

Houses & Homes

A guide to residence hall living at Emory & Henry

Welcome !

Members of the Student Life staff at Emory & Henry are pleased that you will be living on campus in the next school year. Whatever the size of the residence hall or house in which you will be living, we hope that you will think of it as your home. If at any time during the year you need assistance from the Student Life staff, please let us know.

The Residence Halls

Emory & Henry has a total of 25 residence halls, ranging from historic Colonial houses with living quarters for four to modern buildings which can house up to 200 students. Upperclass students have their choice of residence halls, based on a lottery system which gives preference based on seniority. To encourage a spirit of class unity, most first-year men are assigned to either Hillman Hall or Matthews Hall, and most first-year women are assigned to Wiley Jackson Hall.

The Staff

Emory & Henry believes that education takes place both inside and outside the classroom, and the College places special emphasis on residence hall living. A group of College employees—the Student Life staff—works hard to create an environment in each residence hall that is pleasant, safe, and supportive of the College's academic program.

In charge of each floor or wing in most residence halls is a student staff member known as the Resident Advisor (R.A.). Your R.A. can answer questions, help you with problems, or refer you to other persons at the College who might assist you.

Other staff members who can assist you are the Head Resident Advisors and the Area Coordinators, who reside on campus. The main Student Life Office is

located in Martin-Brock Student Center.

Residence Life Policy

Emory & Henry requires that all students live in College-owned residences except for those students who reside with their parents, guardians, or spouses; those 22 years of age or older; part-time students with eight or fewer semester hours; or those students who have special medical or personal considerations which cannot be accommodated on campus (specific documentation will be required).

Due to capacity constraints, there will be times when the College will permit students to move off campus. When this permission is given, the criteria for students selected will be based on seniority status and will be regulated by the Office of Student Life. The authorization to live off campus will be granted for that particular academic year only.

A waiver must be submitted to the Office of Student Life requesting approval for **every** student living off campus. **If this Residence Requirement waiver is not completed by the established deadline, the student will be billed for room and board.**

Part-time students, special students and fifth-year seniors who wish to reside in College-owned residence halls may apply and be granted approval to live in College facilities if space is available.

Boarding. Every residential student will be required to participate in the College meal plan. Approval for medical and/or financial exception (with appropriate documentation) will be reviewed by the Office of the Dean of Students.

Housing Contracts

Every prospective student who has been admitted to Emory & Henry will receive and be required to complete a form regarding housing preferences. Upon receipt of the \$400 admissions deposit and the completed housing application, the student is confirmed for a space in a residence hall (not for a specific

room or roommate). Students who complete this step should receive notification of a room assignment and a roommate by mid-July. A housing contract must be submitted to the Office of Student Life by the established deadline.

Resident students already enrolled in Emory & Henry complete housing contracts during the spring semester prior to the annual room selection. Each student returns the signed contract and a \$150 deposit to reserve space for the coming year. The deposit will be refunded if canceled by June 1, 2009.

The information contained in this brochure is considered to be part of the housing contract. By submitting the contract, each student confirms that he or she has read this brochure and has become familiar with College rules and regulations pertinent to the residence halls. The contract is binding for all College policies and regulations in all College facilities.

Contracts are binding for the academic year or the portion thereof for which the student is enrolled.

Room Assignments

Room assignments are made by members of the Student Life staff, with consideration given to information each student provides in the housing form, including requests for particular roommates. Information on the application is especially helpful as the College tries to match up persons who are compatible in terms of study habits, personal habits such as smoking, academic interests, and extracurricular activities. On the form, first-year students may indicate their desire to be on a "quiet hall." A quiet hall is not a place where students are unfriendly or abnormally quiet all the time—it is a hall where the residents may vote, as a group, to keep down general noise at specified times so that everyone can concentrate on their studies. (For more information on quiet halls, see the Student Handbook.)

Room assignments are made through the Office of Student Life. The College reserves the right to consolidate rooms after the first two weeks of each semester. Room consolidation means that the resident may choose a roommate, declare the room a single (if space allows) and pay the single room rate, or be moved to another room by Student Life.

If, during the school year, the student wishes to change rooms or roommates, the student must secure advance approval from the Office of Student Life.

Policies

Emory & Henry has established certain rules which are applicable to students who live in college-owned residences and to any guests who visit them. The rules are designed to insure the pleasantness and safety of the halls for all residents and to protect the property of the College. Students who sign housing contracts are responsible for knowing the rules that follow as well as any other regulations which may be listed in the contract, the Student Handbook, the Academic Catalog, guidelines voted by the residence hall, and any official posted notices regarding the operation of the residence halls. The College reserves the right to change regulations, and the changes shall be effective when announced by an appropriate college official.

Furnishings

Room Furniture. The College provides each student with a twin bed, chest of drawers, desk, chair, window dressing, cable TV access, and local telephone service. Furniture belonging to the college **may not** be moved or disassembled. No individually-owned mattresses (including futons) may be used because the College must provide mattresses which meet federal flammability codes.

Students may bring additional furniture as long as it does not crowd the room. However, personal lofts are not allowed. Any repairs or modifications to

College property should be made only by the College Facilities Management Department; repair requests may be submitted to the Resident Advisor; however, a request for any modification must be approved by the Director of Housing.

Students are cautioned against the use of masking tape, adhesive picture holders, thumb tacks, decals, etc., as these may cause damage to the walls, resulting in assessments to the students.

Window screens must not be removed or damaged, and nothing should be placed in, written on, or displayed from the residence hall windows.

Lounge Furniture. Lounge furniture is provided for the use of all students in the residence hall and must not be taken to individual rooms for private use. Unauthorized use of lounge furniture will result in charges assessed to the student(s) involved and can result in Code of Conduct charges.

Telecommunications Outlets. In order to access EHCNET, student computers must meet college guidelines and be virus-free. Please refer to the publication "Students and Computers: A Guide For Computers Used On the E&H Campus" for specific user requirements. Each student room is equipped with one telephone jack providing local telephone service. A student must bring his/her *touch tone* telephone. Students need to make arrangements for long distance calling service. For the convenience of the students, the Emory Mercantile offers prepaid calling cards, and prepaid wireless minutes for established plans through AT&T, Verizon, and Cingular. If the student elects to have personal wireless service, Verizon seems to be preferred by Emory & Henry students due to our location. There are other services in our area such as Sprint, Alltel, SunCom, etc. The College provides Direct Inward Dialing, with voicemail, to all students. This system will be automatically activated on busy and no answer.

Most residence hall rooms are wired for video and data, with two cable hookups for ethernet data and one for the video system.

The cables provide access to EHCNET, the College's campus network, and to the Internet. Please refer to the publication "Students and Computers: A Guide For Computers Used On the E&H Campus" for specific user requirements. The video system provides a package of broadcast television stations, including some premium channels. More information concerning the telecommunication network may be obtained from the Director of the Kelly Library and Information Technology Services at 276-944-6212.

Stereos. Due to the community living environment, students who bring stereos are required to play them at a reasonable level with consideration given to others on the hall **or** play them with either head sets or earphones. This helps protect the privacy and the academic environment of the College. Violators can be instructed to remove stereo equipment by student life staff if it becomes a nuisance.

Refrigerators and Microwaves. Students may use a refrigerator (size limit of 3.3 cubic feet) and a small microwave (.8 cubic feet) in their rooms. They must bear the seal of Fire Underwriters Laboratory Approval or an equivalent nationally recognized testing organization. Due to the Virginia State Fire Code, **extension cords** are not allowed in our residential facilities. Also, air conditioners and ceiling fans are not allowed. Power strips with built-in circuit breakers have been approved for use as multiple outlets.

Room Keys

Each resident student living in College residence halls, including the College-owned small houses, will be issued a room key and a main entrance key or card to the residence hall. If a student loses a room key, he or she will be charged the cost of a replacement and a new key will be ordered through the Office of Student Life. If an entrance key is lost, in addition to paying to replace the key, the student will be required to pay the cost of a new lock cylinder and keys for all the residents. If a student does

Theme Houses Available

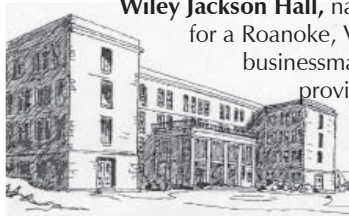
At the time of the annual room selection during spring semester, upperclass students have their choice of residence halls by means of a lottery system, which gives preference based on seniority. Included in this choice are three honor houses, two for males and one for females. A student must have at least a 3.0 GPA to qualify to live in these houses.

Eco housing is also available for both males and females. There are two religious life houses, one male and one female, which are supervised by the Director of Student Religious Life. To apply to live in the religious life residences or to obtain more information about them, please contact the Office of the Chaplain located in Memorial Chapel.

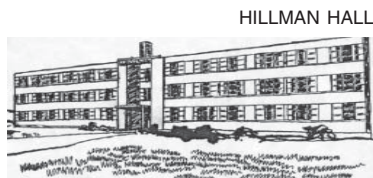
First Year Residences

Most first-year men reside in **Hillman Hall**, a three-story brick building constructed in 1962. Hillman is named for James Noah Hillman, president of Emory & Henry from 1922-41. Approximately 100 men reside in the building. Most rooms accommodate two students including bunk beds, chest of drawers, desks, chairs and a closet. The residence has a television lounge, study areas, communal restroom facilities with showers, and a basement laundry room. If the need arises, any overflow from Hillman shall be housed in Matthews Hall.

Most first-year women reside in **Wiley Jackson Hall**, named for a Roanoke, Va., businessman who provided



WILEY JACKSON HALL



HILLMAN HALL

many scholarships to the College. Built in 1958, the air-conditioned building houses 200 women. Most rooms have twin beds and built-in closets with storage areas. Each wing has communal restroom facilities with showers. The laundry amenities include washers and dryers located on first floor and ironing boards in each hall restroom. Several lounges with televisions are available. Each floor has a kitchen equipped with a stove and a refrigerator. Microwaves are located on all four floors.

not return the issued keys at the time of checkout, he or she will be charged for replacement of the key(s) and for a new lock cylinder if an entrance key is not returned. If an entrance card is lost, the student will be responsible for the cost of the replacement card.

Students should regard their residence hall keys as special personal property and should protect them accordingly. These keys are **not** to be duplicated.

Fire Safety

Fire extinguishers are located in accessible positions in all residence halls. Fire fighting equipment is for the protection of human lives and property. The use of fire extinguishers in other than emergency situations is a violation of fire regulations and is a disciplinary offense. Discharged fire extinguishers are to be reported to the appropriate staff person. A penalty charge of \$350 will be assessed for unauthorized discharge of fire extinguishers. Tampering with a fire alarm and/or smoke detector is a violation of state law and will subject a student to disciplinary action and/or a fine.

Fire escapes are to be used **only** in the event of an emergency. Penalty charges may be assessed and disciplinary action will be taken for unauthorized use of fire escapes in non-emergency situations.

Fire drills will be conducted on a

periodic basis in each residence hall. Failure to cooperate with staff conducting a fire drill will result in assessment of charges and/or disciplinary action against the student(s) involved.

In case of fire, upon exiting the building, the residence life staff and security should be notified as soon as possible regarding the location of the fire. Emergency dispatch at 911 should be notified immediately.

Care of Rooms

All students are expected to maintain their own rooms. Regularly scheduled room inspections are made for health and safety reasons. The College provides a cleaning staff, but this is only for public areas.

Damage. Students are expected to take proper care of College property. When damage occurs, the individual responsible will be billed through the Office of Student Life. In cases where the responsibility in a residence hall cannot be determined, damage costs will be prorated to all occupants of the hall where the damage occurred. A minimum charge of \$5 will be assessed to every occupant for each incident.

Check-in and check-out. To properly monitor the condition of rooms, the College uses a system of check-in and check-out reports. At the time a student prepares to move into a room, he/she will be presented with a room key and a room inspection report form describing the physical condition of the room. After reviewing the completed room inventory sheet, the student must amend, sign and return

the form to the Resident Advisor.

When the student leaves the residence hall at the end of the semester or year, or if a room change is made, the Resident Advisor should be notified 24 hours in advance so that a proper check of the room can be made when the student is ready to depart. If the student is not present during the check-out procedure, the room inspection report form prepared by the staff member will be final. Vacated rooms should be cleaned of all debris. Assessments will be made in rooms that require special cleaning. In the event of withdrawal or dismissal, the student must vacate within 24 hours. An assessment may be made for students who fail to follow the proper check-out procedure.

General Rules and Regulations

Occupancy of Rooms. The housing contract submitted by every resident student covers one academic year or any portion of a year for which a student is enrolled. The period of residence begins with the official opening of the residence halls at the time and date designated by the College and ends on the date designated by the College. The student may not occupy or place belongings in any room before the time when the residence hall is officially scheduled to open unless the student is participating in an approved college-sponsored program. Any student who anticipates a problem in leaving the residence hall at the designated closing time should make special arrangements in advance with the Student Life Office. Failure to do so could result in disciplinary action and/or a fine.

Use of Rooms by College. The College reserves the right to use facilities for housing persons attending College-sponsored meetings between terms or during recess periods. The College will notify students whose rooms will be utilized at least one week in advance. The College will hold guests responsible for any damage to the room and its contents during occupancy.

Authorized Room Entry. In the interest of health and safety, it is sometimes necessary for

the College to exercise its contractual right to have an authorized staff member enter a residence hall room. Rooms are entered only with "reasonable cause," pursuant to guidelines published in the housing contract and the Student Handbook.

Interresidence Hall Visitation. Emory & Henry has a program whereby the occupants of the College residence halls may have a maximum of 81 hours per week of visitation in their residence hall rooms from members of the opposite sex. The specified hours are listed below. Residents of a particular hall may vote to have fewer hours of visitation. Room entry may also occur due to State Fire Marshall inspections.

VISITATION HOURS

Sundays-Thursdays
12 noon-11 p.m.
Fridays & Saturday
12 noon-1 a.m.

Fireworks and Weapons. Fireworks, firearms, ammunition, and weapons or materials which endanger student health or safety are strictly prohibited. The possession or use of such on college property is sufficient cause for disciplinary action.

Alcohol and Drugs. The use of alcohol and drugs is prohibited on college property. Absolutely **no alcoholic beverage containers** (whether empty or full) and/or drug paraphernalia are allowed on campus.

The following sanctions have been established for violations to the alcohol and drug policy. Sanctions for an alcohol violation range from disciplinary warning (with notification of parents) to removal from the housing program or suspension for a stated period. The minimum disciplinary sanction for possession of drugs and/or paraphernalia is one semester suspension. (Refer to the Emory & Henry College Code of Conduct, Section 12 and 13 in the Student Handbook.)

Food. All food kept in a room must be tightly stored in metal or plastic containers to aid in controlling pests.

Pets. For reasons of health, building maintenance, pest control, and general convenience, no pets are permitted in residence halls. Fish are permitted in tanks no larger than 10 gallons. A fine may be assessed for non-compliance or violations of

the pet policy.

Roofs and Ledges. Students are prohibited from going onto the roofs or ledges of campus buildings. Unauthorized use of these areas is cause for disciplinary action.

Open Flame Articles. No candles or incense are permitted in the residence halls. Also, potpourri pots, which are heated by an open flame, may not be used.

Smoking. Smoking is prohibited in the residence halls.

Guests. Students may have overnight guests of the same sex in their residence hall rooms. A guest may not stay more than two consecutive nights in any residence hall or combination of halls unless he/she has prior approval from the Office of Student Life. Residents are responsible for the actions of their guests.

Hours of Residence Halls

Closing Hours. Each College residence is closed to nonresidents of that hall from 1 a.m. to 7 a.m. daily, with the exception of the lounge areas. Between 1 a.m. and 7 a.m., any nonresident in the lounge areas must be accompanied by a host or hostess who does reside in that particular hall.

Quiet Hours. All residence halls observe quiet hours which extend from 9 p.m. until 7 a.m. each Sunday through Thursday and from 11 p.m. until 7 a.m. each Friday and Saturday. During quiet hours, residents should not make noise which can be heard outside their own rooms.

Self-Regulatory Hours. For security reasons, the main entrance of each residence hall must be locked at all times. Residents may gain entry to their building with their main entrance key. Visitation hours for all residence halls are set, posted, and regulated by the residents of the building and Student Life staff.

Lounge Areas

Most residence halls have a lounge open on a 24-hour-a-day basis. All lounges are under the supervision of the student life staff, with the security staff exercising primary supervision from 1 a.m. until 7 a.m. Any person in a lounge who is not a resident of that hall must be accompanied by a host/hostess who resides in the hall.

Residents are responsible for the actions of

their guests. Security will request guests and/or residents to leave the lounge if policies or security provisions are being violated. Residents who are hosting guests are responsible for securing the main entrance upon their guest's entry to or exit from the building during these hours. Lounges are not to be used as sleeping areas.

Each residence hall may set specific reduced lounge hours within the 24-hour schedule upon a two-thirds vote of all students residing in the facility.

Lounges and furnishings are to be treated with respect and care. Furnishings are not to be moved.

Evaluations of the 24-hour lounge program will be made periodically by the Student Life staff, the Student Senate, and the Dean of Students. Misuse or abuse of lounges or the 24-hour privilege can result in disciplinary action against the individual(s) or group(s) responsible.

Violation of Policy and/or Contract

Disciplinary action may be taken for any violation of policy and or contract agreement. Disciplinary action may include but is not limited to disciplinary warning, restitution, fines, disciplinary probation, cancellation of the 24-hour lounge schedule for specific facilities, or removal from campus housing.

Liability and Insurance

The College is not liable for damages to or loss of property of any kind which may be lost, stolen, destroyed, or damaged in any way while on college premises or in any storage space in its buildings. Each student should insure his/her own personal property.

Need More Information?

The **Houses & Homes** Guide provides a great deal of information about the Student Life staff, housing policies, and procedures for making room assignments. Should you have remaining questions after reviewing this material, please call or write the Office of Student Life, P.O. Box 947, Emory & Henry College, Emory, VA 24327-0947. Telephone: 276-944-6529. Office hours are 8 a.m.- 5 p.m. on weekdays.



Emory & Henry College reserves the right to change rules, calendars and any other regulations regarding the student body. Changes shall become effective whenever the proper authorities so determine and shall apply not only to prospective students but to those currently enrolled at the College.