



# FOWLER HALL

## RESIDENCE HALL MANUAL

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### ***Mission Statement***

*Gadsden State Community College is an affordable, accessible, and comprehensive community college that prepares our diverse student population for success through quality education, innovative workforce development, and meaningful community engagement. We foster the development of lifelong learners by giving students the opportunities to develop skills that empower them to contribute to the social, cultural, and economic life of our communities, our nation, and our world.*

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# GADSDEN STATE COMMUNITY COLLEGE

## FOWLER RESIDENCE HALL HANDBOOK

This guide to residential living is provided to acquaint you with the opportunities, benefits, and regulations of residential living at Gadsden State Community College. Additional rules and regulations not included in this handbook may be found in the College Catalog and Student Handbook.

All residents must be currently enrolled and registered for at least 12 credit hours for fall and spring semesters, and 6 credit hours for mini and summer terms. Any exceptions require approval of the President. The administration at Gadsden State realizes that not all individuals can adjust to group living. For this reason and to safeguard the rights and privileges of the majority of the other students, the College reserves the right to dismiss any student from Fowler Hall when such action is considered advisable.

On-campus living is a very important part of student development, is an extension of the classroom experience, and allows students to enjoy college life to the fullest extent. Residents will become aware of the many varieties in lifestyles and cultures and learn to live and work in these varieties through the means of compromise, consideration, and open-mindedness. Gadsden State challenges students to take full advantage of the many opportunities this experience affords to further their academic and personal development.

Each resident is responsible for becoming familiar with and abiding by the policies and procedures as stated in the handbook. Failure to comply with these policies and rules will result in disciplinary action which could also include expulsion from the residence hall. It is expected that residents will cooperate with the Director of Residence Life and Staff in maintaining a routine of living that is also conducive to good study habits.

Gadsden State strives to provide a safe environment. An annex of the Gadsden State Safety and Security Office is located in the lobby across from the office of the Director of Residence Life. Security cameras are located in each hall, each laundry room, the lobby, and at each outside door. Residents are encouraged to maintain a safe environment by notifying the Director of Residence Life, Staff, or Safety and Security if they see strangers in the building unaccompanied by a resident or if they notice suspicious behavior.

### RESIDENCE LIFE

## POLICIES

### RESIDENT

A resident is a currently enrolled, full-time student residing in Fowler Hall.

### RESIDENT ELIGIBILITY

The eligibility requirements for a resident are as follows: currently enrolled; registered for at least 12 credit hours for fall and spring semesters and at least 6 credit hours for mini and summer terms. Any exceptions to the eligibility requirements require approval of the President.

### STUDENTS WITH DISABILITIES

Before moving in, students with documented disabilities who are also making reasonable accommodation requests are required to inform the Director of Residence Life and should contact the ADA Coordinator, Pam Clough (pclough@gadsdenstate.edu) at 256-549- 8462.

Transportation: Students with mobility impairments may request transportation accommodations. The College provides campus access using the DART system and will supplement the DART system as needed for students to attend classes and

Gadsden State functions. Please contact the ADA Coordinator, Pam Clough (pclough@gadsdenstate.edu) at 256-549- 8462 regarding transportation requests.

### **REGISTERED SEX OFFENDERS**

See the college's Sexual Misconduct Policy located in the Student Handbook.

### **ROOM RESERVATION FORM/DEPOSIT**

Each resident must have paid the security/damage deposit fee (refundable at exit) to be placed on a tentative room list for the next term. In addition, the resident must complete a Room Reservation Form each term to serve his/her room. To be guaranteed a room for the next term, the dorm fee must be paid in full **30 days prior to the first day of class** for the next term. The Room Reservation Form may also be used to inform staff of a cancellation of reservation. A form will be placed on or under each resident's door once per semester. Notices will also be posted in the lobby.

### **ATHLETIC / INTERNATIONAL PROGRAMS**

To be guaranteed a room for the next term, the **athletic program** may reserve rooms (45 available) up to **30 days prior to the first day of class** for the next term. If a student is not "confirmed" by the due date (1<sup>st</sup> day of class), the room will be released.

To be guaranteed a room for the next term, the **international program** may reserve rooms (10 + 4 UGRAD available) up to **30 days prior to the first day of class** for the next term. A **final** confirmation will be updated **10 days** prior to the first day of class. If a student is not "confirmed" by the due date, the room will be released.

### **KEYS**

If a residence hall room key is lost or unaccounted for, the resident should **notify the Director of Residence Life** immediately. The resident will be charged \$40.00 for re-keying the lock. When a room is vacated, the key must be returned. Room keys **must** be returned between semesters even if the resident is planning to return the next semester. If a key is not returned, the student will be charged \$12.00 per day for access to the room during the break.

### **REFUNDS-ROOM & BOARD**

Residents who **officially** request a meal ticket refund and/or withdraw from the residence hall before the official first day of classes or during the first **three (3)** weeks of the semester/term will receive any refund in accordance with the college refund policy. See the GSCC catalog/student handbook for details.

### **RESIDENCE HALL MEETINGS**

Announced meetings will be held periodically throughout the year. Attendance is **mandatory** for all residents. Concerns may be discussed at any time with the Director of Residence Life.

### **CHECK IN/OUT POLICY**

Residents are **required** to sign in and to sign out when leaving the residence hall for the weekend. For check in and check out purposes, the weekend begins at 5:00 p.m. Thursday afternoon and ends at 8:00 a.m. the following Monday.

### **HOLIDAYS & BREAKS**

The residence hall may be closed during holidays and semester breaks. Residents must check out during this time unless special permission to remain is given by the Director of Residence Life. If the Residence Hall remains open, there is no charge for a scheduled break within the semester, such as Spring Break, Thanksgiving, etc. However, residents must check out for semester **breaks**. If a resident is approved to stay in the residence hall during the semester break, a charge of \$12.00 per day must be paid prior to the beginning of the break. If a resident does not return their room key before they leave for the break, a \$12.00 charge per day will be assessed and must be paid prior to their returning to their room.

### **PERSONAL PROPERTY (EXCESSIVE)**

Excessive personal belongings should not be brought to the dorm. Gadsden State is not liable for damages or loss of stored

personal belongings.

### **PROPERTY-LOSS/DAMAGE**

Gadsden State is not responsible for loss or damage to the personal property of residents. Each resident is urged to provide for the security of his/her personal belongings by locking the room and by carrying personal property insurance. This type of insurance is not available through the college. Any loss of personal property should be reported to the Director of Residence Life, Fowler Hall Staff, or Safety and Security.

### **ROOM INSPECTIONS**

Gadsden State reserves the right to inspect rooms at any time to determine if repairs and maintenance are needed or to determine if rooms are being used in violation of city, state, or federal laws or in violation of the rules and regulations of the College, the Alabama Community College Board of Trustees, and the Alabama Community College System.

### **CLOTHING**

Residents and guests are expected to be dressed appropriately when in the halls, the lobby, dining hall or outside of the residence hall. These are public areas and appropriate clothing is required.

### **APPLIANCES**

Only a small microwave oven, crock pot, rice cooker, George Foreman type grill, or a cubical refrigerator may be used in the residence hall rooms. Heavy-drawing electrical appliances such as hair dryers, electric irons, televisions, microwaves, and refrigerators are to be plugged directly into outlets, not multiple plug attachments. Hot plates, toasters, or toaster ovens are prohibited.

### **LAUNDRY**

Laundry services are complimentary and are available on both sides of the residence hall basement. Please limit washings so that all residents can have the opportunity to use the laundry. Residents must provide their own detergent.

### **NOISE**

Loud noise in or around the residence hall (including the playing of audio devices) is prohibited. Audio devices, televisions, etc., should be played at a volume that cannot be heard outside the door of a room. Residents should be considerate of a suitemate's need for quiet time. Failure to respect the rights of others by being continually loud and disruptive may result in disciplinary action.

### **EMERGENCY PRODEDURES**

Emergency drills are conducted each semester to help residents become familiar with appropriate safety procedures. In case of an evacuation, residents should convene across the street from the residence hall front doors on the steps leading to Inzer Hall. In case of bad-weather warnings and watches, residents should seek safety in the basement floor hallway. Residents requiring assistance during emergency situations should report to the lobby. Staff or Safety and Security Staff will provide assistance to the safety area. All residents must stay in this designated area until released by the proper authorities after any emergency or drill.

### **Mobility Impairments**

Residents with mobility impairments requiring assistance will be transported to the basement using lift chairs (located at the entrances to both first floor hallways) during both emergencies and drills. Students with hearing, vision, or mobility impairments will be housed on the first floor to facilitate evacuation.

### **MEAL PLAN**

Residence hall fees include participation in a 15 meal- per- week plan provided by Sodexo Campus Services. The plan includes three meals per day, Monday through Friday, except on days the College is closed. Special needs, health, religious,

or scheduling may be discussed with the Director of Food Services. Present the request in writing with appropriate documentation to assist in delivery of services.

### **MEDICAL CONDITIONS**

Each resident is responsible for providing his/her own health and hospital insurance. Residents should make the Director of Residence Life aware of any special medical condition and any medications being taken. Any resident with any type of communal or infectious disease or health issue must immediately notify the Director of Residence Life.

## **VIOLATIONS**

### **ALCOHOLIC BEVERAGES**

The possession or consumption of an alcoholic beverage, public intoxication in the residence hall, or on any college property or at any college-sponsored activity is prohibited.

### **CONTROLLED SUBSTANCES**

The possession, use, manufacturing, sale, or distribution of any controlled substance or drug paraphernalia as defined by Federal or State law is prohibited on college property or at college-sponsored activities. This includes buildings, grounds, roads, and parking lots. Violation of this policy will result in expulsion from the residence hall. Gadsden State reserves the right to invite law enforcement officials to the campus if college officials have reason to suspect that college policies or Federal or State laws concerning alcohol and drugs are being violated. Any and all information will be turned over to the proper authorities for further investigation.

### **FIREARMS AND WEAPONS**

Possession of firearms on college property or at college-sponsored activities, including devices for firing blank cartridges or charges, explosives to include fireworks, dangerous chemicals or other dangerous devices such as knives or swords, is prohibited. Additionally, the use of dart boards, darts, or any type of throwing knives is also prohibited.

### **FIRE ALARMS AND SMOKE DETECTORS**

Fire alarms, smoke detectors, and emergency equipment are for the safety of residents. Tampering with any safety equipment or any irresponsible initiation of alarms is prohibited. Open flames are prohibited. This includes burning lighted candles and incense.

### **GAMBLING**

Any and all forms of gambling in the residence hall, on college premises, or at college-sponsored activities are prohibited.

### **LEWD BEHAVIOR OR PROFANITY**

Lewd, indecent, or obscene behavior and language are prohibited.

### **PHYSICAL OR VERBAL ABUSE**

Physical or verbal abuse on college property or at college-sponsored activities by a resident or visitor is prohibited, including harassment or intimidation on the basis of race, color, religion, gender, national origin, age, or disability.

### **SEXUAL HARASSMENT**

There is **zero** tolerance of any type of harassment, including sexual harassment. Gadsden State's Sexual Misconduct Policy is included in the Student Handbook, and can also be found on the College's website.

## SMOKING POLICY

It is the official policy of Gadsden State Community College that smoking and the use of tobacco is prohibited within, buildings, structures, and vehicles owned, leased, or rented by the College, and also within 30 feet of buildings owned, leased, or rented by the College. This includes instructional sites, centers, building entrances, and common areas.

What do we consider “tobacco”? Under this policy tobacco is any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, as well as smokeless or spit tobacco products, sometimes referred to as dip, chew, or snuff. What do we consider “smoking”? Under this policy, smoking is defined as carrying or holding any lit or ignited pipe, cigar, cigarette, electronic cigarette, or any other lit or battery operated smoking equipment or device.

## SOLICITATION

Engaging in solicitation and sales on college property is prohibited.

## CRIME REPORTING

All crimes against a student, employee, or school property on or off college property shall be reported to Safety and Security or local law enforcement as soon as possible. Call (256) 312-2132 twenty-four hours a day for assistance or information. The Safety and Security Staff can assist in processing an offense with the local law enforcement.

## DOORS AND ALARMS

All side and rear residence hall doors are emergency exits only and will remain locked at all times for security reasons. Tampering with doors to prevent them from locking is prohibited.

## CLEANLINESS & ROOM INSPECTIONS

Rooms must be kept in good sanitary condition with an orderly appearance at all times. **Suitemates** are responsible for keeping the bathroom clean. The tub, commode, and lavatory must be cleaned and the floors in the suite mopped at least once weekly. Trash must be emptied daily in the trash bin on the south parking lot. All food must be kept in a sealed container.

Scheduled room inspection will occur bi-weekly. The **first** unsatisfactory room inspection will result in a **1)** warning. The **second** unsatisfactory room inspection will result in a **2)** written policy violation and a **\$25** fine. A **third** unsatisfactory room inspection will be **3)** referred to the Associate Dean of Student Services for consideration of sanctions pursuant to the Student Code of Conduct and Discipline for Non-Academic Misconduct located in the Student Handbook.

## PETS

No animals or pets of any kind are allowed in Fowler Hall, with the exception of service animals for visually impaired residents and **certified** companion animals. Documentation is **required** and must be furnished to the Director of Residence Life.

## COMPUTERS

Computers are located in the dorm lobby for resident use only. Educational and research use takes precedence over personal e-mail, social media, or other recreational purposes. Users may be asked to vacate a computer if necessary to permit access by a resident with research or educational needs. If other residents are waiting to use the computers, there is a one hour time limit on usage.

Any use of college technology for illegal, inappropriate, or obscene purposes is prohibited and will be referred to the Associate Dean of Student Services who will consider sanctions pursuant to the College’s policy for Computer Use and Internet Access and also the Student Code of Conduct and Discipline for Non-Academic Conduct and Behavior located in the Student Handbook.

## DAMAGE

Damages to the room or furnishings will be assessed to the resident. If the responsibility for damages cannot be determined, then each resident or suitemate will be equally assessed. Residents may not alter the premises of the residence hall in any way. Residents may not nail, screw, glue, or inscribe anything on the walls, woodwork, doors, windows, or furnishings; blinds are not to be removed from the windows. Furniture (mattress, box springs, bed frame, desk, and entertainment center) may not be moved from room to room. **Residents are responsible for damages caused by their guests.**

## VISITATION

Visitors must submit their state-issued identification card, driver's license, or passport at the front desk. Visitors must also sign in at the front desk indicating the room number they will be visiting, along with the name of the resident. The **resident** is responsible for insuring that their visitor has signed in appropriately at the front desk. **Visitors must remain in the room that they have signed in to visit.** ID's will be returned when the visitor signs out. Residents should accompany visitors at **all** times and are responsible for their visitors' behavior.

There is a limit of **two (2) visitors per resident** at any one time. Residents may have visitors in their rooms from 10:00 a.m. - until 11:00 p.m. Sunday through Thursday and from 10:00 a.m. until 12 a.m. on Friday and Saturday.

## OVERNIGHT GUESTS/FAMILY MEMBER

Prior to having overnight guests (same gender only), residents must obtain **permission from the Director of Residence Life**. There is **no** exception to this policy. There is a \$12.00 charge per guest, per night. Guests may **not** stay for more than **two** consecutive nights. **Guests under the age of 16 are not allowed at any time.**

## VACATING/EXIT PROCEDURES

### EXITING RESIDENCE HALL

Each resident leaving the residence hall **permanently** must follow these steps when exiting:

1. Complete the appropriate exit forms, which should be obtained from and signed by the Director of Residence Life. The exit forms can be left with the Residence Hall Staff after an **approved** room inspection
2. Complete a change of address form, which should be turned into the Residence Hall Staff.
3. Return the room key to the Residence Hall Staff.
4. The Director of Residence Life and Staff will jointly inspect the room.
5. The room should be:
  - Free of trash
  - In good condition
  - No damages to furniture or walls
6. The bathroom should be clean to include:
  - Lavatory (sink/countertop)
  - Tub
  - Commode
7. The floor should be:
  - Swept
  - Mopped

NOTE:

*If the room is found to be dirty and/or damaged, funds will be deducted from the deposit to clean the room and to repair damages. If the cost is more than the deposit fee, the resident will be assessed for the additional amount.*

## Residence Hall Misconduct Policy

### PROCEDURES FOR CHARGES INVOLVING RESIDENCE HALL MISCONDUCT

Charges must be filed with the Director of Residence Life. The Director of Residence Life may investigate and dispose of a case by an informal resolution process for any infraction listed below:

1. Gambling of any form;
2. Having pets reside in the residence hall;
3. Having or operating an open element, electrical appliance;
4. Engaging in solicitation and sales without permission from the Director of Residence Life;
5. Noise violations;
6. Using dart boards, darts, or any type of throwing knives;
7. Smoking inside residence halls (first and second offense);
8. Using profane language;
9. Failed Room inspections - A **\$25 fine** will be assessed after the 2<sup>nd</sup> failed room inspection prior to Student Disciplinary referral.

The Director of Residence Life will make a preliminary investigation by consulting the parties involved to determine whether the charges may be disposed of informally. **After an initial investigation, the Director of Residence Life may decide upon a disciplinary action and will notify the student, the party bringing the charge(s), and the Associate Dean of Student Services in writing regarding the decision and recommended disciplinary action.** If the resident disagrees with the Director of Residence Life's decision, the resident may submit a written appeal to the Associate Dean of Student Services within three (3) working days of notification of the decision by the Director of Residence Life.

**Violations of residence hall policies that require immediate action, may affect the enrollment status of the resident as a student.** These violations relate specifically to guns/weapons, drug possession and/or distribution, harassment, etc. These charges are handled through the college's Student Disciplinary Committee.

**GADSDEN STATE COMMUNITY COLLEGE**

**STATEMENT OF ACKNOWLEDGEMENT**

Name (Print): \_\_\_\_\_ Age: \_\_\_\_\_

Semester: \_\_\_\_\_ Year: \_\_\_\_\_ Room Number: \_\_\_\_\_

I hereby acknowledge that I have read and that I **understand** the contents of the Gadsden State Community College Residence Hall Handbook. I understand that violations may result in disciplinary actions and could result in expulsion from the residence hall and/or from the College. If expelled, I will **not** be allowed to re-enter the residence hall as a visitor or resident.

Resident Signature \_\_\_\_\_ Date: \_\_\_\_\_

If resident is under age 19, parent or guardian must also sign.

Parent or Guardian \_\_\_\_\_ Date: \_\_\_\_\_

Residence Hall Director/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**REFUNDS-ROOM & BOARD**

Per State Board Policy 803.02, students who officially request a meal ticket refund and/or withdraw from the Residence Hall before the official first day of classes or during the first three weeks of the semester/term will receive any refund due on the same basis as complete withdrawals. See the catalog/student handbook for details.