

Residence Life Collegium Office

Woods-Penn 302 ext. 3115

Please call or visit Monday through Friday, 8 AM – 5 PM to receive assistance.

Residential Life Collegium

Name	Halls/Responsibilities	ext.
Virgil Burnside	Director	3155
Beverly Abney	Office Manager	3115
Elaine Adams	Ecovillage	3179
Colleen Donathan	Kentucky, Talcott	3483
Dara Evans	Kettering, Home Management	3492
Kem French	Dana, Bingham	3308
ElBonita Hawkins	Pearsons, Seabury	3292
Rakesha Hines	Elizabeth Rogers, Fairchil	3112
Kate Pieratt	Anna Smith, James	3458
Loretta Reynolds	Campus Ministries (Student Chaplains)	3927
Joe Saleem	Blue Ridge, Estill Street	3491
John Stauffer	Danforth, Edwards	3484

Hall Staff Leadership

Anna Smith

HC Dondolyn Jackson
MON Kaela Bostic

Bingham

HC Sylvester Lynn III
MON Dallas Sutton III

Blue Ridge

HC Eric Moore
MON Daniel Service

Dana

HC Caleb Meador
MON Jonathan Carman

Danforth

HC Chris Moore
MON Chris Lawson
MON Harvey Taylor

Edwards

HC Zadock Long
MON Roddy Hounshell

Elizabeth Rogers

HC Tierah Ellard
MON Sarah Shaneyfelt

Estill Street

HC Carissa Estep
MON Erica Bailey

Fairchild

HC Courtenay Burns
MON Hannah Worcester

Home Management

HC Stacey Roberts

James

HC Danielle Lamb
MON Jessica Elston

Kentucky

HC John Conley
MON Joey Patterson

Kettering

HC Shaqueal Stevens
MON Shanicka Carman
MON Damika Jones

Pearsons

HC Jamie Walker
MON Katherine Collins

Seabury

HC Victoria Wreh
MON Leenisha Marks

Talcott

HC Katie Laxson
MON Myla Hoffard

Guided Learning Philosophy

The philosophy of Guided Learning was approved by the faculty of Berea College in the Spring of 1996, and continues to be the guiding principle for the work of the Student Life department. Guided Learning is a way of interacting with others that is based on individual and group reflection, self-direction, and the fundamental belief that good leadership requires the ability to first be a good community participant. A Guided Learner strives to balance both individual and community needs and is one who will not sacrifice integrity for popular opinion. Guided Learners know that sometimes they will be the teacher and sometimes the learner depending on who possesses the skill and experience and not necessarily who is in the power position. Policies and processes based on Guided Learning empower groups to be self-governing, encourage healthy challenge of the status quo, minimize leadership hierarchy and emphasize teamwork through commitment to reaching common ground and shared vision.

A holistic life process that creates learning opportunities while providing an environment that fosters growth and development.

Drafted by the Residential Life Collegium,
March 20, 2007

Berea College, in a 1912 Supreme Court case (*Gott v. Berea College*), accepted the role of *In Loco Parentis*, meaning "in place of the parents." Until the mid-1990's residence life policies and processes reflected a parental approach based on rules and punishment. It was understood that living on a college campus was an extension of home life and the nature of the relationships between faculty/administrators and students should reflect the same kind of relationship between parents and children. Eventually, through a variety of environmental indicators, it became evident that Berea College was ready to redefine itself in such a way that empowered and involved all members of the community. Why should everyone be involved, you ask? The more people involved, the more the community will have been directly participatory in its own creation which results in greater commitment to shared vision rather than mere compliance to rules and regulations. This redefinition would include cross-departmental collaboration, policies based on principles of civility rather than control and punishment, and the honoring of civil discussion to bring about change. It can be seen that positive outcomes of the Guided Learning approach include: greater capacity for self-appraisal, creativity and critical thought and action, and increased instance of change propelled by healthy collaboration between faculty, staff and students.

Welcome to the Residence Halls

...and the Berea College Living and Learning Experience!

The residence hall program at Berea exists to **foster a strong spirit of community** throughout its residence halls. This program is designed to fulfill the commitments and purposes of the College by promoting **social interaction and responsibility, interracial and intercultural living, academic pursuits, spiritual growth, and individual development**. It provides opportunities for leadership, work, exploration of values, and the development of lasting friendships.

The **residence hall experience is an important component of a Berea College education**. The Residential Life Collegium and the residence hall student staff seek to support the academic mission by creating and maintaining an environment conducive to good study habits. The college also recognizes the inherent educational value of the residence hall experience. By being engaged in a process of positive interdependence whereby you can create communities, you will develop **invaluable life skills such as communication, empathy, conflict resolution, and compromise**. The residential experience is based on a shared sense of common good, something students should learn to value and seek to create throughout their lives.

The purpose of the policies and protocols in this Residential Living Guide is to **promote a healthy living/learning community based on respect, honesty and concern for others**. A successful residence hall community requires a shared sense of positive interdependence. Each resident must realize his or her responsibility to every other resident since individual choices in a residence hall environment have the potential to impact the entire community. Likewise, each resident has an important role to play in establishing and maintaining the standards by which the community will live. Therefore, in instances where the standards are not met by a member or members of the community, **it is the responsibility of any of the members of the community to report such behavior**. Any community member who fails to take advantage of any reasonable opportunity to do so, therefore, assumes a portion of the responsibility as well as consequences for such action. It is expected that all Berea students will become familiar with and uphold these principles daily.

In addition to the rules and regulations stated in the **Berea College Student Handbook**, which apply to the whole campus, the following policies apply to residents living in residence halls.

People to Know

Residential Life Collegium (Collegium Member): Collegium Members are the professional staff members with advanced degrees that work with the residence halls. All First Year Residence Halls have a Collegium Member living in the hall. Collegium Members facilitate the day to day happenings in the Residential Life Collegium office and are responsible for things such as managing the hall staffs, housing placements, judicial affairs, building maintenance, and leadership development.

Resident Adviser (RA): RAs are student staff members that work closely with the residents in their halls as part of the campus residence life team. RAs are trained to assist students with issues and, when necessary, refer students with serious problems to the appropriate individual/office. Duties include providing programming within the hall, security of the building, assisting the Monitor and FA's, attending House Council meetings and judicial hearings, and working "duty" hours.

Hall Coordinator (HC): HCs are upper-class students that are chosen for their maturity and leadership skills to serve as managers of the Residence Halls. This is a fifteen-hour primary labor position which includes all of the duties of an RA, with additional responsibilities. Some of these responsibilities include the supervision of RA's and Monitors, advising the House Council and working closely with the Residential Life Collegium. Hall Coordinators are responsible for the building when the Collegium Member is absent, and in designated residence halls the Hall Coordinator will be the primary live-in leader.

Hall Monitor: Hall Monitors have all of the duties of an RA, with additional responsibilities such as supervising and training the Facilities Assistant (FA) staff. Monitors have oversight for the operation of the building, managing the inventory and ordering of supplies, furniture and equipment. Monitors work closely with Facilities Management to oversee the repair and maintenance of the building. Residents submit maintenance requests for their rooms or common areas to the Hall Monitor.

Student Chaplain: Student Chaplains have all of the duties of an RA, with additional responsibilities such as peer counseling, programming, and providing religious education and leadership. A Student Chaplain is an RA whose primary focus is placed on pastoral care and meeting the spiritual needs/concerns of residents. A Student Chaplain seeks to serve as a channel of Christ-like care through service to others.

Visitation Attendant (VA): Visitation Attendants assist with oversight of Co-ed Visitation. VA's monitor the visitation log, provide assistance to residents as needed and address potential violations of hall and College policies.

Community Living

Babysitting

Babysitting is not permitted in the residence halls.

Board of Residents (BOR)

The Board of Residents (BOR) is a part of the Student Government Association and is comprised of elected representatives from each residence hall's House Council. The BOR is the body that supports the House Council by providing leadership development, service opportunities, and funding to support hall events. The BOR is committed to improving the quality of the residential living experience at Berea College. (see also "House Councils").

Civic Responsibility

Staff members are trained to respond to a variety of situations that happen in the residence halls. Their effectiveness often depends upon cooperation from students. Students are expected to respond to all reasonable directives, written or verbal, from staff members in performance of their duties. Failure to comply with reasonable directives may result in judicial follow up.

Co-Ed Visitation

Residence halls have the privilege of co-ed visitation under the conditions specified below:

1. Co-ed visitation is not permitted for any students in first year residence halls during the Fall term. During this time, first year students are not permitted to participate in co-ed visitation in their rooms or residential rooms in upper class halls during designated visitation hours.
2. Students participating in co-ed visitation outside permitted parameters will be subject to the judicial process.
3. All persons who participate in visitation must be either Berea College students or at least 18 years of age. Non-Berea College students must present valid photo ID.
4. Upper class halls have the option of visitation year round. Effective in the Spring Term, first-year students are eligible to participate in co-ed visitation. Residence halls shall have visitation during the following times:

Monday – Friday	5:00 PM to 1:00 AM
Saturday – Sunday	12:00 PM to 1:00 AM

5. Residents participating in co-ed visitation will sign in and out all guests in the visitation log at the front desk, noting the resident's name, the guest's name, the time, and the resident's contact number and room number. Failure of the residents to comply with the sign in procedures or any aspects of this policy will be referred to the judicial process.
6. Residence Hall Staff are responsible for ensuring visitation has ended by asking guests to leave if they have not at the close of visitation.
7. No person may enter an individual's room except in the company of the resident. Roommates are expected to make mutually acceptable visitation arrangements early in the year. Either roommate may deny the privilege of visitation in his\her room to any person. Respect for personal property of residents is expected.
8. Visitors of the opposite sex are not to use bathroom facilities located on the residential floors unless officially designated for that sex. Restroom facilities for guests, located near the main lounge areas, are to be used by opposite sex visitors.
9. Guests must be accompanied by their host at all times; expectations are made for bathroom usage where the host is expected to escort their guest to the bathroom, wait for them to exit the bathroom, and escort them back into the living quarters.
10. Visitation is defined as the "act of visiting" not cohabitating.
11. Residence hall staff is to post signs at the sign-in desk indicating whether co-ed visitation is in effect and if so permitted times for visiting.
12. The House Council and/or a Residential Life Collegium may deny privileges when deemed necessary in the interest of safety or other college obligations.
13. Current rules as approved by the Student Government Association\BOR and the Residence Life and Collegium Office will be posted in every hall at the beginning of each term. Minor changes will be reflected in this posting. Changes of substance, as determined by the Student Life Committee, require approval of the General Faculty.

14. Visitation will begin the first day of classes and close on the last day of classes at the end of each semester.
15. Exceptions to this policy shall be limited to those approved by the Collegium in which it is necessary for a member of the opposite sex to enter living quarters outside the hours of visitation.
16. A report of any infractions of these rules shall be forwarded to the Residential Life Collegium.

Furniture in Public Areas

Furniture placed in lounges and other public areas is for the use of all residents. Furniture may not be moved to a student room. Any furniture removed will be considered misuse of property and/or theft.

Garbage

Everyone is responsible for taking her/his own garbage to the dumpsters located outside their residence hall. Garbage is not to be placed in bathrooms, kitchens, hallways, stairwells, lounges, or recycling areas. Recycling bins are found in each hall (see "Recycling" for more information).

Guests

Residents who wish to have overnight guests (of the same sex) must have them sign in with the residence hall staff, indicating the room in which they are staying and the name of the host/hostess. Non-resident guests will be charged \$11.50 per night for lodging. Parents or siblings of residents are not charged. Guests less than twelve years of age are not permitted to stay overnight. Guests must abide by College and residence hall regulations. Host students are responsible and accountable for the behavior of their guests. Residents may be held responsible for rule infractions occurring in their room, regardless of whether they were present at the time of the incident. Cohabitation or the excessive presence of a guest in your room is not permitted. Collegium Members may use their sole discretion in allowing or not allowing guests in the hall.

House Council

The House Council is a group of residents elected by each residence hall in the Fall term to serve as a guiding body for interests specific to that hall. House Councils will work with their communities to develop Community Standards and provide programming opportunities for the hall and campus. House Council members include, but are not limited to: President, Vice-President, Treasurer, Secretary, Floor/Suite Representative, and Board of Residents Representative.

Pets

No pets are allowed in the residence halls. Some small fish are acceptable if approved by a Collegium Member. Small fish must be kept in a tank that is 10 gallons or smaller.

Quiet Hours

A residence hall is a place where students live and have the opportunity to study where there is reasonable quiet. If, at any time, noise is disturbing others, the offended person should ask to have the noise level reduced. If it is not reduced, then the offended person should report it to a staff

member immediately. A resident should only seek assistance from a staff member once he/she has attempted to have the noise reduced and the attempt was unsuccessful. With the exception of certain approved times, quiet hours must be maintained by all students outside and inside campus buildings. Excessive noise produced by stereos, TVs, radios, voices and musical instruments may not only affect nearby academic buildings, but also the residents of a particular building. Excessive noise outside buildings should be reported to the Residential Life Collegium Office or Public Safety. Campus violators will be referred to the judicial process.

- **Reasonable quiet** means that no one will be able to hear noise further than two doors away from the point of origin. Reasonable quiet will be expected at all times. A resident should be able to ask their neighbors for reasonable quiet at any time of day.
- **Strict quiet** means that no one will be able to hear noise next door. Strict quiet will be in effect in all residence halls, Sunday through Thursday, from 10:00 PM to 8:00 AM; and Friday through Saturday, from 12:00 AM to 8:00 AM. Beginning with finals reading period of each semester and ending with the last day of that term, 24 hour quiet hours will be in effect.

Recycling

Recycling bins are available in designated locations throughout your residence hall. Recyclable items must be free from contaminants such as food, drink, and other debris for the Recycling Center to accept them.

Suite Living

Upper class students living in Danforth, Kettering, and James are expected to clean designated areas (such as suites, living rooms, etc.). Facilities Assistants are not assigned to these areas. Failure to meet these obligations will result in a referral to the judicial process and can result in a variety of sanctions including, but not limited to, room assignment changes or financial charges. Unusual damages to public areas or furniture therein will be charged to the person(s) responsible. If no responsible person(s) is/are identified, residents may be charged for damages as necessary (see "Repairs").

Safety

Fire Evacuation

When the fire alarm is activated, students must evacuate the building and proceed to a designated assembly area until notified that it is safe to return. It is the responsibility of every member of the residence hall community and their guest(s) to know how to safely evacuate the residence hall. This includes being familiar with evacuation routes and the locations of exits, stairwells and phones. Building evacuation routes are posted on the back of the door of each room and in public areas; and fire alarm information will be shared at a residence hall meeting at the beginning of the Fall term. Students who fail to evacuate during a fire alarm will be assessed a fine and referred to the judicial process.

Fire Prevention

It is the policy of Berea College to provide students with a safe living environment free from potential fire hazards. As a result, the College strives to recognize hazardous conditions and take appropriate action before such conditions result in fire. This is accomplished by conducting periodic safety inspections of fire systems and residence hall facilities; keeping facilities in compliance with all applicable federal and state fire codes; and increasing the residents' fire safety awareness through education and drills. Fire exit drills are conducted in each residence hall two times each semester.

To further minimize the potential for fires, smoking is prohibited in all residence halls. (For additional information about the College's smoking policy, please see the "Smoking Policy" section.)

Additionally, all students must observe the following regulations:

- The use or presence of open flames, candles, incense, electrical wax pots, potpourri pots, candle burners, electric plates and explosives are prohibited.
- Appliances in rooms must be in good working order and have the Underwriters Laboratories (U.L.) seal of approval. However, some appliances are not permitted in rooms. This includes popcorn poppers, coffeepots, teapots, electric frying pans, microwaves, deep fryers, electric grills, halogen lamps, etc.
- Extension cords must be in good working order and have the U.L. seal of approval. Cords must not be spliced or changed in any way; and should not be used under rugs or furniture, or behind/around hot water/heating pipes. Surge protectors or circuit breakers must be used any time an extension cord is used.
- Curling irons or other heat-generating styling tools are to be used in the bathroom and are not to be left plugged in, even if they are turned off.
- Appliances with three-prong plugs may not be altered to fit a receptacle that does not provide for a ground plug. However, U.L. adapters may be used.
- Irons are to be used only in laundry rooms or other designated areas within the halls.
- The College will provide necessary window coverings for all students. Screens, drapes or structures of any type may not be installed in the rooms by students.
- No decorative items may be placed in or on light fixtures or lamps.
- Items such as sheets, flags or banners may not be hung from the ceiling. Room numbers must be visible above doors and may not be covered up.
- Hanging plants, clothes hangers or other items may not be placed or hung on the sprinkler system or fire alarm equipment.

Fire Reporting

All students and employees must immediately report fires to the Public Safety Office (ext. 3333) or 911. Potential fire hazards must be reported to Facilities Management, Public Safety or the Residence Life Collegium.

Persons aware of evidence suggesting a previously unreported residence hall fire of any magnitude should report the incident to the Residence Life Collegium, Facilities Management or Public Safety. Knowledge of all fire situations is an important aid to investigation and follow-up aimed at preventing similar future incidents and alerting others in the halls to potential dangers.

Fire Safety Equipment

Fire extinguishers, fire alarms and doors are vital for protection of property and people in the residence halls. It is against College regulations to tamper with life saving fire equipment (e.g., fire extinguishers, smoke detectors, fire alarms, etc.). Students who choose to discharge a fire extinguisher when there is no fire or to set off a false alarm will be referred to the student judicial process. It is also against regulations to prop open doors. Violators will receive the following assessments as well as pay for any resulting repair:

Disable a smoke detector	\$50.00
Discharge a fire extinguisher when there is no fire ...	\$50.00
Setting off a false alarm	\$50.00
Failure to evacuate	\$50.00

Community members may be subject to judicial action through Residence Life for actions such as propping open a fire door or failure to follow proper procedures during a fire drill.

Paraphernalia

Possession or use of drug and/or alcohol paraphernalia is strongly discouraged. Paraphernalia includes, but is not limited to: bongs of any material, hash pipes, empty and/or decorative alcohol bottles, hookahs, and devices used for rapid alcohol consumption such as funnels.

Residential Life Security Policy for Students with Disabilities

If you have a disability or suspect that you may have one, you should discuss your concerns with Cynthia Reed, the Coordinator of Disability Services. You will need to do the following in order to receive services:

- Register with the Coordinator of Disability Services.
- Provide current documentation of your disability.
- Sign an information release form.

Cynthia may be contacted at ext. 3212.

Room Assignments: Berea College is committed to providing equal educational opportunity for persons with disabilities. It is the policy of the College that all students with disabilities will be provided an accessible and reasonably safe environment in which to live and study. It is the responsibility of the student to inform the Residential Life/Collegium and the Special Needs Services Coordinator if special on-campus residential arrangements are needed to accommodate a disability. Every effort will be made to respond to such requests in a timely manner; however, there may be circumstances that delay this process. In such instances the student will be notified of the delay and given an expected response date.

Appeals: If a student, student's family, or advocate believes that the institution's policy or the student's housing assignment does not reasonably accommodate the student's disability or endangers the student, a written appeal may be filed with the Director of the Residential Life/Collegium within fifteen days of the assignment.

If the student remains unsatisfied, within seven working days the student may request an appellate review by a board comprised of the Section 504 Coordinator, the Director of Public Safety, and the Director of Facilities Management. Appeals should be submitted, in writing, to the Special Needs Services Coordinator who will forward it to the review board. The student shall be notified of a decision within ten working days. The decision shall be final.

Emergency Evacuation: Persons with disabilities who may need assistance should inform College personnel, including the Special Needs Services Coordinator and the Office of Public Safety, of the nature of the disability and the type of assistance that may be needed. Residential students must also inform their Hall Coordinator and Collegium member. Students should also notify labor supervisors and professors since evacuation may be required from the workplace, classroom, or laboratory.

Evacuation procedures begin with the sound of a building alarm (those who are heavy sleepers or expect to have trouble hearing the alarm must inform their residence hall staff so accommodations can be made). Immediately move to the nearest stairway and exit the building. Do not use elevators during fire evacuation. If immediate exit is not possible, move a safe distance away from the area.

If you must stay in place until emergency personnel arrive, make sure to inform another person of your specific location so they can inform the emergency responders. If you are able to make telephone contact, call Public Safety at ext. 3333 or dial 911 to provide information about your location. Give your name and location and describe the emergency and any special needs you have.

Roofs

No person may walk upon the roof of a college building (including structures over building entrances) except when emergency access to a fire escape is necessary.

Safety Hazards

As indicated in the Student Handbook, the possession or use of weapons, firearms and explosives on campus is prohibited. Students are strongly discouraged from having decorative, recreational or other personal items in their rooms or on campus that may fall into this category. This includes, but is not limited to: decorative swords, flare guns, paint guns, air guns, brass knuckles, pepper spray and mace. If you have questions about whether a particular item is acceptable, please contact your Collegium Member for guidance.

Security

Part of the responsibility of residents living in a residence hall community is to help safeguard the living environment. Because of this, residents are encouraged to keep their rooms locked at all times (even while they are in the room). Residents should report individuals who seem to be suspicious, tampering with locks, etc., to a staff member or to Public Safety (ext. 3333) right away. Doors are not to be propped open. Residents are advised to be particularly security-minded during check-in/check-out, holiday breaks or whenever fewer residents are in the halls. Public Safety officers' duties include securing building entrances and aiding in the resolution of disturbances. (See also "Insurance").

Severe Weather

In the event of severe weather (severe thunderstorm or tornado WARNINGS), Madison County's warning siren system is activated. The sirens will sound for 3 minutes. In the event of severe weather, you should take cover in the designated shelter in place area(s) in your hall. Do not use elevators. If you are caught in a room when a storm hits, protect yourself by getting under heavy furniture. Stay away from windows and doorways where you may encounter flying glass and other debris. The County will NOT sound an "all clear" signal when the danger has passed. It is suggested that you tune to a local radio or television station to get weather updates.

Madison County tests its alarm system every first Saturday and every third Wednesday of the month at 12:20 PM.

Smoking Policy

Smoking is prohibited in classrooms, laboratories, hallways, staircases, the Library, Food Service, the Alumni Building, the Campus Post Office, campus grounds and walkways, the College forest, in residence halls, in areas where fire is a particular hazard, in areas identified by posted "No Smoking" signs, and in all other areas where non-smokers cannot avoid environmental smoke.

Smoking is allowed in designated areas only. Designated smoking areas include those outdoor areas posted as such (and identified on the designated smoking area map).

Please note that Main Street and Short Street are not considered campus grounds and thus are not included in the College's policy. These are public areas and may be used for smoking.

Windows and Screens

Residents may not remove screens from windows except when emergency access to a fire escape is necessary. If a screen is not fully secure in the window frame, residents should notify the Hall Staff or Collegium member.

Residence Hall Facilities and Services

Cable

Cable TV is provided by Berea College in designated lobby areas within the residence halls. Rerouting cable from public areas is considered misuse of college property and theft and will be referred to the college's judicial process.

Cleaning & Supplies

The student Facilities Assistants (FAs) work hard in your living environment to make your building a comfortable and pleasant place in which to live. Facilities Assistants are not expected to clean unnecessary messes made by residents. Your cooperation in caring for the facilities will make their jobs easier and create a pleasant atmosphere in the hall. Cleanliness of the hall is the responsibility of every resident, and all residents are expected to contribute to this effort. There are vacuums, brooms and cleaning supplies available for your use in each residence hall. Large items, such as pizza boxes, and bags of personal trash should be taken directly to the dumpster.

Kitchenettes

All halls have kitchenettes available for student use. These kitchenettes include a stove/oven, sink area, refrigerator and microwave. Some halls also have cookware, coffee pots and toasters for students to use. Residents are responsible for cleaning up after they use the kitchenette area. Use of these facilities by any other individual is considered misuse of college property.

Laundry

Each residence hall has laundry facilities available for student use. There is no fee for the use of these facilities. Use of these facilities by any other individual is considered misuse of college property.

Repairs

The Residence Hall Monitor of each residence hall will have primary responsibility for repairing and/or reporting all needed repairs to Facilities Management and informing the designated Collegium Member of the repairs that have been reported.

- Upon receipt of a work request, Facilities Management personnel will fix the damage, charging the expenses to the residence hall repair account.
- The Collegium Member will make a judgment or determination on whether the damage was normal wear and tear, the result of probable vandalism, or accidental.
- If apparent vandalism or accidental damage occurs, the Collegium Member or Monitor will notify Facilities Management to request an estimate of the repair.
- The Collegium Member may investigate the situation as follows:
 - The Collegium Member will work with the residence hall House Council and/or Hall Staff to determine the responsible person(s) who will be charged for the damages.
 - Students who have been designated by the Collegium Member as responsible for paying damages may appeal the Collegium Member's decision to the Residence Hall House Council within one week. The House Council may make a recommendation to the Collegium Member regarding the assessment.
 - In case of apparent malicious damage to hall property, the student(s) alleged to have caused the damage may be charged with a violation of Student Conduct Regulations.
 - The Residence Life and Collegium Office, at its sole discretion, will assess charges to groups of students for damages or vandalism to common living areas.

Charges for repair or replacement of room or hall furnishings are determined on a case-by-case basis depending upon actual costs.

Room Care

Check-in/check-out records are kept for each student, listing the furniture and room condition. The student will be held responsible for missing equipment or unusual damages to room or equipment. Mattresses must be kept on the beds. Because of fire regulations, only Berea College mattresses are approved to be used. Exceptions to this policy must be approved by the designated Collegium Member. The use of tacks, nails, tape, or other products that damage or remove paint is not recommended on walls, woodwork or windows. Residents will be charged for any wall damage

resulting from the use of any of these items. Sticky tack (also known as blu-tack or poster putty) may be used for hanging pictures.

Telephones

Phone jacks, which allow for local and toll-free calls, are provided in each room. All students receive a four digit extension that follows them through their time at Berea College. Each student also receives a voicemail box that must be set up by the student. Directions for doing so can be found at the following web address: www.berea.edu/iss/phoneservices/voicemail.asp. Students are encouraged to set up and check their voice mail regularly as it is a line of communication between peers, faculty, and staff.

Housing Procedures

Check-in

When moving into a new room, you need to check in with your new Hall Staff and complete the necessary paperwork to receive your new keys.

Check-out

Whenever a resident vacates his/her room, all personal belongings must be removed, all furnishings must be returned to original locations, and the room should be cleaned and left in the condition in which it was found. The resident should schedule an appointment with the Hall Staff to have the room inspected and to turn in his/her room key. Failure to follow the proper check-out process will result in the resident being charged an improper check-out fee, in addition to fees for any damages.

Consolidation of Vacant Spaces

Specific living space is not guaranteed to students. Students who are living alone in a double room may be asked to consolidate with another student at any time.

Early Returns

Students who are requested to return to campus for labor, orientation, etc., prior to the official move-in date must receive permission from the Residential Life Collegium Office before arrival so that room arrangements can be made. Other students who return to Berea early must find accommodations off-campus until the scheduled date of arrival.

First-Year Student Housing

First-year students are primarily housed together to assist them in the transition to college and for the purpose of orientation to Berea College. First-year students at Berea who have previous residence hall experiences may be placed in upper-class buildings (if space is available). First-year students may not switch rooms until Spring term, unless it is determined by the Collegium Member that an emergency warrants such a move.

Insurance

The College does **not** maintain insurance for your belongings and is not responsible for lost, stolen, or damaged items in rooms or storage.

Keys & Locks

Under no circumstances is any student permitted to have duplicate keys made for any College lock. Also, no one may transfer any College key from an authorized individual to an unauthorized person, or be in unauthorized possession of a College key. Students may not replace, damage, tamper with or vandalize any College lock or security device. If your keys are missing, please report this to your hall staff or Collegium member for assistance. There is a charge of \$35.00 when the lock and keys must be replaced.

Each resident is allowed three lockouts per academic year with no penalty. For any subsequent lockouts, the Collegium member may assess a \$20.00 charge per lockout.

Room Changes

Room changes are at the sole discretion of the Collegium Member. Room change requests concerning roommate conflicts will **FIRST** be handled by mediation before any other action is considered. A room change must be approved by the student's current and future Collegium Members and must be made during the Room Change Period that takes place at the beginning of each semester. Any changes made outside this process will not be recognized. Any individual who moves outside of this process will be expected to move back to his/her original room.

Single Rooms

Single rooms in residence halls are available only as space allows. Single rooms will be filled during room selection season in the following manner:

- a. Students currently residing in single rooms may elect to keep their singles for the following academic year.
- b. Remaining singles will be available at room selection nights and will be filled in order of classification (Seniors, Juniors, Sophomores, First-Years) and lottery number (computer-generated random numbers assigned to students for the purpose of room selection).
- c. A Single Room Waiting List, consisting of students wanting a single, will be maintained in class and lottery number order. Students may sign up for this list during room selection nights or by coming to the Residential Life Collegium Office.
- d. This list expires before the spring term room selection begins.

Information regarding Student Rights and Responsibilities and Conduct Regulations may be found in the Berea College Student Handbook.

An online version of this guide is available via the Residence Life web page at www.berea.edu/residentiaallifecollegium/default.asp

Updated 08/01/10