

*Spelman  
College*

# Housing Operations Policies and Procedures

*"Living the Spelman Sisterhood"*



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*Exceeding Expectations*

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# WELCOME TO THE OFFICE OF HOUSING & RESIDENCE LIFE

*This manual has been developed to provide a quick, ready guide to Professional Staff Members and the larger Spelman community regarding the processes and procedures of the Office of Housing & Residence Life. It will give clear and precise instructions on various in-house processes as well as information on how Housing & Residence Life interacts with the campus community at-large.*

Some of the most important learning by students during their college years takes place outside of the classroom. Much of this learning occurs during the interactions and exchanges that take place among residents in the residence halls. Our residence halls house students who have come from different walks of life. The diversity of appearances and beliefs are astonishing and sometimes intimidating. However, there exists the opportunity to be involved in all aspects of college life and to embrace the ideals of the Spelman Sisterhood. The Office of Housing and Residence Life provides an excellent opportunity for Spelman women to build on their sisterhood, find study partners, and learn about themselves. These skills are acquired in the shared communal living in one of the eleven residence halls located on the campus of Spelman College. We encourage all of our residents to take advantage of the opportunity to make lifelong friends during their stay.

## PHILOSOPHY AND GOALS

The Office of Housing and Residence Life strives to build an on-campus community rich in opportunities for personal growth and leadership development. Designed to augment the formal experience of the classroom and enhance the academic mission of the college, each residence hall offers an opportunity for students to meet people from diverse backgrounds and cultures and to develop a sense of community within their own building and across campus. An expanding professional and paraprofessional staff works closely with residents to provide innovative and creative social, educational and cultural programs.

**The Office of Housing and Residence Life has been established to attain the following goals:**

- ◆ Establish an environment that attempts to recognize individual needs and differences
- ◆ Encourage the development of cooperative community living and respect for the rights of others
- ◆ Provide facilities that are safe, comfortable and well maintained.
- ◆ Provide opportunities for student employment, and participation in a variety of social, cultural, recreational, service and educational activities and experiences.
- ◆ Provide educational initiatives in collaboration with Student Affairs as well as Academic Affairs that foster academic achievement and success
- ◆ To advocate for a strong institutional commitment for our department in order to obtain adequate resources for facilities and programmatic goals.
- ◆ To foster the development of leadership skills through participation in residence hall government, judicial and social organizations.
- ◆ To promote the integral role the department plays in students lives by describing and explaining the residence life philosophy, experiences and purposes to other departments.

## MISSION

The mission of the Office of Housing and Residence Life at Spelman College is to support, complement, and enhance the academic mission of the College through its provision of a dynamic residential life program that encourages and provides opportunities for individual growth and development for a diverse residential population. Residence Life strives to provide facilities that are clean, safe, attractive, and well maintained while providing consistent services to students and customers that fosters educating the whole self. It is our ultimate mission to retain and support students through graduation.

## **DIVERSITY STATEMENT**

The Office of Housing & Residence Life is committed to providing an inclusive environment that embraces and values all members who live and work in our residential communities regardless of their ability, color, conviction, creed, cultural background, ethnicity, gender identity, national origin, race, religious affiliation, sexual orientation, or socioeconomic status.

We are dedicated to recruiting, hiring, promoting, and retaining a diverse staff. We are committed to promoting the celebration of diversity in the Spelman Community. Consistent with our rich historical traditions, the Office of Housing & Residence Life will provide support, outreach, and continued opportunities for students and staff to actively engage in social and educational initiatives in order to enhance the pluralistic atmosphere of our community.

## **VISION STATEMENT**

Creating a dynamic living and learning environment that fosters student leadership, growth, and development.

## **VALUES**

The Department of Housing and Residence Life at Spelman College is committed to the values of:

- ◆ Personal growth and development
- ◆ Student individuality and success
- ◆ Teamwork and collaboration.
- ◆ Creative problem solving
- ◆ Exemplary customer service
- ◆ The campus and commuter life experience
- ◆ Commitment to the highest level of personal and professional integrity

## **DIVISION OF STUDENT AFFAIRS MISSION STATEMENT**

The Division of Student Affairs is committed to providing a safe and student-centered learning environment for women. Through comprehensive programs and services, the Division fosters the holistic development of the student; promotes leadership, ethical development, professionalism and academic excellence; and encourages a commitment to both community and service.

## **SPELMAN ALIVE**

**Academic Excellence** through the recruitment and retention of the next generation of faculty committed to the liberal arts college model of excellence in teaching, the recruitment and retention of strong students, and continual growth in scholarship and shared responsibility for service.

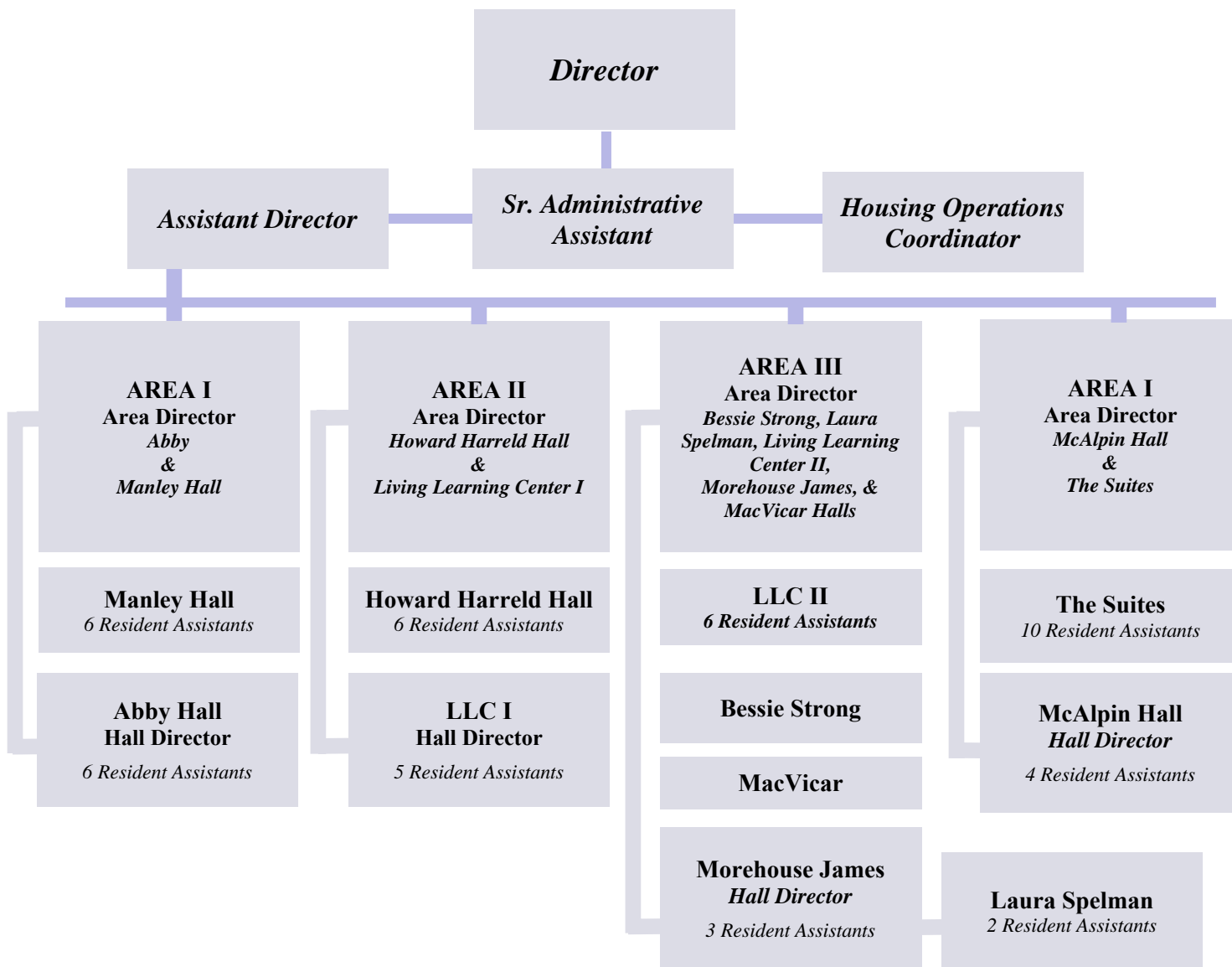
**Leadership Development** through community service and the development.

**Improving Our Environment** to strengthen our infrastructure and enhance our neighborhood by working with our community partners.

**Visibility of Our Achievements** so that the accomplishments of our students, faculty, staff, and our alumnae are apparent to everyone.

**Exemplary Customer Service**, creating a pervasive sense of hospitality and generosity of spirit for each other and everyone who passes through Spelman College's gates

# ORGANIZATIONAL CHART



*Living & Learning*

## RESIDENCE HALL

### First Year Halls

Abby Hall  
Howard Harreld Hall  
LLC I  
Manley Hall

### Upper-Class Halls

LLC II  
Laura Spelman  
McAlpin Hall  
Morehouse James Hall  
The Suites

### Special Interest Halls

Bessie Strong  
MacVicar

# WHO'S WHO IN HOUSING AND RESIDENCE LIFE

## **Brenda Rogers**

*Director of Housing and Residence Life*

*LLC II Administrative Suites*

Brenda works closely with the Dean of Students on strategic planning and developing goals for the Office of Housing and Residence Life. As Director of Housing and Residence Life, Brenda is responsible for the overall operations of the department. Brenda directly supervises the Sr. Administrative Assistant, the Assistant Director & Housing Operations Coordinator. She is also the point person in the College's Emergency Response Team for the Residence Halls and deals directly with parents and other community members.

## **Arvelle Hodge**

*Assistant Director of Housing and Residence Life*

*LLC II Administrative Suites*

Arvelle works closely with Brenda in implementing departmental objectives. She also supervises the Area Directors and develops the programming/educational objectives for the residence halls. Arvelle coordinates all recruiting and training processes for paraprofessional and professional Residence Life staff. She works closely with the Dean as a liaison to the Office of Student Conduct and Department of Public Safety to resolve incidents.

## **Khrys Gillard**

*Housing Operations Coordinator*

*LLC II Administrative Suites*

Khrys coordinates all housing assignment processes and serves as the Banner power user for the department. She works collaboratively with Student Accounts, Undergraduate Studies, and Admissions to ensure the smooth processing of Housing assignments. She also coordinates the lottery, waitlist, early arrival and late stay requests for the department.

## **Kelli Goldmon**

*Sr. Administrative Assistant*

*LLC II Administrative Suites*

Kelli reports directly to the Director of Housing and Residence Life. She serves as the first point of contact for the Department of Housing and Residence Life. As the Senior Administrative, she manages all administrative and financial directives and systems for the Office of Housing and Residence Life.

## **Area Directors (ADs)**

The Area Directors manage the various College-owned residential complexes while also supervising part-time Hall Directors. AD's primary responsibilities include supervising professional staff and/or student staff, advising community councils, and working closely with the Directors of Housing and Residence Life in implanting departmental objectives. They serve on numerous committees and collaborate with other offices on programs and training needs.

## **Hall Directors (HDs)**

The HDs are part-time professional live-in staff who manage the various College-owned residential housing complexes. Their primary responsibilities include assisting in the development of community living through programming and effective administration. The HDs are the direct point of contact for the RAs.

## **Resident Advisors (RAs)**

The Resident Advisors are part-time student staff. They serve as resource people, advisors, administrators, and representatives of the Office of Residence Life. RAs are the primary contact person for the residents. They develop leadership and community on their floors through role-modeling and programming. They encourage responsibility and good citizenship by documenting potential policy violations and help residents confront and resolve issues.

## **Office Assistants (OAs)**

The office Assistants are part-time work study and general College students who assist the residential staff in managing and facilitating the administrative directives and policies in the residence halls.

# GENERAL INFORMATION

## **SPECIAL NEEDS ACCOMMODATIONS**

It is the policy of the Spelman College Office of Housing & Residence Life in accordance with the **Office of Disability Services (ODS)** to provide reasonable accommodation in housing for applicants with disabilities or special needs, where reasonable accommodation is needed to provide an equal opportunity to use and enjoy Spelman Housing. Our goal is to provide stable, safe and quality housing for all of our students.

Under the **Americans with Disability Act (ADA)** of 1990 and Section 504 of the **Rehabilitation Act of 1973**, individuals with disabilities are protected from discrimination and may be entitled to reasonable accommodations. To establish that an individual is covered under the law, documentation must indicate that a specific disability exists and that the identified disability substantially limits one or more major life activities. A diagnosis of a disorder or impairment in and of itself does not automatically qualify an individual for accommodations. Approvals for accommodation requests are determined on a case-by-case basis by the Office of Disability Services.

A reasonable accommodation is a change which can be made to a suite/room or a procedure which will allow a person with a disability to have an equal opportunity to take advantage of Spelman College housing or programs. Any accommodation considered by the Spelman College Housing cannot result in an undue financial or administrative burden or create a fundamental change in a program.

ODS in consultation with the housing department may suggest an alternate accommodation. The decision on whether an accommodation is approved will be based on reasonable cost and confidence that the accommodation will be effective in reducing the barriers to equal housing opportunity and on whether or not it involves a fundamental change to the Spelman College housing program or creates an undue financial or administrative burden for the College.

It is important that posted deadlines for requests for information are adhered to. Failure to respond in a timely manner will result in a request being delayed or denied. All applications for housing accommodations that are received after the deadline will be placed on a waitlist. If there are spaces/assignments available after the housing selection/placement process, then students will be notified in the order in which they submitted and completed their application. If the College is unable to provide a reasonable accommodation, a student may apply for a housing cancellation by calling 404 270-5344 or visiting the housing office in the Johnnetta B. Cole Living & Learning Center.

In order for the accommodation to be guaranteed, documentation for first year students must be received by **December 11** for the spring semester or by **May 1** for the fall semester. Upper-class students must submit their documentation by **March 15** for the fall semester. Forms are also available in the Office of Disability Services 106 MacVicar Hall.

**The Office of Housing & Residence Life will have sole discretion in the placement and/or assignment of students to specific rooms or buildings. Students may not request a specific building or room.**

## **LOA & WITHDRAWALS**

### **LEAVE OF ABSENCE**

A student who takes a Leave of Absence (LOA) from the College must bring her LOA form to the Office of Housing and Residence Life as well as complete a housing cancellation form. Once a proper check-out is completed and all keys have been returned, the housing fees will be prorated for the days the student was in housing. Failure to complete the housing cancellation process will result in the student being charged for the duration of the housing contract. Residential students who are granted a Leave of Absence must abide by the residence hall check-out process to avoid additional charges.

### **WITHDRAWAL FROM THE COLLEGE**

A residential student who elects to withdraw from the College must secure a College Withdrawal Form from the Office of the Registrar and a housing cancellation form from the Office of Housing & Residence Life. All applicable charges including room and board will be prorated for the days the student was in housing once her keys have been returned. Failure to complete the housing cancellation process will result in the student being charged for the duration of the housing contract.

### **RESUMING ON-CAMPUS HOUSING FOLLOWING A LEAVE OF ABSENCE OR WITHDRAWAL**

A student may apply and obtain housing upon their return, if all conditions for reinstatement and housing application deadlines are met. **It is the sole responsibility of the student to inform the Office of Housing & Residence Life of their reinstatement.**

## GENERAL INFORMATION (CON'T)

### FEES

Fees listed below are in accordance with rates set forth by the Office of Student Accounts and are subject to change without notice.

- ◆ Returning Student Housing Confirmation Fee: **\$250** (*waived for GATES & Presidential scholars*)
- ◆ Lock-out: **\$5**
- ◆ Key Replacement:
  - ◆ Front Door: **\$25**
  - ◆ Room: **\$5**

**Additional damage charges and fees are applicable. Please contact the Housing Office for a complete list.**

### ROOM ASSIGNMENT

All students must sign the Housing Contract before living in a residence hall. This contract is a legally binding enforceable agreement, which will remain in force for the duration of the current academic year and includes financial responsibility for the entire contract period. Once a student sign the contract, they have agreed to pay all fees associated with their residence hall assignment. In addition, students who sign the residence hall contract and subsequently withdraw are bound to the cancellation fee schedule (*contact the Office of Student Accounts*).

New students are required to complete the Roommate Questionnaire located within the First-Year Housing Application. This allows the Housing Operations Coordinator to use basic information such as desired bedtime, preferred study environment, and other preferences in order to assign roommates. Upon completion of the application, an assignment will be processed based on preferences and space availability. If an application/contract is submitted after the designated deadline, we will not be able to consider the request until all applications/contracts that have met the May 1st priority deadline are processed. Applications/contracts received after the May 1st deadline will be processed according to the date in which the College received the enrollment fee. Students submitting a late application/contract run the risk of being assigned temporary Housing.

Once a student has received a room assignment, she must take occupancy of that space by the last day of regular class registration or obtain approval from the Office of Housing and Residence Life to move-in after this date. Failure to comply with this requirement will give the College the right to reassign the room to another student. Fall semester enrollees must cancel their assignment in writing by June 1 via email to [housing@spelman.edu](mailto:housing@spelman.edu). In canceling a housing assignment, the student forfeits the confirmation fee. Students canceling after June 1 are in jeopardy of having to pay the room and board cost.

### ROOMMATE REQUEST

Housing and Residence Life also allows roommate requests and assigns students together as long as the request is mutual and there is space available for the assignment. The online applications has an area that permits you to request a roommate providing that the you include the roommate's last 4-digit Spelman College Identification number (**SCID**) and date of birth (*entering the last 4 of the SSN does not qualify and renders your request null & void*). Preferred roommates of students planning to be a part of a Learning Community such as Bonners, Honors Program, WISE, etc., must also be a member of that community in order to be assigned together.

### ROOM FREEZE

Room freeze during the fall semester begins on the 1st day of student arrival to campus and ends **September 8th**. For the spring semester it ends **January 25**. During the freeze, room changes are **not** permitted either within or between residence halls. The room freeze is initiated so that Housing may verify occupancy of rooms. Once the room freeze has been lifted, requests are subject to the approval of your Hall/Area Director.

### ROOM CHANGES

Students are to meet with their Hall/Area Director for any room change requests. Once the Hall/Area Director determines that a room change is necessary a room change form must be completed by the student and by the Area Director/ Hall Director. All roommate switches and/or room changes are subject to approval of the Hall/Area Director.

### CHECK-IN

First-year students who have received a room assignment must take occupancy no later than the first day of new student orientation unless she has obtained an extension from the Director of Housing and Residence Life. Returning students who have received a room assignment must take occupancy by the last day of regular class registration unless she has obtained an extension from the Office of Housing and Residence Life. Failure to comply with these requirements will result in having the room canceled. The student will also be financially obligated for the duration of the contract period. In order to avoid possible delays in registration, students should complete an electronic check-in as soon as possible. Each student must complete a Record of Occupancy Form as well as a Room Condition Report. Students should check the room carefully so they will not be charged for any damages to the room that are not properly listed on the Room Condition Report.

## GENERAL INFORMATION (CON'T)

### CHECK-OUT

Scheduling a check-out time 48 hours before the desired time of departure is strongly suggested. All personal belongings are to be removed and the room **must** be cleaned. The Room Condition Report completed during check-in must be completed in order to properly check out. The Room Condition Report will not be considered complete without including the date of check-out, incurred property damages, signature of resident and the signature of the RA. Failure to complete these forms/reports will result in additional charges due to improperly checking out. **Return both the main door and room key to the RA, Hall Director or Area Director.** Leaving keys with a roommate, under the door of an RA or not returning it at all are all examples of improper check-outs. If keys are not returned, the resident will be charged for the entire semester. Contacting another department on campus including the Admission's and Registrar's Office does not constitute a cancellation request. As stated in the residence hall contract, the student must complete a housing cancellation form. *Checking out of an assignment at the end of the fall semester is not an indication of a cancellation.. All requests for the cancellation of an assignment must be made in person with the Office of Housing and Residence Life and a housing cancellation form completed. Students who leave their residence hall assignment without checking out properly forfeit their right to any refund they may be eligible to receive.*

### CONDITIONS OF OCCUPANCY

The Department of Housing and Residence Life determines the spaces where students reside. This contract is not a determination of specific rooms, buildings and/or room configurations; therefore the Housing Office dictates the conditions for room changes and the general uses of the room and/or space. The College reserves the right to enter student rooms for the right of inventory, fire protection, sanitation, safety, maintenance, rule enforcement, inspection, improvement repairs, and to evaluate conditions that could affect health and safety for any purpose in accordance with College policy. The resident is not required to be present.

### HOUSING CONTRACT

Students will be held responsible for all applicable housing and board fees for the term of the contract. Contract terms are indicated below.

Contract	Beginning of Contract	End of Contract
Academic Year	Hall opening for fall semester	Hall closing for spring semester
Fall semester ONLY	Hall opening for fall semester	Hall closing for fall semester
Spring semester ONLY	Hall opening for spring semester	Hall Closing for spring semester

*\*Includes Thanksgiving break, Winter break, and Spring Break. The Office of Housing & Residence Life requires all students to vacate the residence halls after their last final exam or the published residence hall closing date for each semester.*

### TERMINATION OF CONTRACT

Termination of the Student Housing Contract is permitted only under the following conditions: official withdrawal or leave of absence from the College; graduation; suspension or expulsion for academic, disciplinary and/or any reason deemed appropriate by the Office of the Vice President for Student Affairs, Director of Housing and Residence Life or designee.

### TERMINATION OF CONTRACT BY COLLEGE

Upon written notice, the College reserves the right to terminate a contract and take possession of any room at any time for violation of the Contract, housing polices (*see Guide to Community Living*), Spelman College Code of Community Standards and Conduct (*see Spelman Student Handbook*), for reasons of order, health, safety, academic deficiency, disciplinary suspension or dismissal, or when the resident exhibits behavior which is not compatible with the maintenance of order or propriety in student housing. Students will be held financially responsible for the remainder of the contract with the exception of board fees which will be prorated.

### TERMINATION OF CONTRACT BY STUDENT

Students who wish to cancel their housing contract may do so without penalty on or before June 1 by sending an email to [housing@spelman.edu](mailto:housing@spelman.edu). After June 1 a housing cancellation form must be completed. All cancellations received after June 1 may result in the student being financially obligated to the College for the entire room and board fee. Students will be released from their housing contract with proper documentation for the following: graduation, official leave of absence from the College, marriage and pregnancy. In these cases, the housing and board fees will be prorated based on the College refund policy. For all other cases where a resident moves out of student housing while the contract is active other than in the items listed above, she may appeal to the Director of Housing and Residence to be released from her housing contract. This appeal must explain why the student should not be held liable for the terms of the Contract.. If the appeal is denied and the student vacates the hall, she will still be held financially obligated for the term of her contract. The decision of the Director of Housing and Residence Life is discretionary and final.

# LIVING AND LEARNING COMMUNITIES

## FIRST-YEAR STUDENTS

### HONORS PROGRAM

Spelman students' learning experiences extend beyond the classroom. The Honors Program includes extracurricular components that enhance the educational experiences of its participants. Honors students have the opportunity to participate in a number of special activities including lectures, workshops, and cultural events. Therefore, first-year Honors students are housed together on the second floor in the Stewart Living Learning Center (LLC I). **This accommodation is only guaranteed for first year students.**

### BONNER SCHOLARS

The Bonner Scholar Program seeks to transform the lives of students as well as their campus and local communities by providing access to education and opportunities to serve. The Bonner Scholars Program is designed to heighten the overall education a Scholar receives by asking the student to engage in ongoing service work and helping them develop the tools and the knowledge necessary to make that work meaningful and lasting. Participants in the Bonner Program are housed on the third floor in the Stewart Living Learning Center (LLC I). **This accommodation is only guaranteed for first year students.**

### WISETEM PROGRAM

This living and learning community is designed for first-year women in the sciences. It provides future scientist and engineers the opportunity to network with each other in the classroom and beyond. This experience begins with a summer program where participants meet their mentors, get to know each other, and start to get acclimated to Spelman College and its rich legacy. First-year participants of this program are assigned to the Stewart Living and Learning Center (LLC I) with the goal of enhancing academic success and providing positive experiences as they live and study with others that share a common interest. **This accommodation is only guaranteed for first year students.**

*Community Service*

## UPPER-CLASS STUDENTS

### WISDOM (WOMEN IN SPIRITUAL DISCERNMENT OF MINISTRY)

The WISDOM program, a “*by invitation only*” living and learning community, serves to provide a holistic educational experience that nourishes the spiritual and ethical development of a new generation of Spelman women who are prepared to be faithfully committed, morally grounded and civilly conscious leaders, serving the church, the community and the world. WISDOM members are housed exclusively in the Bessie Strong residence hall. Membership is limited to 10 residents per academic year.

### SHAPE (STUDENT HEALTH ASSOCIATES AND PEER EDUCATORS)

#### PEPERS (PEER EDUCATION PROGRAM)

This “*exclusive*” 8 member program of certified BACCHUS and GAMMA Peer Educators are dedicated to educating Spelman women and teens in the surrounding community around issues of HIV/AIDS, STDs, breast cancer, nutrition and fitness, teen pregnancy prevention and other women's health issues. SHAPE members are extensively trained to serve as a campus resource. PEPers, also a part of BACCHUS and GAMMA Peer Educators, are women who are selected for their interest and activism in promoting the emotional and mental health of their peers. Students accepted into the SHAPE and PEPers program live in the 8 single rooms located MacVicar residence hall. Interested students should contact the Health Services Department.

### DIVERSITY & SOCIAL JUSTICE WING (DSJW)

#### THEME HOUSING

Created in 2008, the Diversity & Social Justice Wing, a 14 member community is housed in LLC II. DSJW focuses on bringing a group of residents together to educate the community on issues of diversity and social justice.

#### SPECIAL NOTE

*Each student is required to complete an on-line Housing Application regardless of classification or membership in a program.*

# APPLICATION PROCESS

## **FIRST-YEAR STUDENTS**

First Year students who are enrolled as full-time students are required to live on campus. The advantage of on-campus living is an experience all first-year students should have. The opportunities for each resident to experience individual growth and development is invaluable. The Office of Housing and Residence Life strongly believes in the on-campus advantage. Studies have shown that students who live on-campus tend to have a more rewarding college experience than those living off campus. They also tend to manage their time better, make better grades, and generally get the most out of college life.

Students may apply for housing by completing an on-line application. The application/contract may be accessed via the Spelman College homepage under the “*Students*” tab and then selecting “*Prospective*” as early as December 1. All applications/contracts should be submitted by May 1. Due to limited space, students are encouraged to apply early. The earlier a student applies the better chance of her securing a desired accommodation and/or her roommate request (s). Housing assignments are based upon receipt of the enrollment fee and the completed housing application. Students are paired based on their responses to the Roommate Questionnaire however, a perfect match cannot be guaranteed. Additionally, there is no guarantee of an assignment in a specific area or hall. Placement will be determined by the availability of space.

## **RESIDENCY REQUIREMENT**

The Spelman Sisterhood begins with on-campus living and to this end Spelman College has initiated a two-year residency requirement.

## **TEMPORARY HOUSING**

Temporary Housing is only necessary when the demand for on-campus housing exceeds campus capacity. Temporary housing is for first-year students and typically available during the fall term. These spaces are public areas (lounges or study rooms) that have been converted into secure student rooms. Due to its expansiveness, LLC II is the traditional hall utilized for temporary housing. Each space is equipped with the following amenities: twin bed, armoire, desk, chair, phone jack, and Ethernet connection. The capacity for each space ranges from three to eight students room. The maximum time spent in temporary housing depends upon the availability of permanent beds in the first-year residence halls. Students who do not meet the deadlines for submitting documentation or are admitted late to the college are generally placed in temporary housing.

## **TRANSFER STUDENTS**

Spelman College does not guarantee housing for transfer students. However, students are encouraged to fill-out an application in case spaces become available as well as submit the waitlist application that comes with the welcome packet. Transfer students are only offered housing after Students with Special Needs, International, Study Abroad, Domestic Exchange, First Year, sophomore, and Returning students are assigned. A listing of rental properties in the area may be found on the Commuter Student website. The website requires a username and password in order to access the information. A student must have her Spelman email account set-up in order to view listings.

## **GUARANTEED HOUSING**

All incoming First Year and Sophomores are guaranteed on-campus housing and are required to reside in the residence halls unless they are 21 years of age. First year students who have been awarded a Presidential, Dean, or Bonner scholarship are also guaranteed housing in the Stewart Living & Learning Center. It is incumbent upon each student to complete the proper on-line forms by any and all deadlines indicated.

## **HOUSING EXEMPTION**

Students who are granted off campus housing are not eligible to participate in the lottery. First year students who have been awarded a Presidential, Dean, or Bonner scholarship are also guaranteed housing in the Stewart Living & Learning Center. It is incumbent upon each student to complete the proper on-line forms by any and all deadlines indicated.

### **SPECIAL NOTE**

*First year students must have their enrollment fee submitted before their housing applications are processed. If the College has not received the enrollment fee by the May 1 deadline, assignments thereafter are processed by date of deposit. Preferences will not be considered after the deadline. It is the students responsibility to ensure that her application is successfully received. Students will receive an email if their application is successfully completed. Those experiencing difficulty accessing the on-line housing application should contact the Office of Housing & Residence Life immediately.*

# APPLICATION PROCESS

## UPPER-CLASS STUDENTS

Sophomore students who are enrolled full-time are required to live on campus. Juniors and Seniors who are in good standing academically, financially, and enrolled full time may also apply to live on campus. The online housing application opens each year on **February 1** for the upcoming fall academic year.

### DOMESTIC EXCHANGE

The Domestic Exchange Program is an academically, socially, and culturally rewarding learning experience. Students who choose to embark in this program are guaranteed housing upon their return. In addition to completing an on-line Housing Application, students must also submit a Housing Request form.

### STUDY ABROAD

The Study Abroad Program takes the exchange experience across continents and over international waters. It is an enrichment program that serves to enhance the “Spelman Woman”. Students returning from their study abroad experience are guaranteed housing. The Housing Application as well the Housing Request form must be submitted by the appropriate deadlines.

### INTERNATIONAL PROGRAM

This program seeks to enhance the cultural versatility of Spelman’s campus by bringing international scholars to our region and providing an intercultural atmosphere that fosters educating the whole self. International applicants are encouraged to apply for on-campus housing and become part of a multifarious community. An online housing application is required.

## HOUSING SELECTION

### LOTTERY PROCESS

Spelman College utilizes a computer random sampling process to generate lottery numbers for Housing selection. The lottery number is the basis for determining: **(1) who will receive campus housing, (2) the order in which students sign up for rooms, and (3) waiting list numbers.** Lottery numbers are only given to students who have met the following requirements: *a) Spring semester balance must be paid by March 30th, b) Housing Application must be submitted by midnight March 31st.* Once the numbers are generated the first one hundred seventy-five (175) numbers will go to a rising senior. Numbers one hundred seventy-six (176) thru three hundred twenty-five (325) will go to a rising junior. Any student left, regardless of classification, will receive the remaining numbers.

### SIGN-UP PROCESS

Based on the lottery number received, each student will be assigned a time to select the room of her choice based on what is available. All students should have a second and third choice in the event their first choice has been reserved by a student with a higher lottery number. Each student must bring a \$250 confirmation fee (postal money order, bank money order or cashiers’ check, **NO PERSONAL CHECKS**) on the day of Housing Selection. Students will not be allowed to participate in the Housing Selection Process without this fee.

### WAITING LIST

The waiting list is designated for upper-class students who are not able to go through the Lottery Process due to an unforeseen circumstance. Students who fall into this category will automatically be placed on the waitlist. However, **Sophomores who are unable to meet the financial deadline are given preference.** Once their financial obligation to the college is met they are expected to notify the Housing Office in writing. *Students on the waiting list will be notified as spaces become available via telephone or Spelman email.* At the time of acceptance of the space, the student will be required to *pay the \$250 confirmation fee within ten (10) days or forfeit the space.* If a student does not accept the space offered, her name will be removed from the waiting list.

### INELIGIBLE FOR LOTTERY

Students who were not eligible to participate in the lottery will be allowed to complete a waitlist application and be placed on the waiting list. *As rooms are canceled and become available, these students will be notified via telephone or Spelman email of available spaces. At the time of acceptance, the student will be required to pay the \$250 Confirmation Fee within ten (10) days or forfeit the space.* If a student does not accept the space offered, her name will be removed from the waiting list. To be reconsidered for housing, the student must submit a written request to the Office of Housing and Residence Life to be placed back on the waiting list.

### SPECIAL NOTE

*Single room costs are not covered by any scholarship unless noted in award package.*

# FORMS

## E.A.R.L.S— EARLY ARRIVAL LATE STAY

The option to arrive on campus prior to the first day of check-in or to stay after the residence hall closes, is only available to students who are a member of a College/University sponsored group or involved in new student orientation activities. Requests for early arrival and/or late stay must be requested by a department chair, staff or faculty member. The sponsoring department, faculty or staff member must have a program or activity that requires students to be on campus before the official fall move-in date or beyond the established move-out dates for non-graduating seniors. The requestor will need the student (s) SCID #, and room assignment. Students will not be allowed to sign up for late stay on their own. The Housing Office will review each request and send confirmation via e-mail. Spelman faculty/staff members may access the **E.A.R.L.S** database on the Lotus Notes dashboard under the “*Student Development*” tab (*see screen shot below*). Faculty or staff from the AUC must send an email to [housing@spelman.edu](mailto:housing@spelman.edu).

Mail | Calendar | Address Book | To Do List

New Memo | New Entry | New Contact | New To Do

“PLEASE NOTE THAT YOU MAY NOT HAVE ACCESS TO ALL DATABASES LISTED FOR SECURITY REASONS ”

General | Time Reporting | Office of the President | Academic Aff. | Business & Financial | Enrollment Mgmt | IA | MIT | Student Dev. | LEADS

Student Affairs

Housing & Residence Life (RA)	Housing Maintenance
Student Housing Applications	Health Services
Housing Contracts	Judicial Affairs
<b>Housing E.A.R.L.S. Request</b>	Office of Disability Services
Housing & Residence Life Judicial	Student Activities

**NOTE: All early arrival check-ins will begin at 6:00pm each night.**

## E.O.V.— ELECTRONIC OCCUPANCY VERIFICATION

The Office of Housing and Residence Life has instituted a system called the Electronic Occupancy Verification. This system is meant to keep an accurate account of the residents who have moved into their on-campus assignments. All students are required to complete the electronic check-in. First-year students are required to complete the E.O.V. within one week of their arrival to campus. Returning students must check-in for **both Fall and Spring terms**. Failure to complete the electronic check-in will automatically result in an administrative hold on a students account. This hold will affect, registration, web review of individual accounts, meals, and procuring book vouchers. The hold will remain until the E.O.V. check-in has been completed. **Once a student has a “hold” on her account, it is her responsibility to inform the Housing Office when she has completed the E.O.V.**

## E. O. V.


### (Electronic Occupancy Verification)

Welcome to E.O.V., the Electronic Occupancy Verification System.

Please answer the following questions. Once you have completed them you will be granted access to Web Check-In. Thank you for your participation.

- Are you *Test, April*?
   
 Yes     No
- Is your current assignment in Morehouse James 101?
   
 Yes     No

Your telephone number for this room is:



# FORMS (CON'T)

## HOUSING EXEMPTION

The exemption request process is intended to provide an avenue for those students who are classified as first-year or second year students but who may have compelling circumstances that would warrant living off-campus. Students who fall into one or more of the below categories should identify themselves to the Office of the Dean of Students for exemption approval.

*\*\*Screenshot of Housing Exemption form located in the Housing Application..*

### **Housing Exemption**

*We understand that there may be compelling circumstances that would warrant living off-campus.*

*Therefore, requests must be submitted in writing to the housing exemptions review committee.*

*The Dean of Students or designee must receive the exemption form and all supporting documentation by March 20 for rising second year students, and May 1 for incoming first-year students. You will be presented with the Housing Exemption Application after electronically signing the Housing Application.*

Do you meet one or more of the below categories?

**Yes**                         **No**  

#### **CATEGORIES:**

- 20 years of age on or before August 1.
- Legal residence is within a 40 mile radius or fewer from Spelman's campus
- A medical condition exists that requires special living accommodations
- A demonstrated financial hardship
- Married and/or have children

The deadline for first-year students to submit their supporting documentation is May 1. A decision will be rendered by June 15. Rising second-year students must submit their supporting documentation by March 20 and a decision will be rendered no later than April 7. The decision of the Housing Exemption Committee is final. **There is no appeals process.** Students who are denied are expected to reside in campus housing. **Incomplete documentation will be automatically denied.**

Supporting documentation should be sent to the following address:

Spelman College  
Division of Student Affairs  
Attention: Dean of Students  
350 Spelman Lane, S.W. Box 1577  
Atlanta, GA 30314  
Direct: 404.270.5133 · Fax: 404.270.5137 ·

#### **SPECIAL NOTE:**

*The Housing Exemption form is part of the be found in the Housing Application. Students will not be able to obtain a paper form for this process.*

# APPENDIX I

## Spelman College Office of Housing & Residence Life Housing Contract

### I. INTRODUCTION

This document constitutes the Spelman College housing contract. The housing services described in this agreement are being offered to you under the terms and conditions stated herein. This is a legally binding contract between Spelman College, acting through the Office of Housing and Residence Life, and enrolled students. In consideration of payments made to Spelman College, the student is entitled to occupy housing space and receive services provided by the Office of Housing and Residence Life, subject to the terms and conditions in this contract.

### II. GENERAL TERMS AND CONDITIONS

Spelman College (The College) agrees to furnish to the student a housing space in accordance with the terms and conditions of this Contract. The relationship of this contract is intended to be between the College and the Student to be one of licensor (the College) and licensee (the Student) and that the sole right of the student to use her assigned room as a living unit shall be based upon the license granted in this Contract.

The College reserves the right to modify any provision of this Contract which, due to circumstances beyond the College's control, may be reasonably necessary to efficiently and effectively operate the Housing and Residence Life program. If any part of this Contract is found to be unenforceable, the remaining parts shall continue in full force and effect. This Contract shall be construed under Georgia Law.

### III. RESIDENTIAL REQUIREMENT

Spelman College believes the development of its sisterhood is entrenched in its history and traditions, academic excellence, and strong co-curricular program. Therefore, all traditional, full time registered first year and second year students as defined by the Office of the Registrar are required to live on campus. We understand that there may be compelling circumstances that would warrant living off-campus; exceptions to this requirement must be submitted in writing to the housing exemptions review committee.

### IV. ELIGIBILITY FOR HOUSING

All students registered as full time Spelman College students as defined by the Office of the Registrar are eligible to live in student housing. If your enrollment status changes and you are no longer registered as a student during the term of your contract, you must vacate your room immediately, and you must officially check-out of the residence hall.

### V. ROOM ASSIGNMENT POLICY

The office of Housing & Residence Life will not discriminate in room or hall assignment on the basis of race, color, religion, disability, sexual orientation, age, national origin or ancestry. A reasonable attempt will be made to assign students to a hall based on the preferences listed on the housing application. The Office of Housing & Residence Life reserves the right to change residence hall and/or room assignments as deemed necessary. The Office of Housing & Residence Life reserves the right to reassign one or both persons when irreconcilable differences occur between roommates or others living in close proximity.

If you are assigned to a space designated as temporary housing, you will be given a permanent assignment as soon as space permits. The move to a permanent assignment may or may not require you to move to a different residence hall. Room rates are not adjusted for temporary housing.

### VI. CONTRACT TERM

Students will be held responsible for all applicable housing and board fees for the term of the contract. Contract terms are indicated below.

<b>Contract</b>	<b>Beginning of Contract</b>	<b>End of Contract</b>
<b>Academic Year</b>	<b>Hall opening for fall semester</b>	<b>Hall closing for spring semester</b>
<b>Fall semester ONLY</b>	<b>Hall opening for fall semester</b>	<b>Hall closing for fall semester</b>
<b>Spring semester ONLY</b>	<b>Hall opening for spring semester</b>	<b>Hall Closing for spring semester</b>

*\*Includes Thanksgiving break, Winter break, and Spring Break. The Office of Housing & Residence Life requires all students to vacate the residence halls after their last final exam or the published residence hall closing date for each semester.*

### VII. FEE SCHEDULE

The Student Housing License Fees are set by the College in late spring. For all questions regarding room and board fees, please contact The Office of Student Accounts.

### VIII. ARRIVAL PROCEDURES

Students may not occupy or deliver items to their assigned residence hall prior to the official notification to do so. Requests to allow early arrival of specific students must be made by a faculty or staff member. Students who are granted early arrival must be a member of an approved College activity or program.

### IX. CHECK OUT

When leaving the residence hall or changing rooms at any time of the year, all students must complete the following procedures in order for their room to be considered vacated:

- Remove all personal belongings
- Remove all refuse and discarded material and leave the room as clean as it was on check in
- Return all issued keys and complete appropriate forms
- Complete the room condition report

**Should students fail to checkout appropriately, additional charges shall incur at the discretion of the Office of Housing and Residence Life,**

## X. TERMINATION OF CONTRACT

Termination of the Student Housing Contract is permitted only under the following conditions: *official withdrawal or leave of absence from the College; graduation; suspension or expulsion for academic, study abroad, disciplinary and/or any reason deemed appropriate by the Office of the Vice President for Student Affairs, Director of Housing and Residence Life or designee.*

Upon written notice, the College reserves the right to terminate this contract and take possession of any room at any time for violation of the Contract, housing policies (see Guide to Community Living), Spelman College Code of Community Standards and Conduct (see Spelman Student Handbook), for reasons of order, health, safety, academic deficiency, disciplinary suspension or dismissal, or when the resident exhibits behavior which is not compatible with the maintenance of order or propriety in student housing.

Students will be held financially responsible for the remainder of the contract with the exception of board fees which will be prorated.

## XI. FAILURE TO OCCUPY

Students who do not occupy their assigned space by the last day of regular registration and fail to notify the Office of Housing and Residence Life of a delay in arrival in writing will forfeit their room assignment. The student will be financially obligated to the College for the duration of their contract.

## XII. TERMINATION BY THE STUDENT

Students may cancel their housing contract on or before June 1. Housing cancellations must be submitted via e-mail to the Office of Housing & Residence Life. All cancellations received after June 1 will not be honored and will result in the student being financially obligated to the College for the entire room and board fee for the term/duration of the contract.

Students will be released from their housing contract with proper documentation for the following: graduation, official leave of absence from the College, marriage and pregnancy. In these cases, the housing and board fees will be prorated based on the College refund policy.

For all other cases where a resident moves out of student housing while the contract is active other than in the items listed in Section VII, he or she may appeal to be released from his or her student housing financial obligation to the Director of Housing and Residence Life. This appeal must explain why the student should not be held liable for the terms of the Contract. The decision of the Director of Housing and Residence Life is discretionary and final.

## XIII. PAYMENT OF FEES

Students are required to meet all financial deadlines set by the College. If it is determined that a student has not met his or her financial obligation to the College, the student may be asked to vacate student housing. Students are required to pay a non-refundable housing confirmation deposit. Students are required to pay housing fees in accordance with the terms, conditions and schedules set by the College. All students living in the residence halls on the main campus are required to purchase a meal plan. ***Only students residing in The Suites may decide to purchase a reduced meal plan.*** The College reserves the right to increase housing rates as deemed necessary and appropriate with or without prior notice.

## XIV. CONDITIONS OF OCCUPANCY

The Department of Housing and Residence Life determines the spaces where students reside. This contract is not a determination of specific rooms, buildings and/or room configurations; therefore the Housing Office dictates the conditions for room changes and the general uses of the room and/or space. Students may not transfer/change rooms without approved written consent by the Office of Housing & Residence Life. Students may not sublet residence hall rooms, nor may the rooms be used for any other purpose other than to serve as a student's residence. This includes, but is not limited to, the use of the space for commercial purposes. The College reserves the right to enter student rooms for the right of inventory, fire protection, sanitation, safety, maintenance, rule enforcement, inspection, improvement repairs, and to evaluate conditions that could affect health and safety for any purpose in accordance with College policy. The resident is not required to be present. All residents will receive a key to the room door and access to the front door of the assigned residence. Students are expressly prohibited from painting any rooms in the residence hall.

For the safety and security of all students, you are required to comply with the safety procedures in the residence halls and you may not prop doors, tamper with locks or admit unauthorized people into the residence hall. Persons tampering with alarms, interfering with fire safety equipment are subject to removal from residence hall and prosecution under Georgia law.

For health and safety reasons pets are not allowed and limited cooking is reserved for designated kitchens in the residence hall. The following items are also prohibited in the residence halls: refrigerators, electric cooling units, microwaves, space heaters and air conditioners. ***Residents living in the Suites are permitted to have a toaster oven and/or small thermostat controlled appliances.*** Residents are required to move out of the residence halls no later than the announced day that the residence halls close at the end of each semester by 12:00 noon or be subject to additional fees associated with late move out. Students failing to move out of the residence hall during the academic year for reasons consistent with the terms and conditions described in Section II, are subject to be charged a daily rate until a proper check-out of the residence hall is completed.

## XV. DAMAGES/LOSS OF PROPERTY

Each resident accepts responsibility for exercising reasonable care of the student housing space and College property. Students are responsible for cleaning their room, removing waste materials regularly, and for maintaining sanitation and safety conditions acceptable to the Office of Housing & Residence Life. The resident will be charged for damage to property beyond normal wear and tear and/or any unattributable damage to community property; and for any keys not returned to the Housing and Residence Life staff. All College property must remain in the room. The College shall not be liable for the loss of money or valuables or damages to the property of any resident. Residents are strongly encouraged to purchase renter's insurance coverage for personal losses.

If a student loses a key, the student will be billed for the cost of re-keying the door. Keys returned by Students at check out that are not the same keys issued at move in will also necessitate the re-keying of the door with assessment of charges to the student responsible. All keys remain the property of College and duplication by the Student is strictly prohibited.

This document becomes legally binding when signed by the student, the guarantor (if the student is under 18 years of age), the Housing and Residence Life representative and when received by the Office of Housing and Residence Life by the announced deadline. The student's signature is an acknowledgment that the student/guarantor has read and understands the Student Housing Contract and the student will abide by terms and conditions of the contract.

**I have read the Spelman College housing contract and agree to adhere to the terms, policies, procedures and/or conditions as written. I further understand that by entering my Spelman College Id and Banner Pin below that I am electronically signing this contract.**

SIGNATURE OF STUDENT:

SPELMAN COLLEGE ID:

BANNER PIN:

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