



HOCKING COLLEGE

Residence Hall

Handbook

2016-2017

Table of Contents

A Message from the Department of Residence Life 4

College Connections: A Guide to Roommates, Community and Success..... 5

Your Roommate..... 5

 Fact or Fiction 5

 Open lines of Communication 5

 The Art of Respect 5

 Roommate Agreement Template 7

Your Community 8

Success..... 9

 Campus Resources 9

 Staying Healthy..... 9

 Being You 10

Your Rights and Responsibilities 11

Residence Life Staff 12

Residence Hall Policies 13

 Abandoned Property 13

 Access 13

 Alcohol..... 13

 Bicycles..... 14

 Check-in and Check-out 14

 Civility 14

 Community Areas 15

 Confiscation of Property 15

 Decorations/Adhesive 15

 Drugs..... 16

 Electrical Appliances 16

 Fire Safety 16

 Garbage 17

 Housing Contract 17

 Internet Service 17

 Laundry and Vending Machines 18

 Maintenance and Housekeeping 18

 Mail 19

 Motorcycles..... 19

 Noise 19

 Outside Grounds 20

 Parking 20

 Personal Hygiene 20

 Pets/Animals 21

 Recycling 21

 Residence Hall Damage..... 21

 Roofs/Ledges/Windows 21

 Room or Residence Hall Changes 21

 Room Furnishings..... 22

Room Inspections.....	22
Sales and Solicitation.....	22
Severe Weather	23
Smoking	23
Sports	23
Television Services	23
Visitation.....	23
Weapons, Firearms, and Explosives	25
Weight-Lifting Equipment.....	25
What's in the Area?	26

NOTE: This handbook is specifically for residents and any guests visiting the residence halls. Residents are also students and therefore responsible for adhering to the Student Code of Conduct, which can be viewed at www.hocking.edu.

A Message from the Department of Residence Life

The Residence Life staff at Hocking College welcomes you to Hocking College! Living in the residence halls at Hocking College means daily interaction with people of diverse backgrounds, values, and lifestyles. It can be an exciting and challenging experience. As a member of the community, residents are responsible for any behaviors that might infringe on individual and group rights, and/or jeopardize the health and safety of an individual or property, both personal and/or college. All residents and their guests must abide by the Hocking College Code of Conduct and the residence hall policies.

The mission of the Residence Life team is to provide meaningful support for those who live and work in Hocking College housing facilities.

We aspire to provide meaningful support by:

- Promoting a sense of **community** for those who live and work in Hocking College housing facilities
- Promoting the **academic success** of residents living in the community
- Promoting the **holistic development** of those who live and work in the community
- Promoting an **appreciation of differences** among all community members
- Promoting a better **quality of life** for all community members

Hocking College Mission Statement

Hocking College provides a unique, innovative, and quality education in a supportive experience-based learning environment, preparing students for employment and transfer education opportunities, while teaching the value of lifelong learning, promoting diversity and developing citizens who are engaged in their local and global communities.

College Connections: A Guide to Roommates, Community and Success

After you have arrived on campus, said good-bye to your friends and family, unpacked your bags, and situated your room, what do you do next? If you haven't done so already, connecting with your roommate may be the very next thing on your mind. This guide will help you make the connection with your roommate and hopefully help you through any rough patches that you may experience. If all else fails, don't forget about the Residence Life staff!

Your Roommate

Fact or Fiction

“In order for my roommate and I to get along, we need to have a lot in common.”

FICTION- Take the opportunity of living with a new person to expand your horizons and learn from the experiences of others. Some unlikely college roommates of the past include Al Gore and Tommy Lee Jones, Bill Clinton and Strobe Talbot, and finally Christopher Reeve and Robin Williams.

“The people I meet in the residence hall will continue to be friends long after we leave college.”

FACT...to some extent- Many people meet some of their best friends in the residence halls. The residence halls offer residents the opportunity to meet like minded individuals that share many of the same views. Friends made in the halls often end up living with each other after their time in the residence halls.

“My roommate and I need to be best friends and do everything together.”

FICTION- Being roommates doesn't necessarily mean that people have to be best friends. Instead, a healthy roommate relationship should focus on mutual respect for the other person, their belongings, and their views.

Open lines of Communication

One of the easiest ways to make sure that you are on the same page with your roommate is to talk to him/her. Understandably, this might feel awkward at first, but give it time. In order to help coax the conversation, here are some suggested topics to cover in your first conversations.

- Where are you from? What was it like growing up there?
- What do you do in your free time? What were you involved in during high school?
- Have you ever had a roommate before?
- What are you studying here? Why did you choose that?
- What kind of things are you looking to get involved with this year?

The Art of Respect

Living in a new place is never easy. Working with your roommate to find mutual ground in your personal space, property, and actions can ease the transition to living on campus. Respect comes with limits. Don't respect the rights of others so much that you are

sacrificing your own rights. Compromise is key. No one is better at standing up for your rights than you!

- Your Room: When you arrange your room; make sure that it is agreeable with your roommate(s) as well. Doing so will help everyone make the room feel like home. Ask before you decide to rearrange the room or hang posters.
- Your Property: On first thought it might seem easier if you share everything with your roommate(s). This may not be the best way to go. Talk to your roommate(s) and discuss issues like borrowing/using the other's personal belongings, such as the TV, DVDs, computer, etc. If so, under what conditions is it okay to do so?
- Phones: Is it okay to answer the other person's phone if they are not around? If someone answers your phone, what is expected? How late is it acceptable to have phone calls?
- Alarm Clocks: When is the alarm clock going to be set for? Is it okay to hit snooze button. If so, how many times? Should you wake up your roommate if you notice that they have slept through their alarm?
- Your Actions: Many of your daily actions might seem unimportant or uneventful for you. Upon closer inspection of these actions and their implications, you may come to find that what you say, do, or don't say has further impact than you might think.
- Guests: While you may know the person that you are bringing into the room, your roommate may not. Questions you may want to work out before they become a problem include: Is it okay to have unattended guests in the room? How late is it okay to have guests in the room? If a guest comes in while your roommate is studying how will it be handled? Are overnight guest acceptable?
- Communication: Arguably the most important thing you will learn in the residence halls is how appropriate communication, or lack thereof, impacts others in the community. Communication with others should always be direct, honest, and appropriate. *Talk to people, not about them.*
- Gossip: This six letter word can destroy a relationship. Rumors spread faster than fire. Rather than spreading the rumor, use that same energy to go straight to the source. Make your own impression of a person rather than depending on a rumor to make that impression.
- Assumption: Making an assumption is making a decision before you have all the information. You may very well be missing the most vital pieces of information.

Roommate Agreement Template

In an effort to assist you and your new roommate come to common ground regarding some of the more frequent roommate conflicts, an example of a roommate agreement has been provided below. It is not required that you complete this document but it is recommended to assist with any possible future roommate conflict.

Keep the following in mind while filling this form out with your roommate:

- 1) Be sure the both your and your roommates rights are being respected
- 2) This document can change at a later date if both you and your roommate feel that it no longer reflects your needs
- 3) This is an *agreement*, not a *contract*. Should dispute arise, talk to your RSM.

Room Agreement for Room: _____ of _____ Residence Hall.

Our room will be kept:

- Neat and Clean
- Somewhere in between
- Messy

We will clean:

- Daily
- Weekly
- Monthly
- As Needed

As part of the cleaning process, we will do the following:

- Laundry overflowing
- Wash dirty dishes
- Take out trash
- Sweep/Mop
- Make beds

We have agreed that best time set aside for studying will be:

- In the morning (9am until noon)
- In the afternoon (Noon until 5pm)
- In the evening (5pm until 10pm)
- In the late evening (10pm until midnight)
- In the late night (Midnight until 9am)

We agree that friends can visit

- | | | |
|--------------------------|--------------------------|--------------------------|
| <u>After 11pm</u> | Yes | <u>Before 8am</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <input type="checkbox"/> | No | <input type="checkbox"/> |

If I leave for the weekend, we will

- Notify each other
- Not notify each other

When one of us is studying, it is acceptable that the other is _____ while still in the room.

- Completely quiet
- Listens to music with headphones in
- Watching television
- Has friends over

While studying with other individuals in our space, the other roommate agrees to:

- Not be in the room
- Remain in the room and respectful of the study group

Using the following personal belongings is acceptable:

- | | | |
|--------------------------|----------------|--------------------------|
| <u>Yes</u> | | <u>No</u> |
| <input type="checkbox"/> | TV | <input type="checkbox"/> |
| <input type="checkbox"/> | Stereo | <input type="checkbox"/> |
| <input type="checkbox"/> | Food/Drink | <input type="checkbox"/> |
| <input type="checkbox"/> | Computer | <input type="checkbox"/> |
| <input type="checkbox"/> | Game Console | <input type="checkbox"/> |
| <input type="checkbox"/> | Clothes | <input type="checkbox"/> |
| <input type="checkbox"/> | Personal Items | <input type="checkbox"/> |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> |
| <input type="checkbox"/> | _____ | <input type="checkbox"/> |

We agree that the following time is an appropriate time to go to bed for the room.

- 10pm to 11am
- 11am to Midnight
- Midnight to 1am
- 1am or later

When my roommate is sleeping it is:

- | | | |
|--------------------------|-------------------|--------------------------|
| <u>Okay</u> | | <u>Not Okay</u> |
| <input type="checkbox"/> | Watch TV | <input type="checkbox"/> |
| <input type="checkbox"/> | Listen to Music | <input type="checkbox"/> |
| <input type="checkbox"/> | w/ headphones | <input type="checkbox"/> |
| <input type="checkbox"/> | w/o headphones | <input type="checkbox"/> |
| <input type="checkbox"/> | Use a hairdryer | <input type="checkbox"/> |
| <input type="checkbox"/> | Have guests over | <input type="checkbox"/> |
| <input type="checkbox"/> | Have lights on | <input type="checkbox"/> |
| <input type="checkbox"/> | Have desk lamp on | <input type="checkbox"/> |

Arrangements for overnight guests should be made _____ days in advance.

Guests in our space are allowed to:

- Sit/use other's bed
- Eat other's food
- Use other's personal belongings
- Use other's computer
- _____
- _____

The door to the room will:

- Remain open/propped while we are in the room
- Be open/propped only when we are not studying
- Remain closed

If we hear gossip about the other, we agree to:

- Confront the person spreading the gossip
- Inform the roommate
- Consult the RSM

Your Community

Your living environment isn't solely restricted to your room. Around you live other individuals whose actions impact you and vice versa. Take this opportunity to get to know your neighbors. You never know who might be living right next door. The tricks and skills you have applied to establishing a relationship with your roommate can be applied to your neighbors as well. Here are some more tips to help you develop relationships with your neighbors.

- *Respect others and their beliefs:* You will walk away with a more enriched education by listening to the idea, beliefs and thoughts of others in your community.
- *Take the first step:* Introduce yourself and ask unobtrusive questions. Take the time to talk to and catch up with your neighbors.
- *Learn and use names:* You might be surprised how welcoming it is to use someone's first name.
- *Give a helping hand:* If you see someone struggling, help them out. Lend out a book, light bulb, or glass of milk.
- *Love where you live:* This is *your* community. If someone is doing something that you don't appreciate, make your voice heard. Take pride in your community.
- *Attend Hall Meetings:* Information pertinent to all students is shared and gathered at hall and building meetings. You should always make an effort to attend these meetings so that you know what's happening and have the opportunity to offer your input into what goes on in your buildings.

Safety should always be a concern. A healthy community includes people looking out for each other. Keep an eye for potential safety concerns and take a proactive approach to helping keep community members safe. Practice these basic safety tips and help support a safer campus.

- Don't prop exterior doors. Outside doors are locked for a reason. Propping doors leave the community open to potential harm from someone sneaking in a door left propped.
- Ask strangers who they are. If you see someone new on the floor, ask them who they are. If he or she is a neighbor that you haven't met, you may have just made your first contact. If they don't live in the building report the person to the nearest Residence Life staff member. The residence halls have a policy that requires guests to be escorted at all times.
- Introduce yourself to the Campus Police and Campus Safety Officers (CSOs): Knowing who the officers are will help create a more closely knit community and a safer environment.
- Support the Residence Life Staff. Residence Life staff members don't enforce policies to make your life uncomfortable. The policies of the residence hall are in place to help keep you safe and it is their job to help enforce these policies.
- There is fire safety equipment in the buildings to help keep you safe. Tampering with them is a federal offense and may result in a referral to Campus Judiciaries.

Success

There are many choices to be made when it comes to college. College is a stress filled time in a person's life, making it even harder to keep a clear mind and make informed decisions. This section contains information about the many resources available to you on campus and offers some advice on decision making.

Campus Resources

- Access Center (DVD) - Do you have a documented learning disability? Talk to Kim Forbes- Powell in the Access Center.
- Campus Judiciaries (JL) - Questions about the Student Code of Conduct or appropriate actions on campus? Talk to George Petrovay, the Director of Student Rights, Responsibilities and Judicial Affairs
- Campus Police (HCPD) - Did you lock your keys in your car, need a jump, want to report a crime? Talk to any of the friendly officers at Campus Safety
- Counseling Services (OAK) – Need to talk to someone about personal matters? Visit with one of our counselors, Roger Buck, PhD, Kathleen Kutsko, or Judy Manley.
- Financial Aid (JL) – Do you have questions about your financial aid, scholarships, loans, or grants? Talk to one of our Financial Aid experts on the first floor of John Light Hall.

Staying Healthy

The busy, hectic life of a college student doesn't leave much time for healthy living. Staying healthy should take a major role in your life. If your body isn't operating at its full potential, neither is your brain. Eating healthy and staying active has proven to help reduce stress and increase your overall performance.

Here are some tips to help you start your way to a healthier lifestyle:

- Make time to work out. When time is short, working out always seems to be the first thing to get cut. Exercise should be one of the last things to go. Taking time to keep fit helps your body and your mind. This allows you to step away from your studies just long enough to refocus and hit the books with a refreshed sense of purpose.
- Nutrition is the building block for a successful college experience. If you want first-class results you need to make sure that you are eating first-class foods. This doesn't mean that you have to eat exclusively at 5 star restaurants. Take the time to examine what you are eating. Here are some tips to improve your eating habits
 - Don't leave your meals to chance. Plan what you are going to eat for the day. This will help you fight off the lunchtime raid on the vending machine.
 - Bring your snacks with you. Not only will this save you money but it might help you save your waistline too.

- Stress is a natural part of life. Stress and opposition have caused some of the greatest accomplishments in history. Too much stress however, can overwhelm a person and cause serious health problems. Here are some helpful stress busters:
 - Talk to your friends and family
 - Workout or go for a walk
 - Use a journal
 - Read a good book

- Sleep! Make sure that you are balancing your schedule so that you are getting enough sleep. You should aim for about eight hours of sleep a night. Here are some hints to make sure that this happens:
 - Get to bed at a decent hour. It's hard to walk away from hanging out with a group of friends but when you have a test the next morning; it's the smart thing to do.
 - Avoid caffeine. Caffeine can stay in your system for over 6 hours after you have ingested it.
 - Relax. Give yourself 20-30 minutes before bed to wind down. Read a book, take a shower, watch TV, and listen to music. Whatever it takes.

Being You

College can put a lot of pressure on a person. Even the strongest willed individual can come under the influence of peer pressure. As the year progresses, take the time to analyze who you are and who you want to be. Make sure that you are making the right decisions. Some questions that you may want to ask yourself before you make any decision may be:

- What would my parents think if they knew what I was doing? Would they be proud?
- Who will be affected by this decision (or your actions)?
- Will the outcome of this decision affect any of my long term goals?

Ultimately, you are the creator of your destiny. You are the product of the choices you have made and will be the end result of the choices you will make in the future. Be the person you want to be. Trust yourself and if you need help, don't be afraid to ask.

Your Rights and Responsibilities

You have the *right* to an equal share of space in the room and to expect that your roommate(s) will respect your belongings.

You have the *responsibility* to communicate assertively and respectfully with your roommates, especially in terms of which behaviors are “okay” with you and which are not.

You have the *right* to a safe, healthy, and clean environment in which to live.

You have the *responsibility* to clean up after yourself, to remind others to clean up after themselves, and to report health and safety concerns to a residence life staff member.

You have the *right* to a quiet environment conducive to sleeping and studying.

You have the *responsibility* to ask others to be quieter and/or report repeated violations of quiet hours to a staff member.

You have the *right* to be successful at Hocking College, become involved in campus life, and to enjoy living on campus.

You have a *responsibility* to put effort into your academics, to follow the Hocking College Code of Conduct, and to abide by the residence hall policies.

Residence Life Staff

There are a variety of staff members who work in the residence halls to support residential students and their families.

The staff members that residents interact with most frequently are the **Resident Success Mentors (RSMs)**. In addition to enforcing policies, the RSM staff coordinates educational events that take place in the residence halls covering topics such as coping with homesickness, using your strengths to develop strong study skills, and time management. They also provide a variety of opportunities for students to interact with and get to know the other students living in the building.

The RSMs report to a **Hall Director** who supervises the daily operations of the residence hall and is available to assist students with involvement opportunities, roommate concerns, room changes and any other concerns. Hall Directors at Hocking Heights and Summit/Sycamore Halls are typically current students who have graduated from Hocking College and are pursuing a bachelor's degree through one of our many partnership programs.

The **Assistant Director Residence Life and Housing** supervises the daily operations of all five residence halls, oversees the daily operations of the Department of Residence Life and Housing as well as serving as the Hall Director for North and Downhour Halls.

The **Director of Residence Life, On-Campus Housing and Student Conduct** supervises all of the individuals above as well as any projects related to residence life, living on campus and the Student Code of Conduct. Students and parents are encouraged to stop by or call with any questions related to living on campus.

- Director of Residence Life, On-Campus Housing and Student Conduct
 - Office Location: John Light Hall 269
 - Office Phone: (740)753-7043
- Assistant Director of Residence Life and Housing, North and Downhour
 - Office Location: Downhour 101
 - Office Phone: (740)753-6175
- Hall Director, Hocking Heights
 - Office Location: Hocking Heights 106
 - Office Phone: (740)753-6177
- Hall Director, Summit on the River and Sycamore Hall
 - Office Location: Sycamore Lobby
 - Office Phone: (740)753-3913

Residence Hall Policies

Policies governing the residence halls have been outlined below. Summit on the River and Sycamore Halls, including the parking lots, are considered part of campus and any rules applied to main campus apply to these areas. If you violate a policy, honesty and cooperation are imperative. Refer to the Code of Conduct for additional information as to how reported policy violations are handled.

Abandoned Property

- When residents leave the residence halls or change rooms, all personal items should be removed from their former living area.
- Personal items left may be subject to disposal by the residence life staff.

Access

- *Residence Halls*
 - Students living in the residence halls will use their student IDs to access their residence hall. Be sure to specify what hall you are living in when obtaining your ID.
 - Main entrance doors of the residence halls are locked at all times. You need to carry your ID with you at all times to access the buildings.
 - For safety and security reasons, secondary doors (side doors) are not to be propped or kept open.
 - Should you misplace your ID, a replacement ID is \$25.00.
- *Rooms*
 - Summit and Sycamore have combination codes to enter the student rooms. You will be given your code upon check in.
 - You may have your door code changed one time at no cost. Future combination changes will result in a \$5 charge.
 - Each resident at Downhour, Hocking Heights, and North Halls will be given a key for their room. Replacement keys are \$25 and may take up to a week to receive.
 - Excessive lockouts will result in a \$5 fee for each lock out.
 - If both roommates lose their keys, a core change will be necessary. A \$100 fee per student will be assessed in the event that both keys are lost.

Alcohol

- In an effort to provide an environment conducive to academic success, no one is permitted to consume, sell, possess, or be impaired by alcohol in the residence halls, the surrounding school property, or in personal vehicles on campus.
- Any incident or inappropriate action against members of the Residence Life staff, Campus Safety Officers, law enforcement, or other residents will be counterproductive and may cause the offending resident to face additional penalties.
- If a resident is 21 or over, providing the means to obtain or directly giving alcohol to residents or other students under the age of 21 is illegal.
- Campus Judiciaries handles policy violations from an educational perspective in

an effort to help students learn from their mistakes.

Bicycles

- Hocking College believes in promoting a healthy, “green” environment. Students are encouraged to ride their bicycles rather than drive whenever possible to protect our environment.
- Residents of Hocking Heights may store their bicycles at the shelter or in their rooms. All other residents must store their bicycles in the racks provided. Locks on bicycles stored outside designated areas will be cut and the bicycle removed.
- Students are advised to always keep bicycles locked when it is not in use.

Check-in and Check-out

- Check in
 - Residents must check in at the beginning of every term.
 - Initial check-in (move in) requires residents to sign the pertinent parts of the Room Condition Report (RCR), receive and sign for a mailbox key or combination, and obtain access to their rooms either via combination or key. This is to be done with a member of the Residence Life Staff.
 - When checking in for Spring term, students should check in with a Residence Life staff member who will document that they have returned.
 - It is imperative that residents check in to avoid confusion about their whereabouts.
- Check out
 - Residents must check- out with a member of the Residence Life staff or they may be assessed a \$50 improper check out fee. Additional fees may be assessed depending on the severity of the mess/damage in the room.
 - When leaving the residence halls permanently, check-out procedures include:
 - Cleaning the room thoroughly
 - Removing all personal items
 - Checking out with an Residence Life staff member
 - Identifying any damage to the room or furnishings
 - Returning the mailbox/room keys
 - Signing the RCR
 - Students leaving for breaks between terms will be asked to perform similar procedures (except for removing all personal items) at the end of Autumn term.

Civility

- Residents are expected to treat all residents, guests, and staff with courtesy and respect.
- Bullying, defined as the repeated use of written, verbal, or electronic/cyber expression and/or communication and/or a verbal, electronic or physical act of gesture or any combination thereof directed at a member of the college community is unacceptable.

Community Areas

- Community areas are available for all residents. Reserving a community area is only permitted with permission from the Hall Director.
- Community areas are to be kept free of trash and abandoned personal items out of respect for other residents. Unattended items are subject to disposal.
- Inappropriate material is not to be viewed in the community room or in public areas of the building. Anything deemed inappropriate by any reasonable individual should be stopped and is subject to review by Campus Judiciaries.
- Students are not permitted to field dress animals in the residence halls.
- Public activities are always encouraged in the community areas, but quiet and courtesy hours should always be observed.
- Residence hall public areas are designed for the exclusive use of residential students. For safety and security reasons, only residential students are permitted to use these spaces.
 - The only exception to this rule is the North Hall Conference Room, which may be reserved through the Residence Life Office in Downhour 101 by Hocking College staff members for meetings only.
- Residential students wishing to reserve any of these spaces should contact the Residence Life Office or their Hall Director for additional information.
- Abuse of the public areas (including leaving excessive trash) may result in closure of the common areas.
- Furniture provided in common areas must remain in these areas. Removal of these items will be treated as theft of institutional property.

Confiscation of Property

- Residents' property will only be confiscated if deemed immediately dangerous, or after the resident has been asked to remove the items in prior instances.
- Stereo speakers and other noise making devices may be confiscated if warnings for noise violations are ignored.
- Any confiscated property will be stored or given to the Hocking College Police Department.
- Prohibited items include but are not limited to:
 - Sling shots, blow guns, paint ball guns, BB guns, airsoft guns, ammunition, firearms, explosives and other weapons
 - Fire hazards such as ungrounded extension cords and candles
 - Stolen property
 - Offensive posters and any alcohol related advertising

Decorations/Adhesive

- Wall hangings must be removed prior to check-out, including any adhesive residue left behind.
- Posters, signs, flags, or other wall hangings, are not permitted in the windows or doorways as they are considered fire hazards.
- Empty alcohol containers for decorative (or any other) purposes are not permitted.

- For health and safety reasons, only 75% of any given wall may be covered. Nothing should be taped to or hung from the ceiling (e.g. fishnet, flags, posters, etc.).
- Drawing, writing, and/or marking of doors are not permitted. Room doors cost approximately \$500. Students who deface doors will be expected to pay for replacement of the door including parts and labor.
- Offensive, degrading, or indecent material is not permitted on the outside of room doors or in windows. Material deemed offensive, degrading, or indecent, by any reasonable individual should be removed, and is subject to review by Campus Judiciaries.
- Do not tamper with the fire evacuation routes posted on the back of your room door.

Drugs

- Illegal drugs or legal medications used in a manner other than directed are prohibited. Violations will be reported to the Hocking College Police Department.

Electrical Appliances

- Each room is equipped with a mini fridge and microwave.
- Approved appliances: curling irons, hair dryers, flat irons, electric razors, televisions, VCR/DVD players, game consoles, stereos, personal computers, fish tanks, and grounded surge protectors.
- Students who choose to use any of the items above are encouraged to bring power strips with surge protectors. Surge protectors will not be permitted if they are ungrounded, light-weight, or two-conductor household-type.
- Appliances not permitted include (but are not limited to): additional refrigerators, additional microwaves, hot plates, single burner units, sandwich makers, toasters, toaster ovens, George Forman grills, and any appliance with an open heating element or electric radiant heaters.
- Students are permitted to cook with provided microwaves in their rooms given that the student keeps their room and cooking area in a sanitary condition and remains in the room while cooking.

Fire Safety

- The burning of candles and incense in the residence halls is not permitted.
- Lamps with halogen bulbs are not permitted in the residence halls.
- Residential rooms should be kept in a condition that would permit easy egress from the room in the event of fire alarm activation. For this reason, bicycles or other large recreational equipment, cannot be stored in residential rooms
 - Hocking Heights is the exception to this due to the large size of the rooms. However, space limitations due restrict the exception to one piece of recreational equipment to one item per resident.
- All fire related equipment, including but not limited to: fire evacuation routes posted on the backs of room doors, fire extinguishers, alarms, EXIT signs, and notices, are available for the purpose of saving lives. This equipment is to be used for fires only. Unauthorized use of, tampering with, or discharge of any of this

- equipment may be referred to Campus Police and/or Campus Judiciaries.
- Students are not permitted to cover smoke detector devices in rooms for any reason
 - Hanging of items on sprinkler head cages is not permitted.
 - Fire drills are held a minimum of once per term.
 - When the fire alarm sounds you must vacate the building. Failure to evacuate may result in a referral to Campus Judiciaries.
 - Fire alarms in Hocking Heights, Downhour, and North Halls are equipped with a pre-alarm system. This loud warning is a different sound than the building alarm and will occur only in the area where the alarm is triggered.
 - Fire doors must remain closed at all times to contain smoke and fire. You should familiarize yourself with the exits nearest your room and exit quickly and safely when an alarm sounds.
 - Activating a false alarm (or causing people to believe the alarm is sounding) may result in referral to Campus Police and/or Campus Judiciaries.

Garbage

- Students should place their trash into the large dumpsters provided near the building, except in Downhour and North Halls where trash rooms are provided on each floor.
- It is not acceptable to place personal trash in the bathrooms or other public areas.

Housing Contract

- The housing contract is binding from Autumn Term until the end of Spring Term.
- If you withdraw from Hocking College during the term, your refund will be calculated as follows:
 - You will receive a 100% refund prior to the beginning of the term or move-in, whichever happens first
 - You will be given a refund of 85% until the 15th day of the term
 - No refund will be issued after the 15th day of the term
- No refunds will be given to students who choose to move off campus while under contract. Students will be charged for each term within the contract period while they are registered for classes.
- Your contract does not cover the break between Autumn and Spring term. If you must stay over the break, you need to register with the Residence Life staff and the cost will be added to your account.
- The break begins at noon the day after classes end.
- If you are in the building during break and not registered, you will be escorted from the building and may be charged with trespassing.

Internet Service

- All residence halls have wireless access to the internet. Hocking Heights, Downhour, and North are also hard wired.
- Students are strongly encouraged to have antivirus software on their personal computers before connecting to the internet.

- Wireless routers are not permitted as they interfere with the existing wireless service.
- Be careful about the type and size of downloads. The amount of bandwidth used by each port is monitored and excessive consumption of bandwidth may result in the port being deactivated.
- Students wishing to purchase supplemental internet packages can do so by contacting Nelsonville TV Cable (740-753-2686).
- *Notice to Students of Claimed Infringement* – if a representative of copyrighted content detects illegal downloading or sharing of copyrighted content on the Hocking network, a letter of the alleged infringement will be sent to the university. In order to comply, the Office of Information Technology will forward the complaint to Campus Judiciaries to investigate.

Laundry and Vending Machines

- Residence halls are equipped with vending machines, change machines, and laundry facilities.
- Use of these machines is limited to residents of that residential complex only.
- Tampering with any of these machines may result in referral to Campus Police and/or Campus Judiciaries.
- Sitting or lying on the machines is not permitted.
- Should any of the laundry machines fail to work, please notify the maintenance staff in your residence hall.
- If the vending machines in Downhour, Hocking Heights, or North do not work, please contact the number listed on the machines.
- If the vending machines in Summit or Sycamore do not work, submit a work order to workorder@lhxprop.com.

Maintenance and Housekeeping

- A full-time housekeeping staff is employed by Hocking College for Hocking Heights, Downhour, and North Halls. At Summit on the River and Sycamore, the building owners employ the housekeeping staff.
- For Downhour, Hocking Heights, and North residence halls, maintenance requests should be made to a Residence Life staff member.
 - These repairs will be made in the regular work schedule of the maintenance staff of the building.
- For Summit and Sycamore Halls, students can make requests via e-mail to workorder@lhxprop.com.
 - These repairs will be made in the regular work schedule of the maintenance staff of the building.
 - Work orders must include: student name, building of residence, room number, and specific issue with room.
- Students are directly responsible for the housekeeping of their rooms. Rooms should be cleaned on a regular basis, including vacuuming, sweeping, changing and washing bedding, and removing trash. Microwaves and refrigerators should be kept clean.

- The Residence Life Department reserves the right to take corrective action (including cleaning the room and billing the student) in those situations that present a health or safety concern.
- In almost every situation, the first course of action will be to ask the resident(s) of the room to remedy the situation.
- Violations of this policy may result in referral to Campus Judiciaries.

Mail

- Each resident has a mailbox in the lobby of their residence hall. A mailbox key or combination will be issued to the resident during check-in. It is the resident's responsibility to return the key upon check-out. There is a \$5 fee for lost mailbox keys, including not returning a mailbox key upon check-out.
- If a package is too large to fit into a mailbox at Summit and Sycamore halls, a slip will be placed in the mailbox and the resident must pick up the package at the staff office of their particular building during office hours from 8pm-10pm.
- For Hocking Heights, Downhour, and North Halls, if a package is too large to fit into the mailbox, an email will be sent to the student email address of the recipient and the resident must pick up the package at the Warehouse between 8am and 4pm. After the notification, students will have a ten day "grace period" to pick up packages. Items not claimed within ten business days from notification are subject to be returned to sender.
 - Hocking College mail service distributes mail to each on campus residence hall once daily Monday – Friday by 4:00PM
 - HC Mail Service may deliver mail to on campus residence halls the same day received and not later than 24 hours after receipt.
 - Movies received through the mail will not be delivered to residence hall mailboxes. All movies will be processed as packages and students will pick up from the HC Mail Room.
 - A photo ID is required to pick up any mail from the mail room.

Motorcycles

- For health and safety reasons, motorcycles, including any motorized vehicle, are allowed only on the streets and designated areas for parking of vehicles.
- Motorcycles should be parked in designated parking spaces. Individuals choosing to park their motorcycles in undesignated spaces may receive tickets from Campus Police and/or have their motorcycle towed.

Noise

- Quiet hours are in place to facilitate studying and personal time in the residence halls. Quiet hours are from 10:00pm- 8:00am on weekdays and 12am-9:00am on weekends. Minimally, noise should not be heard outside your room during designated quiet hours.
- Courtesy hours are in effect all day. Therefore, you should comply if anyone requests that you be quieter.
- During finals week, there will be 24-hour quiet hours for the entire week
- Repeated violations of quiet hours may result in a referral to Campus Judiciaries.

Outside Grounds

- The outside grounds are available for football, Frisbee, hacky-sack, and other events, activities must not get in the way of normal traffic routes or occur in parking lots.
- The woods also have many miles of hiking trails. You are free to hike in the woods at any time, however, you may not have a campfire. All campus policies still apply to this area.
- The retaining wall outside Downhour and North Halls is strictly off limits. There is to be no sledding on the hill between these two halls. Climbing, descending, or sitting on this wall is not permitted.

Parking

- A parking permit is required for all students who wish to park on campus. Students can obtain their permit by paying the appropriate fees at Cashiers and Records. A new permit is needed each term.
- Assigned parking is available in limited quantities outside Hocking Heights and Downhour Hall for students living in Hocking Heights, Downhour, and North Halls. Permits for assigned parking are available from Cashiers and Records.
- Residents without assigned parking can park in designated lots on campus.
- Parking is available on a first come first serve basis outside Summit on the River and Sycamore Halls and is free of charge.
- Please do not park in front of the buildings' doors or in places other than parking spaces except for dropping off or picking up. Cars left in the fire lanes may be ticketed and/or towed.
- Residents are not permitted to drive off the pavement (i.e. to get to the volleyball courts or grills).
- Drivers are asked to observe a 15 mph speed limit in all residence hall parking lots.
- Sports (ie. football, Frisbee, hackey sack, skateboarding, etc.) are not permitted in parking lots and/or driveways.
- There are marked visitor spaces outside Hocking Heights for guests. Permits must be obtained from the Campus Police Department immediately upon arrival.
- Full details regarding parking can be viewed on the Hocking College website.

Personal Hygiene

- Room cleanliness and personal hygiene greatly impact students' health and ability to be successful in school.
- Just as students are expected to keep their rooms clean, residents are also expected to keep themselves clean by showering/bathing regularly.
- Residents are expected to wash their clothes and bedding on a regular basis.
- Rooms are expected to be free of any potential health hazards.

Pets/Animals

- Aquarium fish are the only pets permitted in the residence halls.
- Aquariums are typically limited to a maximum capacity of 10 gallons. Residents wishing to have larger aquariums must receive approval from their Hall Director and agree to regular inspections for health and safety reasons.
- Students are required to perform regular maintenance on their aquariums.
- Students requiring Assistance Animals should contact the Success Center in Davidson Hall.

Recycling

- In North and Downhour Halls, recycled goods should be placed in the closets provided on each floor for removal.
- In Hocking Heights, recycled goods should be placed in the bins in the community room.
- In Summit and Sycamore, residents are responsible for taking items to the recycling receptacle provided.
- Recycled goods must be broken down and cleaned out prior to disposal.

Residence Hall Damage

- The conditions of student rooms are assessed prior to the beginning of Autumn Term and again prior to the student moving out.
- Particular attention is given to the cleanliness and damage of the room.
- Residents are responsible for the condition of their rooms.
- When the students responsible for damage are identified, the cost of the repair will be equally divided amongst those who caused the damage.
- Residents are collectively responsible for identifying the students responsible for damages. If the students responsible for damage do not come forward, the charges will be distributed amongst the community. This includes the kitchens, bathrooms, and community areas.

Roofs/Ledges/Windows

- Students are not allowed on the roofs or ledges of the residence halls. Students also may not sit in open windows.
- Where provided, screens are required to be in the resident's windows at all times.
- No objects are to be thrown in or out of the windows or off the ledges. Nor should objects be hung outside or placed on the windows.
- Speakers should not be placed in the windows.

Room or Residence Hall Changes

- No reassignments will be made during the first two weeks of either autumn or spring semesters to allow for housing rosters to be solidified. For autumn semester, room changes will cease after week 10 to allow for preparations for spring semester.
- If a room change is desired, you need to contact the Hall Director of your building for a Room Change Request form. If you wish to change buildings, contact the

Hall Director of the building to which you wish to move.

- The Hall Director will provide you with a list of vacancies in the building. It is your responsibility to investigate the options and select an appropriate room.
- You must fill out the form and obtain the signatures of the students you will be moving in with and return the form to the Hall Director, in person, for approval.
- After the change has been approved, you need to move your belongings within 24 hours. Make sure you check out of your old room and into your new room with a Residence Life staff member.
- Any change in housing charge as a result for changing rooms is the responsibility of the resident changing rooms
- Individuals who choose to change rooms outside of these guidelines may need to move back into the room they left and approval for future moves may not be granted.
- Students are limited to one room change per term.

Room Furnishings

- Furnishings that are provided in the room must remain in the room.
- Furniture and kitchen appliances must remain in their assigned area. Relocation of these items is prohibited.
- Waterbeds and personal air conditioning units are prohibited in any residence hall room.
- Only rubber door stops are permitted to be used to prop any residence hall room door.

Room Inspections

- College officials may enter your room for matters pertaining to health and safety, suspected rule violations, and upkeep of college owned furnishings and/or equipment.
- Health and Safety inspections will be conducted at least twice per term. Residents may be given 24 hour notice prior to regular room inspections.

Sales and Solicitation

- Students are not permitted to conduct business from their residence hall rooms.
- Solicitation, whether in person or via telephone is prohibited.
- Bulletin boards are provided for promotion of campus events and for official notices. All posters/publicity must be approved by the Hall Director of the building before publicizing. Signs must be removed immediately after the event.
- To protect your right to privacy, door-to-door sales are prohibited.
- Advertising of private products is permitted only with approval from the Department of Residence Life and only as bulletin board space and time permits.
- Should you observe sales or solicitations, please contact a staff member.

Severe Weather

- During severe weather, students should stay alert for changing conditions.
- Staff members will provide additional instructions as necessary.
- Sign up for Nixle alerts via www.nixle.com. Nixle alerts can cover campus safety issues and local traffic issues in addition to severe weather notifications.

Smoking

- Smoking is only permitted inside personal vehicles in a parking space.
- Residents must be **in** the vehicle. On the roof, hood, or trunk is not considered **inside** a vehicle, although smoking is permitted in the bed of a truck. Sitting on a motorcycle is not acceptable.

Sports

- Sports and other horseplay are not permitted in the residence halls or parking lots.

Television Services

- Hocking Heights, Downhour and North Halls have cable access provided in all resident rooms and common areas as part of the residence hall fees.
- Summit and Sycamore Halls are cable ready.
- Students wanting to purchase or upgrade their cable package may do so by contacting Nelsonville TV and Cable at (740) 753-2686.
- Financial responsibility for this service is between the student and the cable company.
- Tampering with the cable equipment is a serious offense and subject to referral to Campus Police and/or Campus Judiciaries.

Visitation

- The Department of Residence Life defines visitation as the right of the individual student, with permission of his/her roommate(s), to invite and entertain guests in her/his room. However, residents must understand the following:
 - Visitation is one of the agreements that must be negotiated among the roommates(s).
 - The visitation policy should not be interpreted as permission to have guests stay overnight on a regular basis.
 - Any non-resident in the building past 12am (midnight) is considered to be an overnight guest and must be signed in with a Residence Life staff member.
 - A maximum of 2 guests per resident are permitted for 2 consecutive nights per 7 consecutive nights.
 - Any individual guest is permitted to stay a maximum of 2 nights per 7 consecutive nights
 - Visitation does not permit cohabitation, which is another individual who is not assigned to that room by the Housing Office residing with a resident.

- The host is responsible for the actions of his/her guests. You need to ensure that your friends/family members are aware of and will abide by all residence hall policies prior to their visit to campus.
- The rights of the roommate(s) supersede those of the guest.
- When roommate(s) are inconvenienced by the presence of a guest, they have the absolute right to (and should) ask the host to have the guest leave.
- If cooperation is not obtained, the roommate(s) should ask for a Residence Life staff member to intervene.
- Guests need to be escorted by their host at all times.
- All overnight guests (those staying in the building past midnight) must be registered through the staff office of that particular building. To register your guests, contact your Residence Life staff member of your floor section, or the Residence Life staff member on duty.
- All guests must identify themselves and produce a valid picture ID if requested by the Residence Life Staff and/or Campus Police.
- Minors (individuals under the age of 18) may visit the residence halls and stay as an overnight guest given that all roommates and/or suitemates agree to the visitation prior to the scheduled visit.
 - Guests under the age of eighteen (18) are permitted to visit before 12:00am in accordance with the Visitation Policy.
 - A resident requesting an overnight visit or a minor in the residence halls must make arrangements with the Director of Residence Life prior to the minor's arrival. Proper paperwork will need to be submitted including an Application for Visiting Minor (this may be obtained through the Hall Director). Arrangements may be made during normal business hours at the Residence Life office.
 - Guests must be at least 13 years of age or older to stay overnight in the residence halls. Requests must be in writing and submitted with the Application for Visiting Minor form to the Residence Life office at least 24 hours prior to the visitation.
 - All overnight minor guests must be authorized by the Director of Residence Life and approved by the roommate(s) and/or suitemate(s).
 - While visiting, minors must always be under the supervision of the host. Failure to adequately supervise minor guests may result in termination of visitation privileges for a period of not less than one semester.
 - Babysitting is not permitted in any Hocking College

Weapons, Firearms, and Explosives

- In accordance with the Hocking College Code of Conduct, weapons, firearms, and explosives may not be stored in a resident's room, or in their private vehicle on campus. Any object that could be used to cause harm to self or others is subject to confiscation.
- Furthermore, sling shots, archery bows, arrows, ammunition, and other gun equipment are not allowed in the residence halls or stored in private vehicles parked on campus.
- Refer to the Hocking College Code of Conduct for the campus-wide policy.
- Items such as culinary knives, machetes, hatchets and other tools that may be classified as a weapon required for class are not permitted in the residence halls. Students are encouraged to work with their department to make arrangements for the storage of such items.

Weight-Lifting Equipment

- Free weights and/or other weight lifting equipment are not permitted in any of the residence halls.

What's in the Area?

There is a great deal of opportunities for recreation and enjoyment in the area of Nelsonville. The URL for the Athens County Visitors Guide can be found below. Paste this into your web browser for great information on local attractions, activities, dining and festivals.

Athens County Visitor's Guide

<http://www.athensohiotoday.com/app/emag/ACCVG/ACCVG.swf>

Local Health Care Facilities

Facility Name	Address	City	Phone
Doctor's Hospital (<i>ER</i>)	1950 Mount Saint Mary Drive	Nelsonville	740-753-7300
Express Care (<i>Clinic</i>)	265 West Union Street, Suite A	Athens	740-594-2456
Fruth (<i>Pharmacy</i>)	10 W. Washington St	Nelsonville	740-753-5676
Holzer Clinic- Albany	2364 Blizzard Lane, Suite C	Albany	740-698-1900
O'Bleness Hospital (<i>ER</i>)	55 Hospital Dr.	Athens	740-593-5551
Planned Parenthood	1005 East State Street	Athens	740-593-6979
Shriver's (<i>Pharmacy</i>)	40 Watkins St	Nelsonville	740-753-2484
Walmart (<i>Clinic</i>)	929 E State St	Athens	740-594-3398
Walmart (<i>Pharmacy</i>)	929 E State St	Athens	740-594-3628

Local Dining Options

Restaurant Name	Address	City	Phone
Boot Factory Grill	45 E Canal St	Nelsonville	740-753-3130
Burr Oak Lodge	10220 Burr Oak Lodge	Glouster	740-767-3570
Full Brooks's Café	6 Public Square	Nelsonville	740-753-3391
General Wok	707 Chestnut St	Nelsonville	740-753-9696
Harper's Market	39 W Columbus St	Nelsonville	740-753-9030
JJ's Pizza and Bakery	67 W Washington St	Nelsonville	740-753-9052
Lake Hope Lodge	27332 St Rt 278	McArthur	740-596-0601
Little Italy Pizza	488 E Canal St	Nelsonville	740-753-2321
Los Mariachi's	99 Watkins St	Nelsonville	740-753-9255
Mama Renie's Pizza	23 Public Square	Nelsonville	740-753-2116
Mine Tavern	14 Public Square	Nelsonville	740-753-3638
Rhapsody Fine Dining	18 Public Square	Nelsonville	740-753-5740
Romano's Pizza	1228 Chestnut St	Nelsonville	740-753-3547
Tammy's Kitchen	240 Jefferson St	Nelsonville	740-753-2705

Area Lodging

Name	Address	City	Phone
Days Inn	330 Columbus Rd	Athens	740-593-6655
Holiday Inn Express	555 E State St	Athens	740-592-4640
Ohio University Inn	331 Richland Ave	Athens	740-593-6661
Super 8	2091 E State St	Athens	740-594-4900