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EMMANUEL COLLEGE
Residence Life Guide

PURPOSE
The purpose of Residence Life at Emmanuel College is to provide an on-campus living, learning environment that promotes the holistic development of students and provides opportunities to integrate faith, academics, and community with real life experience. Residence Life plays a major role in the educational process by providing key encounters that challenge students to fuse classroom learning with real life experience.

RESIDENCE LIFE GOALS
1. Provide students with the opportunity to serve others and grow in Christ by developing a strong sense of community.
2. Foster a lifestyle of stewardship among the members of the Emmanuel College community.
3. Provide a living environment in which students will be challenged to increase social skills, make new and lasting relationships, and maintain an atmosphere conducive to learning.
4. Develop among the residence life community a sense of ownership for the residence hall living environment.
5. Establish accountability among the residence life community by enforcing the appropriate college policies.
6. Develop programmatic initiatives for the campus community toward impacting student learning and development.

RESIDENCE LIFE AGREEMENT
By moving into the residence halls, the resident agrees to all rules, policies, and guidelines pertaining to on-campus living, the Code of Student Conduct, and other regulations as outlined in college publications. The College reserves the right to make appropriate changes to any of the rules, policies, and guidelines and will take all reasonable measures to notify the residents of the changes.
It is the resident’s responsibility to read and understand the expectations outlined in the Residence Housing Contract, Residence Life Guide, and other College policies and regulations, as well as official e-mails, posters, or written/verbal correspondence issued by the Department of Residence Life.

THE RESIDENTIAL COMMUNITIES

Jackson Hall

Known for its long history, tradition, sisterhood, and upbeat residents, Jackson Hall is often a top choice for incoming female students. Originally constructed in 1928, this historic building has character by the mile. Jackson Hall is located on main campus, facing the central quad, and has resident parking directly behind. In this 98 bed-capacity residence hall, room sizes range from small singles to a large triple-occupancy room. Each room is equipped with essential furniture and adjustable loft beds, most of which can be bunked or unbunked, depending on space and resident preference. The
residence hall is composed of three floors for residents and is sectioned into four “halls,” each of which is overseen by a Resident Assistant.

Lobby areas are located throughout the building. The main and largest lobby sits at ground level and serves as the main entrance to Jackson Hall. Another smaller lobby, lovingly nicknamed “The Max,” has full kitchen access and sits a floor below the main lobby. Other lobbies and sitting areas are located throughout the building, providing ideal lounge and study space. Students also enjoy high-speed Internet access, including wireless, and an in-house laundry facility.

King Street

King Street is an all-female, upperclassmen residence hall. Residents in this coveted space enjoy suite-style rooms with plenty of elbowroom and no curfew. The two rooms in each suite are connected by a private bath, usually shared by four residents. Students often take advantage of King Street as a great place to study, since it is known
for its quiet and serene atmosphere. In order to live in this location, residents must meet specific requirements, as outlined in the Residence Life Guide.

Located just a short walk away from main campus, this 30-plus capacity residence hall has two floors, each with a lobby, mini-kitchen area and a laundry facility. Both lobbies are equipped with comfortable seating, tables, and flat-screen TVs with cable access. Students also have access to high-speed Internet, including wireless access.

Melton Hall

Melton Hall is an all-male, upperclassmen residence hall, known for its easygoing atmosphere and the privilege of having no curfew. Melton Hall has 30+ beds and offers suite-style living, usually with two students per room, four per suite, and a bathroom between the two rooms.
Melton Hall provides two lobby areas – one on each floor – and each lobby serves as a highly communal area, since they are located just outside the resident rooms. Even with comfortable seating, cable TVs, and a fun atmosphere in the lobbies, this residence hall still provides plenty of quiet space for study. As with King Street, Melton Hall residents must meet certain requirements in order to live there.

Wellons Hall

Wellons Hall, constructed from 1958 to 1959, has three floors of men’s rooms, each floor divided into two separate neighborhoods. Wellons is home to approximately 95 male students, the majority of whom are first and second year students. Known by its tight-knit community and close proximity to central campus, upperclassmen often desire to live in Wellons Hall for longer than two years instead of making the transition to Melton Hall or Terrace.

Wellons offers central heating and air, wireless and Ethernet Network Connection access (which grants computer access to the EC Network and the Internet), a comfortable lobby with cable television, a laundry room, kitchen, and a desk-chair
furniture combination in every room. It is located close to two of the main academic buildings on campus and is a short walk away from the Student Activity Center, tennis courts, volleyball court, and the intramural field.

**Drum Hall**

Constructed in 1975, Drum Hall provides an intimate atmosphere for its 70 residents to live and form relationships. Located on the main residential quad on campus, Drum Hall consists of three floors of residential living space (the top two floors are for women, and the lowest residential floor is for men). Each floor is separated by a lobby with couches, tables, and flat-screen televisions equipped with cable. The ground floor contains a main lobby area with a flat screen television, a kitchen, and laundry room.

Drum Hall is known for its great location close to the dining hall, Student Activity Center, the Aaron Academic building, and view of the residential quad. The quad is an outdoor area which provides a place to relax with friends, study, or participate in an educational programming event or spontaneous recreational activity. Each room has its own air
conditioning and heating unit.

**Terrace**

The Terrace units house upperclassmen men and women in separate areas. This is known as a largely academic community and is able to provide 20 students with a more private, quiet setting for study and other activities not commonly found in larger residence halls. The students in the Terrace units are known for their involvement in the college and leadership in the campus community.

The units hold up to 10 people each and are located on the outer edge of campus, very close to the soccer field, the city hall of Franklin Springs, and LifeSprings. Each unit has a large lobby with cable television, central heating and air, a kitchen, laundry capabilities, and wireless Internet access.
RESIDENCE LIFE STAFF

RESIDENT AREA DIRECTORS (RADs)
The Resident Area Director is responsible for the daily operation of assigned residential facilities. Responsibilities include supervision of a Resident Coordinator and Resident Assistant (RAs), being available for students, implementation of developmental program initiatives, and enforcing college standards, rules and polices. The RADs report to the Vice President for Student Life.

RESIDENT COORDINATORS (RCs)
Resident Coordinators assist the Resident Area Directors in carrying out the operational functions of their assigned residence area. Responsibilities include but are not limited to supervising Resident Assistants, maintaining facilities, and carrying out the appropriate programmatic initiatives.

RESIDENT ASSISTANTS (RAs)
Resident Assistants live with the residents on each floor and are responsible for helping establish a positive residential environment. These student staff members are selected for their skills, interests, and abilities which allow them to help other students get the most out of their Emmanuel College experience. Through programmatic activities, assisting resident needs, and appropriate enforcement of college policy, RAs play a vital role in the success of the residence life program. Resident Assistants who serve in a facility staffed with an RC will report directly to that position. Otherwise, the RA reports to the appropriate RAD.

RESIDENCE LIFE OFFICES
Residence Life offices are located in different locations across campus:

JACKSON HALL
The Resident Area Director’s office for Jackson, King Street, and Melton is located on the ground floor of the dining hall side of Jackson Hall.
**WELLONS HALL**
The Resident Area Director’s office for Wellons, Drum, and Terrance is located on the ground floor of the Drum side of Wellons Hall. Visitors may enter the main lobby area of the building.

**DRUM HALL**
The Resident Coordinator’s office for Drum Hall is located on the ground floor in the main lobby in Drum Hall.

**GENERAL INFORMATION**

**RESIDENCY REQUIREMENT**
Emmanuel College supports the philosophy that education is not confined to the academic classroom. Rather, liberal learning is enhanced through community, which occurs when students live and study on campus. The College is dedicated to maintaining congruence between intellectual and residential life.

**Residence Life Policy**
Emmanuel College requires all full-time students to live in a college-owned residence hall. All full-time students will receive the annual Residence Charge. Eligible students will have the charge removed from their account only after the Residency Exemption Application is submitted. This application verifies that students meet one of the following criteria:

1. Student lives and travels to class from primary residence of his or her parent(s) or legal guardian(s), which is located within a sixty (60) mile driving distance of the Emmanuel College campus (the College reserves the right to require the submission of the necessary documentation to verify student residency).
2. Student is/will be married (a copy of certificate may be requested).
3. Student is a single parent with primary childrearing responsibilities (a copy of official birth certificate[s] for child[ren] may be requested).
4. Student will be twenty-two years of age prior to the first day of the semester
Residency Exemption
In unusual circumstances, a student who does not meet the above criteria may submit a request to the Residency Exemption Committee (the petition section of the Residency Exemption Application must be completed). However, it should be recognized that it is uncommon for Emmanuel College to grant exemptions.

Exemption petitions that are granted are only good for that academic year. Exemption forms are available in the Office of Student Life and can only be submitted during the following months:

1. April (petition requests for the subsequent fall semester)
2. November (petition requests for the subsequent spring semester)

Violation of school policy pertaining to residency requirements may prevent students from being activated and attending classes. In addition, students may be responsible for half of the semester Residence Charge. Students are advised not to sign an off-campus lease unless they have been granted an exemption.

Note: Students who have earned more than ninety credit hours (senior standing), are twenty-one years of age prior to the first day of classes for the academic year, are in good academic standing and have no student conduct violations will be eligible to live in College-owned rental property (space permitting).

COMMUNITY HALL COUNCILS
Each Residence Hall has the option to establish a Community Hall Council. The Community Hall Council is composed of elected officers and representatives and is supervised by Resident Area Directors and other residence life staff. While the organizational structure may vary slightly from hall to hall, each group’s purposes are the same:
1. Recommend to residence life and/or implement programs and activities that respond to the needs and requests of residents in their hall
2. Identify any items or issues of concern that affect their living, learning environment
3. Recommend ongoing activities and committees that vary according to residents’ interests

**STAFF AVAILABILITY**

Each Resident Area Director (RAD) and Resident Area Coordinator (RC) keeps regular office hours. These hours are posted on office doors, and students are encouraged to discuss any issues of concern with residence life staff. In addition, each Resident Assistant (RA) is required to work scheduled hours. These hours vary to ensure proper coverage throughout the week.

**OPEN RESIDENCE HALL**

The Department of Residence Life periodically allows open residence hall nights to support community life and positive student interaction. Specified open hours are announced, and students may visit the halls of different residential communities. Residence Life staff supervise open residence hall nights, and students are required to keep their doors open if members of the opposite sex are in the room. Students should demonstrate respect and courtesy to others during visitation hours.

**PARKING**

All students operating or parking motor vehicles on campus must register their vehicles with the Department of Campus Safety. For student parking regulations, visit the following site: [http://www.ec.edu/CampusSafety/](http://www.ec.edu/CampusSafety/)

**HEALTH AWARENESS AND FIRST-AID**

While Emmanuel College does not provide Heath Services, information about and directions to full-time, off-campus emergency health facilities can be provided by Student
Life or Residence Life staff. In case of illness or injury, the Resident Area Director, Resident Coordinator, or Resident Assistant should be notified. Emmanuel College is not liable for accidents or injuries occurring anywhere on the College campus.

Students should use the following as guidelines to ensure personal health and safety:

1. Practice good hygiene by:
   - Washing your hands thoroughly and often, especially after using the toilet, coughing or blowing your nose.
   - Avoid kissing or sharing a drinking glass, eating utensil, lipstick, or other such items with sick people or with others when you are sick.
   - Do not share personal items such as uniforms, personal protective equipment, clothing, towels, washcloths or razors that may have had contact with an infected wound or bandage.

2. Monitor symptoms of influenza including:
   - fever (usually high) and headache
   - extreme tiredness, cough and sore throat
   - runny or stuffy nose
   - muscle aches, nausea, vomiting, and diarrhea (much more common among children than adults)

3. Monitor symptoms of serious illness like meningitis. Meningitis infection is characterized by a sudden onset of fever, headache, and stiff neck. It is often accompanied by other symptoms, such as
   - Nausea
   - Vomiting
   - Photophobia (sensitivity to light)
   - Altered mental status
A first-aid kit is available in each residence hall for the treatment of minor cuts, scrapes, and ailments. Residence Life staff are not considered health care professionals, but will allow a student to choose the appropriate medicine or treatment for his/her ailment. Medicine vending machines are also located in each residence hall lobby. For more information regarding health awareness, visit the Student Handbook section of the Emmanuel College website.

FIRE SAFETY
Each residence hall is equipped with fire alarms. These alarms are designed to help save lives and must never be tampered with or ignored. Smoke detectors are strategically placed in each residence hall and should never be disconnected. If they begin to beep, a work order should be submitted to have the battery replaced. Tampering with or misuse of the fire safety systems may result in severe disciplinary action including suspension from the College. To further help protect resident students, the residence life staff will conduct periodic fire alarm drills.

TORNADO SAFETY
To ensure safe evacuation procedures during a tornado, residents should follow these general guidelines (full procedures are posted on the Campus Safety page of the Emmanuel College website):

During a tornado watch, residents should pay close attention to the local weather as conditions are right for a potential tornado. Residents should take this time to review tornado warning procedures.

During a tornado warning, residents from all floors should proceed to the first floor of their building and remain in the hallway(s) with all doors closed, or in the lower floor stairwells. Students should remain in these shelter areas until the tornado warning has passed.
TELEPHONE SERVICE
Emmanuel College provides local and long distance dial tone to each dorm room. Students who wish to use the telephone lines in their rooms should make a request with the Resident Assistant (RA). A student must provide his/her own telephone. Personal telephone answering machines are not permitted on campus as they frequently interfere with the campus telephone system and other on-campus communications devices.

ENERGY CONSERVATION
Emmanuel College Residence Life encourages the purchase of appliances that have been designed as ENERGY STAR® products. These products use less energy, help reduce electrical loads, and can extend the electrical capacity in residence living space.

In addition, the Department of Residence Life recommends that residents develop and maintain living habits that help protect and sustain the environment. For example:

1. Turn off appliances when not in use (computers, stereos, televisions, and lights).
2. Minimize the use of water.
3. Report any leaks to a residence life staff member.
4. Use compact fluorescent light bulbs as they last longer and use one quarter of the power used by incandescent bulbs.

ROOM ENTRY
The College reserves the right to enter student rooms for these purposes (this is not an exhaustive list):

1. Health and safety inspections
2. Routine inspections to ensure room cleanliness
3. Facility improvements
4. Routine maintenance checks during break periods
5. Managing rooms in the event of an epidemic or emergency that jeopardizes the well-being of the occupant or other students
6. Maintaining a quiet environment where residents may sleep and study

Students will not be given access to any student room which is not their own without proper consent. Student rooms may be searched for legal cause by civil authorities. When appropriate, the Residence Life staff will attempt to notify residents of intended room entry.

E-MAIL COMMUNICATION

E-mail is typically the official method of communication between the Department of Residence Life and students. The Department of Residence Life regularly distributes official communication to residents via their EC e-mail accounts. Check your account regularly for important housing information regarding room sign-up, break schedules, check-out procedures, disciplinary notifications and other announcements. Every student is responsible for information sent to him or her.

STUDENT PROPERTY

The College is not responsible for theft of, damage to or loss of personal belongings from any part of the residence hall, including rooms and public areas. Residents are encouraged to lock their doors to reduce the threat of theft of their belongings. We encourage students to carry personal property insurance. College insurance does not cover loss of personal possessions, and the college does not assume responsibility for lost or stolen items.

MAINTENANCE REQUESTS

Emmanuel College Maintenance Department provides routine maintenance to the residence halls. Residents who wish to request repairs in their rooms should submit a work order to the Resident Assistant (RA). The College will attempt to make all repairs as quickly as possible. While there is no charge for routine maintenance, repairs for damages made by students that go beyond normal wear and tear may be assessed a fine.
INTERNET CONNECTIVITY
Every room is equipped with computer network connections, and each building is on the college’s wireless computer network. It is the responsibility of the residents to provide and properly maintain their own computer equipment. Abuse and/or misuse of the college’s computer network will be appropriately addressed by the residence life staff. For more information regarding the Residence Hall Network, please visit: http://www.ec.edu/cris/computerusage.asp.

EC ALERT SERVICE
Every resident is encouraged to participate in EC Alert, the emergency mass notification system employed by Emmanuel College Department of Campus Safety to contact students, faculty and staff. EC Alert allows you to receive emergency notifications in many different ways. For more information and to sign up to participate, please visit: http://www.ec.edu/CampusSafety/.

RESIDENTIAL LIVING STANDARDS
INTRODUCTION
The Community Philosophy as outlined in the Code of Student Conduct calls us to operate as threads of a common fabric, and it is up to each of us to encourage productive interactions and relationships that reflect the mission of Emmanuel College. Students arrive on campus with different ideas, knowledge and understanding about people different from themselves. Choosing to be a member of Emmanuel College’s residential community is choosing to live in a diverse setting that encourages all participants to engage in the living, learning process in the context of a Christ-centered environment.

Such a community must allow for and respect diverse opinions and beliefs, individual differences, and offer a level of personal support and accountability. The residential areas are composed of students and staff of different backgrounds, races, abilities, and cultures. The opportunity to learn about others is one of the great benefits of residential life at a college campus.
ROOMMATE BILL OF RIGHTS
The basic rights of a roommate and residential neighbor include the following:

1. The right to live in a clean building and room.
2. The right to expect that residential neighbors and roommates will respect one’s personal belongings.
3. The right to redress complaints and grievances. Residence Life staff are available to assist in resolving conflicts.
4. The right to study and sleep without undue disturbance from noise, roommate’s guests, etc.
5. The right to personal privacy.
6. The right to have guests during visitation hours with the expectation that visitors show respect to the host’s/hostess’s roommate and other hall residents.

DISCIPLINARY PROCEDURES
All students alleged to have violated housing policies or Code of Student Conduct regulations are subject to the appropriate disciplinary procedures. The following are general disciplinary procedures for Residence Life at Emmanuel College:

Step 1: A student, faculty, staff, or community member may report the situation to a Resident Area Director (RAD).

Step 2: The Resident Area Director will determine one of two actions to take:

   a. Investigate and determine the appropriate disciplinary sanction(s) (if applicable) as outlined in the Code of Student Conduct.
   b. Refer the matter to the Vice President for Student Life.

For option “a,” the Resident Area Director reserves the right to consult with other residence life staff and/or the Vice President for Student Life. For more information, contact a Resident Area Director (RAD) or visit the Student Handbook at www.ec.edu.
POLICIES AND REGULATIONS

Abandoned Items
Students must remove ALL property from their residence hall rooms on the day the residence halls close at the end of the spring semester or the last day of a student's enrollment. Unless permission has been obtained from a Resident Area Director and Director of Campus Operations, items left in rooms will:

1. Be disposed of in the appropriate manner
2. Become the property of the college ten (10) days after graduation (or after the student is no longer enrolled)

Any personal property left in public areas (i.e., bathrooms, hallways, laundry rooms, etc.) is subject to disposal.

Decorations/Modifications
Emmanuel College Residence Life must ensure no safety or fire hazards are created as a result of room decorations. In addition, the Physical Plant Department must be able to perform periodic maintenance. Tape and nails are not permitted. Removable adhesive putty should be used instead.

General Requirements
All residents must meet the following general requirements when decorating rooms:

1. All decorations must be in good taste and reflect the Community Philosophy as outlined in the Code of Student Conduct. Literature, pictures, posters or advertisements that are obscene or otherwise distasteful are not permitted in the residence halls.
2. Electrical accessories must be UL-approved. Electrical devices may not be spliced into existing wires; use only extension cords.
3. When students move out of a room, the room must be returned to its original
state. Residents are responsible for any damage to the room.

4. All lights or other electrical decorations must be approved by a Resident Area Director (RAD).

5. All drapes must be made of fire-retardant fabric.

6. The use of contact paper in residence halls is prohibited.

7. Residents may not paint their rooms.

8. Hanging items from resident room windows is prohibited.

Wall Decorations
Limitations on the types of adhesives and wall-hangers are designed to reduce possible damages. No holes should be made in the walls. To hang posters, calendars, and other lightweight items on walls, use self-sticking, removable adhesive putty.

Do not draw, engrave or place any stickers on room doors, furnishings, or glass surfaces. Residents are charged for any damages to a room above and beyond normal wear and tear.

Painting of Rooms
Students are not permitted to paint their rooms. The Department of Residence Life in conjunction with the maintenance department will determine if a room needs to be painted.

Posting of Flyers and Announcements
All flyers and announcements to be placed in a residence hall must be approved by a Resident Area Director. Postings are to be placed only in designated areas, including bulletin boards found in most lobbies. Flyers and announcements should not be placed on any residence hall entry or room door.

Restricted Areas
Outside of move-in day, year-end check-out, and announced Open Residence Hall periods, students are not permitted on the residence hall floors or in the residence hall
rooms of members of the opposite sex unless directed otherwise by the appropriate college personnel.

**Room Inspection**
Regular room inspections will be conducted by residence life personnel. Residents are expected to maintain their rooms by:

1. Keeping dishes clean
2. Placing dirty clothes in a laundry basket
3. Vacuuming floors on a weekly basis

Following these simple guidelines could prevent the infestation of insects and/or rodents. In addition, these simple tasks conducted by residents will assist in maintaining a healthy and safe living environment. Failure to maintain a clean room may result in disciplinary action. Students must bring their own supplies for cleaning their rooms.

**Curfew**
Curfew times have been established to assist and protect our students. Because Emmanuel College is an educational institution, adequate sleep and study times are essential. Curfew is from 12:00 a.m. to 6:00 a.m. Sunday – Thursday. Friday and Saturday evenings, curfew is from 1:00 a.m. to 6:00 a.m. Failure to be in one’s residence hall during curfew is a serious matter and will be treated accordingly. Entering or exiting from the residence hall through windows or unauthorized entrances during curfew is forbidden.

**Furniture**
No furniture is to be removed from rooms or used in a manner other than that for which it is intended. All room furnishings belonging to the College must remain in good condition. Students will be financially responsible for damaged, misplaced, or missing furnishings. If a student should damage his/her room or furnishings, he/she must make arrangement for payment for the breakage before final exams may be taken.
**Bicycles**

Bicycles cannot be operated or stored in rooms, hallways, stairwells, or any other areas inside the hall. Bicycles may be kept in designated bicycle storage racks. Bicycles should not be attached to railings, benches, trees or in other exterior locations that obstruct access to stairways, sidewalks, or entrances. Bicycles left unattended anywhere in the halls or on campus may be treated as abandoned property. It is the student's responsibility to lock and secure his/her bicycle. The College is not responsible for damaged, lost, or stolen bicycles.

Motorcycles, mopeds, scooters and similar vehicles are not permitted inside the residence halls. Because of fire safety concerns, these vehicles should never be parked near or against the building.

**Damages/Vandalism**

Residents are responsible for the condition of their rooms and all the furnishings assigned to them. If the room is damaged or its furnishings damaged or lost, residents are financially responsible. Residents of an individual room or residence hall may also be required to share the expense of repairing or replacing property in common areas (such as hallways, studies, or lobbies) when such repairs are determined to be above and beyond normal wear and tear.

The intentional or reckless destruction or dismantling of any College property or equipment may result in disciplinary sanctions. Charges for damages and cleaning will be determined solely by the Department of Residence Life or other appropriate College personnel; repairs or replacement of items may not be done by residents. Students who fail to pay assessed charges will have their records flagged, which prevents them from registering for classes, obtaining transcripts, or receiving grades.

**Housekeeping and Cleanliness**

It is each resident’s responsibility to maintain the cleanliness of both the personal room
space and the public area space (i.e., lobbies, bathrooms, hallways, etc.) of each building. The Housekeeping staff provides general cleaning services to common areas. Rooms/suites with private bathrooms are to be maintained by the residents.

**Defenestration**
Throwing items through residence hall windows is prohibited. Failure to adhere to this policy may result in referral through a University judicial process.

**Disorderly Behavior**
Behavior that interferes with the normal functioning of a residence hall or unnecessarily impedes on the rights of students and/or staff is prohibited. This includes but is not limited to:

1. Behavior that disturbs the academic pursuits or infringes upon the rights, privacy, property, or privileges of another person
2. Hall sports, water fights, pranks, and other disruptive actions
3. Failure to comply with directions or instructions given by College officials or the Emmanuel College Safety Resource Officer acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so
4. Behavior or actions that are considered rude or disrespectful toward others (roommates, residence life staff, guests and other students).

**Electrical Appliances**
The capacities of the residence halls’ electrical systems are limited, and overloading them can result in fire hazards. In addition, there are certain types of electrical appliances that are dangerous in residence hall rooms. For the safety of all residents, residence hall staff is responsible to ensure compliance with all electrical use policies and to stipulate any necessary changes in the operation of appliances and/or outlets.
The following guidelines govern the use of electrical appliances, outlets and extension cords in residence hall rooms:

1. Electrical appliances with an exposed heating element are strictly prohibited.
2. Extension cords may be used under the following conditions:
   a. Only one extension cord is permitted to connect an appliance with an electrical outlet. Extension cords may not be connected in a series.
   b. Only properly grounded extension cords may be used with appliances that require grounding.
   c. Multiple-outlet adapter “strips” with built-in circuit breakers are recommended when the desired number of outlets exceeds the available number of outlets in student rooms.
3. Resident-owned air conditioners are not permitted.
4. Resident-owned refrigerators are allowed in residence hall rooms provided they do not exceed the following electrical requirements:
   a. They operate at 118 volts (plus or minus 5%), 60 Hz, and do not draw more than 1.5 amps or 180 watts of power.
5. Other appliances such as radios, stereos, desk lamps, computers, and televisions are also permitted, provided the total power requirements do not overload the room’s electrical system.
6. All electrical equipment and cords must be maintained in safe operating condition and must satisfy UL standards.
7. Outside antennas and satellite dishes are prohibited.
8. Irons may be used with ironing boards only.
9. Appliances in residence hall rooms are limited to microwave ovens (1.0 cubic feet maximum capacity and 700 watt maximum power) and sealed-unit coffee makers.
10. Students must not leave items unattended while cooking.
11. Use of halogen light bulbs is not permitted due to the danger of fire associated with these types of bulbs.
**Firearms and Weapons**

Emmanuel College conforms to Georgia statutes which address the possession of weapons on or within 1,000 feet of a school safety zone. This includes classrooms, vehicles, and residence halls. Violation of this policy will result in appropriate action, including but not limited to suspension, expulsion, and/or criminal prosecution, if a student or visitor to campus engages in any of the following:

1. Using, possessing, distributing, manufacturing, maintaining, transporting or receiving, in a residence hall, any location on College property or at any College sponsored event, any of the following weapons as defined in Georgia Code Section 16-11-127.1 (OCSGA 16-11-127.1):

   a. Firearm or weapon whether operable or inoperable as defined in or any object of like character, including but not limited to paintball guns, BB/pellet guns, potato guns, air soft guns or any device which propels a projectile of any kind
   b. Knife having a blade of two or more inches
   c. Straight edge razor or razor blade
   d. Spring stick
   e. Bat, club, or other bludgeon type weapon
   f. Nun Chahka, nun chuck, nunchaku, or shuirken
   g. Throwing star or oriental dart
   h. Stun gun or taser
   i. Any destructive device, detonator, explosive, incendiary, over-pressure device or any explosive materials
   j. defined in Georgia Code Section 16-11-127.1

**Fire Safety**

The safety of resident students is the primary concern for the Department of Residence Life at Emmanuel College. Resident students must be diligent in protecting themselves and others by adhering to policies regarding fire safety. To assist and educate students, the
Department of Residence Life conducts a fire drill in each residential building once each semester. To ensure the safety of students, the following actions are strictly prohibited:

1. Burning incense and candles or having any other open flames in the residence halls
2. Failure to evacuate a residence hall during a fire alarm or fire drill
3. Failing to evacuate for a fire alarm in a timely manner
4. Tampering with fire extinguishers, smoke detectors, fire doors and other safety equipment (minimum fine of one hundred dollars [$100])
5. Obstructing a fire exist in a residence hall or at a residence hall-sponsored activity
6. Propping open stairwell and other fire doors (unless supported by a magnetic fire door closer)
7. Having in one’s possession and/or using fireworks inside a residence hall, on residence hall property, or any place on campus

**Non-Student Guest Policy**

To maintain an environment conducive to community life, students must abide by the following policies and producers regarding non-student guests:

**General Visitation Guidelines**

1. All non-student visitors must register with the appropriate Resident Area Director upon arrival and complete the required paperwork.
2. For security purposes, non-student visitors may be asked to provide a driver’s license and vehicle information.
3. Persons visiting a residence hall must be escorted by a resident of that hall at all times.
4. Students who entertain guests are responsible for acquainting them with college regulations. Non-student visitors must abide by all college regulations. Failure to adhere to college regulations may result in notification of law enforcement.
5. Non-student visitors are not permitted to spend the night in a residence hall
Sunday – Thursday unless permission is obtained by the appropriate Resident Area Director.

6. Students who have been dismissed from the college must have prior approval from the Vice President for Student Life to visit the residence hall.

Overnight Guests (Weekends Only)
Residents hosting guests overnight in their rooms must meet the following conditions:

1. Approval from their Resident Area Director must be obtained at least 48 hours prior to the arrival of the guest.
2. Approval will not be granted until the visitor completes the appropriate paperwork.
3. The guest must abide by all college regulations, including but not limited to the policies outlined in the Residence Life Guide pertaining to curfew, quiet hours, etc.
4. Persons under the age of 18 must have parental permission to stay in a college residence hall. Children under the age of 12 are not to spend the night in the residence hall.
5. The guest must be the same sex as the resident and be the resident's relative or personal friend.
6. The student hosting the guest must be a resident of the hall where the guest will stay.
7. If the guest or student will use the bed belonging to the student's roommate, the student must obtain his or her permission.

Alcohol and Illegal Drugs
All students are prohibited from participating in or associating with the purchase, possession, distribution, or facilitation of alcohol whether on or off campus. In addition, no student may be in illegal possession of, deliver, dispense, distribute, administer, manufacture or wholesale any controlled substance, including marijuana, narcotics, hallucinogens, and other chemical analog or drug-related paraphernalia prohibited by State or Federal Drug Laws. The college reserves the right to investigate any suspicious activity regarding nonprescription and illegal drugs. Investigation may include but is not
limited to room and/or vehicle inspection, and canine drug scan.

**Lofts**
Students are not permitted to build lofts.

**Pets**
No pets are allowed in the residence hall (this includes aquatic life). Failure to adhere to this policy may result in a disciplinary referral.

**Quiet Hours**
Quiet hours are periods when noise that is audible one door away from the source is too loud. Students must always view the residence halls as neighborhoods where common courtesies should be extended to all residents. In order to preserve a peaceful atmosphere conducive to study and relaxation, quiet hours are in effect from 9:00 each evening until 9:00 the next morning. Any action which interferes with another resident's ability to study or sleep during this time is a serious violation and may result in disciplinary action.

Regardless of the time of day, loud noises, disruptive activities and other forms of disrespectful behavior are prohibited in and around residence halls. This type of behavior does not reflect responsible citizenship in residence hall neighborhoods and will be dealt with accordingly. During final exams, quiet hours are extended to 24 hours a day.

Stereos, radios, and musical instruments are permitted in student rooms, but playing volumes must be kept to the minimum at all times. Students who violate this basic consideration for others may have their equipment confiscated for an appropriate period of time.

The College discourages students from developing the habit of keeping late hours. Should late activity be necessary, proper precautions should be taken not to disturb
others who may be sleeping.

**Trash**
Students are responsible for disposing of their trash in the hall’s designated green dumpsters outside the building. Students who fail to properly dispose of trash will be assessed a minimum $25 fine.

**Room Furnishings**
Residence Hall room furnishings include a bed frame and mattress, desk and chair, dresser space, closet space, and high-speed Internet service. Room size and window dimensions vary from room to room. Students may not move college-provided furnishings into or out of their rooms.

**Lobbies**
As a general rule, lobbies serve the purpose of creating an environment suitable to student interaction. However, certain visiting hours will be posted for each lobby that are conducive to the schedules of the residents living in that facility. Courtesy and respect should be shown to others when visiting any lobby on campus.

Equipment and furniture in lobby areas are for the use of all residents and are not to be removed to any other part of the residence hall or campus. Students/couples are not permitted to lie down on lobby furniture. Students who violate this policy will be confronted by college personnel, and disciplinary action may be imposed.

**Laundry Rooms**
Residence halls have laundry facilities for resident student use. After using the clothes dryer, students should clean the lint filter. The college is not responsible for items left unattended in laundry facilities.
Kitchens/Cooking
Kitchens are provided for students, who should use extreme caution when cooking. Clean cooking areas are essential to avoid sanitary problems (odors, insects, etc.). All appliances and counters must be cleaned by students immediately after use. Dishes should be cleaned and stored appropriately (students are responsible for any damages or clean-up charges).

Items left in the kitchen may be discarded along with any outdated items in the refrigerators. Students must not leave the kitchen unattended when using a microwave or stove. (Also see Electrical Appliances.) Never dispose of food in kitchen sinks. Residence halls that have kitchen areas are for student use. These areas should be kept clean at all times. Failure to cooperate with these guidelines may result in disciplinary action.

Bathrooms
In support of community living, students should help keep residence hall bathrooms clean by taking shower belongings to their rooms and throwing paper towels in the trash cans. Sinks should be free of clutter and rinsed out after use. Students should report any items that need repair. Failure to abide by these guidelines may result in disciplinary action.

Solicitation
Solicitation and/or selling within the residence halls is permitted only in compliance with applicable College policy (see Student Handbook policy: Solicitation on Campus).

Unauthorized Entry/Use of Facilities
No student shall make or abet unauthorized entry into or use of any College facility, building, or office or onto any roof or other College property. Students shall not enter resident rooms to which they have been neither assigned nor invited. Failure to adhere to this policy may result in disciplinary action.
Waterbeds
Waterbeds are not permitted in student rooms.

Windows and Screens
Residents may not remove window screens or throw items through or hang anything externally from residence hall windows. Entering and/or exiting any residence hall through a window is prohibited except in case of emergencies.

Closed Weekends
In order to build community, create new relationships, and provide a time of spiritual renewal for the campus community, students are expected to restrict travel during the first weekend of each semester. Students are to remain on campus for these dates in order to attend special functions. Any student who, due to a personal emergency, must go home during a closed weekend is required to obtain clearance from his/her Resident Area Director in advance. Violation of this policy may result in disciplinary action. The College reserves the right to restrict the number of weekends a student may leave campus when it is in the best interest of the student to do so.

Overnight and Weekends
Resident students are expected to spend Sunday through Thursday nights in their assigned residence halls. Exceptions will be made at the discretion of the Resident Area Director. Students may sign out to go home for the weekend immediately after their last class and must return to the campus by 12:00 a.m. on Sunday. If a student’s schedule at the beginning of the week is such that it would be to his/her advantage to return on Monday, he/she must have prior approval from the Resident Area Director.

When signing out for overnight weekend trips, students must submit the following information to the Resident Assistant: name, destination, dates and approximate times of departure and return, traveling companion(s), and a valid telephone number that may be used in case of emergency. The Resident Area Director may also request parental permission when students are visiting the home of a member of the opposite sex.
Storage
There are no storage facilities available on campus for a student’s personal property. Residents must store their personal property in their rooms. Likewise, the College does not provide storage for students over the summer months. All personal property must be removed at the time that the student is checking out of the residence hall.

Keys/Safety and Security
Upon checking into the residence hall, the resident will be issued a room key. Proper use and care of this key is vital to the security of personal property. Residents are responsible for returning the key upon completing the check-out procedure with the residence hall staff. A resident should not loan his/her key to anyone, nor are students permitted to duplicate their keys. If a key is lost, a residence life staff member should be notified immediately. Charges may be assessed to residents who lose their keys or fail to return keys at check-out.

Residence Hall/Floor Meetings
Building-wide and individual floor meetings will be held on a periodic basis by the residence life staff. These meetings are designed to inform the residents of upcoming events and other vital information concerning on-campus housing. Students who do not attend are subject to disciplinary action.

Commercial Enterprises
Use of college property, such as the residence hall room, and any college resource for the conducting of commercial enterprises and/or business is prohibited.

HOUSING ASSIGNMENTS

Residence Housing Contract
All residence hall students are required to sign a contract. It is each student’s responsibility to be familiar with and adhere to the expectations outlined in the contract.
Eligibility
To be eligible to live in a College residence hall during the fall and spring academic terms, students are required to meet the following conditions:

1. Residents must be classified as full-time students as defined by the Emmanuel College Registrar’s Office. Students enrolled for less than the minimum must obtain advance approval from the Department of Residence Life.
2. Residents must settle all account charges prior to move-in unless permission is granted by the appropriate college personnel. If payment is not made by the deadline date, a late service charge may be assessed, and the assignment may be canceled.

Room Occupancy
Prior to each semester, all students are notified as to the opening date of the residence halls. Students are asked not to return before these dates unless special permission has been obtained from the Department of Residence Life. In addition, residence halls are closed during certain holidays and breaks. Students will be notified in advance of the times and dates of closing and reopening. Please be advised that students are not allowed to remain in Residence Halls during these times.

Room Consolidation
The Department of Residence Life reserves the right to consolidate room assignments as seen fit by the staff and/or to aid the college in the efficient administration of the residence life program.

Room Changes
Residents may request a room change through the appropriate Resident Area Director. As a general rule, no room changes are permitted during the first 2 weeks of the semester. During the 3rd week of the semester, room changes within the same residence hall may be requested. After the 3rd week, no room changes will occur unless under extenuating circumstances.
**Summer Housing**
Students requiring summer housing will not be permitted to move in until the weekend before the start of summer classes. Arrangements for the time period between graduation day and the beginning of summer session are the responsibility of the student and not of Emmanuel College.

**Private Rooms**
Private rooms are rarely available during Fall semester. Space permitting, private room assignments are made at the discretion of Department of Residence Life. If a student requires a special accommodation, the appropriate paperwork must be completed and submitted to the appropriate Resident Area Director.

**Reservation of Rooms**
A housing application/contract is required for both residence hall living and off-campus student rental property. Current resident students will be given first choice (during Spring Semester) to request rooms for the upcoming school year. A housing application and deposit must be submitted to the appropriate Resident Area Director before requested housing will be assigned. Students should contact their Resident Area Director for this information. However, students who are placed on academic or disciplinary suspension will lose this privilege. Their names will be placed behind the incoming freshmen and transfer students. Incoming freshmen and transfer students’ room reservations will be considered in order of date of receipt of their room deposit.

**Reassignment of Space**
The Department of Residence Life may reassign students to other spaces, rooms, or halls when it’s deemed to be in the best interest of community, or when it’s determined that a student is not actually residing in his or her assigned space.

**Check-In and Check-Out Procedures**
Students not graduating are expected to check out of their residence hall on the day of their final exam. Special permission to stay after that date must be obtained from the
appropriate Resident Area Director. All resident students are required to be out of their dorms NO LATER THAN graduation day. Keys must be turned in, rooms cleaned, damages noted, and rooms inspected by the Resident Area Director before the student leaves, or fines may be assessed.

Check-in and check-out information is typically e-mailed to students. When students check into their assigned space, they will receive a copy of their Room Inventory Form (RIF). It is the responsibility of students to check their room carefully upon moving in to ensure that the information cited on the RIF coincides with the actual condition of the room. If there are any discrepancies between the RIF and the actual room conditions, students must notify their Resident Area Director within 24 hours of checking in. Anytime a resident moves out, whether moving off-campus, leaving Emmanuel College, or transferring to another hall, these procedures should be followed:

1. Arrange a check-out time with the Community Office at least 48 hours in advance of the anticipated check-out time, or follow the appropriate check-out appointment guidelines distributed by the Community Office.
2. Remove all your belongings and clean your room. The resident and the RA will then check the room against the Room Inventory Form for damages. If there are any damages, they will be noted on the Room Inventory Form. The damage charges will be assessed by Housing personnel. Failure to pay damage costs will result in the flagging of the resident’s records and transcripts.
3. Upon check-out, turn in your room key. Failure to return the room key will result in a fine.

Room Assignments
Assignments for new, incoming students are made according to:

1. The date the completed registration and prepayment are submitted; and
2. The student’s stated preference for roommate and hall.
Students will be required to sign a contract and will be notified of their hall and roommate assignment as soon as possible prior to the semester for which the registration has been made.

Every effort is made to accommodate roommate preferences when applicants request each other, the Department of Residence Life receives both requests, and a double-room vacancy exists. Roommate pairs are assigned to a specific hall and room based on the latest registration date of the pair. Mutual roommate preferences take priority over all other preferences. Students must be ready and willing to accept a roommate at any time, meaning that a new roommate should have immediate access to one desk, one bed, one dresser and/or one side or half of a closet, with all drawers empty and ready for the new resident’s use.