Residence Hall policies are set and enforced for the benefit and well-being of all community members. The residence hall regulations are concerned with the application of the Honor Principle in the non-academic area, and pertain to all students living in Residence Halls, their guests and dependents. Infractions of these regulations shall be handled by the Resident Assistant, the Director of Residence Life, and/or Honor Council.

Within the residence halls, student staff members are selected and trained to serve for the academic year as Resident Assistants (RAs). RAs carry out a broad range of responsibilities in the areas of peer counseling, conflict resolution, mediation, community-based programming, policy enforcement, crisis management and community development. They make appropriate referrals when necessary and act as a resource for residential students.

A Hall Senator represents each residential unit in the Student Senate. Senators provide one of the several channels for students to voice opinions and make suggestions to the Wilson College Government Association (WCGA). Hall Senators also serve on Residence Council to address community concerns and communicate information to residents. Residence Hall rules and regulations are evaluated regularly by Residence Council and Residence Life staff.

RESIDENCY REQUIREMENTS & OPTIONS

Undergraduate College Students

In an effort to develop and support the entire student both academically and socially, all Undergraduate College (UC) students are required to live on campus. Students must be full-time, matriculated, and degree-seeking. UC students who would like to commute from home are required to live with parents or adult relatives within a 50-mile driving distance of the College. Further distance may impede the learning process. Requests to commute must be submitted through the online portal (instructions sent in the welcome packet deposited students receive). Special authorization to live outside of the 50-mile distance limit must be obtained from the Dean of Students. Any student wishing to change their residential status must complete the Off-Campus Request Form (available online). Exemptions from the residency requirement will only be granted if the Student meets at least one of the following exceptions:

- Commuters living with parents or adult relatives within a 50 mile driving distance from campus
- Married students
- Students 21 years of age or older who currently have senior standing as defined by the College Registrar
- Students participating in approved academic experiences such as guest semesters, semesters abroad, U.N. semesters, etc.
- Student teachers with special location needs

Off-Campus Request Forms must be reviewed by Financial Aid before submission to the Director of Residence Life for review. Permission to live off campus for reasons other than those falling within the policy guidelines will be granted due to extreme or extraordinary circumstances only. Students who seek exemption should submit a petition describing the circumstances that justify an exemption along with the Off-Campus Request Form (available online). Approval determination will rest with the Dean of Students.

All petitions for off campus housing need to be reviewed by Financial Aid and submitted to the Director of Residence Life no later than April 15th for the coming fall semester and November 15th for the coming spring semester. Requests from new entering students to live off campus must be received by the Director of Residence Life no later than 30 days prior to the start of the semester in which they are entering. Please note that applications received after the deadline may be denied outright or may be deferred for consideration until the following semester. Applicants who miss the deadline should consult with the Residence Life Director.

All residential UC students are required to purchase a Meal Plan (board). First year students must be on the Phoenix meal plan. Housing is only provided for the Student; no other family or friends are permitted to reside with the Student. Students are provided with a twin bed, desk, desk chair, dresser, and closet. Some halls offer private en suite bathrooms. Students share a common-space kitchen, laundry, lounge, bathroom, and computer lab. Students have the option to have a double room with a roommate, a single room, or a double room without a roommate; these options are billed at different rates and are available to all residents, space permitting.

Women With Children Program Students
In order to develop and support the whole student both academically and socially, all Women With Children Program participants are required to live in the on-campus Women With Children housing. All Women With Children Program students are required to purchase a Meal Plan (board). Housing is only provided for the Student and their children; students may not grow their family during their on-campus residency. Students are provided with a two-room suite with a private bath, a twin bed, desk, desk chair, dresser, and closet. Students share a common-space kitchen, laundry, lounge, playroom, and computer lab. Additional bed(s) and/or key(s) for the WWC child may be requested as appropriate through the WWC director and the Residence Life Director; approval is not guaranteed. No other additional furniture will be provided; WWC students are responsible for providing any additional furniture.

**Adult Degree Program Students**

Adult Degree Program students have the option of residing on campus on a full-time or part-time basis depending upon their enrollment status. This housing option is only for the Student; partners, children, and other family or friends are not permitted to reside with the Student. Students are provided with a twin bed, desk, desk chair, dresser, and closet. Students share a common-space kitchen, laundry, lounge, and bathroom. Part-time ADP Housing is pet-free. Full-time ADP residents are required to purchase a Meal Plan (board).

**ROOM AGREEMENTS & SECURITY DEPOSIT**

Each student is required to sign a Room Agreement before being issued a key for their room. This Agreement is a binding contract and will be treated as such. The Student is responsible for fully reading, understanding and abiding by all stipulations within the agreement each year. The standard Room Agreements are viewable at all times online and the Student will receive a copy of their signed agreement. Returning students must sign their Agreement for the coming year during April Room Selection to reserve their space. Every resident must sign a new agreement each academic year regardless of room assignment (includes WWC students).

The College requires an initial $400.00 enrollment deposit for all UC students obtained through the Admissions office. $200.00 will be applied against charges on the Student account; $200.00 will be held as a security deposit. ADP students do not pay this same deposit. If an ADP student wants to join campus housing, the Student must pay a security deposit to Business Office prior to the start of this Agreement or receiving a room key: Full-Time Residency requires a $200 security deposit; Part-Time Residency requires a $100 security deposit. If the Student changes from part-time to full-time residency, the Student must correct the deposit amount. The security deposit will be held in a non-interest bearing account separate from your student account for the duration of your time at the College. Following graduation or departure from the College, the deposit will be available for refund, subject to any deductions for charged owed to the College. Improper checkout will delay the refund and result in a $50.00 fine. Before any refund, the security deposit will be first applied toward any charges owed for: broken contracts; damages to the Student’s room, the community, or other college property; replacement of missing College property; removal of personal property; lock changes; improper check-out (including failure to complete the room condition report); remaining room and board charges; and any other remaining balance on the Student’s account. If the charges owed exceed the deposit amount, the Student will be billed for all additional charges.

Unless expressly released from the residency requirement, the Student must sign a Room & Board Agreement and bear responsibility for those charges.

Cancellation of the agreement after July 15th (for fall semester) or December 15th (for spring semester) will result in the loss of room deposit ($200). The Student is liable for the entire semester room charges if written notice of cancellation is received after posted move-in dates, start of the semester, or check-in. Any student returning to campus housing after the loss of deposit must resubmit the deposit before being assigned housing. Students are fully liable for charges for the housing dates indicated on summer lease agreements from the time of signing.

Failure to maintain full-time enrollment may result in cancellation of a housing contract. Wilson reserves the right to refuse housing privileges to any person at any time. The College has the right to conduct a criminal background check on any resident at any time, either prior to room assignment or during the term of their agreement. The College reserves the right to deny a refusing housing or immediately remove a student from College housing based on criminal history or conduct. This provision does not require the College to perform a criminal background check on any student.

**MAINTENANCE OF FACILITIES**

Student rooms undergo regular inspection and upkeep to provide consistent accommodations and easier maintenance. Residents will be given a Room Condition Report (RCR) at check-in to document the condition of the room at arrival. The RCR must be returned to Residence Life within 24 hours of move-in to be considered valid. The RCR will be used after the Student moves out to assess for any damages. Students may not do anything to permanently alter the condition of a
room (i.e. paint any surfaces, install/remove flooring, install permanent fixtures, etc.). Individuals found in violation will be charged the cost of restoring the room to its standard condition. Students are expected to return their rooms to the original furniture arrangement at the end of the Spring semester. Students failing to do so will be billed. Please note that damage assessment is completed by Physical Plant staff; RAs do not assess room damages. Students will be notified of damage charges via their Wilson email account. Any appeals must be submitted in writing to the Director of Residence Life within two weeks of the notification email. Appeals received after that date will not be considered.

If there is a maintenance concern, in a student room or public space, the Student must report the issue to their RA, the Director of Residence Life, or Physical Plant in a timely manner so that the condition can be repaired before it worsens. Each resident student is provided a bed, dresser, desk, desk chair, closet space, & window shade/curtain. In rooms with private baths, shower curtains & hooks are also provided. Some rooms have mattress pads, desk hutches, and/or book shelves. All furniture, fixtures, window screens, curtains, and mattress pads must remain in the room and are the responsibility of the Student assigned to that room. Special housing accommodations which require removal of furniture will be considered on an individual basis. There is no storage of College-issued property. Students are expected to arrange their room and maintain order and cleanliness within their room in such a way as to not obstruct egress or present safety or health hazard or community concern.

WWC students should take into consideration the abilities, needs, & behaviors of their child(ren) when arranging their room as the room provided is like any other suite on campus and is designed for the college student. WWC are not permitted to have lofts; bunk beds must be approved by the Residence Life & WWC directors. WWC students are responsible for providing any furniture needed for their child(ren); additional bed requests should be submitted through the WWC & Residence Life directors. In Prentis Hall, there are window guards installed on the windows for safety; these are removable in emergencies. This is the only childproofing measure provided in any of the WWC suites or public spaces. If another safety measure is desired by an individual WWC student or one of the WWC communities, they should make a request through the Director of Residence Life or the WWC Director. Requests will be weighed with consideration for what is reasonable and customary to expect a parent to provide and, in the case of a request that impacts the community, community expectations or concerns.

Students are restricted from bringing network devices (i.e. routers of any kind, wireless access points, etc.) on campus as they do disrupt the campus network. Failure to comply will result in a charge equivalent to the replacement or repair cost of the item(s) or a standard fine, as appropriate.

Public space furniture must remain in the public space and may not be moved to a student’s private residence hall room. Students share responsibility for the care of public spaces and are expected to hold themselves and their peers and guests accountable for the Public Space Expectations (viewable online). Students are expected to clean up after themselves and to keep their personal property within their room. Residential communities will be held responsible as a whole for any damages to public spaces or failure to meet Public Space Expectations. Any disregard for the common spaces that poses an issue for the community (whether damage, misuse, dirtiness, etc.) may be addressed by Residence Life through community fines, restitution, loss of privileges, etc. as determined appropriate. Repeated issues will be handled more strictly each time.

**RESIDENCE HALL OPENINGS & CLOSINGS**

All hall opening and closing dates are posted online, advertised on campus, and emailed to students. Students must make sure their travel plans coincide with the dates advertised as no early arrivals or late departures will be permitted. The Residence Halls are closed during the Thanksgiving break, Winter break, January Term, Spring break, and Summer vacation periods. January Term and Summer housing may be offered for students engaged in College related activities during those break periods.

If a student wishes to make arrangements for break housing (if offered), they must submit the online request form at least one month in advance of the break period (by the date advertised). Break Housing is not guaranteed and may carry additional fees. Students may be required to live in another residence hall for the duration of the break with limited access to the residence room s/he normally occupies during regular session. For safety and continuity, the core locks to the residence halls will be changed. There will be no food service available to students staying in residence during break periods. However, kitchen and lounge space within the designated break housing will be available. Students staying for any part of Summer housing will be required to sign a Summer Housing lease.

During the break period, visitation by off campus guests or students not registered for break housing must be approved by the Director of Residence Life in advance. It is important that the College be aware of guests present on College property for security purposes and in case of emergency circumstances. However, unless there are individual extenuating
circumstances, there is no reason to believe that such visitation would be denied. While the College is not in regular session, students living on campus will still abide by the rules defined in the Blue Book/Student Handbook and will uphold the Honor Principle.

The Student agrees to vacate the Residence Hall: (a) within twenty-four (24) hours after the Student’s last examination, or within twenty-four (24) hours after the termination of the Room & Board Agreement, unless an extension is granted by the Director of Residence Life; or (b) On or before the date and time specified by Residence Life as hall closing (for end of semester, year or at breaks), unless an extension is granted. At hall closings, residents must follow all advertised closing procedures including, but not limited to, room and public space prep, checkout, and key return as appropriate. Failure to do so will result in fines. Failure to leave by the designated hall closing time or time indicated by student room agreement will result in fines.

The Student’s right of occupancy does not include any period that the Student is not enrolled with the College or any period in which the Student has been removed from housing for any reason. If removed from housing, the Student has 24 hours to vacate housing after receiving notice of removal. If the Student is disruptive in any way during that period, s/he will be required to vacate immediately. If the Student fails to vacate within 24 hours, the College reserves the right to remove the Student’s belongings, change the locks at the Student’s expense, and/or treat the Student as a trespasser.

RESIDENCE HALL ACCESS

Residence Halls are locked at all times. Residents will be issued a room key upon check-in that grants them access to the building and room they are assigned. In Residence Halls with elevators, elevator access will be restricted through use of a passcode. This code will be given to the residents of the building, Residence Life staff and minimal essential personnel. Protecting key and elevator access is vital to maintaining the security of our Residence Halls. With that in mind, all residents must abide by the following policies:

1. Keys and elevator codes are security instruments and should be treated as such at all times. Keys should be kept in the owner’s possession and not left unattended at any time. Residents may not lend their key to any guest (resident or not) at any time. Residents may not share the elevator code with any person who is not assigned to a room in the building with elevator access. Sharing of residence hall key or elevator code to anyone will result in a severe fine and a possible Honor Council referral.

2. If a student is locked out of their room, s/he should:
   a. During normal business hours (Monday-Friday 8am-5pm), contact Campus Safety.
   b. Outside of normal business hours, contact the RA Primary (if s/he is unavailable then the Student should contact the RA Secondary; if the Secondary is unavailable, the Student should contact Campus Safety).
   c. Student must provide ID to be let into the room. Students are only permitted access to their assigned room; no staff member will grant access to a room of which the Student is not the assigned occupant.
   d. Student must produce their room key upon being let into the room. If the key is not readily available, the resident must bring their room key to the Director of Residence Life within 24 hours of the lockout for verification that the key is not lost. If the resident fails to produce the key within 24 hours, a lock change will be ordered (see below).
   e. Lockouts will be tracked by Campus Safety & the RA staff. Students with repeated lockouts may receive a warning after accruing 3-4 lockouts within one academic year. Upon the 5th lockout, the Student will be fined $15 for failing to responsibly control their key. For every 3rd lockout beyond that, the Student will be fined $10.

3. A resident must notify the Director of Residence Life immediately if their key is lost. Upon reporting the loss of their key, s/he will have 24 hours to locate the key before a lock change is ordered and charged to the Student’s account. Because a lost key presents a security risk for all occupants of the residence hall, a student who fails to report a lost key immediately may face substantial fines and a lock change with no grace period. If the Student finds the lost key, s/he must return it to a member of the Residence Life staff immediately. If a lock change has already been completed, the resident is still responsible for the charge.

4. Any student who does not return their room key upon vacating their assigned residence hall space will be charged for a lock change.
5. Residents are expected to lock their room door when leaving the room and should carry their room key and student ID at all times.

6. Entrance to any residence hall through any means other than the use of a personal key and/or elevator code is strictly prohibited. Any student or community found propping doors open, using windows as entrances, using keys or codes not issued to them directly, or other means of inappropriate access will face substantial fines and possible Honor Council referral.

7. Students should never enter another student’s room without the express consent of all residents assigned to that space. An unlocked door is not permission to enter the room.

Residence Life staff and authorized College personnel may enter the Student’s room to determine a need for maintenance or repairs in the building, or in case of a suspected emergency or policy violations. The College also reserves the right to conduct regular fire and life safety inspections of residence hall rooms during fire drills, hall closings, and throughout the academic year without notice. If an issue is found during one of these inspections, the Student will be notified, and depending on the nature of the issue, be given a chance to correct it and/or have items confiscated or removed and/or face fines. When a College employee acting in an official capacity knocks and identifies their/himself as such, the Student must respond to the knock by opening the door. If the Student is not present at the time or does not respond to the knock, the College officials may key into the room.

RESIDENT RIGHTS & COMMUNITY STANDARDS

Every successful residence hall depends on residents understanding different lifestyles and respecting the rights of others. Taking responsibility for your own actions and for the well-being of your fellow residents is the spirit of living in a residential community. Residential rights are protected along with your right to redress grievances without fear of intimidation or retaliation within the community.

At the beginning of each semester, each residential community will meet to discuss residential policies as well as their individual community expectations. This discussion will include how the community members plan to meet those expectations and ways in which they can address behaviors that do not meet expectations or behaviors that are negatively affecting members of the community. These conversations presume that each resident has reviewed the Residence Hall Policies and will actively engage in the conversation. Communities have the ability to adapt policies to meet the needs of that particular community as long as they still meet the minimum expectations laid out in the Residence Hall Policies. RAs facilitate these conversations and have the ability to participate as a member of the community (i.e. they are expected to encourage community agreement but are not allowed to make executive decisions about the standards unless proposals would violate published or posted policies).

Violations of community standards are enforceable by the fine system, removal of privileges, and/or referral to Residence Council, Residence Life Director, or Honor Council as appropriate. Examples of things communities can discuss and alter to fit their particular needs include: quiet hours, visitation, bathroom designations, public space use, etc. Again, standards set by the community cannot be less than the expectations set forth in the Residence Hall Policies. Standards should be agreed upon by consensus, not majority vote. This places the burden on students to fully represent their concerns and needs and think creatively about how to best meet the needs of all community members. If a community cannot arrive at consensus then the default is the expectations laid out in the Residence Hall policies.

GUEST & VISITATION POLICY

Wilson students are permitted to have guests, both student and non-student, within the parameters set by the residence hall community agreement and the following regulations. Guests are only permitted in individual rooms at the permission of both roommates. Guests are defined as persons, either student or non-student, who are in a space not their own (i.e. in a hall or room to which they are not the assigned residents). Any student bringing guests on campus or in the residence halls shall make every effort to ensure that by doing so s/he does not infringe upon the rights of roommates or other community members. It is the responsibility of the host to inform their guests of all residence hall policies, including those which are agreed upon by the current residents in their community standards. The resident acting as host is also responsible for their guests’ behavior at all times and will be held responsible for any violations that occur.

Residents may act as host to no more than two non-resident guests and/or 4 resident guests at any time. However, the number of guests in an individual room at one time should not exceed two guests per person assigned to the space. Additionally, each resident host must guarantee that:

1. their guest(s) will honor the commitments and regulations governing Wilson students and
2. the resident host remain on campus for the duration of their guest(s)’ visit and
3. the resident host will escort their guest(s) at all times during the visit (even within the room or the restroom).

Each residential community has the right to discuss and determine appropriate times for guest visitation and restrict visitation accordingly. This should be discussed at the start of each semester and the community must arrive at a consensus (no majority vote). At maximum, students may entertain guests (resident/non-resident, male/female) in the residence hall any day of the week within the limit that any guest may stay no more than three (3) nights and four (4) days in any 7-day period. When this limit is reached, the guest must then wait 7 days before they can return to any residence hall. Nights are defined as any time during that hall’s designated quiet hours. Guests are only permitted in individual rooms at the permission of both roommates. Overnight accommodations for guests may be arranged through the Conference & Special Events Office. Guests who rent rooms through Conferences must still follow campus policies.

Special circumstances that may require additional visitation must be submitted in writing to the Director of Residence Life for review at least two (2) weeks prior to the requested extended visitation. The Director of Residence Life will take into consideration community and roommate dynamics as well as consult with the hall senator and RA of the community before granting permission.

By nature, the Women with Children floors have added security concerns because of the presence of young children. These residents also have a unique need in that they may need to have a childcare provider present with their child while they, the resident, are not present in the hall. With that in mind, the following guidelines have been established for the comfort and safety of all WWC members:

1. Each WWC floor must meet within the first week of class to discuss and establish community standards in regards to childcare within the floor, appropriate community notification, and community tolerance limits.
2. The floor’s RA must be notified of any WWC mom’s intention to have a childcare provider in the hall in advance of the individual’s arrival on the floor.
3. All WWC students are expected to follow the entire guest and visitation policy. Childcare providers within the hall are expected to be with their charges at all times and should not be unescorted in public spaces nor should they be given keys or elevator codes without permission from the Director of Residence Life.
4. Any concerns regarding the community standards or their interpretation must be addressed with the floor community.

In accordance with the Honor Principle, each student shall be responsible for reporting any abuse of the regulations. Residents and guests are entrusted to follow the spirit of the visitation policy within the framework of the Honor Principle and Honor Code. Any attempt to intentionally circumvent or abuse the policy would be addressed as a potential violation of the Honor Code. The Resident Assistant or Director of Residence Life will deal with abuses of visitation/guest policy and may apply a fining system as stated below. Recurring violations may be referred to the Honor Council for action. Community concerns about a guest’s presence in the halls or frequency/number of guests should be brought before Residence Council for consideration. Residence Council will review the specifics of the situation and attempt to balance individual rights with community needs and rights.

**QUIET HOURS**

**General Quiet Hours Definition:** Hours in the residence hall in which the noise is kept at a level acceptable to all the residents of the building. Minimum quiet hours across campus are 12am-7am on school nights and 2am-8am on weekends. Residents of the community will determine the general quiet hours within the first two weeks of classes, and will include quiet hour specifications in their community standards. Communities can set larger quiet hours but cannot set a standard that is less than the minimum hours. During quiet hours, residents are expected to avoid shouting, loud music, door slamming, etc.

Courtesy hours are in effect at all times, meaning that if another resident requests that the noise level be lowered, the resident is expected to comply with the request. If the noise issue persists after a request to lower the noise level is made, the resident should notify the RA and the RA will reiterate the request and file an incident report. Noise issues occurring during Quiet Hours may not receive a warning request. The resident(s) creating the noise disturbance may face a fine or other sanctions depending upon the circumstances of the noise violation.

Please note there will be twenty four hour quiet hours campus wide during final exams beginning at 9pm the Sunday prior to exams and continuing through hall closing.
FIRE & LIFE SAFETY

All residents and their guests have an obligation to know and abide by these policies as they directly impact their personal safety and that of the rest of the hall community. Failure to follow these policies may result in fines (community or individual as appropriate), restitution, loss of privileges or access, and/or confiscation of property. Rooms may be inspected without notice each semester to ensure compliance with these policies.

Basic Expectations:

- No fire door is to be propped at any time - this includes all stairwell doors - unless they have automatic releases (i.e. such as in South Hall).
- Hallways and stairwells should remain clear of any and all obstructions at all times. These can be accelerants during a fire and can drastically impede one’s escape.
- Nothing may be hung from the ceiling or suspended from the lights or pipes. No flammable decorations (live Christmas trees, straw, hay, dried leaves, etc.) are permitted. Paper flyers, notes or decorations may not be used to cover windows, fire doors, or windows in doors. Tapestries, posters, and other wall decorations should be limited to 50% of the wall surface or less.
- All student rooms must be kept clean and clutter free. Food must be stored in sealed containers and may not be left in room over break periods. Excessive accumulation of flammable material (clothing, papers, etc.), blockage of egress (path of travel out of room), or sanitation issues are not permitted within student rooms or public spaces.
- The beds in all residence hall rooms are designed for bunking. Bunking requests can be submitted prior to move-in by August 1st. If a student wants their beds bunked after move-in, they are responsible for doing so. Bunking pins are available through Residence Life or Physical Plant. The beds also have adjustable height settings; students can make these adjustments on their own. Cinder blocks and homemade lofts are not permitted in the residence halls for safety and liability reasons. Lofts are available for rent from the College approved vendor only. These are the only lofts that will be permitted in the residence halls.
- Only small appliances such as coffee pots, irons, etc. that are UL approved and have an automatic shut-off feature are permitted. Based on updated fire safety recommendations, appliances should be plugged directly into the wall outlet whenever possible. Unplug appliances when they are not in use. No more than 1000 watts should be connected to any single outlet. No more than 1500 watts in any one room.
  1. All appliances, surge protectors, and extension cords must be approved by Underwriters Laboratory (UL) and be in good, undamaged condition. The Underwriters Laboratory (UL) label must never be removed from the unit. On the underside of the casing, there should be the manufacturer's name and the name of the testing lab where the unit was tested. The plugs and insulation on the wires must be intact, motors clean, and guards in place. Don't defeat a three-pronged plug by using two-prong "adapters".
  2. Surge protectors must have a built-in circuit breaker or fuse. These units will trip the breaker if the power strip is over loaded or shorted to prevent overheating and fire. Any surge protector that has frayed wires, or has a unit that is not working properly, should be removed & replaced immediately. If at any time the surge protector is hot to the touch, remove and replace the unit. The electrical load for this strip should be evaluated for overloading. Do not plug a surge protector into an existing surge protector. This practice is called "daisy chaining" or "piggy backing" and can lead to serious problems. Do not locate a surge protector or power strip in any area where the unit would be covered with carpet, furniture, or any other item that will limit or prevent air circulation. Do not locate a surge protector in a moist environment.
  3. Extension cords may not be doubled up, bundled together, kept in contact with metal furniture, or hung from walls, ceilings, or light fixtures. Avoid running electrical cords under carpeting or piles of clothing or across locations where the cord can be damaged by foot traffic or pinching by doors, drawers, etc. The thickness of the extension cord must be at least the same as the appliance it serves. Do not daisy chain; buy an extension cord that is long enough to make it from the wall/surge protector to the item.
- Each student is permitted to bring one refrigerator, no larger than 2.5 cubic feet (max. 2 per room). If students would like a larger refrigerator, each room can have one refrigerator no larger than 4 cubic feet (this would then be the only refrigerator in the room). The microfridge offered for rental through the College-approved vendor is the only microwave/microfridge permitted in student rooms. If a student rents a microfridge, this would be the only refrigerator unit permitted in the room.
The following items are not allowed in residence halls: triple/quadruple sockets; incense, candles or any items with an open flame; plug-in air fresheners; items with exposed heater coil/element such as toaster ovens, toasters or hot plates; hot pots; bread machines; heaters of any type; oil popcorn poppers; halogen lights; appliances over 110 volts or 600 watts; microwaves; or air conditioning units. Otherwise acceptable small appliances such as coffeepots or irons that are not UL approved or do not have an auto-shutoff feature are also not permitted. The microfridge offered for rental through the College-approved vendor is the only microwave/microfridge permitted in student rooms. No other microwaves or microfridges may be brought into student rooms.

- Use or storage of flammable products including gasoline, paint, and paint thinner is strictly prohibited. Weapons, firearms, and explosives (including fireworks) are also strictly forbidden in the residence halls.
- All students share responsibility for their community spaces. Kitchens, lounges, hallways, laundry rooms, playrooms, computer rooms, etc. should all be kept in a clean, orderly state. This includes: maintaining cleanliness of kitchenware; throwing away one’s own trash; ensuring food is properly stored and disposed of as appropriate; using the space and its contents (appliances, furniture, etc.) properly and with consideration for others; putting items back before leaving the space; removing personal items from the space each night; and following up with community members who are not abiding by these expectations. Housekeeping will not clean items not issued by the College nor will they clean public spaces cluttered with student belongings. Student and housekeeping expectations are explained further online. Students will share community fines for public spaces that are left a mess or otherwise misused.

1. Vacuums are available for checkout through the RA. Students will have to trade their student ID in exchange for the vacuum; the ID will be returned once the vacuum is returned.

2. Students are responsible for providing their own cleaning supplies and implements.

- All cooking in the residence halls must be attended at all times, whether by microwave, stove top, oven, toaster, or other implement.
- Outdoor activities are also expressly prohibited within the halls. This includes use of sport/entertainment equipment that is usually used outdoors, activities that by their general nature are better suited to outdoors, activities that could potentially damage facilities or cause a community safety or disturbance concern (i.e. bikes, scooters, sports balls, Frisbees, silly string, water guns, tie-dyeing, etc.).
- Use of public spaces should be with consideration for the rest of the community. With this in mind, it would be considered misuse for individuals to be sleeping in lounges, showering together, etc.
- Students are not permitted to introduce personal furniture, appliances, toys, etc. to public spaces with prior permission from the Director of Residence Life.
- Behaviors that by their nature could result in injury are also prohibited, including hanging from windows or balconies, being on rooftops or fire escapes (outside of fire alarm evacuations), climbing/repelling on the exterior of buildings, or throwing or shooting of objects from windows or balconies is prohibited. This also includes behaviors that may expose community members to risk or show disregard for their well being.
- Removal of window screens or disabling of window clips, window guards, or window locks is prohibited.

In an effort to make sure all residence hall members are as prepared as possible in case there were a fire, all residents should:

1. Explore their building upon move-in and make themselves aware of all exits, emergency exit procedures, and possible modes of egress.

2. Know where all fire detection, alarm, and suppression systems are located in their building and the proper use of each.

3. Make a habit of keeping a slip-on pair of shoes, keys, and a coat by their room door so they can be grabbed quickly in the event of an alarm.

**Fire Evacuation Procedures:**

Additionally, each residence hall will perform three unannounced fire drills per semester, one during the first ten days of each semester. In the event of an alarm (drill or not), residents should follow the exit procedures below:

1. **Riddle & South Halls**
a. All residents should evacuate through the closest exit and gather across the drive on the college green.

2. Prentis Hall
   a. All residents and childcare center occupants should evacuate via the nearest exit and gather behind the childcare gates.
   b. No one should use the elevator.

4. Disert & Rosenkrans Halls
   a. All residents and Annex occupants should evacuate through the nearest exit and gather in the parking lot (creek-side).

5. McElwain/Davison
   a. All residents, Lenfest, Dining Hall, Thompson & Laird occupants should evacuate via the nearest exit and gather across the drive on the campus green.
   b. No one should use the elevator.

Before exiting the building, time permitting, occupants should close the windows and doors in their rooms but leave their doors unlocked to inhibit the spread of fire but allow easier access for fire personnel to assess occupancy. Students should also try to put on coats and shoes and grab their keys, again only if time permits. PLEASE NOTE: if the Student's location, condition, or the severity of danger does not permit the resident to complete the above, s/he should proceed out of the building without them.

All occupants of the building should exit the building as quickly and calmly as possible. During a fire drill procedure, all occupants will be timed - all buildings should be completely empty within three minutes or less.

Once outside at the gathering spot designated above, all building occupants should identify who is unaccounted for and communicate that information to the fire personnel, safety officer, or RA staff. Occupants should also immediately notify fire personnel of anyone who was unable to exit the building. No one should re-enter the building until instructed to do so by fire safety personnel, Campus Security, or RA staff.

Fire Safety Procedure Fines

Fire Safety Procedure fines for failing to follow proper fire safety regulations during any fire alarm (drill or not) will only be administered after the first fire drill of the academic year. There will be no fines during the first drill, unless a person does not vacate the building during the drill. Those who do not vacate the building during any fire alarm will be subject to possible fines and Honor Council charges. Fines during a fire alarm will be administered in the following circumstances:

- If a resident’s or resident’s guest’s car is parked in a fire lane.
- The same person has left items in the hallway for the second or more time.
- Failure to evacuate the building within the 3-minute allotment (includes staying in room and/or attempting to hide during an alarm) or reentering the building before the Fire Department gives the all-clear signal.
- If a resident has disabled, tampered with or obstructed a smoke/heat detector, sprinkler head/pipes or other fire suppression equipment (including fire extinguishers and pull stations).
- If a fire door is propped, the entire wing/floor will share the fine.

Other situations may also warrant a fire safety fine. This is not an all-inclusive list. Fines will be administered in the following increments:

- first offense  $25
- second offense $50
- third offense  $100 + Honor Council referral

Please note that certain fire code violations, such as tampering with or disabling fire safety equipment, and failure to evacuate will carry substantially higher fines ($100 or more) and an immediate referral to Honor Council. Each Fire Drill violation is subject to individual review and fine/honor code assessment.

Reporting a Fire:
All halls are equipped with fire detection, alerting, and suppression systems. To report a fire, pull the nearest fire alarm pull station or pull the lever to break the glass. This will set off the alarm in the building notifying all occupants while simultaneously notifying Campus Safety and the alarm monitoring company, who then immediately calls the Chambersburg Fire Department. Evacuate the building as instructed above. Once safely outside, call Campus Safety and 911 to advise them of the location and reason (if known) for the fire.

**SMOKING POLICY**

Smoking is never permitted in campus buildings, including residence halls. As of July 1, 2012, Wilson College joined more than 700 colleges and universities nationwide in becoming a smoke-free campus. Smoking is banned on all campus property — indoors and out — including the athletics fields, Equestrian Center, and Fulton Farm. E-cigarettes/cigars, vaping products, etc. are considered part of this policy and are not permitted in the residence halls.

**ALCOHOL POLICY**

Alcohol consumption and/or possession is prohibited by any person under the age of 21. Students who are 21 years of age or older may possess and consume alcoholic beverages in their rooms only with the door closed. If an of-age student and underage student are roommates, the of-age student is permitted to have alcohol in the room but it must be clearly within their own possession (i.e. not in the underage roommate’s fridge, closet, etc.). It is strongly suggested that roommates in such a situation discuss presence and consumption of alcohol before any is brought into the room. It is also highly recommended that the underage roommate not be present during any alcohol consumption.

Alcohol is not permitted in public spaces of residence halls at any time, including kitchens. Bulk alcohol containers such as kegs, beer balls, wine boxes, or containers larger than 1 liter are not permitted, nor are activities or paraphernalia (such as funnels, beer bongs, or drinking games) which promote rapid or binge drinking behavior. Alcohol containers with liquid of any kind are never permitted in underage rooms (including for decorative purposes). Public intoxication or other disruptive behaviors are also not permitted. Further explanation of the Alcohol and Drug Policy may be found in Section 3 of the Blue Book.

**DRUG POLICY**

Any drug classified as illegal by the State of Pennsylvania or the United States government is strictly prohibited, as are forms of paraphernalia such as hookahs, glass pipes and bongs. Persons found using or possessing any illegal drug will be prosecuted and risk suspension or expulsion from the College. Persons found abusing or misusing over the counter or prescription drugs will also face disciplinary action through appropriate venues. Personal drugs must be kept in a secure location within the resident’s assigned room; they should never be kept in public spaces.

**PET POLICY**

In honor of the substantial role animals play in Wilson students’ personal and professional lives, Wilson has established the following generous pet policy. This policy is an agreement between the college and the Students that places heavy responsibility on the pet owner to humanely care for their pet while causing no disturbance or damage to the community or facility. Any resident, who chooses to become, or is a pet owner must abide by the following regulations.

- The following small caged and aquarium animals are the only animals allowed in the residence halls: hamsters, mice, rats, gerbils, chinchillas, guinea pigs, fish, hermit crabs, sea monkeys, and small non-poisonous reptiles and amphibians.

- Permitted animals must be able to live humanely in a cage no larger than 2’x2’x2’ and no larger than 10 gallon tank (aquarium or terrarium). Cage size is by total volume not individual dimension measurement and does include any tunnels/add-on accessories. Students are only permitted one tank and one cage at any time. Maximum 2 mammals per student.

- Pets that are not allowed include dogs, cats, birds, rabbits, arachnids, domesticated farm animals, any animal that is illegal as a domestic pet in the state of Pennsylvania, and any animal not explicitly listed as an allowed animal above. Bringing in an animal that is not allowed will result in automatic loss of pet privileges, substantial fines, and possible Honor Council referral. This includes visitor’s pets, VMC animals, etc.

- Upon arrival on campus each pet must be registered with the Resident Assistant and the Pet Proctor of their hall/floor. This includes any animals brought in throughout the school year. The failure to do so within 24 hours will result in the loss of that individual's pet privileges.
Pets must be kept in the owner's room at all times. In the event that the animal needs to be transported out of the room/hall, it must be transported in a closed container/carrier. **Animals are not permitted in any common space** other than for transport in and out of the building. If being carried through a common space, the animal must be in a visible, closed, solid-bottom carrier at all times (i.e. no transport on one’s person, in hamster balls, etc.). Common spaces also includes public spaces throughout campus (administrative and classroom buildings and green space).

Pet owners must take reasonable precautions to prevent their animal from escaping their habitat or supervised care. Pet owners must notify their Pet Proctor & RA within 12 hours of realizing a pet has escaped their habitat. Pet owners are responsible for any action the College must take to locate/capture a missing animal (whether or not the Student approved of the action) as well as any damage their animal causes during their escape.

When cleaning the cages/aquariums/habitats of pets, care must be taken to ensure that no bedding, excrement, litter, gravel, sand or cedar chips are dumped down any drains. All solid debris must go in the trashcan. Once solid debris is removed, the container can be washed in the slop/mop sink - never in the kitchen or bathroom sinks or tubs. Clogged sinks from animal debris will be result in pet privileges being suspended campus wide.

All fabrics or materials laundered in the college laundry machines must also be free of animal debris. Recurring repairs as a result of animal debris will also necessitate a suspension of pet privileges across campus.

Pet owners are responsible for any and all damage caused to college facilities by their pets.

When meetings involving pet owners are called, they are mandatory and fines will be implemented for those who miss them.

Any violations of the pet policy will result in an automatic fine. The pet owner will also receive a written warning for each violation. Further details are explained in the warning system.

If at any time a pet owner can no longer care for their pet, they must find a humane home for it. If it is determined a student has released an animal in the halls or on campus grounds, they will face a substantial fine and Honor Council referral.

Pet owners are expected to take reasonable precautions to prevent their animals from breeding while residing on campus. Offspring of animals still fall within our total pet restrictions - if offspring would put the owner over the policy limit of animals allowed they must notify their RA & Pet Proctor immediately and make arrangements to move the animal family off-campus until the offspring can be placed in humane homes. Failure to do so will result in loss of pet privileges.

**Monitoring of Pets within the Residence Halls**

In an effort to ensure that all pets are properly cared for, pet policies are being followed, and pet-related issues or concerns in the community are being addressed quickly and professionally, the Pet Proctor and the Resident Assistant have the following responsibilities:

**Pet Proctor:**

1. The Pet Proctor is a self-nominating position and is available to all students who live on campus and are willing to take the position seriously. However, because of the nature of the position, it is highly recommended that the Pet Proctor be a sophomore, junior, or senior in the VMT field, pre-vet, or someone who has proven to be knowledgeable about animals.

2. There will be one Pet Proctor per resident hall community (1 per RA). The floor/hall will vote within the first two weeks of the fall semester to determine who will hold this position. The Pet Proctor position will be held for one year.

3. The Pet Proctors must attend a mandatory training with the Director of Residence Life and the VMC staff at the start of each semester.

4. S/he is required to have a list of pets on their hall. This includes the owner's name, room assignment, number and type of animal(s) in the room, number and type of habitats in the room. This list must be updated on a monthly basis at minimum.

5. The Pet Proctor must conduct regular checks of animal rooms every 2-3 weeks.
6. The Pet Proctor has the authority to decide if the animal is being treated or housed inhumanely (i.e. including cleanliness, odor control, handling, etc.).

7. S/he has the authority to confront the pet owner about any concerns regarding the animals including excess odor from the animal, the animal's cage, or the room.

8. S/he has the authority to implement the warning system.

9. S/he must inform the Resident Assistant of any concerns, issues, or violations related to the Pet Policy.

10. S/he has the authority to call a pet meeting to discuss any major problems or any new information about pets.

11. S/he has the authority to see that the animal is removed from the owner's possession after the final warning and to see that all of that individual's future privileges are lost.

**Resident Assistant:**

1. S/he will work closely with the Pet Proctor their floor/hall to ensure that the Pet Policy is enforced.

2. S/he must notify the Pet Proctor and the Director of Residence Life of any concerns, issues, or violations related to the Pet Policy.

3. S/he is required to have a list of pets on their hall. This includes the owner's name, room assignment, number and type of animal(s) in the room, number and type of habitats in the room. This list must be updated on a monthly basis at minimum.

4. S/he has the authority to confront the pet owner any concerns regarding the animals including excess odor from the animal, the animal's cage, or the room.

5. S/he has the authority to implement the warning system.

6. S/he has the authority to call a pet meeting to discuss any major problems or any new information about pets.

7. Additionally, the Resident Assistant may attend any or all pet meetings, but their attendance is not required.

All pet owners agree, by bringing a pet on campus, that they will abide by the above policies. Because the pet policy is a privilege and has a dramatic impact on the community and facilities, violations of the pet policy are viewed with extreme seriousness. Violations of the pet policy by any Wilson student will result in implementation of the warning system. The warning system is a guideline but the warning system may be implemented at any stage that the specifics of a situation warrant.

1. **First Warning:** The pet owner will receive a written warning and a $25 fine. The pet owner now has only two written warnings left before s/he must remove the animal from ownership.

2. **Second Warning:** The pet owner will receive a second written warning and a $50 fine. The pet owner has one written warning left before s/he must remove the animal from ownership.

3. **Third (Final) Warning:** The pet owner will receive a final written warning, a $100 fine, and complete loss of current and future pet privileges. At this point, the pet owner has one week to remove the animal from ownership. If the pet is not removed within one week, the matter will result in an Honor Council case.

**Clause I:** Any resident who has an animal that is not allowed will automatically receive a fine equivalent to the third warning and loss of pet privileges. The animal must be removed from campus within 24 hours.

**Clause II:** Any situation that the Pet Proctor, the RA, the Director of Residence Life, or the Dean of Students feels is unethical or inhumane to the animal will result in an automatic third warning.

**Clause III:** The pet owner will see that any animal of which they are giving up ownership (either required or voluntary) goes to a responsible owner. Failure to do so will be seen as unethical/inhumane treatment subject to fining or referral to Honor Council.

**Clause IV:** If the pet owner would like to appeal their warnings, the appeal will be heard by Honor Council.

**THE FINE SYSTEM**

In an effort to promote responsibility and address issues quickly, some policy violations will be handled through the fine system. The fine is meant to help the Student understand the importance of the policy and to serve as a deterrent in the future. The fine system will be initiated once the Director of Residence Life receives notification of a policy violation and
has verified validity of the report. The Director of Residence Life will then notify the Student of the report, policy violation, and subsequent fine as well as the appeal process which may necessitate a meeting. Once the fine is established, the Director of Residence Life will apply the charge to the Student’s term bill. The Student must pay their fine to Student Accounts - no Residence Life or Student Development staff member will ever accept or attempt to collect monies for a fine from a student. If a student fails to pay their fine within 10 business days, the fine is automatically doubled.

The following is a list of possible fines (this is not an all-inclusive list):

- Noise/ Quiet Hours.........................................................$10
- Dirty Kitchen/Lounge/Laundry Room .........................$10
- Open Windows (when heat is on) .................................$10
- Break Closing Violation..............................................$10
- Unauthorized Entry ......................................................$25
- Propped exterior or fire door ......................................$25
- Abuse of College property ..........................................$50
- Failure to vacate / unauthorized occupancy..............$50 (per day)
- Lock Change (Lost Key)..............................................$60 + $5/key
- Giving out key/elevator code ......................................$100
- Pet Policy (this includes type, location, care, cleanliness, etc.)
  - First offense .........................................................$25
  - Second offense .......................................................$50
  - Third offense ............$100+ and loss of pet privileges
- Visitation/Escorting
  - First offense ..........................................................$25
  - Second offense .........................................................$35
  - Third offense ............ $50 + and loss of guest privileges
    (length to be determined by DRL)
- Fire/Life Safety Violations:
  - First offense .........................................................$25
  - Second offense .........................................................$50
  - Third offense ............ $100 + Honor Council referral

Tampering with fire safety equipment, disabling fire safety equipment, or failure to evacuate during a fire alarm will carry substantially higher fines ($100 or more) and an immediate referral to Honor Council/Joint Honor Council. Bringing an animal that is not allowed into the halls or inhumane/unethical treatment of an animal will carry an automatic $100+ fine, loss of pet privileges, and potential Honor Council/Joint Honor Council referral. The fining system for repeated lockouts is detailed in the Residence Hall Access section.

In instances where the responsible party cannot be determined, entire communities may be held accountable through the fine system. Other methods of community accountability may include restitution, loss of privileges/access, etc. as deemed appropriate by Residence Life staff. Living within a community places a large amount of responsibility on each community member to hold themselves and their peers to a higher standard of behavior so that the various members can share the space effectively. Students are expected to address community concerns; RAs are a resource to assist in this endeavor. Students are expected to take responsibility for their own behaviors and to recognize that they are ultimately responsible for their community.
Other fines for infractions not listed here may be imposed by the Director of Residence Life and/or Dean of Students if deemed necessary. Fines may double for repeat infractions. Any infraction or repeat infraction may be referred to Honor Council/Joint Honor Council if deemed appropriate.

ROOM ASSIGNMENTS & CHANGES

The residential experience is meant to encourage growth both personally and socially for all students. With that in mind, each student is expected to attempt to make their roommate and hall community relationships workable, civil, and respectful. The policies below govern how room assignments and room changes are made. These procedures have been adapted to better fit with Wilson College’s Honor Code. Specifically the areas of respecting the dignity of all persons, respecting diversity in people, ideas and opinions, and demonstrating concern for others, their feelings and their needs have been addressed in these policies.

A. All new incoming students will be asked to complete a housing survey prior to room assignments being made. This survey will have a place to make room type and hall preferences as well as a roommate request. If two new students request each other they will be placed together. The information on the housing survey will be used to make housing assignments for all first year students.
   a. Assignments are essentially random. Students are expected to put forth effort to communicate with their roommate before move-in and throughout the year to achieve a workable roommate relationship.

B. All students have the ability to request all room types in all halls. Placements are made on a first come, space available basis.
   a. Any room requests for medical reasons must be supported by medical documentation which is then reviewed by the Accommodations Coordinator. A full outline of the ADA Accommodations process is available on the Disability Services website. Requests received by the stated deadlines will be placed in available spaces first. Requests received after the deadline will be placed within remaining spaces to the best of our abilities.

C. All roommates/suitemates are responsible for completing a roommate contract within the first week of classes which is to be turned in to the RA responsible for that hall/floor. Anyone can request that their RA be present during the negotiation of the contract. Only those who have completed a contract and have said contract on file with the Office of Residence Life will be allowed to request a room change.

D. All room changes are done on a case-by-case basis only. No room changes will be allowed prior to the start of the third week of class. Room changes begin on the add/drop deadline and continue for three weeks; no changes are permitted outside this time frame. Extreme situations are reviewed individually by the Director of Residence Life.
   a. All students requesting a room change will be required to meet with the Director of Residence Life.
   b. Room change requests may necessitate a roommate mediation and subsequent trial period before a request is granted.

E. The following is expected and will be required for all room change requests as a result of a roommate conflict:
   a. Discussion with current roommate to resolve issues/concerns. Following this discussion, the roommates will make a sincere attempt to resolve issues for a period of not less than one week before proceeding to the next step.
   b. Mediation with the Resident Assistant to attempt to resolve a conflict. This may include a revised roommate contract. The roommates will make a sincere attempt at living under the guidelines produced by the contract before proceeding to the next step of room change procedure. This will encompass a time period of not less than one week. (The RA may immediately refer roommates to the Director of Residence Life at their discretion.)
   c. Meeting with the Director of Residence Life. Roommates/suitemates involved in mediation will observe a waiting period of not less than one week before their room change request will be considered further.
   d. A Residence Life staff member may check in with the roommates involved in mediation at anytime during the process. Roommates must make a good faith effort to uphold their mediation agreement.
   e. Room change requests will be considered only after all the above steps have been completed. Room change requests must be submitted in writing to the Director of Residence Life. Please allow up to three
business days for a response after requests have been submitted to the Director of Residence Life. The steps above may begin before the third week of class; it is recommended that the steps begin as soon as an issue arises.

f. Room change request received with less than one week left of the room change period may be denied if it would result in an undue hardship for either roommate.

F. Anyone requesting a room change must meet with their proposed new roommate and the Director of Residence Life for a roommate contract discussion before a move will be approved.

G. Students are limited to one room change per academic year. Any student who switches rooms without authorization from the Director of Residence Life will face consequences that may include any combination of the following: a substantial fine, a mandatory relocation, loss of room change privileges, room draw restrictions, and/or referral to Honor Council.

H. Any room that is not filled to occupancy, for any reason, will be charged at the Double as a Single (buy-out) rate. If a student is left in a Double by themselves, s/he will be given one week to locate and pull in another roommate before the buy-out rate is charged. Students who did not specifically request a Double as a Single are always eligible to receive a roommate at any time during the academic year regardless of whether they are being charged the buyout rate; if they are assigned a new roommate, they will revert to the normal double rate.

I. Room assignments and roommate rates are final as of close of the published room change period.

J. Any Resident Advisor who is terminated or resigns from their position during the course of the semester will be assigned a room for the balance of the semester by the Office of Student Development. The Student must vacate the Resident Assistant room within 24-72 hours as determined by the Director of Residence Life.