



# Ancilla College Residence Hall Handbook 2018-2019

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## Welcome

Ancilla College and our residence life team welcomes you. The Center for Residence Life Services staff, believe that out- of-the- classroom learning experiences play a significant role in your college education. You will have plenty of opportunities to associate with students of different backgrounds, attitudes, and lifestyles. Hopefully you will use your time in the residence hall to participate in activities, to develop new friendships, and to grow as an individual. Each student living in a residence hall will contribute to, and be affected by, the total environment of the building. The degree to which these corresponding influences are positive or negative will depend, to a large extent, on the willingness of each student to cooperate in and be responsible for this community living experience. You, the student, are expected to regulate your own conduct and behavior in accordance with the standards of reasonable and responsible citizenship. It is your responsibility to familiarize yourself with the policies and procedures of the college. This handbook has been developed to provide you with a general introduction to our Residence Hall and programs. We hope that the time you spend in the Residence Hall is enjoyable and rewarding. The Center for Residence Life Services staff will assist you in making your college career meaningful and productive.

Best wishes for a successful year,

*Ancilla College Center for Residence Life Services Staff*



Ancilla College is a liberal arts institution of higher learning sponsored by the Poor Handmaids of Jesus Christ. The College's religious tradition is Roman Catholic; its climate, ecumenical. In a caring environment, Ancilla serves a diverse population, as we transform and empower students to achieve high academic goals, lifelong learning, successful careers and values-centered lives.

### **Vision Statement**

Ancilla College will be a Catholic institution of higher learning passionate about its outreach and accessibility; its delivery of transformational, progressive and student-centered programs; and its fostering of intellectual, spiritual, and social values in the ecumenical tradition of the Poor Handmaids of Jesus Christ.

## Core Values

Ancilla graduates must demonstrate that they can:

1. Identify and solve problems using critical thinking.
2. Speak and present information in varied contexts.
3. Create and present information in formal written formats.
4. Recognize and critique significant historical, political, social or cultural forces that shape society.
5. Analyze and solve quantitative problems using mathematical reasoning.
6. Apply the scientific method and evaluate how science acquires new knowledge.
7. Identify and use appropriate computer and communication technologies.
8. Articulate ethical values and employ moral reasoning in decision-making.

A Commitment to Civility: Residence Life at Ancilla College is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to live in our community you understand that at Ancilla College we aspire to:

- Embrace the concept of a civil community which abhors violence, theft, and exploitation of others;
- Pursue knowledge with personal integrity and academic honesty;
- Create a learning environment which avoids disruptive and deceitful behavior toward other members of the campus community;
- Create a culture of diversity which is respectful of the rights of

others;

- The development of a caring community where compassion for others and freedom of thought and expression are valued;
- Honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow. Ancilla College is dedicated to creating a community of scholars which contributes to a civil campus environment.

## Residence Hall Staff

Resident assistants (RAs) are student staff members working in the Residence Hall. RAs are live-in staff members. They are given indirect supervisory authority and responsibility of hall operations. All RAs report to a professional staff member. RAs are student members of the Residence Life Services staff who live in the Residence Hall. RAs are responsible for building a community on the floor and in the building, and to serve as a resource and referral agent. In seeking to create and maintain a positive community, the RA plans and implements floor activities and building-wide programs, supports rules and regulations, and assists with administrative responsibilities as directed by the supervisor or other professional staff members. The Center for Residence Life Services is committed to the educational mission of the college. The residence hall staff is here to be of assistance in making the residential experience a meaningful part of your college life.

## Temporary Housing

Although not anticipated, during the fall semester, a high demand for residence hall rooms may necessitate the establishment of temporary housing. Temporary assignments may include adding a third person to a double room, converting lounges or study rooms, or housing students in college guest facilities. As permanent spaces become vacant, usually within the first few weeks of the semester, students will be moved from temporary rooms to regular student rooms.

## Break Housing

Students currently living on campus who are required by the college to remain on campus will be provided break housing. The student will need to fill out a break house contract and have prior approval from the Director of Residence Life.

## Room Changes

In-hall room changes must be authorized through the RA or professional staff member. Any unauthorized room change shall be considered a violation of the housing agreement and may subject the resident to disciplinary action. Specific instructions will be given in August and January regarding room changes for the beginning of each semester.

## Room Consolidation Policy

Students who find themselves in a double room without a roommate have the following options:

A. Consolidate with a student in the same residence hall who is in a similar situation without a roommate.

B. Request assignment by the RA or professional staff member to a double room with a roommate. Residence hall staff, upon request, will provide students with lists of individuals with whom the student may be consolidated.

C. Retain the room as a single by paying the established single room rate. Students will be notified in writing during the beginning of the semester as to the dates by which a room may be paid for as a single.

D. Students who lose roommates are required to consolidate or pay single room rate or must be prepared to accept a roommate any time throughout the semester. That requires keeping belongings on one side of the room in preparation for a new roommate.

The Center for Residence Life Services has the option of assigning a student to a vacant space if there is a need. Double rooms cannot be retained as a single in the event other students are housed in overflow or temporary housing. Consolidation is in effect at all times to enhance operational efficiencies. Students discouraging potential roommates in an attempt to keep their room as a single may face disciplinary action.

### Other Aspects of Consolidation

A. If two students are to consolidate, they may do so either in one of the rooms they already occupy or in any other vacant room.

B. When consolidation takes place between two individuals, the date of completed applications will be used if a mutual decision cannot be accomplished to determine who is to move.

EXCEPTION: Students who do not attend their building consolidation meeting will be placed with a roommate and will be required to move.

C. Following customary practice, room changes will be coordinated by the Center for Residence Life Services. Residence hall staff coordinates the consolidation process. It takes place within each residence hall under the professional staff member and RA's supervision. Students who fail to comply with the consolidation policy will be subject to disciplinary action. Consolidation

is conducted at any point in the academic year.

## Contract Terminations

The college reserves the right to terminate occupancy, repossess or reassign rooms, and take such other steps as it may, from time to time, deem necessary and advisable for the proper conduct of its housing program.

Among those situations which should be considered cause of termination are listed below (termination/ cancellation fees may apply):

- A. Failure to comply with the stated occupancy calendar.
- B. Failure to comply with the stated contract procedures.
- C. Damage and/or abuse of residence hall facilities or furnishings.
- D. Behavior which is disruptive.
- E. Failure to comply with stated check-in and check-out procedures.
- F. Disciplinary actions recommending contract termination or contract reassignment for student conduct violations.
- G. Failure to complete class registration procedures.

## Residence Hall Facilities

Residence hall privileges are restricted to students residing in the halls.

Students will therefore be held responsible for the general conditions (cleanliness, damage, etc.) of their living areas. Restrooms, study rooms, lounges, and corridors in the non-public areas are part of the living quarters. **All residents are collectively responsible for the general condition of these areas and will each be charged for excessive common area**

**damages which cannot be attributed to one individual or group of individuals.** We

anticipate students will find their rooms in satisfactory condition when they check in. However, if there is a problem, it should be reported immediately to the hall staff and also documented on the Room Condition Report which students will be asked to complete during the first week of the semester. It is important that students review the Room Condition Report carefully before signing, because students will be held responsible for any damages in their room which were not listed when they checked in. During the checkout process that takes place when students vacate their rooms at the end of the contracted period, each room will be checked twice for damages. The preliminary checkout takes place during the last week of the semester and is conducted by a RA. The final damage check is carried out by the professional staff and occurs after the students have vacated the rooms and all personal belongings have been removed from beds, walls, etc.

## Care of Residence Facilities

Residence hall privileges are restricted to students residing in each hall; therefore, residents will be held responsible for the general conditions (cleanliness, damages, etc.) of their living areas. Misuses of college property and poor personal hygienic conditions which are dangerous to the well-being of roommates and other students will be dealt with promptly by hall staff and may be grounds for contract termination.

## Residence Hall Opening and Closing

The Residence Hall typically opens the Friday prior to the first day of classes. Procedures for moving out of the Residence Hall for closings or breaks will be posted in the residence hall and emailed to each residence hall student. Unless otherwise stated, the Residence Hall will close at 10 p.m. on the last day of classes or examinations. Students who are not graduating should vacate their residence hall room within 24 hours of their last exam, or the 10 p.m. deadline, whichever comes first.

## Banners and Signs

Hanging signs in the hall is a good way to advertise an event or show your school spirit. Any student or student organization wishing to post signs or posters in the Residence Hall must deliver them to the Center for Residence Life Services for approval and distribution by the hall staff.

## Guidelines for Hall Decorations

In order to conserve energy, and in the interest of safety and fire prevention, the following guidelines have been adopted regulating decorations for the residence hall rooms and corridors.

A. In corridors, decorations and posters may be placed only on student room doors (where permissible, check with hall staff) or on college-installed bulletin boards. No items may be placed on or hung from the hallway or room ceilings and light fixtures, or any corridor areas except the student room doors and bulletin boards. Residents should exercise caution when hanging items on doors as they may be billed for damages to the door surface. No lights or other electrical apparatus may be used to decorate corridor areas, including student room doors.

B. Decorations may not be strung from door to door.

C. Items on student room doors or bulletin boards should not extend into the corridor.

D. All materials used in areas where decorations are permitted should be noncombustible, such as foil-type papers. The use of crepe paper and the practice of completely covering student room doors with sheets of paper are prohibited. The college reserves the right to remove items which may be hazardous or inappropriate. Students who fail to remove hazardous or inappropriate items may be billed for removal.

E. Students wishing to decorate windows or mirrors should use only water-soluble paint. It is the responsibility of those who decorate the window or mirror to remove the paint. Cleaning charges may be applied.

F. All holiday decorations outside of student rooms must be removed before the holiday break and are not to be left until students return for the spring semester.

## Hall Maintenance

Repair, replacement, remodeling, or refurbishing of residence hall facilities is the responsibility of the residence hall management. Throughout the year, any damage or breakdown of equipment should be promptly reported to a RA, or professional staff member. Students should not attempt to make repairs themselves.

Periodically, maintenance personnel will be present in the building to repair and inspect residence hall facilities.

## Hall Furnishings

Residence hall furnishings are marked for identification and placement, and the removal of these items from the areas in which they are placed, including removal from the building or removal to other areas of the building without authorization, is considered an act of theft. The presence of college property (such as unauthorized college furniture, dining hall equipment, or items such as road signs or commercial signs) shall be considered evidence of theft and treated as such by the college administration unless rightful ownership can be proven. Students may want to add some personal touches such as plants, posters, and rugs to make their room a little more “homey.” Residents are asked not to use materials which may damage or remove painted surfaces within the room. Nails are not permitted.

## Furniture Removal and Storage

Every piece of furniture in your room at the time you move in must stay in your room for the duration of your residency. You may not remove, store, or trade college furnishings. Furniture may not be taken from lounges or public areas and kept in student rooms. The college does not provide storage facilities for personal belongings. The college assumes no responsibility for personal belongings left in the Residence Hall. All personal belongings not removed from student rooms at the end of the academic year, or after a student has withdrawn will be disposed of by the college.

## Candles, Incense, Fireworks, Firearms, Flammables, and Explosives

Due to fire safety and personal safety, both the possession and the use of any items that might be classified under these headings are strictly forbidden in college Residence Hall. This is not meant to be an all-inclusive list; the college has the right to deem any item it so chooses as dangerous.

## Damages- Common Area:

When hallways, bathrooms, elevators, and other residence hall public areas receive undue abuse, we expect the assistance of residents in identifying the responsible individual(s). When the individual cannot be identified, all residents in that area will be required to pay a share of repairing such damages.

**Room Damages:** You are responsible for any damage that occurs in your room during your occupancy. If damages are accidental, you must still pay repair costs.

## Alcohol Policy

The possession, consumption, or serving of alcoholic beverages on the grounds of Ancilla College is prohibited. Being present where alcohol is present or being served may be considered a violation of the college’s alcohol policy. Any use or possession of alcohol on campus, which violates college policy, will result in disciplinary and/or legal action. We are required to follow all state and local laws regarding alcohol possession and consumption. Police may be called if alcohol is found in your residence hall room. Note: The Center for Residence Life Services has adopted a “No Empties” policy. The presence of empty alcohol containers will result in documentation for violating the College Alcohol Policy.

## Controlled Substances

The use, possession, or sale of drug paraphernalia, narcotics, marijuana, or other legally controlled substances is strictly prohibited in the Residence Hall and on the campus. The use of substances which violate this law will result in disciplinary and/or legal action. Suspected drug or alcohol overdoses should be reported immediately to the staff, local health centers, or hospital for evaluation.

## Laundry Facilities

Free use of our washers and dryers located on each floor of the residence hall are part of the living experience here at Ancilla. The college is not responsible for clothing damaged by, or removed from, washers and dryers.

**Equipment** Equipment such as games, athletic equipment, Vacuums, and recreational equipment may be checked out by contacting the residence hall staff.

## Telephones, Televisions, Internet

Students in the Residence Hall have cable television, high-speed Internet service in their rooms and access to Wi-Fi.

## Vending Machines

Coin-operated vending machines may be available in the residence hall and across campus. All vending machines are contracted by the college with local firms. If a machine is not functioning properly, or if students lose money in a machine, they should report it to the Residence Hall Staff.

## Bicycle Storage/Facilities

Students are permitted and encouraged to bring bicycles to the college. For security reasons, bicycles are permitted to be stored in student rooms. The college is not responsible for theft or damage to any bicycle. Bicycles may not block exits such as windows or doorways and may not be hung from walls, ceilings, or furniture. Bike racks may be located at various points around the campus, including locations near or in the Residence Hall. Bicycles should be locked when not in use. Besides a student's room, interior bicycle storage is not provided.

## Elevator Use

Elevator occupancy cannot exceed the maximum allowed at any time.

## Student Responsibilities

Resident students are expected to comply with both Student Conduct Code, and the Residence Hall policies. In addition, residents are expected to respect one another, the residence hall staff, and the housekeeping and maintenance personnel. Use of profane or obscene language is not acceptable behavior and may result in disciplinary action. Conduct which interferes with, interrupts, or inconveniences the normal and usual activities of others violates the Student Conduct Code. Residents should be aware of the possible effects of their behavior on others. Residents are also responsible for the behavior of their guests. Students are accountable for conduct violations which occur in their rooms. They may be held accountable for conduct violations due to their presence in a situation where a violation occurs. They may also be held accountable for conduct violations if such accountability is reasonably concluded from the circumstances of the incident. Students will be afforded an opportunity to be heard relative to the alleged misconduct if they so choose prior to any sanctions being issued.

## Occupancy

For safety reasons, no resident's room shall have more than eight people occupying it at one time.

## Noise Policy

Residents are expected to refrain from interfering with other residents' ability to sleep, read, and study. An atmosphere that supports sleep and studying takes precedence at all times in the Residence Hall. Students who are asked to lower their volume during quiet or courtesy hours by fellow students or staff is expected to do so.

Unreasonable noise consists of slamming of doors, running or shouting in the halls, carrying

on conversations from windows, and excessive noise in rooms, halls, lounges, stairwells, or bathrooms. Sound speakers, unless for official hall-sponsored activities are not to be played or placed out of windows. Violations of any of these forms of noise may result in disciplinary action and/or removal of audio equipment from the residence hall or loss of on-campus housing privileges for the student.

A. Quiet hours are specific times designated by the Center for Residence Life Services and the individual hall when noise from stereos, televisions, conversations, and other activities must not be clearly heard in residence hallways, nearby rooms, or through open windows.

B. Quiet hours are in effect for the Residence Hall, seven days a week. Quiet hours extend from 10 p.m. until 10 a.m., Sundays through Thursdays, and from Midnight until 10 a.m. on Fridays and Saturdays. "Courtesy Hours" are in effect at all other times (24 hours).

C. Courtesy hours are always in effect, and residents should respect the rights and requests of their fellow students with regard to noise levels in the residence hall. Therefore, music or noise should not extend beyond three doors down the hallway during courtesy hours. Courtesy hours also apply to the immediate perimeter of each building (including courtyard areas). In order to maintain an appropriate environment within the Residence Hall, shouting to or from windows, playing loud music which carries strongly into hallways or outside of windows is prohibited.

D. Twenty-four hour quiet hours will be in effect near the end of each semester in order to facilitate studying for final exams. Additional information regarding quiet hours will be posted late in the semester. As with

any of our policies, students are responsible for their guests' behavior and compliance with the noise policy. Students are also expected to respect the requests of others for quiet and share in the responsibility for developing and maintaining a positive atmosphere in their hall.

## **Public Restrooms**

Unless designated otherwise, all hall restroom facilities are intended for use by the sex designated on the restroom door. Members of one sex are not permitted to use the bathroom facilities of the opposite sex.

## **Smoking**

The Residence Hall is a smoke free area. Students, staff, visitors, or guests may only smoke in designated parking lots.

## **Fire Safety**

Any student who willfully compromises the safety of fellow residents by tampering with fire safety equipment or sounding false alarms will be subject to criminal prosecution and college disciplinary action. All students must evacuate the building when the alarm sounds. Failure to do so will subject the student to disciplinary action.

## **Fire Suppression Systems**

The Residence Hall has a sprinkler system. This system is designed to operate when an area reaches extremely high temperatures. Tampering with any part of the suppression system is considered destruction of or misuse/abuse of college property and is a violation of Indiana state law and additionally will be considered a violation of the code of conduct.

## **Misuse of Fire Safety Equipment**

Placement of the fire hoses, extinguishers, alarms, sprinkler heads, and other firefighting apparatus is required by law. The presence and

conditions of these items are periodically inspected by appropriate authority. Any missing or non-working equipment may result in a citation against the college. The college is required to conduct periodic fire drills in its Residence Hall. It is expected students know the rationale for firefighting equipment (such as smoke detectors and pull stations) in the Residence Hall and understand their intended functions. Any student who violates campus safety regulations by setting fires, tampering with fire safety or suppression equipment, reporting false fire alarms, or otherwise threatening the safety of member(s) of the campus community, will be liable under both the college judicial system and Indiana state law. Students will be prosecuted for these violations.

According to Indiana law, false alarms to agencies of public safety are misdemeanors of the first degree, punishable by imprisonment up to five years and/or a fine of up to \$10,000. The Center for Residence Life Services considers such actions a violation of the housing contract. College sanctions may include suspension or dismissal.

## **In Case of Fire**

- When the fire alarm rings, all occupants must evacuate the building immediately using the nearest exit. Reentry into the building may be authorized only by professional staff or members of the Fire Department.

## **Fire Evacuation Procedures**

As mandated by state law, Ancilla College is required to conduct monthly fire drills in the Residence Hall. Because students will not know of the fire drills in advance, they will be expected to respond each time as though there were a real fire. Failure to leave the

building during a fire drill may result in disciplinary action. During evacuation, students may not use the elevator. Instructions for evacuation will be discussed at your first floor meeting with your RA. When the alarm sounds, students should check to see that their windows are closed and their drapes/blinds are open. They should also dress appropriately and should carry a towel.

Residents must close their doors upon leaving. Students should leave the residence hall through the nearest available fire exit and exit at least 100 feet from the building. A signal will be given when students may re-enter the building. During an alarm, particularly one which takes place during inclement weather, residents may go to an alternate facility until informed they may re-enter their residence hall.

## **Personal property/liability/damage**

The college assumes no responsibility for theft or damage to student's personal property. It is essential that students check their family insurance policies concerning the extent of coverage under their existing homeowner's insurance policy. Students are strongly encouraged to consider carrying some form of personal insurance if their policy does not cover them while they are away from home.

## **Prohibited Activities/Appliances**

The following are prohibited in and around college supervised housing; on the campus, or at any college-sanctioned event (without special permission). Note: The following is not an all-inclusive list:

- possession/consumption of alcoholic beverages;

- possession/consumption of illegal drugs and narcotics and paraphernalia associated with such items;
- possession/use of firearms, BB, and paint and pellet guns, firecrackers, explosives, or chemicals or hazardous materials of any type
- candles, incense, or other articles employing an open flame (lit or unlit);
- possession of animals, reptiles, fish, and birds;
- halogen lamps;
- sports/horseplay in the hall;
- throwing of objects from or at windows;
- gambling;
- unapproved radio and television masts and aerials, including the illegal wiring or tampering with cable television services, routers, access points, repeaters, etc.;
- radio transmitters of any type;
- waterbeds;
- metal-tipped darts;
- propping doors/tampering with building safety;
- air conditioners/portable AC;
- George Foreman-type grill/toaster ovens;
- Non-grounded electrical connectors;
- Electric heaters;
- Candle warmers, tart burners;
- Empty alcohol containers;
- Items with open heating coils;

- electric skillets;
- toasters/toaster ovens;
- deep fat fryers, and
- permanent use of extension cords.

## Electrical Appliances

All appliances must be UL-approved and surge protectors must be used. The unsafe, improper, or careless use of any electrical appliance may result in its confiscation. Personal possession of cooking appliances other than those listed in “Cooking and Food Storage” below is not permitted.

Residents should exert reasonable caution to make certain approved appliances are used on a non-flammable surface, and never on upholstery, bedding, or wood surfaces.

Appliances should be attended while in use, and unplugged when not in use. Residents may use extension cords on a temporary basis, provided the cord is not placed across aisles, wrapped around metal fixtures or furniture, run through doorways, or under carpets or bedding.

Extension outlet bars equipped with circuit breakers are the recommended extension devices. Overloaded electrical outlets and any appliances with frayed cords are prohibited.

## Cooking and Food Storage

Student rooms and living areas do not have adequate disposal facilities, ventilation, and safety design for food preparation, and such activities are violations of health and safety regulations.

Cooking of food is prohibited in student rooms and should be done in areas designated for cooking. Students may use coffee makers (equipped with an automatic electrical shut-off) or thermal/insulated carafes in their rooms. The following are permitted in student rooms:

- hot air popcorn poppers,
- hot pots/coffee makers with automatic shutoff
- refrigerators (no larger than 4.0 cubic feet)
- microwaves (700 watts or less)

One refrigerator unit and one regular microwave oven with a wattage setting of no more than 700 are permitted per room in our Halls. Coffee makers should have a disposable filter system; an automatic shut-off, and make no more than 12 cups of coffee at one time. Care should be taken in the storage of food so it does not create a health hazard. Residents who store food in their rooms must make certain food is kept in tightly closed containers. Items should not be stored outside windows.

### College Visitation Policy

Visitation is the privilege of a resident student to entertain a visitor (non-resident) or opposite gendered resident, in his or her room within the limits of these guidelines. **Hall Residents, and non- residents may be present in an opposite gendered student room until Midnight, Seven days per week.**

**The following conditions must be met in order to entertain opposite gender non-residents and opposite gender residents in a student room:**

- On the days and times listed above, resident students are permitted to entertain opposite gendered residents and non-residents in their room only if there is agreement from their roommate(s).
- All non-residents and opposite gender residents must be escorted to and**

**from the host student's room at all times.** Any unescorted visitor or resident from a different building found in the hall or floor area where they do not live shall be presumed to be there improperly and be requested to leave. If the individual is a student of the college, he or she shall be subject to college discipline. If a non-student, the individual's failure to comply with such a request places the individual in violation of the trespass law and subject to arrest. **Note: A visitor is someone who does not live in the hall. A resident is someone who resides in the hall.**

- Visitors and residents living on a different floor are not permitted to be left in the host's room without their host. Any non-resident found to be in a hall is considered to be in violation of trespass laws unless they are with a resident. Residents may be documented and sanctioned if their opposite gendered resident visitor or non-resident visitor(s) are found to have violated this policy. All residents must have the roommate's permission before any visitor or opposite gendered resident can visit in their room. No student bed should be utilized by a visitor or non-resident of the room without the occupant's knowledge and consent. Meals may be purchased on an individual basis at dining facilities. Residents are held responsible for the actions of their guests while in the residence hall, on the campus, and at any college-sanctioned event.

### Key

In some instances, besides the student ID acting as their building access, students may be issued a room key. The key is meant for personal use

only. Students who lend or duplicate room keys are subject to disciplinary action. Loss of a key should be reported immediately to the hall staff. If a room key is lost, the core of the locks for the door and mailbox will be changed at an approximate cost of \$100 per key having to be replaced. These charges include replacement keys for the student and the roommate(s). The student who loses the key assumes responsibility for the charge.

### **Card Access System**

Tampering with the card access system is considered destruction of or misuse/abuse of college property and will be considered a violation of the code of conduct.

Tampering includes forcing or propping doors open; permitting other individuals to gain access illegally “tailgating;” and transferring student identification to another individual. Your (ID) Card acts as your cardkey in buildings that utilize the card access system. Cost of a replacement Card is the responsibility of the student.

### **Lock Out Policy**

Students who are locked out of their room may contact a staff member to be admitted to their room. Each student is allowed one “free” lockout per semester. In the event a staff member is unavailable, it is the student’s responsibility to contact other hall staff to be let into their room. Whenever a student is locked out of his or her room, the procedure outlined below should be followed:

- A. Attempt to locate roommate.
- B. Check to see if a RA is available to let you in your room. The RA must verify you are the resident of the room. Note: Understand that this service is a privilege and not a right, therefore, please be considerate of hall staff when requesting this service.

C. If no staff member is available, contact the Safety and Support Service office (EXT. 765) where a staff member will assist you.

Note: Excessive lockouts may result in disciplinary action and possible loss of the lockout service.

### **Right of Entry**

The College unconditionally reserves the right to enter and/or inspect rooms.

### **Sales/Solicitation**

Residents are not permitted to use their rooms or other facilities of the building for any commercial purpose.

Solicitation by residents or outsiders is strictly forbidden.

### **Pet policy**

Students are not allowed to have pets of any kind in the residence hall.

### **Parking**

Parking passes are available in the library. Automobiles parked in campus lots must be registered with the Business Office. Illegally parked student automobiles may be ticketed, booted/immobilized, or towed. Note: Spaces reserved for professional staff members or visitors are enforceable 24-hours a day, seven days a week. Parking on the GRASS is NEVER allowed.

## General Information

### Telephone Services

The College provides a house/courtesy telephone in the mezzanine area, and in the first floor conference room. Additionally, all RA staff have local land line telephones in their room

### Residence Hall Technology Services

Ancilla provides a comprehensive set of technology based services. These services primarily involve television, computer, and telephone offerings. Available services for students include:

- high-speed Internet access to the college's network and the Internet,
- cable television
- Tampering with residence hall technology equipment is considered destruction of, or misuse/abuse of, college property and will be considered a violation of the code of conduct. Tampering includes the defacing or destruction of the modular wall unit that contains the room's telecommunications connection outlet. Note: Students are subject to the college Computer Use Policy. For questions, contact the Information Technology Department.

### Mail

Students can pick up US Mail in the Center for Residence Life located in Hardesty Hall from 8am -5pm Monday-Friday. The mailing address for the college is:

*Student name*

*Name of hall and room number*

*Ancilla College PO Box 1*

*Donaldson, IN 46513*

It is proposed that only students' first-class mail will be forwarded to them in the summer. However, if their summer address is different from their home address, **students must submit a "change of address" form to the Registrar's Office.** Note: Students are expected and required for mail, as well as their college email accounts, as the college sends official notices through this system.

## Identification Cards

Each student is provided with a college identification card. Students should carry their card with them at all times and must present the ID upon request of college officials. Failure to do so may result in disciplinary action. Replacement cards are available in the Library for an additional cost.

The ID Card is used to gain entrance to Residence Hall, and campus activities. It is also used for meals and as a library card. Lost ID Cards should be reported immediately to the Center for Residence Life Services.

## Illness

Students who become ill at any time or suffer any injury should notify their RA or other staff members. Health care is available located at:

Saint Joseph Regional Medical Center 1915 Lake Ave  
Plymouth, IN (574) 948-4000  
or

Lifeplex Urgent Care 2855 Miller Drive #119 Plymouth, IN  
(574) 941-1000

Medical care is available in the neighboring town of Plymouth.  
St Joseph Health System – Plymouth campus has an emergency room and hospital including intensive care.

Lifeplex has an urgent care center. It is cash only and does not take insurance.

St Joseph Health Center Outreach Clinic located at 510 W. Adams Street has three primary care providers: one physician and two nurse practitioners.

St. Joseph Health Center accepts most insurances including Healthy Indiana Plan and Medicaid. If a student does not have insurance, financial assistance applications are available along with Patient Financing Assistance through AccessOne. Please review SJMED.com for further information.

If a student is too far from home to access his/her primary physician at home, it is suggested that he/she register with Saint Joseph Health Center, fill out the patient information forms (and financial aid application if necessary). Then he/she would be able to be seen fairly quickly by one of the practitioners should he/she need care.

The physician practitioner speaks fluent Spanish.

## Needle/Syringe Disposal

Students who require use of hypodermic syringes must dispose of them in a container designed for that purpose. Containers and disposal should be handled by the student needing them. Note: Needles are not to be disposed of in the residence hall garbage.

## Calendar for hall Occupancy and Meals

Occupancy and dining service will be in accordance with the college academic calendar and other important dates listed. It can be accessed at <http://www.ancilla.edu/wp-content/uploads/2014-2015Calendar.pdf>

## Fees and Payments

A \$400 housing confirmation fee must be submitted with the housing agreement during the housing application process. This fee is non-refundable and will be credited to the next semester's bill. The housing agreement is binding for both the fall and spring academic semesters. Food and housing are billed to student accounts. Current costs are listed online at [www.ancilla.edu](http://www.ancilla.edu).

Payment in full, or a payment plan, is required by the start of each semester. Financial aid students should verify their funding through the Financial Aid Office. Be sure to have your financial aid in order four weeks prior to the start of the semester to avoid a delay in funding.

## Withdrawal from Residence Hall

Rooms must be vacated in the manner in which they were found not more than 24 hours after a student withdraws from the college or after his or her last scheduled examination, unless the student has received written approval from the professional staff member of their hall to remain longer. Students must officially withdraw through the Office of the Registrar and, if refunds are due, they will be processed. When withdrawal occurs, the student is responsible for returning keys and other loaned property to the hall office, and must have a hall staff member make an end-of-occupancy room inspection. A minimum charge of \$100 will be assessed for the replacement of lost hall keys. Other assessments are made for missing or damaged furnishings, unclean rooms, and failure to check out of the residence hall properly.

## Discrimination Free Environment

It is the policy of Ancilla College that there shall be equal opportunity in all of its educational programs, services, and benefits, and there shall be no discrimination with regard to a student's or prospective student's race, color, religion, sex, national origin, disability, age, sexual orientation/affection, gender identity, veteran status or other classifications that are protected under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other pertinent state and federal laws and regulations. Direct equal opportunity inquiries and inquiries regarding services or facilities accessibility to 504/ADA Coordinator is located in Center for Student Achievement.

Academic accommodations and support services are determined on an individual basis. Each accommodation is based on functional limitations as identified in the documentation and is designed to meet a student's needs without fundamentally altering the nature of the student's instructional program(s).

## Frequently Asked Questions

### **What can I bring to make life more comfortable?**

We provide a bed, closet, shelves, desk, desk chair, and bookshelf, for each student, along with a window covering for each room. Please visit our webpage to get an additional list of items which our office suggests for students to bring to campus. If you bring a stereo, please bring headphones. We encourage roommates to contact each other to discuss what each will bring to campus.

### **What shouldn't I bring?**

Large appliances such as refrigerators (over four cubic feet), microwaves (over 700 watts), cooking appliances (except those with automatic shutoff—i.e. hot pots/coffee-makers), ceiling fans, air conditioners, and weight equipment. Consult the Move-In check list that was sent with your housing assignment or pick one up in the residence life office.

### **What defines a guest/visitor?**

A guest is anyone who does not live in that particular residence hall area. All non-floor residents are to be escorted by a resident of the floor.

### **What's visitation?**

Visitation is the period of time when a guest is permitted in the residence hall and/or room. The Residence Hall offers limited visitation seven days a week. Students can have guests in their room only if there is no objection from their roommate(s). Any guest of a hall resident can only enter or leave the residence hall by the main lobby doors and must be escorted by their host/hostess. See complete policy listed earlier in this document.

### **Does the college insure my belongings?**

Ancilla College does not insure your personal belongings and does not assume liability for theft or damages. A parent's homeowner's insurance policy may provide insurance coverage.

### **Can I make a room change?**

Yes. The information will be made available to all students during floor meetings. Occasionally, room changes are permitted later in the semester. Fees may apply.

### **What's the security like on campus?**

Safety and Support Services (SASS) works round-the-clock on campus and can be reached 24-hours-a-day by dialing 765 from any campus phone during the day or (574)935-1765 from a cell phone. Residence hall staff members are trained to deal with emergency situations.

There are fire alarm systems, smoke detectors and sprinklers in all halls. We also have an electronic card access system in the hall. The system requires every student who wishes to enter the building to use his/her ID card. The electromagnetic locks are activated 24-hours a day. Resident assistants are on duty in each residence hall nightly.

### **Can I stay on campus during vacation and breaks?**

Generally, no; but we understand that there are exceptions. Students interested in break accommodations should contact the Center for Residence Life Services before the vacation or break is to begin. There may be a daily charge. See important vacation dates under residence hall opening and closing dates.

**What's a common area?**

A common area is any area in a residence hall which is not being used for living quarters, offices, etc. These include hallways, bathrooms, lobbies, lounges, stairwells, laundry rooms, TV lounges, etc.

**Can I have a car on campus?**

Yes. There are various parking lots on campus for residents, labeled "Student Parking," and all student vehicles parked on campus must show a "Student Parking Permit." Permits are available at the college business office for a nominal fee.

**When can I check in?**

The Center for Residence Life Services traditionally sends a letter or email to students in July with the date that a residence hall student may check into his/her hall/room. See important opening dates. Typically, First-year students check in the Friday before classes begin to attend Orientation.

**What if I lose my room key/ID Card?**

You may get a temporary key by contacting the Center for Residence Life Services. Students should report this to their Resident Assistant right away. Residents will be billed in the event of door lock changes.

**Can I get a refrigerator in my room?**

You Bet! Make sure it is no bigger than 4.0 cubic feet and check with your roommate to be sure if you might share instead of each having a unit.

**What's the rule on firearms and weapons?**

Objects with potential to cause bodily harm to residents are not allowed in the Residence Hall— or anywhere on campus. Such objects include, but not limited to, fireworks, explosives, handguns, BB guns, shotguns, rifles, stun guns, knives, bows and arrows, various martial arts weapons, etc.

**What happens if I lose my ID card?**

The ID card serves as a student's identification, meal card, and access key to the Residence Hall (through the residence hall security access system). The ID card will need to be presented to check out library materials, attend athletic events and student activities. Students who lose their ID card must go to the Library, to replace the ID card. A replacement fee must be paid to receive a new ID. See hall staff for more information.

**Do I clean the room?**

Yes. While housekeepers attend to the public areas and public bathrooms, students are expected to clean their own rooms and bathrooms.

**Do I have to have a contract for a meal plan?**

Yes. All residence hall students are required to purchase a full meal plan. See your housing application and agreement for more information on meal plans.

**Can I cook in my room?**

Yes. Cooking in residence hall rooms is permitted only with appliances that have automatic shut-off. Hot pots, coffee makers, and microwave ovens that draw 700 watts of power or less are allowed. No open-coil or open-flame appliances are permitted.

**Where are the good places to study?**

Quiet hours are in effect for all Residence Hall, seven days a week. Quiet hours extend from 10 p.m. until 10 a.m., Sundays through Thursdays, and from Midnight until 10 a.m. on Fridays and Saturdays. "Courtesy Hours" are in effect at all other times (24 hours). Other excellent study places are residence hall study alcove, the library, and some classrooms in academic buildings.

**What size bed sheets do I need?**

Our residence hall beds use extra long-sized twin sheets.

**Who is responsible for the Residence Hall?**

The Center for Residence Life Services employs a number of staff. Some who live and work right in the Residence Hall and others who are responsible for maintenance, custodial, and administrative needs of the office. The Center for Residence Life Services is led by a director. A professional staff member supervises the Resident Assistant Staff. Professional staff has or are completing master's degrees in student personnel or a related field. They are live-in staff who directly supervise the RAs on campus. RAs are Ancilla College students. They coordinate educational programs, support policies and rules, and are available if students want to talk about residence hall, college, or personal concerns.