

# Administrative Staff Handbook 2008-2009

**Dr. Cleveland L. Sellers, Jr.**  
**President**



*Office of Residential Life & Housing*

P.O. Box 678

Denmark, S.C. 29042

Phone: (803) 780-1262 (803) 780-1267

**“We are Voorhees: A Community of Scholars”**

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## **THE PURPOSE of this MANUAL**

This manual has been prepared for the Residence Coordinator (s), Assistant Residence Coordinator (s) and Resident Assistant (s). It is designed to be a staff training device and a ready source of Voorhees College information. The purpose of all the information contained in this manual is to help the Residential Life and Housing Staff provide efficient assistance to the students who reside in the residence halls at Voorhees College. Changes in the manual may occur as time goes forward so keep it updated. It can be a valuable resource.

### **Voorhees College Mission**

**Voorhees College is a private, historically black, coeducational, liberal arts, baccalaureate degree-granting institution affiliated with the Episcopal Church. The College, located in rural South Carolina, serves traditional and nontraditional students primarily from the state of South Carolina and the southeastern region of the United States. The aim of the College is to offer each student a comprehensive general educational experience coupled with professional education in the values-centered liberal arts tradition. The College excels in instruction in liberal studies, arts, and sciences and pre-professional and professional disciplines. The College provides an environment that supports educational opportunities designed to help prepare students to function in a diverse and increasingly technological society. The College seeks to produce highly qualified graduates who combine intellect and faith in their preparation for strong professional performance in a global society, pursuit of life-long learning, healthy living, betterment of society, and an abiding faith in God.**

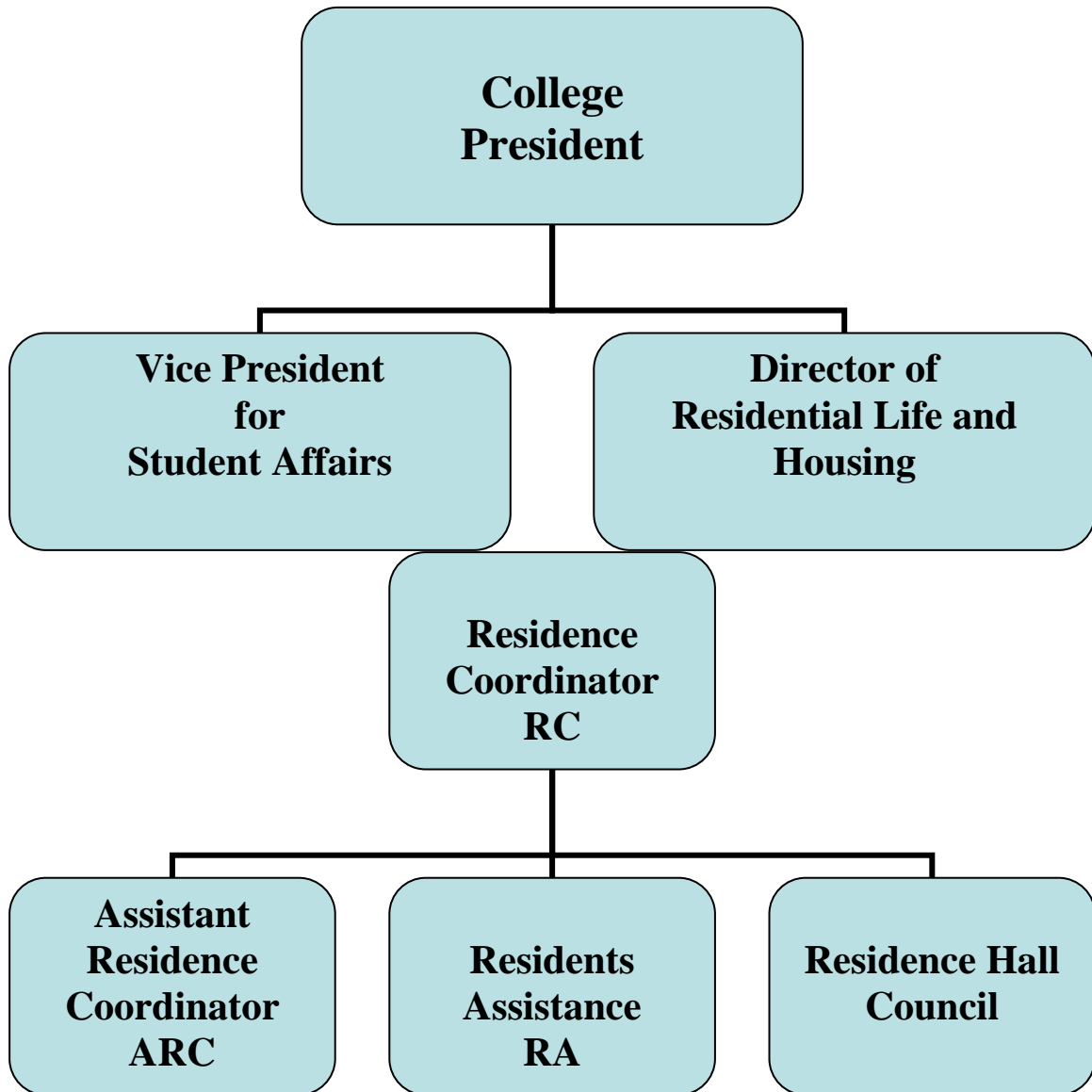
### **RESIDENTIAL LIFE AND HOUSING MISSION STATEMENT**

The Department of Residential Life and Housing is committed to providing safe, well maintained, comfortable, attractive, and functional residential facilities where students grow, experience the richness of a living and learning environment while enhancing intellectually, culturally, socially, emotionally, and spiritually. Residential Life and Housing plays a major role in Voorhees College's mission.

The Office of Residential Life and Housing is a branch and representative of the Division of Student Affairs. Our staff is dedicated to building a strong community and enhancing the **Spiritual, Cultural, and Academic, Religious, and Social** growth of the residents by fostering an atmosphere that instills responsibility, respect, religion, lifelong learning and mutual cooperation. The proper balance of challenge and support for residents,

which allows them to take responsibility for themselves and for their development can be gained and retained at Voorhees College through the campus living experiences.

## **Department of Residential Life and Housing Order of Protocol**



## **PURPOSE OF RESIDENTIAL LIFE AND HOUSING**

The Residential Life and Housing department plays a major role in Voorhees College's educational mission. Residential Life sees its mission as one that assists each resident in the development of his/her fullest potential. The total program is designed to guide and enhance the learning and development processes of the student through structured as well as informal living experiences. The desired end results of the program will be students who have been enriched spiritually, culturally, academically, religiously and sociably.

Voorhees College's Residential Life and Housing program focuses on the continued development and growth of the individual. There is a strong belief in and support for Decoster's and Mable's assertion (1974), in *Student Development and Education in College Residence Halls*, says that self—fulfillment coupled with responsible social development are basic goals of residence education. The Residential Life and Housing program is thus designed for an environment that encourages the educational development of the total individual.

Since eighty six (86%) percent of the students reside on campus, many social activities and other events revolve around the residence halls. Your residence hall will become the home for new and returning residents. You have to take an active role to ensure that their transition is a positive one. **GET INVOLVED!!** Get the residents involved; develop programs that will assist them in meeting people on their perspective floors and in the entire residence hall.

In short the Residential Life and Housing department is an active participant in establishing an environment in the residence halls that fosters the freedom of inquiry and action, as well as a respect for diversity. Programs, policies, and procedures reflect the importance and acceptance of diversity. As educators the Residential Life and Housing staff will be purposeful in supporting and challenging residents' to understand themselves and the other members of their community.

## **RESIDENTIAL LIFE AND HOUSING GOALS and OBJECTIVES**

- To maximize the climate for living and learning in the residential environment through programs and staffing designed for satisfying education and development
- To facilitate student development by providing opportunities for leadership, self government and decision making utilizing faculty and staff areas of expertise
- To encourage and promote staff professional and personal growth competencies and effectiveness through in-service training, workshops, seminars, retreats, conferences and attendance at local, regional and national conventions/conferences

- To establish and maintain a quality physical environment through custodial and maintenance staff that ensures proper health, safety and living conditions which enhances the goals and objectives of the department
- To provide experiences which will increase understanding, awareness, tolerance, acceptance and respect for those of different life-styles, background and cultures
- To provide opportunities that allow for the development of the Freshmen Year Experience Program in which the student will develop a sense of belonging and longing to remain at this college
- To develop a housing retention program for retaining all students
- To encourage and promote effective communication and interaction between Residential Life and other entities of Student Affairs, Academic Affairs and Administrative departments within the college (Faculty and Staff)
- **Generally to provide a clean, comfortable, and safe “home” in which the student can live, work, study, and build relationships.**

### **THE SIX Ps of RESIDENTIAL LIFE AND HOUSING**

The SIX Ps of Residential Life and Housing were developed as a cognitive framework in which the Residential Life and Housing staff could organize and report on the various activities and situations happening in their residence halls.

- **PATRONS**- the students living in the residence halls (what they are doing, what are their concerns, etc.)
- **PERSONNEL**- the staff working in the residence halls (full time part time and student staff)
- **PROGRAMS**- the various spiritual, cultural, academic, religious, and social activities your staff and residence hall government are sponsoring in the residence halls
- **PROPERTY**- the status of your residence facilities (building, furnishings, equipment and grounds)

- **PROBLEMS-** this section is where you can spell out any problems you might be experiencing in the residence halls, with your staff or colleagues, or with any area affecting your residence hall operations

## **JOB DESCRIPTION of DIRECTOR for RESIDENTIAL LIFE AND HOUSING**

The Director for Residential Life and Housing is responsible for comprehensive administration of student housing, which subsumes (a) the process of admissions of students to campus housing; (b) the application and assignment process; (c) Residential Life and Housing staff selection, training and supervision; and (d) departmental decision making. The Director is responsible to the Vice President for Student Affairs for administration of Student Affairs programs in both men and women's residence halls.

### **Qualifications**

#### **Education**

Masters Degree in Student Personnel Services or related fields, such as Counseling, Guidance, Psychology, or Education is preferred, however, military and professional relevant years of experiences will be considered.

#### **Experience**

At least five years administrative experience in a Higher Education environment

#### **Remuneration**

The position is a non-exempt salary position. The salary scales for the academic year is determined by the pay scale in the Office of Human Resources.

### **Duties**

- Establish qualifications for various duties of Residential Life and Housing staff on continual study of advising performance and analysis of qualities of successful staff
- Establishes goals and objectives for residence hall programs in conjunction with the Vice President for Student Affairs
- Develops and maintains a program designed to broaden student's educational, cultural, social, and spiritual opportunities. Responsible for continual evaluation of goals and objectives and their implementation.

- Responsible for conducting area meetings when assigning staff to their responsibilities; for the development of staff training programs both prior to the academic year and in-service development of all staff levels throughout the academic year.
- Supervises policies and procedures related to residence living in conjunction with the Vice President for Student Affairs
- Encourages, executes and supervises research in the area of group living
- Participates in the Freshmen Year Experience Orientation process of new students and parents in assisting students in the transition from home to college.
- Responsible for investigating student disciplinary problems in the residence halls and applying appropriate actions for resolution.
- Counsels individual students with their problems and makes referrals to other Student Affairs sources where appropriate.
- Coordinates efforts of residence hall programs with related college administrative groups (Food Service, Health Service, Academic Affairs, Faculty, Staff, etc.)
- Provides thorough Student Government Association opportunities for students to gain experience in democratic living, self-determination, co-operative endeavor and leadership
- Represents the College and the Office of the Vice President for Student Affairs at professional meetings and internally, before groups of students, faculty, staff and the community.
- Responsible for the recruitment and selection of Residential Life and Housing staff, i.e. Residence Coordinators, Assistant Residence Coordinators, Resident Assistants and Work study students.
- Evaluates the individual staff member as well as the overall Residence Hall programs
- Maintains records pertinent to the administration of the department
- Monitoring for general housing department maintenance and repairs
- Manages and maintains the departmental budget
- Receives housing applications from and coordinates the room assignment process for students who desire to reside in housing

- Conducts preliminary interviews with students wishing to be released from housing contracts
- Duties and responsibilities include all of the above but are not limited to the aforementioned. Some in-kind services may be needed.
- Confers regularly with the Vice President of Student Affairs

## **JOB DESCRIPTION OF RESIDENCE COORDINATOR (RC)**

The Residence Coordinator (RC) is responsible for the quality of living in an assigned Residence Hall. He/she supervises individual Assistant Residence Coordinators (ARC), Resident Assistance (RA) and college work-study students. Assist with individual residents in personal, academic, social and spiritual matters by providing advice and referrals to appropriate sources. Encourages plans and participates in educational and other programs for residents and serves as a liaison to the Director of Residential Life and Housing, in matters pertaining to maintenance, room assignments, check-in/out procedures and other building management where deemed necessary. Plans and organize residence hall programs throughout the academic year. This position is full time answering directly to the Director of Residential Life and Housing.

### **QUALIFICATIONS**

#### **Education**

Undergraduate degree (or higher) in Student Personnel Services or related fields, such as Counseling, Guidance, Psychology, or Education preferred, however military, criminal justice and professional relevant experiences will be considered.

#### **Experience**

Must be able to deal with residents in a confidential and professional manner; must have skills in inter-personal relationships and a sincere interest in and feeling for others; must be able to organize and work with student groups, both formal and informal; must also process managerial skills including the ability to organize and supervise staff; Assistant Residence Coordinators, Resident Assistants (RA) and work-study students.

#### **Remuneration**

The salary scales for the academic year is determined by the pay scale in the Office of Human Resources.

#### **Duties:**

- Conduct formal and informal interviews with each resident to gain knowledge and understanding of each individual
- Create an atmosphere of trust and mutual respect which will encourage students to discuss financial, academic, social, or personal problems and concerns

- Assist in the recruitment, selection, training and evaluation of the Resident Assistants
- Supervise Assistant Residence Coordinators, Resident Assistance and college work-study students
- Attend weekly staff meetings with the Director for Residential Life and Housing
- Conduct weekly staff meetings with ARCs, RCs and hall council
- Evaluate Residence Hall staff performance
- Survey resident' needs and interest regarding education, cultural, and social programming
- Implement and monitor academic support programs (Tutoring, computer labs)
- Advise residence hall council in increasing its effectiveness and increasing participation of all residents
- Develop programs and activities for residents, specifically for freshmen and other new residents
- Support events conducted outside of the residence for the residents whenever possible
- Advise individual residents on personal, academic, and social matters and make referrals where appropriate
- Responsible for providing a safe and healthy environment by enforcing College and Residential rules, regulations, policies and procedures
- Responsible for preparing and submitting written requests and reports concerning residence halls matters, i.e. maintenance reports, incident reports, illnesses, etc., to the Director of RLH, Safety and Security and VP Student Affairs
- Assist and support individual residents during personal crises; such as death or illness of relatives or friends
- Refer residents with problems which are beyond the expertise of staff to appropriate sources for assistance
- Assist residents in developing responsibilities for their actions through individual counseling and referral of discipline cases to the Director for Residential Life and Housing

- Assist other professional staff or faculty with developing new programs and improving existing ones through their participation in professional groups
- Assist other staff or faculty members in times of emergencies such as campus disturbances, natural disaster, etc.
- Confer regularly with the Director for Residential Life and Housing on all aspects of building management
- Supervise the opening and closing of his/her the residence hall in accordance with procedures outlined in the this handbook and additional memorandums
- Coordinate and supervise the clerical reports, such as maintenance and custodial requests
- Recommend room assignments and changes to the Director of RLH when circumstances warrant change
- Assist Campus Safety and Security Officers by orienting officers to the residence hall and participating in the evaluation of the residence hall's safety and security
- Notify the Director for RLH of all matters affecting student life, particularly unresolved problems and situations that may occur or reoccur that may affect others in the residence hall
- Perform other such duties as may be assigned by the Director of RLH or Vice President of Student Affairs
- Duties and responsibilities include all of the above but are not limited to the aforementioned. Some in-kind services may be need.

## **JOB DESCRIPTION OF ASSISTANT RESIDENCE COORDINATOR (ARC)**

The position of Assistant Residence Coordinator is a part time position. The position will answer directly to the Residence Coordinator also through guidance from the Director of Residential Life and Housing. The general responsibilities are to counsel with the residents, interpreting and maintaining Residential Life and Housing as well as college policies and procedures.

## **Qualification**

### **Education**

Bachelor's degree in Student Personnel Service, Guidance and Counseling, Psychology, Education or other related field and at least two years of successful professional student personnel or related; military and professional relevant experiences will be considered

### **Experience**

At least 3 years work experience in an educational setting or have a military background or related field. The candidate must be able to deal with residents in a confidential and professional manner. Must have skills in interpersonal relationships, and a sincere interest in and feelings for others

### **Remuneration**

The salary scales for the academic year is determined by the pay scale in the Office of Human Resources.

### **Duties**

- Will directly report to the Director of RLH and Residence Coordinator
- Assist the Residence Coordinator and Resident Assistants in creating a community atmosphere in the residence halls
- Confer regularly with the Residence Coordinator on all aspects of building management
- Promotes safety and security in the Residence hall through cooperation with Campus Safety and Security Officers and students
- Advice individual residents on personal, academic and social matters, referrals should be made to appropriate staff or faculty when deemed necessary
- Assist and supports individual residents during personal crises such as death or illness of relatives or friends
- Assist with the opening and closing of the residence halls, room checks, residence hall meetings, check in/out procedures, activities, etc.
- Assist with the clerical reporting of maintenance requests, incident reports, etc.
- Advise the Residence Coordinator on the custodial services where needed
- Refer residents with problems which are beyond the expertise of staff to appropriate sources of assistance

- Duties and responsibilities include all of the above but are limited to the aforementioned. Some in-kind services may be needed.

## **JOB DESCRIPTION OF RESIDENT ASSISTANTS (RA)**

A Resident Assistant (RA) is a resident student responsible for assisting the Residence Coordinator and Assistant Residence Coordinator and residents in maintaining a high quality of living in a given residence hall. The Resident Assistant is assigned to a Residence Hall and a specific floor of the hall. The RA helps to build a community of respect within the residence halls by developing individual relationships and group programming. The RA will assist individual residents in personal, academic, and social matters by providing advice and referral to appropriate sources.

### **Qualifications**

#### **Education**

The Resident Assistant must carry a minimum academic load of 12 hours or better per semester allowing work time for RA duties with at least a Grade Point Average (GPA) of 2.5.

#### **Experience**

The Resident Assistants are residing male and female students able to deal with residents in a confidential and professional manner. The candidate must possess skills in interpersonal relationships and a sincere interest in feelings for others. The candidate must be able to organize and work with diverse student groups, both formal and informal.

#### **Duties and Criteria**

- Must demonstrate leadership in promoting residence hall activities
- Must maintain a GPA of 2.5 or better while employed in the position
- Must demonstrate highest standards of honesty, integrity and reliability
- Must exemplify the determination and energy displayed in overcoming conflict within the scope of the job
- Must have the ability to make appropriate actions and decisions based on sound reasoning and common sense.
- Must be able to be relied upon to meet commitments and fulfill responsibilities
- Must be able to demonstrate the following seven criteria; leadership, academics, character, initiative, judgment, dependability, and maturity

- Will be expected to assist with the opening and closing of the residence halls
- Hold hall meetings once every two weeks
- Attend all Residence Hall, Residence Hall Council, RA and staff meetings. You will be held accountable for conducting yourself and performing as a student leader
- You will also be held accountable for the amount of incidents on your respective floors
- Refer residents with problems which are beyond the expertise of RAs to appropriate sources of assistance
- Promote all communication or announcements distributed to residents
- Weekend duty will be required
- Get to know your residents through engaging activities
- Assist with room checks; inventory and cleanliness
- Adhere to residence halls schedule of coverage
- Write and turn in all incident reports immediately. Report all accidents illnesses, acts of violence, theft or vandalism
- Survey residents' needs and interests regarding spiritual, cultural, academic religious and social programs
- Confer regularly with the RC/ARC on all aspects of building management
- Assist Campus Safety and Security with emergencies such as campus disturbances, natural disasters, etc.
- Communicate, plan and organize activities with your perspective Hall Counsel
- Other employment must not interfere with your RA employment, unless approved by you RC

### **APPLYING FOR LEAVE OF ABSENCE**

Under no circumstances should a staff member take leave with out the authorization of your supervisor. Please refer to your Voorhees College Faculty and Staff Handbook Chapter VI for in-depth explanations and types of leave.

## **RESIDENCE HALL POLICIES AND OPERATING PROCEDURES**

The College provides five (5) substantial residence halls for the comfort and security of students. The rooms are clean, furnished, and secure but maintenance requires the active cooperation of each student assigned to a room so that the residence halls can be kept in good condition. The Director for Residential Life and Housing coordinates housing, but each residence hall is managed by a Residence Coordinator who provides and implements Residential Life and Housing rules and regulations, with the assistance of Assistant Residence Coordinators, Resident Assistants and Hall Council, for the better management of the residence hall so as to provide the best possible atmosphere for living and learning.

**It will be your responsibility to help, implement, and maintain the Residential Life and Housing rules and regulations. Please review and remember the following:**

### **GENERAL RULES, REGULATIONS AND PROCEDURES**

**These general rules, regulations, policies and procedure apply to students residing in the residence halls.**

- a. **Residing on Campus: Students wishing to reside on campus must complete an application form and send or deliver it to the Director of Residential Life and Housing at Voorhees College. Applicants seeking accommodations on campus are required to pay a nonrefundable room deposit fee of \$75.00 to be guaranteed a living space. Either money orders or cashier checks (no personal checks) should be made payable to Voorhees College and sent to the Office of Residential Life and Housing; however payment maybe made on- line to [www.voorhees.edu](http://www.voorhees.edu). After a student's deposit has been received, he/she will be assigned a room. All traditional freshmen who reside outside of a 50- mile radius of the College are encouraged to reside in the residence halls. For further details about student life, refer to the *Student Handbook*.**
- b. **Room Assignments: Each boarding student will receive a room key or code to his/her assigned room when he/she registers for his/her room at the check in station of the assigned residence hall. Room assignments are made on a first come basis. Students who do not obtain a room assignment will be placed on a waiting list according to the payment date of their room deposits and will be assigned to rooms when vacancies occur. Because of the uncertainty of vacancies, it is the responsibility of and recommendation to each student on the waiting list to seek alternative housing. Students not housed on campus will be credited the room deposit to their account and will be held for the succeeding semester if the student re-enrolls at the College. Room deposits will not be held for more than one academic year.**

**Residents should keep they keys on them at all times and their lock codes private. Moreover, residents should never lend their keys or reveal the lock codes to their rooms to friends or any residents.**

- All room assignments are made for the entire academic year (fall and spring semesters) unless a resident plans to terminate enrollment and/or unless a resident is suspended or expelled before the academic year ends. Financial responsibilities for room charges begin immediately once a student officially checks into the residence hall and will continue until the resident officially checks out of the residence hall.**
- c. **Room Changes: Reasonable requests for room changes and reassignments may be made to the Residence Coordinator during the week after the completion of registration.**
  - d. **Vacating Rooms: Residents who wish to vacate a room for any reason will be held liable for any discrepancies and/or damages discovered in the room during the official check out procedure. The process by which a room is vacated is described below:**
    - **The resident must request an inspection of his/her room with the RC or ARC**
    - **The resident will then receive a copy of the withdrawal form which will indicate any charges against him/her for damages, discrepancies or losses. Damages may include destruction of College property and/or defacing of walls and doors (graffiti, etc).**
    - **The resident must then return his/her room key to the RC or ARC. Any unpaid charges remaining after the resident has departed will be placed on a “HOLD List”, which may hinder the resident from registering or receiving a transcript.**
  - e. **Personal Appliances: Residents may not install ovens, deep fryers, or other electrical appliances for cooking. Refrigerators (no larger than 3 cubic feet) and microwaves no larger than 700 watts are allowed. Radios, stereos, CD players, DVDs, VCRs, Televisions and tape players may be used for the personal pleasure of the residents. However, they should not be played in a manner that would disturb roommates or neighbors.**
  - f. **Room Furnishings: Each residence hall room is furnished with 2 beds, 2 mattresses, 2 chairs, 2 study desks, 2 mirrors, 2 dressers and closet space for each room resident. Residents may NOT move additional furniture into rooms from public areas or other rooms to the residence halls or remove items which are provided by the College.**
  - g. **Janitorial Services: Although the College provides janitorial service for the hallways, bathrooms and common areas, residents must accept the responsibility for the cleanliness and appearance of their rooms and general environment at all times. All rooms must be kept clean, neat, and in sanitary condition. Residents may decorate rooms to suit their taste, but may NOT defaced or use spray paint on walls.**
  - h. **Overnight Guests: Residents wishing to accommodate overnight guests must get clearance from their Residence Coordinator prior to the guests’ arrival. A modest charge may be levied to accommodation guests.**

- i. Visiting Hours: Guests may visit **Sunday-Thursday, 6:00pm-11:00pm and Friday-Saturday 6:00pm-11:00pm**. Residents will be held liable for the conduct of their guests and must follow the Visitation Rules and Regulations, check-in/check-out procedures, quiet hour policy, etc. All guests and non-students must leave the residence halls at 11:00pm
- j. Lobby Hours: Residents may have guests in the lobby area from **1:00pm to 11:00pm daily**. Residents and their guests should conduct themselves in an orderly manner, and should always be dressed properly in the lobby area: **NO SLEEPWEAR**. Misuse of this area will warrant the suspension of lobby visitation. However, a guest may request that a resident be paged beginning at 11:00am Mondays, Wednesdays, Fridays, Saturdays, and Sundays. The lobby will be closed to visitations Tuesdays and Thursdays until 1:00pm and paging will not be provided.
- k. Daily Quiet Hours: From **9:00pm until 10:00am from Sunday- Saturday and 24 hours during mid-semester and final examination periods**, quiet hours will be observed in all residence halls.
- l. Entering the Residence Halls: Residents and guests must enter through the **main/front entrance only of any residence hall**.
- m. Security of Residence Halls: All residence halls entry/exit doors will be locked at **1:00A.M.**, nightly. To enter a residence hall after the stated time, the resident must present his/her identification card to Campus Security and Housing staff or use their student identification swipe card that will only provide entry to their assigned residence hall. Propping a door open is a serious offense, and the penalty for violations will be applied. **NO ONE SHOULD LOITER ON THE COLLEGE'S PREMISES AFTER 1:00A.M. Sunday-Thursday and 2:00A.M. Friday and Saturday.** YOU MUST BE IN THE RESIDENCE HALL OR OFF CAMPUS respectively, by 1:00 A.M. Sunday-Thursday and 2:00 A.M. Friday and Saturday.
- n. Fire Alarm System: For the safety of residents and guests, fire alarms have been installed. Do not tamper with alarms, fire extinguishers, emergency lights, smoke detectors or any other safety equipment. Fire Drills will be conducted at least three (3) times per semester.
- o. Solicitation: The College has a **NO SOLICITATION POLICY** for residence halls. No salesman, agent, or collector should be encouraged to enter any residence hall at any time. The exception is a residence hall fundraiser. Violators will be reported to the Residence Coordinator or Assistant Residence Coordinator and dealt with accordingly.
- p. Smoking Policy: **ABSOLUTELY NO SMOKING ALLOWED IN THE RESIDENCE HALLS: designated areas are available for smoking**. In lure of the College's Healthy Campus Initiative, students are encouraged not to smoke for Good Health!
- q. Emergency: In case of any **EMERGENCY** contact the Residence Coordinator or Campus Safety and Security immediately and follow the instructions posted on the back of your room door as discussed in your residence hall meetings.
- r. **Registration and Housing: A student will NOT be permitted to enter campus housing until he/she has completed the registration process and is able to present a**

**“Clearance Form/slip” from the Business Office or the Office of Residential Life and Housing.**

**Policies and Procedures**

- a. Residence Halls normally open the day of orientation for new students and on the day of registration for returning students. The residence halls will close on the day following the last scheduled class for intercession holidays and at 7:00pm following the last class at the end of the semester prior to graduation for non-graduating residents and at 3:00pm on the day of the graduation exercises. Unless special permission has been granted by the Director of Residential Life and Housing for students who must arrive early or remain late because of College responsibilities or travel arrangements, residence halls will not be opened to any student before or after the established opening and closing announced times.
- b. No resident may take it upon himself/herself to duplicate keys or share lock codes. For this process residents are to report stolen or lost keys to the Residence Coordinator, Assistant Residence Coordinator or Resident Assistants.
  - In the event a key/code becomes inoperative through no fault of the resident, a new key/code will be issued without charge. If a key is lost or if the failure of the key/code to function properly, is the fault of the resident, a new key/code will be issued at the resident’s expense. The process for obtaining duplicates of lost or stolen keys is as follows.
    1. Reporting the lost or stolen key to the RC or ARC
    2. Payment to the Cashier’s Office of the cost of the core/lock and/or the new key
    3. Presentation of the receipt of payment to the RC
    4. The RC or ARC will then request a key replacement to Physical Plant
- c. When first moving into a room the residents should report any damages or discrepancies noticed in the room to the RC, ARC or RA
- d. **The College assumes no responsibility for the loss of or damage to personal possessions of any resident. Each resident is responsible for keeping his/her room locked and personal items secured. It is advisable to obtain a personal property insurance policy, which is usually available at a nominal cost or check with your parents in reference to insurance through their home insurance policies.**
- e. Weekly or bi-weekly **Room Inspections** will be conducted by the RC or ARC with the assistance of the RA to ensure (1) the room is being used properly, (2) reasonable standards of safety and sanitation are being observed, and (3) maintenance requirements are being reported and met. The College staff reserves

## **Residence Hall Operating Procedures**

- a.** All room door locks, keys and codes must be checked prior to the opening of the residence hall. Missing keys will have to be ordered, received and put in numerical order. There should be three keys to each room. Also the key log form should be updated to reflect any key number changes. Codes should also be checked and replaced if need arise.
  
- b.** An inventory of each room must be completed prior to the residents checking-in by the residence hall staff using the provided Inventory Form in the forms section of this manual. Also inventory of all common area furniture should be done prior to resident's occupancy.
  
- c.** These instructions should be followed when completing a "Room Condition Report. A copy of the report is included in the forms section of this manual
  1. Before the student occupies a room, a Residence Hall staff member checks each room and completes a Room Condition Report for each room
  2. When filling out the report be sure to include the room number and the name of the residence hall in the provided spaces. Rate each item using the rating scale provided (new, good, fair, and poor). Provide the number of items that were requested in the column labeled "Comments"; indicate such things as burn marks on the desk, tape or marks on the wall, stains on the carpet, missing screens, and write "none" if the item is not present in the room. Once filled out, the report should provide a complete description of the condition of the room and its contents.
  3. Once the students occupy their rooms a residence hall staff member reviews the Room Condition Report with the room's occupants and a signature will be needed after the review from each resident.
  4. All reports for a particular residence hall should be placed in that hall's report notebook
  
- d. Opening the Residence Hall Office**
  - At a minimum, the residence hall office will be opened and staffed Monday- Friday 8:00am-5:00am and 10:00am-3am Saturday-Sunday.

- All staff members are expected to be on duty during the opening and closing days of the semester and will be scheduled accordingly.
- The staff will be available to talk with parents and new residents in order to answer questions and assist in resolving any problems that may arise during the check-in/check-out procedures
- All staff members will make themselves as visible and as accessible as possible during the course of a day and scheduled duty time so that residents/non-residents may become familiar with the staff working in residence halls.
- **Staff members are to remain neat and appropriately dressed while on duty in the residence halls. No tee shirts, tank tops, shorts, etc.**
- All staff members on duty are prohibited from entertaining guest in the office unless it is official business; i.e., counseling, parent meetings, etc. Also, staff members are not authorized to have their children accompany them to their place of work. The presence of children may provide a potential for disruption of work. Additionally, there is a very serious matter of liability for the College should a child receive an injury while in the residence halls.
- **Meals are never to be eaten by staff members at the front desk of the residence hall office. An area will be designated in a non-public area for staff members to eat meals during their break period**
- Staff members on duty will be **mandated** to input and keep a “Shift Log” containing notes on anything significant that occurs in the hall, i.e., accidents, emergencies, floor checks, fights, etc. A good rule is **“IF IT HAPPENS, MAKE A NOTE OF IT”**.
- Office telephones are to be used for official College or Residential Life and Housing business only. No collect calls should be accepted and no unauthorized long distance calls should be placed on these telephones.
- The office staff should always remember to be as **courteous** and as **informative** as possible at all times when receiving incoming calls. Examples: *“Halmi Hall, May I help you; Halmi Hall; Ms. Glover speaking May I help you; Thank you for calling Halmi Hall may I help you? Good afternoon Halmi Hall May I help you?”*
- Residence Halls close promptly at 1:00am midnight Sunday-Thursday and 2:00am Friday and Saturday. The residence staff will give a grace period of 15 minutes before securing the residence hall doors. Students arriving

after the grace period the must go to the security office for assistance with reentering the residence hall.

**e. Checking-In/Checking-Out**

- The official check-in/check-out point in each residence hall will be in the lobby of each hall.
- Each student checking in/checking-out of the residence hall must present his/her residence assignment when **checking-in** from the Residential Life and Housing Office and proper identification with the clearance slip from the Fiscal Affairs Office. **All students that wish to check into a Residence Hall but does not have a Residence Hall Assignment form should be referred to the Residential Life and Housing Office.**
- Residence Hall Activity dues of **\$5.00 per semester** should be collected as students register into the residence hall. These funds will be used according to the Residence Hall Council for activities, etc. in the residence hall.
- The residence hall will give each student an information packet to be completed before issuances of room keys.
- After receiving the required information the student may be issued a room key
- The student should be asked to sign for his/her room key/code
- The student should be asked to sign a statement of waiver form
- **If a student arrives to check-in to the residence halls after the check-in time, the staff member should NOT house that student but should assure that he/she is housed temporarily (only for 12 hours) in the Student center or other designated area until proper identification is presented from the Residential Life and Housing Office and only if the student has obtained proper clearance from the Office of Fiscal Affairs.**
- A daily record of residents should be kept and sent upon request to the Director for Residential Life and Housing, specifically during the opening of the semester
- Each student must request an official check-out with the Residence Coordinator to insure proper check-out.

- The Coordinator will inspect the room for damages, cleanliness, etc., using the Room Condition Report of each student upon checking-out.
- The Coordinator will access student charges according to the proper check-out procedures. Each student that is to be charged must sign the charge form before checking-out of the residence hall.
- All check-out reports will be due to the Office of Residential Life upon request to be submitted by staff members.
- Students that vacate housing without proper check-out procedures will be charged a fee that includes the cost of cleaning the room and replacing the room key

**f. Closings of the Residence Halls**

- The residence halls are normally closed according to the schedule listed below. Variations may occur by the decision of the College President.
  - Christmas break (end of the semester check out procedures)**
  - Spring Break (during the spring semester)**
  - End of Spring Semester (end of semester check out procedure)**
- Staff coverage is to be maintained in the residence halls whenever residents are present and the building is not closed. The Director of Residential Life and Housing is responsible for scheduling coverage during the break periods.

**g. Keys/Codes, Locks and Opening Doors**

- Additional keys/codes for residents that have been broken or misplaced may be obtained only through the assistance of the Residence Hall staff completing a Voorhees College work order, submitted to the Physical Plant, and after student has been properly accessed for the loss of a key. (see housing fees)
- Lock/code changes are to be requested in the same manner as the key/code request. If a lock/code change is necessitated by negligence on the resident's part, the cost of the lock/code change and new keys shall be charged to that resident. The Residence Hall staff will make all necessary contacts to ascertain if the lock/code change has been caused by negligence on the part of the resident. (See housing fees)
- Master keys are provided for the use of the RC and ARC and should be handled with extreme caution. **A master key should never be given to a person who is not a Residence Hall staff member**

- If a student is locked out of his/her room, he/she should contact the Residence Coordinator, Assistant Resident Coordinator or Resident Assistant
- **It is a standard policy that room/apartment doors are to be opened only for the occupants of that residence hall room/apartment. Even parents should not be permitted to enter resident's rooms without the permission of the resident. There is a small charge for opening doors after the 3<sup>rd</sup> opening.** (see housing fees)
- Check each student's identification card before assisting to open room/apartment doors.

#### **h. ROOM CHECK PROCEDURES**

- The purpose for regular room checks is to develop habits of cleanliness in the students in the residence halls. It is our hope that the inspections by the RC/ARC assisted by RAs will minimize the potential of some rooms to be consistently messy and damaged.
- If students insist on keeping their rooms out of order, dirty room charges will be given to help motivate them. If students have a problem keeping their rooms together and paying their charge, they will be referred to the Office of Residential Life and Housing for disciplinary actions. (see housing charges)
- Announcements should be made verbally and on bulletin boards for the announced room checks; which should be conducted at least twice a month
- Unannounced room checks should be done on a weekly basis
- Always knock three times announcing yourself before entering a room
- Do not open dressers, desk drawers, boxes, or any other obviously private places, observe only those things in your view
- Search and seizure is to be done with the assistants of the Chief of Safety and Security and/ or Security staff. **Housing Staff are only to do a visual search during routine room inspections.** (see the Search and Seizure policy of the College Student Handbook)
- Be fair, consistent and impartial when scoring a room

#### **i. VISITATION PROCEDURES**

**For this policy, a guest is defined as a visitor, present in a particular residence hall or residence hall room with the consent of a hosting resident of that hall or room. Visitation is a privilege not a right.**

Below is the procedure for which Residence Hall staff will be expected to help administer the proper Visitation Policy:

- You will be stationed on your perspective assigned floor in the hall, during your assigned hours duty during visitation
- When a resident and a guest arrive to your floor you will then place a visitation sign on that particular door
- You will be responsible for making sure that all guest leave the floor with the resident at anytime that a guest is leaving
- You will be responsible for maintaining the Quiet Hour Policy
- You will be responsible for alerting/reporting to the RC/ARC of any endangerment of/to the residents
- Do not be confrontational to any person(s)
- Be proactive
- Be customer friendly at all times

**Co-ed Room Visitation** (opposite sex guest visitation)

- Co-ed visitation hours are 6:00 PM – 11:00 PM Sunday – Thursday, and 6:00 PM – 12:00 AM Fridays and Saturdays. *These hours are subject to change.*
- Students with outstanding disciplinary sanctions or Housing charges are ineligible for co-ed visitation, until such items are resolved.
- Each student is allowed to have a maximum of ONE guest at a time per visit.
- Each guest must be signed in properly at the front desk to receive a "Guest Pass", and must be accompanied with the resident that will be visited.
- Each guest must present a recent, valid picture identification card (driver's license, school or military ID, etc). IDs must be left at the front desk during the time of the visit, and retrieved at the end of the visit. In the event that a guest presents an identification that does not have a picture, the guest must submit a second type of identification.
- Door Hangers indicating a "VISITOR" will be issued at the check in station; and must be displayed on the outside knob of the door of the room being visited. The RA on floor duty will hang the door hanger as each visitor enters a room.
- All room doors with a "Visitor" door hanger on it must remain unlocked at all times.
- Overnight guests of the opposite sex are not permitted

### Overnight Guest as Visitors (campus and non-campus residents' policy)

- Overnight visitation is limited to one same-sex guest at a time.
- Residents may have overnight guests of the same gender with the prior knowledge and consent of all roommates and the approval of the Residential Life and Housing Staff
- Overnight guest request must be submitted to the Residence Coordinator at least three (3) days in advance and requires that the guest have valid ID and contact information. Such request must have both room-mates consent and cannot extend beyond a two-day period.
- Overnight guests are to be occasional and therefore guests may stay no more than two nights consecutively in one month.
- Overnight quest may visit only Friday-Sunday, unless sanctioned by the Residence Coordinator or the Assistant Residence Coordinator
- **Residents will not be allowed to have overnight guest if there is not a roommate agreement or if the resident requesting overnight guest is not in good standards with the Residence hall.**

### General Regulations for Visitation

- The resident, as host, takes full responsibility and will be held accountable for the behavior of each guest.
- Residents are to accompany guests at all times while they are in the building.
- Residents are held responsible for all rules and regulations pertaining to Residential Life and Housing and the Voorhees College *Student Code of Conduct*.
- Roommates are expected to thoroughly discuss their views concerning coed “in-room” visitation. A roommate contract of visitation rights will need to be completed prior to any resident receiving visitation privileges
- **Violations of the visitation policy will be treated as disorderly conduct and handled through the existing College disciplinary channels. Disciplinary action will range from denial of visitation privileges for one semester to expulsion from College Housing.**
- In the event that violations of the Visitation Policy occur frequently on any floor or in an entire residence hall, the visitation privileges of that residence hall may be revoked by Residence Hall Staff in consultation with the Director of Residential Life and Housing.
- Any modifications of this Visitation Policy must be approved by the Vice President for Student Affairs. The College retains the authority to revoke the Visitation Policy at any time.
- The College’s Quiet Hour ( 9:00pm-10:00am) policy will be in effect during the Visitation hours, any student violating the policy, visitation privileges will be revoked

**This Visitation Policy must be read and signed by all roommates before visitation begins. Your signature verifies the agreement to the policy.**

***ROOMMATE VISITATION AGREEMENT***

*I have read and agree to abide by all of the rules listed above. I am also familiar with the information in the Student Code of Conduct and Residence Hall Contract, and have agreed to abide by the rules and regulations. I understand that visitation is a privilege afforded to me and is not a guaranteed right of "residential living".*

Roommate \_\_\_\_\_ Date: \_\_\_\_\_  
RH/RM# \_\_\_\_\_

Roommate \_\_\_\_\_ Date: \_\_\_\_\_  
RH/RM# \_\_\_\_\_

Roommate \_\_\_\_\_ Date: \_\_\_\_\_  
RH/RM# \_\_\_\_\_

Roommate \_\_\_\_\_ Date: \_\_\_\_\_  
RH/RM# \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_



**VOORHEES COLLEGE**



## **SAFETY AND SECURITY EMERGENCY PROCEDURES/POLICIES**

### **When to call 911**

Emergency 911 should be contacted prior to contacting Campus Safety and Security in the following situations:

- In all cases where a fire alarm has been activated; or when discovering a fire, explosion, concentration of gas or smoke in any campus building or on the grounds of the campus
- When seeking immediate medical assistance by ambulance
- Any serious threat or act of violence against yourself or another person, such as homicide, burglary, a threat made with a dangerous weapon, etc.; where immediate police intervention is necessary
- In any situation where immediate assistance (may not be emergency) is required and you have been unsuccessful in reaching Campus Safety and Security between the hours of 12:00am and 8:00am Contacting 911 should only happen on very rare occasions

### **EMERGENCY EVACUATION PLAN**

In case of an **Emergency Evacuation** follow the following procedure:

- RC/ARC will make contact with Campus Safety and Security, Director of Residential Life and Housing and Vice President for Student Affairs
- Residence Coordinator/ARC/RA will use the AIR HORN on the intercom systems or alone to alert students of emergency
- RC /ARC and RA (s) will proceed to knock on doors to alert residents of emergency and say what exit to use
- Students should be instructed to evacuate according to the evacuation exits that are posted on each floor
- After evacuation the RC/ARC and RA will take roll of residents present and inform the fire department and Campus Safety and Security if anyone is missing
- Campus Safety and Security will inform RC/ARC and RAs when building is clear to re-enter

**The exit signs will be placed on the walls in the halls of each building  
Information of “What to do” will be announced to students via intercom and during  
residence hall meetings.**

**Eye catching flyers pertaining to the information of evacuations will be placed on  
the back of room doors and distributed to the residents of each residence hall to  
inform residents of procedures**

**Evacuation exit routes will be posted on every floor in each residence hall**

### **Fire and Emergency Drills**

The primary concern in the event of a fire is to get everyone out of the building as quickly as possible. Occupants must be prepared in advance for quick and orderly evacuation. An evacuation plan must be established, discussed and practiced; this is the purpose for having fire/emergency drills that are required by the State Fire Marshall. The Campus Safety and Security staff and Housing Staff will initiate the fire/emergency drills. It is vitally important to be trained in quick and proper evacuation procedures. General procedures are as follows:

- The drill coordinator (Chief of Campus Safety and Security/ Director of Residential Life and Housing) should pick a date and time when most residents will be in the building and insure that the Residence hall staff are available and present
- RC/ARC and RAs should be positioned on designated floors to ensure that resident's get out in a timely manner
- The Chief of Safety and Security or designee will activate the fire/emergency alarm
- RAs will assist by knocking on each door of designated floor as they proceed out of the building, once out of the building the RAs should take roll of or account for their perspective floor residents
- Residents should be instructed of which exit to take and to assemble at least 50 feet away from the building and clear of it's' entrance. The Pecan Grove is the area to assemble in
- The RC/ARC will then check each room for residents left behind. Upon completion of room check and roll call, the RC will notify the Chief of Safety and Security, who will silence the fire/emergency alarm
- Residents may re-enter the building after the alarm is silenced and clearance is received from the Fire Department and Chief of Safety and Security or designee announces the to reenter the building

- Students should be informed to carry or put on coat and shoes for fire protection and inclement weather
- Students should be informed to test the door for heat before opening it. If the door is **not hot**: (a) close room windows and switch the room light on, (b) take a towel to protect one's face and breathe through it if there is smoke, (c) close the room door behind you and evacuate the building by the nearest available exit, (d) wait at the predetermined outside meeting place until given permission to re-enter the building. If the door **is hot**: (a) do not open the door, stuff towels or sheets under the door to block smoke, (b) open a window about 6 to 8 inches to get fresh air (c) stay as close to the floor as you can if room begins to fill with smoke, (d) hang a sheet or blanket out of the window to alert the Fire Department
- Students should be informed to never use elevators to evacuate a building
- Once outside do not attempt to re-enter a burning building

## **Bomb Threats**

If a Bomb Threat is called in over the telephone, listen carefully, attempt to determine the caller's gender and other personal characteristics, age, background noises, and useful information and exactly what was stated. **WRITE IT DOWN**

**IMMEDIATELY CONTACT THE COLLEGE SAFETY AND SECURITY, Director of Residential Life and Housing, Vice President for Student Affairs.**

If the College's Safety and Security Officers or Housing staff advises evacuation of the building, proceed in the same manner as for a Fire/Emergency Drill. If the call is received in the evening, during the night or during the weekend, the same procedure should be followed and you must complete an "Incident Report". (See Forms Section)

## **Disturbances around the Residence Hall**

In the event of a disturbance around the residence hall, you should have the residents of the hall act according to the following procedures:

- Return to their rooms,
- Close windows and blinds,
- Cut the room lights out,
- Stay away from the window,
- Do not throw items from the window,
- Do not lean or yell out of the window.
- Report the disturbance immediately to Campus Safety and Security
- Follow up with an "Incident Report"

## **Illness**

If a resident becomes ill, the residence hall staff on duty should assist in making the student as comfortable as possible. The resident should be questioned as to his/her illness. If the staff person feels that the student is in need of medical attention, then he/she should advise the student to go to the Campus Rural Health Center if able or the staff member should ask the student if he/she would like for the EMS to assist, if yes, then the staff member should call the Campus Nurse and/or Campus Safety and Security to call EMS. You should follow up with an "Incident Report".

### **AT NO TIME SHOULD A STAFF MEMBER TAKE IT UPON HIM/HERSELF TO TRANSPORT AN ILL RESIDENT TO THE HOPITAL**

You should inform the residents that for any type of medical emergency:

- immediately contact the Housing staff on duty and Campus Safety/Security,
- (b) give their full name, location, and name of injured (if known) and the nature of the illness/injury
- (c) Housing staff should make contact with the Campus Rural Health Center, Nurse or EMS.
- In case of an emergency that is death threatening, call 911 immediately then follow the above procedure

Students should be informed that for medical assistance during the time that the Campus Rural Health Center or Nurse's office is closed to contact

- their Residence Hall staff, Campus Safety and Security, Director of Housing,
- call Ask-A-Nurse for assistance toll free 1-800-476-7378 and
- telephone their parents or guardian

**Staff members should respond to any given emergency as quickly as possible making the necessary calls to assist the ill resident (s). When necessary the Critical Intervention Team should be called.**

## **Pregnancy Policy**

Students should be informed that Voorhees College assumes no responsibility or liability for the health of a pregnant student, the fetus, or outcome of the pregnancy. A pregnant student who continues to attend the college assumes responsibility or liability for the health of the student, fetus and the outcome of the pregnancy.

The length of time that a pregnant student may continue as a resident of the college will be decided on a case-by-case basis by the VP for Student Affairs in consultation with the College Nurse and the student's primary care physician. **As a general rule, a pregnant**

**student will be expected to vacate the premises of Voorhees College Housing by the end of the first trimester (3<sup>rd</sup> month).** Furthermore if a resident is in the second trimester (4<sup>th</sup> month) of pregnancy prior to the beginning of a school semester, then the resident student will be expected to vacate Voorhees College Housing.

A pregnant student shall sign a written waiver releasing Voorhees College from any responsibility or liability for the pregnant student's health or the fetus' health or the outcome of the pregnancy

A pregnant student is responsible for completing all course and graduation requirements

## **NO Smoking Policy**

Recognizing that exposure to tobacco smoke (both active and passive) presents an unhealthy environment and has been linked to many serious health problems. The American College Health Association and the Center on Addiction and Substance Abuse at Columbia University have issued specific guidelines concerning college campuses. In the absence of separate, adequate ventilated indoor areas that meet recommended criteria, **Smoking is not permitted inside any public buildings on campus.** Designated, outdoor areas with proper receptacles are available, subject to cleanliness standards and adherence to safety regulations for each building, the areas will be posted per building.

## **RAPE**

If a rape is reported to a staff member, he/she should

- try to calm the victim as much as possible,
- call for assistance from another staff member,
- contact Campus Safety and Security (ext. 7100), Director of Housing and the Vice President of Student Affairs
- make a complete "Incident Report".

## **Absent (Missing) Resident**

If a student fails to return to his/her room or apartment for an extended period of time (72 hours), an effort should be made to locate him/her. Listed below are the suggested procedures:

- check the key records to see if the student has checked out or turned in his/her key,
- check with the student's roommates and floor residents to see if they have seen the missing resident
- check with the College Health Center, local hospitals, local police station, etc., for any possible clues to the student's whereabouts,

- if the above attempts to locate the student are unsuccessful, the Residence Coordinator/ARC should contact the student's nearest relative.

**The Office of Residential Life and Housing, Campus Safety and Security, VP Student Affairs should be notified as soon as possible and given the details. Be sure to follow up with an incident Report immediately.**

### **Death of a Student**

Students should be informed in the event of a death of a student in the residence halls, the RC or on duty staff member should be contacted immediately. The staff members should attempt to keep all students away from the area, and to immediately contact Campus Safety and Security, Director of Residential Life and Housing and the Vice President of Student Affairs.

### **Weather Emergencies**

The Denmark area is subject to tornados, hurricanes, electrical and thunder storms. Housing staff must follow the same procedures as with a Fire/Emergency Drill also you should follow the following instructions incase of these emergencies:

- if you hear a siren, get a flashlight and a battery- powered radio that should be in the residence hall's office. Evacuate the residents to the nearest residence hall stairwell or go into the bathroom away from windows, basement, or closet **Take shelter immediately**
- turn off all utilities; do not touch any electrical equipment unless it is in a dry area
- avoid travel in automobiles. Roads may be washed away by flood water and rapidly rising water levels could carry the vehicle away
- do not attempt to swim to safety
- after assuring safety listen to the radio for weather updates remain inside until informed by authorities that it is clear to exit

### **Maintenance Emergencies**

A maintenance emergency is any maintenance problem that threatens or is hazardous to health or property, i.e., no hot water, burst pipe or overflowing toilet, no air conditioner in the building during hot weather, and no heat in the building during cold weather. In the event of such emergency you should make contact with Campus Safety and Security and the on call Physical Plant staff. Make sure Physical Plant and the Director of Residential Life/Housing receives a written maintenance request and be sure to complete an Incident Report.

## SEARCH AND SEIZURE POLICY

- A search of a student’s room may be made by an official of Voorhees College with written approval from the Vice President for Student Affairs, the Chief of Security, or the Director of Residential Life and Housing. In cases where there is “reasonable cause to believe” an unlawful activity or contraband is in the room, a search may be made without written approval.
- Anytime it is necessary for local law enforcement personnel to enter a student’s room, such personnel shall be responsible for following applicable law enforcement procedures, including presentation of a search warrant where applicable.
- At least one resident student shall be in the room when a search is made except in situations involving unusual circumstances requiring immediate College or law enforcement action
- The College official conducting a search shall be accompanied by one (1) witness
- If the search reveals an unlawful activity or contraband, the College official making the search shall present to the resident of the room and the witness a statement and/or itemized list of the items or contraband seized. A resident of the room and a witness are required to sign the statement or list, not as an admission of guilt, but to attest what is being seized.
- In the event that disciplinary proceedings are brought against a student as a result of the search and subsequent seizure, the procedures set forth in the Voorhees College Student Code of Conduct for student hearings will be followed.

## Residential Life and Housing Fees and Charges

### Full Time Students (12-16 hours) Housing Fees

Board	\$3,046.00
Room	2,650.00
Non-refundable Room deposit	75.00
Residence Hall Activity Fee	5.00 per semester
Total	\$5,776.00 per semester
Total	\$11,552.00 per year
Total Year Tuition	\$14,980.00



Charge and Fine list	
• Smoking or burning incense in resident (s) room	\$50
• Trash in rooms or hallways	\$25
• Dirty room (during the semester)	\$30
• Dirty room (end of semester/close out)	\$60
• Lockouts (third time and thereafter)	\$05
• Unauthorized Visitation (Opposite Sex)	\$75
• Destruction of College Property (Broken window, furniture, covering/damaging smoke detectors etc.)	\$175
• Using nails or tacks in walls	\$100
• Disrupting Study/Quiet Hours	\$50
• Excessive Loud Music/Noise	\$50
• Tampering with or causing a fire sprinkler to activate	\$250
• Damaging emergency telephones	\$100
• Activation of fire alarm due to use of unauthorized cooking appliances/smoke detector	\$100
• Deliberate activation of safety alarms	\$250
• Failure to evacuate building during an alarm	\$75
• Deliberate damages to fire alarm system	\$250
• Damaging or removing fire exit closures	\$125
• Tampering with a fire extinguisher (removal of safety pin/ Identification tags, etc.)	\$250
• Unauthorized use of fire exit doors or locked doors	\$50
• Failure to attend mandatory dorm meetings	\$25
• Illegal electrical appliances. (George foreman ,electric skillet, et)	\$100
• Pets in residence hall	\$75
• Key replacement	\$50
• Key and lock replacement	\$85
• Children In Residence Hall (per child)	\$25
• Violating curfew ( <i>Freshmen Only</i> )	\$25

# REPORTING FORMS (samples)

## Incident Reporting

In addition to maintaining a record of all events and incidents that happen in a “Shift Log”; some incidents must also be written up using an “Incident Report Form”. The reason for this action is that the recording of the event will probably be referred to another official of the College. Completed Incident reports should be given to the Director of RLH immediately or at the beginning of the business day. You should also share your report(s) with staff that arrive on the next shift during your briefing.

The following are examples of those events or actions which should also be entered on an Incident Report Form:

- Physical or harassing altercations between people (students Staff, outsiders)
- Events where people or resources outside of Residential Life and Housing come into the residence halls or are called for assistance (EMS police, etc)
- College and/or housing rule and regulation violations by or against students, outsiders, and or staff
- College or personal property damage or theft
- In the event that you may witness something outside of the residence hall, you should offer your support by completing a written statement/incident report and submitting to proper personnel

All housing incidents must be reported (TYPED) on the Voorhees College Incident Report Form.

# INCIDENT REPORT FORM

Page \_\_\_\_ of \_\_\_\_

This form is used to report an alleged violation(s) of the Voorhees College Student Code of Conduct or to record incidents for documentation purposes.

DATE OF INCIDENT \_\_\_\_\_ TIME OF INCIDENT \_\_\_\_\_

PLACE OF INCIDENT (BESPECIFIC): \_\_\_\_\_

INCIDENT RELATES TO CONDUCT VIOLATION# \_\_\_\_\_  
(REFER TO PAGES 4-11 OF THE STUDENT CODE OF CONDUCT-IF  
UNSURE, LEAVE BLANK)

	<u>NAME</u>	<u>ID#</u>
Victim(s)	_____	_____
	_____	_____
	_____	_____
Subject(s)	_____	_____
	_____	_____
	_____	_____
Witness(s)	_____	_____
	_____	_____
	_____	_____

**Incident Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

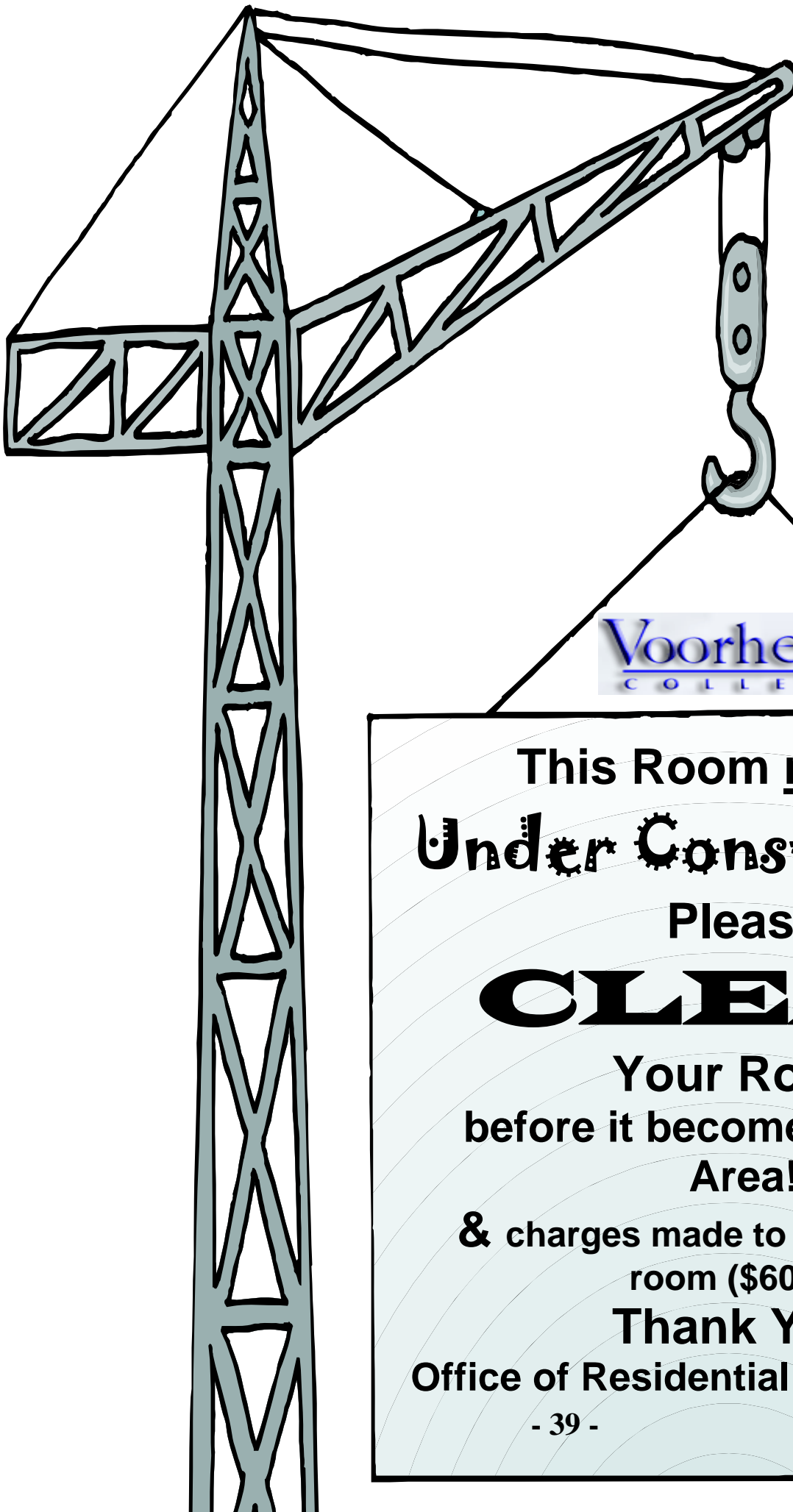
\_\_\_\_\_  
Name of person completing report

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Id#







Voorhees  
COLLEGE

This Room must be  
**Under Construction!**

Please

**CLEAN**

Your Room  
before it becomes a Hazard  
Area!

& charges made to you for a dirty  
room (\$60.00)

Thank You,  
Office of Residential Life & Housing

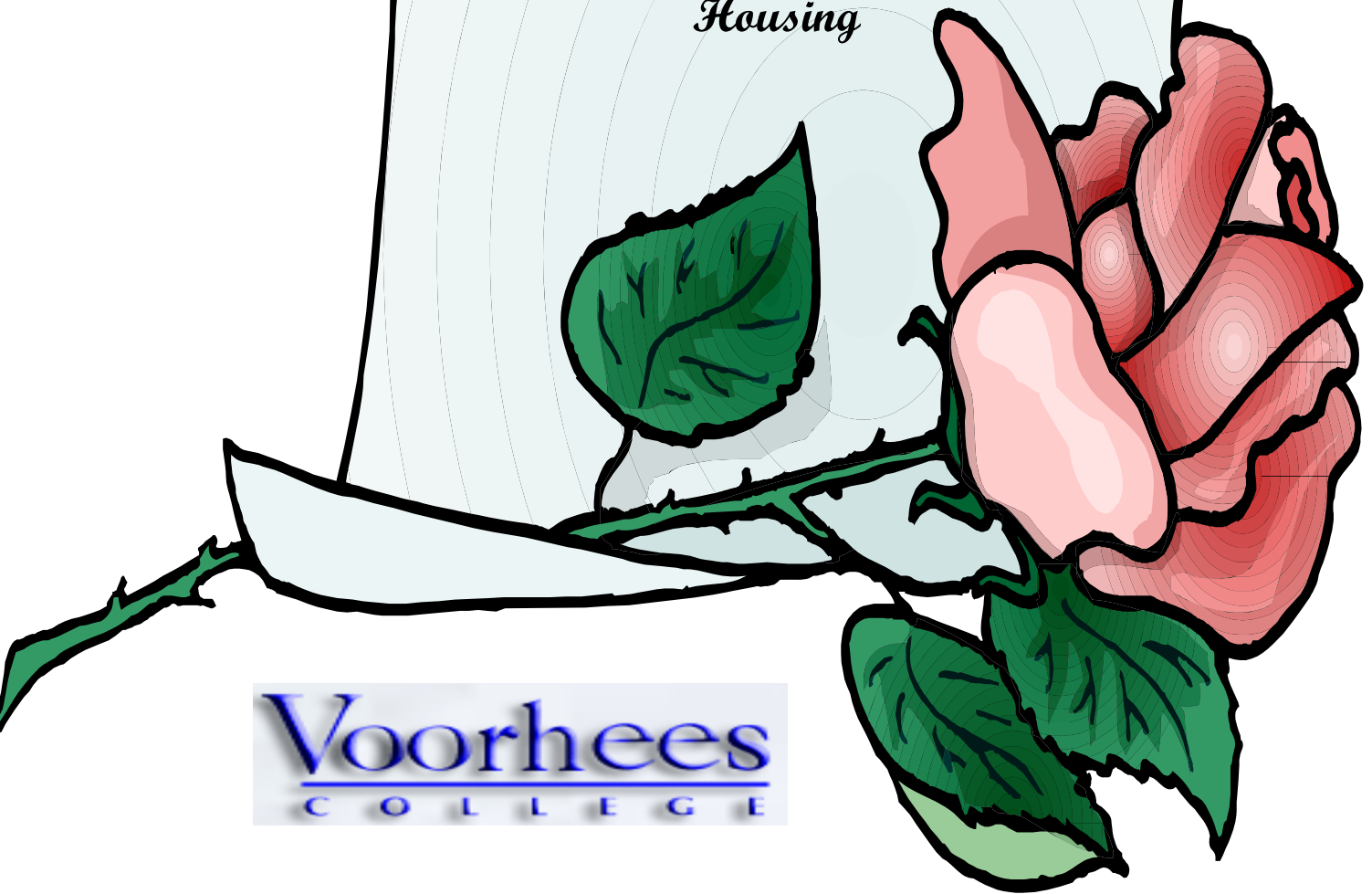
*It's Hard to see the  
beauty of your room if  
it is covered.*

Please  
**CLEAN**  
Your Room.

Dirty Room Charge \$60.00

*Thank You,*

*Office of Residential Life and  
Housing*











Office Use Only
Date _____
Residence _____

**Office of Residential Life and Housing - Denmark, SC 29042**  
**Phone: (803) 780-1262 or (803) 780-1267**

Smoke Free Housing Contract

**In choosing to reside in Smoke Free Housing, students will live in an environment, which does not permit smoking in the residence hall. Since state law and college policy prohibit smoking in public and common areas of every building on campus, Smoke Free Housing essentially extends that environment to include individual student rooms, bathrooms, and hallways.**

**If any student is found to disrupt this environment by smoking anywhere in the residence hall, the individual may be required to move from Smoke Free Housing.**

**Rules and Regulations**

I agree not to smoke anywhere inside or around my residence hall, which includes a ten-foot perimeter around the entire building.

I agree to hold all of my guests accountable to these guidelines.

I agree to support all programs that benefit the smoke free housing community.

I understand and agree to abide by all of the conditions of this contract.

**Student Name (Printed)**

\_\_\_\_\_

**Student Name (Signed)**

\_\_\_\_\_

**Date** \_\_\_\_\_

This contract will be kept on file in the Office of Residential Life and Housing.



Office Use Only
Date _____
Residence Hall _____

Office of Residential Life and Housing - Denmark, SC 29042  
 Phone: (803) 780-1262 or (803) 780-1267

**Substance Free Housing Contract**

**In choosing to reside in Substance Free Housing, students will live in a unique environment without the presence of alcohol and other drugs. This community is designed to ensure a substance free living environment where students will actively participate in a healthy lifestyle and activities that support an alcohol and drug free philosophy.**

**Furthermore, each person in this community agrees to inform the Housing Staff on duty if the substance free living environment is not being supported at any time. If any student is found to disrupt this environment while under the influence of alcohol or other drugs, the individual will face appropriate judicial action and may be required to move from Substance Free Housing.**

**Rules and Regulations**

I agree to neither use nor possess alcohol or other drugs inside or around my residence hall, which includes a ten-foot perimeter around the entire building.

I agree to hold all of my guests accountable to these guidelines.

I agree to support all programs that benefit the substance free housing community.

**I understand and agree to abide by all of the conditions of this contract.**

**Student Name (Printed)** \_\_\_\_\_

**Student Name (Signed)** \_\_\_\_\_

**Date** \_\_\_\_\_

**This contract will be kept on file in the Office of Residential Life and Housing.**



Office Use Only
Date _____
Residence _____

**Office of Residential Life and Housing - Denmark, SC 29042**  
**Phone: (803) 780-1262 or Fax (803) 780-1267**

Quiet Housing Contract  
**Time: 9 pm – 10 am**  
Exam Hours  
 24 hours per day

**In choosing to reside in Quiet Housing, students will live in a unique environment where each member of the residence hall/community agree to support an atmosphere which is conducive to sleep and study at all times during the day and night. Furthermore, each person agrees to inform the Housing Staff on duty of other students if that environment is not being supported at any time. If any student is found to disrupt this atmosphere during the course of the semester, the individual may be required to move from Quiet Housing.**

**Rules and Regulations**

**I agree to abide by the quiet hours established at the beginning of each semester by all members of this residence hall/community.**

**I agree to hold all of my guests accountable to these guidelines.**

**I agree to hold all social activities within the established quiet hours.**

**I agree to respect the rights of other members of the residence hall/community to request a quiet environment at all times and will comply with any given request to support this type of atmosphere in the residence hall.**

**I agree to support all programs that benefit the quiet housing residence hall/community.**

I understand and agree to abide by all of the conditions of this contract.

**Student Name (Printed)** \_\_\_\_\_

Student Name (Signed) \_\_\_\_\_

Date \_\_\_\_\_

This contract will be kept on file in the office of each residence hall.



# Residential Life & Housing

## Activities

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Leader: \_\_\_\_\_ Residence Hall \_\_\_\_\_

Topic: \_\_\_\_\_ Guest \_\_\_\_\_

Spiritual

Cultural

\_\_\_ Social

Academic

Religious

Name	Signature
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	



Office Use Only
Date _____
Residence Hall _____

Office of Residential Life and Housing - Denmark, SC 29042  
Phone: (803) 780-1262 or (803) 780-1267

**Case No:** \_\_\_\_\_

Date of Summons: \_\_\_\_\_

### **Official In-House Summons to Attend Meeting**

**Name:** \_\_\_\_\_

**Date of Meeting:** \_\_\_\_\_

**Place of Meeting:** \_\_\_\_\_

**Violation:**  
\_\_\_\_\_  
\_\_\_\_\_

**Signature of Receipt:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Delivering Official: \_\_\_\_\_

Date: \_\_\_\_\_

**This is a Mandatory Meeting, not to be excused**

**An excuse will be issued to you after meeting.**

Office Use Only	
Date	_____
Residence Hall	_____

**Office of Residential Life and Housing - Denmark, SC 29042**  
**Phone: (803) 780-1262or (803) 780-1267**



**Return Student Survey**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Dormitory:** \_\_\_\_\_ **Rm #:** \_\_\_\_\_ **Classification:** \_\_\_\_\_

**ID #:** \_\_\_\_\_ **Social Security #:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Birthdate:** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Will you return Next Semester?**

\_\_\_\_ **Fall** \_\_\_\_ **Spring** \_\_\_\_ **Year EMAIL** \_\_\_\_\_

Yes \_\_\_\_ No \_\_\_\_ (If no, Please indicate reason below)

Academic \_\_\_\_\_ Financial \_\_\_\_\_ Graduating \_\_\_\_\_ Other \_\_\_\_\_

**Explanation:** \_\_\_\_\_

Have you Pre-registered: \_\_\_\_\_ Yes \_\_\_\_\_ No?

Who is your Advisor? \_\_\_\_\_

**Emergency Contact Information:**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_

**Email address** \_\_\_\_\_





Office Use Only
Date _____
Residence Hall _____

Office of Residential Life & Housing - Denmark, SC 29042

Phone: (803) 780-1262 or (803) 780-1267

Residence Hall Room Inspection

Residence Hall		Date
Room #	Rating	Comments

<p><u>Scale</u></p> <p><b>Excellent (E)</b> – Beds made, floor clean, desk arranged, no trash, and closet neat</p> <p><b>Very Good (VG)</b> – Generally tidy with one minor exception</p> <p><b>Good (G)</b> – Generally tidy with two minor exceptions</p> <p><b>Fair (F)</b> – Generally tidy with three or more minor exceptions</p> <p><b>Poor (P)</b> – Bed not made, floor unclean, trash over-flowing, and desk not neat</p>
---





**RESIDENT ASSISTANT (RA) PROGRAM  
PAYROLL VOUCHER**

Student Name \_\_\_\_\_ ID# \_\_\_\_\_

Job Classification: **Resident Assistant** \_\_\_\_\_

Department: **Housing** \_\_\_\_\_ Supervisor: \_\_\_\_\_

Pay Period: From \_\_\_\_\_ To: \_\_\_\_\_

	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL
WEEK 1								
WEEK 2								
WEEK 3								
WEEK 4								
WEEK 5								
TOTAL								

Total number of hours \_\_\_\_\_ Gross \$ \_\_\_\_\_

I certify that the above named student has worked in this department for the hours indicated during the pay period covered by this report and payment for the same is in order. \_\_\_\_\_ (supervisor initials)

**EFFICIENCY RATING:**

Excellent \_\_\_\_\_ Very Good \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
Signature of Supervisor / Date

\_\_\_\_\_/\_\_\_\_\_



Office of Residential Life and Housing - Denmark, SC 29042  
Phone: (803) 780-1262 or (803) 780-1267

Charge Document

Student Name: \_\_\_\_\_

SSN/ID# \_\_\_\_\_

Dear Student:

The following charge (s)/ fine(s) have been assessed against you. Please proceed to student accounts and pay the college cashier. You must pay charge (s)/ fine (s) prior to your returning for the next semester or academic year. Please do not mail cash. Make cashier's check or money order payable to Voorhees College c/o Account Payable. Include with your cashier's check or money order, your social security/ID number and violations involved. If you fail to make restitution of charge (s) or fine (s) there will be a "HOLD" placed against your name which will restrict your abilities to register for class.

**Description of Charges assessed and Dates of Violations occurred:**

<u>Violation</u>	<u>Amount</u>
Failure to Clean Room: _____	\$ _____
<b>Date occurred:</b> _____	
1. Key/lock Replacement: _____	\$ _____
<b>Date occurred:</b> _____	
2. Destruction or Defacing of College Property: _____	\$ _____
<b>Date occurred:</b> _____	
3. Destruction of Fire/ safety equipment: _____	\$ _____
<b>Date occurred:</b> _____	
4. Failure to check out of residence hall properly: _____	\$ _____
<b>Date occurred:</b> _____	
5. Illegal use of Drugs in residence: _____	\$ _____
<b>Date occurred:</b> _____	
6. Unauthorized Visitor(s) or Guest (s): _____	\$ _____
<b>Date:</b> _____	
7. Other: _____	\$ _____
<b>Date occurred:</b> _____	

\_\_\_\_\_  
**Student Signature** **Date**

\_\_\_\_\_  
**Residence Coordinator** **Date**



Office Use Only
Date _____
Residence Hall _____

*Office of Residential Life & Housing*

P.O. Box 678  
Denmark, S.C. 29042  
Phone: (803) 780-1262 FAX (803) 780-1267

Date: \_\_\_\_\_

Dear Parent of \_\_\_\_\_,

Please find enclosed the letter of charge (s) or fine (s) that your daughter or son will be charged or fined with the reasons for the charge (s) or fine (s).

He/she has a receipt of the charge(s) or fine(s) and is expected to make restitution prior to the reopening of the next semester or the academic year

\_\_\_\_\_. If he/she fail to make restitution of charge (s)/ fine(s)  
Date

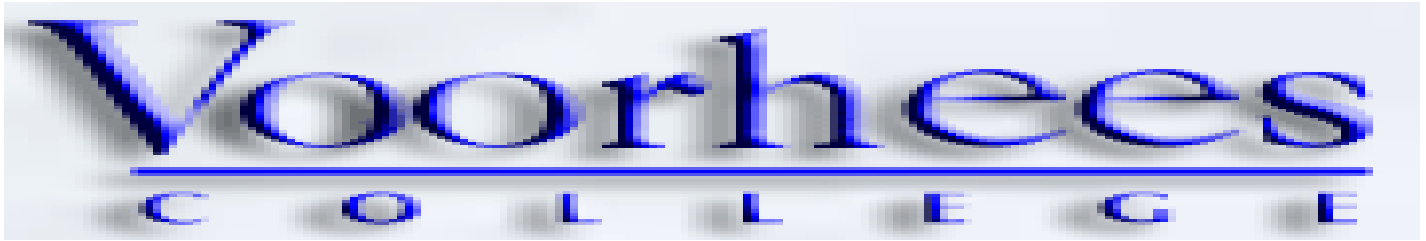
there will be a "HOLD" placed against the resident of \_\_\_\_\_.  
Residence Hall

This will restrict the resident to register for the next scheduled academic session/year.

Your cooperation with this matter will be greatly appreciated. You may feel free to contact your daughter's or son's Residence Coordinator or the Director of Residential Life and Housing at one of the numbers listed below:

- |                    |              |
|--------------------|--------------|
| Battle Hall        | 803-780-1101 |
| Blanton Hall       | 803-780-1103 |
| Guerry-Finley Hall | 803-780-1104 |
| Halmi Hall         | 803-780-1107 |
| Menafee Hall       | 803-780-1109 |
| Director RLH       | 803-780-1262 |

Thank you very much,



## DOS AND DON'TS

### Don'ts

- We recommend against any staff member borrowing from residents because this can present many unwanted problems. Nevertheless, we leave the final decision to your discretion. But we do prohibit staff members from borrowing from students without their specific verbal permission to do so. If a staff member borrows something under any circumstance and the item is damaged or lost the staff member will be held responsible to replace the item to the satisfaction of the Director of Residential Life and Housing or the VP Student Affairs.
- Smoke: Smoking is prohibited in any campus building; go to the designated smoking areas for each building. Generally in the Pecan Grove Area.
- Drink: Possession or consumption of alcoholic beverages in and around the residence halls is not permitted. Individuals who reside or work at Voorhees College may not bring alcoholic beverages on campus
- Drugs: The illegal use, possession or distribution of narcotics and dangerous drugs or drug paraphernalia is not allowed on campus. Violators will be prosecuted
- Misbehave: any student or staff who exhibits offensive or inappropriate behavior while under the influence of alcohol or other drugs will be subject to disciplinary action for the alcohol or drug violation

### Dos

- Remember that the residents are first and our major concern
- Remember that time is of the essence and we need not waste it
- Remember the policies and procedures of Residential Life and Housing
- Remember your job responsibilities
- Remember vacation time must be granted by the Director of Residential Life and Housing
- Remember the "We Promise" oath
- **Remember that this is a family and a Christian oriented community and we must act accordingly**



## HANDBOOK ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Department of Residential Life and Housing Administrative Handbook and understand that it is my responsibility to read the departmental policies and procedures and understand the contents. I understand that, upon request, I may meet with my supervisor to review the contents of the handbook.

I understand that the handbook and policies and procedures supersede any previous handbooks, policies, or procedures that I have received in the past.

I understand that the department uses the handbook merely as a "guide" and to provide information to staff members.

**I acknowledge and understand that my employment is at-will, meaning that either Voorhees College or I can terminate the employment relationship at any time and for any reason.**

**I acknowledge and understand that no Voorhees College documents or combination of documents create either an express or implied contract concerning any terms or conditions of employment.**

**I further understand that no Voorhees College Representative is authorized to enter into any agreement, oral or written, that changes the at-will relationship and that no written oral statements made in pre-hiring interviews or discussions, post-employment discussions, or in recruiting materials of any kind, alter the at-will nature of employment or imply that discharge will occur only for cause.**

---

Employee Name/Signature

---

Date

---

Position/Title

## IMPORTANT TELEPHONE NUMBERS

OFFICE OF THE PRESIDENT.....	803-780-1016
VICE PRESIDENT for STUDENT AFFAIRS.....	803-780-1269
ADMINISTRATIVE ASSISTANT to the VICE PRESIDENT for STUDENT AFFAIRS.....	803-780-1261
DIRECTOR for RESIDENTIAL LIFE & HOUSING.....	803-780-1269
DIRECTOR for FRESHMEN YEAR EXPERIENCE.....	803-780-1379
CHIEF OF CAMPUS SAFETY AND SECURITY.....	803-780-1119
CAMPUS SAFETY & SECURITY.....	803-780-1111
OFFICE OF HUMAN RESOURCES.....	803-780-1280
OFFICE OF FINANCIAL AID.....	803-780-1151
OFFICE OF CAREER PLACEMENT.....	803-780-1265
OFFICE OF EXECUTIVE VICE PRESIDENT & ACADEMIC DEAN.....	803-780-1020
OFFICE OF ACCOUNTS PAYABLE.....	803-780-1449
OFFICE OF ADMISSIONS.....	803-780-1030
OFFICE OF BUSINESS AFFAIRS.....	803-780-1144
OFFICE OF THE REGISTRAR.....	803-780-1250
ABL MANAGMENT (Café).....	803-780-1107
OFFICE OF ST. PHILLIPS CHAPEL.....	803-780-1264
LIBRARY.....	803-7801220
BOOKSTORE.....	803-780-1360
RESIDENCE HALLS:	
BATTLE HALL.....	803-780-1101
BLANTON HALL.....	803-780-1103
GUERRY FINLEY HALL.....	803-780-1104
HALMI HALL.....	803-780-1107
MENAFEE HALL.....	803-780-1109



# VOORHEES COLLEGE

**It is our quest that this manual will assist you in your transition of becoming a positive force in the Voorhees family.**

**Remember: Our FAMILY**

has **Values**  
accepts **Opinions**  
gives **Opportunities**  
shares **Resources**  
are **Humanitarians**  
is **Efficient**  
promotes **Excellence**  
projects good **Service**

Submitted 2007/oglover  
Updated 2008/oglover

*JOT IT DOWN*