

## **RESIDENCE LIFE (Housing)**

The mission of the Office of Residence Life is to encourage the educational and personal growth of all students.

- This is accomplished by facilitating residential communities that support both curricular and co-curricular experiences.
- Students have an opportunity to live in a diverse, fun and safe living-learning environment.
- Activities and opportunities within the residence halls are provided to stimulate interpersonal development and growth, the Office of Residence Life at Keystone College strives to create a student-centered community to enhance the college experience.
- Rules and regulations exist in a group living setting so that a constructive living environment can be created and common goals achieved.
- Policies are based on safety and respect for residents and the College.

### **Residence Administrative Offices**

The Office of Residence Life is located on the 2<sup>nd</sup> floor of the Hibbard Campus Center. Here residents can meet with the Residence Life Staff to discuss housing issues, roommate concerns, or ask questions. The Office of Residence Life works to ensure that residents have an optimum living and learning experience at Keystone College.

### **Residence Life Policies**

The Residence Life Office oversees ten residence halls. In order to help maintain responsible living for our residents, the College has established the following policies and procedures:

#### **Meningitis Vaccination**

Since 2002, Pennsylvania Law has required all students living in college residence life housing to have a meningococcal vaccine.

#### **First-year students**

- First-year students whose
  - Home address is outside a 50-mile radius from Keystone College and
  - are under the age of 21 must live on campus if they are not residing with a parent or legal guardian.

There are up to two residence halls (Moffat and Hollinshead) designated for first-year students. These residence halls compliment what happens in the classroom through the First Year Experience Community (FYE). The FYE Community focuses programs on adjusting to college, life skills, personal Growth and social development.

#### **Residence Hall Occupancy Policy**

- Students living in the residence halls must be registered full time (12+ credits) at Keystone College.
- Residents who fall below full-time status (less than 12 credits) will need approval and must submit a written request to the Office of Residence Life, located on the 2<sup>nd</sup> floor of the Hibbard Campus Center, to remain living in the residence halls for the duration of the semester.
- This request must clearly state the reason(s) why the resident wishes to carry fewer than twelve (12) credit hours and still live in the residence halls.
- Approval must come from the Director of Residence Life.

Any resident who falls below 12 credits and their appeal to remain in the residence is denied, will have to move out of the residence halls within 24 hours. Students can only request a pro-rated refund on their meal plan, not their housing, in this circumstance.

***Residents who fail to attend classes on a regular basis may be subject to dismissal from the residence halls.***

- Residents may reside in the residence halls during the academic year when classes are in session.
- Residents are not allowed to stay in the residence halls over breaks or when the residence halls are closed unless given permission from the Director of Residence Life. Residents are responsible to plan to stay with family or friends over breaks or when the residence halls are closed.
- Residents may reside in the residence halls when the residence halls are closed only if the student is participating in an approved Keystone College sponsored activity (Athletics, Student Activities, Academic related project, etc.) or is experiencing financial hardship.
- To be eligible to reside in the residence halls over breaks or when the halls are closed, the following needs to be done:
  - Resident must submit the Break Housing Form or email the Office of Residence Life detailing the reason for needing to stay in the residence halls.
  - Coaches or faculty/staff advisors should contact the Office of Residence Life to confirm a resident's request and need to stay in the residence halls.
  - All email requests should be made at least two (2) weeks in advance.
  - Coaches or faculty/staff advisors will be responsible for the conduct of their residents over breaks or when the residence halls are closed and there is no residence life staff available.
  - Inappropriate conduct within the halls during this time period may result in loss of privilege, causing the resident to not be eligible to remain in the residence halls during breaks or when the halls are closed.

All resident requests will be reviewed by the Office of Residence Life. The Office of Residence Life will deliver the formal decision of the resident request, in writing, after the request has been submitted.

**Absences**

Residents should notify their Resident Assistant, Area Coordinator, or the Office of Residence Life if they plan to be absent from the residence hall for an extended period of time.

**Residence Hall Early Move-in Policy**

Residents moving into the residence halls for the fall and spring semester should plan to move into the residence halls during the allotted times, as set by the Office of Residence Life. Move-in times will be posted on myKC, the Keystone College Residence Life webpage and Facebook page.

Residents, who need to move-in early, should meet the following requirements for early arrival:

- Resident should be an active member of a Keystone College athletic team and needs to return early for practice or scrimmages
- Resident needs to return early due to the start of an academic internship or student teaching position.
- Resident should be an active member of a Keystone College student organization and needs to return early for trainings or events
- Resident is arriving via other means of transportation (bus, airplane, etc.)

Residents, who need to move-in early, should contact the Office of Residence Life at least two (2) weeks prior to the move-in day and submit a request via email. This ensures that keys and rooms are ready for student arrival. Requests from faculty, staff and coaches are encouraged in order to verify the legitimacy of all early move-in requests.

All resident requests will be reviewed by the Office of Residence Life. The Office of Residence Life will deliver the formal decision of the student request, in writing, after the request has been submitted.

### **College Property**

All college owned property must remain in its original place at all times and shall not be damaged or moved or removed without consequences. In a residence hall setting, an individual is not only responsible for his/her own room and the contents therein, but also shares responsibility for the living units (floors, suites, etc.) and ultimately the entire residence hall.

### **Damage to a Resident's Room**

Any damage to a resident's room, including the door and entire locking system, is the responsibility of that resident(s). The resident's room must be in the condition it was when the resident(s) moved in. This includes but is not limited to bunked beds and room furniture. All personal belongings and trash must be removed upon move out. The student will be assessed a dollar amount, including labor and cleaning costs necessary to repair any damage or return the room to its original condition. The residents(s) and any other individual(s) identified as being responsible for the damage will be billed, and may be subject to disciplinary action.

**All College furniture must remain in the student's room. No object may be fastened to walls, woodwork, windows, ceilings, or doors except with masking tape, poster putty, or sticky tack.**

Please note that Keystone College is not responsible for the personal belongings of the student. Students are strongly encouraged to carry an appropriate level of personal property insurance or can order personal property insurance through [www.CollegeStudentInsurance.com](http://www.CollegeStudentInsurance.com)

### **Damage to Public Areas**

The responsible party will be billed for material and labor for any damage or excessive cleaning within a hall or common area of a specific living unit (floor, suite, hall, bathroom, etc.). In the event that individual responsibility cannot be determined for any damage that occurs in public areas, ALL RESIDENTS in the specified living area will be held responsible and equally assessed for the damage or clean-up. Any disciplinary action due to excessive damage may be administered at the discretion of the Area Coordinators or the Director of Residence Life and Coordinator of Student Conduct.

### **Damage Payments**

Damage bills are issued each semester. All damage bills include the cost of material and labor required in replacing or repairing the damaged item. Residents will receive a written notification of any damage billing charged to their account. In the event of a building wide charge, students will be notified either verbally or issued a letter.

Appeals: Resident may file a written appeal for consideration of damage bills to the Office of Residence Life within ten (10) days after notification. The appeal should clearly state the reason(s) why a resident feels the bill should be reconsidered.

### **Fire Safety**

Residents are limited to 4 guests to a room at a time in addition to the residents living there. This includes resident and non-resident guests. There should be no more than 6 people occupying any room at any time for any reason to ensure proper fire safety codes.

When a fire alarm is going off all residents within a residence hall are required to leave the building. **All student should treat every fire alarm as if a real fire is occurring and evacuate the building promptly.** The Residence Life staff and Campus Safety Officers will check all rooms to ensure the building is clear and everyone has evacuated safely.

Residents are expected to comply with all fire safety rules and policies. Items considered to be violating fire safety policies include but are not limited to:

- intentionally setting off the fire alarm;
- tampering with or covering fire/safety equipment;
- failure to evacuate during a fire alarm;
- having/using candles or incense; or smoking in the residence halls.

Listed below are the possible consequences for violations of fire safety policies.

<i><b>Fire Safety Violation:</b></i>	<i><b>Sanction(s):</b></i>
Intentionally setting off a fire alarm	1 semester housing suspension, \$200 fine
Tampering with fire/safety equipment	\$100 fine, potential housing suspension
Failure to evacuate during a fire alarm	1 <sup>st</sup> offense: \$50 fine, educational sanction 2 <sup>nd</sup> offense: \$100 fine, housing suspension
Possession of candles / incense	\$50 fine, community service, educational essay
Smoking in the residence halls	\$100 fine, community service, educational essay

### **Power Outages**

In the event of a power outage in the residence halls, find a Residence Life staff member to determine the cause. If the power outage is expected to last longer than a couple minutes, all students living in the building may have to evacuate to the Hibbard Campus Center. Members of the Residence Life staff will give instructions and will assist in evacuating the residence halls if necessary. Once all the buildings are evacuated, the residence halls will be locked down until the power is restored. All students need to remain out of the residence halls until instructed to return by a Residence Life or Campus Safety staff member. Any students found in the residence halls after being evacuated, will be subject fines and sanctions under the Fire Safety policy.

### **Noise and Public Disturbances**

An atmosphere conducive to normal living and study must be maintained 24 hours a day/seven days a week in the residence halls. The individual student's conduct in the residence hall has a direct effect on other residents. Therefore, respect for the rights and freedoms of other residents should be the basic guideline for your behavior. For this reason, the college insists that all students exercise responsibility, thoughtfulness and restraint in the production of noise of any kind: vocal, musical, recorded, or mechanical. The Residence Life Office will establish minimum guidelines. Students residing in each hall, wing and suite may further restrict quiet hours for their area and must take responsibility for enforcing these hours.

### **Courtesy Hours**

Courtesy hours are in effect 24 hours a day in ALL residence halls. Courtesy hours are those hours during which the noise level is not above what would be expected in a typical household residence. Courtesy hours also mean showing courtesy for fellow residents by acknowledging requests made for sleep or study.

The College acknowledges that students have varying conceptions of what constitutes noise in excess of what is allowed by the above guidelines. Therefore, the Resident Assistants, in consultation with the Senior Resident Assistants and Area Coordinators, will make the determination of acceptable noise levels.

### **Residence Hall Meetings**

Residence hall meetings are held on a regular basis and are announced at least 24 hours in advance, unless there is an emergency situation. All resident students are required to attend the meeting of their respective halls. Notices will be posted in lobbies, hallways, and on bulletin boards in the residence hall. Failure to attend these meetings without notifying and obtaining permission from the Residence Assistant, Senior Resident Assistant or Area Coordinator may result in disciplinary action.

### **Health and Safety Inspections**

Authorized college personnel may enter resident rooms at any time for reasons of health, maintenance, safety, security, and/or general welfare. The Residence Life Office may conduct unannounced inspections of residence hall rooms each semester. During inspection of resident rooms, any violation of college and residence life policy will be documented. When the college is closed for regular breaks, residence life staff will check the halls and resident rooms for safety and fire prevention purposes. It is the resident's responsibility to lock the door and window(s).

### **Gambling**

Gambling is prohibited inside and within the immediate vicinity of any College-owned building or residence hall.

### **Residence Hall Pet Policy**

Students living in the residence halls are allowed to have pets such as: fish, frogs, turtles, hermit crabs and other aquatic pets. These pets are allowed in the residence halls in tanks not exceeding 10 gallons.

The following items are prohibited in the residence halls:

- Any reptiles such as snakes or lizards (with the exception of turtles)
- Any mammals including but not limited to: cats, dogs, rodents, etc.
- Any kind of birds
- Tarantulas

Exemptions are granted for animals which assist people with disabilities. The Office of Residence Life reserves the right to ask any student to remove their pet from the residence halls if causes an inconvenience, safety or health concern to the student population. All pets should be taken home over semester breaks. All electrical items (including aquariums) are unplugged during breaks. The College will not be held responsible for the safety of the pets in the event of a power failure or an emergency.

### **Protecting Your Property**

To protect their belongings from theft and damage, residents should exercise common sense. Keystone College is not and cannot be responsible for the loss of personal property; therefore, the following are recommended.

1. When leaving your room, lock doors and secure windows at all times.
2. Do not leave notes on your door indicating your absence from your residence hall.
3. Money or valuables should not be left in your room. Guard credit cards carefully.
4. Report suspicious persons to Campus Safety (570) 945 -8989. Do not take unknown guests into your room.
5. Have your parents extend their homeowners insurance to cover your belongings at Keystone.
6. Do not allow individuals into your residence hall unless you know them.

### **Unapproved Solicitation in the Hall**

Solicitation and sales of any service or product door-to-door in a residence hall or by way of the college telephone system, is strictly prohibited. Solicitation and sales by student registered organizations of any service or product in the lobby of a residence hall must have the approval of the Director of Residence Life two business days in advance of the sale. Commercial sales will not be allowed from individual student rooms or other areas within the residence halls. Anyone interested in selling within the residence halls must receive approval from the Director of Residence Life. The residents may not use residence hall rooms or telephone numbers as a place of business, or for purposes of solicitation, or for any purpose other than as a residence. Advertisement, sale, or solicitation of alcoholic beverages is not allowed in the residence halls or student mailboxes and, therefore, will not be approved.

### **Public/Privacy Issues**

While privacy of the individual's residence hall room is respected, it is also recognized that the part of the room visible to the general public reflects upon the policies, commitments and philosophy of the College. Therefore, signs, containers, trademarks and other overt displays in windows or on doors of College-owned residence halls which advertise or represent products (such as alcoholic beverages, behaviors, philosophies, etc.) not compatible with College policies or commitments are prohibited. Any material that is deemed explicit or inappropriate by any member of the campus community must not be posted in a location that can be viewed by the general public. In addition, the display in windows and on doors of College-owned residence halls of signs or other facsimile which appear to be the property of municipalities or private businesses (without proof of ownership) is also prohibited and is subject to judicial referral. Violations of the afore-mentioned procedures and the following policies can result in the cancellation of one's housing contract or the non-renewal of one's housing contract for the next academic year or semester.

### **Residence Hall Resident Storage Policy**

Residents living in the residence halls may not store their belongings in the residence halls when the residence halls are closed for summer break. All residents must remove all of their belongings prior to leaving the residence halls. The Office of Residence Life is not responsible for items left in the residence halls after the residents have checked out of their room. Any items left behind may be discarded. Residents are ultimately responsible for their belongings after leaving the residence halls. If a resident needs to store their belongings when the residence halls are closed for the summer, the resident should contact the Office of Residence Life to receive a list of local storage facilities within the local area around Keystone College. The College is not liable for items stored in recommended storage facilities.

Residents can keep their belongings in the residence halls during the normal academic year when the residence halls are closed (Thanksgiving break, Winter break and Spring break). Residents can also keep their belongings in the residence halls while they are residing on campus during Intersession or Summer Session classes.

### **Microfridge Policy**

A Microfridge is a refrigerator/microwave combo. Keystone College has an exclusive contract with Campus Specialties Incorporated of Dunmore, PA. The Microfridge unit from Campus Specialties Incorporated meets energy and safety requirements for the residence halls. Personal refrigerators and microwaves are not permitted in the residence halls unless purchased/rented through this company. If students bring their own refrigerators or microwaves into the residence halls, they will be asked to remove them. For more information regarding the micro-fridge or other products from Campus Specialties Incorporated, please refer to their website [www.mymicrofridge.com](http://www.mymicrofridge.com) or call them at 1-800-525-7307. The purchase or rental of a micro-fridge unit is a direct contract between the student and Campus Specialties. Keystone College will not be held liable for any issues regarding this contract.

## **Additional Policies**

1. Residents may not possess a key to any other residence facility other than the one to which they are assigned.
2. Residents may not coerce, intimidate, deny, or deter occupancy to another resident assigned to that residence hall space.
3. Under no circumstances should any student prop open residence hall entrance/exit doors.
4. Assigned space in the residence halls is for the exclusive use of Keystone College students.
5. Signs or banners may not be hung outside or displayed from the windows of the residence halls.
6. Air conditioners may not be installed in any student room.
7. Stereo speakers are never to be directed out of windows.
8. Property belonging to a student may be temporarily confiscated if the use of such property is judged to be problematic for the orderly governance and lifestyle of the College community.
9. Keystone College will not tolerate situations involving “fights” with substances: e.g., water fights, shaving cream fights, etc. Such actions cause considerable damage and endanger the safety of students and essential safety equipment.
10. No student may operate a business out of his/her/their room.
11. Under no circumstances should objects, liquid or solid be thrown out of windows.

## **Prohibited Items**

- Alcohol paraphernalia
- Beer Pong tables, funnels or any other binge drinking apparatus
- Candles, candle warmers/wax melters with lightbulb
- Dart boards
- Electric blankets
- Exercise equipment
- Extension cords
- Gasoline and other flammable fluids
- Halogen lamps
- Hookahs
- Hot plates/grills of any kind
- Illegal drugs
- Kegs (of any type)
- Personal microwaves and refrigerators
- Space heaters
- Weapons: Firearms, chemicals, fireworks, and explosives, CO<sub>2</sub>, air-propelled weapons, tasers, slingshots, bow and arrow, paintball guns, switchblades and any knife that cannot be clearly identified as a kitchen utensil are not permitted in the residence halls.

## **Residence Hall Facilities**

### **Lounge Furniture**

Lounge furniture is provided in the halls for the use of resident students. *It cannot be removed from the common areas for any reason.* Any loss or damage to furniture or equipment will result in residents being charged accordingly. Residents who are found to have lounge furniture in their rooms will be fined.

### **Laundry Facilities**

Laundry facilities are located in each residence hall or within a close distance to a residence hall are offered at no extra charge. These facilities are for the sole use of the residents of the hall in which they are located. The College is not responsible for the condition of items washed or dried in the machines. Several factors contribute to the efficient operation of laundry machines. Please follow the guidelines posted in each laundry room in order to increase the efficiency of your use of the laundry room.

Additionally, residents are encouraged to remain with their laundry and remove their laundry in a timely fashion for the benefit of all.

### **Kitchens**

Residents are not permitted to cook in their rooms except through the rental or purchase of a Microfridge unit (see above). Therefore, some residence halls have a small kitchenette unit for the use of all the residents in their respective building. These kitchen facilities are equipped with at least a microwave and refrigerator. Residents are asked to keep the kitchen areas clean and to be considerate of others when using the facilities.

### **Xfinity On Campus**

The College provides **Xfinity On Campus IPTV service to all resident students.** The service allows residents to watch live TV, on demand, and recorded content on their IP-enabled devices, including laptops, tablets, smartphones and Roku players. The service is included with room and board for students living in on-campus housing. Load the Xfinity Stream app onto your mobile device or visit <https://www.xfinity.com/stream> from a computer and pick the Xfinity on Campus sign in option.

### **Network/Internet Connectivity from Residence Halls**

Keystone College residence halls all provide connectivity to the campus network and the Internet. Each building has an 802.11b wireless system (a.k.a. “Wi-Fi”).

All of the residence halls have wireless connectivity in an array of strategically placed wireless access points. Since many factors influence wireless reception’ (distance to nearest access point, interference from other electronic devices, student equipment compatibility, etc.), the college cannot guarantee signal strength. In the event of reception problems, the College will assist in verifying proper setup of student equipment. Students with connectivity problems should contact the helpdesk at extension 8778 or [Helpdesk@keystone.edu](mailto:Helpdesk@keystone.edu)

### **Parking**

Residents can apply for their parking permit by logging onto myKC and filling out the parking pass form. Parking permits are obtained at the Campus Safety Office located in the lobby of Hollinshead Hall. The entire parking policy can be found online through the Campus Safety web site or at the Campus Safety Office.

### **Student Mail**

All residents’ mail is received and distributed at the College mailroom in Ward Hall.



## Accommodations

### **Standard accommodations**

Most residence halls are coed and separated in gender by floor or suite. The majority of residence hall rooms are double occupancy. Single room availability for upperclassmen will depend on supply and demand. Every room has the following per occupant.

- Twin bed and mattress
- Desk and chair
- Dresser
- Closet or Wardrobe

### **Special accommodations**

There are limited housing spaces available for special accommodations and priority will be given to individuals who are eligible to receive accommodations under Section 504 of the Americans with Disabilities Act (ADA). Special housing accommodations are not standard and must be requested through the Office of Disability Services. In order to determine if special housing is a reasonable request, we must receive detailed documentation. Documentation must be from a medical doctor or licensed professional with expertise in the area of diagnosis. The documentation must include date of initial diagnosis.

### **Process for consideration for special accommodations**

A resident student requesting an accommodation for a special room assignment for health reasons must submit the Housing Accommodation form located on the Office of Disability Services webpage. The Office of Disability Services will request additional consultation with the primary care provider that will include health history, treatment plan, and the role a special accommodation will play in the treatment plan.

Upon receipt of the recommendation, The Office of Disability Services will notify the Office of Residence Life. The final decision to arrange for special housing accommodations will be made based on availability and the assessed needs of the student and the College and on a first- come-first served basis.

### **The Townhouses on College Ave, 90 College Ave, 39 College Ave, Davis Hall, and Boehm Hall:**

These buildings are home to the Independent Living Communities and Living Learning Communities. These communities create an environment that fosters independence, responsibility, and communal living while still experiencing the benefits of living on campus and preparing for life after college. To be eligible for the Independent Living Communities you must be at least a sophomore, have at least a 2.5 grade point average and be in good social standing with the College. To be eligible for the Living Learning Communities, you must apply and be accepted by the Faculty coordinator of the community.

### **Living Learning Communities (LLCs)**

Living Learning Communities, by design help to facilitate conversation and learning outside of the traditional classroom setting and allow students to engage in profound discussion, dialogue, and meaningful interaction in the place where students spend the majority of their time, in the residence halls. Current LLCs include Science, Music and Fine Arts, Leadership and Service, and Business

### **Room Consolidations**

Consolidations may occur at any time in the semester when space is needed. Every attempt will be made to assure that residents paying double room rates have a roommate. As stated in the Housing Contract:

*“The College reserves the right to reassign or remove any student from a particular resident hall or a specific room due to the need to consolidate residence hall space”*

If space permits, students may elect to pay single room fees. Consolidation will occur as follows:

- A resident who has been reassigned must move their belongings within 48 hours of notification and must follow the proper room change procedure.

### **Single Rooms**

A very limited number of single accommodations are available. Residents requesting single rooms are charged an additional fee for this privilege. Students seeking single room occupancy are assigned priorities the same as any other assignment unless special privileges are granted by the Office of Residence Life due to health problems or other extenuating circumstances.

### **Room Selection**

Residence Life conducts a room selection event to allow current residents the opportunity to select a room for the next academic year. Residents will have the option to reserve their current room, switch rooms/halls or reserve a room in one of the campus communities. Residents will receive notice of the housing selection process, important dates, and requirements at the beginning of the spring semester. Single room availability will depend on supply and demand and will be offered on a first-come first-served basis.

Residents must submit the Returning Student housing application. After Housing Selection has occurred *it is the responsibility of the student to check myKC for their official residence hall and room placement.*

Any student in need housing should contact the Office of Residence Life in the Chamberlin Center for Student Life in the Hibbard Campus Center. Housing is available on a first come, first serve basis dependent upon availability in the residence halls.

Please be aware that the College still reserves the right to reassign a student when deemed necessary.

## **Residence Hall Procedures**

### **Check-in Procedure**

Students are to log onto myKC to check their housing information. myKC will contain the information regarding room assignments and roommate information. Check-in and check-out dates and times are listed in myKC under the Residence Life folder. Check-in events are held in a specific place and at specific times. All requirements and clearances for check-in must be completed prior to arrival. Upon checking into your room, you will be required to complete a room condition form that verifies the condition of the room upon occupancy.

### **Winter Break Check Out Procedure**

The residence halls will close at the end of the fall semester for winter break. Prior to leaving for winter break, students must return their keys to the Office of Residence Life.

*If the student is returning for the spring semester:*

- Clean room and unplug all electronics. Make sure the trash is taken out. Clean out refrigerator and make sure it is defrosted prior to departure.
- Return all keys to a member of the Residence Life Staff. If keys are not returned, the student may be fined or sanctioned for non-compliance.

*If the student is not returning for the spring semester:*

- Go to Student Central, prior to leaving to officially withdraw from the College.
- Schedule a meeting with your Area Coordinator for an exit interview.
- Follow the End of Year Check-out procedure below.

## **End of the Year Check-out Procedures**

A resident leaving the college at the end of the academic year, or leaving permanently during the year, must complete the following tasks:

- Remove all personal items and clean the room. If the room is vacated and there is an excessive mess, the resident(s) may be billed for excessive cleaning charge.
- Have the room inspected by a member of the Residence Life Staff and complete and sign the room inventory form and key information form. It is extremely important that the student take great care in completing the room inventory form because he/she will be billed for any damage to the room. Damage will be determined by examining the difference between the room inventory form at check-in and checkout.
- Residents who do not follow this process will be charged for an improper checkout.
- **ALL ROOMS SHOULD BE RETURNED TO THE SAME CONDITION AS THEY WERE UPON MOVE-IN!**
- Return all keys to a member of the Residence Life Staff. If keys are not returned, the resident will be charged for a core change.
- If furniture is left in the room and must be removed by Keystone College staff (or removed and must be replaced), there will be an additional charge.
- All personal belongings left in the room or the residence hall will, after two weeks from departure, become the property of the college and will be disposed of.

## **Roommate Survival Checklist**

Listed below are a few common sources of roommate problems. Roommates should discuss these issues at the beginning of the semester, thereby avoiding communication breakdowns during the school year. Roommates must remember that compromise is essential and only by communicating with each other will roommates solve any problems.

1. Daily schedule – sleeping times, quiet hours, TV viewing/gaming, mealtime, study conditions.
2. Housekeeping – making beds, picking up clothes, interior decoration.
3. Locks and keys – getting locked out, leaving the door open.
4. Visitation – friends in the room, privacy, overnight guests.
5. Personal Habits – exercising, watching tv/gaming while studying, noise while sleeping.
6. Sharing – territorial imperatives, saying “please,” respect for other’s property.
7. Moods – grouchiness, silliness, depression, taking things out on your roommate, early morning person.
8. Values – religion, philosophy, politics.

## **Roommate Change Procedure**

When problems with roommates occur, students are encouraged to try to resolve their conflicts. Before a room change can be made, the following procedure must be followed:

- Both roommates must meet together with their Resident Assistant to discuss their concerns. The Resident Assistant will mediate between the roommates.
- The residents will create a roommate contract with their Resident Assistant, Senior Resident Assistant or Area Coordinator, designed to resolve specific needs/concerns of both roommates.
- The roommates must make every effort to abide by this contract for a minimum of one week.
- If the roommate differences are still irreconcilable at the end of the one-week contract period, both roommates must again meet with their Resident Assistant, Senior Resident Assistant and Area Coordinator to discuss a room change.

- It is the resident's responsibility to present a room change alternative. All residents involved in the prospective room change must have prior knowledge of the impending change and agree to the proposed change.
- It is the responsibility of the residents involved to decide who is moving out of the room. If a decision cannot be reached, a decision will be made by the Area Coordinator.
- Upon approval, rooms must be inspected by the Resident Assistant prior to the move.
- Residents who are changing rooms are responsible for planning to be properly checked out of his/her room (including the room inspection by a Resident Assistant).
- The Office of Residence Life will charge a \$250.00 fine in the event of residents performing and improper room switch.

**NO ROOM CHANGE MAY BE INSTITUTED WITHOUT FOLLOWING THE PROPER PROCEDURES OR WITHOUT THE APPROVAL FROM THE RESIDENCE LIFE STAFF.**

**Staffing**

From 7pm each weeknight until 7am the next morning there are RAs and an SRA on call. Throughout the entire weekend, there will be RAs and an SRA on call. If residents need assistance and their RA is not available, they can contact the on-call staff through Campus Safety.

**Residence Hall Guest Visitation Policy and Procedure**

A guest is any non-resident visiting the residence halls. Residents are responsible for the behavior of their guests and are subject to student conduct procedures if their guests violate any Keystone College and/or Residence Life policies.

**Current Residents:**

Any student who is currently registered **resident** at Keystone College may have open visitation in the residence halls. However, they must be accompanied by their host at all times while within the residence hall.

**Guests:**

- Can visit between the hours of 10:00 am – 11:00 pm. (Individuals who are not Keystone College students **MUST BE SIGNED** in at Campus Safety or the Office of Residence Life)
- Guests can stay overnight no more than three (3) consecutive nights during the week, Sunday-Thursday with an UPPERCLASSMAN host. (**MUST BE SIGNED** in at Campus Safety or the Office of Residence Life and receive a pass)
- First year residents are not permitted overnight guests Sunday- Thursday. Commuter Guests may have 24-hour visitation on Fridays and Saturdays. (**MUST BE SIGNED** in at Campus Safety or the Office of Residence Life and receive a pass)

**All visitors who stay overnight will be issued an official Keystone College visitor pass which the visitor must have in their possession at all times while visiting the campus.**

**The Residence Life staff and the Office of Campus Safety reserve the right to decline overnight visitation or guests to leave the residence halls. All guest to the residence halls must adhere to all Keystone College and/or Office of Residence Life policies as well as all policies outlined in the *Student***

***Handbook.* Failure to follow these policies or to sign into the residence halls under the terms listed above will result in fines and loss of privileges for the host resident and their guest being banned from the residence hall and/or the Keystone College campus.**

### **Minor Person Residence Hall Visitation Policy and Procedure:**

Any person under the age of 16 years old is considered a minor. Minors are not permitted in any residence hall unless they are a relative of the resident student or participating in a college—sponsored event or visitation is approved through the Office of Residence Life.

#### **Daytime Visitation**

- Minors may visit the residence halls between the hours of 10:00am – 8:00pm
- Minors must be signed in at all times at the Campus Safety and accompanied by their resident host while visiting the residence halls.
- Minors must have a guest pass with them at all times while visiting the residence halls.

#### **Overnight Visitation**

Any related or unrelated minor must meet the following conditions to stay overnight in the residence halls regardless of participation in a college-sponsored event:

- The minor must be invited by the host resident student
- Prior to signing in, minor must provide a signed parent/guardian liability release and medical permission form to the Campus Safety and given approval from the Director of Residence Life. The form can be requested from the Director of Residence Life

#### **Room Keys and Lock Outs**

***Residents should remember to carry their keys at all times when leaving their rooms.***

Residence hall keys are not to be duplicated or lent to any other person, including fellow Keystone students and guests. Residents found in violation of this policy will be sanctioned accordingly. Additionally, residents are not permitted to lend their Keystone College ID to another student for the purposes of entering a residence hall.

In the event that a resident is locked out of their room, the resident should try to find their roommate. If unsuccessful then they should contact their Resident Assistant (RA), Senior Resident Assistant (SRA), Area Coordinator (AC) or other staff member in their building. If there is no building staff available, the student should contact Campus Safety at (570) 945 - 8989. Either Campus Safety or a Residence Life staff member will respond to the lock out. Students may have to wait until a Residence Life staff member or Campus Safety Officer is available. Verification is made of the identity of the resident before the door is opened. Verification of key possession is also made at this time.

**Following the first lockout, each additional lockout will increase in \$10 increments (\$10 for the 2nd, \$20 for the 3rd, \$30 for the 4th etc.). All charges will be billed to the resident's account.**

#### **Room Key Replacement**

A lost key is a serious security concern and must be immediately reported to the Senior Resident Assistant, Area Coordinator or the Office of Residence Life. Lost keys will require a core (lock set) change and replacement keys at a substantial cost to the student. You have 24 hours after the date the key was reported missing, to find it. After the 24-hour grace period has expired, the Area Coordinator will request a core/key change. There is a \$150 charge for core changes and \$75 for the replacement key.

## **Rights and Responsibilities**

### **Students have the right . . .**

- To have free access to their living accommodations.
- To live in a clean and secure environment.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To written copies of college housing rules and regulations, or individual building policies which govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves creatively within established guidelines.
- To expect enforcement of the housing agreement/contract.
- To direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To equitable treatment when behavior is in question.
- To enjoy individual treatment when behavior is in question.
- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation, or political affiliation.
- To participate in student governmental bodies, and Housing departmental committees.
- To individual and group educational and developmental opportunities in their living community.

### **Students have the responsibility. . .**

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff or college officials.
- To meet expected room and board payment schedules.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To participate actively in self-governance.

- To participate in Housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.
- To keep their room, suite, lounge, and floor reasonably clean.
- To study and academically succeed to the best of his/her ability.

## **KEYSTONE COLLEGE POLICY STATEMENT: MISSING RESIDENT STUDENTS**

As an institution that provides on-campus student housing facilities, the following is the Keystone College statement of policy regarding missing student notification procedures for students who reside in on-campus student housing facilities.

### **POLICY: MISSING RESIDENT STUDENT**

This policy has been established by Keystone College in order to be in compliance with the *Higher Education Opportunity Act of 2008*. The policy applies to all Keystone College resident students (those living in on-campus housing or housing properties leased by the College). The policy does not cover students other than resident students.

For the purpose of this policy, a missing student is considered to be a resident student whose absence from campus is contrary to his or her normal pattern of behavior and/or there is a concern that unusual circumstances may have caused the student's absence from campus. Such unusual circumstances may include, but are not limited to:

- a report or suspicion that the person may be a victim of foul play, or
- the person has expressed suicidal thoughts, or
- the person is drug or alcohol-dependent, or
- the person is in a life-threatening situation, or
- the person has been with persons who may endanger the student's welfare or,
- the person is overdue to return to campus and has not been heard from after giving a specific return time to friends or family.

In the event of a missing resident student, College Officials will refer to the student's emergency contact information. Students are responsible for updating their emergency contact information on a regular basis and should update their emergency contact information at least once each semester by logging onto MyKC. Responsibility for the accuracy of emergency contact information belongs solely to the student. Keystone College faculty and staff remind the students of this important task at the beginning of each semester.

### **Procedure – Missing Resident Student:**

**Anyone – including students, faculty, and staff – who has reason to believe that a resident student has been missing for twenty-four (24) hours should immediately report the occurrence to an on-duty resident assistant (RA), on-duty professional Residence Life member, the Director of Residence Life, or an on-duty member of the Department of Campus Safety. The emergency number for Campus Safety is 570-945-8989 or 8989 from a campus phone.**

## **Definition - Missing Resident Student**

A resident student is determined to be missing when a report comes to the attention of a Keystone College Official and the report is determined to be credible. Circumstances used in determining credibility may include, but are not limited to establishing that:

- a student is out of unexplained contact after reasonable efforts to reach that student by phone/text, email, and/or in-person attempts to establish contact have failed;
- circumstances indicate that an act of criminality may be involved, even lacking twenty-four (24) hours in time;
- circumstances indicate that the student's physical safety is in danger, even lacking twenty-four (24) hours in time;
- circumstances become known that medicine dependence may affect the student's life or health, even lacking twenty-four (24) hours in time;
- the existence of a physical or mental disability indicates that the student's physical safety is in danger, even lacking twenty-four (24) hours in time.

## **Missing Persons Contact (Optional for Students)**

Each student has the option to identify a *missing person* contact person or persons whom Keystone College will notify within Twenty-four (24) hours of the determination being made by the Department of Campus Safety or any of our local law enforcement agencies, that the student is missing.

The missing person contact person or persons may include, be the same as, or be different from the student's emergency other contact information.

The missing person contact information provided by a student will be registered confidentially. This contact information will be accessible only to authorized campus officials and it will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

## **Action the College Will Take**

Any official report of a missing resident student requires that the Department of Campus Safety be notified immediately.

The Department of Campus Safety will be responsible to notify local law enforcement, within 24 hours of the determination that the student is missing (unless the local law enforcement agency was the entity that made the determination that the student is missing).

The Department of Campus Safety / Residence Life staff will notify the contact person or persons (pre-identified by the student at his or her option) within 24 hours of the determination that the student is missing.

If a missing resident student is under the age of eighteen (18) and not emancipated, a custodial parent or guardian will also be notified within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

The Department of Campus Safety will continue the investigation, in conjunction with Residence Life staff and decide whether the student has been missing for more than twenty-four (24) hours and has not returned to campus. If a resident student is still missing after 24 hours, notifications will again be made as indicated above.

During the investigation, efforts will be made to establish and document the following information:

- Name, location, and contact information of the person reporting the missing student
- Name and vital information of the student reported to be out of contact



- Nature of the circumstances supporting the determination that the student is out of contact
- Steps taken to establish that the student remains out of contact
  
- Dates and times of notifications made

The Vice President of Student Life and the Director of Residence Life will be kept informed by the Department of Campus Safety of attempts to contact the student and the results thereof.

During regular business hours, the Vice President of Student Life may also involve other Keystone College faculty, staff or administrators to assist in establishing contact with the missing student