

BRYN ATHYN COLLEGE



FOUNDED IN 1877

Department of Residence Life

Resident Student Handbook

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This handbook is neither a contract nor an offer of a contract. Bryn Athyn College reserves the right to modify or change this information at any time and without notice.

The policies and procedures outlined in this handbook are in addition to the policies outlined in the Student Handbook. Some policies are listed in both the Student Handbook and the Resident Student Handbook. Resident students are responsible for making themselves aware of the policies and procedures in each handbook. Any changes made to this handbook will be communicated to students in a timely manor.

RESIDENCE LIFE MISSION STATEMENT

Residence life at Bryn Athyn College seeks to build a respectful and inviting living-learning community developed through the practice of the institutions mission to enhance students' civil, moral, and spiritual life.

FURTHER DISCUSSION/RESIDENT'S RIGHTS AND RESPONSIBILITIES

Bryn Athyn College residence life is founded in the mission of Bryn Athyn college and guided by the ideals and principles of the New Church, with particular emphasis on honoring marriage and acting honestly, respectfully, and charitably. We strive to foster a living-learning community in which our residents experience mutual support, positive challenge, personal growth, opportunity to form long-lasting friendships, and academic success. As a community we strive to protect the rights of each resident, and encourage each resident to live up to certain responsibilities.

The individual **rights** that we strive to protect are a resident's right to study, sleep, privacy, safety, security, and involvement in the residence life community.

The **responsibilities** that we encourage our residents to live up to are acting honestly, respectfully, and charitably, respecting the rights of other residents, and promoting safety and security. Other principles include respecting the principles and spirit of the institution, maintaining high standards of communication by refraining from profanity and offensive language. We also expect residents to demonstrate a commitment to community that involves communicating with staff and fellow residents, attending residence hall meetings, and participating in regular cleaning of the residence halls.

ADDITIONAL RESIDENT RESPONSIBILITIES

As a member of our residence life community, each resident is expected to:

1. Consider the needs of others as well as her/his own needs. Living in close proximity to other residents necessitates that each resident respects the rights of others to study, sleep, and be safe and secure. This includes communicating respectfully with all members of the residence hall community and avoiding the use of distasteful language and gestures.
2. Communicate with staff and other residents and to ask for help when needed. If a resident needs assistance, the residence staff and other professionals are eager to assist, whether it is with an academic problem or a personal situation. Others may not always be able to tell, however, when a resident needs help. Ask for help. Effective communication is an important personal and community responsibility.
3. Demonstrate a commitment to community. We encourage all residents to get involved to ensure that they benefit as much as possible from living on campus. Attending required

residence meetings and taking part in regular cleaning is expected of all residents as members of the campus community. We expect residents to get to know the other residents on their floor and in their residence hall, and to take part in residence life social activities.

4. Promote safety and security. All residents can help to ensure their own safety as well as the safety and security of others by: locking their rooms, closing doors that are propped open, not propping outside doors, avoiding walking alone at night, and reporting any suspicious persons to campus security. Each student shares the responsibility for maintaining a safe and secure campus.

SECURITY DEPOSIT

All residents are required to submit a housing security deposit of \$250.00 prior to the first time they move into on-campus housing facilities. This deposit is used to cover any damage incurred to a resident's room during their stay on campus or any other residence hall expenses the student is responsible for such as the condition of their room upon move-out. If no damage or other charges are applied to this deposit when a student no longer intends to live on campus (upon graduation, withdrawal, or change of resident status), this deposit will be refunded in full to the student. If charges have been applied, the remaining amount (if any) will be refunded to the student. Charges beyond \$250 will be applied to the student's billing statement.

ROOM ASSIGNMENTS

All residents should expect to have a roommate. Every attempt is made to match new residents with a compatible roommate based on information provided on the roommate request form, which is mailed to every new resident. Roommate assignments are sent to new students in mid-July for the next academic year. Students enrolling mid-year can expect to receive their assignments on a case-by-case basis depending on time of admission.

Returning students participate in a housing lottery every spring. Please see the Housing Assignment Lottery Information Packet for specific guidelines and procedures about the lottery.

If a resident is placed in a double room with out a roommate, he or she is expected to keep their belongings only on their assigned side of the room. A resident in a double room who does not have a roommate should also note that this assignment is subject to change at any time.

Bryn Athyn College reserves the right to change room selections as a result in changes in enrollment and facilities issues.

ACTIVITIES IN A RESIDENT'S ROOM

The occupants of each residence hall room are responsible for all activities taking place in their room. They are also responsible for any items found in the room.

ROOM DECORATIONS

Residents are permitted to decorate their residence rooms to reflect personal tastes and interests, provided that they do not violate the moral principles of Bryn Athyn College, create a fire or safety hazard, damage college property, or prevent periodic maintenance. Decorations may only be mounted with 3M command strips or blue painter's tape. Residents may not use nails, tacks, screws, adhesive squares, glow-in-the-dark stickers, or any type of tape (excluding painter's tape) on the walls, ceilings, floors, woodwork, or either side of doors. Room decorations, including posters and pictures, may not be lewd or promote the use of alcohol or drugs, and alcohol bottle collections are not permitted. Burning candles or incense is also not permitted.

Residents are expected to use care when removing any items mounted on walls and to follow instructions for proper removal of 3M command strips and blue painters tape. Although some wear and tear on the walls is normal, any damage that is excessive or from improper removal of 3M command strips or blue painters tape will be charged to a resident's security deposit.

PACKING LIST

This list is provided on the college website and updated every summer. Residents should check for changes before packing for the next school year.

Bring

- Bedding material to fit a standard sized bed. Bring your own pillow.
- A room phone. Each room is equipped with 2 phone lines and voice- mail accounts. Bring your own phone to use them! (Each room is equipped for wireless connection and also provides two network jacks.)
- Laundry basket, detergent and quarters!
- Alarm clock
- Flashlight and batteries
- Fan (especially helpful at the beginning of the school year to keep your room nice and cool- first year dorms are not air-conditioned)
- Toiletries and personal items
- Shower caddy and shower shoes
- Decorations according to regulations (see Room Decorations, p.4)
- School supplies, including money for books
- Enough clothing to last until your next trip home
- Hangers
- Important emergency contact information
- Power strip, extension cords and other plug-ins
- Painter's tape or 3m strips
- Cups, plates and snacks
- Paper for residence hall printer
- Dish soap and sponges

Discuss with your roommate

- Personal furnishings. Bryn Athyn College provides furniture for residents' use. You are welcome to bring smaller items such as lamps, cushions, night stands, small coffee tables, bean bag chairs, small bookcases (which do not necessitate attachment to the wall), rugs

and electronics (and their accompanying stands). You are not allowed to bring larger furniture such as couches, armchairs, office chairs or tables for use in your room.

- Personal refrigerator (not exceeding 3 feet)
- Area rug
- Telephone
- Music systems
- Bathmat (Upperclassmen housing only)

Leave at home

- Cooking appliances such as hot plates, toaster ovens, etc.
- Alcohol and illegal drugs
- Weapons of any kind
- Irreplaceable valuables. Although we take pride in our very safe residence halls, please bring these items at your own risk.
- Space Heaters

Prohibited Items in Residence Halls (A-Z):

- Air conditioners of any kind
- Alcohol
- Alcohol bottle collections or bottle top collections
- Candles, incense or other fire hazards
- Cooking appliances (toaster ovens, microwaves, hot plates etc.)
- Decorations that are considered lewd or inappropriate (up to the discretion of the residence manager)
- Decorations that promote the use of alcohol or drugs
- Drums or any amplified musical instruments may be stored in resident's rooms, but not used. Please see residence manager for instructions on where these items may be used.
- Hookahs
- Large furniture (couches, armchairs, office chairs, tables etc.)
- Pets of any kind (including fish)
- Personal refrigerators that exceed 3 feet in height
- Small furniture or other items that necessitate attachment to a wall
- Space Heaters
- Unauthorized illegal drugs and/or drug paraphernalia
- Weapons of any kind

If any item on this list is found in any area of the residence halls, it is assumed to be the responsibility of the current resident(s). These items will be confiscated immediately by residence life staff if they pose a threat to the safety of the residence halls or if they violate college policy. It is the resident's responsibility to remove other prohibited items found immediately upon request of residence life staff. Residents may face a fine and/or disciplinary action if found with any of the items on the prohibited items list in their possession.

TAMPERING WITH SMOKE DETECTORS

Tampering with or covering smoke detectors anywhere on campus is strictly prohibited. If a smoke detector in a student's place of residence is tampered with, it is considered his/her responsibility and he/she will be responsible for any damage fees and fines.

ROOMMATE DISPUTES AND MEDIATION PROCEDURE

Roommate disputes are a part of college living. They are not easy, but provide a valuable learning opportunity to resident students. The Department of Residence Life's mission states:

"We strive to foster a living-learning community in which our students experience mutual support, positive challenge, personal growth, and the opportunity to create life-long friendships".

Working through differences with others is central to the living-learning community that residence life fosters. In light of this, residence life staff provides the mediation process outlined below to assist with roommate disputes.

Mediation Process for Roommate Disputes

1. When a resident student is in a situation of disagreement with a roommate (or suitemate or cottagemate), that is not resolvable among the individuals involved, the resident should contact his/her RA for assistance.
 - a. RA contact information is made available to residents at the beginning of each academic year, and is posted in the residence hall.
 - b. RAs are trained in mediation skills and residents are encouraged to think of RAs as a resource when disputes arise.
2. Individual meetings will be set up by the RA between the resident who reported the dispute, and possibly other individuals involved to gather information and assess the situation.
 - a. It is up to the RA's discretion and assessment of the situation to determine whether contacting other students involved and meeting with them individually is necessary.
3. The RA will contact all individuals necessary to set up a group meeting in which the RA will act as the mediator.
 - a. Residents are expected to represent themselves openly and honestly during the mediation meeting while still maintaining an attitude of respect towards the situation and their roommate(s).
 - b. In the mediation meeting, the RA will provide goals for the outcome of the meeting, with an opportunity for resident's input.
 - c. The RA will close the meeting by summarizing what was discussed, and going over and/or determining the concrete next steps for residents. These will be sent to all students involved by the RA via email after the meeting has taken place.
4. More mediation meetings can be set up according to the RAs discretion, in consultation with their Residence Manager.
5. When the RA sees the situation through to either a resolution or reaches a point that no compromise can be determined, he/she will provide a detailed report and recommendation for the Manager which may include a room change.
 - a. If no compromise can be reached, residents are invited to fill out the Room Change Request Form and submit it to their Manager.
 - b. The Room Change Policy will then take effect.

ROOM CHANGE REQUEST POLICY AND PROCEDURE

If a resident wishes to change their current housing assignment for any reason, they must work with residence life staff and comply with the following procedure. Room change requests are not accepted until two weeks into the start of the fall term, and during the month of May. **If a room change is requested as a result of a roommate dispute, residents are required to follow the mediation process for roommate disputes before the room change is requested.** Failure to comply with the following procedure, and any unauthorized room changes may result in disciplinary action and/or a fine to the resident.

1. The resident must complete and submit a room change request form to the manager of their current residence hall via campus mail.
 - a. This form allows the student to briefly describe the reason for their request. It is expected that the resident will complete this openly and honestly from their perspective, giving the director enough information to begin considering the resident's request.
 - b. Residents may wish to email their manager to inform them that this form has been submitted to their campus mailbox.
2. Residence Managers will communicate with the requestor within a week of receiving the request (or at the manager's discretion), to discuss the room change possibility.
3. It is up to the discretion of the manager in consultation with the director of residence life, and the RA leading a prior mediation process to determine whether the room change request will be honored.
4. All residents involved will be notified of the decision via email. Instructions will be given in the email for a move if necessary.
5. If a resident is unsatisfied with the outcome of this process, he/she may submit an appeal to the director of residence life via email.

Notes:

- The above procedure will be followed unless there is an emergency situation. Emergency moves are considered in cases of, but not limited to: harassment, serious illness, or situations in which one or more residents are in danger.
- All room change requests are subject to availability.

NOISE COMPLAINTS

If a resident has a problem with noise, their first step is to talk to the resident(s) creating the noise. If the noise continues after a resident has discussed the situation with the other resident, the complaint should be taken to an RA. If an RA can not be contacted, and despite requests to quiet down, the noise persists, the resident may call the residence manager on call (see manager on call section for instructions). The residence manager on call should only be contacted in cases of extreme noise disturbances.

ALCOHOL POLICY

As stated in the Student Handbook, students at Bryn Athyn College of any age may not possess, transport, use, sell, distribute or consume alcoholic beverages either on campus and/or during any off campus college sponsored activity. Residence Life policies support this by enforcing the following:

Any resident found to be possessing, transporting, using, selling, distributing or consuming alcoholic beverages on campus will be subject to a fine and reported to the Dean of Students for disciplinary action. The minimum fine for alcohol related offenses is \$50.00. The exact amount of the fine varies in accordance with the severity of the offense and is determined at the discretion of the Residence Manager in consultation with the Director of Residence Life.

ALCOHOL AND DRUGS

In compliance with the requirements of the 1989 amendments to the Drug-Free Schools and Communities Act (DFSCA), Bryn Athyn College developed and implemented a program to prevent the unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees.

At all times, on and off campus, students are expected to observe the moral and civil principles consistent with the college's statement of values (see Statement of Values section). Students should avoid any conduct that reflects badly on the college or results in legal charges. In line with federal and state law, the college prohibits possession, use, sale, or distribution of any alcohol or unauthorized or illegal drugs. Furthermore:

- Students of any age may not possess, transport, use, sell, distribute or consume alcoholic beverages or unauthorized or illegal drugs either on campus and/or during any off-campus college-sponsored event or activity.
- Students may not be under the influence of alcoholic beverages or unauthorized or illegal drugs either on campus and/or during any off-campus college sponsored event or activity.
- Students may not cause or contribute to a disturbance on campus and/or during any off-campus college-sponsored event or activity, whether or not they are under the influence of alcohol or unauthorized or illegal drugs.

A student found to be in violation of any provision of this policy will be subject to disciplinary action. Disciplinary action may include but not be limited to the following: disciplinary warning, probation, suspension or expulsion; mandated evaluation and treatment, compliance with a contract, and/or required random drug testing. In addition, a student may be subject to criminal prosecution under applicable federal, state, and local laws. The student will also be charged a minimum fine of \$50.00.

Please note that marijuana is prohibited under the guidelines specified above. When the odor of marijuana is detected by a residence life staff member, campus security, or other college personnel, it is considered sufficient evidence that marijuana is present. Students responsible will be subject to disciplinary action.

SMOKING AND OTHER TOBACCO PRODUCTS

Smoking and other use of tobacco products is prohibited in all campus buildings and immediately outside of public entrance areas, including all entrance areas to Brickman

Center, Pendleton Hall, Doering Center, Swedenborg Library, and all residence halls. Smoking is strictly prohibited on any portion of the campus shared with the Academy of the New Church Secondary Schools, including the Asplundh Field House and the Academy Dining Hall.

VISITING POLICY

The intent of visitor privileges is to allow for reasonable visitation by a resident's friends, not long-term or live-in visitors. The College reserves the right to terminate an individual's visitor privileges. Residence life staff may be called upon to help resolve problems regarding visitors.

All residence halls - Students of the opposite sex, or anyone with whom the resident is romantically involved are permitted to visit in the public areas of all residence halls only during the posted visiting hours of each building. Visiting hours are posted in each residence hall. Public areas include lobbies, lounges, community rooms, living rooms and kitchens. Students of the opposite sex, or anyone with whom the resident is romantically involved are not permitted in residence hall rooms or hallways leading to residence rooms.

Visiting hours are 11am – 12am, Sunday-Thursday and 11am – 2am Friday and Saturday.

All non-resident visitors must follow sign in and out procedures of the residence hall they are visiting.

First-year Residence Halls - During RA duty hours, residents of the first year residence halls are permitted to host visitors of the opposite sex and anyone with whom they are romantically involved in individual rooms. While hosting in individual rooms, residents of that room are responsible for:

- keeping the door fully open
- leaving the doorway free from all obstructions (no flags, curtains, etc.)
- having overhead lights on
- ensuring that all behavior is appropriate according to the college's policies and moral beliefs

All visitors must sign in with an RA prior to entering a resident hallways and individual rooms.

UNAUTHORIZED PERSONS

Residents play a vital role in the safety of the residence halls. Residents should not provide unauthorized or unknown persons access to the residence halls for any reason. All guests are to be escorted by their host/hostess at all times. All unknown, unescorted visitors should be directed to campus security.

MINORS VISITING IN RESIDENCE HALLS

Bryn Athyn College welcomes minors (children age of 16 and over) to visit in residence halls. Minors under the age of 16 should be accompanied at all times by a parent or

guardian. Minors must vacate the residence halls by 10:00pm. Childcare in the residence halls not permitted. Exceptions to this policy are made for minors who are participating in college sponsored activities. The director of residence life should be contacted for consideration of special circumstances.

CLEANING

Residence life has a proud tradition of service to the institution through resident cleaning of the residence halls. This tradition not only supports Bryn Athyn College's mission of service, but it reinforces the value the college places on the formation of personal responsibility. As one resident put it, "We all live together and share the same environment, just like a home. Our home gets dirty and messy just because we live in it. It's nobody's fault; yet it's everyone's responsibility to care for our home."

Each resident is expected to give up to one hour each week to help keep their residence hall clean. Each residence manager develops a cleaning system that best fits her /his residence hall. Residents are expected to follow the cleaning system and to fulfill the cleaning responsibilities as established by their residence hall manager.

CURFEW

All first-year residents under the age of 20 must be in their residence hall by 12:00 midnight on weekdays and 2:00 am on weekends. First-year residents may request extended curfew in the case of a particular event that ends after curfew, but each resident is limited to 4 extended curfew requests per academic term. All other residents, including new and first-year residents over the age of 20 may set their own hours, and are expected to use good judgment in doing so.

OVERNIGHT SIGNOUT

Resident students are encouraged to sign out overnight and/or to let a residence life staff member know when they will be out of the building overnight, especially for an extended period of time. This allows the staff to contact the resident in case of emergency. Residents are not permitted to sign out overnight to the residence of a member of the opposite sex or the anyone with whom the resident is romantically involved, unless it is part of an approved college trip with an institutional representative (see Institutional Representative section of the Student Handbook).

OVERNIGHT GUESTS

Residents are welcome to host non-romantic, same-sex overnight guests provided that the resident receives permission from her/his roommate and follows the overnight guest sign-in procedures in his/her residence hall. The host resident is responsible for making sure that her/his guest is aware that she/he is subject to all residence life policies and rules. A guest may be asked to leave campus housing for violating residence life policies and the resident host is responsible for any fines that her/his guest may incur. A non-resident student guest may not stay in campus housing for no more than three consecutive nights or more than nine nights per academic term. Any non-resident student guest remaining in the residence hall after 12:00am Sunday-Thursday nights, and 2:00am Friday and Saturday nights will be considered an overnight guest and must follow residence hall sign in

procedures. If sign in procedures are not followed, the guest is an unauthorized overnight guest and be asked to leave the premises. If the overnight guest policy is violated in any way, the resident student responsible for this guest will lose privileges to host overnight guests for the remainder of the term, and the guest will not be permitted to stay overnight in the residence halls for the remainder of the term.

EXTENDED OVERNIGHT GUESTS

Residents who wish to host non-romantic, same-sex guest for more than three consecutive nights must submit an extended overnight visitor application to the director of residence life at least two weeks prior to the guest's expected date of arrival and must have the application approved by the director of residence life. Approved guests must pay \$100 for each full or partial week (beyond the three consecutive night maximum for guests described above). Guests will receive a key-fob providing access to the residence hall upon receipt of a \$20 deposit, refunded upon return of the fob. The host resident is responsible for making sure that her/his extended overnight guest is aware that she/he is subject to all residence life policies and rules. A guest may be asked to leave campus housing for violating residence life policies and the resident host is responsible for any fines that her/his guest may incur.

COHABITATION

Bryn Athyn College does not allow cohabitation. A cohabitant is defined as a visitor who adopts daily activities analogous to those of an assigned resident with respect to extended use of the resident space, using the amenities of the hall (such as a bathroom or laundry room) on a frequent basis, and any combination of these or similar activities. These activities apply to visitors who have not signed in overnight to the residence halls (see overnight guest policy above). Residents should not lend or allow the use of their keys or ID cards to anyone.

HOUSING WHEN SCHOOL IS NOT IN SESSION

All residence halls are closed over mid-year and summer breaks. Room and board fees cover residence only while school is in session. Students are expected to have alternate living and eating arrangements during fall, winter, spring, and summer breaks. The exact dates and times that the residence halls will open and close for an upcoming break are communicated to the student body via email from the director of residence life about two weeks in advance. Students can also reference the 'Important Dates for Resident Students' available on the residence life page of www.brynathyn.edu. It is the responsibility of each resident student to schedule travel plans accordingly. There are no exceptions for students whose travel plans do not match up with the dates and times announced to them.

Resident students will not have access to their residence halls over any break. When leaving for a break, students should plan not to return until residence halls reopen and take all necessary personal belongings with them. Should an emergency occur in which a student needs access to his/her residence hall, he/she must receive permission from the residence manager on call (see contact information below). When permission is received, the student may call security to be escorted in and out of the building.

Any student remaining in the residence halls when they are closed or beyond dates they are

authorized to stay will be immediately removed from the residence halls, subject to a fine and disciplinary action. The student's ID and room key will also be confiscated for the remainder of the break. Any unauthorized activity or policy violations will be the responsibility of the student and appropriate disciplinary action will apply.

Housing During Mid-Year Breaks

Residents may apply to live in campus housing during fall, winter, and spring breaks by submitting an application to their residence hall manager prior to deadlines specified by the residence hall manager.

To be eligible for approval, a resident must meet the following criteria:

- She/he must be in good academic and disciplinary standing with the college.
- She/he must be registered for classes and/or an internship immediately following the break for which she/he is applying for housing.
- She /he must either:
 - a) be an international student,
 - b) meet the college's official definition of a self-supporting student as defined for financial aid purposes and be verified as such by the college financial office, or
 - c) be registered through Bryn Athyn College for classes at another institution that continue to meet during the break or who are actively engaged in an on-campus internship during the break.

The fee for any portion of a mid-year break is \$100. Residents approved to live in campus housing over a mid-year break must sign a contract by which they agree to a method of payment for the housing fee and to abide by the residence life policies in effect during the break.

Early Move-Ins

Residents wishing to move in prior to the published move-in day for new or returning students must be a part of a college sponsored activity approved by the director of residence life (such as athletics or PAC). No other early move-ins will be permitted.

All residents who move-in early with a college sponsored activity will be asked to sign a contract and are responsible to abide by all the policies in the resident student handbook, and student handbook. Any violation will result in immediate removal from the residence halls. Residents who move in early are not permitted to have overnight guests.

MOVE OUT POLICY

When the time comes to vacate rooms, each resident will be responsible for removing all personal items, (including personal furnishings and decorations) and returning the room to clean, move-in condition. Each room will be inspected and residents will be charged for any damage to the room or the college-provided furnishings in the room. All damage to a residence room will be assumed to be the responsibility of the current resident unless the staff was properly notified at the time of the incident.

Although residents may not leave personal belongings behind upon move-out, any items that are left behind will be discarded by residence life staff. If the item(s) appear to be of some value (as determined by residence life staff), they will be turned into security to be stored for a total of 30 days. If the resident does not claim their belongings, they will be

discarded as deemed appropriate by college personnel. College staff will not make additional attempts to contact students who have left belongings in the residence halls.

Students should note that personal property should be insured under a family, homeowner's or other policy. Bryn Athyn College is not responsible for the loss, damage, or theft of students' personal property in the residence facilities or elsewhere on campus.

Residents can expect a charge to their security deposit for not following move-out procedures outlined by the residence life staff. This includes removal of all personal items as well as properly cleaning the space. Residents will also be charged if their room key is not returned to residence life staff or campus security.

Move-out date and time deadline is communicated by the residence manager to their residents in advance. There is a \$50.00 charge for every hour a resident is late moving out. For this reason, the residence life staff encourages residents to plan ahead and not leave packing to move-out day. A resident who fails to go through the move-out check process including instructions from staff and a move-out appointment will also be charged \$50.00.

STUDENT STORAGE

Every resident student may store his/her belongings in his/her assigned bedroom, and only his/her assigned bedroom, during the academic year, including breaks. There is no storage available for non-international students over the summer.

Students are not permitted to store personal items in hallways or common areas of their residence hall. Upperclassmen residents may store some personal items for comfort and decoration in their common areas so long as they are not on the prohibited items list. If personal items create a safety hazard, produce excess clutter and/or hinder someone's ability to exit the building in an emergency, students will be asked to remove them. It is the resident's responsibility to remove personal items from hallways or common areas if requested by the staff. If the resident does not remove these items in the timeframe requested, they may be issued a fine and their items will be removed without their consent.

If students wish to keep a personal item in a common area for public use (for example, DVDs or games), they do so at their own risk. Residence life staff encourages students to store items that are precious to them in their locked bedroom.

International students who are registered for courses in the fall term, may store items to fit into one storage unit over the summer. Access to the unit will be extremely limited or not available over the summer. It is recommended that students utilizing storage only store non-essential items. It is also recommended that they label their unit, and belongings as well as purchase a lock for their unit.

ENFORCEMENT OF RESIDENCE LIFE POLICIES

All residence life policies are supported by a system of fines and warnings. A fine or a warning is administered to a resident when a policy is broken. Specific fines and warning systems vary by residence hall.

The residence life staff supervises the administration of the fines and warnings system that is appropriate to their building. Additional disciplinary action may also apply at the discretion of the residence hall manager, director of residence life and/or the dean of students.

ACCESS TO A RESIDENT'S ROOM

Residents should be aware that residence life staff and members of the college administration may enter resident's rooms for any reason, including for purposes of inspection, maintenance, and/or consultation, and to ensure compliance with student conduct policies as well as the health and safety of the resident.

Health and safety inspections of all areas in the residence halls are performed twice per academic year by residence life staff. These inspections are conducted to identify and remove safety hazards in our residence halls. Residence life staff will also be looking for compliance with college policies and procedures. Residents can expect staff to enter their personal space during this time. Residents will be contacted if any concerns are found in their space. Health and safety inspections are conducted over fall break and spring break.

MAINTENANCE PROCEDURE

If a resident requests a maintenance work in their room or place of residence, they should contact their RA or residence manager to report the issue. However, if it is a facilities emergency, he/she should call the manager on call number to get immediate assistance (see manager on-call section for contact information).

Residence life staff will then submit the work order on behalf of the resident. Residents are not permitted to submit work orders directly to Consolidated Plant Operations (CPO).

Times are scheduled with residence life staff to complete the work required. Staff will make every effort possible to give the resident forewarning of the time for work to be completed, however in some cases this may not be possible. Whether a resident hears from a staff member or not, he/she should expect a CPO staff member to complete the work within 24 – 48hrs of the time when the request was made. Residents are also encouraged to make their roommates, suitemates, and cottagemates that may be affected by this request aware that CPO has been notified and may be entering their place of residence soon.

MANAGER ON CALL

During the academic year, residence life staff manages an on-call system for emergencies in the residence halls. Each residence hall manager is on call for all residence halls on a rotating schedule.

Residents are instructed to call: **267-502-2950** and follow the prompts to reach the manager on call. Residents must leave a message with their name and phone number if the manager does not answer. If the manager does not receive this information, they can not respond to the emergency.

In the rare event that a resident can not reach a manager on call, they are encouraged to contact campus security right away: **267-502-2424**

As always, in true emergencies, residents should call **911** first.

Signs are posted in each residence hall with instructions for how to contact the manager on call.

Emergencies in the residence halls may include but are not limited to: medical emergencies, active harassment issues, maintenance problems that threaten the structure of the building, any illegal activity happening in the residence halls.

RESIDENCE LIFE STAFF

The residence life staff is made up of Resident Assistants (RAs), Residence Hall Managers, and the Director of Residence Life.

RAs live in the residence halls with their fellow students and help provide a welcoming and friendly atmosphere. They also provide supervision of residents by maintaining and sharing duty hours as well as administering fines and warnings when appropriate.

Residence Hall Managers are adult staff members who live on campus and oversee the function of one residence hall or complex. Residence Hall Managers supervise a staff of RAs and ensures that residence life policies are upheld at all times. Managers also function as a support for residents who may need consultation and ensures the health and well-being of every resident while promoting a supportive learning community.

The Director of Residence Life is responsible for overseeing all aspects of residence hall life. This includes oversight of all housing assignments, management of residence hall facilities, enforcing policy and promoting an atmosphere of learning and support through out the residence life program.

Contact information for residence life staff will be provided to residents at the start of each academic year and remains posted in residence halls until graduation.

Contact information for Jennifer Lucas, Director of Residence Life:

Jennifer Lucas
Director of Residence Life
P.O. Box 717
Bryn Athyn, PA 19009
267-502-2794
Jennifer.Lucas@brynathyn.edu