



Welcome to Potomac State College of West Virginia College. Residential Education personnel strive to make your residence hall experience as fun, safe and as personally rewarding as possible. For us to be able to achieve these goals it will require your willingness to live by the community standards that are described in this handbook and for you to actively participate in the activities and services that are available to you not only at Potomac State, but here in the residence hall community.

I encourage you to take advantage of the wide array of activities and services available in the residence halls including, but not limited to, academic tutoring, study areas, intramural sports, PSC Late Night, movie nights, guest speakers, and the many clubs that are available to you. You will find the daily schedule of events on the Web site at www.potomacstateCollege.edu, click on the events calendar. Also, activity and event announcements are posted on bulletin boards throughout the residence halls.

Your residence hall is your home away from home. We do everything possible to provide you with a safe and comfortable environment. In return, we ask that you respect the facility and one another by avoiding undue damage and keeping your surroundings neat and clean. We also ask that you have consideration for your fellow students when it comes to studying and sleep. It is not a right but a privilege to live in the residence halls.

This handbook is designed to give you a general overview of life in the residence halls. Should you have further questions or need assistance, please contact me or my staff. We're located on the first floor of University Place across from the Potomac Commons. We are here for you.

I wish you the best as you embark or continue on your academic journey at Potomac State College.

With a sincere welcome,

A handwritten signature in cursive script that reads 'Aaron Edwards'.

Aaron Edwards
Director of Residential Education

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Part 1: Facilities

All residents' rooms are equipped with beds, mattresses, desks, chairs, chests, and closets. The rooms also are wired with high speed Internet lines, cable TV, local telephone service, and air-conditioning. All traditional halls have centrally located showers/toilet facilities on each floor. University Place is comprised of suite style living with shared baths between rooms.

Furniture may be rearranged within your room, but moving furniture from other rooms, from your room, and/or lounges is not allowed, as you are responsible for the care of your own furnishings. Under no circumstances may furniture be stored outside the room in the hallway or in the lounge.

Rooms are cleaned before you move in. Other maintenance needs should be reported to your RA or RHC. If you decide to personalize your room, it must be returned to its original condition before moving from the room or you will be billed for the work that is done to return the room to its original condition.

University Place

Located beside the gym, this facility houses 350 students in a co-ed environment. Rooms are suite style and offer two choices. Double suites offer two adjoining rooms (4 students) with a shared bath, and private doubles offer two students to one bath. The hall includes a dining facility, 74 seat theater, multiple study rooms, lounges on each floor, fitness center, a study, the Heritage Room, and a multi purpose room.

Reynolds Hall

Located on the southeast side of the quad, it houses up to 54 co-ed residents and has two lounges, a study area, kitchenette, and a laundry room.

Friend Hall

Friend Hall offers accommodations for 98 co-ed residents. It is located on the southwest side of the quad. Amenities include laundry facilities on each floor, two lounges with TV's. This hall houses the Agriculture Living Learning Community.

Memorial Hall

Memorial Hall is located on the southwest side of the quad and houses up to 97 co-ed residents. Amenities include a television lounge, the Memorial Hall Theatre, and a kitchenette. It is accessible to students with physical disabilities. Laundry facilities are located in the basement level of the hall.

Davis Hall

Davis Hall is located on the northwest side of the quad. Davis Hall houses up to 73 co-ed residents. It offers, double and triple occupancy rooms, a TV lounge and laundry room. Davis will only be used after all other halls are full.

Laundry Facilities

Laundry facilities are available in Reynolds, Friend, Memorial, Davis, and University Place. It costs \$1.25 to wash and \$1.25 to dry; cost is hourly. All laundry areas are serviced by Caldwell & Gregory, Inc. If you have any problems with the laundry machines, please call 1-800-927-9274.

Part 2: Residential Education Staff

Resident Hall Coordinator (RHC)

Your Resident Hall Coordinator is a full-time live-in Student Affairs professional. RHCs live in the halls and are trained to respond to emergencies, crisis, safety, security, student development, and conduct issues. They work with residents to make sure that their needs are addressed, that it's quiet when it needs to be, and that the hall runs smoothly. They share time with you, listen to your concerns, offer advice or just chat. They work within the residence halls mentoring and helping you grow intellectually, creatively, culturally, emotionally, and personally. They also help plan programs and activities.

Resident Assistants (RA's)

Resident Assistants are some of the first people you will meet when you arrive on campus. RAs are students who have been carefully selected and trained to help you and your floor-mates learn more about the college, each other, and yourselves. RAs are not police officers, janitors, or parents. They are valuable mentors who are well informed and who care about you. Whenever you have questions or concerns, or just want to talk, try contacting your RA first.

Since your RA is a full-time student, you may occasionally find that he/she is difficult to contact, especially during the daytime hours. Should an emergency arise there is always staff on duty and just a phone call away. Emergency phone numbers are listed on each floor; always contact 911 from a college phone if you need Campus Police, Medical, or Fire services. RAs are stationed at the front desk of each hall at night and rove the halls during the day and night for your assistance.

RAs are also responsible for overseeing student behavior in the hall.

Night Monitors

Night monitors are trained individuals who rove the halls at night and respond to questions, emergencies, and address conduct issues. Night Monitors are also responsible for overseeing student behavior in the hall.

Part 3: The Need to Know

Housing Contract

All single students who are enrolled full-time (12 or more credits per semester) are required to live in College-owned housing, except those meeting the following criteria:

- students 21 years of age or older by August 15th;
- students who will be residing with family members within a reasonable commuting distance (50-mile radius of Keyser);
- single or married parents.

The College recognizes that there are always exceptions to these rules. A housing appeals committee meets periodically to decide upon written appeals on a case-by-case basis. Questions and written appeals can be directed to the Office of Residential Education.

To apply for campus housing, you must complete a housing application/contract and submit a check made payable to Potomac State College for \$200 to the cashier. Students will not be assigned a room until the college receives the \$200. This is a legally binding contract committing you to live in campus housing for the entire academic year.

Contract Cancellation

- (a) A contract for the fall academic year may be cancelled and the advance deposit of \$200 will be refunded if the student provides a letter of cancellation to the Office of Residential Education postmarked on or before July 1st. After July 1st the \$200 room deposit will be forfeited by the student.
- (b) A Student applying for housing for the spring semester only must provide a letter of cancellation postmarked on or before December 1st to receive the full \$200 refund.
- (c) If a student enters into a College housing contract, the student will be held financially responsible for the contract, unless the College determines in the best interest of the student and the College to cancel this obligation. Cancellations must be approved and confirmed in writing by a designated agent of housing administration.

Withdrawal Policy

If a student officially withdraws from the college, having obtained and completed appropriate forms from the Office of Enrollment Services, the unused portion of the room and board will be refunded. The “unused portion” will be based on the later of 2 dates: the date the Resident’s belongings are removed from the room and room key and mailbox key are returned or the date in which the person officially processes the forms with the Office of Enrollment Services.

All students living in college-owned housing must abide by the policies, rules, and regulations outlined in the College Catalog, the Student Handbook, the Residence Hall Handbook, and the Housing Contract. Policy violations can result in the termination or non-renewal of a student's housing contract by the College. The College also reserves the right to terminate acceptance of housing applications when the number of applications received exceeds the available number of spaces, so that even with anticipated cancellations, the student could not possibly be assigned a space. Students who apply for college housing after all available spaces are assigned will have their names placed on a waiting list and will be notified as spaces become available.

All students living in the residence halls are required to participate in one of the College's meal plans. You may select from either the 19-meal, 15-meal, or 10 meal plans. The 19-meal plan includes 3 meals a day Monday-Friday, brunch and dinner on Saturdays and Sundays. The 15-meal plan includes 15 meals a week and can not be used on weekend meals. Likewise, the 10-meal plan offers 10 meals a week and can not be used on weekends. Students who withdraw during a semester will be entitled only to a refund of board payments on a prorated basis beginning the next full week following the date of withdrawal.

Room assignments are made on a first come, first served basis according to the date the application and deposit are received. Return your application and deposit early to increase your chances of receiving your choice of residence hall and roommate. Potomac State College begins making room assignments as early as March. The College tries to honor roommate requests on space-available basis so long as, the college receives both roommates' housing applications / contracts and deposits are received together or relatively close to and prior to May 31. Under no circumstance does the college guarantee who your roommate is going to be, or to which building you will be assigned. The Office of Residential Education can be contacted at extension 788-7407.

Telephone

Students must provide their own long distance service; local calling is free. Telephone numbers are assigned to specific rooms. If you change rooms, your telephone number will also change. If you have any equipment problems contact the OIT help desk at 1-877-327-9260.

Placing a Call

- To place a call to an on-campus extension, just dial the 5 digit extension.
- If you are calling off-campus:
 - For local calls and toll free (800 number) calls, dial [9] + the number
 - For toll-free calls to WVU Morgantown (293 exchange), dial the last 5 digits of the number. For example, to call the WVU Operators (293-0111), you would simply dial 30111. If you get a busy signal, there is no more bandwidth for your call, and you will need to hang-up and redial it as a long distance call.
- For long distance calling, you will need a calling card or you may call with a credit card. See your long distance provider of choice for dialing instructions.

Placing a Call on Hold

- Press the flash key button to put the current call on hold (If your phone does not have this button, depress the switch hook quickly).
- Retrieve the call by pressing the flash key again or hang up and the call will ring back.

Transfer

- Press the flash key during a call (If your phone does not have this button, depress the switch hook quickly). The caller will be placed on hold.
- Dial the number to which the call will be transferred.
- Press the flash key or hang up once the line starts ringing or wait to announce the person who you are transferring. Then press the flash key to transfer the call.

Note: You may only transfer calls to other phones on the PSC phone system.

Voicemail

- From your on campus phone:
 - Dial 26900
 - Enter your passcode and press [#]. If you have not set up your account yet, your passcode will be 267261.
 - If this is the first time you have logged into your account, you will be prompted to setup the account with a name, message, and passcode.

- From another phone
 - Dial 788 6900
 - At the opening greeting, press [*]
 - Enter your 5 digit extension and press [#]
 - Enter your passcode and press [#]

Feature Access Codes

Call Forward All

- Go off-hook
- Press [*][*] [1] followed by the dial digits where the phone should be forwarded (remember to dial a [9] if the phone will be forwarded to an off-campus number).
- You may only forward your calls to another PSC phone, or to a local number.

Call Forward Cancel

- Go off-hook
- Press [*][*][2]

Last Number Redial

- Go off-hook
- Press [#] to redial the last called number

Dialing Instructions

College Telephone System

Intra-campus calls
 All other local calls
 Long distance calls

Dial 2 + four-digit number
 Dial 9 + seven-digit number
 See instructions below

Directory Assistance:

Keyser and area code 304

Toll-free numbers

There is no charge for 800 calls.

To place a toll-free call:

Dial 9 + 1 + 800/866/877/888 + seven-digit number

Calls to numbers with the following prefixes are toll-free:

Area Code 304

Burlington 289

Elk Garden 446

Fort Ashby 298

Gormanian 693

Piedmont 355

Ridgeley 726, 738

Keyser 788, 597

Local cell phone prefixes 790 & 813

Area Code 301 Md. Area Code 240

McCoole, Md. 786

Westernport, Md
359

McCoole, MD 322

USPS Mail

U.S. mail is delivered directly to the Student Union Monday through Friday and is placed in student mailboxes daily. Mail from College offices is collected from and distributed to the Student Union, including residence halls, postage free. You will receive your mail without delay if it is addressed as follows:

Name_____

PSC Box_____

105 Fort Ave.

Keyser, WV 26726

Campus Email – Mountaineer Information Xpress



The Mountaineer Information Xpress, or MIX, is a Web platform for WVU & PSC students and faculty. It will provide e-mail addresses for all students, serve as a centralized location to register online for classes, receive housing information, check grades, find out about current campus events, chat online with classmates, and receive messages targeted directly to them. The MIX is a digital tool to make communication easier for all members of the WVU community - both faculty and students. It is accessible from anywhere a user happens to be, at any time of the day or night. MIX is powered by Campus Pipeline software.

Once admitted to the College MIX will be used as an official means of communication. If you do not have access to a computer in your room, there are several computer labs on campus (academic halls, library and Student Union) that will allow access to MIX. You are responsible for reading and responding to all MIX communication sent to you by the College, specifically by the Office of Residential Education, Conduct Office, and Student Affairs. For more information on your MIX account visit: www.mix.wvu.edu. Additional questions or technical support inquiries must go through the OIT Help Desk 1-877-327-9260 or send an e-mail to resnet@mail.wvu.edu.

Part 4: Internet Access

What is ResNet?

ResNet is West Virginia College's residence hall network. It provides a connection to the Internet for all residents of College-owned residence halls.

Getting Connected

Getting connected is simple. First, you will need to purchase an Ethernet patch cable. Then, use the patch cable to connect your computer's Ethernet adapter to the data jack on the wall of your room. Next, open your Web browser, and enter any Web address (e.g. www.wvu.edu) to start the ResNet Signup Wizard. After completing the ResNet Signup Wizard, reboot your computer, and you will have an active Internet connection.

If you want to connect more than one computer to ResNet, you will need to purchase a Cable/DSL router. Then, connect the router to the data jack on the wall of your room, and connect your computers to the router.

Securing Your Computer

You are responsible for securing your computer from hackers and viruses. "But, I don't know anything about computer security", you say. Not to worry—we have prepared some tips and tools that will help you secure your computer. Check out our Top 10 Security Tips at www.resnet.wvu.edu/security. The first four alone will substantially reduce your risk of being hacked or infected by a virus.

Speaking of viruses, if you purchased anti-virus software with a new computer, use caution. In most cases, this anti-virus software is a trial version which expires in 30 – 90 days. If you do not renew the subscription at the end of the trial period, the anti-virus software will no longer download updated virus definition files, rendering it useless. The subscription must be renewed each year and costs approximately \$30 - \$40.

Alternatively, WVU has licensed Symantec AntiVirus for all students. You can download it at no cost at <http://oit.wvu.edu/tsc/antivirus/index.php>

Finally, we recommend that you install and run Microsoft's Baseline Security Analyzer 2.0. It is an easy-to-use tool that helps you assess your computer's security state in accordance with Microsoft's security recommendations. It also offers specific guidance for correcting vulnerabilities. You may download the Microsoft Baseline Security Analyzer at <http://technet.microsoft.com/en-us/security/cc184921.aspx>.

Game Consoles

If you use games consoles, such as PlayStation, Xbox, and Nintendo, to play online games, you will need to purchase a Cable/DSL router. Then, connect the router to the data jack on the wall of your room, and connect your computer and game console to the router.

Wireless

Most newly purchased notebook computers will have built-in wireless network adapters. WVU encourages you to use the College's wireless network. However, wireless access points, which differ from the wireless network adapter in your notebook, are prohibited on ResNet.

Wireless access points are devices which provide wireless network access to other users. They are a built-in feature of many Cable/DSL routers. If you plan to purchase a Cable/DSL router, we recommend purchasing one without a wireless access point. If you already own a Cable/DSL router with a built-in wireless access point and you plan to connect it to ResNet, you must first disable the router's wireless capability.

Need Help?

Please browse our Web site at <http://www.resnet.wvu.edu>, call the Help Desk at 877.327.9260, or send an e-mail message to ResNet@mail.wvu.edu.

PSC IT

Located in Academy Hall, enter through the left main entrance and proceed through the next set of doors. For onsite questions PSC IT should be able to assist you with your computer needs.

File Sharing

All resident hall students connected to the College local area network (LAN) must have a functional antivirus program that can be updated frequently and active when your computer is connected to our system (Norton, McAfee, etc.) and sign a Residential Networking Agreement before gaining access to the college LAN. Furthermore, excessive downloading of large files can congest the connections and severely reduce access. All inappropriate use on the network is considered a violation of residence hall policy and should be avoided regardless of intent.

You should also be aware that unauthorized distribution (Kazaa, Peer Points, etc.) of copyrighted material (music, video) from your computer is ILLEGAL. Media companies have become very aggressive in identifying and prosecuting persons who illegally distribute their products. The College has established guidelines regarding computer misuse, and if you illegally distribute copyrighted material, you will be caught and you will be subject to the consequences, which may include college sanctions, such as permanently disconnected from College Internet services and criminal prosecution.

You also need to understand that all the residence hall rooms share the same high-speed line and that excessive downloading of large files can congest the connections and severely reduce access speed. So please respect your fellow students and use your high-speed connection responsibly.

Part 5: Living and Working Together

Living with someone you barely know could prove to be a grand adventure or it could be a source of stress. Regardless, it will be one of your most important learning experiences at Potomac State College. A roommate can be a great asset, but often you both have to work at it to be able to enjoy this benefit (never forget, you are a roommate too).

Home is where you can close the door on the frustrations of the outside world. Home for you is now your residence hall. Just like your home, your hall is where you study, sleep, eat, entertain friends, and relax. The person you will be living with can be the source of your most memorable experiences and someone with whom to grow. Living in close quarters with others can be a challenging and rewarding experience.

As a residential student, you will be exposed to new personalities, cultures, attitudes, and lifestyles, and to a host of unfamiliar frustrations. Ironically, we often overlook our own bad habits that can be equally agitating in the eyes of our roommates. Sometimes it is necessary to live with others before you can know yourself. Roommates do not have to be best friends, but they should have a good working relationship and be open-minded enough to accept each other. In order to reduce friction and disappointing surprises you will have to develop an agreement of your expectations of one another.

You and your roommate will have to agree on some ground rules in order to live together. If you are a late sleeper and your roommate is an early riser, then there is bound to be some conflict. One of you will keep the other up late and one of you will get the other up too early. Ground rules allow you to head off this potential situation by having the two of you set up rules about how late you're going to stay up (or what you will do to keep from waking your roommate up in the morning). Ground rules allow you to arrive at a mutually agreeable decision together.

It is imperative that open lines of communication be set up between you and your roommate in order for each of you to have a positive experience as roommates.

Establishing Ground Rules to Live By

Ground rules will help you discuss probable points of potential controversy and mutually come to a decision before problem occurs.

Here Are Some Ideas

- Make your first meeting a good one. Sure, your mind may be on someone you left at home; but that incoherent, seemingly uninterested mumble, which really may be just homesickness, may be misinterpreted. Like mom always said, “first impressions are important.”
- Try to find out about your roommate’s background (hometown, hobbies, high school, activities, and old friends). Besides being a good icebreaker, this conversation may give you some indication of your roommate’s interests.
- Find out each other’s habits especially sleep. Lay it on the line – “I’m unbearable without __ hours of sleep!” or “I usually go to bed at 2 a.m. and I’m never taking an 8 a.m. class.” Decide jointly on study and sleep hours. The key is communication!
- Decide on whether the old “what’s mine is yours” adage will apply in your case. This may not be something you want to decide immediately. If you are protective, do not hold back – “I’d rather that you didn’t operate my \$5,000 Sony stereo system.” You may agree upon various community items, but wait until it is discussed before taking liberties.
- In respecting and protecting your roommate’s belongings (as well as your own), it is your responsibility to lock your room when you are the last to leave. Remember to always carry your room key with you. Lock your valuables in a footlocker.
- Are you a slob? Would you like living with a slob? Evaluate your own habits before complaining about your roommate’s habits.
- Discuss weekday and weekend visitation practices. As the year progresses, you may want to work out a system so as not to intrude on each other’s right to privacy.
- Don’t eat your roommate’s food or drink his/her drinks without permission.
- Finally, you may want to discuss how you feel disagreements should be settled and what you, as a roommate, expect to give and receive in this role.
- Respect your roommate by not violating residence hall or college rules.
- Did we mention, always lock your door, even when you just go to the restroom.

These preferences should be respected the same as you would expect yours to be.

The Art of Compromise

The only way you can begin to work out your differences is by letting the other person know that there are differences to be worked out. Ways tried and proven NOT to be effective in doing this include:

- Telling everybody else on the floor about the problems you are having with your roommate
- Doing to your roommate whatever it is she/he is doing that bothers you
- Stomping around the room or huffing and puffing in front of your roommate in hopes that your roommate will pick up on your non-verbal communication

It is much more effective if you have a conversation with your roommate about the situation. You and your roommate should have already talked (or will talk soon) together and negotiated a roommate agreement. Use these ground rules to help solve problems that you have with your roommate.

Choose a specific time that is good for both of you (e.g. telling your roommate that you “cannot take it anymore” and “want to move out” while she/he has a guest visiting or is trying to study for a test, is not the best time). Think about what you want to say before hand. If you’re bothered by things that your roommate has done or is doing, be prepared to give specific examples of what you wish was different. (It is much more effective to say, “I would rather that you not leave your dirty laundry all over the room,” than to say “You’re a slob,”) Many times people are unaware that they are bothering you. If you are unsure on what to say or how to say it, ask your RA or RHC for guidance. Don’t stew over problems. If you are having a problem, resolve it as soon as possible.

Roommate Bill of Rights

Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you show your roommate.

Basic Rights of a Roommate Include:

- The right to read and study free from undue interference in one's room. (Unreasonable noise and other distractions inhibit the exercise of this right).
- The right to sleep without undue disturbance from noise, guest of roommate, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean living environment and proper hygiene by all students.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to host guests, with the expectation that the guests are to respect the rights of the host's roommate and other hall residents.
- The right to have grievances heard. Residence hall staff is available for assistance in resolving conflicts.
- The right to be free from fear of intimidation, physical and/or emotional abuse/harm.

Roommate/Suitemate Responsibilities

- To verbally express your views to the person(s) involved, should you feel your rights have been violated.
- To treat other residents with respect and consideration.
- To understand and abide by all applicable policies and regulations.
- To respond to all reasonable requests of fellow residents.
- To respond to and cooperate with resident hall staff members at all times, including Campus Police.
- To take responsibility for personal and community safety, i.e. do not misuse safety equipment, do not prop open doors, do not lose, loan, or forget keys, and do not tamper with fire alarms and equipment.
- To recognize that public areas and their furnishing belong to everyone and abuse of those areas violates the rights of all community members.
- To not enter someone's room, connecting room, or area without permission.

Part 6: Dining Services

Dining Services operates two facilities on campus managed by Potomac State College of West Virginia College. Both locations are on first floor of New Resident Hall and are open to students, faculty, staff, and guests of our college community.

To ensure high quality service, all guests are expected to follow these guidelines:

- A valid PSC ID card must be presented to the cashier in order to access a meal plan, Bonus Bucks, or Mounty Bounty. Lost or stolen cards must be replaced in order for these plans to be used. Without an active ID, guests are required to pay cash to utilize the food services on campus. IDs are non-transferable and the attempted use of another's ID is a violation of school policy that is subject to disciplinary action.
- Guests must wear clean shirts and shoes to enter the dining areas. No cleats or skates are permitted.
- Food and drinks are available to-go from Potomac Rapids only. Potomac Commons is dine-in only and items are not packaged in carry out containers.
- Civil behavior is expected at all times. Loud, intrusive conversation and disorderly conduct such as throwing food and/or utensils will not be tolerated. Individuals who choose not to show respect for others will be asked to leave and may have their meal privileges limited or suspended.
- Students confined to their rooms due to sickness may obtain food by making arrangements with dining management through their Resident Hall Coordinator.
- Guests are expected to clean up after themselves. All trash is to be disposed of properly and trays are to be returned to the conveyor belt on your way out.
- Public etiquette is an essential skill and PSC Dining Services actively participates in your educational experience by offering opportunities for individuals to live and learn together.

Potomac Commons Hours of Operation

(Our traditional “all-you-care-to-eat” dine-in facility where we offer venues such as home cooking, grill, deli, salads, pizza/pasta, soups, and desserts.)

Monday-Thursday

Breakfast	7:45am-10:00am
Lunch	11:00am-2:00pm
Dinner	4:00pm-7:30pm

Friday

Breakfast	7:45am-10:00am
Lunch	11:00am-2:00pm
Dinner	4:00pm-6:30pm

Saturday & Sunday

Brunch	10:30am-2:00pm
Dinner	4:00pm-6:30pm

Potomac Rapids Hours of Operation

(An ala carte style dining with food packaged to-go and extended hours of operation.)

Monday & Tuesday	8:00am-11:00pm
Wednesday & Thursday	8:00am-9:30pm (Late Night 9:30pm-12:00am)
Friday	8:00am-2:00pm
Sunday	6:30pm-11:00pm

Note when the College classes are cancelled or the college is closed due to inclement weather, Hours of Operation will change. Students can check their voicemail at 6 a.m. for cancellation notices.

Part 7: Home Away From Home

Items Permitted In Rooms

- Coffee pots/makers with lighted on/off indicators, (must have automatic on/off).
- Fans
- Micro-fridges, including microwaves if rented through college-approved vendor
- Electric blankets
- Reasonably-sized stereos and radios, VCR's, TV's, and DVD's
- Computers
- Microwave ovens, **if rented from college-approved vendor**

Items Not Permitted In Rooms

- Toasters
- Electric ovens
- Waffle irons
- Sandwich makers
- Crock pots
- Waterbeds
- Portable heaters
- Electric grills
- Any appliance with an open flame-heating element
- Candles
- Incense
- Empty alcohol containers
- Electric or kerosene heaters
- Air conditioners
- Extension cords or multi-receptacle outlets.
- Charcoal grills/charcoal
- Motorbikes
- Weapons
- Lasers of any kind
- Pets of any kind (except for guide dogs and one ten gallon tank with fish)
- No free weight equipment over 20 pounds
- Gasoline, lighter fluid or any combustible liquid
- Paintball guns
- Halogen lamps
- Subwoofers
- Drums or amplified equipment such as electric guitars

The items are not limited to those listed above. If you aren't sure, ask your RHC. Residential Education reserves the right to confiscate unsafe items.

Keys

Potomac State College is charged with the responsibility of providing students living on campus with adequate security. The following rules are designed with student safety in mind.

Residence halls are generally locked daily at 8PM, during the week and 24 hours a day on weekends. Each resident will be issued a key that will open both the front door of the residence hall and room door. When permanently vacating an assigned room, each resident must turn in the room door key to the Housing Coordinator. Keys issued to residents may not be loaned to another person. Residents may not loan your key to other persons to gain entrance into a resident hall at any time.

The Campus Police, Custodial, and Maintenance Staff are not permitted to key students into halls or rooms.

Residents who lose their key must advise the RHC immediately. Residents who lose their key will be assessed a \$50 fee for a lock change. If you misplace your key you may use a replacement key available from the housing coordinator for a 5-day period. After the 5 days a lock change will be made and you will be assessed \$50 lock change fee. Failure to pay the \$50 for the lock change and subsequent lock change will result in your academic records being sealed. The totals charged will be the sole responsibility of the student losing the key.

Residents hosting a guest during visitation hours must:

- Admit the guest to the building by meeting guest at front door of building,
- Sign in and sign out the guest at the front desk, and,
- Stay with guest at all times while he/she is in building as the host is responsible for the actions of the guest.
- Guests under 18 years of age, not with their parents, must have a visitor guest pass signed by a RHC.

VISITORS MUST BE ESCORTED AT ALL TIMES WHILE IN BUILDING

Persons found in buildings who are not signed in or who are not authorized to be in the building will face college judicial and criminal actions, including, but not limited to, being conjoined with criminal trespassing.

Person(s) responsible for propping open an exterior residence hall door or tampering with door alarms is subject to college judicial action, including expulsion from college, as well as criminal prosecution.

Persons found permitting an exterior residence hall door to be propped open or door alarms to be tampered with, who do not immediately notify residential education staff of these dangerous situations, are subject to college judicial action, including expulsion from college, and criminal prosecution.

Temporary Keys

If a resident does not have his/her key with them they may sign out a temporary key for 5 days. The resident must go to the Office of Residential Education during regular business hours of 8:30AM – 4:30PM, Monday-Friday to obtain a temporary key. After regular business hours, the RHC on Duty will issue the temporary key. The resident must sign for the key and show proper ID to obtain a temporary key. The resident has five days to produce the original key. If the original key has not been found and the temp key has not been returned by the end of the 5th day, the room will be re-keyed and a \$50 lock change fee will automatically be billed to the resident.

All charges must be paid within 14 days or academic records will be sealed

Lockouts

In cases of the resident being locked out of his/her room the resident **MUST** contact a Resident Assistant to key them into their room. The Campus Police, Custodial, and Maintenance Staff are not permitted to key students into halls or rooms. If the RA cannot be found the RHC on Duty must be contacted to gain access to the room.

Mailbox Key

Students losing their mailbox key should report to the Office of Residential Education in University Place. Replacement keys cost \$25.00. Please return your mailbox key to the Office of Residential Education when you check out of your room.

Room Care

Your room should be kept in a condition that does not create a health or safety hazard. This means that paper, clothing, food, and trash are not to be strewn throughout your room. This will help avoid the creation of a fire hazard, growing mildew, and/or the attraction of bugs. Periodically, residence hall staff makes room checks and document any hazards.

You and your roommate are responsible for making sure your room is a clean and safe living environment. The custodial staff maintains common areas. All residents, however, are expected to do their part in keeping these areas uncluttered, safe, and clean. Trash should not be left in the halls or bathrooms for someone else to clean up. You can help by

picking up after yourself and by promptly reporting any damages or maintenance requests to your main desk. Students are also expected to maintain proper hygiene practices.

Health and Safety Room Inspections

The Office of Residential Education makes periodic, unannounced, health and safety inspections of all residence hall rooms. A residence hall staff member who is responsible for identifying health, safety, and maintenance problems performs the inspections. As a member of the hall community, you share the responsibility to maintain a healthy and safe living environment by adhering to the established standards. With your cooperation, we can ensure that your home for the next nine months is a safe and pleasant place in which to live.

Quiet Hours/Courtesy Hours

Quiet hours in the residence halls are in effect every night from **10 p.m. through 9 a.m.** the following morning. During this period, all sounds must be contained within a resident's room. In addition, beginning with the Sunday before the last two weeks of each academic semester (Dead Week), **quiet hours are in effect 24-hours a day**. There are no warnings and fines are doubled for all violations. **Common Courtesy Hours are in effect 24/7 all year**. Music, televisions, etc., should be at a reasonable level. **The residence hall staff determines this level**. Students, who do not control their noise level, whether or not quiet hours are in effect, will be in violation of general courtesy hours. Mutual respect is the key to successful residence hall living. The final responsibility for the effectiveness of quiet hours rests on the residents. Let offenders know if their activities are disruptive and work with each other to resolve problems. **If necessary, stereos, etc., will be confiscated by the residence hall staff.**

Damage Billing System

Your residence hall is your home away from home. While you make our halls home, we expect you to cooperate with housekeeping and maintenance personnel by keeping your residence hall clean and well-maintained. When the halls are damaged or the furnishings stolen, your home is also damaged. When this occurs, we make every effort to determine who is responsible for the damage and/or theft. Damage to College property may result in a student conduct meeting.

Guidelines for Damage Billing

These are the charges to repair any damages to your room and the furniture in your room if it was damaged while in your care. Student Conduct fines are independent of these charges. These charges are subject to change.

Bed	\$270.00
Bunk bed pins	\$5.00
Chest of drawers	\$300.00
Data/cable connection	\$100.00
Desk	\$300.00
Desk chair	\$125.00

Desk lamp	\$30.00
Lock Change- (door key)	\$50.00
Lock Change- (mailbox)	\$25.00
Mattress (36x96)	\$110.00
Mirror	\$30.00 - \$100.00
Phone jack	\$25.00
Removing public area furniture (per piece)	\$25.00
Smoke detector	\$50.00
Screen (replace frame and screen)	\$50.00
Screen (re-screen only)	\$25.00
Telephone	\$30.00
Window	\$50.00
Window curtain (pair)	\$70.00

Labor costs

Painting, plastering, wallpapering	\$25.00 per hour/supplies included
Clean-up/custodial	\$15.00 per hour/supplies included
Miscellaneous	\$15.00 per hour/plus supplies

Guidelines for Personalizing Your Room

Since your residence hall room is intended to serve not only you and your roommate, but future residents as well, certain guidelines for personalizing rooms have been developed as follows:

- Furniture can be rearranged (but not stacked). Please do not arrange furniture in a manner that blocks heating vents, impairs quick exit from your room, or violates safety and health rules.
- Furnishings (carpet, chairs, stereos, etc.) may be added to your room to suit your personal needs and taste, but do not remove furnishings from residence hall lounges or the lobby areas. A fee to return the furniture will be assessed to you each time the furniture is moved.
- Materials should be placed on the walls in a manner that will not damage the surface. Do not use tacks, nails, or adhesive tapes and coverings such as contact or wallpaper. It is suggested that all posters be attached to your wall with poster putty.
- Water-filled furniture and lofts as well as bed canopies are not permitted in the residence halls due to potential structural damage and local fire safety regulations.
- No items are to be hung in front of or outside the room window. This includes but is not limited to flags, decorations, sheets, etc.

Vacuum Cleaners

Vacuum cleaners may be checked out of each hall. Ask your RA for details. Due to the limited number of vacuum cleaners, we request that you return vacuum cleaners as soon as possible. Vacuum cleaners are provided as a service to residents and should not be removed from the halls.

Room Changes

Voluntary room changes, if space permits, may be made during the third week of classes each semester. The student who initiates the change is required to move. When a voluntary room change occurs, a \$15 fee is charged to cover all processing costs. All room changes must be arranged with the RHC and Housing Coordinator. Room changes will not be permitted after the third week of each semester unless authorized by the Director of Residence Life. Room changes will not be made on the basis of race, national origin, religious affiliation, or sexual orientation. See your RHC or RA for guidelines on room changes. Remember: In any room change if you do not return the keys from your old room and your mail box key, you will be charged for a lock change. Your mailbox is assigned by bed assignments. If you change rooms your mail box will change and your mailing address will change also.

Room Inspections

Potomac State College of WVU reserves the right to enter and inspect rooms without notice for purposes of (1) repairs, maintenance, facility improvements; (2) recovery of College/State-owned property not authorized for use in the assigned space; (3) fire health, and safety inspections made periodically, as well as at hall closing/vacation periods; (4) when there is reliable information that an emergency exists (including, but not limited to fire, accidents, sickness, or danger to the health and welfare of Residents); and (5) when there is reliable information that a College policy is being violated.

Room Selection

During the fall semester, the Office of Residential Education will send you information on the room selection process. Friend Hall are reserved for the Agriculture/Forestry Living Learning Environment until June 30, after this time period all other students can request to live on these floors. However, you may choose to live in any residence hall or to stay in your current room.

Check-out Procedures

When you vacate your room for any reason (end of the year, room change, etc.), contact your RHC. The condition of your room will be checked against the room condition report that you signed when you checked in. This procedure is for your protection. Room occupants will be billed for rooms and/or furnishings that have sustained damages or are excessively dirty. If you withdraw from the College prior to the end of the academic year, room and board charges are based on the date your key is returned and your belongings are moved from the room.

Break Periods

The residence halls are **closed** during the following break periods:

• **Thanksgiving** • **Winter Recess** • **Spring Break**

Residents should note the periods during which the residence halls are closed and make plans to vacate their rooms no later than the day that the halls close. Students are expected to leave the campus promptly after the completion of their last final examination at the end of each semester unless prior approval to remain on campus is obtained from either their RHC or Director of Residential Education.

Before you leave for vacations, turn off all electrical appliances (excluding refrigerators), close and lock all windows, store valuables in your closet or lock box, remove all perishables from your room and refrigerator, empty your trash, and lock your room door.

For security reasons, no one is allowed access to rooms when the halls are closed. All students are expected to vacate their rooms after their last final. Students in good standing with the department may request to stay 24 hours after their last final. Please consult the RHC or RA in your hall for further information regarding these arrangements.

Reminder: The 24-hour period is a courtesy and may be revoked as dictated by behavior.

Exemptions for students vacating halls are made for students participating in commencement exercises and other college related activities only. The last meal served in the Potomac Café is on the day that the halls close which will be lunch.

Part 8: Community Standards of Conduct

As in any group setting, residence halls have rules and regulations that establish the standards and rights of membership. When members of residence hall communities choose to break rules, residence halls become unpleasant places in which to live.

Note: If you are present for policy violations, or violations occur in your assigned room, you may be held responsible and appropriate sanctions will be imposed. It is expected that a student will immediately separate him or herself from policy violations, and report violations to appropriate staff members.

The residential student conduct process has jurisdiction over all residence halls and its surrounding properties. In addition to its contribution to the academic mission of the College, the student conduct process is also designed to support community standards while allowing students to make decisions in line with their individual lifestyles and value systems. Although policies and processes may appear and “feel” restrictive, there is no intent to deprive students of an opportunity to make independent decisions. Nevertheless, policies have been established in accordance with other College regulations, local, state, and federal laws, and input from previous residents. **Overall, the policies set in place have proven to be in the best interest of the residence hall community at large.**

The residence hall policies of Potomac State College of West Virginia College are designed to protect the individual within an environment that promotes personal and academic achievement. The following policies, procedures, and guidelines for student behavior are designed to enhance your living and learning environment. Violations of any rule or regulation will lead to disciplinary action. Where such action is necessary, residence hall students may also face civil liability or criminal prosecution. Students are responsible for becoming familiar with and acting upon their rights and responsibilities. Students’ Rights and Responsibilities are published within the *Student Handbook*. They may also be found online at www.potomacstatecollege.edu.

Matters of safety and security are of primary importance to the residence hall community. Students who are careless may jeopardize the welfare of everyone. As such, safety violations will be addressed through serious sanctions, including termination of a student’s housing contract (see below).

Students are expected to forego personal convenience in the interest of community safety. This means that behaviors like propping doors, using alarmed doors, and not locking room doors etc. are serious infractions. **Residential Education reserves the right to initiate administrative moves made in the best interest of the residential community.** Also, roommates who cannot resolve issues or come to a mutual understanding may be administratively moved to different rooms, floors and/or-residence halls.

In accordance with the housing contract Residential Education reserves the right to inspect all areas of a student's room if there is information that indicates College policies are being violated or if the condition of the room is thought to present a health and safety concern. Additionally the Office of Residential Education reserves the right to amend the rules, regulations, and sanctions of the Community Standards of Conduct.

Heightened Security

For your safety during certain events or time periods the residence halls may be placed under increased security measures. During this heightened security, visitors will not be permitted in the building, all exterior doors will be locked, and all residents must enter through the main door and present their Student ID Card for admittance.

Part 9: The Process

You will find out quickly that the residence halls are much more than a place to sleep and eat. The residence hall staff provides you with many opportunities to enhance and extend the learning that you do in the classroom. Informal gatherings with college faculty/staff, study-sessions, movie nights, and intramural competitions are just a few of the programs available throughout the year. One of the most rewarding aspects of residence hall living is exposure to a whole new group of people from a variety of places and backgrounds. Students from a number of states (and even some different countries) join together to form your floor and hall communities. The nature of your community will be determined not only by the people in it, but by their willingness to be responsible community members. The College residence halls have rules and regulations by which all residents must abide. In the residence hall community you have rights and responsibilities, as does every resident living there.

STUDENT CONDUCT PROCESS

Documentation

Residential Education staff members are required to document any event that occurs in University housing. Usually, an event is recorded on an “information report.” An information report is an account of an event or situation by the person who has the earliest and most direct involvement with the incident. Charges of policy violations originating from an information report are considered alleged pending completion of the student conduct process. Any member of the residence hall and University communities can confront and record any behavior that is inconsistent with community standards. Any complaint should be directed to the Residence Hall Coordinator-if the alleged misconduct occurred in or around a residence hall. When behavior is recorded, the student conduct process is set in motion.

Note: In most instances, the accused student is told that he or she has been documented for allegedly violating a residence hall policy however; there are cases when it is not possible to notify the accused at the time of the alleged incident. Because of this, it is important for students to check their MIX E-mail on a daily basis.

Note: If you are present for policy violations, or violations occurring in your assigned room, you may be held responsible and appropriate sanctions will be imposed. It is expected that a student will immediately separate him or herself from policy violations, and report violations to appropriate staff members.

Process

All student conduct procedures are designed to minimize disruption to the residential learning communities. The disciplinary action timeline outlines the student conduct

process from the time the policy violation is reported, its student conduct meeting held and appeals filed, until its conclusion with the final decision.

- A formal complaint (usually through an information report) is lodged against a student.
- A disciplinary body (person or person(s) assigned to resolve a student conduct matter) is assigned to consider charges against a student. Disciplinary bodies will be assigned according to the severity of the situation, previous student conduct history, and the appropriateness of the disciplinary body.
- A notice of charges and a notice of the time, date, and location of the disciplinary meeting generally will be sent two days prior to a student conduct meeting. **(WVU MIX E-mail is the primary means of communication for the office of Student Conduct.)**
- An outcome letter including sanctions will be sent after the student conduct meeting. **(It is very important to note that if a student does not complete educational sanctions by imposed deadlines that those sanctions will convert to monetary fines and will be posted to the student's account.)**
- If a student requests an appeal, the appeal must be requested within two days after receipt of outcome letter. Contact the Office of Student Conduct for more information regarding the appeal process. Requests for an appeal must be completed on an appeal request form.
- The appeal will be granted or denied and an outcome letter will be sent to the resident. While an appeal is pending, sanctions are suspended until the Appeal Officer has acted upon the request and a final resolution has been reached. An exception may occur when a potentially volatile or dangerous situation exists.

Note: WVU MIX E-mail is primary means of communication for Student Conduct Office and it is the responsibility of each student to check their MIX E-mail daily---failure to check MIX E-mail does not release the student from Student Conduct proceedings.

Note: Failure to comply with Residence Hall policies or procedures may result in Residential Education placing a hold on your College status. This means you will not be allowed to register for classes, receive transcripts, or graduate.

Student Conduct Meetings

When a policy violation has occurred, students have a right to a disciplinary meeting. During the meeting, the student has the opportunity to present his or her case regarding the situation and documented policy violation. The Residential Student Conduct Board, a Student Conduct officer, or other University staff member from Residential Education will conduct a student conduct/disciplinary meeting. During the meeting, courtroom rules of evidence will not be applied and all relevant information, witnesses, and evidence should be presented to the disciplinary body. (The technical rules of evidence applicable to civil and criminal cases shall not apply.) The disciplinary body has authority to limit the number of pertinent witnesses. Finally, student conduct decisions are based on a

preponderance of the evidence, i.e. the allegations more likely than not occurred as charged.

Note: In certain circumstances, a student may be removed from the residence halls before a student conduct meeting has been held or following a student conduct meeting where removal was imposed and an appeal is pending. An interim removal may be imposed to ensure the health, safety, or well-being of members of the residence hall community or to preserve property.

Residential Student Conduct Boards (If Available)

The Residential Student Conduct Board exists to provide the opportunity to students to be involved as leaders in their residential setting. The Residential Student Conduct Board also offers students accused of violating residence hall policies an opportunity to have their behavior evaluated by their peers (when appropriate), by having the alleged policy violations addressed as close to the source as possible. The Residential Student Conduct Board is comprised of students selected from each residence hall and a non-voting advisor. Students who serve on the board are appointed each semester and meet on an as-needed basis. The Residential Student Conduct Board will usually hear cases in which a student has allegedly infringed upon the rights of the residence hall community at large. However, a board may also hear cases in which a student has previously been placed on probation or offenses that are deemed appropriate for a board to hear.

A quorum of three (maximum of five) students must be present to render a student conduct finding and to levy sanctions. All members of the Residential Student Conduct Board have an equal vote. A simple majority is all that is required to arrive at a finding and to assign a sanction. In the event a tie vote occurs, the student will receive the benefit of a “not responsible” finding and no sanction will be assigned.

Your Rights and Responsibilities

All student conduct processes and procedures shall be fair and reasonable, keeping with the fundamental concept of due process. Along with the right to privacy and the right to protection against discrimination, guaranteed to all Potomac State College students. If you are accused of violating a residence hall policy, you will also have the rights listed in the Residence Life Student Handbook.

Rights of the Accused

- The right to be informed of your rights, policies, and student conduct procedures as outlined herein.
- The right to a timely notice of a student conduct meeting, including notice of charges.
- The right to confidential proceedings.
- The right to a copy of all documents (i.e., the information report). Copies of these reports can only be obtained from the Student Conduct Office.
- The right to be presumed not responsible for committing an infraction of a policy until found responsible by a preponderance of the evidence (a standard of “more likely than not”).

- The right to an advisor for the purpose of consultation, but not to speak on your behalf or to participate directly in the student conduct meeting except as permitted by the disciplinary body. It is the student's responsibility to identify and find his or her own advisor. Schedule changes will not be made to accommodate an advisor's schedule and information pertaining to the case will only be communicated to the accused student.
- The right to present and examine evidence. The disciplinary body may determine the number of witnesses.
- The right to remain silent or to not attend a student conduct meeting. If you choose to exercise this right, a student conduct meeting will still be conducted. Evidence in support of the charges will be presented and considered and a decision will be made based on that evidence.
- The right to receive a decision after a student conduct meeting.
- The right to request an appeal to a finding of "responsible" and/or sanctions imposed. The request for an appeal must be made on a Residential Education Appeal request form no more than two calendar days after receipt of the outcome letter.

Rights of the Victim

In some situations, not only does a student's conduct violate residence hall policy, but also victimizes another member of the College community. Examples of these situations include theft, damage to personal property, intimidation, harassment, academic misconduct, physical and/or sexual assault, sexual harassment, and behaviors that endanger personal safety. The College community includes, but is not limited to students, staff, faculty, parents, campus neighbors, campus visitors, and any agency that is engaged in a legitimate business transaction with the College (e.g., vendors). When someone is identified as a victim, the student conduct process affords him or her certain rights.

When a complaint is filed against a student, it is important to remember that the student is being charged with violating a specific College or housing policy; therefore, the College is ultimately responsible for determining what charges are appropriate, the proper disciplinary body, and the resolution of the situation. If a victim withdraws the complaint, the College may proceed with the case.

Victims are entitled to the following rights:

- The right to have the student conduct process explained in full.
- The right to submit an account of the alleged incident.
- The right to be informed of the date, time, and location of the conference/meeting and to request a delay of the student conduct meeting for extenuating circumstances.
- The right to be present during the student conduct meeting, including all testimony, the declaration of the finding, and the announcement of any sanctions which are to be imposed. Victims are not permitted to be present during the private deliberations of the disciplinary body.
- The right to have an advisor present throughout the student conduct process, including the student conduct meeting, although the advisor may not speak on behalf of the victim.
- The right to be called upon as a witness.
- The right to decline to be a witness. The exercise of this right will not be regarded as a statement of support of the accused.

Appeals

Students are entitled to request an appeal for each incident; however, requests should not be submitted just because a student does not agree with the decision of the disciplinary officer. Requests for an appeal must be made within two calendar days of receipt of the outcome letter on an appeal request form. An appeal is limited to a review of the proceedings before the disciplinary body and any evidence that first became available after the student conduct proceeding.

Appeals for cases involving all sanctions will be made to the Director of Residential Education (or designee) who will review requests for appeals and determine if grounds exist. An accused student shall not be at risk of a more severe sanction, simply by exercising his/her right to an appellate review.

While an appeal is pending, sanctions are suspended until the Appellate Officer has acted upon the request and a final resolution has been reached. An exception may occur when a potentially volatile or dangerous situation exists.

A student's request for an appeal will generally be granted if at least one of the following conditions is met:

1. New information that was unavailable at the student conduct meeting can be presented that would change the outcome of the case;
2. Established procedures were not followed, and these errors affected the outcome of the case; or
3. The outcome of the case is not supported by a preponderance of the evidence.

The Appellate Officer may:

1. Uphold or modify the original decision;
2. Uphold or modify the sanction; and/or
3. Remand the case back to be reheard or reconsidered in cases where there is new information or a procedural error.

Confidentiality of Records

In order to protect your rights as a resident and College student, the Office of Student Conduct as part of the College will maintain records on any disciplinary action. Access to these records is restricted to the student and will only be released in accordance with the Family Educational Rights and Privacy Act (FERPA). For more information regarding FERPA, please visit <http://ferpa.wvu.edu/>.

Letters or phone calls may be sent/made to parents or legal guardians (in compliance with the Family Educational Rights and Privacy Act) of students who are placed on deferred removal or removed from residence halls, or if alcohol or drug violations occur. Students conduct records will be kept for seven academic years.

Part 10: Residence Hall Policies & Sanctions

When determining appropriate sanctions, the disciplinary body will consider the following: willingness to accept responsibility for one's behavior, previous student conduct history, severity of the situation, and any recommendations made by the complainant or victim.

If you are present for policy violations, or violations occurring in your assigned room, you may be held responsible and appropriate sanctions will be imposed. It is expected that a student will immediately separate him or herself from policy violations, and report violations to appropriate staff members.

Sanction Definitions

Notice of Policy Violation/Written Warning—Given to inform the student that a specific behavior does not meet minimum expectations for residence hall living. It is generally imposed following isolated and less serious incidents of misconduct or contract violations. (It is not imposed for a specific length of time, but further misconduct may lead to other sanctions.)

Behavioral Contract—A document that stipulates specific behavioral expectations and consequences for failure to adhere to those expectations.

Fines—Fines will be imposed for failing to complete assigned sanctions. Any fines imposed will be assessed to your PSC student account. Fines not paid may result in a hold being placed on the student's account, preventing him or her from registering for classes.

Restitution—Compensation for loss, damage, etc., which may include monetary or property replacement.

Referral—A sanction which may require the coordination with the Counseling Center, Student Assistance Program, , Student Life, Social Justice or other appropriate offices or College resource. Students may be required to meet with their Residence Hall Coordinator or other College staff member if found responsible for violating residence hall policies.

Suspension of Privileges—A resident may lose residence hall privileges. This includes but is not limited to loss of visitation, (computer) network access, sports equipment, speakers, and dining privileges.

Residence Hall Probation—A resident student is not considered in good standing within the residence hall program. Any further violation may lead to more serious disciplinary sanctions. This sanction will be imposed, minimally, until the end of the academic year.

Deferred Removal—Stipulation that subsequent disturbances to the residence hall community will generally result in removal from all College-supervised housing. Students receiving this sanction will not be permitted to return to the residence halls. **Decisions of this nature are typically shared directly with parents through a letter or telephone call in compliance with the Family Educational Right and Privacy Act (FERPA).** This sanction will be imposed, minimally, until the end of the academic year. All students who are placed on deferred removal must petition to live on campus during the summer or the next academic year.

Reflection or Educational Exercise - An exercise designed to allow the student to reflect on residence hall violations and the impact those violations have on self and others. Other educational exercises may be required such as researching a specific topic, designing and/or presenting community awareness programs, hall presentations, bulletin boards, or making restitution for damages through restorative work. The hearing officer will review assignments to determine if the student has successfully met the educational goals of the assignment.

Student Assistance Program – Programs and meetings that focus on an educational outcome from the violations that were committed. Such programs and meetings include but are not limited to B.A.S.I.C.S, various Behavioral Management programs, and online educational modules.

Residence Hall Reassignment—A mandatory change of room assignment within the College-supervised residence halls for inappropriate behavior or disruption to the residential community. Further behavior will generally result in more serious disciplinary action including residence hall removal. **Decisions of this nature are typically shared directly with parents through a letter or telephone call in compliance with the Family Educational Rights and Privacy Act (FERPA).**

Residence Hall Contract Termination or Removal- Removal from the College residence hall community for conduct which is a serious violation of residence hall rules or regulations. Termination may also result from less serious, but repeated incidents of misconduct. Serious violations are generally considered those behaviors that are dangerous or highly disruptive. Such separation may range from the remainder of a given semester (regardless of the days remaining) to permanent removal. The Housing contract states, “If a student moves from a residence hall for any reason other than withdrawal from the College, the student will be held accountable for 100 percent of the room rent and 100 percent of the food service portion of the contract for the remainder of the academic year.” **Decisions of this nature are typically shared directly with parents through a letter or telephone call in compliance with the Family Educational Rights and Privacy Act (FERPA).**

Recommendation for other College Sanctions—Resident students who commit serious and/or chronic violations of the residence hall policies will be referred to the Office of Student Conduct for further disciplinary action.

Description of Residence Hall Policies & Typical Sanctions Associated with Violations

The sanctions listed below represent the sanctions typically imposed if a student is found responsible for violating a particular residential policy as defined below. Depending on the severity of the offense and/or a student's previous conduct involvement, the disciplinary body may impose additional sanctions.

Note: During the last two weeks of each semester community service requirements will be doubled.

Alcohol and Drugs

Alcohol is not allowed on any residence hall property even if you are over the age of 21. In addition, it is unlawful to possess, use, or sell controlled substances. Illegal drugs are not permitted on residence hall property. You may not use any prescribed drug in a manner inconsistent with the prescription, nor may you distribute your prescribed drug to others. The physical presence of alcoholic beverages and illegal drugs in your assigned residence hall room, or being present for such a violation, constitutes possession.

Possession, use, or sale of alcohol:

- First violation: Residence hall probation; parental notification; 10-15 hours community service; Student Assistance Program educational session; reflection exercise.
- Second violation: Deferred removal; parental notification 15-20 hours community service hours; Student Assistance Program assessment and counseling sessions; reflection exercise.
- Third violation: Residence hall removal

Distribution of alcohol or intent to distribute alcohol to minors:

- First violation: Deferred removal; parental notification 15-20 hours community service hours; Student Assistance Program assessment and counseling sessions; reflection exercise.
- Second violation: Residence hall removal

Note: Possession of large quantities of alcohol may result in removal from the residence halls on the first offense and a referral to The Office of Student Conduct for further disciplinary action.

Alcohol Containers and Paraphernalia

You may not have empty alcohol containers including, but not limited to: beer cans, liquor and/or wine bottles on residence hall property. This is a health and safety matter, and also ensures compliance with the State law in regards to underage possession of alcohol. Beer bonges, shot glasses, empty kegs, etc. are also prohibited.

- First violation: Notice of policy violation; remove containers; 5-10 hours community service.
- Second violation: Residence hall probation; 10-15 hours community service; remove containers; Student Assistance Program educational session.
- Third violation: Deferred removal; 15-20 hours community service; remove containers; Student Assistance Program assessment with counseling sessions.
- Fourth violation: Residence hall removal.

Alcohol/Drug Related Behavior

You may be held responsible for behaviors related to alcohol consumption or illicit drug use regardless of where the alcohol or drugs are consumed. This includes underage consumption of alcohol and public intoxication.

- First violation: Residence hall probation; parental notification; 10-15 hours of community service; Student Assistance Program educational session; reflection exercise;
- Second violation: Deferred removal; parental notification; 15-20 hours of community service; Student Assistance Program assessment and counseling sessions; reflection exercise;
- Third violation: Residence hall removal

Computer Use Policies

WVU has established guidelines regarding computer use. Violations of these policies may result in College and/or residence hall disciplinary action, including but not limited to loss of computer privileges. All computer users must be aware of the following policies and ethical standards for computer use. For additional information please refer to <http://www.resnet.wvu.edu> and <http://oit.wvu.edu/oit/policy/p&plist.htm>.

Only currently enrolled students in good standing or other authorized users may use computer resources at PSC. Computer resources are to be used only for authorized purposes, such as instructional use related to classes. Electronic game playing is prohibited in residence hall computer labs. The computers are for academic purposes. The College supports federal copyright laws prohibiting the copying of licensed software.

- First violation: Loss of network access for two weeks
- Second violation: Loss of network access for semester

- Third violation: Residence hall probation, deferred removal, or residence hall removal

Decorations

Students who choose to decorate their room must adhere to the following rules:

- Use electrical decorations that are UL approved only;
- Do not use lights on metallic trees;
- Use decorations made from flame-retardant materials only;
- Do not place decorations on light fixtures, sprinklers, smoke detectors, etc;
- Do not hang tapestries or other decorations from ceiling or doorway/window;
- Do not use extension cords, candles (oil or wax based), candle warmers, live pine or incense;
- Do not hang decorations with nails, tacks, paint, or adhesive-backed wall covering without the approval of the facilities manager; and
- Do not hang items outside the window.

If you have any questions refer to “Home away from Home” in Part 7.

Not adhering to the rules and regulations for decorating your room

- First violation: Removal of item(s) and Notice of policy violation
- Second violation: Removal of item(s) and residence hall probation
- Third Violation: Removal of item; deferred removal; 10 hours community service

Dishonesty

Presentation of false information to Residential Education Staff or other College employees in the performance of their duties, including at student conduct meetings, is prohibited.

Disruption and Noise

Behaviors that interfere with another person’s free exercise of academic or personal pursuits are not condoned in the residence halls. This includes;

- Conduct which is loud, indecent, or disorderly, including but not limited to: stereos or televisions at a high volume, yelling, playing sports, or disturbing other residents while playing a musical instrument.
- Violation of quiet hours, including noise that can be heard outside of your room during quiet hours.

Quiet Hours
 Sunday through Thursday
 10:00 p.m. - 8:00 a.m.
 Friday through Saturday
 12:00 a.m. – 8:00 a.m.

Students are expected to be considerate of their roommate and neighbors 24 hours a day. This means that any behavior that disrupts others is unacceptable at any time (**any noise that can be heard outside of a closed door is in violation of courtesy hours**). Twenty-four-hour quiet hours will be in effect for the last week of classes and during finals week.

Twenty-four-hour quiet hours begin at 10:00 p.m. on the Sunday before the last week of classes and continue through finals week.

Note: Violations occurring during 24-hour quiet hours will result in a minimum of 10 hours of community service and other appropriate sanctions.

- First violation: Notice of policy violation
- Second violation: Notice of policy violation and reflection exercise;
- Third violation: Residence hall probation; reflection exercise; 5-10 hours of community service/removal of speakers (if appropriate)
- Fourth violation: Deferred removal; reflection exercise; 10-15 hours of community service
- Fifth violation: Residence hall removal

Note: If sound amplification equipment is involved, speakers may be removed. Violations occurring during 24-hour quiet hours will result in a minimum of 10 hours of community service.

Drugs (Controlled Substances)

Students may not possess, use or distribute controlled substances on residence hall property. Students may not use any prescribed drug in a manner inconsistent with the prescription, nor may a student distribute drugs to others.

- First violation: Deferred removal; parental notification ;Student Assistance Program assessment and counseling sessions; reflection exercise; 10-15 hours of community service
- Second violation: Removal

Distribution or intent to distribute:

- First violation: Residence hall removal and the student will be referred to the Office of Student Conduct for additional disciplinary action

Note: Possession or use of narcotics, depressants, stimulants, or hallucinogens may result in removal from residence halls and the student will be referred to The Office of Student Conduct for additional disciplinary action. Similarly, possession of 15 grams or more of cannabis products (i.e. marijuana) may result in removal from residence halls on first offense and the student will be referred to The Office of Student Conduct for additional disciplinary action.

Drug Paraphernalia

Possession of any drug paraphernalia is prohibited on residence hall property. This includes, but is not limited to, bongs, pipes, hookahs, water pipes, or any items modified or adapted so that they can be used to consume drugs.

- First violation: Residence hall probation; 5-10 hours community service; reflection exercise; Student Assistance Program educational session.
- Second violation: Deferred removal; 10-15 hours community service; reflection exercise; Student Assistance Program assessment with counseling
- Third violation: Residence hall removal

Elevators

Elevators should only be used for their intended purpose – transportation from floor to floor. Any misuse or tampering with the normal operation of elevators is prohibited.

Explosive Devices

You may not make, possess, or threaten to make or use a bomb, explosive incendiary device or fireworks. If found responsible for such a violation, the student will be removed from College Housing.

Failure to Comply/ Uncooperative Behavior

Residents and their guests may not interfere or be uncooperative with residence hall staff or other College officials in the performance of their duties and/or disregard a reasonable request of any residence hall staff member. This includes, but is not limited to utilizing abusive or combative language or refusal to provide proper identification when requested by a residence hall staff member or other College official.

- First violation: Residence hall probation; reflection exercise; 5-10 hours community service
- Second violation: Deferred removal; reflection exercise; 10-15 hours community service
- Third violation: Reassigned to new hall or residence hall removal; reflection exercise; 10-15 hours community service

Failure to Honor a Student Conduct Sanction

Failure to complete an assigned student conduct/disciplinary sanction will result in additional sanctions. Failure to complete assigned community service, reflection exercises, or failure to complete a mandated alcohol/drug class or assignment, assessment, and/or any educational sessions(s) will result in additional sanctions and/or residence hall fines.

Failure to honor student conduct/disciplinary sanction:

- \$100 fine

Failure to complete community service hours:

- \$20 fine for each uncompleted hour

Failure to complete reflection or educational exercise

- \$100 fine

Failure to complete Student Assistance Program

- Educational Session \$50 fine
- Assessment and Counseling Sessions \$150 fine

Failure to Provide Student Identification

For safety and security purposes, residents are required to provide their student identification at all times.

- First violation: Notice of policy violation
- Second violation: Notice of policy violation
- Third violation: 3 hours community service
- Subsequent violations: 5 hours community service

False Alarms

Residents and guests may not:

- Falsely report fire or any other emergency, including bomb threats or serious injury;
- Pull or tamper with a fire alarm pull station when no fire is present;
- Cause a smoke detector to activate when no fire is present;
- Cause a sprinkler to activate when no fire is present;
- Sound alarms or engage the stop button on an elevator when there is no emergency.

Elevator Alarm:

- First violation: Residence hall probation and 5 hours community service
- Second violation: Deferred removal and 10 hours community service
- Third violation: Residence hall removal

Exit Doors:

- First violation: Residence hall probation and 5 hours community service
- Second violation: Deferred removal and 10 hours community service
- Third violation: Residence hall removal

Floor alarm:

- First violation: Deferred removal and 10 hours community service
- Second violation: Residence hall removal

False alarm call to the College Police Department:

- First violation: Residence hall removal

Firearms or Other Weapons Possession

Possession, storage, use, or manufacturing of firearms and weapons is strictly prohibited. These items include but are not limited to knives, bows, arrows, ammunition, guns, B.B. guns, slingshots, nunchakus, stun guns, box cutters, paintball guns, and launching devices

such as potato guns, or any items modified or adapted so that they may be used as a weapon.

- Possession: Confiscation of item and appropriate sanctions as determined by the hearing officer.

Note: Depending on the severity of the violation, the student may be removed from College housing and referred to counseling.

Fire Safety Violations

Residents and guests may not:

- Intentionally or unintentionally cause smoke or fires;
- Use items such as candles, incense, smoke bombs, and fireworks;
- Possess any device that is used to cook, burn, or ignite including but not limited to hookahs or any smoking device, hot plates, and Microwave's (except those that are part of the combination units from the Melvin group), etc.;
- Obstruct a door so as to prohibit entrance and/or exit from a residence hall room or other area;
- Affix to or suspend any tapestries and other room decorations from the ceiling or in the doorway/window;
- Accidentally or intentionally misuse fire safety equipment, including but not limited to fire hoses, fire extinguishers, sprinklers, exit signs, pull stations, and fire alarms;
- Use extension cords or multi-receptacle outlets. UL listed power strips with surge protectors are excluded.
- Fail to evacuate when a fire alarm sounds.

Open flame (including burning candles, burning incense and non-permitted cooking):

- First violation: Residence hall probation; removal of item; reflection exercise; 5 hours community service
- Second violation: Deferred removal; removal of item; reflection exercise; 10 hours community service
- Third violation: Reflection exercise and 15 hours community service
- Subsequent sanctions: At the discretion of the hearing officer

Failure to evacuate:

- First violation: Deferred removal; reflection exercise; 10 hours community service
- Second Violation: Residence hall removal

Obstructing doors:

- First violation: At the discretion of the hearing officer

Activating building alarms (e.g. pull stations, smoke detectors, sprinklers)

- First violation: Deferred removal or residence hall removal; reflection exercise; 10-15 hours community

Tampering with fire hoses, sprinklers, fire extinguishers, or other safety equipment:

- First Violation: Deferred removal or residence hall removal; reflection exercise; 10-15 hours community service
- Second Violation: Residence hall removal

Intentionally setting a fire:

- Residence hall removal and referral to The Office of Student Conduct for further disciplinary action

Harassment/Threats/Physical Assault or Abuse/Dating Violence/Stalking

Conduct that intimidates, threatens, or endangers the health or safety of any person is not permitted whether communicated in writing, orally, electronically (e.g. Facebook, text messaging, email, etc.), etc. This includes but is not limited to:

- Physical abuse of any person (e.g. battery and fighting)
- Retaliation for physical assault or abuse to one's self or on behalf of another
- Threatening violence
- Behavior that intentionally or recklessly causes physical, financial, or emotional harm to any person;
- Intimidating, threatening, or other endangering behavior against a person or persons because of race, sex, age, disability, veteran status, religion, sexual orientation, color or national origin; and
- Behavior that is construed as a nuisance, including prank phone calls, and thereby disrupts the residence hall community.
- Domestic violence and/or stalking

In cases of harassment, threats, or fighting, an immediate move may be required. Other sanctions include, but are not limited to:

- Physical Assault or Abuse: Deferred removal or residence hall removal
- Threatening another: Deferred removal or residence hall removal
- Retaliation: Deferred removal or residence hall removal
- Psychological and/or physical abuse: Residence hall removal and referral to The Office of Student Conduct for further disciplinary action

Littering

- Disposing of trash, food, cigarette butts, etc. anywhere other than designated areas. This includes disposing of personal trash in areas or receptacles not intended for such use.
- Excessive room trash
- Not returning dining hall items such as trays, plates, cups, utensils, etc. to designated areas (e.g. conveyer belt) after meal.
- First violation: Residence hall probation; 5-10 hours of community service hours, reflection exercise

- Second violation: Deferred Removal; 10-15 hours of community service; reflection exercise
- Third violation: Residence hall removal

Misuse of ID

• Duplication, lending, borrowing, misrepresentation, or misuse of the student identification card is not permitted.

• Failure to provide proper identification when requested by a residence hall staff member or other College officials (includes not having an I.D. to gain entrance to residence halls or dining halls) is not permitted.

- First violation: Residence hall probation and 5-10 hours community service
- Second violation: Deferred removal and 10-15 hours community service
- Third violation: Residence hall removal

Misuse of College Property

Residents and guests may not misuse or remove property or furniture. This includes possessing common area furniture in student rooms. This also includes, but is not limited to, taking items or possessing items in one's room such as trays, plates, cups, utensils, etc. from dining facilities.

- First violation: Residence hall probation;\$25 fine;5 hours community service
- Second violation: Deferred removal;\$50 fine;10 hours community service
- Subsequent Violation(s): At the discretion of the hearing officer

Pets

No pets are permitted with the exception of fish (limited to one ten-gallon tank per room) and guide dogs. Failure to maintain a safe and secure environment for the community and pet may result in disciplinary action. Residential Education reserves the right to remove any pet from University housing. Typical minimum sanctions include removal of the pet and other discretionary sanctions.

Safety & Security (Room Safety & Decorating Room)

Rooms should be kept in condition that does not create a health and safety hazard. Residents and guests may not devise any unsafe situation in which a member of the residence hall community can be injured. Residents may not affix to or suspend any tapestries and other room decorations from the ceiling or in the doorway.

Items not permitted in the residence halls and guidelines for personalizing and decorating your room are listed in Part 7 in section "Items not Permitted." Students possessing or using items not permitted, or not following the appropriate guidelines for decorating their rooms, will be required to remove the item (the item may also be confiscated) and/or may receive other discretionary sanctions (i.e. community service, reflection exercise, etc.).

Residents and their guests may not intentionally or unintentionally cause smoke or fires. Use or possession of an open flame (i.e. burning candles, burning incense, etc.) or open element appliances, including toasters, hot plates, and hot pots in residence hall rooms or other unauthorized areas is not permitted. Cooking in residence hall rooms not equipped for such use is also prohibited. Tampering with (intentionally or unintentionally) fire hoses, sprinklers, fire extinguishers, or other safety equipment to include but not limited to smoke detectors, exit signs, and pull stations, may result in removal from University Housing.

Students and their guests must immediately evacuate upon activation of the residence hall fire safety system (i.e. smoke detectors, fire alarm, etc.). Failure to evacuate will result in a minimum sanction of ten hours community service and other discretionary sanctions.

Window screens are not to be removed under any condition due to danger to life and property. Dropping, throwing, or allowing solid or liquid objects to go out a window or off a balcony or fire escape is prohibited. Residents may not tamper with, manipulate (i.e. removing bolts or screws), or remove window screens and/or safety screens. Residents and their guests may not obstruct or prop (penny shut, glue, or jam) a door so as to prohibit entrance and/or exit from a residence hall room or other area.

Additionally

- No pets, except fish contained in a tank (limited to one 10-gallon tank per room), and guide dogs are permitted.
- Use of outside television or radio antennas is not permitted.
- Possession of water filled or lofted beds are not permitted.
- Each double occupancy room is only permitted to register two visitors; each single occupancy room is only permitted to register three visitors and each extended housing room is only permitted to register two visitors.
- Unauthorized duplication, lending, use, or borrowing of room or building entry keys is not permitted.
- Unbolting windows is prohibited.

Note: For your safety during certain events or time periods the residence halls may be placed under increased security measures. During this heightened security, visitors will not be permitted in the building, all exterior doors will be locked, and all residents must enter through the main door and present their Student ID Card for admittance.

Students violating this policy will be placed on residence hall probation, required to complete a minimum of ten hours of community service, and may receive other discretionary sanctions.

Sexual Offenses

Any sexual activity with a person who does not consent or is unable to consent is prohibited. This includes, but is not limited to, sexual intercourse with, and/or sexual intrusion against (including sexually based touching), a person capable of giving consent, without such person's consent, or a person incapable of giving consent. Sexually based gestures and non-consensual sexually based communication, whether communicated in writing, orally, electronically (e.g. Facebook, text messaging, email, etc.), are also prohibited. Violations of this policy typically result in removal from College Housing and are referred to The Office of Student Conduct for further disciplinary action.

Smoking/ Tobacco

Smoking and Smokeless tobacco is prohibited in all areas of the residence halls. Smoking is not permitted in designated smoke-free areas. This includes but is not limited to residence halls rooms, common areas, bathrooms, sidewalks, patios, stairways, and any other walkway that directly leads to a building entrance. Additionally, students who leave cigarette butts, or other tobacco products or parts of those products (i.e. chewing tobacco waste etc.) in areas other than the receptacles provided in the designated smoking area will be charged with littering.

Electronic Cigarettes are also prohibited in all residence halls.

- First violation: Residence hall probation; reflection exercise; 5-10 hours community service
- Second violation: Deferred removal; reflection exercise; 10-15 hours community service
- For all subsequent violations, community service will continue to double. Relocation/reassignment to another residence hall is a possibility.

Solicitation

- The sale of services or products, or the seeking of funds, signatures, merchandise or supplies is not permitted without prior approval from college personnel.
 - Residents and guests may not attempt to urge, incite, request, or advise a person or persons to adopt an idea or purchase merchandise, or services for personal profit or organizational gain.
 - Receiving business offers or goods in residence halls for business purposes of any nature are not permitted.
 - Distribution of flyers.
-
- First violation: Cease behavior
 - Subsequent violations: At the discretion of the hearing officer

State and Federal Law

Violations of any West Virginia state or federal laws are not permitted.

Theft

Theft of any nature is not permitted and includes but is not limited to:

- Attempted or actual theft or possession of stolen goods;
- Borrowing items without permission;
- Unauthorized use of residence hall television cable system;

Possession of stolen goods and/or act of stealing:

- First violation: Residence hall removal or deferred removal; reflection exercise; 10-15 hours community service
- Second violation: Residence hall removal

Unauthorized use of hall cable system: Residence hall removal and referral to The Office of Student Conduct for further disciplinary action

Unauthorized use of long distance codes: Residence hall removal and referral to The Office of Student Conduct for further disciplinary action

Unauthorized Entry or Presence

These violations include but are not limited to:

- Entering restroom of the opposite sex.
- Entering residence hall without permission.
- Unauthorized entry into or occupation of any restricted, locked, or closed residence hall facility (includes roof and housekeeper's closets, office, dining hall, computer lab, mechanical area, fitness center, student room, or elevator).
- Unauthorized entry into or around construction areas and safety zones.
- Entry or exit through a residence hall window.
- Entry into a residence hall after having been evicted or restricted from a residence hall.
- It is not permitted to prop or use (except in an emergency situation) an exterior, emergency exit, or alarmed door.

Being in an unauthorized area: Residence hall probation, deferred removal, or residence hall removal

Use of propped doors: Deferred removal or residence hall removal

Entering a residence hall or property from which you have been banned; trespass notification or arrest by College Police and referral to The Office of Student Conduct for further disciplinary action

Being in or around a construction zone or safety zone: Deferred Removal; 10-15 hours community service and/or residence hall removal

Community service hours given at the discretion of the hearing officer

University Policy

Violation of any College policy as defined in the WVU Student Conduct Code or other College publication is not permitted.

A student who is found responsible of violating any College policy shall be subject to the maximum sanction of expulsion or any lesser sanction (including residence hall sanctions) authorized by the Board of Governors and/or the Potomac State College of West Virginia University Student Conduct Code.

Vandalism

Vandalism can include many things:

- Willful, wanton, or reckless damage to College premises or property, or the property of a member or guest of the College community
- Defacing of bulletin boards, posted materials, or any other College property.

Damages to premises or property: Restitution and deferred removal or residence hall removal; reflection exercise; 10-15 hours community service

Damages to other resident property: Restitution and deferred removal or residence hall removal; reflection exercise; 10-15 hours community service

Defacing bulletin boards, posted materials, or any other College property:

- First violation: Residence hall probation; 5-10 hours community service; reflection exercise
- Second violation: Deferred Removal; 10-15 hours community service; reflection exercise
- Third violation: Residence hall removal

Visitation Policy

In order to provide safe and secure residence halls, visitors are required to register their presence and display a guest pass upon request. There are three types of visitation: visitation by residents from within your hall, visitation by non-residents, and overnight visitation. **When a resident (host or hostess) registers a visitor he or she assumes full responsibility for the visitor's behavior and well being. Each double occupancy room is only permitted to register two visitors; each single occupancy room is only permitted to register three visitors and each extended housing room is only permitted to register two visitors.** You should consult with your roommate(s) concerning any possible objections. Please keep in mind that we want to make our halls as secure as possible 24-hours a day. The policy exists for the safety of you and your fellow residents. The only way we can make our residence halls a safe place is for everyone to abide by these guidelines. This is your home; please respect the others living in your community.

Visitors will not be permitted to register or enter a residence hall if one or more of the following conditions apply:

- The visitor does not have a photo ID
- The visitor is a minor (under 18 years of age) **and** the host has not received the approval of the RHC & has not provided a letter from parent/guardian.
- The visitor is suspected to be under the influence of alcohol or other drugs.
- The visitor attempted previously to enter through a locked door or a propped door.
- The roommate of the host or hostess is opposed to having the visitor in his/her room.

Visitation by other PSC students and non-PSC students. All visitors must:

- Call the resident they are visiting and remain at the front desk for the host or hostess to escort them.
- Register at the front desk and have a valid ID. Their ID will remain at the desk if a work-study or RA is present. If no RA or work-study is present ALL Guests must sign-in properly and have a valid ID in their possession at all times. At 8:00 p.m., when the front desk is occupied, guests must be escorted by their host/hostess to re-register. All guests must surrender their ID immediately upon request by any college official, including all RAs.
- Remain with their host or hostess at all times when in the residence hall.

Failure to register a guest or be registered as a guest, attempting to give access to a person not properly registered, or failure to be with an assigned host;

- First violation: Notice of policy violation; reflection exercise; 5-10 hours community service
- Second violation: Residence hall probation; reflection exercise; 10-15 hours community service
- Third violation: Deferred removal; loss of visitation privileges; reflection exercise; 10-15 hours community service
- Fourth violation; Residence hall removal

Violations committed by a guest

- Both the regular host and the overnight host may be held responsible for all actions of their guest. Therefore any violations by the guest are incurred by the host(s).

Not accompanying the guest while in the building

- First violation: Notice of policy violation; reflection exercise; 3 hours community service
- Second violation: Residence hall probation; renewal of roommate contract; reflection exercise; 5-10 hours community service
- Subsequent violations: Residence hall removal

Visitation by residents from within your hall

Visitation within the same hall is allowed 24 hours a day with consent of roommate(s). However overnight visits are not permitted.

Visitation by non-residents of the hall

Visitation hours are as follows:

Everyday 10 a.m. to midnight

Visitors **not** from the same residence hall must:

- Wait for the host or hostess at the residence hall desk
- Register at the desk and present a valid photo ID
- Remain with the host or hostess at all times while in the residence hall
- After 8:00 p.m., ID's will be checked before entrance is allowed into any residence hall

24 hour visitation within the hall which you live is permitted. This does not allow for cohabitation, or sleeping over in ones room. This is for visiting purposes only.

Overnight Visitation

All visitors must be 18 years or older or a relative 14 years or older with permission from a parent/guardian.

- Overnight visitors must:
 1. Wait for the host or hostess at the residence hall main desk;
 2. Be of the same sex as the host/hostess
 3. Register at the desk and present a valid photo ID
 4. Complete the PSC Residence Hall Guest Identification form between the hours of 8:00 a.m. and midnight
 5. Remain with the host or hostess at all times while in the residence hall
 6. Present the photo identification, and be accompanied by the host to gain admittance to the residence hall
 7. Possess a photo ID at all times
- Overnight visitors may be “pre-registered” at the main desk by the host or hostess prior to midnight if it is known that their arrival will occur after midnight.
- Residents cannot sign in overnight visitors of the opposite sex. Only during visitation hours can an overnight guest visit the room of an opposite sex resident. An overnight visitor who is of the opposite sex of his or her host or hostess is not permitted to stay with the resident, but instead must stay with a resident of the same sex as the visitor. At all other times he/she should be with a resident of the same sex.
- Overnight visitors may be registered for no more than two consecutive nights and no more than 10 total nights throughout the semester
Only a RHC can grant exceptions to this policy
- The same guest can stay no more than 10 total nights throughout the semester
- Overnight visitors are normally granted for weekends only

- The resident assumes full responsibility for their guest's behavior

Additional Residence Hall Regulations

Front Doors

Do not yank on a locked door to a building as this will damage the lock and/or break the door. This is a severe violation of safety and security policies and will result in College sanctions and possibly criminal prosecution. If you yank on a door and cause damage or break the door, you will be billed for all damages and/or replacement costs. Do not kick the door as it will break the glass. Doors cost approximately \$1,000 to replace. Please be patient and wait for your host to open the door for you. Residents should carry their front door key with them at all times. Additionally, only use handicapped entrances for their intended purposes. Do not damage the handicap conveniences.

Please make sure that the door that you entered or exited closes securely as all doors have alarms that will sound either immediately or on a delay and the alarm be heard throughout entire building. It is also a safety and security violation to enter or exit a door and to leave it unsecured. Person(s) who do this may face College sanctions.

If a door is not working properly, you should notify your RHC or RA immediately. Do not wait until morning to tell someone that a door is not working.

Specific Residence Hall Regulations

The following regulations have been developed to create academically enriching and safe living environments in the residence halls, and by signing your Housing Contract and accepting your room assignment, you agree to abide by these regulations. This section does NOT replace the more extensive list of rules and regulations in Student Conduct Code or any other College policy or regulation that is printed or published on the College's website.

Note: While under normal conditions, three (3) residence hall violations may result in removal from the residence hall system, certain violations may result in immediate removal, such as major alcohol and/or drug violations, malicious destruction of property, and abusive conduct to other residents and/or staff including fighting, abusive language and bullying.

- Organized gambling for money, including lotteries and raffles, on-line gambling including poker is prohibited.
- Unauthorized soliciting, offering merchandise for sale, or taking orders for merchandise is prohibited.
- No cooking is permitted in student rooms, except for the specific use of a college rented Micro-Fridge. Electric hot pots and small grills are not permitted. However, coffee makers, with automatic shut off, are acceptable. If you are unsure as to whether an item is safe, ask your RHC.

- Decorations, devices, or room conditions constituting a fire or health hazard, such as candles, cloth or paper canopies, incense, or substantial garbage and food accumulations, are prohibited.
- In the event of a fire alarm, all persons must evacuate the halls. Tampering with fire equipment or ringing a false alarm is prohibited and is a violation of college policy and state law. The individual(s) involved will be subject to college discipline, as well as criminal action.
- To maintain a healthy, pest-free environment, all residents are requested to empty their trash cans daily and to keep personal items in clean order. Rooms in such a condition as to constitute a health or safety hazard must be cleaned or the occupants will be charged for custodial cleaning and fined. Spitting tobacco juice or throwing cigarette butts in water fountains or on college grounds is prohibited.
- Removal of room window screens is prohibited. A \$100 fine plus necessary repair charges will be assessed for screen or window removal. For the air conditioning system to work properly, it is important that you keep your window closed.
- Using College's LAN line or computers to gamble or to see merchandise is strictly prohibited.
- There is no smoking permitted in the Residence Halls or on porches. Each residence hall has a designated smoking area for residents and guest to smoke.
- Students are not permitted on facility roofs, allowed to sit in open windows, or to climb trees.
- Pets, including but not limited to, dogs (excluding guide dogs), cats, reptiles, birds, and rodents are not permitted.
- Except for authorized College personnel, no person on college property may possess the following: explosives, dangerous weapons or chemicals, or flammable material, including but not limited to firecrackers, smoke bombs, cherry bombs, black powder, bows and arrows, slingshots, BB guns, air guns, paint guns, lighter fluid, rifles, shot guns, knives, handguns, shells, cartridges or any other dangerous weapon.
- Residents may not play games, such as Frisbee, football, bowling, hockey, etc. in the halls.
- Do not use tacks, nails, adhesive tapes or covering such as contact or wallpaper as this damage the walls. Students may use wall putty.
- Moving furnishings from your room or from public areas to rooms is prohibited and will result in a monetary fine.
- Waterbeds are strictly forbidden.
- Lofts or improper bunking of beds is not permitted.
- Additional locks may not be installed by residents on room doors.
- Darts and dartboards are not permitted in rooms.
- No personal microwaves are permitted in the rooms.
- Only college Micro-fridges or small personal refrigerators are permitted in rooms.
- Halogen floor lamps are not permitted in residence halls.
- Subwoofers, drums, and amplified equipment such as guitars are prohibited.

Residence Life Good Samaritan Policy

The College holds a fundamental commitment to the safety of its community. It is vital for students to call Campus Safety personnel such as Campus Police, an RA, an RHC, a night monitor, or an ambulance when an intoxicated student needs medical help. The "Good Samaritan Policy" offers a clear message to students that they should report any potentially dangerous cases of intoxication; they should not be concerned about disciplinary consequences at such a time.

Students or organizations that seek emergency attention for dangerously intoxicated individuals will not be subject to formal disciplinary action. The policy applies to both the person requiring help and the person or organization reporting their concern. When students encounter another who may be dangerously intoxicated, they should call Campus Police immediately by dialing 911.

The policy reflects the College's priority on safety and does not rule out an educational response to the incident. The student's permanent educational sanction will reflect no formal disciplinary action, but the College may contact the student's parents as a health precaution and may require a professional alcohol/drug evaluation and referral to the College Counseling Center. The policy refers to isolated incidents only and does not protect any who flagrantly and repeatedly violate the College's alcohol policy.

Threats to Self or Others

To ensure the health and safety of the College community, it is Student Affairs' policy to temporarily separate from the residence hall community students who demonstrate significant emotional instability or those who engage in thoughts and behaviors that put themselves or others at risk until they are able to safely return to the residence hall community.

What is defined as significant emotional instability or thoughts and behaviors will be determined by College personnel. Parents/guardians of students will be informed by College personnel as necessary and appropriate. When parent/guardians are notified, it is expected that they will promptly come to PSC and pick up their son/daughter or make arrangements for another person to do so. College personnel will work with parents/guardians throughout the process.

To return to the residence hall community, students are required to provide the Dean of Student Affairs or his designee with a psychological evaluation based on test results from a licensed psychologist that address four general components: (1) current psychological stability and historical issues (2) a specified recovery plan (3) a statement addressing the student's ability to function autonomously without supervision (4) a statement addressing the readiness of the student to remain in the residence hall and in college with specific consideration given to social and academic challenges. Student Affairs personnel can assist students in obtaining the necessary evaluation.

The student must meet with the Dean of Student Affairs or his designee prior to returning to the residence hall community to discuss residence hall return and/or other options.

Part 11: Eyes & Ears

Playing it Safe

You and other residents will enter and leave your hall many times each day. With all of this coming and going, you must take steps to protect yourself and your property. It is your responsibility to read and understand the safety and security precautions described in this section. As you read this section, and throughout the next year, keep in mind that these policies and procedures were developed with your personal safety in mind. When you choose to disregard the common sense precautions we have outlined, not only do you jeopardize your own safety, you also threaten the safety of other residents. Questions about safety and security may be addressed to your RA, RHC, or DPS.

Safety

Although we believe that the residence halls are a safe, secure place to live, we recognize that security problems are inherent in large concentrated populations. In other words, we do our best to make sure your living environment is safe and secure, but occasionally even that is not enough.

You can play it safe by:

- Making sure your home is secure by locking windows and doors
- Marking your valuables with engraving pens, available through the Office of Residential Education
- Never leaving your door unlocked. In the time it takes you to get a can of soda, your stereo can be stolen
- Avoiding dark or poorly lighted streets when you travel on campus at night. When you can, travel in pairs
- Report suspicious activities to your RA, Main Desk, or to Campus Police(788-6931 or 911)
- When you must walk somewhere on campus at night, let someone know where you are going and what time you will be back
- Using the residence hall study areas at night

If there is a Residence Hall, Campus, or Community emergency declared, immediately follow the directions of College staff, law enforcement, or other federal, state and local officials.

Asbestos

You should be aware that many of the State's public buildings at PSC were constructed at a time when, as a standard construction practice, asbestos containing products were used. In fact, many constructions items used today in buildings contain asbestos. For

information regarding asbestos maintenance standards, contact PSC's Maintenance Department.

Situations where ceiling tiles fall in your room, you must evacuate the room immediately taking no personal belongings, just as a precautionary measure, and notify the appropriate maintenance personnel.

Mold

It is not uncommon for buildings with basements with dark cool areas to have mold growing in them. Many homes and buildings have mold. PSC routinely performs air quality tests to ensure that mold is not growing in College buildings. If you have a concern about mold, you are encouraged to contact the Maintenance department at ext. 6888.

Door Viewer (Peephole)

The door viewer is a safety feature installed in most doors. It enables you to identify visitors before opening your door. You should avoid opening your door to strangers at all times.

Fire and Bomb Threat Emergency Evacuation Procedures

All persons in residence halls are required to leave the building when they hear a fire alarm or as instructed by residence hall or College staff members.

If smoke or fire is detected, you should:

- Activate the nearest alarm.
- Evacuate the building safely.

When a fire alarm sounds, you should:

- Turn on the over-head lights in your room.
- Close your windows.
- Close and lock your door.
- You must leave the building via the nearest stairway on your floor.
- Walk calmly to the exterior of the building. It is very important that you become familiar with this route of exit. If you are trapped in a room, place a towel or clothing in the crack at the bottom of the door, move to the window, and alert rescue personnel by calling 911. Do not jump. Await rescue personnel. If possible, open the window at the top and bottom to let fresh air in a heat and smoke out. Keep your room door closed.
- Be sure the stairway door is closed behind you if no other residents are following you.
- Do not return to the building until the signal is given to re-enter by the staff member in charge.

If you are a person with a disability (even temporarily), notify your RA and RHC before a possible emergency. Alert rescue personnel by calling 911 during an emergency.

Treat every fire alarm as though it is real. You will have no indication whether the alarm is real or a drill. If you detect even a minor fire, you must pull the nearest alarm and follow the procedures described above.

All fires should be reported immediately by calling 911 so that a professional can make certain that the fire is out and will not recur, and so that the fire extinguisher can be refilled promptly.

College officials take false alarms seriously. Persons found responsible of pulling or calling in false fire alarms are subject to removal from their College residence hall, expulsion from PSC, and prosecution to the full extent of the law.

Liability and Property Loss

The College does not accept liability for damage or theft of personal property. Please be sure that you lock your room door. It is recommended that you either carry your own personal property or renter's insurance or determine if property loss is covered by your parent's homeowner's policy. In addition, you are urged to put proper identification on all of your valuables and keep a list of them with descriptive information, model numbers, and serial numbers. Materials for "Operation ID" are available from the Department of Public Safety. Residents are encouraged to keep locked foot lockers at all times.

Security Issues

Residential Education makes every effort to ensure that your living environment is safe and secure. Our efforts, however, cannot be successful unless you work with us. Become acquainted with the people on your floor. Learn the names of everyone so that you know who lives with you. If you notice someone who does not belong on your floor or in your building, immediately contact the residential education staff or DPS (ext. 6931).

To help protect yourself and your property we ask that you:

- Cooperate with staff by making sure that all exterior doors remain locked and not propped open;
- Keep your door locked when you leave the room for any amount of time-even if you are just going to the shower or down the hall;
- Report suspicious activity or anyone who appears to have no legitimate reason for being in the residence halls residence life staff or to DPS (911)
- Identify your valuables with an engraving pen. They are provided by the College Police.
- Keep Valuables in locked foot locker.

Part 12: Directory

Academic Affairs – 26861

Dean of Curriculum and Instruction
Dr. Douglas Wilmes – 26865

Academic Success Center – 27282

Molly Bennett – 27282

Athletic Department – 26877

Shawn White – 26879

Alcohol & Drug Specialist- 26910

Kara Anderson - 26910

Bookstore – 26908

Mary Murphy - 26908

Business Office – 26827

Harlan Shreve – 26922

Campus Ministries - 26868

Campus Police (DPS) – 26931

Emergency – 911

Fred Downey – 26930

Cashier – 26833

Helen Jenkins - 26833

Counseling Services – 26976

Susan Kephart -26976

Dining Services- Potomac Commons

Carol Combs 788-6917 or 6919

Disability Services – Office 26936

WVU Disability Services

Briana Spiker - (304) 293-6700

TDD: 304-293-7740

Enrollment Services –788-6820

Beth Little – 26815

Financial Aid – 26820

Rebecca Wilkins – 26853

Chris Hess – 26819

Health Center – 26913

Cherise Southerly – 26913

Information Technology

OIT Help Desk – 1- 877-327-9260

Tech Support – Geoff Changer – 26970

Judicial Services

Mark McDonald-27248

Library – 26901

Jill Gardner - 26902

Marketing and

Communications – 26872

René Trezise – 26872

Pasquino – 26967

Fred Jacoby – 26966

Potomac State College –

1-800-262-7332

Provost's Office – 26812

Dr. Kerry Odell - 6810

Residential Education - 27425

Aaron Edwards (Director)-27406

Shawn Twigg (RHC)- 27410

Kate Goff (RHC)- 27408

Eric Adkins (RHC)- 27409

Marie Post (Housing)- 27407

Sexual Assault Specialist- 26910

Kara Anderson- 26910

SGA – 26846

Social Justice Officer– 26815

Beth Little-26815

Student Affairs – 26842

Dean of Student Affairs

Bill Letrent – 26843