Welcome to Potomac State College

On behalf of the Office of Housing & Residence Life, I would like to welcome you to Potomac State College’s residence hall community. Some of the most memorable moments in your college life will take place in the residence halls. It is a time when you will learn how to adapt and grow. Our goal is to help make your residence hall experience welcoming and a positive contribution to your college experience.

Residents will have the opportunity to attend programs, become members of a diverse community, and learn more about themselves and others. Living in the residence halls can provide a wonderful opportunity for residents to learn how to live with people who have different interests and come from different cultures. Our residence hall staff is eager to assist you in adjusting to this new community.

I am very proud of the residence hall staff members who work to create an enriched living and learning environment. The staff is dedicated to facilitating learning that goes beyond the realm of the classroom. Each residence hall is staffed with a Residence Hall Coordinator (RHC), a group of Resident Assistants (RAs), Night Monitors, and Housekeepers. The residence hall staff works together to help you get through your time in our halls successfully. If you have problems or questions of any kind, do not hesitate to ask for assistance.

We recognize your primary purpose for coming to college is to get a degree in your field of study. In order to do this, you must adhere to certain behaviors that will facilitate your success. You must go to class, complete your homework, and develop good study habits. Life in the residence halls is designed to support these behaviors and provide avenues for you to develop socially as well as academically.

Each residence hall has many activities for you to take advantage of. You will be invited to dinners with faculty. You can participate in trips out of town to places like Washington DC and New York. Students can also go skiing, whitewater rafting, and hiking. There are cultural trips planned to the symphony, and musicals. There will be organized study sessions to help you with your academics and a variety of other ways to help you get acclimated. You should not be bored; there are residence hall events planned every week so check with your RA to find out how you can get involved.

The programs we provide in the residence halls will make your college experience exciting. We want you to get involved so that you can be successful. At PSC, students are our number-one priority. Our goal is to provide you with the tools needed to make your first year a success. We expect you to be a positive, productive member of the residence hall community. You can do this by respecting the rights of others and by working to grow as an individual. Part of this growth means accepting responsibility, making good decisions, practicing good citizenship, and developing a tolerance for the values of others.

This handbook outlines the policies and procedures governing your residency. These policies and procedures have been designed to safeguard and protect you, as well as ensure an environment conducive to academic success. We want your living experience in the residence halls to be a rewarding and enriching experience.

Best wishes for a great year,

Scott Hall
Assistant Director of Housing & Residence Life
Get It Right

Our goal in Housing & Residence life is to see students succeed! Through this “Get It Right” programming model, we focus on developing in students a sense of responsibility to make their time at PSC successful, both academically and socially, by focusing on these seven objectives:

1. Proactively work with students to make sure they are defining and meeting their academic goals.
2. Help students develop excitement about academic life. Try something new.
3. Properly plan out their goals and work out a game plan to meet them.
4. Make sure students are getting it right socially. Have a great time, but no destructive behavior.
5. Develop strong student leaders.
6. Promote diversity by developing a strong sense of community where individual and cultural differences are respected & valued.
7. Promote a healthy lifestyle by encouraging healthy choices.

PSC students are faced with a variety of challenges they often do not expect when entering school. It is important for students to learn to balance academics with social life while developing a strong sense of belonging to the university community. This is quite a task for most students, particularly those in their first year. Students who are able to reach this balance successfully are typically those that are retained for future years of study and who successfully graduate from our college.

Students are often excited about the opportunities that life at college presents them. They are excited about living on their own, attending sporting events and parties, and everything they have heard about PSC and WVU. The majority of students do not often list academics at the top of the list of things they are looking forward to in college. We want students to not only get it right socially and have a great time, but also to become excited about academics in a way they have not before.

Academically, many students fall behind, get stressed and feel that they cannot recover from a bad semester. Part of getting it right is making sure that students set clear academic goals for themselves. Residence hall staff works closely with students to set these goals and to make sure students are progressing toward them. Goal letters, study sessions, academic counseling, and tracking student course progress will assist in making sure that students are not falling behind and that they are actively working to achieve their academic objectives. These figures, evaluated alongside student conduct history and program involvement, are used to assess whether the programming goals are being met and students are working toward getting it right.

As a student at PSC, our residents may be exposed to new academic areas that they love. Many students are undecided on a major and many others will change majors at least once during their college careers. Even those who are fully decided on their majors will likely take several courses in disciplines they have not had the opportunity to take before. Part of getting freshman year right is to have new academic experiences, both in class and in the residence halls. Dinners and chats with faculty members and older students from a variety of disciplines, meeting new friends on campus through clubs and participating in academic programming allows students to be exposed to many opportunities that they may not have been interested in before. The leadership in the hall organizes programs and encourages students to try many different activities, not just those they thought they were interested in before.

Socially, first year students are presented with an enormous number of options to enjoy college life, some constructive, some destructive. Many students are focused on making sure that they are having a great time socially without being concerned with the academic side of college. Students are right to want to have a good time socially. If they are not enjoying their time at PSC, they are not likely to be performing well academically either. The staff of the Office of Housing & Residence Life helps to make sure that students are enjoying social life in a responsible way. Getting freshman year right means finding social activities both in and outside the residence hall that are fun but not destructive.
Residence Halls Staff

Each residence hall at Potomac State is staffed by professional and student staff members as follows:

**Residence Hall Coordinators (RHCs)**

The Residence Hall Coordinator (RHC) is a full-time, professional Residence Life staff member who oversees the daily operations of the residence hall. They also supervise the Resident Assistants and housekeeping staff for each building. They assume responsibility for making sure residential needs, in terms of quality of life in the hall, are met. They make sure that your residence hall maintains a healthy community by enforcing residence hall policies and procedures. In addition to handling daily operations, RHCs are trained in safety and security, student development, student conduct, and emergency procedures. The RHC is here to help ensure that your residence hall experience is positive and enriching.

The Residence Hall Coordinators for each hall have an office located in the building and should be able to assist you at any time if you contact them. If you need to call your RHC, the phone numbers for each of their office are found below:

- Catamount Place: 304-788-6881
- Friend & Reynolds Halls: 304-788-7421
- Davis & Memorial Halls: 304-788-7408
- University Place: 304-788-7410

**Resident Assistants (RAs)**

Your Resident Assistants (RAs) will most likely be one of the first people you will meet in your new home. RAs are student staff members who have been carefully selected and specially trained to help you and your floor-mates learn more about the College and how to adjust during your first year. RAs are not police officers or parents. They serve as valuable resources. They are part of a staff that is well informed about the College and cares about you! If you have questions or concerns about your residence hall or if you just want to talk, try speaking with your RA first.

Since your RA is a full-time student, you may occasionally find that she/he is difficult to reach during the daytime hours. Should you need assistance and your RA is available, contact your RHC or stop by the Office of Housing & Residence Life in University Place. Someone is always available to assist you, no matter the hour.

**Night Monitors**

The Night Monitors assist the live-in staff by securing the residence halls and responding to policy violations and emergency situations. You will see them staffing the Main Desk in University Place and circulating in and around the residence halls between the hours of 12:00 a.m. and 8:00 a.m. They can be reached at 304-788-7411 or by visiting the Main Desk.

**University Police**

The University Police Department at Potomac State College employs six certified police officers and one parking enforcement officer who provide service to the campus community daily. The UPD provides a wide variety of services that range from motorist assistance to educational programs to criminal investigation. They are also responsible for enforcing parking and issuing permits. UPD is located at the intersection of A St. and Arnold St. across from enrollment services. You can contact UPD by calling 304-788-6931. In case of emergencies, please call 9-911 from on campus phones or just 911 from your cell phone or when off campus.

**Housekeeping Staff**

Our housekeeping staff is assigned to make sure your home is clean and well kept. These hard working staff members are a key part in making sure the residence halls are welcoming and sanitary. Get to know the housekeeping staff in your hall and don’t be afraid to ask them for something if it is needed. They will make sure bathrooms are clean and stocked, floors and stairwells are tidy, and that the building is orderly. Help them help you by picking up after yourself and taking pride in your home. You can let your RA or RHC know if there are any housekeeping issues you need assistance with.
Housing Information

Housing Contract

The room and board contract is more than just a piece of paper; it is a legally binding agreement. While enrolled at PSC, the contract is in effect until the end of the academic year. Returning your room key and/or moving out does not cancel your housing contract. Your housing contract obligates you to follow all of the rules in both this Handbook and the Student Conduct Code, in addition to any other College and University policies. If a student is held responsible for violating any of these policies and the sanction imposed is removal from the residence halls, the student is still responsible for paying room and board fees for the entire academic year.

Room Assignments

The Housing Management System (HMS) is a user-friendly housing tool that students use to select their own room and even create a personal profile for selection of a roommate.

An e-mail will be sent directly to you at your MIX account from HMS informing you of your priority period for room selection. In March, HMS will be opened to all students to select their rooms. A link in your e-mail will take you to HMS. Then you can use your MIX User ID and password to log in, select from available rooms, and invite a roommate.

All room assignment information made through HMS will be delivered electronically by e-mail to your MIX account. Students can also view their room assignment and roommate information in STAR by following the “Housing” link.

Who is required to live on campus?

All single students who are enrolled full-time (12 or more credits per semester) are required to live on campus in a residence hall. Exceptions are made for:

- Students 21 years of age or older by August 15
- Students who will be residing with parents within a 50-mile commuting distance of campus
- Single or married parents

Withdrawal Policy

If a student 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. 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.

Contract Termination

The Housing Contract is binding for the academic year. Typically, unless accompanying a student withdrawing completely from the college, early contract termination is not granted unless an extreme and rare circumstance is present. Students are required to provide a typed letter to the Director of Auxiliary Services explaining the need to be released from a housing contract early. This letter is reviewed and decisions are made on a case by case basis whether or not to release someone from their housing contract.
Residence Hall Facilities

There are six residence halls on campus that provide several different housing options.

All residence hall rooms are supplied with beds, mattresses, desks, chairs, chests, and closets. The rooms also are wired with high speed Internet, cable TV, local telephone service, and air-conditioning. All traditional halls have centrally located shower / toilet facilities on each floor. University Place is comprised of suite style living with shared baths between rooms, while Catamount Place offers a variety of living options.

Furniture may be rearranged within your room but is not permitted to be removed from the room. Under no circumstances may furniture be stored outside the room in the hallway or in the lounge.

All rooms are cleaned prior to resident move in in August and our housekeeping staff provides cleaning services throughout the school year. Other maintenance needs should be reported to your RA or RHC (see page 9 for information about Work Orders). 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 Lough Gymnasium, this facility houses 350 students in a co-ed environment. Rooms are suite style and are offered in two layouts. Double suites offer two adjoining rooms (4 students) with a shared bath, and Private Doubles offer two students a room with one private bath. The hall includes the Commons and Rapids dining facilities, a 75 seat theater, multiple study rooms, lounges on each floor, fitness center, a study lounge, the Heritage Room, and a multi-purpose room.

Catamount Place
Located across the road from the college on Route 220, this hall houses up to 55 co-ed residents and offers a variety of living options. The spacious quads with a private bath, along with several singles and half bath options are just a few of the housing arrangements at the newly renovated hall. A small fitness center and 24/7 quiet hours add to the desirability of the hall. This hall is traditionally reserved for returning and honors students.

Reynolds Hall
Located on the southeast side of the quad, Reynolds houses up to 26 co-ed residents and has two lounges, a study area, and a laundry room. All rooms in Reynolds are single rooms that share community bathrooms.

Friend Hall
Friend Hall offers accommodations for 98 co-ed residents. It is located on the southwest side of the quad directly next to Reynolds Hall and across the street from the Student Union. Amenities include laundry facilities on each floor, two lounges with TV’s. Friend is set up in the traditional hall style with Double rooms that share community bathrooms.

Memorial Hall
Memorial Hall is located on the southwest side of the quad, next to the Student Union, and houses up to 97 co-ed residents. Amenities include a television lounge and a study lounge. The building is handicap accessible and laundry facilities are located in the basement level of the hall.

Davis Hall
Davis Hall is located on the northwest side of the quad next to Memorial. Davis Hall houses up to 92 co-ed residents. It offers traditional Double and Triple rooms that share community bathrooms. There is also a TV lounge and laundry room on the ground floor.

Laundry Facilities
Laundry facilities are available in each residence hall. For your convenience, you may place funds for laundry in the Mountie Bountie debit plan. You may either pre-pay during the summer to use this service or, during the school year, use the Add Value Centers to add money to your card. You may also deposit funds electronically by visiting mymountaineercard.wvu.edu and logging on with your MyID username and password. Each time you activate a washer or dryer using your card, the value will be deducted. Each load costs $1.25 to wash and $1.25 to dry with your Mountaineer Card. These rates are subject to change.
Home Away From Home

Living with someone you may barely know will be one of your most important learning experiences at college. 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 revealing experience. You are exposed not only to new personalities, attitudes, and lifestyles, but also to a host of unfamiliar frustrations. 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, with the help of your RA, complete an agreement of your expectations of one another.

Roommate Agreements

Your RA has roommate agreements that they will go over with you and your roommate(s) after you arrive on campus. These agreements allow you and your roommates to set some ground rules so your living experience is more enjoyable. If you are a late sleeper, and your roommate is an early riser, there may be some conflict. One of you may keep the other up late, and one of you may get the other up too early. The roommate agreement allows you to head off this potential problem by having you and your roommate(s) set rules about how late you’re going to stay up (or what you will do to keep from waking your roommate(s) up in the morning). It allows you to come to a mutually satisfying decision together.

The Art of Compromise

The only way you can begin to work out your differences is by letting your roommate(s) know that there are differences to be worked out. It is much more effective if you sit down and have a conversation with your roommate(s) about the situation. You and your roommate(s) should have already talked (or will talk soon) together with your RA and negotiated a roommate agreement. Use this agreement to help solve any problems that you have with your roommate(s). Think about what you want to say beforehand. If you’re bothered by things that your roommate has done or is doing, be prepared to give specific examples of what you wish were 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.

Room Changes

Talk about possible solutions and allow some time to work through specific issues. If you followed these steps and you still want to move, contact your RHC, who can initiate the room change process. Due to the need for the Assignments Office to check room occupancy at the beginning and end of each semester, room change requests are generally not approved during the first and last couple of weeks of each semester.

If you wish to change your room, contact your Residence Hall Coordinator (RHC), who will assist you with the proper procedures. Please note that room changes are not made on the basis of race, age, disability, veteran status, religion, sexual orientation, color, or national origin. If you are having difficulties with your roommate that cannot be resolved, it is important that you speak with a Housing & Residence Life staff member for assistance. All room changes must be approved by your RHC. “Swapping” or “switching rooms” without approval is prohibited.

Housing & Residence Life reserves the right to initiate administrative moves made in the best interest of the student and building operations. Roommates who cannot resolve issues or come to a mutual understanding may be administratively moved to different rooms, floors, or halls.

Living Together

Every resident of the Potomac State College residence hall community has the rights to read, study, and sleep free from undue disturbance by roommates and guests, and the responsibility to afford the same courtesy to one’s roommates.

Outlined below are a set of rights and responsibilities that are important for every residence in PSC housing to be aware of:
The Roommate Bill of Rights

1. The right to expect that one's personal property will be respected and that reasonable security of one's room will be maintained, and the responsibility to afford such respect and security to one's roommates.

2. The right to a reasonably clean environment and the responsibility to do one's fair share in maintaining such an environment.

3. The right to free access to one's room and the responsibility to afford the same courtesy to one's roommates.

4. The right to a reasonable level of personal privacy and the responsibility to respect roommates' privacy.

5. The right to host guests in accordance with residence hall rules and regulations and the responsibility to ensure that one's guests and oneself demonstrate respect and courtesy for roommates.

6. The right to expect that residence hall rules and regulations will be followed in the room such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.

7. The right to be free from pressure, intimidation, physical or emotional harm, and behavior that demeans or disrespects one's identity and the responsibility not to engage in any such behavior toward others.

8. The right to address grievances and needs constructively, privately or with the assistance of hall staff, and the responsibility to participate in norm-setting or conflict resolution measures whenever necessary.

9. The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.

10. The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.

11. The right to experience and to appropriately articulate one's feelings when desired and the responsibility to respect others' feelings.

12. The right to make mistakes and the responsibilities to be honest about those mistakes and to work to learn from them.

Vacation Periods

PSC residence halls are closed for Thanksgiving, Winter, and Spring breaks. You may leave your belongings in your rooms but all students must plan ahead to vacate the halls during these break periods. The buildings are locked during these breaks.

What should I do to prepare?
Before you leave for vacations, turn off all electrical appliances (excluding refrigerators), close and lock all windows, store valuables in your closet, remove all perishables from your room, empty your trash, and lock your room door. You must vacate your room according to the dates and times listed on the PSC Housing website. For security reasons, no one is allowed access to rooms when the halls are closed.

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 may be billed for rooms and/or furnishings that have sustained damages or are excessively dirty. If you withdraw from the University prior to the end of the academic year, room and board allegations are based on the date your key is returned and your belongings are moved from the room. Remember, returning your room keys and/or moving out does not cancel your housing contract. Your contract is a legally binding agreement until the end of the academic year while you are enrolled.
Packing Your Bags

Things to Definitely Bring

• Alarm clock
• Rainwear and umbrella
• Room decorations
• Bathrobe, shower shoes, shower bucket, towels, and washcloths
• Prescribed medications
• Two sets of linens (mattresses are 36” x 80”), blankets and pillow
• Fan (in buildings without air conditioning)
• Sewing kit, pins, scissors
• Headphones
• Surge protectors
• School supplies and a backpack

Things You May Want to Bring

• Mini Refrigerator (120 volts, 2 amps, maximum size 2 cubic feet)*
• Throw pillows for your bed
• Computer with security cable and lock
• Coffee mugs, plastic cups
• Extra lamp and stackable crates
• Portable audio devices (e.g., mp3 player), dvd and/or blue-ray player
• Coffeemaker (with lighted on/off indicator)
• Overnight bag for weekend trips
• Envelopes, stationery, stamps
• Board games, cards
• Flashlight
• Moving cart/dolly to make move-in easier
• Television

*Note: Refrigerators and microwave/refrigerator combination units may be rented from the Melvin Group. Information can be found online at themelvingroup.com or by calling 1-800-525-7307.

Not Permitted Items

For health and safety reasons the following items are not permitted in student rooms. Failure to comply with these restrictions will result in the item being confiscated and will be considered a student conduct/disciplinary matter.

• Free weights over 20 pounds total
• Electric devices such as hot plate, cup heater, toasters and ovens, popcorn popper, air conditioners, dehumidifiers, electric grills, portable heaters, sandwich makers, crock pots, etc.
• Alcohol, drugs, paraphernalia, and empty alcohol containers
• Microwaves (See note below)*
• Any open-flame object (e.g., candles or incense) and candle warmers
• Subwoofers, drums and amplified instruments (e.g., electric guitars)
• Weapons (see Community Standards of Conduct)
• Fireworks
• Gasoline, lighter fluid, charcoal grills or any combustible, explosive, or flammable material
• Pets of any kind, except for fish in a tank (no more than ten gallons)
• Halogen lamps
• Waterbeds
• Supplies used to stack or loft beds
• Paintball, BB, or pellet guns
• Extension cords or multi-receptacle outlets (UL listed power strips with surge protectors are permitted)
• Motor bikes, Segways, etc.
• Decorations attached to light fixtures, sprinklers, smoke detectors, etc.
• Any item hung outside the window

This list is not comprehensive. Housing & Residence Life reserves the right to ask students to remove items that are considered unsafe or disruptive. If residence includes a kitchen area in the apartment, appliances are permitted.
Furnishing/Decorating Your Room

Since most students share a room, it is best to discuss decorating plans with your roommate before packing many large or nonessential items such as rugs, stereos, plants, and televisions. You should receive the name and address of your roommate along with your room assignment — this information is available by accessing your STAR account.

Room furnishings differ somewhat in various halls. All rooms include study desks and chairs, dressers, wastebaskets, and twin beds with extra-long mattresses (36 x 80 inches). Some rooms cannot easily accommodate any more furniture that what is already provided in the room.

You are encouraged to express your individuality and creativity when personalizing your room. However, please keep in mind that all modifications to your room must comply with maintenance and safety standards.

- Furniture may be rearranged but cannot be stacked, lofted, or removed from the room.
- Waterbeds are prohibited.
- When hanging things on the walls, use poster putty or architectural pins rather than tape, nails, or tacks.
- Sheets and other materials considered fire hazards cannot be hung from the ceilings or placed in doorways.
- Furnishings from lounges and other public areas cannot be placed in rooms.
- Screens cannot be removed from the windows for any reason.

Room Condition Reports (RCRs)

When you check into your residence hall, you will be asked to complete a Room Condition Report. It is important that you fill this out thoroughly. It is used to assess any damages that occur in your room during the year. You and your roommate(s) are each required to complete separate RCRs before you will be given your mailbox key for the year. It is important that you review this form for accuracy and completeness. Do not begin personalizing your room until you have reviewed this form.

Your submission/signature on the room condition report indicates that you fully agree with the condition of your room as stated. You will also be required to fill out a new form if you should change rooms during the year. Remember, you will be held responsible for keeping your room and room furnishings in good condition and will be assessed charges for any missing furnishings and/or damages.

Because the University does not accept liability for damage or theft of personal property, we recommend that you either carry your own personal property insurance or determine if property loss is covered by your parents’ homeowner’s policy. It is a good idea to put proper identification on all your valuables. Call the University Police Department (304-788-6931) and ask for information on “Operation ID.”

Health & Safety Room Inspections

Staff from the Office of Housing & Residence Life make periodic, unannounced checks 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 to live.

Maintenance Requests & Work Orders

Maintenance and Housekeeping staffs work together to keep the residence halls safe and clean. In the event something needs to be repaired, you can get assistance by submitting a work request online. The link for this work request website can be found on the back of each residence hall room door. If an emergency exists (floods, power outages, safety hazards, etc.), please contact your RA and/or RHC.
Damage Billing

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 University property may result in a student conduct meeting. Below are the guidelines we follow for damage billing.

Guidelines for Damage Billing

- Bed ................................................................. $270
- Bunk bed pins ................................................. $5
- Chest of Drawers ........................................ $300
- Data/Cable Donnection ............................... $100
- Desk ............................................................. $300
- Desk Chair ..................................................... $125
- Desk Lamp ..................................................... $30
- Lock change (door key) ............................... $50
- Lock change (mailbox) ................................. $25
- Mattress (36x96) ........................................ $120
- Mirror ......................................................... $30-100
- Phone jack .................................................... $50
- Removing public area furniture .................. $25
- Smoke detector ............................................ $50
- Screen (replacing frame & screen) .............. $50
- Screen (re-screen only) .............................. $25
- Window ........................................................ $50
- Wastebasket ............................................... $20
- Labor Costs
  - Painting and/or plastering ...................... $30 per hour
  - Clean-up/Custodial ................................. $20 per hour
  - Miscellaneous ................................. $20 per hour/plus supplies

Keys

You will receive your building/room keys when you check into your hall. You are expected to keep your room door locked and your key with you at all times. Residence hall entrance doors are locked daily at 9:00pm during the week and are locked 24 hours a day on weekends. Your assigned key will open both the front door to your hall as well as your room.

If you lose your room key or are locked out of your room, you may sign out a temporary key at the Office of Housing & Residence Life in University Place with a your Catamount Student ID Card. Temporary keys must be returned within 72 hours. If you do not return your key within 72 hours, you will be billed for a lock change.

You may request an earlier or immediate lock change. If you lose your mailbox key, please report this to the Office of Housing & Residence Life. A replacement will be made as soon as possible. There is a fee of $50 for a room door lock change and a $25 fee for a mailbox lock change. More than four temporary key checkouts will result in a $25 service fee per checkout.

At the end of the year, or when you move from a residence hall room, the keys that were issued to you must be returned or you will be charged the cost of a lock change. Keep in mind that these policies are designed to ensure that your room is safe and secure.

Resident Assistants, University Police, housekeepers, and maintenance staff are not permitted to unlock your door for you if you are locked out. A temporary key must be signed for.

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 members conduct room checks and document any safety concerns and policy violations. In halls that have private or suite bathrooms, these bathrooms are cleaned on a regular basis by custodial...
personnel. To help the staff keep these areas clean, all personal items must be removed to facilitate the cleaning process.

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 RHC.

**Items Left in Rooms**

Residents are required to remove their belongings when they switch or check-out of their rooms. Any items left in resident rooms after the student leaves university housing will be gathered by college staff and either discarded or donated to a charitable organization. There is no storage available on campus and even if a resident is returning to the same room the following semester, each room must be completely vacated at the close of the school year.

**Staying Connected**

**Text Alert Systems**

**PSC Emergency Alert System**

Potomac State can now send urgent news to your cell phone. To sign-up for Potomac State Emergency Alert please go to the following link and fill out the registration form: emergency.wvu.edu/alert/potomacstate

If you experience any problems you can call the OIT Help Desk at (304) 293-4444 or email them at OITHelp@mail.wvu.edu.

**PSC Housing & Residence Life Updates**

Students also have the option to receive updates and information directly from the Office of Housing & Residence Life. We will send alerts when school is closed due to inclement weather or if there is an emergency on campus. To sign up for these Housing updates, text @pscrs to 858-529-1638. You may unsubscribe at any time by texting "unsubscribe @pscrs" to the same phone number.

You may also receive Housing & Residence Life messages via email by simply sending an email to mpsres@remind101.com.

**Please note:** There may be a fee from your carrier associated with sending and receiving text messages, but PSC does not charge for this service.

The Housing & Residence Life Update system is completely separate from the University wide “PSC Emergency Alert” system.

**Sending & Receiving Mail**

U.S. mail is delivered directly to the Student Union Monday through Friday and is placed in student mailboxes daily. If you receive a package, you will be notified by a delivery slip being placed in your mailbox. Packages may be picked up at the times posted on the Mail Room door. Mail may be picked up from mailboxes at any time, but packages may only be picked up when the mail room is staffed during the posted hours.

Mail from College offices is collected from and distributed to the Student Union, including residence halls, postage free. You should receive your mail without delay if it is addressed as follows:

**Student Name**
**105 Fort Avenue**
**PSC Box # ____**
**Keyser, WV 26726**
Residence Hall Network Services

West Virginia University recognizes that technology is an integral part of students’ lives and academic pursuits. Our residents can easily connect to the Potomac State College residence hall network, which provides access to the Internet and the University’s technology resources. Additionally, a wireless network is available to residents in University Place. Residents in other halls may purchase their own wireless router if they want Wi-Fi in their room. For more information, including our acceptable use policy, hardware and software requirements, wireless hotspots, and security tips, please visit the ResNet website at resnet.wvu.edu or call 304-293-4444. For information regarding computer service and repair, anti-virus software, computer purchasing, etc., please visit the Computer and Technology Support Center website at it.wvu.edu/it-units/tsc.

Telephone Services

Each room on campus is equipped with a phone jack that any standard analog telephone will work with. It is the student’s responsibility to provide a phone if they would like one. Basic local calling is free but if students want to call long distance they will need to provide their own long distance service like a calling card.

If you are unsure of your room phone number, you may contact the Office of Housing & Residence Life. You may also pick up in the office instructions on how to set up voicemail and use various features of the residence hall phone system.

Mountaineer Information Xpress

The Mountaineer Information Xpress, or 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, and the library) that will allow access to MIX. There are times where the only way you may receive important information is through your MIX account. You are responsible for reading and responding to all MIX communication sent to you by the College. Check your MIX email at least once a day. For more information on your MIX account visit mix.wvu.edu. Additional questions or technical support inquiries must go through the OIT Help Desk.

OIT Help Desk

The WVU Office of Information Technology is available during business hours to answer any questions you may have pertaining to common computer, network, or technical problems. They are also available to assist you with questions about the many online university resources that you may be utilizing.

The Help Desk can be reached by calling 304-293-4444 or by emailing oithelp@mail.wvu.edu.

College Resources

Residence Hall Association (RHA)

The Residence Hall Association is the central student governing organization for all residence halls. Every residence hall student is a member of RHA whether or not they choose to actively participate. The purpose of RHA is to sponsor residence hall activities, to hear concerns brought forth by residents, and to work with staff from the Office of Housing & Residence Life to address student needs in the residence halls. RHA funds programs and plans campus wide activities throughout the year.
Anyone can get involved in RHA by attending weekly meetings. Students and student groups are always welcome. You may want to serve as your hall’s voting representative, or you may want to attend the meetings as an active member.

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 University Place Residence 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, Dining Dollars, 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 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 The Rapids only. The 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 encouraging individuals to live and learn together.

Commons Hours of Operation

The Commons is our traditional “all-you-care-to-eat” dine-in facility where there are options such as a grill, sandwich bar and deli, salad bar, pizza, pasta soups and desserts stations.

**Monday-Friday**
- Breakfast 7:45am - 10:00am
- Lunch 11:00am - 2:00pm
- Breakfast 4:00am - 7:30pm*

**Saturday & Sunday**
- Brunch 10:30am - 2:00pm
- Dinner 4:00am - 6:30pm

*The Commons closes at 6:30pm on Fridays.

Rapids Hours of Operation

The Rapids serves ala carte items in a “to go” type venue. The Rapids also has extended hours of operations that are different from the Commons.

**Monday/Tuesday**
- 8:00am - 11:00pm

**Wednesday/Thursday**
- 8:00am - 9:00pm

**Friday**
- 8:00am - 2:00pm

**Sunday**
- 6:30pm - 11:00pm

When the college is closed or classes are cancelled due to inclement weather, hours of operations for both the Commons and Rapids may change.
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 housekeepers.

Staff from the Office of Housing & Residence Life make 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 and building. Learn the names of everyone so that you know who lives with you. If you notice someone who does not belong on your floor, notify a staff member. To help protect 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 to a RA, RHC, or the University Police Department (304-788-6931).

Please take time to get to know the officers of the University Police Department and make sure you sign up for the emergency text alert system (see Staying Connected section above).

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 violate policies, residence halls become unpleasant places in which to live.

The residential student conduct process has jurisdiction over all residence halls and their surrounding properties. In addition to its contribution to the academic mission of the University, 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 the opportunity to make independent decisions. Nevertheless, policies have been established in accordance with other University 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 are designed to protect the individual within an environment that promotes personal and academic success. 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 student conduct administrative 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 this Residence Hall Handbook and the West Virginia University Student Conduct Code.

Matters of safety and security are of primary importance to the residence hall community. Students who are careless may jeopardize the welfare of everyone within the larger community. Students are expected to forego personal convenience in the interest of community safety.
In accordance with the housing contract, Housing & Residence Life reserves the right to inspect all areas of a student’s room if there is information that indicates University policies are being violated or if the condition of the room is thought to present a health and safety concern. Housing & Residence Life 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.

The residential student conduct process is designed to be educational and encourage responsible behaviors. It is expected that residents/students and their guests do not allow themselves to be present for situations that may potentially disrupt the larger residential community. If you or your guest(s) are present for policy violations, or violations occur in your assigned room, you will typically be held responsible for the violations, and appropriate behavioral plans will be imposed. It is expected that students will immediately separate themselves from policy violations, and report violations to appropriate staff members. If information supports that students or their guests are aware of a policy violation(s) and fail to report the incident and immediately separate themselves from the situation, students will most likely be found responsible for the alleged policy violation(s) and the minimum behavioral plans outlined in this section will be imposed.

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 Catamount Student ID Cards for admittance.

The Student Conduct Process

Documentation

Housing & Residence Life staff members are required to document any event that occurs in University housing. Usually, an event is recorded as 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. Allegations 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 a 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.

Process

All student conduct procedures are designed to minimize disruption to the residential learning communities. The residence hall student conduct process is as follows:

• A formal complaint (usually through an information report) is submitted.
• A student conduct administrator or board (person or person(s) assigned to resolve a student conduct matter) is assigned to consider allegations against a student. The conduct administrator or board will be assigned according to the severity of the situation and previous student conduct history.
• A notice of allegations and a notice of the time, date, and location of the student conduct meeting generally will be sent at least two days prior to a student conduct meeting.
• An outcome letter including any imposed behavioral plans will be sent after the student conduct meeting.
• If a student requests an appeal, the appeal form must be submitted within two days after receipt of the outcome letter. Contact your Residence Hall Coordinator, or the Office of
Student Conduct, for more information regarding the appeal process.

- The appeal will be granted, modified, or denied and an appeal response letter will be sent to the resident. While an appeal is pending, behavioral plans are suspended until the Appellate Reviewer has acted upon the request and a final resolution has been reached. An exception may occur to ensure the health, safety, or well-being of members of the residential community or to preserve property.

Student Conduct Meetings

When a policy violation has occurred, students have a right to a student conduct meeting. During the meeting, the student has the opportunity to present their case regarding the situation and alleged policy violation(s). The Residence Hall Coordinator, Director of Student Conduct, or other University staff member will conduct a student conduct meeting. During the meeting, all relevant information, witnesses, and evidence should be presented to the student conduct administrator or board. The technical rules of evidence applicable to civil and criminal cases shall not apply. The student conduct administrator or board has authority to limit the number of pertinent witnesses. 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 residential community or to preserve property.

Your Rights & Responsibilities

All student conduct processes and procedures shall be fair and reasonable keeping with the fundamental concept of due process, along with the rights to privacy and protection against discrimination guaranteed to all West Virginia University students. If you are accused of violating a residence hall policy, you will also have the rights listed in this handbook outlined below.

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 allegations.
- 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 Office of Student Conduct and may take up to one business day to process.
- The right to be presumed not responsible for violating 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 student conduct administrator or board. It is the student’s responsibility to identify and find their 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 information supporting or refuting the allegations. The student conduct administrator or board 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 allegations will be presented and considered, and a decision will be made based on that information.
- The right to receive a decision after a student conduct meeting.
- The right to request an appeal to a finding of responsible and/or the behavioral plan imposed. The request for an appeal must be submitted within two business 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 University community. Examples of these situations include theft, damage to personal property, intimidation, harassment, physical and/or sexual offenses, sexual harassment, and behaviors that endanger personal safety. The University 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 University (e.g., vendors). When someone is identified as a victim, the student conduct process affords them 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 University or housing policy; therefore, the University is ultimately responsible for determining what allegations are appropriate, and the appropriate student conduct administrator or board. If a victim withdraws the complaint, the University may still 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 meeting and to request a delay of the student conduct meeting for extenuating circumstances.
- The right to be present during the student conduct meeting. Victims are not permitted to be present during the private deliberations of the student conduct administrator or board.
- 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 student conduct administrator. Requests for an appeal must be made within two business days of receipt of the outcome letter. An appeal is limited to a review of the proceedings before the student conduct administrator or board and any evidence that first became available after the student conduct meeting.

Appeals for cases involving all behavioral plans except for residence hall removal will be made to the Assistant Director of Housing & Residence Life (or designee) who will review requests for appeals and determine if grounds exist. An accused student shall not be at risk of more consequences simply by exercising his/her right to an appellate review. Appeals involving residence hall removal will be directed to the Director of Auxiliary Services.

While an appeal is pending, behavioral plans are suspended until the Appellate Reviewer has acted upon the request and a final resolution has been reached. An exception may occur to ensure the health, safety, or well-being of members of the residence hall community or to preserve property.

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.
3. The outcome of the case is not supported by a preponderance of the evidence.

The Appellate Reviewer may:

1. Uphold or modify the original decision;
2. Uphold or modify the behavioral plan(s); 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 University student, the Office of Housing & Residence Life will maintain records of any student conduct administrative action(s). 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). Please note that letters or phone calls may be sent/made to parents or legal guardians within established FERPA guidelines. For more information regarding FERPA please visit ferpa.wvu.edu

Behavioral Plans

When determining appropriate behavioral plans, the student conduct administrator or board will consider the following: willingness to accept responsibility for one’s behavior, previous student conduct history, and severity of the incident.

Behavioral Items Defined

**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 consequences.)

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

**Community Service** - Mandated service assignments.

**Fines** - Fines will be imposed for failing to complete assigned behavioral items. Any fines imposed will be assessed to your PSC/WVU 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 consequence which may require coordination with an on campus counselor, Student Assistance Program (alcohol and drug referrals, online educational activities, assessments, and individual or group sessions); University Student Conduct Office; Diversity, Equity and Inclusion Office; or other appropriate offices or University resources.

**Suspension of Privileges** - A resident may lose residence hall privileges. This includes but is not limited to loss of visitation, (computer) network access, etc.

**Residence Hall Probation** - A resident is not considered in good standing within the residence hall program. Any further violation may result in additional consequences. Residence hall probation will be imposed, minimally, until the end of the academic year.

**Deferred Removal** - Stipulation that subsequent disturbances to the residence hall community will typically result in removal from all University-supervised housing. Students will not be eligible to return to the residence halls in subsequent academic years. Deferred removal will be imposed, minimally, until the end of the academic year.

**Parental Notification** - Notification of a policy violation, student conduct meeting outcome (i.e., finding of responsibility), behavioral plan, etc., to a parent, guardian, or other designated contact in compliance with the Family Educational Rights and Privacy Act (FERPA).

**Reflection or Educational Exercise** - An exercise designed to allow the student to reflect on residence hall violations and the impact those violations have on oneself 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 student conduct meeting administrator will review assignments to determine if the student has successfully met the educational goals of the assignment.

**Residence Hall Reassignment** - A mandatory change of room assignment within University-supervised residence halls for inappropriate behavior or disruption to the residential community. Further behavior will generally result in more serious action including residence hall removal.

**Residence Hall Removal** - Removal from the University residence hall community for conduct which is a serious violation of residence hall rules or regulations. Removal may also result from less serious but repeated incidents of misconduct. Serious violations are generally considered those behaviors that are dangerous or highly disruptive. 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 University, 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."

**Discretionary Behavioral Items** - Other behavioral items may be imposed to achieve specific educational outcomes.

**Recommendation for Other University Behavioral Plans** - Students who commit serious and/or chronic violations of the residence hall policies will be referred to the West Virginia University Student Conduct Office for further action.

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Students are responsible for completing assigned behavioral items regardless of whether or not they are separated from Potomac State College at the time the behavioral item is due (i.e., the student withdraws from PSC or University housing prior to the behavioral item deadline).

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**Description of Residence Hall Policies & Typical Behavioral Plans**

The behavioral plans listed below represent the behavioral plans 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 student conduct administrator or board may impose additional behavioral plans. Behavioral plans are imposed at the discretion of the student conduct meeting administrator and will be done so in a manner consistent with the policy violation(s), potential or realized disruption to any individual, and potential or realized disruption to the larger residential community. In conjunction with the residential student conduct process, students may also be referred to the Potomac State College and/or West Virginia University Student Conduct Office.

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

**Alcohol Possession/Use**

Alcohol is not allowed on any residence hall property even if you are 21 years of age or older. The physical presence of alcoholic beverages in your assigned residence hall room, or being present for such a violation any place on residence hall property (or adjacent properties) constitutes possession/use under this definition. This may include the presence of alcohol containers to include but not limited to beer cans, liquor and/or wine bottles, etc., as this supports alcohol was used or possessed on residence hall property. It is expected that students immediately separate themselves from any policy violations involving alcohol, and report violations to appropriate staff members.

Typical behavioral plans include:

- **First violation:** Residence hall probation; 10 hours community service; alcohol referral; reflection or educational exercise.
- **Second violation:** Deferred removal; 15 hours community service hours; alcohol referral; reflection or educational exercise.
- **Third violation:** Residence hall removal.
Alcohol Paraphernalia
Paraphernalia used to consume, prepare, or store alcohol including but not limited to beer bongs, funnels, tubes, shot glasses, beer pong tables, etc., are also prohibited. Typical behavioral plans include:

- **First violation**: Notice of policy violation/written warning.
- **Second violation**: Residence hall probation; 5 hours community service; alcohol referral.
- **Third violation**: Deferred removal; 10 hours community service; alcohol referral.
- **Fourth violation**: Residence hall removal.

Alcohol or Drug-Related Behavior
Residents and their guests may be held responsible for behaviors related to the consumption of alcohol or illicit drug use regardless of where the alcohol or drugs are consumed. This includes but is not limited to underage consumption of alcohol, public intoxication, and any behaviors that disrupt the residential community. Typical behavioral plans include:

- **First violation**: Residence hall probation; 10 hours of community service; alcohol/drug referral; reflection or educational exercise.
- **Second violation**: Deferred removal; 15 hours of community service; alcohol/drug referral; reflection or educational exercise.
- **Third violation**: Residence hall removal.

Computer Use Policy
PSC and WVU have established guidelines regarding computer use. Violations of these policies are prohibited. All computer users must be aware of the following policies and ethical standards for computer use. For additional information please refer to [resnet.wvu.edu](http://resnet.wvu.edu) & [it.wvu.edu](http://it.wvu.edu).

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 University supports federal copyright laws prohibiting the copying of licensed software. Misuse of computer, software, or computer networks including hacking and port scanning in the residence halls is prohibited. Typical behavioral plans include:

- **First violation**: Loss of network access for two weeks.
- **Second violation**: Loss of network access for the semester.
- **Third violation**: Loss of network access and other discretionary behavioral plans.

Dishonesty/False Allegations
Presentation of false information to Housing & Residence Life Staff or other University employees in the performance of their duties, or during student conduct meetings, is prohibited. Students violating this policy may receive behavioral plans at the discretion of the student conduct meeting administrator.

Disruption and/or Noise
Behavior that unreasonably obstructs, disrupts, or interferes with another person’s free exercise of academic or residential activity is not permitted. This includes conduct that is loud, indecent, or disorderly, or behaviors that may be construed as a nuisance and thereby disrupt the residential community. Courtesy hours are in effect 24 hours a day. Therefore, any disruptive behavior, regardless of when it occurs (to include times outside established quiet hours), will be treated as a violation of the Disruption and/or Noise policy. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

Quiet Hours
Sunday through Thursday: 9:00 p.m.–8:00 a.m.
Friday through Saturday: 11:00 p.m.–12:00 p.m.

Note: 24-hour quiet hours will be in effect for the last week of classes and during finals week each semester. 24-hour quiet hours begin before the last week of classes and continue through finals week. If sound amplification equipment is involved, items producing the sound 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. Students may not intentionally or recklessly inhale or ingest substances (e.g., nitrous oxide, glue, paint, etc.) that will alter one's mental state, or use products in a manner inconsistent with their intended and lawful use. Typical behavioral plans include:

- **First violation**: Deferred removal; drug referral; reflection or educational exercise; 10 hours of community service.
- **Second violation**: Residence hall removal. Distribution or intent to distribute controlled substances will result in removal from University housing. Possession or use of narcotics, depressants, stimulants, or hallucinogens may result in removal from the residence halls, and the student will be referred to the Student Conduct Office. 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 Student Conduct Office.

Drug Paraphernalia
Possession of 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 it can be used to consume/use illegal substances. Typical behavioral plans include:

- **First violation**: Residence hall probation; 5 hours of community service; reflection or educational exercise.
- **Second violation**: Deferred removal; 10 hours community service; reflection or educational exercise; drug referral.
- **Third violation**: Residence hall removal.

Elevator Misconduct
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 Device or Dangerous Materials
Residents may not make, possess, or threaten to make or use a bomb, explosive incendiary device, or use dangerous chemicals, fireworks, or any other dangerous materials. Violations of this policy will result in removal from University housing and a referral to the Student Conduct Office.

Failure to Comply/Uncooperative Behavior
Residents and their guests may not interfere or be uncooperative with residence hall staff or other University officials in the performance of their duties and/or disregard a reasonable request of any University official. This includes but is not limited to utilizing abusive or combative language, intentionally hiding, or refusing to provide proper identification when requested by a residence hall staff member or other University official. Typical behavioral plans include:

- **First violation**: Residence hall probation; reflection or educational exercise; 5 hours community service.
- **Second violation**: Deferred removal; reflection or educational exercise; 10 hours community service.
- **Third violation**: Residence hall reassignment or removal; reflection or educational exercise; 10 hours community service.

Failure to Honor Student Behavioral Plan
Failure to complete an assigned student conduct behavioral plan will result in fines. Failure to complete assigned community service, reflection or educational exercises, or failure to complete a mandated alcohol/drug class or assignment, assessment, and/or any other referral will result in additional consequences and/or residence hall fines. Fines vary based on the type of referral and service costs associated with the referral. Typical fines associated with specific referrals are listed below:

**Failure to complete community service hours:**
- $20 fine for each uncompleted hour.
Failure to complete reflection or educational exercise:
• $100 fine.

Failure to complete alcohol or drug referral:
• Educational Session and/or Alcohol Innerview - $50 fine.
• Student Assistance Program assessment and BASICS group session(s) - $150 fine.
• Alcohol Edu for sanctions - $150 fine.
• Drug referral (assessment and two individual or group counseling sessions) - $150 fine.
• Student Assistance Program Assessment and individual counseling sessions - $400 fine.

Note: Not all referrals may be listed above. Fine amounts will be dependent upon the type of referral and service costs associated with the referral.

Failure to Provide Student Identification Card
For safety and security purposes, residents are required to provide their student identification card upon request by Housing & Residence Life Staff or other University official. Typical behavioral plans include:

• 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 a 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; engage the stop button or activate an elevator alarm when there is no emergency, or exit an alarmed exit door and/or allow another person to enter or exit through an alarmed door. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community. Note: Falsely reporting an emergency will typically result in residence hall removal and a referral to the Student Conduct Office for further disciplinary action.

Firearms or Other Weapons
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, BB guns, slingshots, nunchakus, stun guns, paintball guns, and launching devices such as potato guns, or any items modified or adapted so that they may be used as a weapon. You may not make, possess, or threaten to make or use a bomb, explosive incendiary device, or fireworks. Items of this nature will be confiscated, and other appropriate behavioral plans may be imposed. Depending of the severity of the violation, the resident may be removed from University housing and referred to the Student Conduct Office.

Littering
Residents and their guests may not dispose of trash, food, cigarette butts, etc., anywhere other than designated areas, or "spit" on personal or public property. This includes disposing of personal trash in areas or receptacles not intended for such use. This may also include excessive room trash, odors created by not maintaining a hygienic environment, and not returning dining hall items such as trays, plates, cups, utensils, etc., to designated areas (e.g., conveyer belt) after meals. Typical behavioral plans include:

• First Violation: Residence hall probation; 5 hours of community service; reflection or educational exercise.
• Second Violation: Deferred removal; 10 hours of community service; reflection or educational exercise.
• Third Violation: Residence hall removal.

Misuse of Student Identification Card and/or Keys
Duplication, lending, borrowing, misrepresentation, or misuse of the student identification card, or possession of another student’s identification card is not permitted. Unauthorized duplication, lending, use, or borrowing of room or building entry keys is not permitted.
Typical behavioral plans include:

- **First violation**: Residence hall probation; 5 hours community service; reflection or educational exercise.
- **Second violation**: Deferred removal; 10 hours community service; reflection or educational exercise.
- **Third violation**: Residence hall removal.

Misuse of University Property
Residents and guests may not misuse or remove property or furniture. This includes possessing common area furniture, signs, etc., 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. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

Pets
Pets are not permitted with the exception of fish (limited to one ten-gallon tank per room). Failure to maintain a safe and secure environment for the community and pet is prohibited. Residential Education reserves the right to remove any pet from University housing. Typical behavioral plans include removal of the pet and other discretionary behavioral items.

Safety & Security (Room Safety, Fire Safety, & Decorating Room)
- Rooms, and other residence hall property, 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 residential community can be injured. Residents may not affix or suspend any tapestries in such a way that it creates a health or safety hazard.

- Items not permitted in the residence halls and guidelines for personalizing and decorating your room are listed on page eight. 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 behavioral plans (i.e. community service, reflection or educational 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 hotpots 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 (intentionally or unintentionally) with 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 typically result in ten hours of community service and other discretionary behavioral items.

- 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, 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.

Behavioral plans for these violations will be at the discretion of the student conduct meeting administrator.

Smoking
The use of tobacco products in any form is not permitted on residence hall property. Additionally, students who leave cigarette butts, or other tobacco products or parts of those products (i.e., chewing tobacco waste, etc.) will be charged with littering. The use of electronic cigarettes is also not permitted on residence hall
property. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

Solicitation
The sale of services or products, or the seeking of funds, signatures, merchandise, or supplies is not permitted in the residence halls. 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 is not permitted. Distribution of flyers, coupons, brochures, etc., is prohibited.

Theft
Theft of any nature is not permitted in the residence halls. This includes but is not limited to attempted or actual theft or possession of stolen goods, borrowing items without permission, and unauthorized use of residence hall television cable system. Violations of this policy may result in removal from University housing and be referred to the West Virginia University Student Conduct Office.

Unauthorized Entry or Presence
Students and their guests may not enter any residence property without permission. This includes but is not limited to occupying any restricted, locked, or closed residence hall facility (including roofs and housekeeper’s closets, offices, dining halls, computer labs, mechanical areas, fitness centers, student rooms, or elevators). Students and their guests may not enter the restroom of the opposite sex, enter a residence hall through a residence hall window, enter another room via a shared bathroom, or any other unauthorized entrance, and are not permitted to prop or use (except in an emergency situation) an exterior, emergency exit, or alarmed door. Students and their guests are strictly prohibited from entering a construction area or safety zone without authorization. Furthermore, residents may not enter a residence hall property after having been evicted or restricted from a residence hall, or allow access to others who have been restricted from a residence hall. University Police will be contacted for reported or suspected cases of trespassing. Typical behavioral plans will be at the discretion of the student conduct meeting administrator.

University Policy and Federal, State, and Local Laws
Violations of any University policy, federal, state, or local law are not permitted. This includes violations of the Campus Student Conduct Code, which includes and defines prohibited conduct such as harassment, impermissible burning, riotous behavior and hooliganism, endangerment, indecent exposure or obscene conduct, and intrusion of privacy, and matters of discrimination, sexual and domestic misconduct, stalking, and retaliation as defined in West Virginia University Board of Governors Policy 44. Please refer to studentlife.wvu.edu/office_of_student_conduct for the Campus Student Conduct Code and bog.wvu.edu/policies for the Board of Governors’ Policies.

Vandalism
Vandalism includes but is not limited to public urination, willful, wanton, or reckless damage to University premises or property, or the property of a member or guest of the University community. Defacing of bulletin boards, posted materials, or any other University property is also prohibited and will be treated as vandalism. Typical behavioral plans will be at the discretion of the student conduct meeting administrator.

Visitation
In order to provide safe and secure residence halls, visitors are required to register their visit and present photo ID upon request. Visitation is a privilege, not a right. Housing & Residence Life reserves the right to refuse, restrict, and/or revoke visitation privileges. 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 is prohibited regardless of the date or time the violation occurs (i.e., regardless of whether the alleged violation occurs before or after formal guest registration begins).

When a resident (host) registers a visitor, he or she assumes full responsibility for the visitor’s behavior and well-being and must accompany
the guest at all times. Therefore any violation committed by a guest will be the responsibility of the host. Each resident is only permitted to register two guests per visitation period. You should consult with your roommate 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.

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 Residence Hall Coordinator at least 48 hours in advance. Visitors under the age of 17 will not be permitted to be registered as an overnight visitors;
- The visitor is suspected to be under the influence of alcohol or other drugs or the visitor was involved in a violation of other residence hall policy;
- The visitor attempted previously to enter the residence hall without authorization;
- The roommate of the host or hostess is opposed to having the visitor in his/her room; and
- The guest has already stayed overnight two consecutive nights in the residence hall or complex.

This list is not all-inclusive. Housing & Residence Life reserves the right to deny visitation privileges if it believes such action is in the best interest of the residential community.

Temporary & Overnight Visitation

There are two types of visitation at PSC: temporary and overnight. Temporary visitors are those planning on leaving the hall before midnight. Overnight visitors are guests that plan on spending the entire night and are permitted to remain in a hall with their host after midnight. Regardless of which type of visitor a resident intends to have, all guests must be registered with Housing & Residence Life staff if they will be in a building after 9:00pm. To register a guest, the host and guest must stop by the main desk at University Place to fill out a guest pass, or have one filled out by their Residence Hall Coordinator. Both host and guest must show a valid photo ID. All guests must be registered after 9:00pm if they are not residents of the hall they are visiting.

Visitation by PSC residence hall students from within a hall is permitted 24 hours a day with consent of roommate(s). Should a resident intend to stay in another resident’s room overnight, the overnight procedures outlined below should be followed to register that guest as an overnight visitor.

Overnight visitors must follow the same procedure as outlined about for signing in as a guest. Guests staying in a hall after midnight must be signed in as an overnight visitor. In the traditional halls (Davis, Memorial, Reynolds, Friend, and Catamount), overnight guests are restricted to those of the same sex. This is due to the community bathroom layout of those halls. Opposite sex overnight guests are permitted in University place.

Visitor Check List:

- Have you checked with your roommate to make sure they are okay with you having a guest?
- Is the guest over 18 years of age? If not, they will not be permitted to sign in without permission of the Residence Hall Coordinator.
- Is the guest spending the night or are they a temporary guest who will leave before midnight?
- If it is after 9:00pm, all guests must be registered with the front desk at University Place, even if their visit started prior to that time.
- If the guest is staying overnight, they must be signed in by midnight on the night of their stay.
- Guests may stay for two night maximum.
Good Samaritan Policy
Potomac State College holds a fundamental commitment to the safety of its community and its residents. It is vital for students to call campus safety personnel such as University Police, a RA, a RHC, a night monitor, or Emergency Medical Services when an intoxicated student needs medical help. The “Good Samaritan Policy” offers a clear message to students that they should feel safe reporting any potentially dangerous cases of intoxication without fear of being subjected to disciplinary action related to Alcohol and/or Drug related policies.

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 focus on safety and does not rule out an educational response to the incident. The student’s permanent educational records 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.

Important Resources
Campus Phone Numbers

All campus phone numbers use the 34 area code.

Academic Affairs.................................788-6861
Academic Success Center.......................788-8282
Accessibility Services........................788-6936
Alcohol & Drug Specialist......................788-6910
Bookstore........................................788-6908
Business Office.................................788-6827
Campus Ministries..............................788-6868
Cashier Office................................788-6833
Counseling Services..........................788-6976
Dining Services.................................788-6919
Diversity, Equality & Inclusion.............788-6959
Enrollment Services............................788-6820
Health Center..................................788-6913
Housing & Residence Life.....................788-7407
Information Technology......................877-327-9260
Library.............................................788-6901
Marketing & Communications..............788-6872
Pasquino...........................................788-6967
President’s Office...............................788-6812
Sexual Assault Prevention Specialist.....788-6910
Student Affairs.................................788-6842
Student Conduct Office.......................788-7248
Student Government Association...........788-6846
Student Involvement............................788-6837
University Police...............................788-6931

potomacstatecollege.edu 26
**Shuttle & Taxi Services**

The Office of Housing & Residence Life provides a free shuttle service to the Amtrak station in Cumberland, MD on the day of and the day before halls are scheduled to close for major break periods. The times for this shuttle service is based on the Capital Limited train schedule. Space is limited on this shuttle and you must make a reservation at least 28 hours in advance by stopping by the Office of Housing & Residence Life in University Place or by calling the office at 304-788-7407. If you have to cancel your reservation, please notify the office at least 24 hours in advance so another resident can take that space on the shuttle.

Additional weekend shuttle services are available through the College Shuttle Company based out of Baltimore, MD. The shuttle picks up from the front of University Place and operates a weekend schedule. For rate and schedule information, visit [collegeshuttles.com](http://collegeshuttles.com).

The BayRunner Shuttle Service also provides transportation to and from regional airports, including in Cumberland, MD. More information can be found online at [bayrunnershuttle.com](http://bayrunnershuttle.com).

Taxi service is limited around Keyser but two companies are available. The Queen City Taxi Company can be contacted at 301-722-2800 and the Yellow Cab Company can be reached at 304-788-3531.

**Microfridge Rental**

Students interested in purchasing or renting a microfridge unit should contact The Melvin Group, the vendor exclusively permitted to supply units to residents of PSC Housing. Units provided by the Melvin Group consist of a microwave oven, a refrigerator, and a separate freezer and meet all of the University’s electrical and safety requirements.

Orders placed by August 1 will be installed in the student’s room prior to their arrival on campus. Orders placed after August 1 will be installed during the first two weeks of the semester.

Students are not permitted to bring their own microwaves to campus. The only way to have a microwave in a room is to rent the microfridge unit.

Information on ordering a microfridge can be found online at [themelvingroup.com](http://themelvingroup.com).

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Potomac State College does not endorse these transportation services in any way. They are simply listed here for informational purposes.
### A-Z Index

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol Possession/Use</td>
<td>19</td>
</tr>
<tr>
<td>Alcohol Paraphernalia</td>
<td>20</td>
</tr>
<tr>
<td>Alcohol or Drug-Related Behavior</td>
<td>20</td>
</tr>
<tr>
<td>Appeals Process</td>
<td>17</td>
</tr>
<tr>
<td>The Art of Compromise</td>
<td>6</td>
</tr>
<tr>
<td>Behavioral Plans</td>
<td>18</td>
</tr>
<tr>
<td>Behavioral Items Defined</td>
<td>18</td>
</tr>
<tr>
<td>Campus Phone Numbers</td>
<td>26</td>
</tr>
<tr>
<td>College Resources</td>
<td>12</td>
</tr>
<tr>
<td>Commons Hours of Operation</td>
<td>13</td>
</tr>
<tr>
<td>Community Standards of Conduct</td>
<td>14</td>
</tr>
<tr>
<td>Computer Use Policy</td>
<td>20</td>
</tr>
<tr>
<td>Confidentiality of Records</td>
<td>18</td>
</tr>
<tr>
<td>Contract Termination</td>
<td>4</td>
</tr>
<tr>
<td>Damage Billing</td>
<td>10</td>
</tr>
<tr>
<td>Guidelines for Damage Billing</td>
<td>10</td>
</tr>
<tr>
<td>Description of Residence Hall Policies &amp; Typical Behavioral Plans</td>
<td>19</td>
</tr>
<tr>
<td>Dining Services</td>
<td>13</td>
</tr>
<tr>
<td>Dishonesty/False Allegations</td>
<td>20</td>
</tr>
<tr>
<td>Disruption and/or Noise</td>
<td>20</td>
</tr>
<tr>
<td>Documentation</td>
<td>15</td>
</tr>
<tr>
<td>Drugs (Controlled Substances)</td>
<td>21</td>
</tr>
<tr>
<td>Drug Paraphernalia</td>
<td>21</td>
</tr>
<tr>
<td>Elevator Misconduct</td>
<td>21</td>
</tr>
<tr>
<td>Explosive Device or Dangerous Materials</td>
<td>21</td>
</tr>
<tr>
<td>Failure to Comply/Uncooperative Behavior</td>
<td>21</td>
</tr>
<tr>
<td>Failure to Honor Student Behavioral Plan</td>
<td>21</td>
</tr>
<tr>
<td>Failure to Provide Student Identification Card</td>
<td>22</td>
</tr>
<tr>
<td>False Alarms</td>
<td>22</td>
</tr>
<tr>
<td>Firearms or Other Weapons</td>
<td>22</td>
</tr>
<tr>
<td>Furnishing/Decorating Your Room</td>
<td>9</td>
</tr>
<tr>
<td>Get It Right</td>
<td>2</td>
</tr>
<tr>
<td>Good Samaritan Policy</td>
<td>26</td>
</tr>
<tr>
<td>Health &amp; Safety Room Inspections</td>
<td>9</td>
</tr>
<tr>
<td>Heightened Security</td>
<td>15</td>
</tr>
<tr>
<td>Home Away From Home</td>
<td>6</td>
</tr>
<tr>
<td>Housekeeping Staff</td>
<td>3</td>
</tr>
<tr>
<td>Housing Information</td>
<td>4</td>
</tr>
<tr>
<td>Housing Contract</td>
<td>4</td>
</tr>
<tr>
<td>Important Resources</td>
<td>26</td>
</tr>
<tr>
<td>Items Left in Rooms</td>
<td>11</td>
</tr>
<tr>
<td>Keys</td>
<td>10</td>
</tr>
<tr>
<td>Living Together</td>
<td>6</td>
</tr>
<tr>
<td>Littering</td>
<td>22</td>
</tr>
<tr>
<td>Maintenance Requests &amp; Work Orders</td>
<td>9</td>
</tr>
<tr>
<td>Microfridge Rental</td>
<td>27</td>
</tr>
<tr>
<td>Misuse of Student Identification Card and/or Keys</td>
<td>22</td>
</tr>
<tr>
<td>Misuse of University Property</td>
<td>23</td>
</tr>
<tr>
<td>Mountaineer Information Xpress</td>
<td>12</td>
</tr>
<tr>
<td>Night Monitors</td>
<td>3</td>
</tr>
<tr>
<td>Not Permitted Items</td>
<td>8</td>
</tr>
<tr>
<td>OIT Help Desk</td>
<td>12</td>
</tr>
<tr>
<td>Packing Your Bags</td>
<td>8</td>
</tr>
<tr>
<td>Pets</td>
<td>23</td>
</tr>
<tr>
<td>Playing It Safe</td>
<td>14</td>
</tr>
<tr>
<td>Quiet Hours</td>
<td>20</td>
</tr>
<tr>
<td>Rapids Hours of Operation</td>
<td>13</td>
</tr>
<tr>
<td>Residence Hall Association (RHA)</td>
<td>12</td>
</tr>
<tr>
<td>Residence Hall Coordinators (RHCs)</td>
<td>3</td>
</tr>
<tr>
<td>Residence Hall Facilities</td>
<td>5</td>
</tr>
<tr>
<td>Residence Hall Network Services</td>
<td>12</td>
</tr>
<tr>
<td>Residence Halls Staff</td>
<td>3</td>
</tr>
<tr>
<td>Resident Assistants (RAs)</td>
<td>3</td>
</tr>
<tr>
<td>Resident Rights &amp; Responsibilities</td>
<td>16</td>
</tr>
<tr>
<td>Rights of the Accused</td>
<td>16</td>
</tr>
<tr>
<td>Rights of the Victim</td>
<td>17</td>
</tr>
<tr>
<td>Room Assignments</td>
<td>4</td>
</tr>
<tr>
<td>Room Changes</td>
<td>6</td>
</tr>
<tr>
<td>Room Care</td>
<td>10</td>
</tr>
<tr>
<td>Room Condition Reports (RCRs)</td>
<td>9</td>
</tr>
<tr>
<td>Roommate Agreements</td>
<td>6</td>
</tr>
<tr>
<td>Roommate Bill of Rights</td>
<td>7</td>
</tr>
</tbody>
</table>

---

**Housing & Residence Life**  
Potomac State College of WVU,  

potomacstatecollege.edu  28
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sending &amp; Receiving Mail</td>
<td>11</td>
</tr>
<tr>
<td>Safety &amp; Security (Room Safety, Fire Safety, &amp;</td>
<td>23</td>
</tr>
<tr>
<td>Decorating Room)</td>
<td></td>
</tr>
<tr>
<td>Shuttle &amp; Taxi Services</td>
<td>27</td>
</tr>
<tr>
<td>Smoking</td>
<td>23</td>
</tr>
<tr>
<td>Solicitation</td>
<td>24</td>
</tr>
<tr>
<td>Staying Connected</td>
<td>11</td>
</tr>
<tr>
<td>Student Conduct Meetings</td>
<td>16</td>
</tr>
<tr>
<td>Student Conduct Process</td>
<td>15</td>
</tr>
<tr>
<td>Telephone Services</td>
<td>12</td>
</tr>
<tr>
<td>Text Alert Systems</td>
<td>11</td>
</tr>
<tr>
<td>Theft</td>
<td>24</td>
</tr>
<tr>
<td>Things to Definitely Bring</td>
<td>8</td>
</tr>
<tr>
<td>Things You May Want to Bring</td>
<td>8</td>
</tr>
<tr>
<td>Unauthorized Entry or Presence</td>
<td>24</td>
</tr>
<tr>
<td>University Police</td>
<td>3</td>
</tr>
<tr>
<td>University Policy and Federal, State, and Local</td>
<td>24</td>
</tr>
<tr>
<td>Laws</td>
<td></td>
</tr>
<tr>
<td>Vacation Periods</td>
<td>7</td>
</tr>
<tr>
<td>Vandalism</td>
<td>24</td>
</tr>
<tr>
<td>Visitation</td>
<td>24</td>
</tr>
<tr>
<td>Visitor Check List</td>
<td>25</td>
</tr>
<tr>
<td>Who is required to live on campus?</td>
<td>4</td>
</tr>
<tr>
<td>Withdrawal Policy</td>
<td>4</td>
</tr>
</tbody>
</table>