral to the Office of Community Standards.

Key/Combo Policy

In the event that this key is misplaced, the student will need to notify the Office of Residential Life immediately. Once a key is reported lost, the student has a 72 hour grace period to find their key, at which point if the key is not reported as found the student then bears the financial responsibility for the key and the resulting lock change, even though the lost key may later be found. Students will be permitted to sign out a spare room key for up to 72 hours. If after 72 hours the key is not returned to the Office of Residential Life, for safety and security purposes, the core will be changed

and the student will be billed the appropriate amount (\$80 for lock change). If keys are not returned to the Office of Residential Life at the time of the student's checkout, the lock will be changed for safety and security purposes and the student will be responsible for the cost of the lock change, \$80 per door containing that lock (meaning Albright Woods or Affinity Houses with multiple doors will be assessed a minimum of \$160). All keys are the property of the College and therefore, for safety reasons, students cannot duplicate keys for any reason.

In addition to the \$300 Breach of Security Fine assessed for deliberate sharing or tampering with combos, each additional student request for a combination change will incur a fee: \$25 for the second request; \$50 for the third request, etc.

Community Services & Information Facilities Office

While Residential Life is happy to hear all student concerns, maintenance and cleaning issues should be directed to Facilities, rather than Residential Life in order to expedite the process of addressing those issues. For facilities concerns in your room, lounge or restroom, please refer to the College web site at: www.albright.edu/tma to submit a work order. Students may also contact the Facilities Office at 610-921-7520. If you feel that your concern is not addressed in a timely manner, please bring it to the attention of the Residential Life Office for follow-up.

Food Service

Per the housing contract, students are required to select a meal plan. Note: Only Apartment and Affinity Housing residents may elect not to participate in a meal plan. All incoming freshmen must select either the Gold Unlimited or the Silver 14 Flex meal plan. All returning students must select from the Gold Unlimited, Silver 14 Flex, or Bronze 10 Flex meal plan options. Commuters, Albright Woods, and Affinity Housing residents may select from any of the above meal plan options in addition to the Commuter 120 Block or the Commuter 80 Block option.

Meals are provided by the Food Service Department of the College and are not the responsibility of the Office of Residential Life. As outlined in the housing contract information, students will have an opportunity to change a meal plan by an established deadline.

Gable Health & Counseling Centers

The on-campus Health Center is located on the corner of Linden and Richmond Streets, directly across from the Residential Life Office. Office hours are 8 a.m.-5 p.m., Monday through Friday, and students may call the center at 610-921-7532 to schedule appointments. A physician, nurse practitioner, dietician and counselors are available by appointment to offer a variety of medical, nutritional and counseling services. For more information, please visit their web page.

Public Safety

The Public Safety Office is located on the corner of Linden Street and College Avenue, across from Walton Hall. This department provides 24-hour-a-day service every day of the

year. Students may contact the office at 610-921-7670 for non-emergencies, and should dial 311 for emergencies from a campus land line phone. For all other Public Safety emergencies, students should program the following phone number into cell phones: 610-921-2227.

Director, Associate Director, Assistant Director, two Operations Supervisors, and a secretary, other staff includes 10 full-time officers, three of which are sworn police officers for the college, 24 part-time officers, five of which are sworn police officers and 35 student officers who assist with various operations of the college. All officers receive CPR, first aid and AED training and required recertification. Public Safety demonstrates a strong commitment to helping ensure the safety of the residence halls by conducting regular rounds, making sure ID card access and doors to residence halls are properly functioning at all times, and responding to incidents in the residence halls as needed. For a more detailed description of Public Safety initiatives, please visit their web page.

Telephones

For emergency purposes and college business, local phone service is provided in common areas and RA Staff Offices. For communications reasons, residents should provide the Residential Life Office with an active cell phone number when completing the online housing application. If a student does not have a cell phone, he/ she may request local phone service in his/ her assigned room by contacting Information Technology Services at 610-921-7676 or helpdesk@albright.edu.

Internet

All residence hall rooms have wireless service to connect to the Internet. To access the Internet students will need to use their campus network username and password. This information is provided during the freshmen move-in day/orientation program. Please report any problems to the Information Technology Services Helpdesk by calling 610-921-7676 or helpdesk@albright.edu.

Cable Television Services

Each room comes with a basic cable connection that is already included in your fees. This connection does not have premium movie channels such as HBO and Starz, or other premium services. Students should bring a TV cable cord for your room. If a problem arises with cable services, students should contact the Facilities Office and/or submit a work order.

Mailboxes

The College post office clerk automatically assigns students residing in College housing campus mailboxes. The mailbox number you receive when you arrive on campus will be your number for as long as you are enrolled at Albright College. Important College information is often communicated through the Albright College mail system. Therefore, it is the responsibility of each student to check his/ her mailbox on a daily basis. Use the following address format to have mail delivered to you: Your Name and Box # Albright College N. 13th & Bern St. P.O. Box 15234 Reading, PA 19612

Note: Mail will not be delivered to residents' rooms.

Vehicle Registration & Parking Regulations

In order to maintain an orderly travel flow and to ensure fair and equal access to parking on the Albright College campus, all vehicles (including motorcycles) must be registered with the Office of Public Safety. Parking on the Albright campus is on a "first-come, first-served" basis, as long as the vehicle is registered and occupies an authorized parking space. The cost to register a vehicle to park on campus is \$25, with the exception of Albright Court residents whose fee is \$15. For additional information on vehicle registration and parking regulations, please refer to the Albright College student handbook, The Compass, or contact the Office of Public Safety.

Summer Housing

One residence hall remains open during the summer to accommodate summer session students. Students desiring to live in College housing must apply for summer housing by the published deadline and sign a summer housing contract. Summer housing information is posted throughout the residence halls in late April/early May and applications are received on a "first-come, first-served" basis.

Services for Students with Disabilities

The Disability Services office promotes equal access to the college environment. Students who need impairment related modifications should provide documentation of their functional limitations and a completed housing accommodation form to the Director of Disability Services. The documentation standards are available at www.albright.edu/disabilityservices. Students are encouraged to self-

identify and contact the office at disabilityservices@albright.edu or x6639.

Community Living Standards & Expectations

Albright College is a community of persons from diverse cultural, racial and ethnic backgrounds. Each person is a unique individual drawn from the broad spectrum of society. Each must strive to understand the individuality and life choices of others. Students and staff members can best learn from one another in an atmosphere of positive encouragement and mutual respect. As students engage in daily activities and interactions, they must possess a genuine desire to learn from others. In addition, they must give others the respect and tolerance that all people deserve. It is the College's belief that one's actions demonstrate one's commitment to respecting the differences among individuals. Students are individually and collectively responsible for their behavior and accountable for their actions. They must take the initiative and responsibility for their own learning and awareness of the differences that exist in our community and avoid all actions that diminish others.

Bigotry and hate cannot be a part of our College community. While each student has the right to his/her own personal beliefs, these beliefs give them no right to denigrate another on the basis of age, physical disability, national origin, sexual orientation, race, sex or religious affiliation. The College does not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against members of our community.

Thus, we cannot accept ignorance, humor taken at the expense of others, anger, alcohol, or substance abuse as an excuse, reason or rationale for such behavior. Violation of policies outlined in this guide and The Compass will be referred to the appropriate office for that particular violation.

Responsibility for the Assigned Room/Apartment/House

Students are responsible for what happens in their room/suite/apartment/house. It is the responsibility of every student to prevent activity from taking place in his/her assigned space that is in violation of College policy and commonwealth and federal laws. If the College determines that activity has taken place that is in violation, all residents of the room/apartment will be held accountable and referred to the Office of Community Standards. If residents assigned to a room/apartment are not present at the time of the violation, they may still be charged and referred to the Office of Community Standards.

Students aware of, or in the presence of, a violation of College policy who remain on the scene or fail to take reasonable action to stop the violation are considered to be giving implied consent to the violation due to their inaction. Students may be held responsible and are subject to disciplinary action.

The student is responsible for the condition of the assigned room and shall reimburse the College for all damage to the room and damage to, or loss of, fixtures, furnishings or properties furnished under the contract. No alterations are to be made

to the furniture provided by the College. Additional furnishings brought into the room must be freestanding and clear of all existing furniture, fixtures or walls contained in the room.

Each resident will be required to complete a Room Condition Report (RCR) with a Resident Assistant within 24 hours after occupancy. When occupancy is terminated, an occupant must follow established checkout procedures. Students vacating rooms without following proper closing procedures will be charged a \$30 Improper Checkout Fine, plus the cost of any repairs resulting from damages inflicted during occupancy (see Repair and Replacement Costs section).

Responsibility for Common Areas

Common areas include hallways, bathrooms, lobbies, stairwells, lounges, study rooms, meeting rooms, utility rooms, kitchens, and Affinity Houses, as well as the furnishings within. Residents are expected to keep common areas free of personal items such as clothing, dishes, and crafts. If these items remain for extended periods of time, the Residential Life or Facilities staffs reserve the right to discard them (see the Abandoned Items section).

Residents are expected to take every precaution to ensure that communal property is not abused or defaced. In common areas where damage occurs or conditions require excessive repairs and/or cleaning, and the responsible party cannot be determined, repair/replacement/cleaning costs will be prorated and assessed to all residents living on that floor, suite, apartment, or house. When an organization is given the opportunity to

have exclusive use of an area, the organization will be held responsible for reimbursing the College for such abuses should they occur. (See Repair and Replacement Costs section.) If it is determined that an area is continually abused, the Residential Life Office reserves the right to lock the area.

Responsibility for Student Property

Although precautions are taken to maintain adequate security, the College cannot assume responsibility for the loss of or damage to student possessions. Students or their parents are encouraged to carry appropriate insurance to cover any such losses. The following is a list of residence hall policies and regulations. This list is not all-inclusive, and students are to refer to The Compass for additional information. Violations of these policies may result in disciplinary action.

Policies & Regulations Abandoned Items

The College is not responsible for personal property left in the residence areas after the expiration or cancellation of the housing contract and will not be responsible for property left in common spaces of the building during the contract period. The property in either area after the student has left for a period of 48 hours will be considered abandoned and will be discarded. The resident will be responsible for any costs incurred by the College for the removal of abandoned property.

Alcohol

Albright College allows students who are 21 years of age to use alcoholic beverages in the privacy of their assigned room, apartment or house.

Note: All roommates must be 21 years of age otherwise the room, apartment or house is considered dry. Alcohol is not permitted in any common area of residence halls, including lounges. Kegs or any other common-source containers of alcohol are prohibited in or around residence halls and apartments. Appropriate charges will be filed for everyone involved. Rooms/apartments/houses in which all assigned residents are not of legal drinking age are considered dry rooms (no alcohol permitted in that room/apartment). Please refer to The Compass for specific information about the use of alcohol on the Albright College campus. **Note: empty alcohol bottles or cans are not permitted in rooms where occupants are under 21.** This includes alcohol containers or items used for decorative purposes. Students in violation of the Alcohol Policy will be referred to Residential Life and/or Community Standards. Additionally, guests are not permitted to bring alcohol into a room, or residence hall, where residents are under the age of 21.

Responsible Albrightian Policy

Albright College's primary concern is the health and safety of its students. The College is aware that students are sometimes reluctant to seek medical attention in alcohol- and other drug-related emergencies out of fear that they may face sanctions related to possessing or consuming alcohol or other drugs. Because these emergencies are potentially life-threatening, Albright College seeks to create a culture of trust and care paired with safety and responsibility while reducing any barriers that would prevent students from seeking

assistance by implementing the Responsible Albrightian Policy.

The Responsible Albrightian Policy provides consideration for alternative consequences for a student who, while under the influence of alcohol or other drugs, responsibly reports alcohol and/or other drug-related emergencies to the proper authorities for the intention of seeking medical or safety assistance for anyone in need of emergency care. Alternative consequences should not be confused with amnesty.

Description of and Requirements during Emergency Situations

Students who find themselves in a situation that requires emergency care of another should contact the Department of Public Safety at 610-921-7670, or ext. 7670 from an on-campus phone, or press the red button on the campus call boxes. Call 911 if off campus, and/or immediately seek assistance from a residence life staff member to report the details needed by emergency response personnel while in residence halls.

Scope of Protection: The College will consider the positive impact of reporting an incident when determining the appropriate sanctions for policy violations. In such cases, any possible negative consequences for the reporter of the situation will be evaluated against the possible negative consequences for the student who needed assistance.

Students needing medical assistance during an alcohol- or other drug-related emergency will not face disciplinary/conduct action for the mere possession/use of alcohol or drugs. However, the Office of

Community Standards will seek a mutually agreeable resolution to the matter, when possible, while meeting with the same student to discuss the incident. This student may be required to participate in an appropriate educational program. Even if there is not a disciplinary action, the Office of Community Standards will maintain a file of each case that may be used to establish a pattern of history should subsequent alcohol or other drug violations occur. Conduct violations do not appear on the student's academic transcript.

Institutional Discretion Statement

Based on the totality of the incident, the College hearing officer will make the final determination as to the applicability of the Responsible Albrightian Policy and reserves the right to reduce any sanctions or outcomes, including dismissing any and all charges against a student. Important Policy Limitations: Students should be aware that the Responsible Albrightian Policy does not prevent action by local and state authorities when the situation warrants outside involvement.

Antennas/Aerials/Satellite Dishes

Students are not permitted to install or request installation exterior antennas, aerials or satellite dishes.

Candles, Candle Warmers, Incense & Open Flames

Candles (burned or unburned), candle warmers, incense (burned or unburned), scented oil burners and any open flames are prohibited in Albright College residence halls, apartments, and affinity houses.

These items will be confiscated and a \$50 fine for each confiscated item will be assessed. If the individual(s) responsible for the violation cannot be identified, all residents of that room/apartment/suite/house will share the cost. Confiscated items will not be returned.

Disruptive Conduct

Disruptive conduct includes any action that disrupts a peaceful environment. When students enter the College community, they take upon themselves certain responsibilities and obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the College. Student conduct, therefore, is not considered in isolation within the College community, but is an integral part of the educational process.

Disruptive conduct includes, but is not limited to, assault, misconduct, threats to personal safety, fighting, throwing any object in the College dining facility or from the window of a College facility, making excessive noise, lewd or indecent behavior, and any other type of disruption or conduct that interferes with the rights and opportunities of those who attend the College for the purposes for which the College exists.

Additionally, speech or behavior that materially and substantially disrupts the College living environment will not be tolerated. Disciplinary action resulting from disruptive speech or behavior may result in consequences ranging from educational sanctions to removal from the residence halls and/or the social and academic community. Please see The Compass for more information.

Decorations and Room Modification

The appropriate decoration of residence hall rooms is encouraged. However, in the interest of safety for all residents and to prevent damage, all of these guidelines and restrictions on decorations shall be followed:

1. Walls: To prevent damage to student rooms, limitations are placed on the types of adhesives and hangers that may be used. No holes may be made in the walls. When it's necessary to place something on a painted surface, a good grade of painter's tape will normally not result in damage to the surface if the masking tape is carefully removed. No painting of student rooms or public areas by students is allowed in the residence halls. No wallpaper, contact paper or stickers are to be placed on room doors, furniture, walls or glass surfaces. The student is held responsible for any damages to a room, with the exception of normal wear and tear. Check with your resident assistant or assistant director for information on specific guidelines for particular buildings.
2. Ceilings/Entryways: Items are not to be attached to the ceiling of the student's assigned area or doorways. Entryways must be free from obstruction. This includes, but is not limited to, curtains hung in front of the doorway or decorations hanging down from the ceiling. This is to ensure a clear path to the exit in the event of an emergency.
3. Construction: Homemade bed risers/lofts are not permitted in the residence halls. Store-

purchased bed risers are permitted. Lofts are permitted ONLY through the College-approved vendor, Campus Loft, Inc. Students who desire a loft must contract privately with the company. You may contact Campus Loft at 1-877-bedloft or www.877bedloft.com.

Important Note from the Health Center: If in any instance the College physician or director of the health center determines that a student is unsafe in a lofted bed, the College reserves the right to disallow lofting. Students will not be reimbursed the rental cost for a bed loft in such instances.

Electrical Appliances

Residence halls have limits on the capabilities of their electrical systems. For each residence hall room, the electrical capacity is equal to approximately 25 AMPS, not including the A/C units. A/C units have a separate dedicated circuit and are designed for A/C power plugs only. The A/C dedicated receptacle should not be used for any other reason. Overloading these systems presents fire and safety hazards.

Furthermore, electrical heating elements are dangerous when used in residence hall rooms. The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms, Woods apartments, suites, kitchens, lounges, affinity houses, and all other common areas:

1. All electrical appliances with exposed heating elements, such as toasters and sandwich makers, are prohibited. The George Foreman grill is also prohibited. A \$50 fine for each confiscated item

will be assessed, and confiscated items may not be returned. ***Special Note to Albright Woods/Affinity Housing Residents: Students are permitted to bring their own microwave, toaster and charcoal grill/charcoal. Students may not bring toaster ovens, George Foreman grills or propane tank grills!***

Charcoal and charcoal grills are only permitted outside of first floor apartments, and are not permitted on balconies. Charcoal grills must be stored outside and kept a minimum of six feet from the apartment/affinity house when in use.

2. Extension cords may be used under the following conditions:
 - a. Only grounded extension cords are permitted. (Cords may not be used in a series).
 - b. Surge protectors are required when the number of outlets needed is greater than the number of outlets provided.
3. Privately owned air conditioners are not permitted. Air conditioning is provided in all residence hall rooms.
4. Personal refrigerators and microwaves are prohibited in all residence hall rooms (Microwaves are permitted in apartments and Affinity Houses). All residence hall rooms are provided with a microfridge by Albright College.
5. Other appliances such as radios, non-halogen lamps, computers, TVs, electric razors, hair dryers, hair curlers/straighteners, fans and clocks are permitted, provided the total electrical requirements do not exceed the capability of the system. Lava lamps and black lights are permitted. Halogen lamps and multi-color/multi-bulb floor lamps

exceeding three bulbs are strictly forbidden. Regardless of how many bulbs are in lamp at time of room inspection, any lamp with the capability of more than three bulbs (i.e. commonly advertised five-arm lamps) is considered a prohibited item and will be confiscated. There is a \$50 fine for confiscated items, and these items may not be returned.

6. All electrical equipment and cords must be kept in safe operating condition.
7. Irons may be used only with ironing boards. Ironing on another surface such as the carpet or desk may result in damage, for which the resident will be held responsible.
8. Cooking in a residence hall room is limited to appliances with automatic shutoff only, which may be used only for their intended purpose.
9. NO electric space heaters will be allowed without special permission from the Facilities Department or the Residential Life Office. Students may not bring their own heater. The Facilities Department will provide a space heater only in the event of a heating emergency, and only on a temporary basis. Heaters must have six feet of clearance around them at all times. This means that some of the smaller "single" rooms may not be permitted to have space heaters due to the six-foot clearance rule. No clothing or flammable items may be within six feet of the heater. Heaters may not be used while sleeping. When the heating problem is resolved, all heaters must be returned to the Facilities Department. Failure to

return the heater will result in a fine commensurate with the cost of the missing unit.

10. No beds or other items may be stored in front of the heating/air conditioner units. There must be a four-foot clearance to allow either unit to function properly. This will also allow maintenance personnel access to these units for cleaning, adjustments and repair.

Residence hall staff must ensure total compliance with these safety policies, and will direct any necessary adjustments in use of appliances and/or outlets to appropriate personnel.

Electrical Equipment

No student shall alter or repair electrical equipment or fixtures that belong to the College. Defects in building electrical equipment should be reported to the assistant director, resident assistants, or the Facilities Department by calling 610-921-7520.

Explosives/Flammables

The possession or use of explosives, fireworks, flammable fluids (e.g., propane tanks), dangerous chemical mixtures, propelled missiles, or any other item that may present a threat to the safety of students or College personnel is strictly prohibited. No such items are to be stored in rooms, common areas or student vehicles on the Albright College campus. Students possessing or using any of these items will be referred to the Office of Community Standards and face suspension or expulsion from the College. Visitors will be subject to arrest and/or placed on trespass notice from the College.

Fire Safety/Alarms/Drills

The triggering of false fire alarms or tampering with fire extinguishers, hoses, sprinklers, exit signs, posted fire safety information, and/or the alarm system is prohibited. This also means that students may not hang objects from sprinklers. Individuals suspected of such offenses are subject to disciplinary action and/or criminal prosecution. The displaying of fire safety equipment (e.g. exit signs) is also prohibited. Tampering with fire equipment will result in significant fines (see Repair and Replacement Costs section), as well as disciplinary actions.

Anytime the fire alarm is sounded, students must leave the building immediately and return when advised by College officials. Public safety, facilities, and/or Residential Life personnel will supervise the evacuation of the residence halls. When a fire alarm is triggered, all rooms will be opened to ensure that residents have evacuated. Illegal items noticed during evacuation will be confiscated, and depending on the item, a full room search may be conducted. Failure to leave the building or re-entering prematurely will result in a fine of \$100 and/or disciplinary actions.

The College will conduct scheduled fire drills in each residence hall twice a year (fall and spring semesters) as required by law. Refer to The Compass for additional policy information on fire safety.

Furniture Arrangement

Furniture may not be arranged so that it blocks heating units or inhibits access to exits. Furniture arranged in a manner that creates a fire hazard will

be required to be rearranged. Repeated violations of this policy may result in fines and/or other disciplinary action.

Upon vacating room at the end of the year, residents are responsible for returning the room to original furniture set up.

Each student room is provided with certain items of furniture (e.g., bed frames, mattresses, desks, desk chairs, and dressers). Students may not move additional college-owned furniture items into their rooms from public areas of the halls (or any College property), or from other students' rooms. In addition, students are not permitted to remove items that are furnished by the College. Students found to have violated this policy are subject to disciplinary action and will be billed for the replacement cost of the missing furniture at the time of the student's checkout of the space.

Visitation & Guest Policy

Albright College residential students are welcome to host other Albright students, off-campus students, or non-students in the residence areas as long as the resident and guest adhere to the Visitation and Guest Policy outlined below. In addition to this policy, roommates/apartment-mates/housemates should determine guidelines for guests and visitors that adhere to College policy and are agreeable to all residents of the room/apartment/house.

All overnight guests must be registered. Registering guests may be done by seeing the RA On Duty for that Residence Hall and completing a Guest Registration Form; Affinity

Housing residents can register guests by coming to the Residential Life Office during regular business hours. One copy of the form will be given to the guest and another will be retained by Residential Life staff. Guests should keep their guest pass with them at all times while on campus and be prepared to present it to any college official who requests to see it. Registered guests must adhere to all the following guidelines and may be asked to vacate campus at any time.

A visitor to a residence area is defined as an Albright College student who is not a registered resident of a given residence hall/apartment/house and the respective room.

A guest is defined as anyone other than an Albright College student who is present in the residence hall/apartment/house and the respective room.

A host is defined as an Albright College resident student responsible for a visitor or guest. The host must accompany their visitor or guest at all times. Failure to do so will result in disciplinary action.

1. Residents are permitted to have visitors, as well as guests age 16 or older, in their rooms only if there is no objection from their roommate(s). To allow roommates the opportunity to discuss the issue of visitors/guests in the room, proper notice should be given when a visitor/guest will be coming.
2. No more than six visitors/guests are allowed in any residence hall room and no more than eleven visitors/guests for

apartments/affinity houses at any given time (see Social Gathering Policy for 12 or more visitors/guests).

3. It is the responsibility of the host student to ensure that his/her visitor/guest is aware of College and residence hall policies. Visitors/Guests are held responsible for their own behavior, however, the resident will be held responsible for his or her guest's conduct in and around the residence areas and the College grounds. This includes financial charges resulting from damages or cleanup caused by the guest unless the guest can be identified and is an Albright student. Any guest who violates College policy or state and federal laws may be asked to leave the College immediately. Guests removed from campus are responsible for attaining their own transportation off-campus. Upon the recommendation of the Office of Residential Life, the Office of Public Safety, or the Office of Community Standards, guests may be banned from visiting the College.
4. The host must be present with the guest for the duration of the visit. The host must meet their guest at the front door and escort them at all times throughout their visit, including to the front door upon leaving. Roommates are never required to leave when a guest is present. Both visitors and guests, student or non-student, will be required to show proper photo identification upon request by a College official. Guests may be asked to vacate the building if they cannot provide proper identification. Staff members, including resident assistants, may confront individuals if they are not recognized as a resident of that building and/or if a resident of that building is not escorting them. Residents should only escort individuals whom they know personally. If a resident student suspects an unfamiliar guest is in the building, they should contact an RA or Public Safety immediately.
5. Residents are not to give their keys, combo, or access ID card to guests in order for them to gain entrance to the room or the building.
6. Individuals found in the building who are not residents or guests of residents are considered to be trespassing. Only residents and their invited visitors/guests are permitted in the living areas of the building, i.e., locations other than the lobby, including individual rooms and floor lounges.
7. Visitors/Guests are to use the appropriate restroom/shower facilities, i.e., male and female.
8. Resident students who would like to host an overnight guest must register them. Guests may not stay on campus for more than three nights in a row and no more than 15 nights in a semester. To ease the congestion of the move-in and move-out period, overnight guests will only be approved to stay after the first week of classes have ended and before the beginning of 24/7 quiet hours has begun for finals in both the fall and spring semesters. For the Interim and summer sessions, guests will only be approved to stay after the first day of classes has ended and

before the Friday of finals. Guests will not be permitted to stay overnight during extended late stays or in between semesters or sessions.

9. Albright College reserves the right to disallow guests from returning to campus property.

Hall Sports

Residents are not permitted to run, rough house, play ball or skateboard, ride a scooter or anything else on wheels in the hallways. To promote a safe residential community, we ask that residents behave as they would in their own homes and avoid participating in behaviors that could disrupt or damage the physical environment or other students.

Harassment

Harassment of any kind, verbal or physical, threats of violence, and posted statements of a harassing or violent nature are not permitted at Albright College. Violators of this policy are subject to disciplinary action.

Illegal Drugs

(See *The Compass* for specific information.)

Laundry Rooms

Washers and dryers are located in the residence halls and are free of charge for use by resident students only. Powdered laundry detergent is prohibited for use in college owned washing machines. Liquid detergent is required.

Non-resident students doing their laundry on campus are subject to fines and/or disciplinary actions. Resident students may also be held accountable for allowing off-campus

students to use campus laundry facilities

Students are to assist with maintaining the cleanliness of the laundry rooms and the machines. Students should not leave clothing in or around laundry machines, and students should not place sneakers or other irregular items in washers/dryers. Students abusing laundry machines or facilities are subject to disciplinary action and/or fines.

Lost and Found

Items that have been found may be claimed in the Office of Public Safety.

Mental Health Disturbances

Disposition

The Office of Residential Life is gravely concerned with any situation wherein a student's state of mental health leads to either acute risk or actual disruption of the living and learning environment of the residence halls, or creates undue and continuing stress or danger for that student and/or members of the College community.

Should a student's behavior be assessed by appropriate College staff to have caused disruption of the student's living environment, or to pose imminent possibilities of such disruption, disposition of that case will be considered on its own merits.

Possible disposition may include, but is not limited to, any or all combinations of the following: referral for professional mental health evaluation, remediation, therapy, imposition of sanctions or limits designed to protect the individual or the residential community, voluntary withdrawal from the College (including College housing) for either a specified or

unspecified period of time, or involuntary withdrawal from the College (including College housing) for either a specified or unspecified period of time. Final disposition of the matter will be determined by the vice president for student affairs/dean of students in consultation with the Office of Community Standards and appropriate counselors or other mental health professionals.

Personal Transportation

Motorcycles, scooters, and similar vehicles are not permitted in the residence halls and proper permits must be obtained through Public Safety to park these on campus. Bicycles are not to be ridden or stored in hallways, lounges or stairwells. Bicycles should not be attached to railings or any device that obstructs access to sidewalks or entrances. Bicycles left unattended anywhere in the hall other than the students' rooms or College bike racks may be removed without warning. Rollerblades, skateboards, and longboards are permitted for use outside of residence halls or other campus buildings, however students obstructing regular access or usage of outdoor spaces may be asked to discontinue use. Hoverboards are strictly forbidden on all campus property.

Pets

No pets other than fish (defined as animals with fins and gills, living under water, 24 hours a day) are permitted in student housing. The maximum tank size is 10 gallons. Infractions of this policy will result in a fine of \$200 per pet/per incident and student(s) will be required to relocate the pet within 24 hours. All room/apartment residents may be held equally responsible for

violations of the pet policy, regardless of pet ownership.

Should part or all of the residence need special cleaning or fumigation, the cost of the service will be billed equally to all room/apartment residents, unless one or more students accept responsibility in writing to director of residential life. In such cases, the responsible student(s) will be billed.

Students who are in need of service or comfort animals are permitted to have the animal in the residence hall only after they have obtained approval from the Director of Disability Services.

Public Posting of Materials & ResLife Bulletin Board Policy

No materials may be posted inside or outside the residence halls without the approval of the Residential Life Office. Students wishing to post flyers or other materials in the residence halls must come into the Office of Residential Life and have them stamped for approval before hanging. Materials that promote the use of alcohol or other drugs or that promote discrimination based on race, gender, sexual orientation, religion, ethnicity or national origin are prohibited in all public areas and any area outside the student's room or visible from the outside of the window. Expressions that can be viewed publicly and are obscene, socially inappropriate, intimidating or offensive to the prevailing standards of an academic community are also prohibited. Any person posting material without prior approval from the Residential Life Office, anyone found viewing inappropriate programs on common area televisions, or anyone removing postings/ flyers within the

residence halls without authorization will be fined \$50 by the Office of Residential Life.

Additionally, residents are responsible for reading all College information posted on bulletin boards. These boards are maintained by resident assistants and contain notices of College announcements and activities. Any person found removing postings from bulletin boards without authorization or tampering with postings or bulletin boards in any way will be fined \$50 by the Office of Residential Life. If the responsible party cannot be identified and/or a community (may be floor, section, or building) issue persists, the Office of Residential Life will initiate Community Billing. Community Billing is when the cost of a fine or damage repair is split amongst all members of the community and occurs in cases when responsible parties cannot be identified. Though not ideal, there are times in which Community Billing needs to be assessed in order to address community issues such as destruction of bulletin boards or floor cleanliness and create a sense of accountability amongst the community members.

Quiet Hours

Quiet hours provide a structure to achieve a balance between quiet and privacy. During quiet hours, noise that can be heard one door away from the source is too loud. Students who violate quiet hours may incur a fine, may be relocated to another residence hall, or may even be forced to move off campus at the discretion of the Office of Residential Life.

Quiet hours will be observed during the following times:
10 p.m. Sunday until 9 a.m. Monday
10 p.m. Monday until 9 a.m. Tuesday
10 p.m. Tuesday until 9 a.m. Wednesday
10 p.m. Wednesday until 9 a.m. Thursday
10 p.m. Thursday until 9 a.m. Friday
12 a.m. Friday until 12 p.m. Saturday
12 a.m. Saturday until 12 p.m. Sunday

During Finals Week of any semester, quiet hours are in effect 24 hours a day, starting at 9 p.m. the Friday before Finals Week begins in the fall and 9 p.m. the Monday before the reading day in the spring. Quiet hours will then continue through the end of the examination period.

“Courtesy hours” will be in effect at all other times. During courtesy hours, noise should not be so loud that it disturbs neighbors. At any time, a resident’s right to a quieter environment should be honored. Residents should communicate with their neighbors to establish times when louder noise is acceptable. (These times cannot violate established quiet hours.)

Room Furnishings

Each student room is furnished with a single bed, mattress, desk, desk chair and dresser for each student. Each room has shared closet space, window blinds, a ceiling or wall light, and a microfridge (not including apartments and Affinity Housing). The College, at no extra charge, provides basic television cable service and Internet service. No College furniture may be placed outside on patios or balconies of Albright Woods/Affinity Houses, or outside or in common areas of other residence halls.

Room Entry/Inspections

The College reserves the right to enter student rooms for purposes of safety, health/sanitation issues, facilities improvements and routine maintenance. The College also reserves the right to enter rooms when there is reason to believe that there is a violation of College policy, to assess property damage, to secure unauthorized property, or to control rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students in the hall/ apartment. When possible and appropriate, residents of a room/ apartment will be given notification before College officials enter.

Search and Seizure

The College reserves the right for the appropriate officials to conduct searches if reasonable cause exists to believe that: (1) activity is taking place in a student’s room or on College premises that is detrimental to the health, safety or welfare of individuals; or (2) substances that would constitute a violation of the Code of Conduct are contained in the room or on the property of the College or on a person. A search involves the close physical examination of all areas, which includes, but is not limited to, thoroughly going through all of an individual’s personal belongings. Determination of what constitutes “a reasonable cause to believe” that a search is necessary will be made by the director of public safety. Rooms may be entered without the student present.

Repair and Replacement Costs

Vandalism to a residence hall and its furnishings will be charged to the

responsible party, and the party may be subject to further disciplinary action. When the responsible party cannot be identified, fines will be prorated and assessed to all residents living on that floor, or in that suite, apartment or house (see Responsibility for Common Area section for specific information about common area damage). Punitive charges may be applied when damage occurs but total replacement is not practical (i.e., burn holes, stains in flooring).

The following is a list of estimated repair and replacement costs. This list is not inclusive of all charges. Many of these costs do not include the cost of labor or contractor fees. These costs will be assessed as needed, so the final cost may be more than the cost indicated.

<u>Damaged Area</u>	<u>Cost</u>
Replace doors	\$300
Replace doors (North Hall).....	\$500
Utility closet door (Albright Woods).	\$75
Wood Frame	\$100
Metal Frame	\$130
Refinish.....	\$50
Lock set.....	\$750
depending on style	
Lock set (Albright Woods).....	\$20
bedroom/	\$700
Main Entry	
Lock set (Affinity House).....	\$20
bedroom/	\$500
main entry	
Remove tape, etc.....	\$25
Wall patch/paint wall.....	Minimum
\$75 (assessed per incident)	
Receptacle/switch plate	\$5
Cover plates	\$5
Exit sign (replacement/repair).....	\$150
Exit sign (metal covers)	\$25
Exit sign (red cover)	\$20
Data receptacle.....	\$300
Towel Bar	\$25

Windows	Assessed per item
Blinds	Assessed per item
Screens	Assessed per item
Repaint ceiling	\$100
Tile replacement (1x1).....	\$20
Tile replacement (2x2).....	\$15
Tile replacement (2x4).....	\$25
Carpet tile replacement.....	\$50

Water coolers

Drinking spout	\$75
Push buttons (side and front)	\$125
Entire cooler replacement	\$2000

Emergency phones

Replace yellow phone.....	\$800
Metal phone poles.....	\$300

Blocked drains

(Intentional blockage with food, paper towels, toilet tissue, tobacco, etc.)

Unclog	\$150
Tub replacement	\$750
Faucet replacement.....	\$275

Toilets/Urinals

Broken	\$450
Flusher valve	\$275

Heating/air conditioner units

Removal of any item when unit needs maintenance or repair.....	\$30
Grid work per foot	\$20
Blocked heating/AC unit motor burns up.	cost of unit

Lights

Light cover.....	\$50
Replacement (2x2)	\$100
Replacement (2x4)	\$125
Diffuser (2x2)	\$30
Diffuser (2x4)	\$45
Desk light	\$50
Pole lights/broken lens.....	\$200
Broken top cover.....	\$125

Furniture

Desk	\$287
Side chair.....	\$111
Bed.....	\$231
Mattress	\$125
Chest of drawers.....	\$289

Wardrobe.....	\$432
Sofa	\$750
Lounge chair.....	\$310
Love seat	\$650
Mirror replacement	\$75
Removal of furniture.....	\$75 per piece
Coffee table	\$200
End table	\$180

Miscellaneous

Excessively dirty room (any time during or after school year)	\$100
Excessively dirty apartment (any time during or after school year)	\$250
Excessively dirty common areas (assessed per incident)	\$100 per person
Coaxial TV cable per foot	\$10
Flooding in residence hall due to vandalism/carelessness.....	assessed per incident
Fire extinguisher replacement.....	\$75
Fire extinguisher refill	\$75
Fire extinguisher box replacement.....	\$125
Fire extinguisher box: replace glass.....	\$30
Fire alarm box repair.....	\$125
Fire bell/strobe replacement.....	\$150
Smoke detector replacement.....	\$250
Exit sign replacement/repair.....	\$425
Electric hand dryer replacement.....	\$1250
Hand soap dispenser replacement.....	\$75
Paper towel/toilet paper dispenser.....	\$100
Bulletin board replacement	\$250
Thermostat.....	\$250
Clean microfridge	\$40
Reading Fire Department Response.....	\$200, first incident, escalating charge each time
Fire extinguisher discharge.....	assessed per incident
Electric strike replacement	\$300
Removal of graffiti.....	assessed per incident

Biohazard clean-up.....assessed per incident
Hand sanitizer dispenser.....\$65

Roofs and Ledges

All persons are prohibited from climbing onto all roofs and ledges.

Smoking

Smoking, the use of electronic cigarettes, oral tobacco, and other smoking material is prohibited in ALL college owned property (classrooms, residence halls/houses, etc.) on campus. The college views the use of electronic cigarettes, oral tobacco, and other smoking material to be synonymous with smoking. Smoking is not permitted within 25 feet of all college owned property, apartments and houses. Refrain from smoking near windows and overhangs. All debris must be disposed of properly. Failure to adhere to these rules may result in a fine and/or disciplinary action.

Soliciting and Sales

Soliciting, canvassing, or the use of College-owned housing as a location for selling of any type is prohibited. This includes, but is not limited to, demonstrations/parties such as Tupperware, Mary Kay and Avon, sex toys, etc. as well as outside vendors entering residential areas to pass out flyers, menus, etc. All solicitors should be reported to a Residential Life staff member or the Office of Public Safety.

Unauthorized Entry or Use of College Facilities

No student shall make unauthorized entry into any College building, room, office, attic, roof or other College facility. This includes times when the College is closed (i.e., Thanksgiving

and spring breaks), or times when the student is not approved to be on campus (i.e., summer/Interim sessions). Violation of this policy may result in disciplinary action and/or removal from College housing.

Vending Machines

Drink and snack machines are located in each residence hall for the convenience of the residents. Proper care and utilization of these machines is expected. To have these machines refilled or to report problems, please submit a work order to Facilities.

Waste Disposition and Recycling

All room trash and recyclable products must be deposited in dumpsters and comingled recycling bins located adjacent to the residence hall area. This includes, but is not limited to, pizza boxes and beer cans/bottles/cases. Under no circumstances should room trash be placed in the bathroom or lounges. Littering or improper disposal of trash is not permitted, and violators may be fined \$100.

Water-Filled Furniture

Waterbeds and other pieces of water-filled furniture are not permitted because of the weight and potential for water damage.

Weapons

The possession or use of firearms or any other object that may present a threat to the safety of students or College personnel is strictly prohibited. No weapons are to be stored in rooms or student vehicles on the Albright College campus. This includes but is not limited to ALL types of guns (including BB guns and air guns), stun

guns, knives and martial arts weaponry.

Weights

The College does not permit weight equipment (commercial or handmade) in the residence halls. Free weights and cardiovascular equipment are provided for the use of students in the Schumo Center for Fitness and Well-Being.

Windows and Screens

Throwing objects from windows, and/or hanging objects, inside or outside, from windows and screens is prohibited and students found in violation of this will face appropriate sanctions or fines.

Community Living Standards Particular to Albright Woods and Affinity Houses

Social Gathering Policy

All social events in Albright Woods or Affinity Houses will follow the following guidelines:

- A. Social gatherings within the living facilities shall be confined to the designated apartment/house. Hosts must be present at all times during the gathering. Guests with or without alcohol are not permitted to congregate in the stairwells, laundry facilities, patios, balconies or any other area outside the confines of the designated apartment/house.
- B. Social gatherings must be registered and approved through the Office of Residential Life at least 48 hours in advance of the social gathering request date. Social gathering registration forms can be picked up at the Office of Residential Life and

should be turned in by the Wednesday of the week of gathering.

- C. Social gatherings are permitted Friday or Saturday only, and may begin after 8 p.m. and must conclude by 1 a.m. Registered events will not be permitted during any official break period or exam period, or during the College's Interim period.
- D. In accordance with fire safety codes, the maximum number of individuals for any social gathering may not exceed 24 (this includes residents and guests) in any one apartment or house. A gathering consisting of 12 or more individuals is considered a social gathering and must be registered with the Office of Residential Life.
- E. Alcoholic beverages are only permitted in apartments/houses where all residents are at least 21 years of age.
- F. Beer is limited to cans only. The host apartment or house is responsible for appropriate disposal of all cans and trash at the conclusion of the event. The host apartment is also responsible for all debris around the host building. Residents may be assessed a fine for failure to properly dispose of trash and debris.
- G. One six-pack of beer or one four-pack of wine cooler (or equivalent) is permitted per individual 21 years of age or older during the social gathering.
- H. No common-source containers of alcoholic beverages are allowed (kegs, party balls, trash cans, tubs, punch, etc.).

- I. It is the responsibility of the host(s) to ensure that all individuals consuming alcohol are of the legal drinking age (21 years of age or older). Violation of this will result in individuals 21 years of age and older being charged with providing alcohol to minors, which is a violation of state and local law.
- J. All guests are required to have a College ID or a valid driver's license and must produce this documentation upon the request of Albright College Public Safety or other Albright personnel.
- K. Admission may not be charged for any social gathering, including donations or other "selling" of alcohol. This includes pooling of funds between residents of the apartment. This policy is consistent with state and local laws.
- L. Albright Public Safety and/or other College personnel may enter an apartment during a social gathering.
- M. Any residents or guests who do not comply with the above guidelines will be subject to disciplinary action. This action may include, but is not limited to, removal from the event, immediate termination of the event, monetary fines, loss of social gathering privileges, housing probation, or loss of housing, as well as additional sanctions by the Office of Community Standards. An apartment or house with prior social gathering violations may be declined an application to host a social gathering by the Office of Residential Life.
- N. The Office of Residential Life reserves the right to limit the number of social gatherings that each individual apartment or house is permitted and to decline an application for a social gathering at any given time.
- O. The College reserves the right to amend this policy at any time without prior notification.

Enforcement

The Office of Residential Life and the Office of Public Safety are responsible for the enforcement of the Social Gathering Policy in Albright Woods and Affinity Houses. When needed, they may call upon local authorities for assistance. Any violations of the Student Code of Conduct or Community Living Guide will result in the disbanding of the party.

Sanctions

If there is a violation of the Social Gathering Policy, each resident who lives in the apartment (regardless of attendance at the gathering) will be sanctioned as follows:

- First Violation: Letter informing the residents of the apartment that their behavior is contrary to the Social Gathering Policy and that a \$50 fine will be imposed.
- Second Violation: A \$125 fine and housing probation for each resident who lives in the apartment or house.
- Third Violation: A \$250 fine and loss of privileged housing for each resident who lives in the apartment or house. Residents may be ineligible for privileged housing for the duration of their enrollment at Albright College. Students may also be referred to the Office of Community

Standards for any Social Gathering Policy violation.

Fire, Health and Safety for Albright Woods and Affinity Houses

Because of Albright Woods' and Affinity Housing's unique living arrangements, there are some special fire, health and safety regulations. Failure to adhere to these policies may result in fines or other disciplinary actions.

Residents of apartments or affinity houses are strictly forbidden to have propane tank grills. First floor apartments only are permitted to have charcoal grills. Charcoal grills must be stored outside and kept at least six feet from the apartment or house when in use. Tiki torches are also prohibited. Refer to the Social Gathering Policy for other guidelines regarding number of guests and fire codes.

Blocking Exits

There must be a clear path and easy access to all points of entry to the apartments or house. Students may not construct or place any obstacles, such as furniture in front of doors, which will impede the safe exiting of the apartment or house from any doors (front entrance, back entrance and sliding glass doors etc.).

Water Heaters

There must be a clear path of access to the water heater in the back closet of apartments. There can be no belongings or trash within three feet of the water heater.

Trash and Recycling

All trash and recyclable products must be taken to the appropriate dumpsters and comingled recycling bins located

in designated parking lot areas. For residential houses, all trash and recyclable products must be placed at the curb for regular city trash pickup. Any excessive trash anywhere in or around a building or house will be the responsibility of the residents of that building or house. All of the residents who live in that building or house will be fined \$50 each for the removal or cleanup of the trash. If the trash can be associated with a particular apartment, then each resident who lives in that apartment will be issued the fine.

Property Inspections

In an effort to ensure the cleanliness of the living areas, to protect the College's property, and to ensure the safety of the students, periodic inspections will be made randomly throughout the academic year. An official of the College may make at least one inspection a month. During periods when College housing is closed (e.g., Thanksgiving, winter and spring breaks), residents should set their thermostats to 65 degrees. Residents who do not keep their apartment or house in an acceptable condition as determined by The Office of Residential Life may be required to immediately vacate on-campus housing and will be responsible for all costs associated with repairs and clean-up.

Policies contained within this book are reviewed at the conclusion of each academic year. The College reserves the right to revise the policies contained within this book at any time.

IMPORTANT TELEPHONE NUMBERS

Office of Public Safety (emergency cell)	921-2227
Office of Public Safety (Non-emergency).....	921-7670
Fire/Police/Ambulance (Landline phone)–on campus.....	311
Academic Affairs.....	921-7643
Academic Learning Center..	921-7662
Counseling Center.....	921-7532
Dean of Students	921-7611
Dining Services	921-7525
Dining Services Menu	921-7608
Facilities Office	921-7520
Financial Aid	921-7515
Health Center	921-7532
Information Technology Help Desk	921-7676
Office of Residential Life	921-7641
Student Billing.....	921-7764/7754
Office of Student Involvement & Leadership	921-7529
Office of Community Standards.....	921-7663

Your Resident Assistant:

Your Assistant Director:

CALENDAR- FALL 2016

Thursday, August 25

Housing opens for new students @ 8 a.m.

August 25– September 11

Two-week room change freeze (No room changes allowed)

Sunday, August 28

Housing opens for returning students @ 9 a.m.

Friday, September 9

Deadline for meal plan changes

Tuesday, November 22

Student housing closes for Thanksgiving break @ 6 p.m.

Sunday, November 27

Student housing reopens @ 9 a.m.

Friday, December 16

Student housing closes for Winter Break @ 6 p.m.

CALENDAR- INTERIM 2017

Monday, January 2

Student housing reopens for Interim session @ 9 a.m. (Students must be taking classes or participating in an approved activity to live in student housing during Interim.)

Friday, January 20

Student housing closes @ 6 p.m. (only students not returning for spring semester)

CALENDAR- SPRING 2017

Sunday, January 22

Student housing reopens for spring semester @ 9 a.m.

January 22 – February 5

Two-week hold for room changes (No room changes allowed)

Friday, February 3

Deadline for meal plan changes (New spring enrollees only)

Friday, March 10

Student housing closes for Spring Break @ 6 p.m.

Sunday, March 19

Student housing reopens @ 9 a.m.

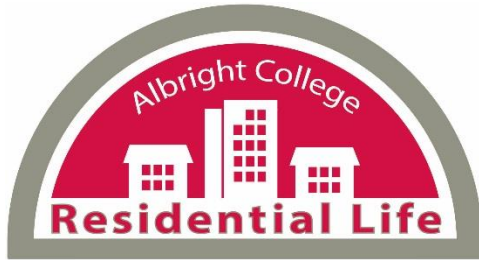
Tuesday, May 16

Student housing closes for end of year @ 6 p.m. (underclassmen only)

Sunday, May 21

Student housing closes for end of year @ 6 p.m. (graduating seniors)

NOTE: All on-campus housing is closed for Spring Break (March 10-18), with the exception of student teachers and international students, who must be approved by the office of residential life in order to remain on campus. RA staff will remain on campus during this time.



Best wishes from the Office of Residential Life for a happy and successful 2016-2017 academic year!