TABLE OF CONTENTS

Welcome................................................................................................... 1
Calendar of Important Dates .................................................................. 2
Residence Life Staff ................................................................................ 3
Residence Hall Association .................................................................... 3
Resident Advisors (RAs) ........................................................................... 3
Living in the Residence Halls ............................................................... 5
  Your Contract ................................................................................ 5
  Accommodations ............................................................................ 5
  Break Housing ............................................................................ 5
  Your Room ...................................................................................... 6
Housing Lottery and Selection ................................................... 6
Renter’s Insurance and Personal Property ................................ 6
Furnishings .................................................................................... 6
Window Screens and Balconies .................................................. 7
Internet Connection ...................................................................... 7
Keys ................................................................................................ 8
Access ............................................................................................ 8
Meal Plan ........................................................................................ 9
Mail .................................................................................................. 10
Address Changes ........................................................................... 10
Housekeeping in Residence Halls ........................................ 11
Trash and Recycling in the Residence Halls ............................ 11
Damage Deposit and Policy ............................................................ 11
Community Billing ......................................................................... 12
Dear Resident,

Welcome home! We hope that you are as excited as we are to have you living on campus. Our housing community includes traditional style halls (Carleson and Hogle), apartment style halls (Olwell, Behnken, Stock, and Westminster on the Draw), and several campus-owned houses (Arbogast, Coyner, Duddy Duplex, Palmer, Peterson, Reherd, Shaw, Watson, and Weyher).

Westminster College's Office of Residence Life strives to provide a safe environment for learning and growth outside the classroom and to prepare residents for a real-world living experience. Through programming and individual conversations, we foster student success, healthy relationships, and student engagement within our residence halls and throughout our community. Our professional staff members empower students to be independent, accountable, and contributive members of their community, while also developing a sense of global consciousness. Residential students at Westminster College have a home away from home within our community of learners and find a place of belonging at the college.

The Office of Residence Life will:

- Provide a safe, clean, and comfortable environment for students
- Create a community of learners by fostering creativity and personal growth
- Provide a bridge to autonomy and independence for students
- Expose residents to diverse ideas, people, and experiences
- Treat each student as an individual

Please read this handbook thoroughly, as you are held accountable for the policies outlined within it. Westminster College reserves the right to interpret, apply, and enforce the provisions of this handbook and to use its discretion to determine whether there is a violation of any of the policies of this handbook. Westminster also reserves the right to modify, revise, delete, add, or make exceptions to the provisions of this handbook at any time.

The residence life staff and the Residence Hall Association are committed to providing an environment that is supportive and responsive to your needs. Our goal is to provide the highest quality of service to you as a residential student at Westminster. It is our hope that the 2019–20 academic year will be one of growth, challenge, and reward. Have a great year!

Jess Sweitzer
Director of Residence Life
CALENDAR OF IMPORTANT DATES

FALL 2019
First-Year Student Housing Check-in
Friday, August 16, 1–5:00 PM

Upper-Class Student Housing Check-in
Monday, August 19, 10:00 AM–2:00 PM

Fall Break (halls remain open—college is closed Friday, October 25)
Monday, October 21–Sunday, October 27

Thanksgiving Holiday (halls remain open—college is closed)
Wednesday, November 27–Sunday, December 1

Winter Residence Halls Closure
Saturday, December 14, noon

SPRING 2020
Spring Opening
Saturday, January 11, noon

Spring Break (halls remain open—college is closed Friday, March 13)
Monday, March 9–Sunday, March 15

Spring Check-Out
Saturday, May 2 by 11:00 AM (not graduating or not staying for May Term)
or Sunday, May 10 by 11:00 AM (graduating seniors)

MAY TERM 2020
May Term Check-In
Saturday, May 10, 2–5:00 PM (not currently living on campus)

Check-Out
Saturday, June 6 by 11:00 AM

SUMMER 2020
Summer Term Check-In
Saturday, June 6, 2–5:00 PM

Summer Term Check-Out
Saturday, August 1 by 11:00 AM
RESIDENCE LIFE STAFF

Office of Residence Life .......................... 801.832.2245
Director of Residence Life: Jess Sweitzer ........................................ 801.832.5301
Coordinator of Residence Life: Sierra Krippner ..................... 801.832.2195

RESIDENCE HALL ASSOCIATION OF WESTMINSTER COLLEGE

The Residence Hall Association (RHA) is important for the smooth functioning of the residence life program. Members seek to represent your best interests in developing social and recreational programs. The goal of RHA is to develop and maintain good human relations among the hall community. Weekly meetings are held to plan and organize hall activities. Each resident is welcome to attend these meetings and encouraged to contribute new ideas or suggestions for the agenda and implementation of programs. RHA members also advocate for resident concerns. Floor representatives are elected for their floors to assist in the planning and organization of hall activities.

2019–2020 RHA EXECUTIVE CABINET

President ................................................................. Thomas Burns
Vice President .......................................................... CK Padayao
Treasurer ............................................................... Becky Dennis
Service and Recognition Chair .................................. Kiernan Jett
Events Chair ........................................................... Lauryn Pearson
Marketing Chair .................................................... Brendan Sudberry
Publicity Chair ......................................................... Skye Timmins
Hall Council Chair ................................................ Chelsea Anowi

RESIDENT ADVISORS (RAs)

Your RA is the student living on your floor who has been selected and trained to be your primary resource for information and assistance with any concern, problem, emergency, or need. There will be an RA on duty from 5:00 PM – 8:00 AM, Monday–Friday and 24 hours Saturday and Sunday. On days that the college is closed, RAs are also on duty 24 hours.

RAs are selected because of their enthusiasm, sensitivity, ability to relate to others, knowledge about the college, responsibility, and knowledge of campus resources. Get to know your RA. This person will be your key resource to the services, programs, and policies of Westminster College.
## 2017–2018 Resident Advisors

<table>
<thead>
<tr>
<th>Hall</th>
<th>Floor</th>
<th>Room</th>
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</thead>
<tbody>
<tr>
<td>Carleson</td>
<td></td>
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</tr>
<tr>
<td>Katy Molinari</td>
<td>First</td>
<td>#108</td>
</tr>
<tr>
<td>Kyana Hamilton</td>
<td>Second</td>
<td>#231</td>
</tr>
<tr>
<td>Tabitha Edson</td>
<td>Third</td>
<td>#329</td>
</tr>
<tr>
<td>Hogle</td>
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<tr>
<td>Michaela Prasad</td>
<td>First</td>
<td>#109</td>
</tr>
<tr>
<td>Nicole Rodriguez</td>
<td>Second</td>
<td>#214</td>
</tr>
<tr>
<td>Ash Page</td>
<td>Third</td>
<td>#314</td>
</tr>
<tr>
<td>Olwell</td>
<td></td>
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<tr>
<td>Prashanti Limbu</td>
<td>First</td>
<td>#105A</td>
</tr>
<tr>
<td>Mellissa Mellin</td>
<td>Second</td>
<td>#205A</td>
</tr>
<tr>
<td>Alyson Pinkelman</td>
<td>Third</td>
<td>#305A</td>
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<tr>
<td>Behnken</td>
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<tr>
<td>Leo Magalde</td>
<td>First</td>
<td>#105A</td>
</tr>
<tr>
<td>Kate Wilson</td>
<td>Second</td>
<td>#205E</td>
</tr>
<tr>
<td>Zaura Stokes</td>
<td>Third</td>
<td>#305E</td>
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<tr>
<td>Stock Hall</td>
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<tr>
<td>Gaurav Pandey</td>
<td>Ground and First</td>
<td>#103A</td>
</tr>
<tr>
<td>Gabe Solomon</td>
<td>Second</td>
<td>#203A</td>
</tr>
<tr>
<td>Ali Elmen</td>
<td>Third</td>
<td>#303A</td>
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<tr>
<td>Westminster on the Draw</td>
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<tr>
<td>Lian Xue</td>
<td>Second and Third</td>
<td>#307A</td>
</tr>
<tr>
<td>Sam Allen</td>
<td>Fourth</td>
<td>#403A</td>
</tr>
<tr>
<td>Reece Rhodes</td>
<td>Fifth</td>
<td>#507A</td>
</tr>
<tr>
<td>Neem Chhetri</td>
<td>Sixth</td>
<td>#603A</td>
</tr>
<tr>
<td>Hailey Honovich</td>
<td>Seventh</td>
<td>#703A</td>
</tr>
</tbody>
</table>
LIVING IN THE RESIDENCE HALLS

Your Contract
The contract that you signed when applying for housing at Westminster College will be taken seriously. If you need to cancel your contract for any reason, you must appeal to the director of residence life. Breaking your contract will result in a $500 cancellation fee. The remaining balance of your housing deposit will be applied to that fee. In addition, when a resident is not attending class in a manner that is deemed reasonable by the dean of students, they may be asked to leave on-campus housing.

Residents must be full-time students (12 credits or more) to be eligible for on-campus housing. Students below 12 credits at the college add/drop deadline will have their housing contracts cancelled automatically and will be charged a $500 cancellation fee.

The First- and Second-Year Living Experience requires students to live on campus for their first two years at Westminster. However, we do recognize that unforeseen circumstances occur, and you may need to be released from the two-year requirement. If you find yourself in this situation, visit westminstercollege.erezlife.com to fill out a Residency Exemption request. If you are approved for a residency exemption, there is a $500 cancellation fee to break the First- and Second-Year Living Experience requirement. Your $200 deposit will be applied to that fee.

Accommodations
For any residential student requesting any specific housing accommodation, the process begins with the Office of Disability Services. The director of disability services will explain accommodation procedures and then consult with residence life.

Break Housing
On-campus housing is closed during the winter break period. Students who wish to occupy on-campus housing during the winter break closure dates must contact the Office of Residence Life and apply for break housing no later than December 1 and pay a daily occupancy rate. A $50 fee will be assessed for break housing requests turned in after December 6 at noon.

Students needing to stay in on-campus housing after the May 2, 2020, closing date must apply no later than April 24, 2020, at noon and pay a daily occupancy rate. A $50 fee will be assessed for all late requests. There will be no extensions after May Term.
Your Room
The room you will be living in this year is intended to be your home away from home. The college places some parameters on what you can do with your room to meet health and safety standards. Rooms must be kept in good and clean condition, enabling the next occupant to move in without requiring the college maintenance staff to make repairs.

Housing Lottery and Selection
Housing selection for the 2020–21 academic year will begin in February 2020. Specific information regarding housing selection will be released to residents in February. For purposes of housing lottery and selection, those students who have violated the student code of conduct throughout the year will have their lottery number dropped to the bottom of the selection list as part of the lottery process. This “drop” will worsen a student’s chance of selecting the room they want for the following year.

Renter’s Insurance and Personal Property
Accidents and thefts do occur in and around Westminster's campus housing. Consequently, residents are encouraged to acquire insurance coverage for personal property. The college is not liable for loss and/or damage of personal property, including loss due to fire, theft, and/or flood.

Furnishings
When you move into your room, it will contain some furniture for your use. The walls will be painted in a neutral color, and the floors, windows, and ceilings will be clean and in good condition. We expect that your home away from home will be in the same condition when you move out. Maintaining your room’s good condition is your responsibility. The following are not permitted:

- Painting rooms
- Waterbeds
- Lofts of any kind

If any damage beyond normal wear and tear is done to your room or its furnishings, you will be charged for repair costs. Also, if common areas of the residence hall (hallways, bathrooms, etc.) are damaged, and specific responsibility for the damage cannot be determined, you and your fellow residents may be charged. You are responsible for your guests at all times and can be charged for any damages they cause.

All furnishings provided by the college are to remain in the room.
Beds, desks, and other equipment may not be removed for storage elsewhere. Lounge, lobby, or kitchen area furniture is for the use of all residents. If any lounge, lobby, or kitchen area furniture (including cushions) is moved into a private room, a minimum fine of $150 will result and disciplinary action may follow.

Items in communal areas, entryways, lounges, or hallways are not considered property of a resident. A residence life staff member may take down postings and/or remove items that the staff deems inappropriate or unsafe.

**Window Screens and Balconies**

Window screens are to remain on the windows and may not be removed except by college personnel. Residents removing or partially removing window screens will be referred to the director of residence life for appropriate action, including a minimum fine of $50. Individuals are restricted from entering or exiting a room or building through windows/balconies, even with the consent of the resident residing in said room. Nothing may be thrown into or out of windows or balconies. College-owned furniture should never be used or stored on balconies. Residents found using college-owned furniture on balconies will be subject to replacement costs for that furniture. Hanging posters, flags, or other items from balconies and/or windows is not permitted.

**Internet Connection**

Westminster College provides internet connectivity to all residential students. Appropriate and responsible use of the Westminster computing and network resources is defined as use that is consistent with the teaching, learning, research, and administrative objectives of the college. None of these policies are meant to inhibit academic pursuits or academic freedom. As long as the activity is a legitimate academic pursuit, not illegal, is not clearly and expressly prohibited, and does not damage computing and network resources, this policy does not prohibit the academic activity.

Users of the Westminster computing and network resources accept the following specific responsibilities:

- To not create, display, or transmit threatening, racist, sexist, obscene, abusive, or harassing language or materials.
  Westminster College is committed to being a racially, ethnically, and religiously heterogeneous community.
- To uphold local, state, or federal laws; copyright laws (see HEOA policy below); and institutional rules.
- To use only authorized computer accounts and passwords.
• To not use email or other electronic communications technologies to harass or threaten others; for promotional or profit-making purposes; or to break into or read others’ email or electronic correspondence without their permission.
• To respect the integrity of the computing and network resources by not doing intentional damage to hardware, software, security devices or code, or through the creation of viruses, worms, Trojans, or other forms of electronic mayhem.
• To not seek unauthorized access to computers at other locations.
• To not use the computing and network resources in a way that inhibits the normal academic and administrative activities of the college.

In accordance with the Higher Education Opportunity Act (HEOA), Westminster College is required to inform students of the civil and criminal liabilities of copyright infringement. A summary of penalties for violating federal copyright law are listed below. It is against the Westminster College Responsible Use of Technology policy to illegally transmit copyrighted materials using either equipment owned by the institution or its internet connection. Violating this policy will result in the following:

• First offense: You will be notified of your infringement and will be asked to cease and desist. A copy of the notification email will be sent to the Office of Residence Life to be placed in your file.
• Second offense: Your access to the internet while on campus will be removed until you contact the Office of Residence Life. Further disciplinary action may be taken at the discretion of the office.
• Third offense: You will lose your access to the internet while on campus for up to the remainder of the semester. Additionally, you will face disciplinary action from Office of Residence Life.

Keys
You will be given the appropriate room and mailbox keys upon arrival at the residence halls. The keys are your responsibility until you return them to the appropriate residence life staff member at the end of your housing contract. The loss of any keys should be immediately reported to your RA or the Office of Residence Life. If a room key is lost, the lock will be changed and a new key will be issued at the cost of $150. Copying/duplicating keys is strictly prohibited, and students will be charged the cost of replacements.
**Access**
The residence halls are locked at all times and your ID card opens only your assigned residence hall. All residents must be security conscious. Ignoring security measures jeopardizes not only your security, but also the safety of all residents. Building entry doors should never be propped open and you should never hold the door open for anyone who you are not 100 percent sure lives in the building.

ALWAYS REMEMBER TO LOCK YOUR DOOR, even if you are gone for only a moment. Also lock your door whenever you are sleeping in your room. Do not give your room keys to anyone. A fine may be assessed for allowing unauthorized access to any residence hall.

If non-residents are seen using an ID to access a residence hall other than their assigned hall, their host will be held responsible. There is no access to the buildings during the December winter break without an approved break housing request.

**Meal Plan**
If your ID card is lost or stolen, please notify Bon Appetit Food Services as soon as possible after replacing your ID card at the Health, Wellness, and Athletic Center (HWAC) so that your meal plan can be activated on your new ID card. Misuse of another student’s ID card will result in a fine and/or disciplinary action. Students who fail to respond to disciplinary proceedings may have a “hold” placed on their meal plans.

Remaining meal plan funds will roll over from Fall to Spring Semester, and Spring Semester to May Term, as long as a student continues to stay in campus housing. Should a student cancel their housing contract, the residential meal plans will also be canceled. Meal plans are non-transferrable.

Any remaining meal plan funds will be forfeited pending a housing cancellation. Students who move out of campus housing at the end of a semester will lose remaining meal plan money (i.e., those funds will not roll over to the next semester). Remaining money at the end of May Term will not roll over to the summer session or the following Fall Semester and will be forfeited.

Residents can change their meal plan through drop/add deadline. No meal plan changes are allowed after this period.
**Meal Plan Exemptions**
Students may request an exemption from the meal plan for extreme medical or religious dietary restriction by completing a meal plan exemption form and submitting it to the Office of Residence Life by the last day to add/drop classes each term. Any meal plan exemption request received after that date will be considered for the next term.

**Mail**
Each room in the residence hall has an assigned mailbox (except campus houses). Campus houses’ residents can pick up mail directly from the campus mail room in Walker Hall. Mail is delivered Monday–Friday and is usually delivered by 6:00 PM. No mail is delivered on Saturdays or Sundays—keep this in mind with regard to specially shipped items (e.g., Overnight Express).

If you receive an item too big to fit in your mailbox, you will be notified via your college email address and can claim it at the mailroom, Monday–Friday, 8:00 AM–5:00 PM. The mailroom is located in Walker Hall, and the phone number is 801.832.2690.

Outgoing mail may be taken to the mail room. The letter/envelope must have postage already affixed. Outgoing mail is picked up from the mail room at 3:00 PM, Monday–Friday. The college does not deliver newspapers to residential mailboxes or doorways.

**Address Changes**
When moving out of the residence halls, you must complete the Forwarding Address Form at the bottom of your room condition report and return it to your RA. The United States Postal Service (USPS) regulations state that magazines and bulk mail can never be forwarded. Please make sure you make any necessary contacts to ensure you continue getting these items. In addition, the USPS will not accept change of address forms for college residence halls. You must make address changes with the college before moving out.

We forward mail for one month after residents have moved out if they are not returning to housing. After that, anything received will be returned to sender. The college does not forward residential mail mid-semester for students who withdraw from campus housing.

We will forward mail all summer for those residents who leave for the summer and are returning the next Fall Semester. The college does not forward mail internationally. Newspapers and magazines are also not forwarded.
Housekeeping in Residence Halls
Housekeeping service is provided for common areas such as the lobby, lounges, bathrooms, and hallways. You are responsible for keeping your own room clean. A vacuum may be checked out in the residence halls for use by residents and must be returned after use. Ask your RA to check out a vacuum. In traditional style housing, cleaning of the laundry/kitchen rooms is the responsibility of the hall residents. Any trash left over the winter break and at move-out will result in a fine.

Trash and Recycling in the Residence Halls
In all residence halls, each floor has a waste closet for trash and recycling. Trash must be emptied from all residents' rooms (including bathrooms and kitchens in apartments and houses) before the winter break and when leaving. A minimum $50 fine is incurred when residents do not remove all trash.

DAMAGE DEPOSIT AND POLICY
All students must have a $200 damage deposit on file while residing in the residence halls. This deposit will serve to pay for any damage or cleaning for which the resident is held responsible. If the damage incurred exceeds $200, the remaining (negative) balance will be placed on the resident's current Westminster account balance. After any damages are deducted, the balance of the damage deposit will either be applied toward the resident's current Westminster account balance, be returned to the resident by check, or continue as the deposit for an upcoming semester.

Residents are encouraged to view their living environment as their home and as part of a community. It is up to the residents to protect the furnishings of the community so that damage and cleaning charges are avoided. The residence life staff initiates a charge for the following reasons:

- The student(s) assigned to a room and/or apartment is responsible for college property present in their room and will be charged for any theft or damage of that property.
- If it is clear that an individual or group of individuals were responsible for damage or theft in a public area of the community, they will be billed accordingly and will be subject to disciplinary sanctions.
- Negligence of students will result in a charge (e.g., cleaning charges, etc.).
Community Billing
Where damage or theft cannot be attributed to specific individuals, the community may be fined as a whole for cost of repairs, cleaning, and/or replacements. The cost of the damage will be divided equally among the residential community that has access to the vandalized or otherwise damaged area(s). Community billing can also incur as result of anonymous theft within residential areas.

Common Billing Charges
- Trash left in common spaces $50 per bag
- Items left behind $50 per trash bag
- Carpet Damage $20 per square tile
- Paint Damages/Patches $25 for each one
- Failure to vacuum/sweep $50
- Furniture moving fee $100
- Missing Keys $150
- Improper Checkout $50
- Screen Removal

ROOMMATE BILL OF RIGHTS

Basic rights of a roommate include the following:
1. The right to read and study free from undue interference in one's room and/or apartment. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of roommate(s), etc.
3. The right to expect that roommate(s) will respect one's personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to one's room and/or apartment and facilities without pressure from roommate(s).
6. The right to personal privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host's roommate(s) and other hall residents.
8. The right for redress of grievances. Residence hall staff members are available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical, and/or emotional harm.

ONLY YOU CAN ASSURE THAT YOUR ROOMMATE(S) ENJOY(S) THESE RIGHTS AND FOLLOW THE STANDARDS OF CONDUCT.
VISITATION POLICY

The Office of Residence Life grants the privilege of having one overnight guest per resident in the residence halls at a time. The following guidelines must be met in exercising this privilege:

1. A student, with the roommates' permission, may have no more than one guest at any time except for parents, who are welcome on campus at any time.
2. An overnight guest (including parents, guardians, siblings, etc.) must be registered by completing the guest visitation form in erezlife. The guest may stay a maximum of two nights in a seven-day period in the host student's hall. Permission from the Office of Residence Life for an extended period may be granted if the situation warrants.
3. A guest must comply with all college policies.
4. The host is responsible for the actions of their guest. In the event of behavior requiring disciplinary action, the host accepts full responsibility (financial or otherwise) for the guest.
5. Guests must be accompanied by their host at all times.
6. There is no co-habitation.

QUIET HOURS

One of the goals of the Residence Life program is to provide an atmosphere within the hall that is conducive to study and rest. The quiet hours/noise policy has been developed to facilitate the attainment of this goal. Although Westminster has designated quiet hours, our residence halls are also under 24-hour courtesy hours. Courtesy hours require that noise of all types is kept to a moderate level, and that if at any time residents are requested to lower the level of noise, they are required to comply, at any time of the day or night. Residents who are found being excessively noisy and/or inappropriately rambunctious during the daytime may be in violation of the 24-hour courtesy hours.

Designated quiet hours are 10:00 PM–8:00 AM, Sunday–Thursday. Weekend quiet hours (Saturday–Sunday) are midnight–10:00 AM.

During quiet hours, students must keep noise levels to a minimum. Please be particularly aware of noise from sound/stereo equipment; conversation levels in public areas such as hallways, floor lounges, and stairways; and activities in the immediate vicinity outside of the residence halls, which may disturb nearby residents. Keep in mind that the typical noise level during the year may be perceived as a louder noise level during exam times.
An RA or residence life staff member may close the floor lounges at any time. In the event of lounge closures, students wishing to stay up and talk must use Hogle Hall’s Marimon Lounge, Behnken Hall’s Tingey Lounge, or Stock's basement lounge, but not the front lobbies.

**CHANGING ROOMS**

Students are not permitted to change rooms until all reasonable compromises between roommates have been explored and only if alternative space is available. Students requesting a room change must speak with the Office of Residence Life to discuss a potential room change. Any room changes will result in a $50 fee, which will be taken out of the student's housing deposit. An unauthorized room change will result in a $100 fine. Unauthorized use of a room in an apartment or in your hall may result in all residents involved being billed for an entire semester's room fee.

Room changes are not allowed for the first three weeks of Fall or Spring Semester in order to give residents an opportunity to get to know their roommates and decide whether their living situation will or will not work. If your roommate moves out, you should expect another roommate to be assigned by the Office of Residence Life at some point during the academic year. It’s your responsibility to keep the vacant room or side of the room clear and ready for occupancy. The Office of Residence Life will try to give 24-hour notice if you are getting a new roommate. There are some extenuating circumstances that may cause shorter notice.

The college reserves the right to reassign individuals to a different room or building in the event that such reassignments are deemed necessary. The college also reserves the right to cancel the room reservation if the assigned resident fails to begin occupancy by the start of the fourth day of classes without notice to the Office of Residence Life.

**SERVICES**

**Maintenance Policy**

Direct all repair requests through your RA. It usually takes time for repairs to be completed from the time the RA sends the request to the maintenance department. Remind your RA if the problem has not been fixed within a week. For repairs that need immediate attention, call Campus Patrol at 801.832.2525 for assistance.
“Immediate attention” is defined as something that could cause property damage or personal injury, such as water coming from the ceiling or water on the floor, broken glass/windows, a gas leak, or unusual noises coming from mechanical equipment. After hours, call 801.832.2525 for "immediate attention" issues and/or the RA on call for your area.

**Lockout Policy**
Should you find yourself locked out of your room, first try to contact your roommate(s) to gain access. If they are not available and it is during business hours (Monday–Friday, 8:00 AM–5:00 PM), please contact the Dean of Students Office at 801.832.2230. If it is outside of business hours, you should contact the RA on call for your area. RAs are also students and may not be available immediately. They may only unlock the door to your personal room.

The Dean of Students Office and RAs will maintain a log recording each lockout. Should you find yourself locked out more than once a semester, a fine of $10 will be imposed for each additional lockout.

**Pest Control and Infestation**
Residents who experience an infestation, including rodents, insects, and/or other pests, are required to report the infestation to the Office of Residence Life (or appropriate representative) in a timely manner. Residents who fail to do so may incur potential costs associated with remedying the issue.

**Laundry/Kitchen**
*Traditional-Style Housing*
Each floor in Hogle Hall has a laundry/kitchen room. Each floor in Carleson Hall has a kitchen and a laundry room in the building. Kitchens have a sink, a stove, a microwave, and a refrigerator available for students. Laundry is credit card or coin operated. Cleaning of these spaces after use is the responsibility of the residents of the hall who use them. Kitchens can be closed by the Office of Residence Life if the residents do not keep the space clean and maintained. These spaces are a convenience and a privilege to use.

*Apartment-Style Housing and Houses*
Each apartment and house come equipped with a full kitchen. The individuals living in the apartments are responsible for cleaning the kitchen (in addition to the living room area, bathrooms, hallway sinks, and their own rooms). The laundry facilities are located on the main floor of each apartment-style residence hall. Laundry is $1.25 to wash and $1.25 to dry. Houses will have access to a residence hall for
laundry upon student request. Each apartment in Westminster on the Draw has its own washer and dryer at no additional charge.

**Vending Machines**
For study breaks and late-night snacks, the residence halls are furnished with soda vending machines. At times, the machines will malfunction and not return change or the item requested. Problems with vending machines or refund requests should be directed to Holly Patterson (801.832.2515) in the lower level of Bamberger Hall, during regular working hours (8:00 AM–5:00 PM), Monday–Friday.

**RESIDENCE HALL CHECK-OUT PROCEDURES**

Students must vacate their residence hall rooms within 24 hours after their final exams or by the posted end date. The director of residence life must clear any exceptions to this rule in advance. Violations of this rule will result in additional room charges and a possible fine.

Students must follow these procedures for changing rooms or checking out of the residence halls:

1. Prior to your move out, residents are to schedule a checkout with the RA. This checkout must be scheduled at least 24 hours in advance.
2. Remove all personal belongings from your room. If items are left in any room after checkout, the items will be discarded, and you will incur a charge.
3. Clean the room (carpeted rooms, vacuum floor; non-carpeted rooms, sweep and mop floor; empty trash; remove all tape from walls and door; remove all stickers from all surfaces, including windows, doors, etc.).
4. Have your RA complete a room check and return your keys to them.
5. Give a forwarding address to your RA. If you are not returning, mail will be forwarded for one month, and then it will start being returned to sender. You need to contact senders to change your address.

Completing the above steps is your responsibility. Room-deposit refunds will not be processed unless these steps are completed.

**STORAGE**

Unfortunately, there is no storage for residents who are returning to the residence halls the following semester. Many local storage facilities will provide student discounts if you show your Westminster ID.
STANDARDS OF CONDUCT

Residents are expected to take responsibility for their behavior and to show respect, consideration, and civility to other members of the community. Because you are in a group living environment, there are some constraints on individual behavior. These limitations (e.g., quiet hours) are necessary so that the needs and rights of others are also respected.

Tolerance for different ideas and beliefs, as well as respect for the property of others and the college, is also expected. All residents are responsible for learning and acting in accordance with the standards of conduct outlined below, the other policies and procedures described in this handbook, and the policies included in the Westminster College student handbook. Any student found in violation of these policies is subject to disciplinary action as outlined in the appropriate sections of the student handbook.

MISSING RESIDENTIAL STUDENT POLICY

When the Dean of Students Office receives a report from friends, family members, or associates that a student who resides in campus housing may be missing, the director of campus patrol, residence director on call, and the dean of students will initiate an investigation.

The dean of students will notify the person(s) listed on the student’s emergency contact form and the appropriate law enforcement agency regarding the situation within 24 hours, once the college declares the student missing. If a student would like someone other than those listed on their emergency contact form to be informed in this instance, they must notify the Office of Residence Life within two weeks of the start of each semester. If the student is under the age of 18, the dean of students will automatically contact the student's parents/guardian.

SMOKING POLICY

Residence life policy and Utah state law prohibit smoking inside buildings and within 25 feet of building entrances, exits, windows that open, and ventilation intakes. This applies to tobacco and all smoking materials and includes e-cigarettes. Evidence of smoking, including residual odor, will be treated as a violation of this policy. Smoking out of windows, on balconies, and/or at the front doors of residence halls is also prohibited. Residents in continual violation of this policy will be subject to disciplinary action.
The director of residence life shall continue to provide procedures for permitting students the selection of a roommate who smokes or does not smoke. However, this does not exempt these residents from the smoking policy.

**Action Plan for smoking violations**
- Community service hours
- $150 fine
- Educational programs
- Restricted access to campus housing
- Eviction from campus housing

**OTHER POLICIES AND PROCEDURES**

**Animals**
Animals (with the exception of fish) are NOT allowed in the residence halls, houses, or apartments. The maximum size of a fish tank allowed in the residence halls is a 10-gallon tank, with a limit of one tank. If an animal is found being housed within the residence areas, a minimum fine of $100 per day will be imposed. Furthermore, animal visitations within the residence halls are **NOT PERMITTED** and are subject to a fine as well. Service animals and emotional support animals are an exception and allowed in the residence halls. Emotional support animals must be approved in advance by disability services and the director of residence life. Service animals must have a complete service animal agreement on file with the director of residence life.

**Appliances**
Circuit overloading is a cause of electrical failure and a potential fire hazard. With the proliferation of electrical appliances in the residence halls, the potential for circuit overloading has grown. In order to reduce the load on residence hall electrical circuits and to eliminate the fire hazard posed by some appliances, the following restrictions have been set on the use or possession of electrical appliances:

1. With the exception of small refrigerators and coffee makers, use or possession of any electrical appliance employed in food preparation or storage is prohibited in Hogle and Carlsson rooms (e.g., microwave ovens, toaster ovens, hot plates, large refrigerators, skillets, toasters, etc.). If you would like one of these items, you may use and store them in the kitchen area. In Olwell, Behnken, Stock, and Westminster on the Draw, uses of the above, named items are allowed only in the kitchen areas.
2. Irons, portable hair dryers, curlers, and other appliances of less than 500 watts are permitted.
3. Only Underwriters Laboratories-approved appliances are permitted. All appliances must be used properly and only for their intended purposes. The college reserves the right at all times to restrict the use of and/or confiscate appliances thought to pose fire and safety hazards.

**Bicycle Storage**
Residential students are encouraged to secure and store their bicycles in the racks provided in established areas. Bicycles may be stored in individual rooms with the roommate(s) permission. Students storing the bicycle accept responsibility for any related damage incurred to college property. Bicycles may not be stored or parked in public areas including, but not limited to, lounges, hallways, bathrooms, kitchens, stairwells, railings, and entryways. The college is not responsible for any lost, stolen, vandalized, or destroyed bikes. **Always use a “U” lock when locking your bike to avoid theft.**

**Confiscation Policy**
Possession of certain items in the residence halls is either illegal (by law) or prohibited by college regulations. The following is a guideline for dealing with these items:

1. **Prohibited Appliances:** An explanation of what constitutes an unacceptable appliance is found under “Appliances” (see above). Unacceptable appliances are not permitted in the residence halls due to health, fire, and/or safety reasons. Students will be required to remove these items from the residence halls. Failure to do so will result in the item being confiscated by a college staff member. The Office of Residence Life does not assume responsibility for a confiscated item left after the end of the semester.

2. The possession, use, or display of firearms or any other dangerous weapons, including, but not limited to switchblades, large knives, butterfly knives, hatchets, axes, swords, explosives, chemicals, stun guns, BB guns, water guns, NERF guns, and/or ammunition for weapons, is strictly prohibited on campus or while conducting college business off campus. Personal items may be stored in the trunk of a vehicle. The possession, storage, display, or use of any hazardous chemical, explosive, or incendiary device (including firecrackers or fireworks) is also prohibited. Each member of the campus community has the responsibility and duty to immediately report any knowledge they may have regarding the possession, use, or display of weapons...
or ammunition on campus. Failure to abide by this policy may result in disciplinary action.

**Privacy and Right of Re-Entry**
The college respects the privacy of the residents but retains the right to enter and take possession of items that breach the terms of the housing contract and the campus housing handbook. Authorized college personnel are defined as individuals who are employed by the institution to enforce federal, state, and local law along with enforcing and abiding by Westminster College campus policies. Authorized college personnel are also individuals who have been hired by the institution and have an obligation to ensure the safety, security, and well-being of all students residing in on-campus facilities at Westminster College. Authorized college personnel include: campus patrol, professional staff from residence life and the Dean of Students Office, RAs, maintenance employees, or anyone designated by the aforementioned individuals. Authorized college personnel may enter a room with notice during reasonable hours to provide efficient service, repairs, improvements, or for general inspection.

Authorized college personnel may enter a student’s room without notice for emergency purposes. An emergency is any instance in which an individual poses a danger to themselves or others in the residence hall and may not be able to take care of themselves or another appropriately. During any emergency purpose, the college reserves the right to ensure the safety and well-being of all individuals within the residence halls.

Authorized college personnel may enter a student’s room without notice for non-emergency instances if there is reasonable cause and there is prior approval from two other authorized college personnel to enter the room. A non-emergency instance includes but is not limited to: health and safety inspections, maintenance inspections, checking the residence halls at the end of the semester, or when there is reason to believe that the terms of the housing contract and/or this campus housing handbook have been or are being violated.

**PLEASE NOTE: If entry into a room is a non-emergency instance, an attempt will be made to have the resident(s) present at the time of the search. If a resident is not or cannot be present, they will be informed of the action as soon as possible following the entry of the room.**
Health, Safety, and Maintenance Inspections
Plant Operations, the Office of Residence Life, and RAs are responsible for maintaining safe and sanitary conditions in student rooms. They are also responsible for repairing these rooms and their furnishings. For these reasons, the college reserves the right to inspect students’ rooms at regular intervals and to enter rooms at any time when emergency repairs appear or are called for. Health and safety inspections will take place at least twice each semester. At least 24-hour notice will be given prior to these inspections.

Sales and Services
Door-to-door solicitation in the residence halls is strictly prohibited. Individuals may not capitalize on students residing in the college-owned residence halls for their personal gain or profit. Requests may be made to sell items in open areas and in the Shaw Center. The Dean of Students Office, which has the authority to approve or reject such requests, must review all requests. Flyers may be placed on the campus bulletin boards in the residence halls only if approved by the Dean of Students Office.

Sports in the Hall
Because of the potential for injury and/or damage in the residence halls, residents should not engage in sports (frisbee, golf, soccer, skateboarding, biking, etc.) within the residence halls. Slacklining is not allowed anywhere in or outside of the residence halls, unless in the designated area for slacklining near the outdoor climbing wall.

Room Decorations
Posters, signs, and other room decorations are permissible provided they are not offensive or disrespectful to others and in public view. Students will be asked to remove material from public view if it is considered offensive, obscene, or a continual disruption to the college.

SAFETY AND FIRE REGULATIONS

The college has provided the residence halls with comprehensive fire prevention systems. Each of the buildings contains carbon monoxide detectors on each floor.

Periodic fire drills and health and safety inspections will be held for the safety of residents with the assistance of the RA staff and campus patrol. In coordination with our state-certified campus fire marshal, these drills are performed for your safety. Not leaving residential areas immediately during an alarm potentially places you and others in
harm's way. Fire drills may be performed without notice to residential students.

Emergency procedures and civil defense alerts have been established, and each resident has the responsibility to be informed about them. Each room has an early detection smoke alarm, and the hallways are equipped with both smoke and heat detector units. Additionally, there are fire extinguishers and fire hoses on each floor of the residence halls. Carleson, Hogle, Olwell, Behnken, Stock, and Westminster on the Draw halls are all equipped with sprinkler systems. When you move in, you should become aware of the following:

1. Location of fire equipment, fire exits, and evacuation procedures.
2. REMEMBER—stairwell fire doors in the residence halls are required by law to be closed at all times. The corridor fire door exits are to be used for emergency evacuation only or with prior arrangement with a residence life staff member.
3. Use the fire stairwell in the event of a fire. Use of fire exits other than those outlined is prohibited.
4. Keep rooms and public areas free of fire hazards.
5. Fire codes regulate that a maximum of five individuals can be in one residence double-size room at one time. In the single size rooms in Carleson, Olwell, Behnken, and Stock Halls, a maximum of three individuals are allowed at one time.
6. Report all damaged or unsatisfactory fire equipment to the Office of Residence Life.

In Case of Fire
When an alarm rings indicating a fire, please check the door for heat and:

1. If the door is hot...
   a. Do NOT open the door.
   b. Place a towel under the door.
   c. Go to the window to see if help is below or to see if there is a possible exit.
2. If the door is not hot...
   a. Sound the nearest campus alarm, which is linked automatically with the Salt Lake City Fire Department.
   b. Open drapes, close windows, turn on lights, put on hard soled shoes, and use a towel to protect yourself from smoke.
   c. Close the door as you leave, but do not lock it.
   d. Go to the nearest fire exit and go downstairs. Do not
use main stairwell.
e. Keep the driveways clear, and stay at least 25 feet from the buildings.
f. Do not re-enter building until it has been cleared by the fire department.

Common Sense Fire Prevention
- Do not overload electrical circuits.
- No fireworks stored in rooms.
- No candles or open flames.
- Never store flammable liquids of any kind.
- No firearms or ammunition in residence halls.

Causing Fires
The setting of fires is strictly prohibited. Violators are subject to immediate referral to the director of residence life and/or the appropriate law enforcement agency for possible legal actions. Students found responsible for intentionally or unintentionally causing a fire are liable for a fine of $500 in addition to other disciplinary sanctions.

Tampering with Fire Equipment
Persons found tampering with or vandalizing fire equipment or alarms are subject to a $50–$500 fine in addition to any costs to fix the equipment, disciplinary action, and possible criminal prosecution. All cases will be referred to the director of residence life and the director of campus patrol.

Fireworks
The possession of fireworks and/or other incendiary devices is prohibited. Anyone found detonating fireworks of any type will be subject to a minimum $50 fine and disciplinary action.

Open Flames
Open flames, including candles, incense, menorahs, halogen lamps, kerosene lamps and stoves, and other similar items, are not permitted in the residence halls.
- First offense: burnt candles are subject to a $25 fine for each candle; meeting with the campus fire marshall
- Second offense: $50 fine for each candle
- Third offense: $100 fine for each candle
- Fourth offense: removal from campus housing

Barbeques
Gas or charcoal barbeque grills are prohibited in and around
residence halls, including decks, balconies, and patios of college-owned apartment buildings, with the exception of college-provided barbeques at individual residence halls and apartment facilities. Electric BBQs/grills are permitted so long as they do not generate an open flame.

**Fire Escapes**
Students are prohibited from loitering upon, or conducting any activity on or from, a fire escape or fire escape platform. Students who are found to be in violation of this policy are subject to disciplinary action under the student conduct code, up to and including dismissal from the college.

**Security**
Campus patrol is available seven days a week, 24 hours a day, by calling 801.832.2525. Campus patrol will accompany individuals around campus in the evening/night if called.

**Stay Safe**
Salt Lake City and the Westminster neighborhood are comparatively safe, but protect yourself by BEING AWARE.

*Take steps to protect yourself when walking or jogging:*
  - Go with someone.
  - Try to stay near streetlights.
  - Protect your valuables.
  - Do not carry large amounts of cash.
  - Immediately report suspicious activity to campus patrol, RA on call, or the Dean of Students Office.

*If you are being followed:*
  - Cross the street.
  - Change direction.
  - Keep looking back so the person(s) know you cannot be surprised.
  - Go to a well-lit area, enter a classroom or the library, or go anywhere there are people.
  - Notice and remember as much as possible about the person(s) so you can give a good description.
  - Immediately report suspicious activity to campus patrol, RA on call, or the Dean of Students Office.

*Protect your personal property:*
  - Lock your door.
  - Make a list of your valuables.
• Engrave your valuables with an ID number.
• Do not leave valuables unattended in the library, hallways, gym facilities, or classrooms.
• Use common sense.

**Protect your car:**
• Always lock your car.
• Lock valuables in the trunk or remove them from your car.
• Use common sense.

Campus vandalism and theft end up costing you. Students pay for school property through tuition and fees. Damage and theft raise educational costs, and students are often the ones who pay for those increases. Be alert for the following:

• Vandalism: report any instances of vandalism to campus patrol, RA on call, or to the Dean of Students Office.
• False fire alarms and false 911 calls: These endanger everyone and increase the costs of fire and police protection. All false alarms and calls are not a joke. They are a crime and will be treated as such. Report any suspicious people or activities to campus patrol, RA on call, or the Dean of Students Office.