

Spelman



College

**Spelman College**

**Office of Housing & Residence Life**

**Community Living Guide**

# WELCOME

Dear Spelmanite,

Welcome to the Spelman College residence halls! We are so glad you have chosen to make the residence halls at Spelman College your home, and we hope to help YOU make this an exciting and productive year.

You have made a great decision to live on the Spelman College campus. The convenience of living on campus affords you the opportunity to develop a sense of community in your residence halls and to pursue your academic endeavors. You have the opportunity to be involved in all aspects of college life and to get to know your Spelman sisters. We encourage you to make lifelong friends during your stay. You also have many of the college activities and events at your fingertips. Venture out into the campus community. Attend service events and activities that are designed and planned with you in mind. Develop your leadership skills by joining your residence Community Leadership Council or the Spelman College Residence Hall Association (RHA).

As you review the residence hall community living guide, you will find information about services, facilities, procedures and rules that will assist you with making the transition to community living easier. Please read it carefully and ask questions if you do not understand something. Remember you will be responsible for upholding all the rules and regulations in this guide.

Thank you for **“LIVING THE SPELMAN SISTERHOOD EVERYDAY.”** Have a Great Year!

Sincerely,

Director of Housing and Residence Life

## **Housing and Residence Life Mission Statement**

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 the holistic development of our student and programs. It is our ultimate mission to retain and support students through graduation.

### **Housing & Residence Life Motto:**

"Living the Spelman Sisterhood Everyday"

### **Housing and Residence Life 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:

- Higher education;
- 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.

## **Spelman College Mission Statement**

Spelman College, a historically Black college and a global leader in the education of women of African descent, is dedicated to academic excellence in the liberal arts and sciences and the intellectual, creative, ethical, and leadership development of its students. Spelman empowers the whole person to engage the many cultures of the world and inspires a commitment to positive social change.

## **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.

## HOUSING AND RESIDENCE LIFE STAFF

The Department of Housing and Residence Life is responsible for the management of the following services for students that live in the residence halls; students' well being, staffing, programs, discipline, room assignments, policy information, Community Leadership Councils and Residence Hall Association. The department coordinates the repairing and replacement of keys and other repairs in the room and the residence hall with Facilities management.

The housing and residence life staff operates as a team to assist each resident with having a positive living and learning experience. This is accomplished with the Office Assistants, Resident Advisors (RA), Residence Hall Office Managers (RHOM), Area Directors (AD), Graduate Hall Directors (HD), Senior Administrative Assistant, Housing Coordinator, Assistant Director and Director. These trained staff members are available to assist you with any problems you may have.

The **Office Assistant** is responsible for assisting the live-in professional staff with completing day to day tasks in the residence halls. The office assistant primarily works evening shifts. Her primary responsibilities are to greet guest as they enter the residence hall, verify the identification of males entering the residence hall. The office assistant is located in the designated RHO (Residential Housing office) in each residence hall.

The **Residence Hall Office Manager (RHOM)** is a General College student employment opportunity in the Office of Housing & Residence Life. The Residence Hall Office Manager position primarily reports to the AD/HD of the area to which she is assigned and is responsible for assisting with both major & minor administrative duties and day to day management and operation of the residence halls. The RHO Manager will also work with the Housing Coordinator in the Central Office for the occupancy management aspect of the position. The RHO Manager will co-supervise, along with professional staff, 5-6 Office Assistants to schedule and manage visitation and front desk hours.

The **Resident Advisor (RA)** is a full time Spelman student that lives on the floor with residents. She is trained to meet the needs of residents through daily interactions by planning and implementing educational, social, cultural and recreational programs, providing peer counseling, assisting with the enforcing of College and residence hall policies, mediating roommate conflicts, and serving as an information and resource person.

The **Area Director (AD)** is a live-in full time, 10-month, professional staff member. The AD holds at minimum a Master's degree and brings to this position experiences from other residence life systems or related areas. The AD manages two or more residence halls and supervises Graduate Hall Directors, RAs and office assistants. The AD advises Community Leadership Council, conducts discipline meetings, offers supportive counseling to residents, mediates roommate conflicts, responds to emergencies, serves as on call emergency support person and manages the daily operations of her residence hall. Her office is located on the first floor of the residence hall and her office hours are posted.

The **Graduate Hall Director (HD)** is a live-in part-time, 10-month, professional staff member. The HD holds at minimum a bachelor's degree and brings to this position experiences from other residence life systems or related areas. The HD is supervised by an Area Director and manages one residence hall; the HD supervises RAs and office assistants. The HD advises Community Leadership Council, conducts discipline meetings, offers supportive counseling to residents, mediates roommate conflicts, responds to emergencies, serves as on call emergency support and manages the daily operations of her residence hall. Her office is located on the first floor of the residence hall and her office hours are posted.

The **Central Office** staff is located on the entrance level of the Living and Learning Center II in the administrative offices and coordinates the overall business and services for housing students on campus.

The **Housing Coordinator** provides information for students interested in living on campus, coordinates initial room assignments, housing re-application processes and inputting room and board fees.

The **Assistant Director** works primarily with the Area Directors, Hall Directors and RAs. She oversees the day to day operation of the residence halls, including programming and staffing of the residence halls.

The **Director** administers and supervises all housing and residence life staff and programs, and serves as the official representative to the college.

## RESIDENCE HALLS

A significant part of learning at a residential institution is the experience that each student gains through living with other students. Residential living provides opportunities for residents to expand ideas, pursue interest, resolve differences, and develop leadership skills. There are 11 residence halls on campus that house approximately 1,390 students. Each building has its own unique character. In addition to its history, each residential facility assumes the personality of its residents. All residence halls are traditional style double loaded corridor with a communal bathroom on each floor except the suites which houses our upper class students in suite style buildings. Occupancy in the residence halls can vary from singles to quads with a majority of the rooms on campus housing two students. All residence halls are equipped with cable, Ethernet and telephone services.

### FIRST-YEAR RESIDENCE HALLS

#### **Abby Aldrich Rockefeller Hall**

**Opened 1952**

**Capacity 126**

Built in 1952 with funds by John D. Rockefeller Jr., the building honors his wife Abby Aldrich, a philanthropist and renowned patron of the Arts. Located on the historic part of the campus, Abby provides a greater sense of peace and tradition for its residents. Some added extras include a computer lounge, study lounges, exercise room, kitchen with a microwave and refrigerator, laundry facilities, vending areas and storage rooms.

#### **Howard Harreld Hall**

**Opened 1968**

**Capacity 181**

Howard Harreld Hall is one of three residence halls included in a planned complex. Opened in 1968, the freshman residence hall is named for Clara Howard of the first Spelman High School graduating class and Claudia Harreld of the first college graduating class. "HH", as it is affectionately called, is located across from the student center and the bookstore. Amenities include a full kitchen with a microwave and a refrigerator, study lounge, storage room, vending area, laundry facilities, and an exercise room.

#### **Dorothy Shepard Manley Hall**

**Opened 1964**

**Capacity 131**

Manley Hall, completed in 1964, honors Dorothy Shepard Manley, wife of the fifth president of the College, for her assistance in planning the furnishing and décor for the residence hall. The first residence hall seen when entering campus, Manley Hall is located on the corner of the Main entrance across from the Camille Cosby Academic Center. The amenities include a full kitchen with a microwave and refrigerator, study lounge, and storage room.

#### **Stewart Living and Learning Center**

**Opened 1983**

**Capacity 200**

The Donald and Isabel Stewart Living-Learning Center is a unique residence hall in that it houses all classifications of students. LLC1, which opened in 1983, is named for Spelman's sixth president and his wife. One of the most modern of the residence halls, it is nestled in a quiet corner of campus. Students enjoy the sky-lit atrium in the lobby and a courtyard. Amenities in this residence hall include a computer lounge, laundry facilities on the second floor, a meeting

room, and kitchen areas with microwaves and refrigerators on the wing of each floor, storage rooms and an elevator.

## **UPPER CLASS RESIDENCE HALLS**

### **Bessie Strong Hall                      Opened 1917: Renovated 2004                      Capacity 10**

You may recognize Bessie Strong Hall from the television series “A Different World,” where it was used as the background. Bessie Strong was built in 1917 and named after John D. Rockefeller’s oldest daughter. After undergoing a complete renovation in 2004, Bessie Strong was reopened as a theme house. The Office of Housing and Residence Life in partnership with Sister’s Chapel select its participants through an application and interview process. The theme is Women in Spiritual Development of Ministry (WISDOM); the WISDOM Center 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 fully committed, morally grounded and civilly conscious leaders, serving the church, the community and the world (Spelman press release). The residence hall is the most modern on the campus and houses the Sister’s Chapel Offices. It includes card key access, a meditation room, a meeting room, laundry facility, kitchen with microwave and refrigerator, and a fitness room.

### **Laura Spelman Hall                      Opened 1918                      Capacity 41**

Laura Spelman Rockefeller Memorial Hall was originally built in 1918 to house the Home Economics Department. John D. Rockefeller donated the money for the building and equipment as a memorial to his wife Laura. Currently the building is used for student housing on the second and third floors with the Marian Wright Edelman Child Development Center occupies the ground floor. Laura Spelman is one of the oldest and most enchanting buildings on campus. Upon entering the building, students are greeted with an antique oak banister, which leads to a grand window on the second floor overlooking the campus Oval. The residence hall is one of the most popular residence halls for upper class students because it is located next to the Science Center. The amenities include study lounges, laundry facility, full kitchen with microwave and refrigerator.

### **Johnnetta Betsch Cole Living and Learning    Opened 1989                      Capacity 200**

The Johnnetta Betsch Cole Living and Learning Center (LLC II) was originally named Living Learning Center II. In the fall of 2005 The Living and Learning Center II was rededicated and renamed after Spelman College’s 1<sup>st</sup> female President Johnnetta Betsch Cole. The residence hall is one of Spelman’s most contemporary residence halls. With capacity for 200, air conditioning, wall-to-wall carpet and access to spacious game and television rooms, students enjoy the serene ambiance it exudes. The other amenities include multifunctional meeting rooms, laundry facilities on every floor, vending areas, storage rooms and an elevator. Another special feature of JBC Living and Learning Center is that the Office of Housing and Residence Life is located in this residence hall just outside the main entrance.

### **MacVicar Hall                      Opened: 1901 Renovated: 2000                      Capacity:8**

In the early history of Spelman College, MacVicar Hall served as a practice for nurses. Today it

houses 8 students that are involved with the Student Health Associates and Peer Educators (SHAPE) and the Counselors and Mental Health Educational Opportunities (CAMEO). These student organizations are advised by the Student Health Services department and the Student Counseling Center which are located on the East and West ends of MacVicar. Although renovated in 2000, it still possesses an historic appeal with original hardwood floors and much of the original architectural design. Amenities include card key access, cable/Ethernet connections, telephone service, study/meeting room, a vending area, and a kitchen with microwave and refrigerator and laundry facility.

**Sally Sage McAlpin Hall**

**Opened 1973**

**Capacity 115**

Sally Sage McAlpin is the third structure in the three-building residential complex. The upperclassmen residence hall was completed in 1973 and named for the woman who was on the Board of trustees Chair at that time. McAlpin Hall Fosters a Diligent work Environment comprised of mature upper-class women. Built with 70 single rooms and 23 double rooms with privacy walls, McAlpin ensures privacy while promoting a familial atmosphere. It is convenient to the parking deck, the student center, bookstore and its design for privacy makes it the most popular residence hall among upper class students. Its amenities include kitchens with microwaves and refrigerators on the wings of each floor, community lounges, study lounges, laundry facilities and an elevator.

**Morehouse James Hall**

**Opened 1901**

**Capacity 84**

Morehouse-James Hall is a double residence hall. Its name originated from Morehouse North and South prior to renovation. In 1974 it was remodeled and rededicated Morehouse-James Hall in memory of Henry L. Morehouse, First president of Spelman's Board of Trustees and Willis Laurence James, professor of music, director of the renowned Spelman College Glee Club, distinguished musicologist and composer. This building was part of the first significant campus expansion. Morehouse-James complements the historic aspects of Spelman's campus with its antebellum porch accented with columns and rocking chairs. Spacious single and double rooms allow student ample storage and living space and make it one of the most requested halls by upper class students. Amenities include an air-conditioned study and television lounge, laundry facilities, vending area, computer lounge and a kitchen with microwave and refrigerator.

**The Suites**

**Opened 2008**

**Capacity 303**

The Suites is Spelman's newest state of the art "Green" facility located across from the Morehouse School of Medicine. The Suites living quarters vary in size from 2, 3, and 4 bedroom suites. Other amenities include an art gallery, cafeteria, meeting room, television lounges, study areas and a workout facility. Students also experience semi-apartment style living by way of sharing a living area, full sized refrigerator and microwave.

# STUDENT REGULATIONS AND RESPONSIBILITIES

## Personal Use Agreement

The resident agrees that the housing assigned shall be used by her and may not be transferred or assigned to another person. Residents may not be assigned to more than one space at the same time, nor may a resident occupy more than one space at the same time. The space must be used for personal living, sleeping, and studying and that no commercial operation, solicitation, canvassing, sales, or advertising will be conducted out of the assigned space.

## Eligibility for Campus Housing

Any Spelman student who is in good standing academically and is enrolled as a full time student may apply to live on campus. Campus housing is mandatory for all first year and second year students. Priority housing, a general guarantee that preferences i.e., residence hall, single rooms, roommate requests, have a greater chance of being met if the housing application and fees are submitted by requested deadlines. For returning students who request to reside on campus, a general deadline to keep in mind is March 31. This is the date when the student's account must be paid in full. Students who submit their housing application and contract by the March 30<sup>th</sup> deadline and clear their student account balance by the March 31 deadline will be eligible to participate in the housing lottery. A student who has an outstanding account balance may submit a housing application but will not be eligible to participate in the lottery. In addition, the student must notify the Office Housing and Residence Life when her balance is cleared so she can be assigned housing.

## Moving In

First Year students who have received a room assignment must take occupancy no later than the first day of new student Orientation unless they have obtained permission from the Director of Housing and Residence Life to move in after that date. Upper-class students who have received a room assignment must take occupancy by the Saturday of the Labor Day weekend unless they have obtained permission from the Office of Housing and Residence Life to move in after that date. Failure to comply with these requirements will result in **forfeiture of your assignment**. Students must also check-in through the Electronic **Occupancy Verification (E.O.V.)** system. The deadline for completing the E.O.V. without penalty for First Year students is the last day of New Student Orientation. The final deadline for EOv check-in for upper-class students is the Saturday following Labor Day.

## Housing Wait List

A student who submits a housing application by the March 30<sup>th</sup> deadline and whose student account balance is not clear by the deadline set forth by the Office of Student Accounts will be placed on the housing wait list. Housing assignments will be given to wait list students based on the day that the housing application was received and the day that the account balance was cleared. Students who are on the housing wait list are encouraged to contact the Office of Housing and Residence Life to submit summer contact information and to check their status on

the wait list. If an assignment is offered, the student will have **(10)** business days to submit a **\$250.00 non-refundable confirmation fee**. Not doing so may forfeit their assignment and it will be offered to the next person on the Housing wait list. The confirmation fee should be submitted in the form of a money order or cashier's check. Personal checks will not be accepted.

### **Temporary Housing Policy**

Based on past experience, the College can reasonably anticipate that there will be a few residence hall vacancies at the beginning of each semester. As a matter of convenience to students, the College permits a small number of first year and upper class students on the waiting list to live temporarily in residence hall lounges and similar rooms until the end of regular class registration. The Housing office reserves the right to change or cancel the temporary housing policy as it deems necessary.

### **Removal from College Housing**

The Director of Housing and Residence Life or the Dean of Students may **remove a student from College housing for misconduct**. The student will be given 48-72 hours to vacate the residence hall, unless a special exception is made by the Director of Housing and Residence Life. If the student has not vacated the premises by the designated time, College designated personnel will remove the student's personal effects from her room. The College assumes **no legal or financial liability for the safety or security of such effects**.

### **Responsibility for Personal Property**

The College and the Department of Residence Life assumes no liability for theft, damage, or loss of money, valuables or other personal effects of any student or guest caused by fire, water, steam, insufficient heat, power failure, the elements, or actions of a third party that occur in College housing or on College property. Residents are encouraged to confirm that their property is covered by their **family's homeowners' insurance or to carry personal property insurance**. **Personal property insurance brochures are available in each residence hall.**

### **Rights Reserved by Housing and Residence Life and the College**

The College, at all times, reserves the right to assign or reassign students to a housing space, including temporary space(s) in lounges, and to close rooms and/or facilities when vacancies exist or when areas are rendered unfit for occupancy. Agents of the College shall have the right to enter College Housing at all reasonable hours for the purpose of examining the space or making repairs or alterations as necessary for safety and maintenance. The College and Housing reserves the right to conduct life safety inspections as necessary, without prior notice, to identify and correct life safety violations. **Residents are responsible for understanding and complying with procedures included in the community living guide and student handbook**. Behavior that threatens or endangers the well-being of others or substantially interferes with the rights of others may result in a room transfer or removal from housing.

**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 an important part of 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. **Second year students who fail to complete the housing application process and/or meet their financial obligation to the college in order to procure a room may be held financially responsible for the entire room and board costs for one academic year.** Housing assignments, if available, will be made at the discretion of the Director. 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. **Housing assignments may be forfeited, if a student has not completed/met all housing and enrollment processes and/or financial obligation(s) to the College by the published deadlines.**

Students with a documented disability must contact the Office of Disability Support Services in order to request and/or receive a housing accommodation. 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>
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, Fall 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. **Early arrival students may not be able to move-in early, if they have not met their financial obligation to the College by the published deadlines.**

**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 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.

**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 may 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 due to one of the aforementioned stipulations for cancellation (Refer to Termination of Contract). The cancellation request must be submitted via e-mail to the Office of Housing & Residence Life. All cancellations received after June 1 may not be honored and could 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/enrollment 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. Students may not give out their keys to another person for use or entry into the residence halls. All keys remain the property of the 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:**

# HOUSING POLICIES AND PROCEDURES

## BREAKS

**Fall, Thanksgiving, and Spring Breaks:** The residence halls will not close during these breaks. Students will be allowed to stay in their residence halls; however, visitation will be suspended. Information on emergency contacts and cafeteria hours of operation will be posted in the residence hall and distributed to those students who have indicated that they will be in the residence halls during these breaks.

**Winter Break:** Residence halls are closed during the break between the fall and spring semesters. All students must vacate their residence hall by 12:00 noon on the Saturday after the last day of final exam week.

**Summer Break:** Except for graduating seniors, all students who are not volunteering or participating with the commencement or reunion events **MUST** vacate the residence hall the Saturday after the last day of finals, no later than 12:00 noon. All volunteers must be approved by the Director of Housing and Residence Life to reside in the hall.

## Check In and Check Out

1. **Check-in.** Before students arrive, each residence hall room is inventoried by the Housing and Residence Life Staff for furnishings and the physical condition of the room. Students must review the Room Condition Report (RCR) with their RA and sign off on the condition of the room. After completing the RCR, residents will be issued a room and front door key by the hall staff. A fee of \$30.00 will be assessed for lost or unreturned keys, \$25.00 for front door key and \$5.00 for room key. **Note: Suite residents must use their id cards to gain entry into the building. If a resident loses her card, the replacement must be paid for at Student Accounts/Cashiers office. The receipt should be taken to Educational Media in order to receive a new card.**
2. **Check-out.** At the end of each semester, notices are posted with procedures for vacating rooms and returning keys. Before leaving campus, students must check out with their RA. To check-out, an appointment must be made with the RA on duty. The RA on duty will check to see that all the students' belongings are moved out of the room as well as verifying that all room keys and front door keys have been turned in. Failure to check out with an RA will result in an improper check-out fee.
3. **Room Condition** - Rooms and suites must be left clean and in good order. If this responsibility is left undone, each resident will receive a sanction. Additionally, students will be charged for damages that are beyond normal wear and tear. They will also be held responsible for missing furniture.

**Abandoned Items:** Items left in the residence halls after the resident has moved from the hall will be declared abandoned and will be disposed of. Residents may be charged for removal and/or storage of items.

**Theft or Loss of Property:** The College does not accept liability or responsibility for loss, theft or damage to any personal property, including times the student is not available or away from the hall. Any thefts should be reported immediately to the hall staff and Public Safety.

**Remaining Occupant:** When vacancies occur in housing, Housing and Residence Life has the right to show these spaces and assign new occupants to fill these vacancies. Housing and Residence Life also reserves the right to reassign the remaining occupant of a housing space to different accommodations. **If a resident has a roommate who fails to move in, leaves the College, or moves to another College, the remaining resident may be assigned a new roommate. It is imperative that the remaining student does not move her things to the empty side of the room. If she does so, she may be charged.**

**Cleanliness:** All residents are responsible for keeping their rooms clean. Their rooms must be free of any fire hazards. In addition, upkeep of personal hygiene is expected. Residence hall staff will make routine inspections to ensure compliance with health and safety standards. Continued failure to meet adequate standards may result in disciplinary action. **Note to Suite residents: the entire suite and bedroom care and cleanliness are the responsibility of the residents who occupy that suite. The facilities staff will provide cleaning services of building public areas (hallways, lobbies, grounds, etc.) and suite bathrooms only. Residents will be required to create a cleaning schedule with their roommates for the upkeep of common areas (kitchen, bathroom, etc.). This cleaning schedule will have to be documented in the Roommate Agreement Contract. Residents will be financially responsible or incur judicial action for littering and/or vandalism actions.**

**Maintenance Request:** All residents reporting an item that needs to be replaced or repaired should report these items through the on-line Aim maintenance system. This site is found on the Spelman housing home page which can be accessed by clicking [www.spelman.edu/housing](http://www.spelman.edu/housing). Look for the words “**report maintenance (Aim)**” under Link/Resources. Once the item is inputted, Facilities Management will review the data to determine the request priority. Facilities Management will then send a maintenance technician to repair the problem. It is the expectation of the Office of Housing and Residence Life that each repair is completed or acknowledged within (4-5) business days depending on the severity of the maintenance order. If the work is not completed in five days, the student should report the item again and state that it is the second request. If the problem persists, please contact the Office of Housing and Residence Life.

#### **Procedure for building and maintenance repairs**

1. Building and maintenance repairs in residence halls are conducted only between 8:00 a.m. and 4:00 p.m.

2. All building and maintenance personnel will announce themselves with “maintenance personnel,” and knock on a room door before entering in such a manner as to be clearly audible to someone inside.
3. When a service request is received for room maintenance the problem will be attended to even if the student is not present. If the student is not present, a tag will be left on the inside door handle indicating whether or not the request has been repaired/completed.

In cases of emergency, contact the housing and residence life office at x 5344 or Public Safety at 404-525-6401. Examples of emergencies include: overflowing water, floods, electricity (lights out, electrical sockets are not working), heating and cooling problems, and any situation that could cause personal injury or damage.

**Room Re-application Process:** Returning residents will be able to participate in the re-application process if they have paid their student account balance by March 31 and completed an on campus housing application by March 30<sup>th</sup>. More information about the room re-application process is available on the housing and residence life web page.

**Room Freeze:** The Office of Housing & Residence Life institutes a room freeze period at the beginning of each academic year. During the room freeze period no room switches will be allowed. The room switch period allows the office to verify room occupancy and no shows. The room freeze period is lifted the day after Labor Day.

**Room Changes:** Residents may submit a request to change rooms to their live-in professional staff member. After the second full week of classes each semester. These requests are handled on a first come first served basis. Before any room changes will be made, the live-in professional staff member assesses the needs of residents’ needs. Room Switches are generally granted for the following reasons:

- **Unresolved roommate issues (mediation was attempted but failed)**
- **Threat of violence or bodily injury**
- **Psychological distress by a roommate**
- **Survivor of sexual assault or violence**

The professional staff must give her approval in writing before a student can move her belongings from one room to another. **Residents who complete an unauthorized housing change or fail to complete an approved housing change may lose their preferred room assignment, be required to relocate, and /or be subject to disciplinary action.**

**Housing Relocation:** Is a sanction in the judicial process or may occur as a decision in the mediation of a roommate conflict where it is determined that the conflict will not be resolved. This is defined as the resident being moved by the director of housing or designee. The Office of Housing and Residence Life makes every attempt to accommodate residents’ needs and request, but does not give the resident the right to occupy a specific room. Residents may be relocated at anytime at the convenience of the department.

**Lockouts:** Residents are issued a key to their room and one to the front door of the residence hall. If a resident is locked out of her room between 9-6pm, she should contact the housing office. After 6:00pm, you may contact the Resident Advisor on duty who will assist you with getting back into your room for a small fee. The fee for lockouts is (\$5.00) The RA duty phone number is posted on the main office door in each residence hall.

**Lost Keys:** Residents will be charged for lost keys and/or swipe card. To obtain new keys, residents must pay for lost keys at the cashier office located on the second floor in Packard Hall. After a resident receives a receipt from the cashier, she must take the receipt to FMS to acquire a new key or swipe card. The fees for lost keys or swipe card are as follows:

**Front door key** - \$25.00

**Room door key** - \$5.00

**Swipe Card** - \$15.00

### **FIRE ALARM PROCEDURES**

Before an emergency happens, students should determine the closest hallway to exit the residence hall. If an alarm sounds and remains on, everyone in the residence hall should evacuate the building. Failure to evacuate a building during an alarm may result in disciplinary action.

**Fire Drills:** There will be periodical fire drills conducted by the Public Safety. Fire Drills are an exercise for students to practice leaving the residence hall in the event of an emergency. Fire safety equipment to be checked to ensure that it is working properly.

**Fire Safety:** Tampering with or disabling any part of the fire alarm system, discharging an extinguisher, registering a false alarm, or setting a fire can endanger life and property, and may result in cancellation of your housing contract, restitution, disciplinary action, and/or criminal prosecution.

# COMMUNITY LIVING STANDARDS

Residence hall living is based on community effort, mutual respect, and consideration of others. Residents living in a community setting are expected to take responsibility for the cleanliness of it, safety of it and its environment. Community standards are designed to ensure that all students feel that they are able to live comfortably, that their belongings are safe, and that there is reasonable personal safety. Students who engage in behavior that is not acceptable in a community setting must accept responsibility for their actions. As a member of the residence hall community, students are expected to abide by the residence hall regulations, as well as all other college policies and federal, state and local laws.

All students and employees of Spelman College have the right to live and study in an environment that asserts the worth and dignity of each individual. Sexual assault or any act of violence defeats this objective and will not be tolerated.

Failure to comply with the community standards may result in disciplinary action administered by a college official. Residents are expected to follow all of the community standards listed below: *(Please note that these can be found on page 31 of the student handbook. In addition, if you are adjudicated for a violation, violations can be viewed on page 41 of the student handbook.)*

## I. Alcohol and Illegal Drugs

- A. Possession or consumption** of alcoholic beverages in and around the residence halls is not permitted. Individuals who are not residents may not bring alcoholic beverages or illegal drugs into the hall.
- B. Empty** alcohol containers may be considered evidence of prior consumption in the room. Displays using empty alcohol containers are considered inappropriate.
- C. Drugs** and the illegal use, possession or distribution of narcotics and other dangerous drugs or drug paraphernalia is not allowed in the residence halls.
- D. Offensive and inappropriate behavior** exhibited by any student while under the influence of alcohol or other drugs is not permitted. Students will be held responsible for their actions.

## II. Disorderly Conduct/ Unacceptable Behavior

Our residence halls exist to complement Spelman's educational mission. Our expectations and standards of acceptable behavior are reflective of our purpose. The following abusive behaviors will not be tolerated:

- A. Verbal Abuse**, including offensive or derogatory language.
- B. Threatening Behavior**, whether written, verbal or physical.
- C. Any use of force**, of physical violence.

- D. **Trespassing**, entering or remaining in a room without the resident's permission.
- E. **Lewd**, obscene or offensive behavior. Any behaviors that demonstrate an inability to abide by the requirements for group living.
- F. **Any behaviors** that demonstrate an inability to abide by the requirements for group living.

Any of the above behaviors may result in disciplinary action, which could include termination of the housing contract.

To be successful in developing responsible and respectful communities, residents must cooperate with the residence life staff. At times, residents may question policies or the means of implementation. If so, this concern should be voiced through proper channels, such as making an appointment with the live-in professional staff or the Director of Housing and Residence Life. Students and their guest(s) are expected to comply with all the rules, regulations, policies, procedures and reasonable requests from a residence life staff member.

**The following actions will result in disciplinary action:**

1. Failure to comply with the directions of a college official, including a residence life staff member.
2. Providing false information or identification to a college official or residence life staff member.
3. Aiding or encouraging others to violate hall policies.
4. Failure to produce an official ID card upon request of any staff member.
5. Only residents and their guests are permitted in the residence halls. Male guests must be escorted at all times. Note: Residents are held responsible for the behaviors of their guests. If guest are found to have violated residence hall policies, rules and regulations, the hostess will be held responsible. A guest is defined as a person that does not officially live in that residence hall.

<p><b>III. Quiet Hours/Noise</b></p>
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- A. Common courtesy hours concerning noise are in effect 24 hours a day. Excessive noise is not permitted at any time. Congregating in hallways creates excessive noise, which could be avoided by moving to rooms, lounges, or other common areas. Most musical instruments can also create excessive noise. Loud voices and other activities in close proximity to the residence halls may also create excessive noise levels.
- B. Stereos are a frequent source of noise disturbance. Thus, high powered stereos are discouraged. Speakers should never be placed in or near windows and your door should always be closed when playing your stereo.
- C. During final exam period, quiet hours are in effect 24 hours a day.

## V. All Guests/Security

Only residents and their guests are permitted in the residence halls. Male and female guests must be escorted at all times.

**Note:** Residents are held responsible for the behaviors of their guest. If guests are found to have violated residence hall policies, rules and regulations, the hostess will be held responsible. A guest is defined as a person that does not officially live in that residence hall.

**A. Non-Resident Visitation.** Students may have visitors in their room from 6:00 pm until 11:30 pm Monday-Sunday unless visitation has been cancelled. Residents will be notified via signs and flyers about visitation cancellation. No visitors are allowed before or after the designated visitation hours.

The following rules and procedures apply to room visitation:

Each male guest must present his **I.D.** card at the guardhouse upon entry to the campus. He/she must leave his/her **I.D.** at the front desk of the residence hall.

Each visitor must be signed in and out by the student receiving the visitor. **No more than two visitors per student are permitted in a room.**

Proper attire must be worn during the entire visit. **Pajamas, gowns and robes are not considered appropriate attire.**

**Guests are not permitted to utilize the showers in the traditional halls.**

Each student is responsible for the actions of her guest(s). Visitation hours must be observed and behavior must be in accordance with the residence hall policies, Spelman College Community Standards and Code of Conduct and local, state and federal laws. Each student is expected to inform her guests of these policies.

When a host is walking in the hallway she must announce all guests. "Man on hall" or "Guest on hall" should be said loud enough to be heard by the residents on the floor. At no time should a guest announce him or herself.

If it is necessary for a male visitor to use the bathroom, the student he is visiting must escort him to the public restroom located on the first floor.

Facilities such as laundry rooms, kimono rooms, study rooms and hall bathrooms are off limits to male visitors.

**Visitation will be suspended during reading, examination periods and open campus holidays.** No guests are allowed in the residence halls during these periods. **Again, visitation is suspended during official college breaks and /or other times deemed appropriate by Housing & Residence life personnel.**

Violations of the room visitation policy may result in disciplinary action being taken against the student and the visitor. Violation of the visitation policy will also result in visitation privileges being revoked.

- B. Overnight Guest: Occasional overnight guests of the same sex are permitted for up to (3) consecutive days per month, as long as the roommate agrees and the professional staff is notified at least (3) days before hand. All overnight guests must be approved by a professional live-in staff member for the duration of their stay. An over-night guest form will need to be filled out and approved by the Hall Director or Area Director prior to the visitation.**
  
- C. Door propping:** It is prohibited to prop open any residence hall door. This is a breach of security that puts all residents and their belongings at risk. Unknown individuals requesting entry into the residence hall should be referred to Public Safety or a residence hall staff member for assistance. As part of our commitment to community living, it is essential for all residents to assume some responsibility for helping to maintain a safe and secure environment. Front doors (**main entrance**) should be closed and locked at all times.
  
- D. Exterior Doors:** Opening a fire exit door is prohibited at all times except when a fire alarm is sounding. Fire doors that are found propped open should be reported to the residence hall staff or Public Safety immediately.

## **VI. Prohibited Items**

The following items are not permitted in the residence halls. Such items may be confiscated and held until they can be permanently removed from the hall

- Any weapons including fire arms, BB guns, bows and arrows, martial arts weapons, knives and any item that can be reasonably considered a weapon.
- The possession of flammable liquids, harmful chemicals, gasoline, explosives, flares, firecrackers, and fireworks or any such materials. Candles, Incense, and any open flame burning items.
- Space heaters, power tools, air conditioners and refrigerators (or similar cooling units). ***The College is not responsible for damage due to power surges.***
- Cooking Equipment: No George Forman grills, hot plates, toaster ovens, blenders, and electric fry-pans. Anything with an exposed heating element can only be used in kitchen areas. Food must be disposed of properly. Do not dump food into sinks or drinking fountains.
- Decals, stickers, contact paper, darts, dartboard or other items, which may damage walls or furniture.
- Lofts, bunk beds, cinder blocks or any other propping devices.
- Possession of stolen property such as street signs in your room.

- No pets allowed.
- No “real” Christmas trees or wreaths. Strings of light are okay if unplugged when no one is in the room.
- Motorcycles, mopeds and automotive parts or components may not be kept in or around the buildings, except in designated parking areas. Bicycles may not be kept in hallways, stairwells or public areas. Nothing may be placed in hallways or attached to exterior poles railings, trees, etc.

#### **SUITES ONLY: KITCHEN APPLIANCES**

**-Suites will come furnished with regular sized refrigerators and microwaves.**

**Additional/individual refrigerators and microwaves are not permitted.**

**-George Foreman 760 watt grill, small toaster ovens, and small, two-slot toasters, small coffee makers, are the only additional kitchen appliances that will be permitted in the suites kitchenettes. (George Foreman grills/toaster ovens are not to exceed 760 watts). Any other Foreman grills, toaster ovens, hot plates, steamers, deep fryers, grills, griddles, rotisseries, are prohibited.**

**-Any/all kitchen appliances; microwaves, grills, toasters CANNOT be left unattended in use.**

**-Grills and toasters must be in kitchenettes. Grills, toasters, microwaves, individual refrigerators are not permitted in individual rooms.**

#### **VII. Prohibited Activities**

The following activities create a risk of damage, injury or other inspection, or other intrusion on the rights of others and will result in disciplinary action:

- Vandalism, damage to, or theft of college or personal property. If you accidentally cause damage report it immediately, otherwise, it becomes a disciplinary issue.
- Throwing or discharging anything from or toward the building, or inside the building, including water balloons, bottles, cigarette butts, food, balls, and rocks, split. Etc.
- Water fights in or around any part of the building’s structure. This includes using water guns of all types, buckets, cups or any other item that may be used in a water fight.
- Residents are not allowed on any part of the buildings outside structure, including windowsills, window ledges, roofs, attics, walls or railings.
- Any activities or games in hallways, common areas, or rooms which can cause or contribute to injury, damage or excessive noise, such as, wrestling, tossing balls, bouncing balls, etc. are prohibited.
- Painting or drawing on the walls of your room and unauthorized murals will be subject to charge and repainting.
- Removal of furniture from common areas. Furniture in common areas, including suite common areas, are there for the common good and use of all residents.

- Removal of furniture from private rooms. Furniture may not be stored elsewhere, on or off campus.
- Storing or placing items outside rooms, windows, on ledges or on railings. This includes personal trash!
- No smoking is allowed in any college building. This includes the porch area!! Violators are subject to disciplinary actions.
- Parking illegally in areas adjacent to the residence halls. Parking in fire lanes or the front of the building, may obstruct emergency vehicle access threatening the safety of the entire residence hall community.
- Moving into another room besides the room you contracted.
- Actions or activities prohibited in the Student code of Conduct/ or the Student Handbook.
- Tampering with or disabling any part of the fire alarm system, discharging an extinguisher, registering a false alarm, or setting a fire can endanger life and property, and may result in cancellation of your housing contract, restitution, disciplinary action, and/or criminal prosecution.

## VIII. Residential Rooms

- A. Room Condition Reports.** Resident Advisors must record any damages of each residence hall room prior to the arrival of any student. Students damaging the room and college furniture in the room will be charged and/or sanctioned for damaging the property.

## RESIDENCE HALL JUDICIAL PROCESS

The residence hall judicial process is implemented in conjunction with the process outlined in the Community Standards and Code of Conduct section of the Student Handbook located on the Student Affairs web page. Our standards of conduct are designed to encourage students to take responsibility for their actions and to assure that the rights of all members of the residence hall community are respected. The Housing and Residence Life judicial proceedings are not regulated by the same guidelines as a court of law. Level of responsibility is determined based on the weight and significance of supporting information related to the incident/occurrence.

### Judicial Process

All Students who are alleged to have violated the residence hall policy or the Spelman College Community Standards and Code of Conduct is afforded the following process:

1. An Incident Report is completed and turned in to the live-in professional staff member approximately 24 hours after the Resident Advisor and/or public safety is notified of the alleged violation or witness the alleged violation.
2. The live-in professional staff member reviews the report to determine whether the resident(s) mentioned in the report should meet with them and/or the Assistant

Director of Housing and Residence Life, Dean of Students or his/her designee for an administrative hearing.

3. A judicial notification letter is sent to the student notifying her of an alleged violation of the residence hall policy, procedure and/or regulations.

4. The student schedules a meeting with the live-in professional staff member or the Assistant Director within **3** business days of receiving judicial notification for an administrative hearing.

5. The administrative hearing takes place. A decision is made either by the hearing officer using supportive documentation.

6. If the student is found responsible for violating the residence hall policy a sanction, condition, and/or restriction will be administered with a deadline for completion, if applicable.

### **Appeal Process**

One **(1)** appeal for a sanction, condition and/or restriction is allowed. Appeals must be written and submitted to the appropriate appeal officer or committee within three **(3)** business days from the issuance of the decision letter. Appeals must be detailed and state the grounds for appeal in order to valid for review. Appeals are not intended to be rehearing of the case and serve as a review of the written evidence to determine the validity of the appeal. Appeals must be based on one or more of the following:

1. Appropriateness of sanction(s), condition(s), and/or restriction(s) in light of the incident
2. Procedural error
3. Evidence of compelling additional information regarding the incident

**Note: Appeals will only be accepted from the student(s) involved in the case. Appeals from anyone other than the student(s) involved in that case will not be considered.**

### **SANCTIONS, CONDITIONS AND RESTRICTIONS**

When a student is found responsible for a violation of residence hall policy, procedure or regulation the hearing officer may assess her any of the following disciplinary sanctions may be issued:

#### **Counseling**

Referral to counseling services.

#### **Restitution**

Fine or required repayment for damage to property

#### **Assigned project**

Work or community service, which may include helping plan an activity or program or working the front desk.

#### **Parent Notification**

When a student's campus housing is affected or put in jeopardy by a sanction, the College contacts that student's parents

**Loss of Privileges**

A resident may lose certain privileges, such as visitation.

**Educational Sanctions**

Residents may be given written assignments or asked to attend a workshop.

**Housing Relocation**

Housing personnel will assign the resident to a new room, floor or hall. The Director of Housing and Residence Life or designee makes this administrative decision; the live-in professional staff may recommend such an action. The student who is being relocated **will not** have the option to choose where she will be relocated.

**Residence Hall Warning**

A written statement placed in the student's file, indicating that further violations will result in more severe disciplinary action.

**Housing Probation**

Official warning that further violations could be grounds for the loss of privilege of living in a particular residence hall; the probation is active for a specified period of time

**Co-Curricular Probation**

For a specified period of time, a student may not hold or run for any elected/selected position, or represent the College in any activity or capacity

**Removal from Residence Hall**

Decisions are made by the Dean of Students, Vice President for Student Affairs, Director of Housing and Residence Life and/or designee to terminate a student's contract. The student may be prevented from returning to the halls, even as a visitor, depending on the violation. This administrative decision may take effect immediately if the student's continued presence constitutes a threat to the health, safety, or well being of the residence hall community. **The student will still be financially responsible for the duration of her contract.**

**Dean of Students**

Residents may be referred to the Dean of Students for College discipline, which may include reprimand, probation, suspension, or expulsion from the institution. Some sanctions may appear on the student's permanent transcript

## CAMPUS SERVICES

**Anytime Teller Machine (ATM)** is located on the lower level of the Albert Manley Student Center. Bank of America is the financial institution that is the host for the ATM. Wachovia Bank, Capitol City Bank, and Bank of America are located on Lee Street across from the Mall of West End, which is less than a mile from campus.

**Laundry Card Reload/Replacement** machine is located on the lower level of the Albert Manley Student Center as well as in the Suites. Residents will be able to reload their laundry card at this machine. Residents will also be able to purchase additional laundry cards. Please check the readers on the washer/dryer machines for the price.

### Cable Television

Cable service is included in the price of your housing fee. There is a cable connection for each student in the room. Students are encouraged to bring a coaxial cable to connect their television to the jack. Comcast provides the expanded basic cable plan.

A cable-ready television is needed to receive all programming. Do not tamper with, damage or remove College-installed cable jacks. Outdoor antennae and satellite/HDV dishes are not permitted. All problems with the cable should be reported to the help desk at extension 5400.

### Facilities Maintenance Services (FMS)

- **Housekeeping/Cleaning** - Each residence hall has housekeepers that regularly clean bathrooms, showers, and other public areas. Residents are responsible for cleaning and maintaining their assigned room/space. Residents are responsible for cleaning up after they have had formal or informal gatherings in the public areas.
- **Pest Control** - Residents are responsible for keeping their rooms clean and safe. Pest control for the rooms and the residence hall are provided on an as needed basis. Residents needing their rooms treated should report this request through the online maintenance immediately.
- **Maintenance Request** - All residents reporting an item that needs to be replaced or repaired should report these items through the on-line maintenance system. This site is found on the Spelman home page by clicking on the prospective student area.

### Floral Deliveries

Floral deliveries are brought to the Office of Housing and Residence Life. A representative from the department will sign for the delivery and call the student to let her know that she has a package. To ensure that all deliveries are sent to the right location, your name, room number and room phone number and/or cell phone number should be on the card.

## **Mail Center**

The Mail Center is located next to the Spelman bookstore adjacent to the Albert Manley Student Center. All residential students are assigned a mailbox. For the mailbox number and combination, the student must see the Mail Center staff.

The Mail Center and the Housing and Residence Life Office will make every attempt to ensure that returning students receive their same mailbox, but do not guarantee that this will be possible.

Mailing address will be the following:

**Your Name**  
**Spelman College**  
**350 Spelman Lane, SW, Box XXXX**  
**Atlanta, Georgia 30314**

## **Public Safety**

The Public Safety Department works 24 hours a day patrolling the campus and adjacent streets and staffing the emergency communications center. They also handle parking, conduct safety programs and complete numerous other duties. In the event of emergencies, residents should call the department at (404) 525-6401.

- *Lost and Found* – Any lost or found items should be turned in to the Public Safety Office located at the main entrance to the College. Spelman College does not assume any responsibility for lost or stolen items.

## **Telephone Service**

Spelman College provides local telephone service and voicemail for each residential student in her room. The student must provide the telephone instrument and cord. Problems with voicemail should be reported to **1-866-876-6218**.

All campus phone numbers have the same first six numbers **(404) 270-XXXX**. To call on-campus offices and other residential students use the last four numbers.

To dial off the Spelman campus, students must dial "9" and then the ten digit phone number.

## **Long Distance Service**

Direct dial long distance service is not available through the telephone service. Students are encouraged to purchase calling cards to make long distance calls.

## **Vending Services**

Vending machines and drink machines are centrally located in each residence hall. Residents should report any problems with the machines to the phone number posted on the machine. Refunds from these machines are distributed from the Department of Administrative Services located in Rockefeller Hall.

## Meals

All residential students must have a meal plan. Exceptions must be made in writing to the Vice President for Student Affairs. Spelman College offers three options for students to dine on campus. They are the Alma Upshaw Dining Hall, which is located on the second floor of the Albert Manley Student Center; the cafeteria located on the first floor of the Suites and Jaguar Underground.

Located on the ground floor of the Manley College Center, the Jaguar Underground provides the types of options that Spelman students know and love. Features include Freshens Yogurt, Ice Cream and Smoothies, Bene Pizza, Grille Works, Java City Coffee, and a Grab and Go cooler with freshly made sandwiches and salads. Each Dining facility has its hours posted at its main entrance. All students living on the main Spelman campus are required to purchase a 21-meal plan. Only Suites residents have the option to purchase a special option 14 meal plan.

## Lock Outs

If a resident is locked out of her room between **9am-6pm**, she should contact her building RHOM office. After **6:00pm**, you may contact the Resident Advisor (RA) on duty who will assist you with getting back into your room. The cost of performing a lockout is \$5.00.

## Parking

There are a limited number of parking spaces on campus. Residential students will receive priority when spaces are assigned. To participate in the parking program, students should contact the AAA parking, located on the first level of the parking deck for more information. **At minimum**, the cost to park on the Spelman campus as a residential student is \$350 per semester. This amount is paid upon request for parking. First-Year students are not allowed to have cars parked on the Spelman campus.

From **Friday evenings at 5:00 p.m. -Monday mornings at 7:00 a.m.** residential students may park in the internal campus parking spaces. Cars parked in the internal spaces during other times are subject to tow at the owner's expense.

## Shuttle Service

The Robert W. Woodruff Library is responsible for operating the shuttle service. This service is available to assist students with traveling to and from the other AUC campuses and to the West End Marta station. The shuttle generally runs every thirty minutes from stop to stop. For more shuttle information please contact the Public Safety office at **(404) 524-6401**.

# HOUSING AND RESIDENCE LIFE/HALL SERVICES

## Community Leadership Council

Each residence hall has a Community Leadership Council. These are elected students that plan and implement educational, cultural, social and recreational programs for the residents in their hall. In addition, these students serve as advocates for their building. They serve as the voice for their building. Serving on the Community Leadership Council is an excellent opportunity for students to get involved with their residence hall and to gain valuable leadership experience.

## Spelman College Residence Hall Association (RHA)

The Spelman College Residence Hall Association is a student-run organization designed to enhance the quality of residence hall life and provide a cohesive voice for all residential residents by:

1. Addressing the concerns of the on-campus students to college administrators and other campus organizations.
2. Providing cultural, diversity, educational, and social programming.
3. Establish and work with individual Community Leadership Councils.

## Laundry Facilities

Washers and dryers are located in every residence hall. The machines are coin operated. At minimum, **the cost is \$ 1.00 to wash and \$1.00 to dry**. If the machines are inoperable, students are asked to complete a request for repair through the link that is provided on the housing and residence life web page. Refunds from the laundry services are obtained from the laundry provider. Please communicate your loss to the Resident Advisor or live-in professional staff member.

## Residential Housing Offices (RHO)

The Residential Housing offices are designed to help serve the needs of residential students. Students may visit their designated RHO in order to have a lock-out performed and to report major facility or maintenance issues. Residence Hall Office Managers manage these offices.

# IMPORTANT TELEPHONE NUMBERS

## HOUSING AND RESIDENCE LIFE IMPORTANT TELEPHONE NUMBERS

<b>Spelman College</b>	<b>404-681-3643</b>
<b>Housing and Residence Life Office</b>	<b>404-270-5344</b>
<b>Public Safety</b>	<b>404-525-6401</b>

## RESIDENCE HALLS AND R.A. ON CALL NUMBERS

*RA's are on call from 6pm – 9am Monday thru Thursday and 24 hours Friday thru Sunday*

### Residence Hall

**Abby Hall**  
404-270-5346

**Bessie Strong**  
404-270-5351

**Howard Harreld Hall**  
404-270-5349

**Laura Spelman**  
404-270-5345

**Johnnetta Betsch Cole Living and Learning Center**  
404-270-5351

**MacVicar Hall**  
404-270-5351

**McAlpin Hall**  
404-270-5350

**Manley Hall**  
404.270.5347

**Morehouse-James Hall**  
404-270-5345

**Stewart Living and Learning Center**

### Resident Advisors on Call

404-392-5049

678-873-7580

678-873-7815

678-873-7742

678-878-1206

678-878-1206

404-392-5118

678-878-6303

678-873-7742

678-873-7580

404-270-5348

**The Suites**

404-270-5358

678-873-8037

**SPELMAN COLLEGE IMPORTANT NUMBERS**

Academic Dean	5697
Career Planning	5273
Cashier's Office	5159
Counseling Services	5293
Dean of Students	5133
Dinning Services	5150
Disability Services	5292
Domestic Exchange	5697
Financial Aid	5212
Health Services	5250
Help Desk	5400
Housing Office	5344
International/Commuter Student Services	5143
Learning Resources	5583
FMS	5440
Public Safety	(404) 525-6401
Registrar	5230
Residence Life	5344
Student Life and Engagement	5139
Student Affairs	5131
Student Accounts	5161
Study Abroad	5538
Writing Center	5593