



FOWLER HALL HANDBOOK

Mission Statement

Gadsden State Community College prepares students from all backgrounds for success through quality education, innovative workforce development, and inclusive community and global engagement.

FOWLER 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 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 an essential part of student development, is an extension of the classroom experience, and allows students to fully enjoy college life. 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 Fowler Hall. It is expected that residents will cooperate with the Director of Student Life and Fowler 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. Security cameras are located throughout the building and on the exterior. Residents are encouraged to maintain a safe environment by notifying the Director of Student Life, Fowler Hall staff, or Police and Public Safety if they see strangers in the building unaccompanied by a resident or if they notice suspicious behavior. The 24-hour number is 256-312-2132.

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.***

Note: Consideration may be given to students in their final semester who do not need 12 credit hours to complete their degree.

STUDENTS WITH DISABILITIES

Special accommodations may be made for students with special needs. Before moving in, students with documented disabilities, who are also making reasonable accommodation requests, are required to inform the Director of Student Life and should contact the Disability Services office at 256-549-8462.

REGISTERED SEX OFFENDER

The college's ***Registered Sex Offender Policy*** is located in the [Catalog and Student Handbook](#).

Persons required by law to register as sex offenders (registered sex offenders) will be required to notify GSCC Police and Public Safety of his/her intent to enroll and will be required to meet with GSCC Police Department 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.

FOWLER HALL APPLICATION

Prospective residents must submit a Fowler Hall application and pay the application fee of \$100 for the Fall and Spring semesters and \$50 for the Summer semester. The application process and fees must be completed every semester a student wishes to reside in Fowler Hall. The application fee is nonrefundable.

The completed Fowler Hall application places a student on a tentative waitlist but does not guarantee a room. Priority is given to students on service scholarships who are here to serve the college in any capacity. (Athletics, Band, Choir, Theater, Mascot, etc.)

ROOM KEYS

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 the Director of Student Life; if it is not returned, then \$40 will be charged to the student's account. For your safety and that of your roommate, please keep your door locked at all times.

MAIN ENTRANCE DOOR/ KEY FOBS AND CARDS

Residents will be given a key fob or card to unlock the main entrance doors which lead into the lobby. This fob/card is for the resident only. If it is found that a resident has allowed anyone else to use their fob/card, (essentially allowing a non-resident to enter Fowler Hall without permission) disciplinary actions will be taken, including a monetary fine or possible expulsion from Fowler Hall. Lost Fobs/Cards should be reported immediately and will result in a \$25 replacement fee. If your card stops working properly, please see the Director of Student Life for a free replacement.

REFUNDS - ROOM & BOARD

Residents who officially request to withdraw from Fowler Hall **before** the official first day of classes, or during the **first three (3) weeks of the semester/term**, will receive refunds for their room/board payment per the college refund policy. Please visit the [Catalog and Student Handbook](#) for additional information.

FWLER HALL CLOSURES

Fowler Hall will be closed during Thanksgiving, Christmas, Spring Break, and semester breaks. 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 for Spring, Summer, and Fall semesters. Door key code access will be suspended when Fowler Hall is closed. Students should check in at Fowler Hall on the designated date and hours. The College is unable to accommodate students arriving ahead of published opening dates or students remaining after published College closing dates.

FWLER HALL CLOSURE BETWEEN SEMESTERS

Returning Students may leave belongings in their room if returning from Fall Semester break to Spring Semester break and Summer Semester break to Fall Semester break.

Fowler Hall is closed, and no food service is available during Thanksgiving, Christmas, Spring Break, and the semester breaks. Food service will not be available on closed dates throughout the semester. (See college calendar/ calendar of Fowler Hall closure).

Any extension to these days must be approved by the Director of Student Life and will have a charge of \$25 per day.

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 rooms 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 Police and Public Safety. It is the resident's responsibility to keep their doors locked for their safety.

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. Room inspections occur weekly and on an as-needed basis. Rooms are inspected for cleanliness as well as policy violations.

- Automatic Fails are issued for the following
- Air Conditioning set below 65 degrees.
- Open windows
- Full trash cans or excessive trash in the room
- Dirty dishes
- Unapproved cooking appliances
- Tampering with smoke detectors

The consequences for failed room inspections include, but not limited to the following:

- First failed inspection will result in a verbal warning
- Second failed inspection will result in a written warning
- Third failed inspection will result in a fine of \$25
- A fourth failed inspection will result in a fine of \$25 and referred to the Student Discipline Committee.

CLOTHING

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

APPLIANCES

Approved appliances include air fryers, griddles, microwave oven, crock pot, rice cooker, and a cubical refrigerator that may be used in the 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 open-element appliances are not allowed.

LAUNDRY SERVICES

Laundry machines are available in the basement of Fowler Hall. Limit washing so that all residents can have the opportunity to use the laundry services. Complete wash cycles; do not leave laundry in the machines. Residents must provide their own detergent. GSCC is not responsible for items lost while in the laundry room. Please stay with your items while they are being laundered. Please do not overload the machines. If you need assistance determining how many clothes are appropriate for a load, please ask.

NOISE

Loud noise in or around Fowler 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. Every student is required to participate in emergency drills. Failure to do so can result in a fine of \$25 per incident. Repeat offenders will face further disciplinary actions. Safety is a serious matter, and residents are expected to actively participate in all safety measures.

In case of an evacuation, residents should convene in the large parking lot adjacent to Fowler Hall. In case of severe weather warnings, residents should seek safety in the basement Game room. Residents with mobility impairments who may require assistance during emergencies should report to the lobby. Fowler Hall staff, or GSCC Police and Public Safety will assist in safety areas. All residents must stay in the designated area until released by the proper authorities after any emergency or drill.

MEAL PLAN

Fowler 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 and between semesters. Special dietary needs may be discussed with the Director of Food Services at Sodexo. Present the request in writing with appropriate documentation to assist in the delivery of services.

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 THAT RESULT IN AUTOMATIC DISCIPLINARY ACTION**ALCOHOLIC BEVERAGES**

The possession or consumption of an alcoholic beverage, or public intoxication in Fowler 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 Fowler 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 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 Fowler 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. Tampering includes removal, covering, or the removal of batteries. Open flames are prohibited. This includes burning lighted candles and incense.

GAMBLING

All forms of gambling in Fowler Hall, on college premises, or at college-sponsored activities are prohibited.

FAILURE TO COMPLY

Failure to comply with directions of College officers or law enforcement officers acting in the performance of their duties.

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 based on 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 Title IX Sexual Harassment Procedures is included in the [Catalog & Student Handbook](#), and can also be found on the College's website.

THEFT OR DESTRUCTION OF PROPERTY

Theft or intentional damage of the property of any resident, employee, visitors, or of the college itself.

SMOKING POLICY

The Smokefree and Tobacco-Free Policy applies to all GSCC facilities, property, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco/vaping/nicotine products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues, and private residential space within college housing. Smoking and the use of tobacco products shall also be prohibited within 30 feet of all GSCC campus buildings, including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose of their visit.

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 doors at Fowler Hall 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 always kept in good sanitary condition with an orderly appearance. 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, \$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 [Catalog and Student Handbook](#).

PETS

No animals or pets of any kind are allowed in Fowler Hall, except for 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 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 according 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 Discipline](#) located in the [Catalog and Student Handbook](#).

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 Fowler 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 damage 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 8:00 a.m. to 10:00 p.m. each day of the week.

Failure to sign visitors in at the desk will result in a loss of visitor rights. Visitors will be banned from Fowler Hall.

OVERNIGHT GUESTS/FAMILY MEMBER

No overnight guests are allowed. If a resident is caught with an overnight visitor, they will automatically be sent to the Student Disciplinary Committee. The first offense will result in a loss of visitation rights for the remainder of the semester and a ban on the offending visitor. Other measures may be taken by the Committee.

MOVE-IN PROCEDURES

All residents must provide the following at move-in day:

- Course scheduling with at least 12 credit hours
- Student ID
- Proof of payment or payment plan
- Move-in will be limited to regular business hours only. No early admissions are allowed without prior approval and will have a \$25 per day charge.

VACATING/EXIT PROCEDURES

EXITING FOWLER HALL: Each resident leaving Fowler 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 Fowler Hall staff after an approved room inspection.
2. Return the room key to the Fowler Hall staff.
3. The room of the exiting student should be free of trash, in good condition, 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 Fowler Hall, fines may be applied to the student's account.

FOWLER HALL MISCONDUCT POLICY

PROCEDURES FOR CHARGES INVOLVING FOWLER 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 Fowler Hall;
3. Having or operating an open element, or other banned 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 Fowler Hall (first offense);
8. Using profane language or language of disrespect
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 Fowler 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
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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 Fowler Hall Handbook. I understand that violations may result in disciplinary actions and could result in expulsion from Fowler Hall and/or from the College. If expelled, I will not be allowed to re-enter Fowler 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 Fowler 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 note and report any damage in my room to the Fowler Hall staff. I will be held responsible for any damage in my room that is not immediately noted and reported upon my move-in date.

Resident Signature _____ Date: _____

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

Parent/Guardian Signature: _____ Date: _____

Director of Student Life/Staff Signature: _____ Date: _____