

RESIDENCE LIFE

The mission of Residence Life at Greensboro College is to provide a focused living and learning environment dedicated to safety, community and education.

COMMUNITY LIVING STANDARDS

At Greensboro College, we base our residential system on the principle of community standards. As a portion of our departmental mission, we strive to create respectful communities. The college residential living experience is unique and has many benefits and challenges associated with it. By interacting with people of different backgrounds and interests, community members form rich and lasting relationships. Community standards further enrich this process by providing an atmosphere of safety, education, and shared community through individual responsibility. The residential community of roommates, hall mates, and friends at Greensboro College prepares our students to be involved in and face the challenges of an ever-changing world.

Your hall is a place where you will find opportunities to grow as a person, test new ideas, learn new skills and learn the importance of being part of a community. In order to effectively foster community development each individual hall will be working together to establish community living standards. These standards will determine how each hall will develop its own individual identity. Halls will meet periodically to discuss issues, review community standards and report any problems that may arise. Hall residents will be accountable and responsible to each other for upholding these standards. Community living standards will not supersede the student conduct code or residence life policies but will work in conjunction with them to help make each hall a unique living and learning environment.

RESIDENTIAL LIVING

The residential living requirements are the official contract terms between the student and the college.

1. The College guarantees to provide traditional undergraduate students, enrolled in at least 8 credit hours, a space in a residence hall, which is owned and operated by the College. Such space is to be used and occupied as a residence by the student and for no other use or purpose.
2. Therefore, all traditional undergraduate students enrolled at Greensboro College are required to reside in the residence halls until senior academic standing (92 earned credit hours) is achieved. Exceptions to this policy are made for students who: wish to commute from their permanent home address on file with the College if it is within a 50 mile radius of campus, are 21 years of age or older, or are married. To meet the age requirement for the fall semester, a student must turn 21 prior to October 1; for the spring semester, a student must turn 21 prior to February 1.
3. Students who wish to move off campus must fill out a Housing Release Request before May 1 for the following fall semester OR before November 1 for the following spring semester. Requests made after these dates will be financially obligated for room and board charges.
4. Any student who's Housing Release Request is denied may appeal that decision to the Dean of Students. While appeals to this policy are rarely granted, they are always considered. Appeals must be submitted in writing following the guidelines on the Housing Appeals Form and must be submitted before the end of the current semester for consideration for the following semester.
5. Students moving off campus must notify the Registrar's Office of their new address prior to the end of the semester or as soon as the address is known.

ROOM ASSIGNMENT

1. The College assigns room space on a priority basis according to date of receipt of the student's housing application and payment of all required fees.
2. The College does not guarantee to assign any student a specific space in a specific residence hall, nor does it guarantee to assign a specific roommate to share the space. The Office of Residence Life will attempt to honor specific requests of this sort whenever possible.
3. Upon receipt of his/her residence hall assignment, the student becomes obligated to make payment to the College for all residence hall room charges for the full academic year unless the Office of Residence Life is notified of any changes within five working days of the dated correspondence. If contact is not made within five days, the College will assume that the student has accepted the space.
4. The term of the residence hall assignment is based on the general academic calendar and is for one academic year (two semesters). It begins the first day the student moves in and ends 24 hours after the student's final spring semester examination or graduation (if applicable). This term does not include official breaks as outlined in the academic calendar. Students are required to vacate the residence halls during these official breaks. Students may be charged a \$50 fee for late checkout and for each additional day remaining on campus. In rare cases some students may be allowed to stay during breaks but must receive permission from the Director of Residence Life at least 5 business days prior to the first day of break.
5. The College assigns a College post office box to each resident. This box shall be the student's official college mailing address during his/her residency at Greensboro College. P.O. Box assignments will be communicated during move-in and are subject to change from year to year.
6. The College does not provide for storage of belongings of any sort outside the residence hall room. Additionally, the College does not provide storage of belongings during the summer or other vacations.
7. The College reserves the right to remove students from the residence halls for non-occupancy, Student Conduct Code violations, violation of residence hall policies and procedures and/or noncompliance with any College policy or procedure. *If the college has reason to believe that a student residing in the residence halls poses a danger to himself or to members of the Greensboro College community, the student may be removed from the residence halls immediately at the discretion of the Dean of Students.*

CANCELATION AND REFUNDS

1. Once a student has signed up for housing, request for cancellation must be submitted in writing directly to the Office of Residence Life.
2. Students graduating at the end of fall term will receive a refund of any payments made toward spring semester charges.
3. Students who withdraw will be refunded on a prorated basis as described in the College's Refund Policy.
4. Students who are removed from the residence halls or Greensboro College for disciplinary reasons will not be entitled to a refund.

GETTING SETTLED

- 1. Check in** - When you check-in to your residence hall, you will be given a Room Condition Report (RCR) and a medical information card. You are required to complete and sign the RCR along with your RA. The RCR form details the condition of the room when you check-in and serves as your acceptance of the assigned room space. Your room becomes your responsibility at this point and should remain in the same condition throughout the year. This form protects you from being charged with damages you did not cause and gives the College a basis for assessing appropriate charges. The medical information card has important information for medical emergencies and other health related concerns. Make sure all this information is completed accurately.
- 2. Keys** - You will receive ONE key to your residence hall room. To ensure the safety of residents and their belongings, duplication of Greensboro College keys is prohibited. If a key is lost or stolen, it is the responsibility of the student to inform the Residence Life staff immediately. Procedures for lost or broken keys are as follows:
 - a. Broken Keys** will be replaced at no cost if the resident notifies a Residence Life staff member within 24 hours of breaking the key AND can produce the broken pieces of the key.
 - b. Lost Keys** require the door to the room to be re-keyed and a new set of keys made. The lock will be changed within 24 hours for security reasons. The cost of a lock change is \$50 and will be charged to the account of the resident responsible for losing his/her key. The roommate of a student who loses his/her key will not be charged for their replacement. The lost key must be reported to a Residence Life staff member within 24 hours.
 - c. Spare Keys** will be issued to a student who inadvertently locks him/herself out of his/her room. The resident should contact a Residence Life staff member to be issued a key. The key **MUST** be returned within 24 hours or a lock change will be ordered and the student's account will be charged a \$50 lock change fee. In order to ensure safety in the residence halls, students needing to be let into their rooms more than five times in an academic year will automatically have their lock changed and the student's account will be charged a \$50 lock change fee
- 3. Lofts** - Lofts may be constructed in Greensboro and West Residence Halls only. Lofts are required to meet the standards set forth by the Fire Marshal and the College. Procedures, requirements and specifications for lofts are available from the office of Residence Life. An application to build a loft must be completed before construction. After authorization is obtained and the loft is complete, it will be inspected by the RHD. If the loft does not meet specifications, the builder will have 24 hours to correct the problem before a re-inspection. If the loft still fails to meet specifications, it must be removed. Lofts must be taken down prior to the resident checking out of his/her room. Furthermore, lofts must be disassembled prior to 24 hour quiet hours at the end of the semester. Lofts may not be stored in student rooms over the summer and a fee will be assessed if lofts are not taken down by the specified date. It is recommended that lofts should be constructed around the existing bed frame as NO furnishings are permitted to be removed from the room. Head and footboards will be required to be stored in the resident's room for the duration of the year. **DO NOT** attempt to pre-construct lofts as room and bed frame dimensions are different room to room.
- 4. Furnishings** - Furniture may not be removed from your room, lobby, study lounge or other residence hall areas. Special requests may be directed to the RHD or Director of Residence Life. Removal or relocation of furniture is a violation of the Student Conduct Code and is considered theft. A minimum \$100 fine will be

assessed to students who violate this policy.

5. **Electrical Appliances** - All large appliances are strictly prohibited in the residence halls. The following small electrical items are acceptable: one small refrigerator (less than five cubic feet per room), stereos, radios, TVs and microwaves. All appliances should be U.L. listed and where possible, Energy Star rated. Open coil appliances such as toasters, hot pots and coffee makers with a warming plate are not permitted. Halogen lamps are not permitted in any building on campus at any time.
 - a. Extension Cords are not permitted. Only power strips that are UL listed and have a built-in circuit breaker are acceptable (*as outlined in section 703.1 of the Fire Prevention section of the NC building code*).
 - b. Electrical item(s) in violation of this policy will be confiscated and returned when arrangements are made to remove them from campus. Please consult your RHD if you have questions about the use of any other appliances or equipment.
6. **Walls and Doors** - Putty and masking tape may be used to hang pictures, posters and banners on walls or doors. Should damage occur from wall or door decorations, the student will assume the cost of repair. No writing, painting, drawing or defacing of doors or walls is permitted. If walls or doors are defaced, the student will be fined for cleaning and repainting.
7. **Signs** - Students may not display highway signs, exit signs, markers, warning lights, business signs, etc., in their rooms, as it is a violation of local/state/federal law to have them in your possession. If signs are found, they will be confiscated and you will be charged with possession of stolen property unless you can produce verification of purchase. These items will be turned over to Campus Security.

HOUSING ACCOMODATION

In accordance with the Americans with Disabilities Act (ADA), Greensboro College is committed to providing appropriate housing accommodations for all students. We evaluate all requests for exceptions carefully and we require all special housing requests based on disability to include the following:

1. Appropriate documentation of the condition or need that is the basis of the request.
2. A clear description of the desired housing configuration.
3. An explanation of how the request relates to the impact of the condition.
4. An indication of the level of need for the recommended configuration and the consequences of not receiving the desired configuration.
5. Possible alternatives if the recommended configuration is not possible.

To evaluate requests based on medical, psychological or other disability related conditions accurately and equitably, Greensboro College will need documentation. Documentation consists of an evaluation by the appropriate professional that relates to the current impact of the condition to the request. To obtain complete instructions and a Housing Accommodation Request Form (FORM C) please visit the Disability Services web page.

Housing Accommodation Request Forms should be returned directly to Disability Services with documentation that supports the specific request.

ROOM CHANGES

The Office of Residence Life believes that roommates should develop open, communicative relationships. Our Residence Life team is prepared and available to assist with this process. Therefore, room changes are viewed as a last resort in a process of students working together within the construct of their community standards. When a student selects or is assigned a room, it is meant to be his/her room for the duration of the academic year.

1. **Approved Changes** - Any student desiring to initiate a move should talk to their RA to discuss proper procedures for changing rooms. Only students who follow the guidelines of the process will be eligible to move.
2. **Unapproved Changes** - If a student changes rooms without following appropriate procedures, the student may be charged a \$100 unapproved room change fee and will have to move back to his/her original room.
3. **Disciplinary Changes** - In situations where it is determined that a student is being harassed by a roommate or needs to be moved for judicial reasons, the RHD, the Director of Residence Life or the Dean of Students will intervene and resolve the matter.
4. **Private Rooms** - Students willing to pay an additional fee, twice the cost of a double room, may apply for a private room. Private rooms are granted on a seniority (earned credit hours) basis as available.

ROOM CONSOLIDATION

If one of the residents of a double room moves out for any reason and the remaining student is still paying for a double, that student must be willing to accept another roommate (which may result in a room change). The College will make every attempt to move students in single rooms into new roommate situations. The Office of Residence Life will contact students with empty beds in their room early in each semester to be given an opportunity to select a roommate of their choice. In the event that a student is unable to locate a roommate on his or her own, one may be assigned. The College will make every attempt to secure adequate matches and will notify students without roommates living in double rooms of the date for consolidation. In some cases, students living alone in a double room may request, for an additional fee, to make their room private. Should this option be available, the rate for a single room is twice that of a double room.

ROOM SELECTION

The Room Selection process is designed to maximize **individual choice** for students. Room selection for the following academic year typically begins around spring break. Information regarding this process will be made available as soon as possible in the spring semester. Rooms are selected on a seniority basis determined by earned credit hours at the time of room selection.

RESIDENCE HALL CLOSING/CHECK OUT

Breaks - The residence halls are closed and locked for the duration of College breaks (check the academic calendar for specific closing and opening days and times). Greensboro College encourages students and their families to make travel plans in accordance with this schedule. Concerns should be directed to the RHD. As you prepare to leave for holidays or breaks, please make certain you have disconnected all electrical appliances and locked your windows and doors. The Residence Life staff will make health and safety checks during this time.

Check out - At the end of the year or when a student changes rooms, check out procedures must be followed. It is the resident's responsibility to make arrangements with a residence life staff member to check out. This staff member will note discrepancies on your Room Condition Report and sign for return of your key. If you fail to check out with a staff member, you will be charged a \$100 improper check out fee. Your room is expected to be in the same condition as when you checked in. Students must check out within 24 hours after their last exam at the end of the spring semester.

RESIDENCE LIFE POLICIES

The following Residence Life Policies have been established to provide an environment in which all residential students may live comfortably and safely without infringing upon the rights of the College or the individual. Violations of Residence Life Policies may result in disciplinary action under the Greensboro College Student Conduct Code Section IV, P - "Violation of Other Campus Policies and Procedures".

1. **Babysitting** - The residence halls are not designed to accommodate small children and, therefore, babysitting is not allowed within the residence halls.
2. **Bicycles** - Non-motorized two wheel bicycles are allowed in residence hall rooms as long as they are stored in an unobtrusive manner AND both roommates agree to its presence. No bicycles may be left in halls, stairwells, lobbies or other common areas.
3. **Community Vandalism & Property Damage** - Damage or vandalism to residential facilities (including but not limited to room and lounge furnishings, hallways, doors, locks, windows, card readers and vending machines) is prohibited. Students found in violation will be responsible for restitution of the item(s) damaged as well as judicial sanctions.
4. **Hallways and Stairwells** - Safety regulations require that hallways and stairwells be clear at all times. No trash, room furnishings or other objects are permitted in any corridor or stairwell. Any student who violates this policy will be asked to remove the items and will be charged a fine.
5. **Health and Safety Inspections** - Inspections are performed periodically throughout the academic year as needed and at least during move-in, move-out, and the semester break. Excessive damages by a student to his/her residence hall room may result in the loss of campus housing privileges and liability for repairs and cleaning.
6. **Noise** - Each Residence Hall observes 24 hour courtesy and specific quiet hours that will be posted on the hall. Radios, TVs, and game systems may be used respectfully. Musical instruments may be played in designated practice spaces only.
7. **Personal Injury/Damage to Personal Property** - Greensboro College assumes no liability for any injuries you sustain or personal property that is lost or damaged while residing in a campus residence hall. Renters insurance is recommended to cover any property loss or damage.
8. **Pets** - The only pets allowed in a residence hall are non-flesh eating fish housed in an aquarium no greater than 10 gallons.
9. **Repairs and Maintenance Requests** - You should report all needed repairs to your Resident Advisor or Residence Hall Director. Please DO NOT attempt to make repairs yourself.
10. **Room Capacity** - For individual and campus safety, the North Carolina Fire Safety Code has established that a maximum of 10 people may be present in an individual residence hall room. Events requiring larger spaces need to be planned in advance in conjunction with the Office of Conferences and Events. Students

who entertain more than 10 people in their room are in violation of the Student Conduct Code.

11. **Solicitation** - To protect your privacy in the residence halls, solicitation is not allowed without prior approval from the Dean of Students or his/her designee.

12. **Use of the Residence Hall Room**

- a. The student may not sublet his/her room.
- b. The student may not change rooms without proper authorization.
- c. The residence hall room may not be used for any commercial/non-residential purpose.
- d. The student may not make alterations, additions, improvements, repairs or changes to the space, furnishings or equipment assigned.
- e. The student shall keep the residence hall room free of waste or debris. He/she will maintain the space and all furnishings therein in the same condition as which he/she received it. The student assumes liability for any damages whatsoever to the space and furnishings or equipment therein, or to any portion of the residence hall in which the space is situated, that results from acts of the student.
- f. The student shall not duplicate any College keys.
- g. The student agrees to accept and comply with the Student Conduct Code, all residence life policies and procedures and all other College requirements.

RESIDENCE HALL FINES & COSTS

• Moving or obtaining College furniture without permission	\$100.00
• Improper Checkout	\$100.00
• Unapproved room changes	\$100.00
• Early Move-in	\$50.00
• Lock Change	\$50.00
• Lost ID card	\$50.00
• Failure to properly dispose of lofts and furniture at checkout	\$50.00
• Leaving trash, furnishings or other objects in hallways/stairwells	\$25.00