

Dear Resident Student,

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

We encourage you to make the most of your experience in the residence halls. Get to know the Resident Assistant staff and the professional staff members living in the residence halls. They are there to help you and watch out for your best interests. Get involved! Learn as much as you can from the people living around you. Take advantage of activities and programs offered in the residence halls. Become involved in the Resident Student Associations to help make decisions that will affect you and will enable you to gain leadership experience.

This guide is provided so that you may know the policies, procedures, and information relative to residential life at Albright. Please read it carefully and keep it on hand for easy reference. As a member of the Albright residence life community, every resident will be responsible for becoming familiar with each item in this guide. If you have any questions or need any assistance while you are here please contact me or any member of the Residential Life staff.

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

**Sincerely,
Rebecca Morrow
Interim Director of Residential Life**

Shelly Burkholder

Assistant Director of Residential Life

Jason Hartsfield

Coordinator of Multicultural Programs/Area Coordinator

Pam Tanger

Administrative Assistant for Residential Life

Jared Melot

Area Coordinator/Assistant Soccer Coach

Contents

OFFICE OF RESIDENTIAL LIFE..... 1
 Mission Statement..... 1
 Academic Support..... 1
 Valuing Diversity..... 1
 Residential Learning Program 1
 COLLEGE HOUSING STAFF..... 1
 Assistant Directors 1
 Student Employment Opportunities 1
 Resident Assistants 2
 OFFICE OF COMMUNITY STANDARDS 2
 STUDENTS' RIGHTS AND RESPONSIBILITIES..... 2
 ASSIGNMENT POLICIES AND REGULATIONS 3
 Residential and Food Service Contract 3
 Eligibility 3
 Room Assignment Procedures..... 3
 Opening Procedures..... 3
 Closing Procedures..... 3
 Residency Schedule 4
 Assignment of Space 4
 Consolidation Policy..... 4
 Room/Hall Changes 5
 Access Cards..... 5
 Breach of Security 5
 Room Access 5
 Roommate Assignment..... 6
 COMMUNITY SERVICES AND INFORMATION 6
 Facilities Office..... 6
 Food Service..... 6
 Gable Health and Counseling Centers. 6
 Public Safety..... 7
 Telephones 7
 Internet..... 7
 Cable Television Services 7
 Mailboxes..... 7
 Vehicle Registration and Parking Regulations 8
 Summer Housing 8
 Services for Students with Disabilities..... 8
 COMMUNITY ACTIVITIES..... 8
 Resident Student Association 8
 COMMUNITY LIVING STANDARDS and EXPECTATIONS..... 9
 Responsibility for the Assigned Room/Apartment..... 9
 Responsibility for Common Areas..... 10
 Responsibility for Student Property 10
 Roommate Bill of Rights..... 10

CALENDAR - SPRING 2012

January 22-Sunday

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

January 22-February 5

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

February 3-Friday

Deadline for meal plan changes (new spring '11 enrollees only)

March 9-Friday

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

March 18-Sunday

Student housing reopens @ 9 a.m.

April 1- Sunday

Last day for room changes

May 15-Tuesday

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

May 20-Sunday

Student housing closes for end of year @ 7 p.m. (graduating seniors)

Note: The residence halls are closed for Spring Break (March 9-March 18), with the exception of student teachers and international students, who must be approved by the Office of Residential Life. RA staff will remain on campus during this time.

Note: The residence halls will close for the end of year on Tuesday, May 15, 2012.

Best wishes from the Office of Residential Life for a happy and successful 2011-2012!

Important Telephone Numbers

Fire/Police/Ambulance
 (land line phone) - on campus 311
 Office of Public Safety (*emergency cell*)..921-2227
 Office of Public Safety (*non-emergency*) .921-7670
 Academic Affairs.....921-7643
 Academic Learning Center921-7662
 Counseling Center921-7532
 Dean of Students921-7611
 Dining Services921-7525
 Dining Services Menu921-7608
 Facilities Office.....921-7520
 Financial Aid.....921-7515
 Health Center.....921-7532
 Information Technology Help Desk..921-7676
 Office of Residential Life.....921-7641
 Student Billing921-7764/7754
 Student Activities.....921-7529
 Office of Community Standards.....921-7663

Your Resident Assistant: _____
 Your Assistant Director: _____

OTHER IMPORTANT TELEPHONE NUMBERS

CALENDAR - FALL 2011

August 25-Thursday
 Housing opens for new students @ 8 a.m.

August 25-September 12
 Two-week hold for room changes
 (no room changes allowed)

August 28-Sunday
 Housing opens for returning students @ 9 a.m.

September 9-Friday
 Deadline for meal plan changes

November 1- Tuesday
 Last day for room changes

November 22-Tuesday
 Student housing closes for Thanksgiving
 break @ 6 p.m.

November 27-Sunday
 Student housing reopens @ 9 a.m.

December 16-Friday
 Student housing closes for winter
 break @ 6 p.m.

CALENDAR - INTERIM 2012 SESSION

January 2-Monday
 Student housing reopens for Interim session
 @ 9 a.m. (Students must be taking classes or
 participating in an approved activity to live in
 student housing during Interim.)

January 20-Friday
 Student housing closes @ 6 p.m. (only stu-
 dents not returning for spring semester)

POLICIES AND REGULATIONS..... 11

Abandoned Items 11

Alcohol 11

Antennas/Aerials & Satellite Dishes 11

Bicycles/Motorcycles 11

Bulletin Boards 11

Candles/Candle Warmers/Incense/Open Flames 11

Damages 11

Disruptive Conduct 11

Decorations and Room Modification 12

Electrical Appliances 12

Electrical Equipment 14

Explosives/Flammables 14

Fire Safety/Alarms/Drills 14

Furniture Arrangement..... 14

Guest/Escort Policy..... 14

Hall Sports 15

Harassment 16

Illegal Drugs 16

Laundry Rooms..... 16

Lost and Found 16

Mental Health Disturbances Disposition..... 16

Rearranged College Furniture..... 16

Pets 16

Public Posting of Materials..... 17

Quiet Hours 17

Room Furnishings 17

Room Entry/Inspections 18

Search and Seizure..... 18

Repair and Replacement Costs..... 18

Roofs and Ledges 19

Smoking 19

Soliciting and Sales 19

Unauthorized Entry or Use of College Facilities..... 19

Vending Machines 20

Waste Disposition and Recycling..... 20

Water-Filled Furniture..... 20

Weapons..... 20

Weights..... 20

Windows and Screens..... 20

COMMUNITY LIVING STANDARDS PARTICULAR TO ALBRIGHT WOODS..... 20

Social Gathering Policy..... 20

Enforcement 21

Sanctions..... 21

Fire, Health and Safety for Albright Woods..... 22

Blocking Exits..... 22

Water Heaters..... 22

Trash and Recycling 22

Property Inspections 22

IMPORTANT TELEPHONE NUMBERS 23

HOUSING CALENDAR..... 23

The Office of Residential Life

Mission Statement

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

Academic Support

Academic support is accomplished by promoting an environment conducive to learning, enhancing student-faculty interaction in the residential setting, and establishing strong partnerships with other campus departments.

Valuing Diversity

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

Residential Learning Program

Our on-campus residences are intentionally managed to support the residents' transition from high school to college and their successful enrollment at Albright College. Citizenship skills are taught through involvement in social and educational programs, self-governance, resident-staff partnerships, student employment opportunities, and resident accountability. Through participation in various

aspects of the residential learning program, students will have numerous opportunities to get involved at Albright College. In doing so, they will develop many valuable life skills.

College Residential Life Office Staff

Housing administration is the business operation of the office, and is involved with room assignments, room moves, and the cancellation of the housing contract. Residential learning involves staff recruitment and selection, as well as the training of resident assistants, who are responsible for developing a positive living experience and learning environment for resident students, and for supervising residence hall programming.

Assistant Directors

An assistant director is a full-time professional staff member who has the primary responsibility for the residence education program and administration of a designated community of residence halls housing approximately 115-200 students. By coordinating programs and activities, promoting a positive living and learning environment, and getting students involved, the assistant director implements a comprehensive residential program to support the personal growth and development of resident students.

Student Employment Opportunities

The Office of Residential Life is one of the largest employers of students on campus. Positions available to students are resident assistant and office assistant. Applications for office assistants are available in the Residential Life Office in April, and students who are selected begin their employment in the fall semester. The selection process for resident assistants occurs during the spring semester for the following academic year. To learn more about these positions, read the descriptions below or ask your resident assistant or a member of the Residential Life staff.

Second Violation: A \$125 fine and housing probation for each resident who lives in the apartment.

Third Violation: A \$250 fine and loss of privileged housing for each resident who lives in the apartment. Residents may be ineligible for privileged housing for the duration of their enrollment at Albright College. Students may also be referred to the Office of Community Standards for any Social Gathering Policy violation.

Fire, Health and Safety for Albright Woods

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

Apartment residents are strictly forbidden to have propane tank grills. First floor apartments only are permitted to have charcoal grills. Charcoal grills must be stored outside and kept at least six feet from the apartment when in use. Tiki torches are also prohibited.

Refer to the Social Gathering Policy for other guidelines regarding number of guests and fire codes.

Blocking Exits

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

Water Heaters

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

Trash and Recycling

All trash and recyclable products must be taken to the appropriate dumpsters and commingled recycling bins located in designated parking lot areas. Any excessive trash anywhere in or around a building will be the responsibility of the residents of that building. All of the residents who live in that building will be fined \$50 each for the removal or cleanup of the trash. If the trash can be associated with a particular apartment, then each resident who lives in that apartment will be issued the fine.

Property Inspections

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

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

apartment. A gathering consisting of 12 or more individuals is considered a social gathering and must be registered with The Office of Residential Life.

E. Alcoholic beverages are not permitted in apartments where all residents are under the age of 21.

F. Beer is limited to cans only. The host apartment is responsible for appropriate disposal of all cans and trash at the conclusion of the event. The host apartment is also responsible for all debris around the host building. Residents may be assessed a fine for failure to properly dispose of trash and debris.

G. One six-pack of beer or one four-pack of wine cooler (or equivalent) is permitted per individual 21 years of age or older during the social gathering.

H. No common-source containers of alcoholic beverages are allowed (kegs, party balls, trash cans, tubs, punch, etc.).

I. It is the responsibility of the host apartment to ensure that all individuals consuming alcohol are of the legal drinking age (21 years of age or older). Violation of this will result in individuals 21 years of age and older being charged with providing alcohol to minors, which is a violation of state and local law.

J. All guests are required to have a College ID or a valid driver's license and must produce this documentation upon the request of Albright College Public Safety or other Albright personnel.

K. Admission may not be charged for any social gathering, including donations or other "selling" of alcohol. This includes pooling of funds between residents of the apartment. This policy is consistent with state and local laws.

L. Albright Public Safety and/or other College personnel may enter an apartment during a social gathering.

M. Any apartment residents or guests who do not comply with the above guidelines will be subject to disciplinary action. This action may include, but is not limited to, removal from the event, immediate termination of the event, monetary fines, loss of social gathering privileges, housing probation, or loss of housing, as well as additional sanctions by the Office of Community Standards. An apartment with prior social gathering violations may be declined an application to host a social gathering by The Office of Residential Life.

N. The Office of Residential Life reserves the right to limit the number of social gatherings that each individual apartment is permitted and to decline an application for a social gathering at any given time.

O. The College reserves the right to amend this policy at any time without prior notification.

Enforcement

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

Sanctions

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

First Violation: Letter informing the residents of the apartment that their behavior is contrary to the Social Gathering Policy and that a \$50 fine will be imposed.

Resident Assistants

Resident assistants live with the students in each residence hall. They are student staff members selected on the basis of their skills, interests and activities, enabling them to effectively assist and advise students. Each resident assistant is trained to assist and/or refer students with academic and personal concerns, assist students in maintaining an educational environment, and enforce College and Residential Life policies. More specifically, resident assistants conduct numerous programs and activities to meet the growth and developmental needs of students.

The Office of Community Standards

The main responsibility of the Office of Community Standards is to ensure that the standards of the community and policies are being upheld. While students have the right to enjoy their freedoms, there is also a sense of responsibility. To maintain the optimal learning environment, everyone within the Albright College community has the responsibility of familiarizing themselves with and adhering to the Student Code of Conduct.

The Office of Community Standards is responsible for responding to issues that may be in violation of the Code of Conduct. When an individual can be identified, the Office of Public Safety, in most cases, will file charges for the individuals involved. The Office of Community Standards is located in Selwyn Hall, north, ground floor, and can be reached at 610-921-7663.

The director of community standards and/or designee are administrative positions within the Student Affairs division. The duties of the director and/or designee consist of training new members of the board and advising the board on procedures, as well as gathering all information required by the board.

In addition, the director and designee are responsible for coordinating hearings and may serve as administrative hearing officers. They are present during all board hearings and deliberations. If neither the director nor designee is available, the dean of students will appoint another person to be the adviser to the board for that case. Please note: All meetings and hearings with the Office of Community Standards take precedence over all classes and extracurricular activities.

Students' Rights and Responsibilities

As an Albright student, you are guaranteed all of the rights, privileges and freedoms granted to every citizen. However, with these rights come responsibilities. Albright is not a place where students can escape the responsibilities imposed by law upon all citizens. As a student of Albright College, you are expected to abide by all federal, commonwealth and local laws. (Alleged violations of these laws will be referred to the appropriate court or police authority.) Violations of these laws may also lead to disciplinary actions by Albright College. When you enroll at Albright, you assume special responsibility for living by Albright College's Code of Conduct, which is not intended to deny any of the rights guaranteed to you previously. Rather, it was adopted to ensure that Albright is able to maintain an atmosphere conducive to learning and personal growth.

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

Assignment Policies and Regulations

Residential and Food Service Contract

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

Eligibility

Housing at Albright is available for traditional undergraduate students ages 17-25. On-campus housing is required and guaranteed (see note below) for all students with first-year and second-year academic status who are not living with a parent or legal guardian. Housing may also be made available to non-traditional students, including Accelerated Degree students, master's level students, 4+1 students, and any other students returning for certification, at the discretion of the housing director and dean of students. Albright College does not provide housing accommodations for married couples or families, and does not allow infants or children to reside on campus.

Please note: On-campus housing can be guaranteed only when established deadlines are met for the online housing process.

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

Room Assignment Procedures

New students are assigned rooms according to the date that the Residential Life Office receives a completed online housing application. Initial room assignment emails are generally sent prior to or during the second week of July.

Current resident students are given the opportunity to sign up for housing during the spring semester for the following academic year. During this process, a "How-to Guide" is placed in all student mailboxes, except for graduating seniors, and flyers are posted in the residence halls. The "How-to Guide" is also posted on the housing web page, and RAs may choose to hold information sessions in the residence halls, specifically first-year buildings. All students must complete the online housing process by following specific instructions and deadlines listed in the "How-to Guide" in order to secure housing for the following academic year. More details about the room selection process will appear in the "How-to Guide" in February 2012.

Opening Procedures

Upon arrival on campus, upperclassmen should proceed to the housing check-in area. There you will receive the information you need to access your room. Once at your building, an RA will accompany you to the room and complete a room condition report. This form must be examined, signed and returned to your resident assistant. (See responsibility for the assigned room section.)

Closing Procedures

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

Unauthorized Entry or Use of College Facilities

No student shall make unauthorized entry into any College building, room, office, attic, roof or other College facility. This includes times when the College is closed i.e., Thanksgiving and spring breaks), or times when the student is not approved to be on campus (i.e., summer/Interim sessions). Violation of this policy may result in disciplinary action and/or removal from College housing.

Vending Machines

Drink and snack machines are located in each residence hall for the convenience of the residents. Proper care and utilization of these machines is expected. To have these machines refilled or to report problems, please call Dining and Food Services at 610-921-7525.

Waste Disposition and Recycling

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

Water-Filled Furniture

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

Weapons

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

Weights

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

Windows and Screens

Throwing objects from windows, and/or hanging objects, inside or outside, from windows and screens is prohibited.

Community Living Standards Particular to Albright Woods

Social Gathering Policy

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

A. Social gatherings within the living facilities shall be confined to the designated apartment. Guests with or without alcohol are not permitted to congregate in the stairwells, laundry facilities, patios, balconies or any other area outside the confines of the designated apartment.

B. Social gatherings must be registered and approved through The Office of Residential Life at least 48 hours in advance of the social gathering request date.

C. Social gatherings are permitted Friday or Saturday only, and may begin after 8 p.m. and must conclude by 1 a.m. Registered events will not be permitted during any official break period or exam period, or during the College's Interim period.

D. In accordance with fire safety codes, the maximum number of individuals for any social gathering may not exceed 24 (this includes residents and guests) in any one

Blocked drains (intentional blockage with food, paper towels, toilet tissue, tobacco, etc.)	
Unclog	\$50
Tub replacement	\$500
Faucet replacement	\$200
Toilets/Urinals	
Broken	\$300
Flusher valve	\$200
Heating/air conditioner units	
Removal of any item when unit needs maintenance or repair	\$30
Grid work per foot	\$20
Blocked heating/AC unit motor burns up	cost of unit
Lights	
Light cover	\$50
Replacement (2x2)	\$100
Replacement (2x4)	\$125
Diffuser (2x2)	\$30
Diffuser (2x4)	\$40
Desk light	\$50
Pole lights/broken lens	\$200
Broken top cover	\$125
Furniture	
Desk	\$250
Side chair	\$125
Bed	\$175
Mattress	\$150
Chest of drawers	\$275
Sofa	\$750
Lounge chair	\$310
Love seat	\$650
Mirror replacement	\$75
Removal of furniture	\$75 per piece
Miscellaneous	
Excessively dirty room (any time during or after the school year)	\$100
Excessively dirty apartment (any time during or after school year)	\$250
Excessively dirty common areas	assessed per incident at \$100 per person
Coaxial TV cable per foot	\$10
Flooding in dorms due to vandalism/carelessness	assessed per incident
Fire extinguisher replacement	\$100

Fire extinguisher refill	\$75
Fire extinguisher box replacement	\$100
Fire extinguisher box: replace glass	\$30
Fire alarm box repair	\$125
Fire bell/strobe replacement	\$150
Smoke detector replacement	\$250
Exit sign replacement/repair	\$150
Electric hand dryer replacement	\$300
Hand soap dispenser replacement	\$75
Paper towel/toilet paper dispenser	\$100
Bulletin board replacement	\$250
Thermostat	\$250
Clean microfridge	\$40
Reading Fire Department response	\$200
Fire extinguisher discharge	assessed per incident
.....	assessed per incident
Electric strike replacement	\$300
Removal of graffiti	assessed per incident
Biohazard clean-up	assessed per incident

Roofs and Ledges

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

Smoking

Smoking is prohibited in ALL buildings on campus. Smoking is not permitted within 25 feet of entrances to residence halls including the Albright Woods Apartments. Refrain from smoking near windows. All debris must be disposed of properly. Failure to adhere to these rules may result in a fine and/or disciplinary action.

Soliciting and Sales

Soliciting, canvassing, or the use of College housing as a location for selling of any type is prohibited. This includes, but is not limited to, demonstrations such as Mary Kay and Avon, sex toys, etc. All solicitors should be reported to a housing staff member or the Office of Public Safety.

Closing procedures will be distributed to all students prior to each closing and may include, but are not limited to, meeting with a staff member to review the condition of the room, unplugging electrical appliances as directed, removing trash, and locking all doors. It is for health, safety and security reasons that these procedures must be followed. Any students not following proper closing procedures will be fined \$30 for an improper checkout.

Any time a student needs to check out of a room permanently before the end of the academic year, such as to change rooms, move off campus or commute, withdraw, or leave the residence halls for any other reason, he/she must come to the Residential Life Office at least two days before moving to complete the appropriate paperwork.

For end-of-year close down, proper instructions for checking out will be distributed before the end of the academic year. The student checking out must remove all personal belongings so that a complete inspection of the room can be made. If a student vacates housing permanently, all items belonging to that student must be removed from the room prior to his/her leaving. Any items left behind will be discarded, and the student will incur a packing/cleanup/removal fine. The room inventory form signed by the student when he/she moved in will be reviewed, damages beyond normal wear will be noted, and the student may be held financially responsible. Students are responsible for checking out with a resident assistant when vacating on-campus housing at any time during the year. A \$30 improper checkout fine will be assessed for improper checkouts.

Residency Schedule

College residence halls open for residency as announced prior to registration for each semester or summer session. Non-graduating residents may remain in the halls at the end of the semester for no longer than 24 hours

after their last final exam. All students must follow the policy stated in the residence hall closing notice memorandum. Students failing to vacate according to this schedule will be charged a late checkout fee. Housing will be provided for graduating seniors until immediately following graduation exercises.

Assignment of Space

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

Consolidation Policy

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

In first-year residence halls (Crowell Hall, Smith Hall and Walton Hall), students will be relocated based on date-received from completed online housing applications. In all other residence halls, students will be relocated based on class year, and then on date-received from completed online housing applications when students are the same class year. Space-permitting, and at the discretion of the director of housing, students may opt to remain in a double occupancy room at the super single rate (see housing contract).

When possible, room consolidation will be limited to the building wherein a resident resides unless he/she voluntarily moves to another building. When room consolidation is necessary, residents will be notified and will be expected to make changes in a timely fashion as designated by the Residential Life Office.

Room/Hall Changes

Students desiring to change rooms or halls must come to the Residential Life Office to complete a room-change request form. Details of the room-change process are listed on the IMPORTANT FACTS SHEET that is given to you with your signed housing contract. Failure to adhere to this process may result in the denial of your room-change request.

No changes are to be made without the approval of the Residential Life Office. At the beginning of each semester, a two-week hold is in effect for room changes, and students cannot move during this time. After this period, requests will be honored based on availability and the date of the completed room-change request form.

Room-change requests will NOT be honored after Nov. 1 of the fall semester and after April 1 of the spring semester. Failure to obtain approval from the Residential Life Office, and/or not complying with the required room change procedures, may result in a \$50 fine. A first-time room change will not be charged. All subsequent room changes will incur a \$30 charge per move.

Exceptions may be made to this policy for emergency purposes, and at the discretion of the housing director.

Access Cards

Each student is issued an access card that opens the front door of the student's assigned residence hall. It is also their identification and meal card, and it must be carried at all times. Identification cards must be produced if requested by College officials, including resident assistants.

This card is to be used only by the individual to whom it is issued; students may not allow any other person to use this card at any time. Improper use or allowing others to use your access card, as well as "popping" (pull-

ing hard) any residence hall doors to gain entrance, will result in a \$300 fine, and you may be referred to the Office of Community Standards. Tampering with residence hall doors diminishes the integrity of the hardware, and compromises the safety of resident students and guests.

If this card is misplaced, the student will need to notify the Office of Public Safety. Once a card is reported lost, the student bears the financial responsibility for the card, even though the lost card may later be found. The cost to replace a lost card is \$10. All cards are the property of the College and should be returned to Public Safety anytime a student permanently leaves the College.

Breach of Security

Access to residence halls can be accomplished only through a photo identification/access card. This security feature is only as good as those who are willing to utilize it. Propping doors open or allowing access to the building to non-registered or unauthorized persons jeopardizes the safety and integrity of the building and its occupants. Violators will be subject to a fine of up to \$300 and/or disciplinary action.

Also note that allowing others access to residence halls through side doors and exit doors clearly violates this policy. Additionally, tampering with residence hall doors of any kind is considered a breach of security, and violators will incur a \$300 fine and/or disciplinary action.

Room Access

Residents of Albright Court, Albright Woods apartments, Mohn Hall and Walton Hall ground level will be issued a key to the assigned room or apartment. This key is only for the use of the individual to whom it is issued; residents may not allow any other person to use this key at any time. Improper use or allowing others to use your key will result in a

Room Entry/Inspections

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

Search and Seizure

The College reserves the right for the appropriate officials to conduct searches if reasonable cause exists to believe that: (1) activity is taking place in a student's room or on College premises that is detrimental to the health, safety or welfare of individuals; or (2) substances that would constitute a violation of the Code of Conduct are contained in the room or on the property of the College or on a person.

A search involves the close physical examination of all areas, which includes, but is not limited to, thoroughly going through all of an individual's personal belongings. Determination of what constitutes "a reasonable cause to believe" that a search is necessary will be made by the director of Public Safety. Rooms may be entered without the student present.

Repair and Replacement Costs

Vandalism to a residence hall and its furnishings will be charged to the responsible party, and the party may be subject to further disciplinary action. When the responsible party cannot be identified, fines will be prorated and assessed to all residents living on that floor, suite or apartment. (See Responsibility for Common Area section for specific information about common area damage.) Punitive

charges may be applied when damage occurs but total replacement is not practical (i.e., burn holes, stains in flooring).

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

DAMAGED AREA COST

Replace doors.....	\$200
Replace doors (North Hall).....	\$350
Utility closet door (Albright Woods).....	\$75
Frame.....	\$85
Refinish.....	\$48
Lock set.....	\$65
Lock set (North Hall).....	\$125
Remove tape, etc.....	\$25
Wall patch/paint wall.....	\$75 per wall
Receptacle/switch plate.....	\$5
Cover plates.....	\$5
Exit sign (replacement/repair).....	\$150
Exit sign (metal covers).....	\$25
Exit sign (red cover).....	\$20
Data receptacle.....	\$300
Towel Bar.....	\$15
Windows.....	Assessed per item
Blinds.....	Assessed per item
Screens.....	Assessed per item
Repaint ceiling.....	\$75
Tile replacement (1x1).....	\$10
Tile replacement (2x2).....	\$15
Tile replacement (2x4).....	\$20
Carpet tile replacement.....	\$50

Water coolers

Drinking spout.....	\$75
Push buttons (side and front).....	\$125
Entire cooler replacement.....	\$500

Emergency phones

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

the residence hall. These students must inform the Residential Life Office and obtain approval before bringing the approved service dog on campus. Students found with unauthorized pets in the residential facility will be issued a fine of \$200 per pet/per incident and will be responsible for any damage or clean-up costs resulting from the pet. In addition to the \$200 fine, the student may be subject to housing removal and will be required to relocate the pet within 24 hours.

Public Posting of Materials

No materials may be posted inside or outside the residence halls without the approval of the Residential Life Office. Materials that promote the use of alcohol or other drugs or that promote discrimination based on race, gender, sexual orientation, religion, ethnicity or national origin are prohibited in all public areas and any area outside the student's room or visible from the outside of the window. Expressions that can be viewed publicly and are obscene, socially inappropriate, intimidating or offensive to the prevailing standards of an academic community are also prohibited. This also means that students should refrain from viewing inappropriate programs on TVs located in lounges. Any person posting material without prior approval from the Residential Life Office, anyone found viewing inappropriate programs on common area televisions, or anyone removing postings/flyers within the residence halls without authorization will be fined \$50 by The Office of Residential Life.

Quiet Hours

Quiet hours provide a structure to achieve a balance between quiet and privacy. During quiet hours, noise that can be heard one door away from the source is too loud.

Students who violate quiet hours may incur a fine, may be relocated to another residence hall, or may even be forced to move off campus at the discretion of The Office of Residential Life.

Quiet hours will be observed during the following times:

9 p.m. Sunday until 9 a.m. Monday
9 p.m. Monday until 9 a.m. Tuesday
9 p.m. Tuesday until 9 a.m. Wednesday
9 p.m. Wednesday until 9 a.m. Thursday
9 p.m. Thursday until 9 a.m. Friday
12 a.m. Friday until 12 p.m. Saturday
12 a.m. Saturday until 12 p.m. Sunday

Residents of a living unit may vote to increase the number of quiet hours if they so choose. A 2/3 affirmative vote of residents is required to extend these hours. The Residential Life Office must be informed prior to the vote in order to review the voting process. These hours may not be reduced.

"Courtesy hours" will be in effect at all other times. During courtesy hours, noise should not be so loud that it disturbs neighbors. At any time, a resident's right to a quieter environment should be honored. Residents should communicate with their neighbors to establish times when louder noise is acceptable. (These times cannot violate established quiet hours.) During Finals Week of any semester, quiet hours are in effect 24 hours a day, starting at 9 p.m. the Friday before Finals Week begins in the fall and 9 p.m. the Monday before the reading day in the spring. Quiet Hours will then continue through the end of the examination period.

Room Furnishings

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

\$200 fine, and you may be referred to the Office of Community Standards. In the event that this key is misplaced, the student will need to notify the Office of Public Safety. Once a key is reported lost, the student bears the financial responsibility for the key, even though the lost key may later be found. The cost for each lost key is \$25. All keys are the property of the College and therefore, for safety reasons, students cannot duplicate keys for any reason.

Residents of Crowell, Krause, North, Smith and Walton Halls will be issued a room combination. For safety reasons, you should never give this combination to anyone. Residents may not be assessed a fee for first-time combination changes. However, if it is determined that the student deliberately gave their combination to someone other than a roommate, a \$200 fine will be imposed. Each additional student request for a combination change will incur a fee: \$25 for the second request; \$50 for the third request, etc.

A fine of \$200 will be assessed to a student found in violation of this policy, and the matter will be referred to the Office of Community Standards for disciplinary action.

Roommate Assignment

Every effort is made to honor indicated hall and roommate preferences. When filling out the roommate preference section of the online housing application and answering preference questions, consider how you intend to live on campus at Albright College, not how you live at your present address. Roommate preferences will be honored if 1) the applicants request each other, and 2) a double-room vacancy exists. Information provided by the student on the preference card will be used to determine roommate matching. Every effort will be made to match like preferences. Room assignments are made without regard to race, creed, religion, sexual orientation or national origin.

Community Services and Information

Facilities Office

Maintenance and cleaning issues should be directed to Facilities, not the Residential Life Office. Students may contact the Facilities Office at 610-921-7520. For facilities concerns in your room, lounge or restroom, please refer to the College web site and select "Facilities work requests" from the "Quick Links" drop down box at the top right corner of the home page to process your online work order. If you feel that your concern is not addressed in a timely manner, please bring it to the attention of the Residential Life Office.

Food Service

Per the housing contract, students are required to select a meal plan. Note: Only Albright Woods apartment residents may elect not to participate in a meal plan. All incoming freshmen must select either the Gold 20 Full or the Silver 14 Flex meal plan. All returning students must select from the Gold 20 Full, Silver 14 Flex, or Bronze 10 Flex meal plan options. Commuters and Albright Woods residents may select from any of the above meal plan options in addition to the Commuter/Apartment 7 Flex or the Commuter/Apartment 5 Flex options.

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

Gable Health and Counseling Centers

The on-campus Health Center is located on the corner of Linden St., directly across from the Residential Life Office. Office hours are 8 a.m. – 5 p.m., Monday thru Friday, and students may call the center at 610-921-7532 to sched-

ule appointments. A physician, nurse practitioner, dietician and counselors are available by appointment to offer a variety of medical, nutritional and counseling services. For more information, please visit their web page.

Public Safety

The Public Safety Office is located on the corner of Linden St. and College Ave., across from Walton Hall. This department provides 24-hour-a-day service, every day of the year. Students may contact the office at 610-921-7670 for non-emergencies, and should dial 311 for emergencies from a campus land line phone. For all other Public Safety emergencies, students should program the following phone number into cell phones: 610-921-2227.

In addition to the director, the associate director, and the assistant director, other staff includes 16 full-time officers and 10 auxiliary officers. All officers receive CPR, first aid and AED training and required recertification. Public Safety demonstrates a strong commitment to helping ensure the safety of the residence halls by conducting regular rounds, making sure ID card access and doors to residence halls are properly functioning at all times, and responding to incidents in the residence halls as needed. For a more detailed description of Public Safety initiatives, please visit their web page.

Telephones

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

Students with local phone service in their room will have an individual extension that is the student's mailbox per the chart below. To receive a call from outside the Albright campus, the caller will need to dial 610-921-7200. When the Albright announcement starts to play, the dialer will need to dial your extension number.

Student Mailbox No.	Extension
1-999	5001-5999
1000-1999	1000-1999

Examples: mailbox 7 = ext. 5007; mailbox 123 = ext. 5123; mailbox 1024 = ext. 1024

Internet

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

Cable Television Services

Each room comes with a basic Comcast cable connection that is already included in your fees. This connection does not have premium movie channels such as HBO and Starz, or other premium services. Students should bring a TV cable cord for your room.

Mailboxes

The College post office clerk automatically assigns students residing in College housing campus mailboxes. The mailbox number you receive when you arrive on campus will be your number for as long as you are enrolled at Albright College. Important College information is often communicated through the Albright College mail system. Therefore, it is the responsibility of each student to check his/her mailbox on a daily basis. Use the following address format to have mail delivered to you:

Harassment

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

Illegal Drugs (See *The Compass* for specific information.)

Laundry Rooms

Washers and dryers are located in the residence halls or in designated nearby campus locations and are free of charge for use by resident students only. Non-resident students doing their laundry on campus are subject to fines and/or disciplinary actions. Resident students may also be held accountable for allowing off-campus students to use campus laundry facilities.

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

Lost and Found

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

Mental Health Disturbances Disposition

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

Should a student's behavior be assessed by appropriate College staff to have caused

disruption of the student's living environment, or to pose imminent possibilities of such disruption, disposition of that case will be considered on its own merits.

Possible disposition may include, but is not limited to, any or all combinations of the following: referral for professional mental health evaluation, remediation, therapy, imposition of sanctions or limits designed to protect the individual or the residential community, voluntary withdrawal from the College (including College housing) for either a specified or unspecified period of time, or involuntary withdrawal from the College (including College housing) for either a specified or unspecified period of time. Final disposition of the matter will be determined by the vice president for student affairs/dean of students in consultation with the Office of Community Standards and appropriate counselors or other mental health professionals.

Rearranged College Furniture

Each student room is provided with certain items of furniture (e.g., bed frames, mattresses, desks, desk chairs, dressers). Students may not move additional items into their rooms from public areas of the halls (or any College property), including North Hall suite lounges, or from other students' rooms. In addition, students are not permitted to remove items that are furnished by the College without prior approval of the assistant director or the Residential Life Office.

Students found to have violated this policy are subject to disciplinary action, which may include a fine of \$75 per item of furniture.

Pets

No animals, with the exception of fish and turtles in properly maintained aquariums of 10 gallons or less, will be allowed in residence halls. Students who are in need of service dogs are permitted to have the service dog in

allow roommates the opportunity to discuss the issue of guests in the room, proper notice should be given when a guest will be coming.

3. No more than six guests are allowed in any residence hall room and no more than 20 individuals are allowed in any North Hall lounge.

4. All overnight guests must be registered and approved by the Public Safety Office in advance of their stay. Resident students can register their guests by visiting the Public Safety Office to obtain a temporary Albright ID. The cost for the temporary Albright ID is five dollars.

a. To ease the congestion of the move-in and move-out period, overnight guests will only be approved to stay after the first week of classes have ended and before the beginning of intensive quiet hours has begun for finals in both the fall and spring semesters. For the Interim and summer sessions, guests will only be approved to stay after the first day of classes has ended and before the Friday of finals. Guests will not be permitted to stay overnight during extended late stays or in between semesters or sessions.

b. Guests may not stay on campus for more than three nights in a row and no more than 15 nights in a semester.

5. It is the responsibility of the host student to ensure that his/her guest is aware of College and residence hall policies.

6. Guests are held responsible for their own behavior, however, the resident will be held responsible for his or her guest's conduct in and around the residence areas and the College grounds. This includes financial charges resulting from damages or cleanup caused by the guest unless the guest can be identified and is an Albright student.

7. The host/resident must be present with the guest for the duration of the visit. The host

must meet their guest at the front door and escort them at all times throughout their visit, including to the front door upon leaving. Roommates are never required to leave when a guest is present. Guests, student or non-student, will be required to show proper photo identification upon request by a College official. Guests may not be allowed in the building without proper identification. Staff members, including resident assistants, may confront individuals if they are not recognized as a resident of that building and/or if a resident of the building is not escorting them. Residents should only escort individuals whom they know personally. If a resident student suspects an unfamiliar guest is in the building, they should contact the RA or Public Safety immediately.

8. Neither room keys nor door access cards will be provided for guests. Residents are not to give their keys, combo, or access ID card to guests in order for them to gain entrance to the room or the building.

9. Individuals found in the building who are not residents or guests of residents are considered to be trespassing. Only residents and their invited guests are permitted in the living areas of the building, i.e., locations other than the lobby, including individual rooms and floor lounges.

10. Guests are to use the appropriate restroom/shower facilities, i.e., male and female. Albright College reserves the right to disallow guests from returning to campus property

Hall Sports

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

Your Name, Box # _____

Albright College
N. 13th & Bern St.
P.O. Box 15234
Reading, PA 19612

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

Vehicle Registration and Parking Regulations

In order to maintain an orderly travel flow and to ensure fair and equal access to parking on the Albright College campus, all vehicles (including motorcycles) must be registered with the Office of Public Safety. Parking on the Albright campus is on a "first-come, first-served" basis, as long as the vehicle is registered and occupies an authorized parking space. For additional information on vehicle registration and parking regulations, please refer to the Albright College student handbook, *The Compass*, or contact the Office of Public Safety. Freshmen are not permitted to have cars on campus.

Summer Housing

One residence hall remains open during the summer to accommodate summer session students. Students desiring to live in College housing must sign a summer housing application/contract. Summer housing information is posted on the housing web page in April and sign-ups begin, on a "first-come, first-served" basis, at the end of April. Contact the Residential Life Office (x7641) before leaving campus for the summer for more information.

Services for Students with Disabilities

Some residence halls are equipped to specifically meet the needs of physically disabled students. It is our goal to provide services and resources that eliminate barriers and help students feel that they are part of the community. Please contact the Residential Life Office as soon as possible to discuss any special needs. Additional services including learning disabilities can be coordinated with the Academic Learning Center by calling 610-921-7662.

Community Activities

Residence halls are places for the exchange of ideas, experiences, feelings and interests. Thus, the development and implementation of programs and activities are important aspects of community life. Traditionally, residence hall activities are as varied as the individual residents and staff who plan them. Examples of programs are:

Social Activities: Welcome-back parties, ice breakers, movie nights, room personalization, fire prevention, breakdown of cultural barriers, cookouts, roommate games and pizza parties

Physical Activities: Intramural sports, (basketball, flag football, volleyball, tennis, soccer), Frisbee, golf, self-defense, rape awareness, nutrition and blood drives

Intellectual Activities: Current events, academic advising, goal setting, computer technology, study skills, AIDS discussions, racial sensitivity and women's issues

Spiritual Activities: Value clarification, relaxation, ethics, death, religious issues, philosophy and politics

Career/Life-Planning Activities: Career exploration, interviewing skills, study abroad and volunteer opportunities, graduate school information, job search strategies and communication skills

Emotional Activities: Motivation seminar, combating depression, test-anxiety reduction, stress management, decision-making seminar, assertiveness training, homesickness and transitioning, and alcohol use and misuse education

Resident Student Association

The Resident Student Association (RSA) is a coordinating body among the residence halls and their communities. All resident students are members of RSA and are encouraged to

participate in weekly meetings and coordinated activities. The RSA works with housing staff members and residents in the development of residence hall activities, programs, policies, procedures and facilities concerns. The RSA utilizes programming and other methods to bring residents and their communities together. Look for RSA-sponsored homecoming events, the fall campus safety walk, and other exciting events.

Community Living Standards and Expectations

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

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

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

Responsibility for the Assigned Room/ Apartment

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

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

The student is responsible for the condition of the assigned room and shall reimburse the College for all damage to the room and damage to, or loss of, fixtures, furnishings or properties furnished under the contract. No alterations are to be made to the furniture provided by the College. Additional furnishings brought into the room must be free-standing and clear of all existing furniture, fixtures or walls contained in the room.

Heaters may not be used while sleeping. When the heating problem is resolved, all heaters must be returned to the Facilities Department. Failure to return the heater will result in a \$50 fine.

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

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

Electrical Equipment

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

Explosives/Flammables

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

Fire Safety/Alarms/Drills

The triggering of false fire alarms or tampering with fire extinguishers, hoses, sprinklers, exit signs, posted fire safety information, and/or the alarm system is prohibited. This

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

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

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

Furniture Arrangement

Furniture may not be arranged so that it blocks heating units or inhibits access to exits. Furniture arranged in a manner that creates a fire hazard will be required to be rearranged. Repeated violations of this policy may result in fines and/or other disciplinary action.

Guest/Escort Policy

1. A guest is defined as any individual who is not recognized by the Office of Residential Life as an occupant of a particular room and/or residence hall.

2. Students are permitted to have guests, age 16 or older, in their rooms only if there is no objection from their roommate(s). To

tension cords in residence hall rooms, Woods apartments, suites, kitchens, lounges, and all other common areas:

1. All electrical appliances with exposed heating elements, such as toasters and sandwich makers, are prohibited. The George Foreman grill is also prohibited. A \$50 fine for each confiscated item will be assessed, and confiscated items may not be returned.
*Special note to Albright Woods Apartments residents: Students are permitted to bring their own microwave, toaster and charcoal grill. Students may not bring toaster ovens, George Foreman grills or propane tank grills!
2. Extension cords may be used under the following conditions:
 - a. Only one extension cord is permitted to connect an appliance with an electrical outlet. (Cords may not be used in a series, i.e., connected together.)
 - b. Only grounded extension cords may be used with appliances.
 - c. Multiple-outlet extension cords with built-in breakers are required when the number of outlets needed is greater than the number of outlets provided.
3. Privately owned air conditioners are not permitted. Air conditioning is provided in all residence hall rooms.
4. Personal refrigerators and microwaves are prohibited. (Microwaves are permitted in Albright Woods.) All residence hall rooms are provided with a microfridge by Albright College.
5. Other appliances such as radios, non-halogen lamps, computers, TVs, electric razors, hair dryers, hair curlers/straighteners, fans and clocks are permitted, provided the total electrical require-

ments do not exceed the capability of the system. Lava lamps and black lights are permitted. Halogen lamps and multi-color/multi-bulb floor lamps exceeding three bulbs are strictly forbidden. There is a \$50 fine for confiscated items, and these items may not be returned.

6. All electrical equipment and cords must be kept in safe operating condition.
7. Irons may be used only with ironing boards.
8. Cooking in a residence hall room is limited to the following appliances, which may be used only for their intended purpose: sealed-unit coffee makers, popcorn poppers, hot pots, crock pots and rice cookers.

Charcoal and propane grills are not permitted in or around the residence halls. However, Albright Woods Apartment residents are allowed to have charcoal grills only. Charcoal grills are only permitted outside of first floor apartments, and are not permitted on balconies. Charcoal grills must be stored outside and kept a minimum of six feet from the apartment when in use.
9. NO electric space heaters will be allowed without special permission from the Facilities Department or the Residential Life Office. Students may not bring their own heater. The Facilities Department will provide a space heater only in the event of a heating emergency, and only on a temporary basis. Students are required to fill out a space heater temporary use form. Heaters must have six feet of clearance around them at all times. This means that some of the smaller "single" rooms may not be permitted to have space heaters due to the six-foot clearance rule. No clothing or flammable items may be within six feet of the heater.

Each resident will be required to complete a room inventory form with a resident assistant within 24 hours after occupancy. When occupancy is terminated, an occupant must obtain room clearance. This will be done by a staff member of the Residential Life Office, who will inspect the room and relieve the occupant of responsibility for the room, assess for damages and missing property, and determine if the occupant has followed established procedures. Students vacating rooms without following this procedure will be charged \$30, plus the cost of any repairs resulting from damages inflicted during occupancy. (See Repair and Replacement Costs section.)

Responsibility for Common Areas

Common areas include hallways, bathrooms, lobbies, stairwells, lounges (including suite lounges in North Hall), study rooms, meeting rooms, utility rooms and kitchens, as well as the furnishings within. Residents are expected to keep common areas free of personal items such as clothing and crafts. If these items remain for extended periods of time, the housing staff reserves the right to discard them. (See the Abandoned Items section.)

Residents are expected to take every precaution to ensure that communal property is not abused or defaced. In common areas where damage occurs or conditions require excessive cleaning, and the responsible party cannot be determined, repair/replacement/cleaning costs will be prorated and assessed to all residents living on that floor, suite or apartment. When an organization is given the opportunity to have exclusive use of an area, the organization will be held responsible for reimbursing the College for such abuses should they occur. (See Repair and Replacement Costs section.) If it is determined that an area is continually abused, the Residential Life Office reserves the right to lock the area.

Responsibility for Student Property

Although precautions are taken to maintain adequate security, the College cannot assume responsibility for the loss of or damage to student possessions. Students or their parents are encouraged to carry appropriate insurance to cover any such losses.

The following is a list of residence hall policies and regulations. This list is not all-inclusive, and students are to refer to *The Compass* for additional information. Violations of these policies may result in disciplinary action.

Roommate Bill of Rights

Your enjoyment of life in College housing will depend to a large extent on the thoughtful consideration you demonstrate for your roommate and your neighbors.

Basic rights of every roommate include:

1. The right to a clean building/room in which to live.
2. The right to expect that a roommate will respect one's personal belongings.
3. The right to the redress of grievances. Housing staff is available for assistance in settling conflicts.
4. The right to read and study in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
5. The right to sleep without undue disturbances from noise, roommates, guests, etc.
6. The right to free access to one's room and facilities without pressure from a roommate.
7. The right to personal privacy.
8. The right to be free from fear or intimidation and physical or emotional harm.
9. The right to have guests in accordance with the guest policy with the expectation that guests respect the rights of the host's/ hostess's roommate and other hall residents.

REMEMBER: To be a mature adult is to accept responsibility for the welfare of others. Only you can ensure that your roommate enjoys these rights.

POLICIES AND REGULATIONS

Abandoned Items

In instances when items are left in residence hall rooms or common areas for 15 days or longer, after the owner has moved from the hall, or when the items are not labeled indicating ownership, the Residential Life Office will declare them abandoned and dispose of them.

Alcohol

Albright College allows students who are 21 years of age to use alcoholic beverages in the privacy of their assigned room. Alcohol is not permitted in any common area of residence halls, including lounges. Kegs or any other common-source containers of alcohol are prohibited in or around residence halls and apartments. Appropriate charges will be filed for everyone involved. Rooms/apartments in which all assigned residents are not of legal drinking age are considered dry rooms (no alcohol permitted in that room/apartment). Note: The first-year residence halls are considered "dry" and alcohol is prohibited. This means that guests are not permitted to bring alcohol into a room, or residence hall, where residents are under the age of 21. Please refer to *The Compass* for specific information about the use of alcohol on the Albright College campus. Note: Empty alcohol bottles or cans are not permitted in rooms where occupants are under 21. This includes empty alcohol bottles refilled with colored liquids for decorative purposes. Students in violation of the Alcohol Policy will be referred to Community Standards.

Antennas/Aerials/Satellite Dishes

Exterior antennas, aerials or satellite dishes are not permitted.

Bicycles/Motorcycles

Motorcycles and similar vehicles are not permitted in the residence halls. Bicycles are not to be ridden or stored in hallways, lounges or stairwells. Bicycles should not be attached to railings or any device that obstructs access to sidewalks or entrances. Bicycles left unattended anywhere in the hall other than the students' rooms or sanctioned areas may be removed without warning.

Bulletin Boards

Residents are responsible for reading all College information posted on bulletin boards. These boards are maintained by resident assistants and contain notices of College announcements and activities. Any person found removing postings from the residence halls without authorization will be fined \$50 by The Office of Residential Life.

Candles/Candle Warmers/Incense/ Open Flames

Candles (burned or unburned), candle warmers, incense (burned or unburned), scented oil burners and any open flames are prohibited in Albright College residence halls and apartments. These items will be confiscated and a \$50 fine for each confiscated item will be assessed. If the individual(s) responsible for the violation cannot be identified, all residents of that room/apartment/suite will share the cost. Confiscated items will not be returned. Candles kept for decorative purposes must have the wick completely removed.

Damages

(See Responsibility for the Room, Responsibility for Common Area, and Repair and Replacement Costs sections.)

Disruptive Conduct

Disruptive conduct includes any action that disrupts a peaceful environment. When students enter the College community, they take upon themselves certain responsibilities and

obligations, including satisfactory academic performance and social behavior consistent with the lawful purpose of the College. Student conduct, therefore, is not considered in isolation within the College community, but is an integral part of the educational process.

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

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

Decorations and Room Modification

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

1. Walls: To prevent damage to student rooms, limitations are placed on the types of adhesives and hangers that may be used. No holes may be made in the walls. When it's necessary to place something on a painted surface, a good grade of masking tape will normally not result in damage to the surface if the masking tape is carefully removed. No painting of student rooms or public areas by students is allowed in the residence halls. No wallpaper, contact paper or stickers are to be placed on room doors, furniture, walls or

glass surfaces. The student is held responsible for any damages to a room, with the exception of normal wear and tear. Check with your resident assistant or assistant director for information on specific guidelines for particular buildings.

2. Ceilings/Entryways: Items are not to be attached to the ceiling of the student's assigned area or doorways. Entryways must be free from obstruction. This includes, but is not limited to, curtains hung in front of the doorway. This is to ensure a clear path to the exit in the event of an emergency.

3. Construction: Homemade bed risers are not permitted in the residence halls. Lofts are permitted ONLY through the College-approved vendor, Campus Loft, Inc. Students who desire a loft must contract privately with the company. You may contact Campus Loft at 1-877-bedloft or www.877bedloft.com. The College receives a small portion of revenue from resident contracts. Information will be provided to each resident. **Important Note from the Health Center:** *If in any instance the College physician or director of the health center determines that a student is unsafe in a lofted bed, the College reserves the right to disallow lofting. Students will not be reimbursed the rental cost for a bed loft in such instances.*

Electrical Appliances

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

Furthermore, electrical heating elements are dangerous when used in residence hall rooms. The following guidelines govern the use of electrical appliances, outlets and ex-