



## FOWLER RESIDENCE HALL HANDBOOK

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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.

<https://catalog.gadsdenstate.edu/>

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. 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 of 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 Student Life and Residence Hall Staff in maintaining a routine of living that is also conducive to good study habits.

Gadsden State strives to provide a safe environment for students and employees. An annex of the Gadsden State Safety and Security Office is located in the lobby across from the office of the Director of Student 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 Student Life, Residence Hall 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** (12+ credit hours) residing in Fowler Hall.

### **RESIDENT ELIGIBILITY**

The eligibility requirements for a resident are as follows:

**Fall/Spring** - currently enrolled; must be registered for **12 or more credit hours** and **maintain** full-time status each semester of residency.

**Summer** - at least **6 credit hours** for mini and summer terms. Any exceptions to the eligibility requirements require approval of the Dean of Student Services. ***Residents are to self-report to the Director of Student Life if enrollment status falls below 12 credit hours at any point during the semester.***

### **STUDENTS WITH DISABILITIES**

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

### **REGISTERED SEX OFFENDER**

See the college's **Registered Sex Offender Policy** located in the GSCC Student Handbook.

<https://catalog.gadsdenstate.edu/registered-sex-offender-notification-policy>

Persons required by law to register as sex offenders (registered sex offenders) will be required to notify Campus Security of his/her intent to enroll and will be required to meet with Campus Security to review the notification procedure and conditions of enrollment. If a registered sex offender registers for classes and becomes a student before the college receives such notification, the student will be immediately informed that he/she is being dropped from classes and will receive a refund of any fees that have been paid.

Gadsden State Community College reserves the right to deny, or revoke the admission of registered sex offenders in accordance with College policy. The College reserves the right to evaluate the circumstances of each case and to refuse admission if it is determined that the applicant is a threat to the safety or security of the College community.

When the College is notified by a corrections or law enforcement agency that a registered sex offender has enrolled or intends to enroll, or a registered sex offender self-reports to a College official, the Safety and Security Committee will determine whether such individual will be allowed to attend classes.

Notification to the College Community will be consistent with any recommendation of an informing law enforcement agency.

### **DORM APPLICATION / DAMAGE DEPOSIT**

In order to be placed on a tentative "waitlist" to receive a dorm room, each prospective dorm resident must complete and submit the "Dorm Application," as well as pay the security/damage deposit fee of \$200 to the GSCC Business Office (refundable at student's exit if there are no damages to dorm room). Completion and submission of the "Dorm Application" and \$200 deposit does not guarantee that a

student will receive a dorm room; it simply puts them on the “waitlist.” Since there are a limited number of rooms in the GSCC Residence Hall, priority is given to students on a “first come-first serve” basis, meaning that the earlier a student submits the “Dorm Application” and \$200 deposit, the better chance they have of receiving a dorm room.

### **ATHLETIC / INTERNATIONAL PROGRAMS**

Student-athletes who are on scholarship to play a sport at Gadsden State, as well as International students, will have priority status in the GSCC Residence Hall. However, the student must complete and submit the “Dorm Application” and the \$200 deposit as listed in the section above.

### **ROOM KEYS / PASSCODES**

If a room key is lost or unaccounted for, the resident should notify the Director of Student Life immediately. The resident will be charged \$40 for re-keying the lock. When a room is vacated, the room key must be turned in to Director of Student Life; if it is not returned, then \$40 will be taken out of the student’s deposit.

### **PASSCODES**

Residents will be given their own unique passcode to unlock the main entrance doors which lead into the Dorm lobby. **This passcode is for the knowledge of the resident only.** If it is found that a resident has shared their passcode with others, (essentially allowing a non-resident to enter the GSCC Residence Hall without permission) disciplinary actions may be taken, including a monetary fine or possible expulsion from the GSCC Residence Hall.

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

Residents who officially request to withdraw from the GSCC Residence Hall **before** the official first day of classes, or during the **first three (3) weeks of the semester/term**, will receive any refund for their room/board payment in accordance with the college refund policy. See the GSCC Catalog/Student Handbook for details. <https://catalog.gadsdenstate.edu/refunds>

#### **Room and Board Refunds**

Per Alabama Community College System policy, students who officially 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 listed previously for complete withdrawals.

When a student exits the residence hall, he/she must complete an exit form. The exit form has an area where the student requests a refund of their \$200.00 security deposit. Any tuition, fees, fines, or penalties that are owed Gadsden State will be deducted from the student’s deposit refund. A student who does not owe GSCC any money will have the entire deposit refunded, with the exceptions noted below. A student must return his/her room key and leave the room in a satisfactory condition (free of damage). However, (1) if the room needs cleaning, a cleaning fee will be assessed as required and withheld from the deposit; (2) if the room needs painting, \$100.00 will be withheld; and (3) if the key is not returned, \$40.00 will be withheld. In addition, the student will be charged (4) \$12.00 per night for failing to vacate the room by the stated time (24 hours after the last day of finals); (5) \$12.00 per night for failing to remove personal belongings from the room by the stated time; and (6) \$75.00 if a College official must remove personal belongings from a student’s room. Personal belongings left at the College after 30 days are abandoned and considered the property of the College. If the amount owed exceeds \$200.00, the student will be responsible for paying the balance due.

### **FOWLER HALL CLOSURES**

Fowler Hall will be **closed** between semesters. A student may submit a written request to stay in the residence hall between semesters. If the request is approved by the Director of Student Life, the student will be charged \$25.00 per day. Approval to stay is not guaranteed. Food service will not be provided during semester breaks.

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

Gadsden State is not responsible, nor liable, for loss or damage to the personal property of residents. Residents are urged to provide for the security of his/her personal belongings by locking their 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 Student 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, 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 or the Alabama Community College System.

1. Air Conditioning units are **NOT** to be set **below** 65 degrees.
2. Windows are to remain **CLOSED** at all times.

### **CLOTHING**

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

### **APPLIANCES**

Only a small microwave oven, crock pot, rice cooker, and cubical refrigerator may be used in the GSCC 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 (i.e. surge protectors). Hot plates, toasters, or toaster ovens are prohibited.

### **LAUNDRY**

Laundry services are available on both sides of the GSCC Residence Hall basement. Limit washing so that all residents can have the opportunity to use the laundry. Complete wash cycles; do not leave laundry in the machines. Residents must provide their own detergent.

### **NOISE**

Loud noise in or around the GSCC 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 suite mate's need for quiet time. Failure to respect the rights of others by being continually loud and disruptive may result in disciplinary action.

## **EMERGENCY PROCEDURES**

Emergency drills are conducted each semester to help residents become familiar with appropriate safety procedures. In case of an evacuation, residents should convene in the large parking lot adjacent from the GSCC Residence Hall. In case of severe weather warnings, residents should seek safety in the basement floor hallway. Residents requiring assistance during emergency situations should report to the lobby. Residence Hall Staff or GSCC Safety and Security will provide assistance to safety areas. All residents must stay in the 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 given preference for first-floor occupancy.

## **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 dietary needs may be discussed with the Director of Food Services. Present the request in writing with appropriate documentation to assist in the delivery of services. Food service is not provided during semester breaks.

## **MEDICAL CONDITIONS**

Each resident is responsible for providing his/her own health and hospital insurance. Residents should make the Director of Student 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 Student Life. The student may be placed in isolation/quarantine, if warranted, for the safety of fellow GSCC students and employees.

# ***VIOLATIONS***

## **ALCOHOLIC BEVERAGES**

The possession or consumption of an alcoholic beverage, or public intoxication in the GSCC Residence Hall, 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 GSCC 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 / 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. Violation of this policy will result in expulsion from the GSCC Residence Hall.

### **FIRE ALARMS / 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 GSCC Residence Hall, on college premises, or at college-sponsored activities are prohibited.

### **LEWD BEHAVIOR / PROFANITY**

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

### **PHYSICAL / VERBAL ABUSE**

Physical or verbal abuse on college property, on the Internet/social media, 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, sexual orientation, or disability.

### **SEXUAL HARASSMENT**

There is zero tolerance for 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. <https://catalog.gadsdenstate.edu/sexual-misconduct-policy>

### **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.

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.

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 (i.e., vape).

### **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 GSCC 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 GSCC Safety and Security Staff can assist in processing an offense with local law enforcement.

## **DOORS & ALARMS**

All side and rear GSCC 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. Suite mates are both responsible for keeping the bathroom clean. The tub, commode, lavatory, and floors must be kept clean. Trash must be emptied daily into the trash bin in the south parking lot. **All food must be kept in a sealed container.** Room inspections will occur weekly. The first unsatisfactory room inspection for a resident will result in a warning. Unsatisfactory room inspections for a resident may result in any of the following: written policy violation, a \$25 fine, and referral to the 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, <https://catalog.gadsdenstate.edu/student-code-of-conduct-and-discipline-nonacademic-policy>.

## **PETS**

No animals or pets of any kind are allowed in the GSCC Residence 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 Student 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 Dean of Student Services who will consider sanctions pursuant to the College's policy for **Computer Use and Internet Access**, <https://catalog.gadsdenstate.edu/computer-use-and-internet-access-policy> and also the **Student Code of Conduct and Discipline for Non-Academic Conduct and Behavior** located in the Student Handbook, <https://catalog.gadsdenstate.edu/student-code-of-conduct-and-discipline-nonacademic-policy>.

## **DAMAGE**

Damage to the room or furnishings will result in monetary charges 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 GSCC Residence Hall in any way. 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**

Visitors must be **18 years** or older and 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 ensuring that the visitor has signed in appropriately at the front desk. Visitors must remain in the room that they have signed in to visit. IDs will be returned when the visitor signs out. Residents should accompany visitors at all times and be 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. to 10:00 p.m. each day of the week.

### **OVERNIGHT GUESTS/FAMILY MEMBER**

No overnight guests are allowed.

## ***VACATING/EXIT PROCEDURES***

### **EXITING RESIDENCE HALL**

Each resident leaving the GSCC Residence Hall permanently must follow these steps when exiting:

1. Complete the appropriate exit form(s), which should be obtained from and signed by the Director of Student Life. The exit forms can be left with the Residence Hall Staff after an approved room inspection.
2. Return the room key to the Residence Hall Staff.
3. The room of the exiting student should be free of trash, in good condition, and with no damage to furniture or walls. The bathroom (i.e. sink, countertop, tub, commode) and floor should be clean.

NOTE: If the room is found to be dirty and/or damaged upon the student's permanent exit from the GSCC Residence Hall, funds will be deducted from the deposit to clean the room and repair the 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 Student Life. The Director of Student 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, or electrical appliance;
4. Engaging in solicitation and sales without permission from the Director of Residence Life;
5. Noise violations;
6. Using darts or dart boards;
7. Smoking inside GSCC Residence Hall (first offense);
8. Using profane language;
9. Failed room inspections.

The Director of Student 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 Student Life may decide upon a disciplinary action and will notify the student, the party bringing the charge(s), and the Dean of Student Services in writing regarding the decision and recommended disciplinary action. If the resident disagrees with the Director of Student Life's decision, the resident may submit a written appeal to the Dean of Student Services within three (3) working days of notification of the decision by the Director of Student Life.

**In addition to Resident Hall misconduct, violations of the [Student Code of Conduct and Discipline Non-Academic Policy](#) may affect the enrollment status of the resident as a student.** These violations (such as disorderly conduct, guns/weapons, drug possession and/or distribution, harassment, etc.) are handled by the Dean of Student Services and may be referred to the Student Disciplinary Committee.

**GADSDEN STATE COMMUNITY COLLEGE**  
**“RESIDENCE HALL HANDBOOK” STATEMENT OF ACKNOWLEDGMENT**

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

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

I hereby acknowledge that I have **read and 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 GSCC Residence Hall and/or from the College. If expelled, I will not be allowed to re-enter the GSCC Residence Hall as a visitor or resident.

I acknowledge that Gadsden State Community College assumes no responsibility for failure to perform any terms or conditions of this Residence Hall Agreement due to any emergency, act of God, force majeure, or other exigency and that refunds will not be granted for temporary suspension of housing services that result from such measures.

Finally, I acknowledge that upon my move-in date, it is my responsibility to notate and report any damages in my dorm room to the Residence Hall Staff. I will be held responsible for any damages in my room that are not immediately notated and reported upon my move-in date.

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

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

Parent/Guardian Signature \_\_\_\_\_ Date: \_\_\_\_\_

Director of Student Life/Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_