Section 2:  
Residence Hall Information,  
Policies, and Procedures

INTRODUCTION
This section contains information and policies applicable to resident students. The “Cottey College Residence Hall Agreement” contains additional information and policies that directly affect residence life.

COTTEY COLLEGE RESIDENTIAL REQUIREMENT
Freshmen and sophomore students are required to live on campus unless they meet at least one of the criteria listed below.
- Live with a parent, guardian or spouse
- Are 21 years of age or older
- Completed 48 credit hours
- Enrolled as a part-time student

To be eligible for housing, a student must be enrolled at the College on a full-time basis for minimum of 12 credit hours per semester, unless written permission is given by the vice president for student life. Any freshmen or sophomore who is not eligible to live off campus but wishes to do so must submit a written request to the vice president for student life providing details to support an exception to the residential policy.

COTTEY COLLEGE RESIDENCE HALL AGREEMENT
The terms, conditions, and responsibilities regarding living in the residence hall are as follows:
1. Under this agreement, the student may use her assigned space and the residence hall facilities. Rooms may be occupied only by the assigned students or registered guests. Room changes may be made only after written approval is given by the director of housing.

2. The cost of room and board (for double occupancy) is printed in the current Cottey College Catalog. Upon acceptance to Cottey College, a $100 advance fee deposit is due. This fee is credited to the student's bill for the first term and must be paid prior to the assignment of a room.

3. Halls are closed between semesters and during spring break, except by exception. Rooms are not to be occupied by students during these periods. Residents who have not vacated the residence hall by the designated time prior to a break risk losing all or part of their security deposit.

4. The College may make a room change for a variety of reasons, including a) when the living situation jeopardizes a student's academic and/or personal growth; b) to ensure maximum utilization of space and resources; or c) when chronic, disruptive behavior interferes with suite, academic, or personal life.
5. The College is not responsible for loss of or damage to personal property or for failure or interruption of utilities, such as heat, water, electricity, etc.

6. Authorized College personnel may enter student rooms without the resident’s permission. Authorized personnel may also search a student’s room, including closets, drawers, desks, and other containers located in the room without notice or consent. Students should have no expectation of privacy in student rooms or shared areas of the residence hall.

7. Student rooms, as well as shared areas of the residence halls, are to be kept reasonably clean and orderly at all times. Periodic or occasional inspections of student rooms may be made to check for and ensure healthy and safe living conditions. Appliances (such as personal refrigerators, microwave ovens, etc.), lofts, pets (except fish), and bicycles are not allowed in the residence halls without advance permission from the director of housing or the vice president for student life. Bicycles may be stored in outside racks or in the designated basement area of P.E.O. Hall. Furniture is not to be stacked, piled, taken apart, or removed from rooms or shared areas.

8. Tacks, nails, screws, tape, and permanent adhesives are not to be used on walls or furnishings anywhere within a suite or a room. Individuals and/or an entire suite will be charged for damages to walls. Carpet in student rooms may not be attached to the floor by the use of carpet glue, any type of tape, etc.

9. Any poster or item that may be offensive or out of harmony with suite décor is prohibited in the suite living room, including the living room side of the bedroom door. Additionally, signs, posters, or messages put on exterior windows must not be offensive. The College’s determination of what is unacceptable is final.

10. Students are jointly responsible for the conditions of general suite living areas, kitchens, and bathrooms. Washing dishes, putting away personal items, cleaning following food preparation, etc., is to be done on a daily basis prior to the arrival of housekeepers. Charges may be assessed for damages, unauthorized use of or alterations to rooms and furnishings, or special cleaning necessitated by improper student or guest use. Whenever the identity of the individual(s) who caused the damages or special cleaning needs cannot be determined, the entire group of students assigned to that area may be required to reimburse the College for repairs, replacement, and/or cleaning expenses. These students may also be required to pay additional fines or suffer other disciplinary consequences if damages and/or cleaning expenses are caused by vandalism or other purposeful acts. This policy extends to parlors, recreation rooms, study rooms, TV/VCR/DVD rooms, laundry areas, storage rooms, and other semipublic areas.

11. Students are responsible for knowing and adhering to Cottey College regulations and procedures as stated in the Student Handbook, the terms of which are incorporated herein and as amended from time to time. Violation of any College regulation can lead to the termination of this agreement and/or dismissal from the College.

12. This Residence Hall Agreement will terminate immediately upon the student’s withdrawal or dismissal from the College. The student is required to vacate the assigned space within two (2) days of such withdrawal or dismissal, unless otherwise specified by the vice president for student life.
However, termination of this agreement shall not release the student from any monetary liability that may have been incurred while this agreement was in effect.

13. Student room charges are determined by room designation. Room designations are made by the College and may be changed at the discretion of the College. Students living in designated single rooms are charged an additional $500 per semester. All Robertson Hall residents are charged an additional $175 per semester. Students are assigned to residence halls and single and double rooms at the discretion of and with the permission of the College.

Living in a Residence Hall Community
College housing provides a unique living experience and environment. Residents come to Cottey from all segments of society, from different cultures and countries, and with varying value systems and life experiences. In this living environment, suitemates and hall residents have an excellent opportunity to develop lifelong friendships.

Mutual respect and consideration coupled with an awareness of, and sensitivity to, the needs of others must be the standard of community living. Every resident should be able to expect certain courtesies from roommates, suitemates, and other hall residents:

1. The ability to read and study free from undue disturbance in one’s room.
2. The ability to sleep without undue disturbance from noise, guests, or suitemates during night hours.
3. The expectation that suitemates will respect one’s personal belongings.
4. A clean environment in which to live.
5. Free access and reasonable cooperation in the use of one’s room and facilities without pressure from roommates or suitemates.
6. The ability to host guests with the provision that guests are to respect the rights of the suitemates and other residents.
7. The ability to address any and all conflicts in an atmosphere of openness and mutual respect. Housing staff members and peer listeners are available for assistance in settling various conflicts.
8. Freedom from intimidation, harassment, discrimination, and physical and/or emotional harm.
9. The expectation that one’s roommates and suitemates will not violate residence hall and College policies and will uphold the Honor Code.
10. The opportunity to confront one’s roommate when it is believed the roommate is not fulfilling the mutual agreements, and when appropriate, to involve a member of the hall staff or peer listener in the discussion.
11. The opportunity to make mistakes, to take responsibility and be honest about those mistakes, and to learn and grow from them.

Resolving Problems
Residence life at Cottey College is designed to promote academic pursuits, group living, open communication, and problem solving in constructive ways. Channels of communication and means of support exist to assist students in accomplishing these goals. When dealing with any residence life questions and problems the students should

1. Address the issue openly with all students or staff involved.
2. See a peer listener, an R.A., or a hall director to help clarify the situation and to assist all parties involved.
3. See the hall director and/or the director of housing to learn of possible alternative housing arrangements or to get additional input.
4. See the coordinator of counseling to gain understanding of developmental issues, interactive systems, and communication skills.
5. See the vice president for student life to determine possible alternate plans.

While the College does not anticipate that everyone will always get along, it is expected that roommates and suitemates cooperate in room and/or suite mediations when requested or mandated. Failure to participate or failure to cooperate in an effort to mediate issues may result in an administrative housing reassignment for some or all of the involved parties.

RESIDENCE HALL STAFF AND ORGANIZATIONS
Each residence hall functions under the direction of a paid professional and student staff with the cooperation of hall governments, boards, and spokespersons. These individuals and groups are concerned with promoting a living atmosphere beneficial to all hall residents.

Housing Office
The Housing Office is located on the second floor of Hinkhouse Center in the Student Life Center. The director of housing is responsible for the overall administration of all residence halls. (For complete information about the services available, please refer to Section 1, Housing Office.)

Hall Directors
The hall directors have overall responsibility for supervision of their halls, for making room changes within the hall, for upholding the policies of the College, and for overseeing the functioning of the hall government, the hall staff, the reception desk staff, and activities in the hall. The hall director is responsible for the general welfare of the students living in the hall and has the authority to take necessary and appropriate action when working with students and dealing with situations that affect the general welfare. All of the hall directors have training in working with college students, and they have a desire to assist students' development in every possible way. Hall directors are exempt from certain regulations included in the Student Handbook.

Resident Assistants
The resident assistants, R.A.s, are upperclassmen representing the College in the residence hall. R.A.s assist the hall director in the overall supervision of the hall and are the persons most readily available to assist the residents. They have the authority to maintain the regulations of the residence hall and of the campus; however, they are equally concerned with the academic, social, emotional, and cultural development of the students. R.A.s are available to students for information, advice, and referral.

Peer Listeners (PEP)
Peer listeners are members of Cottey's Peer Empowerment Program (PEP). They are second-, third-, and fourth-year students trained in communication skills, conflict resolution, helping students with personal issues, and providing peer education and crisis intervention. Peer listeners will listen, provide support, and help students decide on a course of action. Services are free and confidential. They are also trained to provide referral services if needed. Peer Listeners are supervised by the coordinator of counseling.

Hall Governments
Each residence hall functions under a democratic constitutional form of government with the affairs of the hall conducted by an executive committee composed of officers and representatives elected by the residents of the hall. The hall director serves as a sponsor to the executive committee, attends meetings, and assists in its decision-making process. The executive committee provides an opportunity for students to participate in residence hall government. It is concerned primarily with the improvement of residence hall living with a particular emphasis on the coordination of activities.

**Hall Receptionists**

Hall receptionists are college work-study students assigned to the residence hall reception areas. They answer the hall telephone, announce visitors, operate the building intercom system, deliver the mail, oversee the hall parlor, and generally work with the public. The hall intercom systems (“all-calls”) are operated by hall receptionists to relay messages to individual students and communicate items of interest to all residents. The receptionist on duty is the only person permitted to operate the intercom under the direction of the hall director, a resident assistant, or the head receptionist.

**Housekeepers**

Each weekday, housekeepers in each hall clean the bathrooms, suites, and parlors, but do not clean or enter into individual student rooms. They are responsible for normal dusting, vacuuming, mopping, and emptying suite trash. The supervisor of housekeeping makes periodic inspections of general suite living areas, kitchens, and bathrooms to ensure a safe and clean environment for residents. Student cooperation with housekeepers in keeping dishes washed and sinks, shower stalls, tub areas, and parlors clear of personal items will help in their daily cleaning efforts. If one or more areas of the suite do not meet minimal standards, students will be notified of problem areas.

**Suite Chairs**

Suite chairs are students elected to be the spokespersons of individual suites. They may be either first-year students or upperclassmen. Suite chairs meet with their respective hall director to receive and share information about hall business or activities. The suite chairs also meet regularly with the director of housing in an orientation program. This suite chair program is intended to assist the suite chair with recognizing and addressing concerns of suite members as well as learning how to deal with common situations shared by suites.

**AEROBICS IN THE RESIDENCE HALLS**

Aerobics-related activities (including games/activities such as Dance Revolution) can be disruptive in a residence hall environment and dangerous to persons or property when performed in a restricted area without proper facilities and guidance. Please perform aerobics in the gymnasium, dance studio, or student lounge during scheduled hours, and not in the residence halls. In addition, skateboarding and rollerblading and the use of sports equipment (dribbling basketballs, etc.) are not allowed in the halls.

**BICYCLES AND HOVERBOARDS**

A small storage area behind each residence hall is provided for bicycles. At no time are bicycles or scooters permitted in any residence hall other than P.E.O. Hall basement storage room. During the winter months and vacation periods, space is provided in the basement of P.E.O. Hall for storage of bicycles. The P.E.O. Hall bicycle storage room is locked and will be open during regularly scheduled trunk room hours. Students must obtain a tag from the Physical Plant and attach it to the bike before being stored in the P.E.O. Hall basement. Students are urged to lock their bicycles when not in use and register their bikes.
with the City of Nevada for purposes of identification and reclaiming. Cottey is not responsible for the safety of bicycles. Hoverboards are not allowed on campus.

**CANDLES, INCENSE, OIL LAMPS, AND EFFUSION LAMPS**

Students may possess candles, incense, oil lamps, and effusion lamps in student rooms, but these items may not be lighted or burned. They may also not be used in the residence halls for serenades, candle lightings, or other activities. Use of lighted candles anywhere on campus is allowed only by special permission from the President.

**CLEANING RESPONSIBILITIES**

Students are responsible for cleaning their rooms. Students should not ask housekeepers to clean their rooms or to do any other work for them. However, the housekeepers or hall staff will gladly supply you with cleaning equipment such as vacuums, mops, and buckets as they are available. Students must supply their own cleaning supplies. Rooms judged to be health or fire hazards by authorized personnel might be cleaned at the residents’ expense. Housekeepers will not clean unnecessary messes in the hall. Your cooperation in caring for the facilities will make their job much easier and will create a pleasant atmosphere.

Suitmates are jointly responsible for the conditions of general suite living areas, kitchens, and bathrooms. Washing dishes, putting away personal items, cleaning following food preparation, etc., is to be done on a daily basis, prior to the arrival of housekeepers. Charges may be assessed for damages, unauthorized use of, or alterations to rooms and furnishings or special cleaning necessitated by improper student or guest use. The suite common area should be kept free of personal items. Personal items include any item not belonging to the College such as books, paper, clothing, dirty dishes, food, soap, shampoo, curling irons, throw rugs, boxes, etc. The suite area is student to use; do not abuse this privilege.

**COMPUTERS AND WI-FI**

A Wi-Fi network is available in most campus locations.

**COMPUTER SUITES**

Air-conditioned computer suites are located on the first floor of each residence hall. Food and drink are not allowed and violations of this policy will carry a $25 fine. To report equipment or software problems, use the numbers posted in the suite to contact computer support personnel.

**DAMAGE DEPOSIT AND CHARGES**

All residential students are charged $125 that provides security against loss or damage to Cottey property. This damage deposit is to remain intact throughout the school year. All fines assessed during the year are expected to be paid in full at the time of assessment. Students may be charged for extra work on the part of maintenance staff (such as retrieving earrings from sinks).

Damage to a suite living area will be evaluated by the College. The College will determine the nature of the damage, the cost of repair or replacement, and any applicable cleaning and/or labor costs. Multiple assessments against the same suite may lead to additional administrative action.

End-of-the-year damages and/or cleaning fees for an individual or suite will be deducted from the $125 damage deposit. Damage deposits for returning students are carried over; however, the deposit must be
replenished before the second school year begins if end-of-year deductions occurred. The deposit, or that portion of the deposit remaining, will be refunded when the individual ceases to be a student at Cottey College.

**ELECTRICAL APPLIANCES**
Irons and other items of this nature can usually be borrowed. Each suite has a refrigerator and hotplate in the kitchen. A color TV and conventional oven are located in each basement recreation room. Due to our location, television cable service is necessary. Cable outlets are not available for individual use. Students may not have personal refrigerators, air conditioners, swamp coolers, space heaters, microwave ovens, or other large appliances in their rooms or suites, unless special permission is granted by the vice president for student life.

**FOOD OUTSIDE OF THE SUITE**
Food and beverages may be consumed in the suite area, recreation room, and parlor. Residents are responsible for cleaning up after snacking and should something be spilled, the costs for cleaning furniture or carpets.

**GUESTS**
**Cottey College Visitation Philosophy**
Visitation privileges at Cottey College allow students to have non-student guests in their rooms in accordance with the policies outlined in the Student Handbook. Visitation must not interfere with a roommate’s free access to the room at all times. A roommate must not be deprived of the ability to have privacy, study time, or sleep because of a guest, whether male or female. Students are reminded that displays of physical intimacy are very private matters and must not be expressed in the presence of others.

**Visitation is...**
- An organized method by which residents have friends, relatives, and fellow students be their guests in their primary living areas for the purpose of studying, relaxing, and socializing.
- A set of reasonable parameters within which roommates and suitemates may determine collectively how to balance study, sleep, and social activities within their living quarters.
- A privilege extended to students living within College-owned housing.
- A means by which the College facilitates responsible growth and development among residence hall students to prepare them to handle freedom they will encounter when choosing to pursue independent living.

**Visitation is not...**
- Open access to residence halls.
- Permission to engage in illegal or illicit activities.
- A means by which a student’s ability to host guests supersedes another student’s ability to sleep or study.
- The College assuming a parental role with our students. (Adapted from Randolph College 2006)

Throughout the year, many people visit the College—prospective students, members of the P.E.O. Sisterhood, commuter students adopted by the suite, and student guests. The Cottey hostess is responsible for the conduct of non-student male or female guests while on campus property or at Cottey-sponsored activities off campus. Students in any residence hall, even those in which they do not reside,
are responsible for upholding College and residence hall policies. All guests must enter and leave through the front doors. All non-student guests should use the call box located on the outside of the building to contact the receptionist and wait there either for entry or their hostess.

Students need to remember that maintenance and security personnel, as well as male guests, may have to be in the halls at unusual times. Therefore, students are expected to dress appropriately at all times for public areas when greeting guests, visiting in the parlor, doing laundry, and visiting outside of a suite area.

Female Guests
Female guests (prospective students, adopted commuter students, or personal guests) may stay overnight on campus (defined as any period of time between 11 p.m., Sun.-Thurs. and 1 a.m., Fri.-Sat. until 9 a.m.) only with the College’s permission. Overnight guests should be at least 16 years old, unless special permission is obtained. A maximum of two guests per student at any one time is permitted. Guests are limited to a maximum stay of three nights in a row not to exceed a total of six nights per semester. The sponsoring student must fill out an overnight guest form and have it approved by the hall director at least 24 hours in advance. The College may refuse entry to nonresident guests or require them to leave the premises whenever it is necessary. The Office of Enrollment Management will assign Golden Key members to host prospective students for a campus visit.

Male Guests
Male guests may visit students in the suites and in student rooms only during visiting hours. A maximum of two male guests per hostess is permitted. All males must check in at the hall reception area, leave their driver’s licenses with the receptionist, and wait until the student comes to the parlor to accompany them to the suite. Males must check out at the hall reception area after leaving the suite. Male guest policies do not apply to male Cottey employees who are in the residence halls as a part of their work assignment.

Male Visitation Hours

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<thead>
<tr>
<th>Time</th>
<th>In Suites</th>
<th>In Parlor</th>
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<tbody>
<tr>
<td>Monday - Thursday</td>
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<tr>
<td>1 p.m.-10:30 p.m.</td>
<td>11 a.m.-10:50 p.m.</td>
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<tr>
<td>Friday</td>
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<tr>
<td>1 p.m.-12 a.m.</td>
<td>11 a.m.-12:50 a.m.</td>
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<tr>
<td>Saturday</td>
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<tr>
<td>10 a.m.-12 a.m.</td>
<td>9 a.m.-12:50 a.m.</td>
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<tr>
<td>Sunday</td>
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<tr>
<td>10 a.m.-10:30 p.m.</td>
<td>9 a.m.-10:50 p.m.</td>
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</tbody>
</table>

1. During visitation hours, male guests are permitted in the suite living area, student bedrooms, and in the kitchen area of each suite, but not in the bathrooms. Males may be only in the bedroom in which the hostess, who signed him in, resides. Male visitation in student bedrooms is allowed only with permission of all suitemates present and the roommate of the hostess. Male guests are not permitted to be in recreation rooms, laundry rooms, study rooms, or TV/VCR rooms.

2. If a student lets a male visitor into or out of the building through any place other than the front door, fails to have a male visitor announced, or fails to escort a male visitor to and from the suite, the
student will be subject to disciplinary action. The male visitor will be assumed to be trespassing on private property.

3. Students may receive special permission from the hall director for an out-of-town male relative to visit her suite outside of normal visiting hours. Permission is granted by the hall director, and if she cannot be found, the director of housing or the vice president for student life should be contacted. Do not ask a receptionist, hall officer, R.A., or other student for permission. If permission is granted, then she should go through the stated procedure with the suite and receptionist.

4. Men cannot be in the halls before halls are open or after closing. Men who are in the halls at any time in violation of this policy are subject to arrest for trespassing on private property.

5. Open house is held in the residence halls on special occasions. During open house and check-in, male visitors do not have to be announced or escorted. All other regulations must be observed.

Additional information regarding male visitation is located on the bulletin board in each suite.

P.E.O. Visitors
Because many of the suite living rooms are sponsored by state P.E.O. chapters, many members visit to see the suite that is furnished by their state chapter. The appropriate administrative office will call the suite to notify them of the guests.

Young Guests
Young guests (younger than 16 years old) must be accompanied by a student at all times. Hall receptionists will record the names of the hostess and the guest and the nearest telephone number. Babysitting is not allowed in the residence halls even if the service will be provided without pay.

Founder’s Weekend Guests
No guests will be allowed to stay in the suites overnight during Founder’s Weekend. In addition, no former Cottey College students may stay overnight during the week before or the week after Founder’s Weekend. Returning alumnae and/or female guests are, of course, welcome to visit with their enrolled friends while the hall is on keycard until the start of regularly scheduled quiet hours, provided they are signed in at the desk. Additional policies concerning guests for Founder’s Weekend will be in effect for the consideration of the privacy of hall residents.

Thanksgiving Break Guests
Although students may remain on campus over Thanksgiving break, the reception desks are closed; a full complement of hall staff is not available, and the halls are on keycard 24 hours a day.

KEYCARD ACCESS TO THE RESIDENCE HALLS
All students are required to purchase an ID/keycard when paying fees for the first time. Residential students must use this card to gain access to their halls. With rare exceptions, the halls are on keycard at all times.

LAUNDRY FACILITIES
Each residence hall is equipped with coin-operated washers and dryers. Please be careful and considerate when using these facilities. If the person is not present, or if the laundry is not moved within
a few minutes of completion, it may be respectfully removed by the person wanting to use the machine and placed either in a basket or on the table. Please do not dye clothing in these machines.

**MUSICAL INSTRUMENTS**
Musical instruments may be played and students may sing for the purpose of performing for others (with permission from all suite members present) in suite areas and individual rooms daily between noon and 10 p.m. Rooms are located in the Rogers Fine Arts Building for the purposes of practicing. It is expected that musicians will be considerate of those around them in the residence hall (including adjoining suites and those suites above and below the suite) and if asked to stop by anyone, will do so.

**PARLOR AREAS**
Each hall has a large formal parlor area. Parlor furniture is not to be rearranged by students. Special care of the furnishings is expected by students and their guests. A television is located in the parlor to enable residents to remain informed of world events and for leisure use.

**P.E.O. GIFTS TO A SUITE**
The following instructions regarding gifts from P.E.O. chapters will ensure that information regarding gifts is employed in the best interest of the Cottey student(s) and the P.E.O. chapter concerned. Inquiries about appropriate gifts that a P.E.O. chapter could make to Cottey should be referred to the vice president for institutional advancement. If a suite receives a gift from an individual or chapter other than a “care package,” the Office of Institutional Advancement should be notified of the gift for their records, including items such as kitchen appliances, dishes, artwork, books, or any item that is intended to become the property of the suite for future residents to enjoy. Whenever a P.E.O. chapter sends money or a check to a suite, the Office of Institutional Advancement should be notified by the suite chair. Residents of a suite receiving gifts from a P.E.O. chapter are expected to extend their appreciation to that chapter in writing.

**PETS**
Students may not keep pets on campus with the exception of fish. Students who are found having pets will get an automatic fine of $50.

Do not feed stray or feral animals. This policy is for student health as well as to attempt to prevent stray animals from getting into the halls or approaching students. Stray or feral animals may not be kept on campus, even in outside areas.

**PUBLIC DISPLAYS OF PHYSICAL INTIMACY**
Living successfully in a community like Cottey is dependent upon balancing freedom for the individual with a sensitivity to and respect for the rights of others. To this end, all members of the Cottery community are encouraged to refrain from displays of intimacy in public places, including suites, and any area with others present. If at any time you feel uncomfortable, you are encouraged to communicate directly with the persons involved. To discuss your concerns and seek assistance with a concern, contact a peer listener, an R.A., your hall director, or other member of the student life staff.

**QUIET HOURS/NOISE AT OTHER TIMES**
The noise level in the residence halls must always be kept at a reasonable level, with all residents acting in a courteous and respectful manner toward others, even outside of the designated quiet hours. The judgment of the R.A.s and/or hall director will be respected and followed. During established quiet hours, it should be quiet enough in all areas of the residence halls for study and sleep. Noises from any suite or
room should not be disruptive in other rooms or suites when the doors are closed. During final exam
periods, quiet hours are extended.

**Quiet Hours**
Sunday-Thursday     11 p.m.-8 a.m.
Friday and Saturday   1 a.m.-8 a.m.
(Saturday and Sunday mornings)

If you encounter a noise problem, ask the offenders to be quiet. If they persist, contact an R.A. or hall
director. Disciplinary procedures will be employed if necessary.

Study in the suite living areas is discouraged, as these areas are always to be available for relaxation and
conversation. A quiet study room is located in each residence hall and is open at all times. Quality study
environments exist in the Blanche Skiff Ross Memorial Library and the Rubie Burton Academic Center.

The use of televisions, stereos, and computers should be used mainly in student rooms and operated at
reasonable, considerate, and agreed upon volumes. The use of headsets is encouraged to eliminate
distraction of others and competition between different sources of sound. Personal speakers must not be
placed in windows (broadcasting outside) or outside on lawns or porches at any time.

Late night noise near front entrances can be very disturbing. Students are expected to instruct or request
their companions to leave these areas. Unwelcome, off-campus visitors may be charged with trespassing
or disturbing the peace if their behavior is inappropriate. Always inform the hall staff or campus security
of such problems.

**QUIET STUDY ROOMS**
An air-conditioned quiet study room is located on the first floor of each residence hall for quiet study.
Each has study carrels. Food and drinks are permitted in this area. Students should remove all trash and
personal items upon leaving. This quiet study space is available 24 hours a day.

**QUIET SUITES**
Noise levels in all areas of the residence halls are to be kept at reasonable levels 24 hours a day. However,
the College has made a commitment to provide a quieter environment for those students wanting less
noise in the suite area. Nine suites have been designated as quiet suites. They are Washington, Ohio, and
Michigan suites in Reeves Hall; Arizona, Louisiana, and Wheatlake suites in Robertson Hall; and Oregon,
Illinois, and California-Gardner suites in P.E.O. Hall. All of these residents must sign a Quiet Suite
Agreement. All members of a designated quiet suite will work together at the beginning of the year to
establish optional, additional quiet hour policies for their suite.

**RECREATION ROOMS**
A recreation room is located in the basement of each residence hall for the relaxation of students. Each
has a television and comfortable sofas. There is also a conventional oven and vending machines. Food and
drinks are permitted in this area. Students should remove all dishes and trash upon leaving. Recreation
rooms may not be reserved by any group or organization without special permission from the hall
director, director of housing, or the vice president for student life. These rooms should be available for
the use of all residents at all times.
RECYCLING
Recycling containers can be found in various locations on campus. Some student organizations sponsor recycling and will provide information to residents about practices for depositing recyclables.

REPAIRS
If an emergency maintenance problem exists, call ext. 2155 during regular business hours (8 a.m.-5 p.m., Monday through Friday). If an emergency maintenance problem develops at other times, please contact the resident assistant or hall director on duty. An emergency consists of flooding water or similar problem where if immediate action is not taken, a danger of personal injury or damage to the facilities exists.

Please report non-emergency repair requests to the Reeves hall director via email at workorders@cottey.edu. The hall director will submit a work order. If the repair is not completed within two weeks, please notify the hall director.

Repairs are made by the Physical Plant staff every day, but they do prioritize the requests according to the type of problems involved and certain other criteria. Some repairs may be delayed because of a low priority or the need to order parts.

RESIDENT GUEST ROOMS
Resident guest rooms are used on occasion for temporary housing for students or guests of the College. At other times, they are generally available for use by students who are too ill to stay in suites or when physical mobility has been impaired. The resident guest rooms are not available for personal guests of residents.

ROOM ASSIGNMENTS, CHANGES, AND CHECK-OUT PROCEDURES
Assignment of residence hall rooms is the responsibility of the Housing Office. Preferences for specific halls will be honored as much as possible, but the College makes all final decisions in assigning rooms and roommates. The date individual advance fee deposits are received by the College may be a factor in determining room assignments for first-year students. Final adjustments to room and board fees will be made September 30 and February 15 to accommodate any changes in room assignments. To be eligible to live in a residence hall, a student must normally be a full-time student carrying at least 12 credits.

Continuing students are usually, but not always, given priority over first-year students in considering room assignment requests. If a student is not satisfied with a room or roommate, this should be discussed with the hall director or R.A. to see if internal alternatives are available. The College does not make or change room assignments on the basis of race, color, national origin, religion, or any other inappropriate factor.

All room changes must be approved in advance by the hall director and director of housing. Students must complete a room change request and have all the required signatures before requesting to be checked into a new room. The new room will be unlocked by hall staff, and when the move is complete, the student will turn in her old key before signing for and receiving her new room key.
ROOM DECORATIONS
Tacks, nails, screws, tape, and permanent adhesives are not to be used on walls or furnishings. Items may be hung from hooks on the ledge near the ceiling. White, nonpermanent adhesive compound is available for posters and small, lightweight decorations. Other items may stain the walls. Students will be charged if putty, poster tape, or other items are not completely removed from the walls or room door when they vacate the room. While ceiling and wall decorations such as stars are permitted, they must be attached with white putty and removed before vacating the room. Students who wish to have carpet in their rooms may not attach the carpet to the floor through any means, including tape or glue.

Due to fire safety concerns, nothing may be hung on the ceiling or hung vertically in a manner that may obstruct doorways or other means of exit. Items may not be hung or stretched across the ceiling—all items must be hung along a wall surface, including posters, sheets, banners, and items placed on the floor inside of the door, which are intended to block the door (rolled up towels, clothing, etc.). Additionally, signs, posters, or messages put on exterior room windows must not be offensive. The hall director’s determination of what is unacceptable is final. (Also, see “Suite Common Areas - Sponsors, Usage, Ambiance, and Decorations” in this section of the handbook.)

ROOM INSPECTIONS
Student rooms, as well as shared areas of the residence halls, are to be kept reasonably clean and orderly at all times. Periodic or occasional inspections of student rooms may be made. Inspections focusing primarily on suite living rooms and other shared areas will always be made over winter and spring breaks.

Authorized College personnel may enter student rooms without the resident’s permission. Authorized personnel may also search a student’s room, including closets, drawers, desks, and other containers located in the room without notice or consent. Students should have no expectation of privacy in student rooms or shared areas of the residence hall. Observed suspected contraband will be confiscated and/or suspected violations of College policies, rules, or regulations will be referred to the appropriate disciplinary board for action. Violations of local, state, and federal law will be reported to local law enforcement.

ROOM KEYS
Each student must sign for receipt of the assigned room/closet key by residence hall staff. The fee to replace a lost key is $20. To replace a key, pay the fee at the Business Office and take the receipt to the Physical Plant where a new key will be made. Failure to turn in any assigned keys at the end of the school year or upon withdrawal will result in a $20 (per key) deduction from the $125 damage/security deposit every residential student has on deposit with the College. Students who lose a room key are expected to get a replacement. If the student does not get a replacement key, residence hall staff may stop providing the student access to the room.

ROOM AND SUITE FURNISHINGS
The College furnishes each room with appropriate numbers of beds, dressers, closets, desks, chairs, and a mirror. Because of safety regulations and potential wear and tear on mattresses and bed frames, Cottey College requires that students use bed frames in the intended manner and leave the mattresses on the frames. If students wish to raise beds higher off the floor, they may do so by purchasing bed risers made exclusively for this purpose. They may be available at larger home stores or online. The use of concrete blocks, bricks, or other similar materials for risers is not permitted for safety reasons.
The kitchen in each suite has a refrigerator, cupboards, sink, microwave, and hotplate that are provided by the College. Students are responsible for purchasing kitchen utensils, dishes, pots and pans, dish soap, and towels. Suite sponsors or former suite members may provide additional small appliances for use by the suite. Appliances obtained in this manner will not be repaired or replaced by the College.

Each suite living room is furnished with carpet, drapes, sofas, chairs, tables, a bulletin board, shelves, lamps, and wall decorations. Furniture is not to be altered, removed, damaged, or claimed as a “passdown.” The unauthorized possession or removal of College furniture will result in its being replaced or reclaimed by Physical Plant personnel. A fine and/or disciplinary action will also be enacted. Personal furnishings of students, including passdowns, are not permitted in the suite area.

**ROOM UTILIZATION POLICY**

In situations where there are several unassigned beds or rooms on campus, the College may require room changes necessary to close off a suite or section of a residence hall as a means of conserving energy and limiting maintenance/housekeeping expenses. The College will generally not require students to change rooms within one month of the end of a semester in order to consolidate suite usage.

The College also may provide necessary accommodations by increasing capacity in the residence halls. Capacity may be increased through the reconfiguration of rooms from singles to doubles and doubles to triples and use of guest rooms and/or use of other space(s).

**SECURITY CAMERAS**

Security cameras are located at the main entrances of each residence hall and at the side doors within the halls. Side door alarms are automatic and are not turned on by security personnel. The exterior cameras are monitored by the student receptionists when on duty. Recordings may be reviewed by campus officials for safety and disciplinary purposes.

**SIDE DOOR ALARMS**

All persons must enter the residence hall through the front door. Students may exit the building through a side door until 11 p.m. daily. At 11 p.m., an alarm is set. The alarm signals when someone has either exited or been given access to the building inappropriately. Security personnel must reset an alarm after it has sounded. The alarm is very noisy and annoying, so please take careful note of this rule. Persons exiting through the side doors after 11 p.m., or allowing others to gain access will be subject to disciplinary action.

Caution tape is hung on side doors to serve as visual reminder that the alarms are on. However, the absence of the caution tape does not mean the alarms are not set. In case of emergency such as fire alarms, please unhook the tape and exit through the side door.

**STUDENT VOICEMAIL**

The College provides one phone per suite; no phone hookups exist in the individual rooms. Voicemail is provided for each student, and phone messages can be accessed through the student’s Cottey email account.

**SUITE COMMON AREAS—SPONSORS, USAGE, AMBIANCE, AND DECORATIONS**

All of the 34 suites are maintained through the gifts of a suite sponsor. An expensive process, both the College and individual suite sponsors have a strong interest in the proper care and use of suite
furnishings. Students are jointly responsible for conditions in the suite. Jumping on, standing on, writing on, or otherwise abusing the furniture is not permitted. Personal items should be put away on a daily basis. Articles of clothing may not be hung or laid out to dry in the suites. Suite furnishings may be arranged by residents; however, due to fire evacuation concerns, a three-foot wide walkway must be maintained through all traffic areas. In addition, sectionals and sofas are not to be arranged with the seating areas touching in a way that creates a seating style similar to a playpen or crib.

Maintaining the intended room ambiance is important to suite sponsors and the College. Student-owned posters, signs, pictures, furniture, and decorative items are prohibited in the suite living area. Suite residents may hang personal items, including posters, signs, pictures, etc., on the suite side of their room door as long as these items can be affixed without damaging the door, and all adhesive is removed when the room is vacated. All items on the suite side of the door must be deemed appropriate for public display as determined by the hall director or the director of housing. Bulletin boards are provided in suites to hang official memorandums and other items of interest to all residents.

Holiday or special occasion decorations (such as birthdays or engagements) are an exception to suite decoration limitations and may be hung in suite living rooms. The decorations must be non-offensive in nature, hung in an approved manner (no decorations may be hung from the suspended ceiling tiles or framework), and may be up two weeks before a holiday and removed with 24 hours afterwards. Special occasion decorations such as for birthdays may remain for a total of 48 hours. (Also see “Student Room Decorations” in this section of the handbook.) Decorations shall not be attached to lighting or fire safety equipment. Extremely flammable or combustible decorations are strictly prohibited anywhere in the residence halls.

Only artificial Christmas trees are permitted in residence halls. Only lights in good operating order are permitted and all lights shall bear the UL label. Trees shall be placed away from heaters. Tree lights shall be turned off whenever the area in which the tree is located is unoccupied. Artificial snow is not permitted for decorating, as it causes damage to window frames, doors, and other furnishings with which it comes in contact. All decorations must be removed and stored in the trunk rooms before winter break begins. Because of the danger of fire, violation of any of these regulations is considered grounds for immediate confiscation of the decorations not in compliance.

**SUNBATHING**

Sunbathing is permitted south of Reeves and Robertson Halls and in the Hinkhouse Center field area. Students are not permitted to sunbathe on roofs, porches, or other areas on campus.

**TRUNK ROOM POLICIES**

The wood and wire bins in the trunk rooms are for the purpose of long-term storage of student articles. The College does not take responsibility for student possessions or for bins. The trunk rooms are open on a 24/7 basis. The following steps are given for use of the trunk rooms:

1. All bins are emptied during the first week of classes.
2. Advance notice of the deadline for removal of items from the trunk room is given by email, on hall bulletin boards, through R.A.s, and by all-calls.
3. Any items remaining are removed by Physical Plant personnel.
4. Trunk rooms are cleaned (the same day) by housekeepers.
5. Hall directors notify all students of their new bin assignments.
6. Trunk rooms are opened for use, beginning that evening.
7. Students are encouraged to provide locks for their bins (even if empty) to protect their spaces and their possessions.

8. At the end of the year, students who will not be returning should remove all their items and their locks by the dates posted in the halls.

9. Bins are reassigned to returning residents for summer storage. Due to space limitations, only one oversized item may be stored above the bins in P.E.O. and Reeves Hall. Robertson Hall residents may store one oversized item above the bins in Reeves Hall. All items must be clearly identified with the student's name and hall. Students with more items than will fit in their trunk bin and more than one oversized item should seek additional storage space off campus.

In general, student items should always be boxed, labeled, and maintained within the bins. Perishable, flammable, illegal, or hazardous materials may not be stored on campus. Items in bins may be inspected by College officials when there is reasonable cause to suspect any of these items are being stored. Any items left outside trunk bins will be removed by Physical Plant and sold at the scholarship auction.

Storage space is available for items belonging to student organizations in a room adjacent to the Reeves recreation room. Students may not keep personal possessions in this room without permission from the director of housing.

Closets for hanging formals and coats and for storing decorations and frequently used items are located on most residence hall floors. Closets are to be cleaned by students. Empty boxes are not to be stored in these areas.

**TV/VCR/DVD ROOMS**
Small rooms equipped with a TV and DVD player are located in each residence hall where students can watch movies. The TV/DVD rooms are located in the basements of P.E.O. and Reeves Halls and in Indiana Suite in Robertson Hall. The room should be reserved at the receptionist desk.

**WINDOW SCREENS**
For safety and maintenance reasons, screens may not be removed from windows.