



HOCKING COLLEGE

Residence Hall

Handbook

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NOTE: This handbook is specifically for residents and any guests visiting the residence halls. Residents are also students and therefore responsible for adhering to the Student Code of Conduct, which can be viewed at www.hocking.edu.

A Message from the Department of Residence Life

The Residence Life staff of Hocking College welcomes you to campus living in the Hocking College residence halls means daily interaction with people of diverse backgrounds, values, and lifestyles. It can be an exciting and challenging experience. As a member of the community, residents are responsible for any behaviors that might infringe upon an individuals and groups rights, and/or jeopardize the health and safety of an individual or their property, both personal and/or college. All residents and their guests must abide by the Hocking College Code of Conduct and the residence hall policies.

The mission of the Residence Life staff is to provide meaningful support for those who live and work in Hocking College housing facilities.

We aspire to provide meaningful support by:

- Promoting a sense of **community** for those who live and work in Hocking College housing facilities
- Promoting the **academic success** of residents living in the community
- Promoting the **holistic development** of those who live and work in the community
- Promoting an **appreciation of differences** among all community members
- Promoting a improved **quality of life** for all community members

Hocking College Mission Statement

We serve as a pathway to prosperity, teaching and inspiring all who seek to learn;
growing careers and changing lives

College Connections: A Guide to Roommates, Community and Success

After you have arrived on campus, said good-bye to your friends and family, unpacked your bags, and situated your room, what do you do next? If you haven't done so already, connecting with your roommate may be the very next thing on your mind. This guide will help you make the connection with your roommate and hopefully help you through any rough patches that you may experience. If all else fails, don't forget about the Residence Life staff!

Your Roommate

Fact or Fiction

“In order for my roommate and I to get along, we need to have a lot in common.”

FICTION- Take the opportunity of living with a new person to expand your horizons and learn from the experiences of others. Some unlikely college roommates of the past include Al Gore and Tommy Lee Jones, Bill Clinton and Strobe Talbot, and finally Christopher Reeve and Robin Williams.

“The people I meet in the residence hall will continue to be friends long after we leave college.”

FACT...to some extent- Many people meet some of their best friends in the residence halls. The residence halls offer residents the opportunity to meet like-minded individuals that share many of the same views. Friends made in the halls often end up living with each other later outside of the college experience.

“My roommate and I need to be best friends and do everything together.”

FICTION- Being roommates doesn't necessarily mean that people have to be best friends. Instead, a healthy roommate relationship should focus on mutual respect for the other person, their belongings, and their views.

Open lines of Communication

Communication works two ways: talking and listening. Neither one is effective without the other. To build a successful roommate relationship you need to keep the lines of communication open. This doesn't mean that you should share everything but you need to talk actively with your roommate.

A Good Beginning

It is important to start off on the right foot with your new roommate. Even if your roommate is not new to you, you are still new to being roommates and living with him or her will show you things that you never knew about your friend. You should begin by addressing potential problem areas and getting them out in the open so that there will be fewer surprises down the road. Take some time to talk about habits and preferences.

Most roommate conflicts are the result of miscommunication or, in some cases, a lack of communication. If you can communicate effectively it will be much easier to develop a comfortable living environment for yourself and your roommate.

These tips should help you to communicate in a healthy way with your roommate.

1. Talk to your roommate directly when something is bothering you. Don't discuss it behind his or her back because this can cause a breakdown in trust between the two of you;
2. Be direct. Be clear about what is bothering you. If you don't tell your roommate that there is a problem, he or she won't be able to do anything about it;
3. If you create a win-win situation, then the conflict is more likely to be resolved. Evaluate the needs of both sides before a solution is proposed. And make sure the solution is acceptable to both parties; and
4. Respect each other's differences. Everyone has different values, lifestyles, expectations, and communication styles. Get to know each other and establish common ground. It is easier to solve a problem with a friend than with a stranger.

Questions to begin the conversation:

- Where are you from? What was it like growing up there?
- What do you do in your free time?
- What were you involved in during high school?
- Have you ever had a roommate before?
- What are you studying here? Why did you choose that?
- What kind of things are you looking to get involved with this year?

The Art of Respect

Living in a new place is never easy. Working with your roommate to find mutual ground in your personal space, property, and actions can ease the transition to living on campus. Respect comes with limits. Don't respect the rights of others so much that you are sacrificing your own rights. Compromise is key. No one is better at standing up for your rights than you!

- **Be Clear About Your Expectations From the Beginning**
Do you know in advance that you hate it when someone hits the snooze button fifteen times every morning? That you're a neat freak? That you need ten minutes to yourself before talking to anyone after you wake up? Let your roommate know as soon as you can about your little quirks and preferences. It's not fair to expect him or her to pick up on them right away, and communicating what you need is one of the best ways to eliminate problems *before* they become problems.
- **Address Problems When They're Little**
Is your roommate always forgetting her stuff for the shower, and taking yours? Are your clothes being borrowed faster than you can wash them? Addressing things that bug you while they're still little can help your roommate be aware of something she

may not otherwise know. And addressing little things is much easier than addressing them after they've become big.

- **Respect Your Roommate's Stuff**

This may seem simple, but it's probably one of the biggest reasons why roommates experience conflict. Don't think he'll mind if you borrow his cleats for a quick soccer game? For all you know, you just stepped over an uncrossable line. Don't borrow, use, or take anything without getting permission first.

- **Be Mindful of Who You Bring Into Your Room—and How Often**

You may love having your study group into your room. But your roommate may not. Be mindful of how often you bring people over. If your roommate studies best in the quiet, and you study best in a group, can you alternate who hits the library and who gets the room?

- **Lock the Door and Windows**

This may seem like it has nothing to do with roommate relationships, but how would you feel if your roommate's laptop got stolen during the ten seconds it took you to run down the hall? Or vice versa? Locking your door and windows is a critical part of keeping safe on campus.

- **Be Friendly, Without Expecting to Be Best Friends**

Don't go into your roommate relationship thinking that you are going to be best friends for the time you're at school. It may happen, but expecting it sets both of you up for trouble. You should be friendly with your roommate but also make sure you have your own social circles.

- **Be Open to New Things**

Your roommate may be from someplace you've never heard of. They may have a religion or lifestyle that is completely different from your own. Be open to new ideas and experiences, especially as it relates to what your roommate brings into your life. That's why you went to college in the first place, right?!

- **Stay Open to Change**

You should expect to learn and grow and change during your time at school. And the same should happen to your roommate, if all goes well. As the semester progresses, realize things will change for both of you. Be comfortable addressing things that unexpectedly come up, setting new rules, and being flexible to your changing environment

- **Address Problems When They're Big, Too**

You may not have been totally honest with tip #2. Or you may suddenly find yourself with a roommate who goes wild after being shy and quiet the first two months. Either way, if something gets to be a big problem quickly, deal with it as soon as you can.

- **If Nothing Else, Follow the Golden Rule**

Treat your roommate like you'd like to be treated. No matter what your relationship is at the end of the year, you can take comfort knowing you acted like an adult and treated your roommate with respect.

Roommate Agreement Template

In an effort to assist you and your new roommate come to common ground regarding some of the more frequent roommate conflicts, an example of a roommate agreement has been provided below. It is not required that you complete this document but it is recommended to assist with any possible future roommate conflict.

Keep the following in mind when filling this form out with your roommate:

- 1) Be sure the both your rights are being respected;
- 2) This document can change at a later date if both of you are feel that it does not reflect your needs any longer; and
- 3) This is an *agreement*, not a *contract*. Should dispute arise, talk to your Residence Life staff member.

Room Agreement for Room: _____ of _____ Residence Hall.

Our room will be kept:

- ☐ Neat and Clean
- ☐ Somewhere in between
- ☐ Messy

We will clean:

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☐ As Needed

As part of the cleaning process, we will do the following:

- ☐ Laundry overflowing
- ☐ Wash dirty dishes
- ☐ Take out trash
- ☐ Sweep/Mop
- ☐ Make beds

We have agreed that best time set aside for studying will be:

- ☐ In the morning (9am until noon)
- ☐ In the afternoon (Noon until 5pm)
- ☐ In the evening (5pm until 10pm)
- ☐ In the late evening (10pm until midnight)
- ☐ In the late night (Midnight until 9am)

We agree that friends can visit

After 11pm Before 8am

- ☐ Yes ☐
- ☐ No ☐

If I leave for the weekend, we will

- ☐ Notify each other
- ☐ Not notify each other

When one of us is studying, it is acceptable that the other is _____ while still in the room.

- ☐ Completely quiet
- ☐ Listens to music with headphones in
- ☐ Watching television
- ☐ Has friends over

While studying with other individuals in our space, the other roommate agrees to:

- ☐ Not be in the room
- ☐ Remain in the room and respectful of the study group

Using the following personal belongings is acceptable:

<u>Yes</u>		<u>No</u>
<input type="checkbox"/>	TV	<input type="checkbox"/>
<input type="checkbox"/>	Stereo	<input type="checkbox"/>
<input type="checkbox"/>	Food/Drink	<input type="checkbox"/>
<input type="checkbox"/>	Computer	<input type="checkbox"/>
<input type="checkbox"/>	Game Console	<input type="checkbox"/>
<input type="checkbox"/>	Clothes	<input type="checkbox"/>
<input type="checkbox"/>	Personal Items	<input type="checkbox"/>
<input type="checkbox"/>	_____	<input type="checkbox"/>
<input type="checkbox"/>	_____	<input type="checkbox"/>

We agree that the following time is an appropriate time to go to bed for the room.

- ☐ 10pm to 11am
- ☐ 11am to Midnight
- ☐ Midnight to 1am
- ☐ 1am or later

When my roommate is sleeping it is:

<u>Okay</u>		<u>Not Okay</u>
<input type="checkbox"/>	Watch TV	<input type="checkbox"/>
<input type="checkbox"/>	Listen to Music	<input type="checkbox"/>
<input type="checkbox"/>	w/ headphones	<input type="checkbox"/>
<input type="checkbox"/>	w/o headphones	<input type="checkbox"/>
<input type="checkbox"/>	Use a hairdryer	<input type="checkbox"/>
<input type="checkbox"/>	Have guests over	<input type="checkbox"/>
<input type="checkbox"/>	Have lights on	<input type="checkbox"/>
<input type="checkbox"/>	Have desk lamp on	<input type="checkbox"/>

GUESTS ARE ONLY ALLOWED Sunday – Thursday from 5 pm – 10 pm and Friday – Saturday from 5 pm – 12 am (midnight). Guests must sign in at the front desk. Guests are not allowed to stay overnight.

Guests in our space are allowed to:

- ☐ Sit/use other's bed
- ☐ Eat other's food
- ☐ Use other's personal belongings
- ☐ Use other's computer
- ☐ _____
- ☐ _____

The door to the room will:

- ☐ Remain open/propped while we are in the room
- ☐ Be open/propped only when we are not studying
- ☐ Remain closed

If we hear gossip about the other, we agree to:

- ☐ Confront the person spreading the gossip
- ☐ Inform the roommate
- ☐ Consult the RA

Your Community

Your living environment isn't solely restricted to your room. Around you live other individuals whose actions impact you and vice versa. Take this opportunity to get to know your neighbors. You never know who might be living right next door. The tricks and skills you have applied to establishing a relationship with your roommate can be applied to your neighbors as well. Here are some more tips to help you develop relationships with your neighbors.

- *Respect others and their beliefs:* You will walk away with a more enriched education by listening to the idea, beliefs and thoughts of others in your community.
- *Take the first step:* Introduce yourself and ask unobtrusive questions. Take the time to talk to and catch up with your neighbors.
- *Learn and use names:* You might be surprised how welcoming it is to use someone's first name.
- *Give a helping hand:* If you see someone struggling, help them out. *Love where you live:* This is *your* community. If someone is doing something that you don't appreciate, make your voice heard. Talk to the Residence Life staff about your concerns. Take pride in your community.
- *Attend Hall Meetings:* Information pertinent to all students is shared and gathered at hall and building meetings. You should always make an effort to attend these meetings so that you know what's happening and have the opportunity to offer your input into what goes on in your buildings.

SAFETY should always be a concern. A healthy community includes people looking out for each other. Keep an eye for potential safety concerns and take a proactive approach to helping keep community members safe. Practice these basic safety tips and help support a safer campus.

- Don't prop exterior doors. Outside doors are locked for a reason. Propping doors open can lead to potential harm or crimes from someone sneaking in.
- Ask strangers who they are. If you see someone new on the floor, ask them who they are. If he or she is a neighbor that you haven't met, you may have just made your first contact. If they don't live in the building report the person to the nearest Residence Life staff member. The residence halls have a policy that requires guests to be escorted at all times.
- Introduce yourself to the Campus Police and Campus Safety Officers (CSOs): Knowing who the officers are will help create a more closely knit community and a safer environment.
- Support the Residence Life Staff. Residence Life staff members don't enforce policies to make your life uncomfortable. The policies of the residence hall are in place to help keep you safe and it is their job to help enforce these policies.
- There is fire safety equipment in the buildings to help keep you safe. Make yourself familiar with the locations of this equipment. Tampering with them is a serious and may result in a referral to Campus Judiciaries or criminal charges.

Success

There are many choices to be made when it comes to college. College can be a stress filled time in a person's life, making it even harder to keep a clear mind and make informed decisions. This section contains information about the many resources available to you on campus and offers some advice on decision making.

Campus Resources

- Access Center - Do you have a documented disability? Talk to Erin Bowald in the Access Center.
- Student Conduct - Questions about the Student Code of Conduct or appropriate actions on campus? Talk to Erick Smith in the main concourse of John Light Hall.
- Campus Police (HCPD) - Did you lock your keys in your car, need a jump, want to report a crime? Talk to any of the friendly officers at Campus Safety.
- Financial Aid – Do you have questions about your financial aid, scholarships, loans, or grants? Talk to one of our Financial Aid experts on the first floor of John Light Hall.
- Hawks Center for Well- Being (JL) – Do you need an immunization, physical or other form of basic medical care? Call the Wellness Center at 740-753-7079 or stop in to John Light 241. Hours may vary, visit hocking.edu/campus-health-wellness for the up to date hours.
 - Counseling Services – Need to talk to someone about personal matters? Visit with one of our counselors in John Light 241 completely free of charge.

Staying Healthy

The busy, hectic life of a college student doesn't leave much time for healthy living. Staying healthy should take a major role in your life. If your body isn't operating at its full potential, neither is your brain. Eating healthy and staying active has proven to help reduce stress and increase your overall performance.

Here are some tips to help you start your way to a healthier lifestyle:

- Make time to work out. When time is short, working out always seems to be the first activity eliminated. Exercise should be one of the last things to go. Taking time to keep fit helps your body and your mind. This allows you to step away from your studies just long enough to refocus and hit the books with a refreshed sense of purpose.
- Nutrition is the building block for a successful college experience. If you want first-class results you need to make sure that you are eating first-class foods. This doesn't mean that you have to eat exclusively at 5 star restaurants. Take the time to examine what you are eating. Here are some tips to improve your eating habits
 - Don't leave your meals to chance. Plan what you are going to eat for the day. This will help you fight off the lunchtime raid on the vending machine.

- Bring your snacks with you. Not only will this save you money but it might help you save your waistline too.
- Stress is a natural part of life. Stress and challenges have caused some of the greatest accomplishments in history. Too much stress however, can overwhelm a person and cause serious health problems. Here are some helpful stress busters:
 - Talk to your friends and family
 - Workout or go for a walk
 - Use a journal
 - Read a good book
 - Find a hobby
 - Get plenty of rest or sleep
- Sleep! Make sure that you are balancing your schedule so that you are getting enough sleep. You should aim for about eight hours a night. Here are some hints to make sure that this happens:
 - Get to bed at a decent hour. It's hard to walk away from hanging out with a group of friends but when you have a test the next morning; it's the smart thing to do.
 - Avoid caffeine. Caffeine can stay in your system for over 6 hours after you have ingested it.
 - Relax. Give yourself 20-30 minutes before bed to wind down. Read a book, take a shower, watch TV, and listen to music. Whatever it takes.

Being You

College can put a lot of pressure on a person. Even the strongest willed individual can come under succumb to peer pressure. As the year progresses, take the time to analyze who you are and who you want to be. Make sure that you are making the right decisions. Some questions that you may want to ask yourself before you make any decision may be:

- What would my parents think if they knew what I was doing? Would they be proud?
- Who will be affected by this decision (or your actions)?
- Will the outcome of this decision affect any of my long term goals?

Ultimately, you are the creator of your destiny. You are the product of the choices you have made and will be the end result of the choices you will make in the future. Be the person you want to be. Trust yourself and if you need help, don't be afraid to ask.

Your Rights and Responsibilities

1. You have the *right* to an equal share of space in the room and to expect that your roommate(s) will respect your belongings.
You have the *responsibility* to communicate assertively and respectfully with your roommates, especially in terms of which behaviors are “okay” with you and which are not.
2. You have the *right* to a safe, healthy, and clean environment in which to live.
You have the *responsibility* to clean up after yourself, to remind others to clean up after themselves, and to report health and safety concerns to a residence life staff member.
3. You have the *right* to a quiet environment conducive to sleeping and studying.
You have the *responsibility* to ask others to be quieter and/or report repeated violations of quiet hours to a staff member.
4. You have the *right* to be successful at Hocking College, become involved in campus life, and to enjoy living on campus.
You have a *responsibility* to put effort into your academics, to follow the Hocking College Code of Conduct, and to abide by all Hocking College policies and procedures.

Residence Life Staff

Hall Directors supervise the daily operations of the residence hall and are available to assist students with involvement opportunities, policy concerns, roommate concerns, room changes and any other concerns. The Hall Director staff also coordinate inclusive and engaging events that take place in the residence halls as well as providing a variety of opportunities for students to interact with and get to know the other students living in the building. Hall Directors will also manage disputes that arise in the residence halls as well as facilitate issues with facilities.

Housing Office Staff – the housing office staff are available to connect you with resources available to assist you with all of your needs. Stop into the office in the main concourse of John Light Hall or call (740) 753-7043 or email housing@hocking.edu

Residence Hall Policies

Policies governing the residence halls have been outlined below. Summit on the River and Sycamore Halls, including the parking lots, are considered part of campus and any rules applied to main campus apply to these areas. If you violate a policy, honesty and cooperation are imperative. Refer to the Code of Conduct for additional information as to how reported policy violations are handled.

Abandoned Property

- When residents leave the residence halls or change rooms, all personal items should be removed from their former living area.
- Personal items left uncollected on the last day of the term will be considered abandoned property and will be disposed of by the Residence Life Staff.

Access

- *Residence Halls*
 - Students living in the residence halls will use their student IDs to access their residence hall. Be sure to specify what hall you are living in when obtaining your ID.
 - Main entrance doors of the residence halls are locked at all times. You need to carry your ID with you at all times to access the buildings.
 - For safety and security reasons, secondary doors (side doors) are not to be propped or kept open.
 - Should you misplace your ID you may be charged a fee for replacement.
- *Rooms*
 - Summit and Sycamore have combination codes to enter the student rooms. You will be given your code upon check in.
 - You may have your door code changed one time at no cost. Future combination changes may result in a charge.
 - Each resident at Downhour, Hocking Heights, and North Halls will be given a key for their room. Replacement keys will be processed through the Hocking College Police Department and may include a fee.
 - Excessive lockouts may result in additional fees.
 - If both roommates lose their keys, a core change will be necessary and a fee will be charged per student.

Alcohol

- In an effort to provide an environment conducive to academic success, no one is permitted to consume, sell, possess, or be impaired by alcohol in the residence halls, the surrounding school property, or in personal vehicles on campus.
- Any incident or inappropriate action against members of the Residence Life staff, Campus Safety Officers, law enforcement, or other residents will be counterproductive and may cause the offending resident to face additional penalties.
- If a resident is 21 or over, providing the means to obtain or directly giving alcohol to residents or other students under the age of 21 is illegal.

Bicycles

- Hocking College believes in promoting a healthy, “green” environment. Students are encouraged to ride their bicycles rather than drive whenever possible to protect our environment.
- Residents of Hocking Heights may store their bicycles at the shelter or in their rooms. All other residents must store their bicycles in the racks provided. Locks on bicycles stored outside designated areas will be cut and the bicycle removed.
- Students are advised to always keep bicycles locked when it is not in use.

Check-in and Check-out

- Check in
 - Residents must check in at the beginning of every term.
 - Initial check-in (move in) requires residents to sign the pertinent parts of the Room Condition Report (RCR), receive and sign for a mailbox key or combination, and obtain access to their rooms either via combination or key. This is to be done with a member of the Residence Life Staff.
 - When checking in for Spring term, students should check in with a Residence Life staff member who will document that they have returned.
 - It is imperative that residents check in to avoid confusion about their whereabouts.
- Check out
 - Residents must check- out with a member of the Residence Life staff or they may forfeit their security deposit. Additional fees may be assessed depending on the severity of the mess/damage in the room.
 - When leaving the residence halls permanently, check-out procedures include:
 - Cleaning the room thoroughly
 - Removing all personal items
 - Checking out with a Residence Life staff member
 - Identifying any damage to the room or furnishings
 - Returning the mailbox/room keys
 - Signing the RCR
 - Students leaving for breaks between terms will be asked to perform similar procedures (except for removing all personal items) at the end of Autumn term.

Civility

- Residents are expected to treat all residents, guests, and staff with courtesy and respect.
- Bullying, defined as the repeated use of written, verbal, or electronic/cyber expression and/or communication and/or a verbal, electronic or physical act of gesture or any combination thereof directed at a member of the college or community is unacceptable.

Community Areas

- Community areas are those areas provided in the residence halls for residents to

- utilize, such as lounges, study rooms, laundry rooms, etc.
- Community areas are available for all residents. Reserving a community area is only permitted with permission from the Hall Director.
 - Community areas are to be kept free of trash and abandoned personal items out of respect for other residents. Unattended items are subject to disposal.
 - Material deemed inappropriate by a reasonable individual is not to be viewed in the community room or in public areas of the building. Anything deemed inappropriate by any reasonable individual should be stopped and is subject to review by Campus Judiciaries.
 - Students are not permitted to field dress animals in the residence halls.
 - Public activities are always encouraged in the community areas, but quiet and courtesy hours should always be observed.
 - Residence hall public areas are designed for the exclusive use of residential students. For safety and security reasons, only residential students are permitted to use these spaces.
 - The exception to this policy is the North Hall Conference Room, which may be reserved through the Housing Office in John Light 196 by Hocking College staff members for meetings only.
 - Residential students wishing to reserve any of these spaces should their Hall Director for additional information.
 - Abuse of the public areas may result in closure of the common areas.
 - Furniture provided in common areas must remain in these areas. Removal of these items will be treated as theft of institutional property.

Confiscation of Property

- Residents' property can be confiscated if deemed dangerous to person or property, or after the resident has been asked to remove the items in prior instances.
- Stereo speakers and other noise making devices may be confiscated if warnings for noise violations are ignored.
- Any confiscated property will be stored at the discretion of the Housing Office. If possession of the item is deemed dangerous or illegal the item(s) will be given to the Hocking College Police Department. Students will be provided with an inventory receipt of the property confiscated and the reasons for confiscation. Items left uncollected on the last day of the term will be considered abandoned property.
- Prohibited items include, but are not limited to:
 - Sling shots, blow guns, paint ball guns, BB guns, airsoft guns, crossbow, ammunition, firearms, explosives and other weapons as defined by Ohio Revised Code 2923.11
 - Fire hazards such as ungrounded extension cords, fireworks and candles
 - Stolen property
 - Offensive posters and any alcohol related advertising
 - Routers
 - Candle warmers
 - Toaster ovens

Decorations/Adhesive

- Wall hangings must be removed prior to check-out, including any adhesive residue left behind.
- Posters, signs, flags, or other wall hangings, are not permitted in the windows or doorways as they are considered fire hazards.
- Empty alcohol containers for decorative (or any other) purposes are not permitted.
- For health and safety reasons, only 75% of any given wall may be covered. Nothing should be taped to or hung from the ceiling (e.g. fishnet, flags, posters, etc.).
- Drawing, writing, and/or marking of doors are not permitted. Room doors cost approximately \$500. Students who deface doors will be expected to pay for replacement of the door including parts and labor.
- Offensive, degrading, or indecent material is not permitted on the outside of room doors or in windows. Material deemed offensive, degrading, or indecent, by any reasonable individual should be removed, and is subject to review by Campus Judiciaries.
- Do not tamper with the fire evacuation routes posted on the back of your room door.

Drugs

- Illegal drugs (including medical marijuana) or legal medications used in a manner other than directed are prohibited. Violations will be reported to the Hocking College Police Department.

Electrical Appliances

- Each room is equipped with a mini fridge and microwave.
- Approved appliances: curling irons, hair dryers, flat irons, electric razors, televisions, VCR/DVD players, game consoles, stereos, personal computers, fish tanks, and grounded surge protectors.
- Students who choose to use any of the items above are encouraged to bring power strips with surge protectors. Surge protectors will not be permitted if they are ungrounded, light-weight, or two-conductor household-type.
- **Appliances not permitted include (but are not limited to): additional refrigerators, additional microwaves, hot plates, single burner units, sandwich makers, toasters, toaster ovens, George Forman grills, and any appliance with an open heating element or electric radiant heaters.**
- Students are permitted to cook with provided microwaves in their rooms given that the student keeps their room and cooking area in a sanitary condition and remains in the room while cooking.

Fire Safety

- The burning of candles and incense in the residence halls is not permitted.
- Lamps with halogen bulbs are not permitted in the residence halls.
- Residential rooms should be kept in a condition that would permit easy egress from the room in the event of fire alarm activation. For this reason, bicycles or other

large recreational equipment, cannot be stored in residential rooms

- Hocking Heights is the exception to this policy due to the large size of the rooms. However, space limitations do restrict the exception to one piece of recreational equipment to one item per resident.
- All fire related equipment, including but not limited to: fire evacuation routes posted on the backs of room doors, fire extinguishers, alarms, EXIT signs, and notices, are available for the purpose of saving lives. This equipment is to be used for fires only. Unauthorized use of, tampering with, or discharge of any of this equipment may be referred to Campus Police and/or Campus Judiciaries.
- Students are not permitted to cover smoke detector devices in rooms for any reason. Rooms found with covered smoke detectors may be charged a \$50 fee and referred to Campus Judiciaries.
- Hanging of items on sprinkler head cages is not permitted.
- Fire drills are held a minimum of once per term.
- When the fire alarm sounds you must vacate the building. Failure to evacuate may result in a referral to Campus Judiciaries.
- Fire alarms in Hocking Heights, Downhour, and North Halls are equipped with a pre-alarm system. This loud warning is a different sound than the building alarm and will occur only in the area where the alarm is triggered.
- Fire doors must remain closed at all times to contain smoke and fire. You should familiarize yourself with the exits nearest your room and exit quickly and safely when an alarm sounds.
- Activating a false alarm (or causing people to believe the alarm is sounding) may result in referral to Campus Police and/or Campus Judiciaries.

Garbage

- Students should place their trash into the large dumpsters provided near the building, except in Downhour and North Halls where trash rooms are provided on each floor.
- It is not acceptable to place personal trash in public bathrooms or public areas.

Internet Service

- **Individual routers are NOT permitted in any dorm room.**
- All residence halls have wireless access to the internet. Hocking Heights, Downhour, and North also have Ethernet ports for a hardwire connection.
- Students are strongly encouraged to have antivirus software on their personal computers before connecting to the internet.
- Wireless routers are not permitted as they interfere with the existing wireless service.
- Be careful about the type and size of downloads. The amount of bandwidth used by each port is monitored and excessive consumption of bandwidth may result in the port being deactivated.
- Students wishing to purchase supplemental internet packages can do so by contacting Nelsonville TV Cable (740-753-2686).
- *Notice to Students of Claimed Infringement* – if a representative of copyrighted

content detects illegal downloading or sharing of copyrighted content on the Hocking network, a letter of the alleged infringement will be sent to the university. In order to comply, the Office of Information Technology will forward the complaint to Campus Judiciaries to investigate.

Laundry and Vending Machines

- Residence halls are equipped with vending machines and laundry facilities.
- Use of these machines is limited to residents of that residential complex only.
- Tampering with machines will result in referral to Campus Police and/or Campus Judiciaries.
- Sitting or lying on the machines is not permitted.
- Should any of the laundry or vending machines fail to work, please notify the Housing Office.

Maintenance and Housekeeping

- A full-time housekeeping staff is employed by Hocking College for Hocking Heights, Downhour, and North Halls. At Summit on the River and Sycamore, the building owners employ the housekeeping staff.
- Downhour, Hocking Heights, and North residence halls, maintenance requests should be made to a Residence Life staff member.
 - These repairs will be made in the regular work schedule of the maintenance staff of the building.
- Summit and Sycamore Hall students can make requests via e-mail to workorder@lhxprop.com.
 - Repairs will be made during the regular work schedule of the maintenance staff of the building.
 - Work order requests must include: student name, building of residence, room number, and specific issue with room.
- Students are directly responsible for the housekeeping of their rooms. Rooms should be cleaned on a regular basis, including vacuuming, sweeping, changing and washing personal bedding, and removing trash. Microwaves and refrigerators should be kept clean.
- The Residence Life Department reserves the right to take corrective action (including cleaning the room and billing the student) in those situations that present a health or safety concern.
- In almost every situation, the first course of action will be to ask the resident(s) of the room to remedy the situation.
- Violations of this policy may result in referral to Campus Judiciaries.

Mail

- Each resident has a mailbox in the lobby of their residence hall. A mailbox key or combination will be issued to the resident during check-in. It is the resident's responsibility to return the key upon check-out. There is a \$5 fee for lost mailbox keys, including not returning a mailbox key upon check-out.

- If a package is too large to fit into a mailbox at Summit and Sycamore halls, a slip will be placed in the mailbox and the resident must pick up the package at the staff office of their particular building during office hours from 6pm-4am.
- For Hocking Heights, Downhour, and North Halls, if a package is too large to fit into the mailbox, an email will be sent to the student email address of the recipient and the resident must pick up the package at the Warehouse between 8am and 4pm. After the notification, students will have a ten day “grace period” to pick up packages. Items not claimed within ten business days from notification are subject to be returned to sender.
 - Hocking College mail service distributes mail to campus residence halls once daily Monday – Friday by 4:00PM
 - Hocking College Mail Service may deliver mail to campus residence halls the same day received and not later than 24 hours after receipt.
 - A photo ID is required to pick up any mail from the mail room.

Motorcycles/Hoverboards/Skateboards/Motorized Transportation devices

- For health and safety reasons, motorcycles, including any motorized vehicle, are allowed only on the streets and designated areas for parking of vehicles.
- Motorcycles should be parked in designated parking spaces. Individuals choosing to park their motorcycles in undesignated spaces may receive tickets from Campus Police and/or have their motorcycle towed.
- No motorized transportation devices, such as hoverboards, skateboards, scooters, bicycles, segways, etc. are allowed in any Hocking College Building.
- Hoverboards are not allowed on any Hocking College campus or in any Hocking College Building.
- Skateboards must be carried while in any Hocking College Building.

Noise

- Quiet hours are in place to facilitate studying and personal time in the residence halls. Quiet hours are from 10:00pm- 8:00am on weekdays (Sun-Thurs) and 12:00am-9:00am on weekends (Fri-Sat). Minimally, noise should not be heard outside your room during designated quiet hours.
- Courtesy hours are in effect all day. Therefore, you should comply if anyone requests that you be quieter.
- During finals week, there will be 24-hour quiet time for the entire week
- Repeated violations of quiet hours may result in a referral to Campus Judiciaries.

Outside Grounds

- The outside grounds are available for football, Frisbee, hacky-sack, recreational sports/activities, and other events, activities must not get in the way of normal traffic routes or occur in parking lots.
- The woods have many miles of hiking trails. Students are free to hike in the woods at any time, however, a campfire is prohibited. All campus policies still apply to this area.
- The retaining wall outside Downhour and North Halls is strictly off limits. There is not to be any sledding on the hill between these two halls. Climbing, descending,

or sitting on this wall is not permitted.

Parking

- A parking permit is required for all students who wish to park on campus. Students can obtain their permit by paying the appropriate fees at Cashiers. A new permit is needed each term.
- Assigned parking is available in limited quantities outside Hocking Heights and Downhour Hall for students living in Hocking Heights, Downhour, and North Halls. Permits for assigned parking are available from Cashiers.
- Residents without assigned parking can park in designated lots on campus.
- Parking is available on a first come first serve basis outside Summit and Sycamore Halls and is free of charge.
- Please do not park in front of the buildings' doors or in places other than parking spaces except for dropping off or picking up. Cars left in the fire lanes may be ticketed and/or towed at the owner's expense.
- Residents are not permitted to drive off the pavement (i.e. to get to the volleyball courts or grills).
- Drivers are asked to observe a 15 mph speed limit in all residence hall parking lots.
- Sports/recreational activities (ie. football, Frisbee, hackey sack, skateboarding, etc.) are not permitted in parking lots and/or driveways.
- There are marked visitor spaces outside Hocking Heights for guests. Permits must be obtained from the Campus Police Department immediately upon arrival.
- Full details regarding parking can be viewed on the Hocking College website or obtained from the Hocking College Police Department.

Personal Hygiene

- Room cleanliness and personal hygiene greatly impact students' health and ability to be successful in school.
- Just as students are expected to keep their rooms clean, residents are also expected to keep themselves clean by showering/bathing regularly.
- Residents are expected to wash their clothes and bedding on a regular basis.
- Rooms are expected to be free of any potential health hazards.

Pets/Animals

Contact Housing for the *Animals on Campus Procedures*. Animals are NOT allowed into the Residence Hall until it has been preapproved. If it is not preapproved BEFORE moving in the resident will be required to find an alternate home for it.

Recycling

- In North and Downhour Halls, recycled goods should be placed in the closets provided on each floor for removal.
- In Hocking Heights, recycled goods should be placed in the bins in the community room.

- In Summit and Sycamore, residents are responsible for taking items to the recycling receptacle provided.
- Recycled goods must be broken down and cleaned out prior to disposal.

Residence Hall Damage

- The conditions of student rooms are assessed prior to the beginning of Autumn Term and again prior to the student moving out.
- Particular attention is given to the cleanliness and damage of the room.
- Residents are responsible for the condition of their rooms.
- When the students responsible for damage are identified, the cost of the repair will be equally divided amongst those who caused the damage.
- Residents are collectively responsible for identifying the students responsible for damages. If the students responsible for damage do not come forward, the charges will be distributed amongst the community. This includes the kitchens, bathrooms, and community areas.
- The pricing guideline provided below details estimated costs associated with repairs to the residence halls. Pricing may include additional items and may exceed the listed amounts.

Description of Damage: If damage total exceeds \$500, additional contractor fees will apply	Estimated Cost
Glass Windows (Clean-up, disposal, securing)	\$125, plus actual contractor costs
Replacement/Repair necessary by Contractor	Cost of Contractor
Drywall (anything under ½ will be considered normal wear and tear)	-
Small Area (up to 8''): Materials, prep, fill, sanding and painting, labor	\$75
Medium Area (8'' to 18''): Materials, prep, fill, sanding and painting, labor	\$150
Large Area (18''+) Materials, prep, fill, sanding and painting, labor	\$275
Wall Finishings (Paint, wallpaper, block, brick)	-
Damage- Determined by Contractor	\$2.00 per Square Foot
Replacement- Actual Cost of Contractor	Cost of Contractor
Carpet	-
Stains, cleaning	\$50 equipment, \$30/hr labor
Replacement- Actual Cost of Contractor	Cost of Contractor
Bathroom Fixtures	-
Faucet Replacement	\$200
Drain Replacement	\$75
Toilet Replacement	\$300
Doors	-
Damage to Surface of the Door	\$125 per face
Hardware Replacement (Closures)	\$175
Hardware Replacement (Hinges)	\$115
Hardware Replacement (Frame)	\$150
Hardware Replacement (Locket)	\$125
Door Replacement (Room Door)	\$400
Door Replacement (Hallway/Fire Door)	\$900
Door Replacement (Frame)	\$300
Flooring Tile (VCT)	-
Damage	\$35 per Square Foot
Furniture, Furnishings/Lighting	-
Damage/Repair	\$50 surcharge plus \$30/hr repair

Roofs/Ledges/Windows

- Students are not allowed on the roofs or ledges of the residence halls. Students also

- may not sit in open windows.
- Where provided, screens are required to be in the resident's windows at all times.
- No objects are to be thrown in or out of the windows or off the ledges. Nor should objects be hung outside or placed on the windows.
- Speakers should not be placed in the windows.

Room or Residence Hall Changes

- No reassignments will be made during the first two weeks of either autumn or spring semesters to allow for housing rosters to be solidified.
- If a room change is desired, contact the Housing Office for details.
- Any change in housing charge as a result for changing rooms is the responsibility of the resident changing rooms.
- Individuals who choose to change rooms outside of these guidelines may need to move back into the room they left and approval for future moves may not be granted and may be subject to disciplinary action.

Room Furnishings

- Furnishings that are provided in the room must remain in the room.
- Furniture and kitchen appliances must remain in their assigned area. Relocation of these items is prohibited.
- Waterbeds and personal air conditioning units are prohibited in any residence hall room.
- Only rubber door stops are permitted to be used to prop any residence hall room door.

Room Inspections

- College officials may enter your room at any time for matters pertaining to weekly inspections, health and safety, suspected rule violations, and upkeep of college owned furnishings and/or equipment.
- Health and Safety inspections will be conducted at least twice per term.

Sales and Solicitation

- Students are not permitted to conduct business from their residence hall rooms.
- Solicitation, whether in person or via telephone is prohibited.
- Bulletin boards are provided for promotion of campus events and for official notices. All posters/publicity must be approved by the Hall Director of the building before publicizing. Signs must be removed immediately after the event.
- To protect your right to privacy, door-to-door sales are prohibited.
- Advertising of private products is permitted only with approval from the Department of Residence Life and only as bulletin board space and time permits.
- Should you observe sales or solicitations, please contact a staff member.

Severe Weather

- During severe weather, students should stay alert for changing conditions.
- Staff members will provide additional instructions as necessary.

- Sign up for Nixle alerts via www.nixle.com. Nixle alerts can cover campus safety issues and local traffic issues in addition to severe weather notifications

Smoking

- Smoking is only permitted inside personal vehicles in a parking space.
- Residents must be **in** the vehicle. On the roof, hood, or trunk is not considered **inside** a vehicle, although smoking is permitted in the bed of a truck. Sitting on a motorcycle is not acceptable.

Television Services

- Hocking Heights, Downhour and North Halls have cable access provided in all resident rooms and common areas as part of the residence hall fees.
- Summit and Sycamore Halls are cable ready.
- Students wanting to purchase or upgrade their cable package may do so by contacting Nelsonville TV and Cable at (740) 753-2686.
- Financial responsibility for this service is between the student and the cable company.
- Tampering with the cable equipment is a serious offense and subject to referral to Campus Police and/or Campus Judiciary

Visitation/Guests

- The Department of Residence Life defines visitation as the right of the individual student, with permission of his/her roommate(s), to invite and entertain guests in her/her room. However, residents must understand the following:
 - Visitation is one of the agreements that must be negotiated among the roommates(s).
 - Visiting hours in the Residence Halls are Sunday through Thursday, 5 pm - 10 pm and Friday through Saturday, 5 pm - 12 am.
 - Guests must sign in at the front desk of my building.
 - **Guests are NOT allowed to stay overnight.**
 - Female only dorms may only have female guests.
 - Male only dorms may only have male guests.
 - Violation(s) of any of these rules will result in disciplinary action, up to and including suspension from College.
 - Guests are limited to two (2) in one room at one time.
 - The host is responsible for the actions of his/her guests. You need to ensure that your friends/family members are aware of and will abide by all residence hall policies prior to their visit to campus.
 - The rights of the roommate(s) supersede those of the guest.
 - When roommate(s) are inconvenienced by the presence of a guest(s), they have the absolute right to (and should) ask the host to have the guest leave.
 - If cooperation is not obtained, the roommate(s) should ask for a Residence Life staff member to intervene.
- Guests need to be escorted by their host at all times when in public areas and may not be left unattended in the building.

- All guests must identify themselves and produce a valid picture ID if requested by the Residence Life Staff and/or Campus Police.
- **Minors (individuals under the age of 18) may not visit the residence halls.**

Weapons, Firearms, and Explosives

- In accordance with the Hocking College Code of Conduct, weapons, firearms, and explosives may not be stored in a resident's room, or in their private vehicle on campus. Any object that could be used to cause harm to self or others is subject to confiscation.
- Furthermore, sling shots, archery bows, arrows, ammunition, and other gun equipment are not allowed in the residence halls or stored in private vehicles parked on campus.
- Refer to the Hocking College Code of Conduct for the campus-wide policy.
- Items such as culinary knives, machetes, hatchets and other tools that may be classified as a weapon required for class are not permitted in the residence halls. Students are encouraged to work with their department to make arrangements for the storage of such items.

Weight-Lifting Equipment

- Free weights and/or other weight lifting equipment are not permitted in any of the residence halls.

What's in the Area?

There is a great deal of opportunities for recreation and enjoyment in the area of Nelsonville. The URL for the Athens County Visitors Guide can be found below. Paste this into your web browser for great information on local attractions, activities, dining and festivals.

Athens County Visitor's Guide

<http://athensohio.com/category/view-the-official-guides-to-athens-county/>

Local Health Care Facilities

Facility Name	Address	City	Phone
OhioHealth (<i>Urgent Care</i>), Nelsonville	11 John Llyod Evans Mem. Dr.	Nelsonville	740-753-7342
OhioHealth (<i>Urgent Care</i>), Athens	265 West Union Street, Suite A	Athens	740-594-2456
Fruth (<i>Pharmacy</i>)	10 W. Washington St	Nelsonville	740-753-5676
Holzer Clinic- Albany	2364 Blizzard Lane, Suite C	Albany	740-698-1900
O'Bleness Hospital (<i>ER</i>)	55 Hospital Dr.	Athens	740-593-5551
Planned Parenthood	1005 East State Street	Athens	740-593-6979
Shriver's (<i>Pharmacy</i>)	40 Watkins St	Nelsonville	740-753-2484
Walmart (<i>Clinic</i>)	929 E State St	Athens	740-593-3594
Walmart (<i>Pharmacy</i>)	929 E State St	Athens	740-594-3628

Local Dining Options

Restaurant Name	Address	City	Phone
Boot Factory Grill	45 E Canal St	Nelsonville	740-753-3130
Burr Oak Lodge	10220 Burr Oak Lodge	Glouster	740-767-2112
FullBrooks Café	6 Public Square	Nelsonville	740-753-3391
General Wok	707 Chestnut St	Nelsonville	740-753-9696
JJ's Pizza and Subs	67 W Washington St	Nelsonville	740-753-9052
Lake Hope Lodge	27332 St Rt 278	McArthur	740-596-0601
Little Italy Pizza	488 E Canal St	Nelsonville	740-753-2321
Los Mariachi's	99 Watkins St	Nelsonville	740-753-9255
Mama Renie's Pizza	23 Public Square	Nelsonville	740-753-2116
Mine Tavern	14 Public Square	Nelsonville	740-753-3628
Rhapsody Fine Dining	18 Public Square	Nelsonville	740-753-5740
Tammy's Kitchen	1333 E Canal St	Nelsonville	740-753-2705

Area Lodging

Name	Address	City	Phone
Days Inn	330 Columbus Rd	Athens	740-593-6655
Holiday Inn Express	555 E State St	Athens	740-592-4640
Ohio University Inn	331 Richland Ave	Athens	740-593-6661
Super 8	2091 E State St	Athens	740-594-4900