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# IMPORTANT DATES

## FALL 2020

August 14, Fri.	Fall Tuition Due
August 16, Sun.	Check-in for New Students
August 17, Mon.	Check-in for Returning Students
August 17-19, Mon.-Weds.	Orientation/Legacy for New Undergraduate Students
August 20, Thurs.	First Day of Classes
September 7, Mon.	Labor Day Holiday (College is closed)
October 8-11, Thurs.-Sun.	Fall Break
November 24, Tues.	Last Day of Classes
November 25-29, Weds.-Sun.	Thanksgiving Break
November 30 – December 1, Mon. - Tues.	Reading Days
December 2-5 and 7th, Mon. – Sat. and Mon.	Final Exams
December 15, Tues.	Spring Tuition Due

## SPRING 2021

*dates & deadlines subject to change depending on COVID-19 circumstances*

January 12, Tues.	First Day of Classes
January 18, Mon.	Martin Luther King Jr. Holiday
March 8-13, Mon.-Sat.	Journeys/Peak Week
March 15-20, Mon.-Sat.	Spring Break – No classes
April 2-4, Fri.-Sun.	Spring Holiday (College is closed)
April 27, Tues.	SPARC (No classes)
May 5, Weds.	Last Day of Classes
May 6, Thurs.	Reading Day
May 6-11, Thurs.-Tues.	Senior Final Exams
May 7-12, Fri.-Wed.	Final Exams
May 15, Sat.	Commencement

## AGNES SCOTT COLLEGE MISSION STATEMENT

- Agnes Scott College educates women to think deeply, live honorably, and engage the intellectual and social challenges of their times.
- Agnes Scott College provides a dynamic liberal arts and sciences curriculum of the highest standards so that students and faculty can realize their full creative and intellectual potential.
- Agnes Scott College fosters an environment in which women can develop high expectations for themselves as individuals, scholars, professionals and citizens of the world.
- Agnes Scott College strives to be a just and inclusive community that expects honorable behavior, encourages spiritual inquiry and promotes respectful dialogue across differences.

## OFFICE OF RESIDENCE LIFE MISSION STATEMENT

The Office of Residence Life is committed to the total education of each student within a traditional residential campus. Each student's current needs, motivations and interests are significant factors in the relationship between the office and the individual. The Residence Life program is designed to enhance the value of a student's individual educational experience as an integral member of the community. A wide range of quality services and programs are available to support and challenge each student to become an active participant inside and outside of the classroom. As an active participant, the student learns to effectively satisfy personal and academic needs as well as experience the importance of being a responsible member of the community.

The mission of Residence Life is to provide a learning environment that promotes the emotional, intellectual, physical, social and cultural growth of the individual student while encouraging activity within the safety of the residence halls and campus-wide community.

The collegiate, residential life experience is a time of increased growth in the interpersonal, intellectual, identity and values dimensions of development for a student. Through the residential experience, students develop autonomy, mature relationships and purpose. The Office of Residence Life directs its efforts toward assisting the development of each student to their full potential and creating a safe and supportive environment.

## HONOR SYSTEM AND COMMUNITY STANDARDS

Ethics and values are central to the purpose, curriculum and social life of Agnes Scott. The Honor System, one of the oldest in the country, is governed by students. Each student is expected to uphold the system's high standards and take personal responsibility for their integrity and behavior. In choosing Agnes Scott, a student accepts the Honor System as their way of life and formally adopts it with the following pledge:

*"As a member of the student body of Agnes Scott College, I consider myself bound by honor: to develop and uphold high standards of honesty and behavior; to strive for full intellectual and moral stature; to realize my social and academic responsibility in the community. To attain these ideals, I do therefore accept this Honor System as my way of life".*

## OFFICE OF RESIDENCE LIFE GOALS AND OBJECTIVES

- Promote problem-solving skills necessary for living in a multicultural and global community.
  - Recruit, select, and develop a highly competent staff of diverse people at all departmental levels.
  - Develop and establish a living-learning environment that reflects responsible citizenship and personal integrity.
- Promote active participation of students in their intellectual and personal growth and development.
  - Provide leadership opportunities for students to create their own positive, healthy environment.
- Develop a community living environment which fosters connections between residence hall life, campus life, and life within society at large.
  - Provide well-maintained facilities that ensure sanitary, safe, and secure student housing conditions.
  - Coordinate effectively and efficiently the work of the department toward the achievement of its goals and priorities in conjunction with other Division of Student Affairs offices as well as the campus community.
  - Provide opportunities for students to be involved in community service and philanthropic projects and programs.
- Create a community environment where students make personal choices and decisions that promote individual and community development.
  - Provide developmental programs and services which assist students in their personal growth, wellness, and development.
  - Provide administrative services to assist in the implementation of effective and efficient management of departmental policies and procedures.
- Integrate the residential students' in-class and out-of-class experiences to balance learning and development that occurs in both settings.
  - Provide opportunities for frequent interaction among students, faculty, and student affairs staff.
  - Conduct student development research, administer staff and program evaluations, and prepare publications and articles for the Office of Residence Life as well as external use.
- Develop a community environment where student learning and growth is paramount and where this growth is integrated into a positive, living-learning environment.
  - Develop a sense of community among residents by establishing expectations and norms that will provide structure for compatible and cooperative community living.

## PROFESSIONAL AND PARAPROFESSIONAL RESIDENCE LIFE STAFF

### Director of Residence Life

The Director of Residence Life is a member of the Student Affairs Leadership Council responsible for the strategic planning and administrative oversight of Residence Life, creates departmental goals and standardize processes for staff and students. The Director also acts as a resource agent in support of residents, oversees paraprofessional and student staff selection, their training and evaluation.

## **Associate Director of Residence Life and Residential Education**

The Associate Director of Residence Life and Residential Education collaborates with the Director of Residence Life to create a comprehensive residential experience and housing program. This person is responsible for the overall administration of a comprehensive residential education program. The Associate Director works collaboratively with various campus constituents on programs related to residential education, including Living Learning Communities, SUMMIT first-year experience, civic engagement, student leadership and other co-curricular experiences. Through engaging events and meaningful interactions, residential education promotes holistic development of all students from the perspective of a liberal arts education.

## **Residence Life Operations Coordinator**

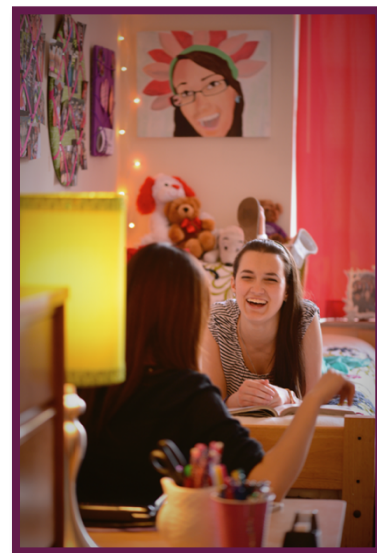
The Residence Life Operations Coordinator manages the daily operational functions of the residence halls and office projects, as well as manages administrative functions for the office, including submitting work orders, and supervising the Office of Residence Life assistants. In addition to managing the logistics of daily operations, the Residence Life Operations Coordinator supports students in a myriad of ways including scheduling appointments with Residence Life staff and connecting students with campus resources.

## **Graduate Assistants**

The Graduate Assistants (GAs) are paraprofessional, live-in staff who work part time in the Office of Residence Life but who have significant evening and weekend responsibilities in the residence halls. The GA plays a significant role in the life and operations of the residential campus at Agnes Scott by providing staff-level on-call emergency support, student support, facilities management, residence hall programming, RA training and supervision, and administrative projects.

## **Resident Assistants**

The resident assistants (RAs) are the upper-class Residence Life student staff who live in the residence halls, Living Learning Communities and Avery Glen apartments. RAs build community in the residence halls and assist with day-to-day interactions among students. Each RA is required to make rounds within their building/house/complex when “on duty,” provide programming opportunities for residents and mediate roommate conflicts as needed.



RAs build community with their residents by utilizing the objectives outlined below. The roles and tasks articulated provide the tools to achieve the educational mission of Agnes Scott College, as well as the vision of the Division of Student Affairs, and goals of the Office of Residence Life. RAs:

- Develops and maintains positive interpersonal relationships with students in the assigned residential area.
- Interact with, and support residents while fostering a strong sense of community.
- Promote and equip residents to succeed academically.
- Support intercultural and leadership development/competencies by engaging with complex global issues.
- Participate in ongoing training to lead strategically and ethically.
- Encourage residents to reflect on values, ethics, and our diverse global society.
- Challenge residents to engage in safe and healthy lifestyles.
- Supports SUMMIT by enhancing programming and education outside of the classroom to reflect global

learning and leadership development.

- Encourage and provide opportunities for student involvement and leadership development.
- Mediate conflicts between roommates and communities.
- Emphasize a community atmosphere that promotes a balance between academic and residential experiences through a diverse programming model.
- Upholds, enforces and supports all college rules and regulations and objectively documents all violations.
- Responds to resident and campus crises and notify appropriate professional staff members.
- Educates residents about safety and security issues related to living on campus.

## CAMPUS HOUSING REQUIREMENT

Agnes Scott is a residential liberal arts institution. The residential environment is a key component of each student's college experience. All students are required to live in main campus housing or campus apartments during their tenure at the college. A contract is signed by students prior to moving in at the beginning of the academic year and spring semester transfer students sign a housing contract prior to moving in for the spring semester. Any students seeking exception to the on-campus living policy must complete an off-campus housing request form. Authorization to live off-campus is granted at the discretion of the Director of Residence Life. Exceptions include:

- Students in the Atlanta area who live with their parent(s)/guardian(s) within a 30-mile radius of campus
- Students age 24 and over
- Married students
- Students with dependents
- Students who need a medical accommodations that cannot be met by the college

Housing is restricted to full-time enrolled undergraduate students only. Part-time students or those who fall below full-time credit hours cannot live on campus without approval from the Director of Residence Life.

Students requesting to live off campus are encouraged to submit their applications by March 1<sup>st</sup> for the fall semester and November 1<sup>st</sup> for the spring semester. New transfer and first-year students are asked to submit requests before June 1<sup>st</sup>. The application to request off-campus housing can be found on our [website](#).

## DORM VS. RESIDENCE HALL

"Dorm" and "residence hall" are often used interchangeably, however there is a huge difference between the two. The dictionary defines a dormitory as "a room for sleeping, especially a large room containing a number of beds." It defines a residence as "a building used as a home." Just as more occurs in a home than just sleeping, more also occurs in a residence hall. The professional and semi-professional staff provides programming, socializing, counseling, emotional support, discipline, leadership skills acquisition and a myriad of opportunities to grow and develop. Our goal is to provide meaningful and beneficial programming and activities that develop the whole self. From involvement in the campus associations to individual attention from your resident assistant, we provide a variety of services to help you, our residents, become successful. Our residence life staff is committed to providing the best experience possible, and they make the difference between a dorm and a residence hall.



## RESIDENCE HALLS

Living on campus is an integral part of the living and learning experience. The Office of Residence Life provides an interactive community, not just a place to sleep. All staff and resources support the educational and social growth of students as they take advantage of this benefit. Residence halls are almost entirely self-governed within the policies of the college and the Office of Residence Life.

The ASC residential community is designed to be comfortable and inviting while providing students with diverse residential options designed to support students' transition to independent life after college. All residence hall rooms have Wi-Fi services. All buildings have common television viewing areas with basic digital services and common laundry facilities. Each Avery Glen apartment has its own washer and dryer. Custodial service is provided in all common area bathrooms, lounges, and corridors in the traditional residence halls. Custodial service is not provided in Avery Glen apartments. All campus residential buildings (excluding Avery Glen apartments and the Living Learning Community Houses) have elevators.

### Winship Hall

Winship Hall houses up to 140 first year students. This building has three floors of residential space. An additional terrace-level floor contains a large common area complete with large tables, couches, a ping pong table, air hockey table, large television, and other forms of entertainment. The terrace level is also home to the Office of Residence Life. The residential floors provide traditional, double rooms equipped with air conditioning units that are individually controlled. Each of the three residential floors includes study and television lounges and a common-use kitchen with microwave and refrigerator/freezer. Winship Hall is fully staffed with one Graduate Assistant, and six Resident Assistants.



**Winship Hall**

### Walters Hall

Walters Hall also houses up to 140 first year students. This hall provides traditional, double rooms equipped with air conditioning units that are individually controlled. The GEMS (Generating Excellence in Math and Science) living and learning community calls this building home, with the participants living on the second floor. Walters has three floors of residential space and an additional terrace-level floor containing the Office of Information Technology Services (ITS). The first floor of Walters provides a common areas often used as a study space or for television viewing. Each of the three residential floors contain a common-use kitchen with microwave and refrigerator/freezer. Walters is fully staffed with one Graduate Assistant, and six RAs.



**Walters Hall**



## Campbell Hall



Originally an academic building housing the college's science programs and classes, Campbell Hall was renovated into an innovative living-learning community which opened in fall 2014. Campbell Hall houses 85 students in suite-style living. Each student suite has two double rooms and one semi-private bathroom/ common area. Rooms are equipped with automatic overhead lighting and keyless entry requiring access codes on both suite entrances and individual rooms. Americans with Disabilities Act (ADA) accessible rooms are available. Each of the three residential floors has its own modern kitchen/community space that includes a stove, oven,

sink, full size refrigerator, microwave, couch, common computer, and a high definition cable television. Several academic resources can also be found in Campbell Hall on the ground floor, including the Center for Writing and Speaking, Economics Learning Center, Sociology and Anthropology Research Lab, and the Resource Center for Math and Science. Campbell Hall is fully staffed with a Graduate Assistant and three Resident Assistants.



*Campbell Hall – Ground floor common area*



*Campbell Hall – Residence hall room*

## Inman Hall

Similar to Main Hall, Inman Hall has been restored to its Victorian elegance while meeting today's needs for efficiency. Inman's former grace is recaptured with period design and furnishings (some donated by alumnae) and chandeliers in the lobbies and parlors. This building is also listed in the National Register of Historic Places. Inman is known for its loft rooms, large porch, second floor sun deck and beautiful interior. Inman houses 89 students, primarily juniors and seniors. The first floor has a beautiful, large parlor with a piano and an adjacent television lounge. Each floor includes a kitchen with a microwave and a refrigerator/freezer. Inman Hall also has central heating and air conditioning.



## Rebekah Hall

Built in 1905 and known for its large rooms and beautiful interior, Rebekah Scott Hall houses 80 students, primarily juniors and seniors. Rebekah was renovated in 2018, to include a welcome center on the ground floor, new electrical and plumbing systems, and to demonstrate a commitment to sustainability, it is LEED silver certified. Rebekah has large single and double rooms on the second and third floors while the first floor houses administrative offices including the Office of Admission. Amenities in the residence hall include common lounges, full kitchens, study lounges, computers, laundry room, and a large sun deck located off the second floor. Custodial service is included in common area baths, lounges and corridors. Rebekah Scott Hall is fully staffed with a Graduate Assistant and three Resident Assistants.



*Rebekah Hall – Residence floor common space*

## Avery Glen Apartments

Apartment living is available in Avery Glen, which is located on the east side of campus. Avery Glen affords a greater sense of independent living for eligible students. Mostly juniors and seniors reside in Avery Glen. Amenities include bedroom, living room and dining room furnishings, high speed internet, cable, full kitchens with microwave, full-size refrigerator, dishwasher and disposal, central heat and air conditioning, washer, dryer and generous closet space. Security at Avery Glen includes a gated entrance and exit, a monitored electronic security system in each apartment, and a live-in community resource officer from the Agnes Scott Office of Public Safety.







### **Agnes Scott Hall (Main)**

*Offline during Academic Years 2019 - 2020 and 2020-2021*

Agnes Scott Hall, also known as Main Hall, was constructed in 1891, making it the first building on campus. This building has been restored to its Victorian elegance while meeting today's needs for efficiency. Main's former grace is recaptured with period design and furnishings (some donated by alumnae) and chandeliers in the lobbies and parlors. Main Hall is listed in the National Register of Historic Places. Today, its historical design is part of the hall's charm. Agnes Scott (Main) Hall is currently OFFLINE for renovations and scheduled to reopen in Fall 2021.

## **LIVING-LEARNING COMMUNITIES**

A Living-Learning Community (LLC) is a group of students who have chosen to expand their education through shared learning experiences. Living-Learning Communities can positively enhance a student's social and academic integration, personal and intellectual growth, collaborative learning, and problem solving skills. The Agnes Scott LLCs are intended for students who have an interest in leadership development, global learning or STEM fields.

### **The STEM House**



An intentional community designed to create and support future mathematicians and scientists. This program builds community and support for students by having them live and learn together in specialized programs and workshops with faculty and staff. The STEM LLC is designed to create a real-world educational living and learning experience that focuses on taking a look into navigating a career within a Science, Technology, Engineering & Math fields.

### **Leadership Development Community**



This community is intended for students who have an interest in leadership development and possibly the SUMMIT Leadership specialization. Through this experience students will recognize key components of effective leadership, including understanding their leadership style, ways in which they can lead others in a team and how to be an effective member of a team and develop meaningful relationships through networking opportunities with faculty, staff, alumni and peers that will promote professional and academic success.

### **Global Learning Community**



This community is intended for students who have an interest in global learning and possibly the SUMMIT Global Learning specialization. The purpose of the house is to educate, engage, and empower students to live and lead in a global society. Students will have a space to share their passion for global learning with peers and further develop their abilities to implement global awareness in their interactions with others.

## Benefits for Residents

The Living-Learning Communities provide a number of academic support, professional development, and personal growth opportunities for residents. Examples of benefits one might have living in an LLC include:

- Create a sense of community and encourage individual commitment to support and respect each other and the program.
- Connect with fellow Scotties, faculty, and staff around common interests
- Promote learning through interactions with faculty outside of the classroom
- Develop academically and personally
- Integrate and apply your interests and experiences
- Explore and define personal values and identity within a community context
- Broaden appreciation for diversity and global awareness
- Become civically engaged and be of service to others
- Collaborate and communicate effectively in various settings
- Professional development acquiring leadership and interpersonal skills
- Engage in activities that promote academic achievement
- Build academic and personal connections with peers, faculty, and professionals
- Make new friends, have fun and learn at the same time!

## GEMS (Generating Excellence in Math and Science)



If you have a passion for math and science, the GEMS (Generating Excellence in Math and Science) Living Learning Community (LLC) is for you. The GEMS LLC is an intentional community designed to create and support future mathematicians and scientists. The GEMS LLC program builds community and support for STEM students living on the same floor and experiencing specialized programs with faculty and staff.

### As a GEMS LLC participant, you will benefit from:

- Academic and social support
- Workshops on time management, STEM skills and best practices
- Excursions and service projects
- Living with classmates passionate about STEM fields
- Career exploration in STEM fields
- Evening programs with faculty and other speakers or panels
- Individualized attention from a GEMS staff member

### To be eligible, you must:

1. Be an incoming first year student and have submitted your enrollment deposit
2. Have an expressed interest in math, science or technology
3. Take at least one math or science course each semester during your first year

For more information visit the [GEMS website](#) or please contact [gems@agnesscott.edu](mailto:gems@agnesscott.edu) with questions

## HOUSING SELECTION

Housing Selection is a structured process to ensure students are placed in on-campus housing in the most objective way possible. Agnes Scott offers a variety of housing options and emphasizes personal choice in our assignment process. The Housing Selection process is tailored to the needs of the residential community and is shared with residents intending to return to campus housing for the next academic year. The process gives ample time to determine their preferred living option and potential roommates for the next year. The Office of Residence Life encourages students to explore the diverse options available. All students participating in the housing selection process MUST be pre-registered for the upcoming Fall semester and student accounts in good standing (NO holds, delinquent/missed payments).

### Housing Selection Instructions

1. Decide your first choice living arrangement:

- Single room -Rebekah Hall (limited)
- Single room - Inman Hall (limited)
- Double room - Rebekah Hall
- Double room - Inman Hall
- 4 person Suite - Campbell Hall
- Double Apartment - Avery Glen
- Triple Apartment - Avery Glen
- Quad Apartment - Avery Glen

Note: The LLC selection process is completed prior to the formal Housing Selection process.

2. Complete an online ballot include both you and your roommate's name, ID number, email address, contact number, and points based on class year. Incomplete ballots will not be accepted. Please submit ONLY ONE ballot per roommate group.
3. The order of Housing Selection is points-based. Priority will be given to those ballots with the highest number of points. Students will receive the allotted points based on verified credits/classifications from the Office of the Registrar.
  - Rising sophomore - 2 points
  - Rising junior - 3 points
  - Rising senior - 4 points
4. Complete and submit ONE ballot for all roommates by the due date advertised for that specific ballot.
  - Housing selection does not happen on one night. It is broken up into multiple nights, allowing students time to determine a new plan if they did not receive their first choice. Because of this, each type of ballot (single, double, apartment, etc.) has a different due date.
5. Check your Agnes Scott email for a copy of your ballot.
  - Each roommate will receive an email copy of the ballot. Check the ballot to make sure that all information is accurate.
6. Residence Life will review all ballots and contact you if any discrepancies arise.
7. Students then participate in Housing Selection Night.
  - Come to the Housing Selection night for the type of housing for which you have submitted a ballot to select your room. Priority will be given to those ballots with the highest number of points.

- *Proxy:* If you or your roommate cannot attend housing selection, please indicate a proxy on your housing ballot
- If your ballot was not selected for your first choice housing option, submit another ballot and try again!

### **Open House**

To provide students opportunities to learn more about room types and facilities in our residence halls, the Office of Residence Life sponsors an open house in all residence halls, once annually. Resident assistants guide tours and answer questions. Look out for advertisements for the date and time of this event each spring semester.

### **Pair Fair**

Finding a roommate can be difficult. Each spring, the Office of Residence Life hosts a “Pair Fair” where residents looking for a roommate can meet other residents in the same position. Residence Life staff start the event off with some ice breaker activities and then allow students to meet and mingle on their own.

## **RESIDENCE LIFE REGULATIONS AND POLICIES**

In accordance with Agnes Scott’s desire to encourage and recognize individual maturity and responsibility, it is expected that students will conduct themselves with propriety and exercise good judgment so that their behavior will bring credit both upon themselves and the college. If a student’s conduct indicates they are not in compliance with the ideals and standards of the college’s Residence Life policies or is not mature enough to reside on campus, the Dean of Students may terminate their student’s resident status. The Office of Residence Life and/or the Office of the Dean of Students reserves the right to contact a resident's identified person of contact, should the resident commit a serious infraction or is deemed incapable of living in residence for reasons that may disrupt the residential community.

### **Smoking Policy**

Agnes Scott College recognizes the serious health implications of both direct use of tobacco products and indirect exposure to the use of tobacco products, along with hazards associated with environmental tobacco smoke. In order to create an atmosphere consistent with Agnes Scott’s mission and commitments to improve the health and wellness of members of the Agnes Scott community and the environment, Agnes Scott prohibits the use or sale of tobacco products on its main campus.

This policy covers all tobacco products including smoking devices that use tobacco, such as hookahs or electronic cigarettes and applies to students, employees and visitors. Use of tobacco products in any facility on Agnes Scott main campus is always prohibited, including any interior space rented or leased by outside entities. Use of tobacco products is prohibited in any college office located in a college-owned building. Outdoor use of tobacco products is prohibited on all grounds or property owned or wholly leased by Agnes Scott. Use of tobacco products is prohibited in all vehicles while on Agnes Scott property.

## Drug Policy

In accordance with Agnes Scott's commitment to academic excellence and the belief that mind-altering drugs may lead to impaired judgment and reduced achievement, the possession and/or use of illegal drugs and/or drug paraphernalia is prohibited on campus.

*Any student engaged or attempting to engage in the unlawful manufacturing, distribution, dispersing, possession of a drug or drug paraphernalia, purchase (exchange of money or other goods and/or services, whether received or not) or use of controlled substances by any means whatsoever, will be subject to suspension or dismissal, the terms of which will be recommended by Honor Court to the Judicial Review Committee (Student Handbook, p.76)*

## Alcohol Policy

Alcoholic beverages are restricted on the Agnes Scott campus in compliance with Georgia and Decatur laws. These laws are as follows:

**Georgia** - The legal age for purchasing and possessing alcoholic beverages is 21. It is against the law to either sell or furnish alcoholic beverages to anyone under the legal age. It is illegal to appear in an intoxicated condition or to evidence boisterous or vulgar behavior on any public street or in any public place, in any private residence other than one's own or in any mode of transportation. Bottles of alcohol with broken seals cannot be kept in cars. It is illegal to misrepresent age in any manner for obtaining alcohol.

**Decatur** - It is unlawful to drink alcoholic beverages in automobiles—parked or moving—on the streets, highways or alleys of the city. It is unlawful to carry any type of open liquor containers in public.

**Agnes Scott College** - Alcohol is restricted to campus-wide social functions or parties held in designated areas and must be approved by the Dean of Students Office and to designated areas within the residence halls. Parties must be registered with the Residence Life Office ONLY Avery Glen Apartments and Living-Learning Community Houses are permitted to have social gatherings.

## Visitation/Guests

NOTE: Due to COVID-19, there is a NO-VISITATION policy in place for Fall 2020. The policies below are in place during a standard semester.

Agnes Scott students are responsible for the conduct and behavior of their guests. All residential guests must abide by Agnes Scott's policies with regard to alcohol, drugs, fire drills, quiet hours, etc. It is the student's responsibility to inform their guests of these policies and to ensure their observance. Guests are defined as individuals who are not currently living in Agnes Scott housing. Public Safety Officers, Emergency Personnel, Division of Student Affairs staff, and Facilities staff who need access to the residential facilities not considered guests. Outside contractors must have identification and be accompanied by an Agnes Scott staff member. Violation of college policy will result in a Judicial Board or Honor Court case and depending on the violation the possible involvement of the Dean of Students and Department of Public Safety.



Visitation in the residence halls is only available when residence halls are officially open for all students; visitors are not allowed during college breaks (Thanksgiving, winter, spring, and summer breaks). Students returning early or staying on campus during college breaks must wait until housing officially opens to have guests. Students are allowed to have visitors during the final exam period. Students and their guests must abide by the 24-hour quiet rules during that time. Students must also be respectful of their roommate(s) and housemate(s) when having guests during the final exam period.

#### **First-Year Visitation Hours**

Monday-Thursday: noon-midnight  
Noon on Friday-Midnight on Sunday

#### **Upper-Class Visitation Hours**

24 hour visitation, 7 days a week

### **General Visitation Rules**

- Visitation must never interfere with a roommate's right to free access to their room at all times. Visitation by guests and other students must be in accordance with the Roommate Agreement established by roommates and reviewed by designated residence hall staff. Roommates must not be deprived of their desired right to privacy, study time or sleep because of the guest.
- Students may have no more than three guests at one time and only two may remain overnight.
- No guest may come in to a residence hall unescorted. Students must accompany their guests at all times. No guest may enter and/or remain in a room without an Agnes Scott student. All guests visiting residence hall floors must be signed in at the door of the student's RA. If a student has more than one guests and must escort one guest somewhere (e.g. bathroom), then the other guest(s) must go with the student and first guest unless another student agrees to take on full responsibility for the remaining guests(s).
- All guests should be escorted at all times. Residents should be aware that male guests must be escorted onto the residential floors. Residents should be prepared for guests during visitation hours. Facilities and contracted employees will announce themselves upon entering the floor.
- Students may not sign in guests in another's student's name. A student may, however, sign in the guests of another student under their own name, which means they assume any and all responsibility for those guests as their own.
- Saying "Guests on the Hall" is not mandatory, but should be said to indicate that there is a guest, staff member or contractor on the floor. This should be said immediately upon entering a hallway and prior to passing by a restroom, shower, or common area.
- Guests may visit in residence hall lobbies outside of visitation hours but must be escorted at all times by an Agnes Scott student who is willing to take responsibility for the guest's actions. Lobbies are available for entertaining guests and may not be used as overnight accommodations or a place to sleep; when in the lobby, guest must be awake.
- Guests may visit the satellite computer centers in the residence halls; this must be noted when a guests is signed in. Guest must be accompanied by their Agnes Scott host when visiting the satellite computer centers. Agnes Scott students have priority over guests for use of computers in centers.
- Meals for guests in the dining hall, Mollies and Black Cat Cafe' must be purchased.
- Students with prospective students as guests are asked to consult with Admission in advance.
- Guests under age 16 who are accompanied by a parent or guardian must be approved by the Director of Residence Life with a minimum of 24 hours' notice before the guest's arrival. For the sake of other residents and the safety of children, the college does not permit babysitting in college housing for any reason (this includes siblings).
- Violations of the Guest Policy will result in a Judicial Board Case.

## Overnight Guests

- The above general rules continue to apply to overnight guests.
- Guests are considered overnight if they are in the residence halls during the hours of midnight to 6:00 a.m.
- Any student who wishes to have a guests stay on campus more than three nights in a two-week period or three consecutive nights must receive permission from the Office of Residence Life.
- Males must use the male or gender-neutral restroom in the lobby and must be accompanied to the lobby by their Agnes Scott host. Male showers are available on the ground floor of the Alston Campus Center or in Woodruff Physical Activities Building.
- First-year students must sign in their overnight guests with the RA on Duty.
- Violations of the Overnight Guest Policy will result in a Judicial Board Case.

## GENERAL RESIDENCE HALL REGULATIONS

### Electrical Appliances

- No changes or additions may be made in the wiring or electrical fixtures in any room without approval from the college electrician. Care should be taken not to overload the existing circuits.
- No extension cords may be used from the hallway plugs into the rooms.
- Electrical appliances, such as hot plates, microwaves, toasters and irons, are to be used only in the places especially equipped and designated for their use in each residence hall (kitchens, lounges, lobby areas, etc.) Electrical appliances are not to be used in rooms. Use of electrical appliances in the rooms will result in a Judicial Board Case.
- Each room is allowed one mini-refrigerator no larger than 2.7 cu/ft and using no more than 1.5 amps of electricity.

### Fire Protection

- Students may not start any fire in or near the residence halls. The use of candles, incense, and other combustible materials is not allowed in any college housing units. The Department of Public Safety in cooperation with the Residence Life Staff conducts fire drills throughout the year.
- Ringing the fire alarms in the residence halls except in case of actual fire is a serious legal offense and will result in a Judicial Board case.
- Failure to vacate the building during an alarm is a serious offense and will result in a Judicial Board case.

### Mandatory Residence Hall Meetings

Residence hall and floor meetings will be scheduled throughout the semester as deemed necessary by residence life staff. Each residential student is required to attend. If a student must miss a residence hall meeting, they may be excused by their resident assistant or Graduate Assistant with at least 24 -hours' notice before the scheduled meeting. Students who miss called meetings are still accountable for information covered during these meetings. Blatant disregard and failure to attend mandatory meetings will result in a Judicial Board case. Students who failed to attend two meetings will be sent to the Judicial Board.

## **Pets**

- In all residence halls, including Avery Glen, students are not allowed to have any pets other than non-carnivorous fish. The largest acceptable aquarium/fish tank size is 10 gallons. Students are responsible for the care, cleaning and upkeep of their fish and fish tank. Failure to maintain sanitary conditions can result in a notice to remove the aquarium.
- This “pet policy” includes pet-sitting for any animals other than fish in all college housing. Students with fish must make the necessary care arrangements prior to the school breaks. Students in non-designated break housing will not be allowed to return during the break to provide care.
- Violations of the no pets policy are subject to penalties by Judicial Board including removal or ban from Avery Glen, a fine, community service, and/or last pick for following-year housing depending upon the severity of the incident and appropriateness of the penalties. Students who have pets at Avery Glen will automatically be charged pet cleaning fees and odor removal fees which cost is subject to assessment. Additional charges may occur if the pet causes damage to college property.
- The no pets policy does not apply to ADA- approved service animals.

## **Emotional Support Animals (ESAs)**

Assistance Animals (often referred to as Emotional Support Animals) are permitted in on-campus residential housing as a reasonable accommodation. Residents must meet the criteria for approval and complete the procedure for requesting housing accommodations via the Office of Accessible Education. If approved by the Accommodations Committee and the resident is assigned to a shared space, roommate(s) must agree to the animal being housed in the room/apartment by signing a Roommate/Suitemate Acknowledgement. A contract detailing owner responsibility and requirements is signed by the owner and the Residence Life staff member who oversees housing upon receipt of valid health/vaccination documents. The approved animal must remain in the confines of the room/suite of the owner. More frequent health and safety checks may take place due to the presence of the animal.

## **Service Animals**

“Service Animals” are dogs that are individually trained to do work or perform tasks for an individual with a disability. Service animals are permitted nearly everywhere on campus. Where it is not readily apparent that an animal is a service animal as defined by the ADA, the College may ask whether the animal is required because of a disability, and what work or task the animal has been trained to perform. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals.

## **Quiet Hours**

- In order to provide an environment that is conducive to sleeping and studying, quiet hours will be maintained Sunday - Thursday from 7:00 p.m. till 7:00 am; Friday and Saturday midnight till 10:00 am. These times will be extended during final exam periods.
- All residents are required to respect their neighbors by maintaining 24-hour courtesy hours.
- If a student is disturbing others during the quiet hours they will receive a warning from Residence Life staff. Persistent noise will become a Judicial Board case.
- During reading days and final exams, 24-hour quiet hours are enforced in all on-campus housing including the Living-Learning Community Houses and Avery Glen apartments.

## Signing In/Out for First-Year Students

Regulations concerning signing in and out are for the safety of students, who are encouraged to always leave information as to their whereabouts. In order to secure the safety of the student and encourage a sense of community responsibility, a mandatory sign-out procedure is in effect for all first-year students until Black Cat Week of their first semester. First-year students planning to be off campus after 8 p.m. are expected to sign out and sign in according to the following procedure:

- The student must sign out on the official form at their RA's door, including their name, destination and expected time of return.
- Upon returning to campus, the student must sign back in on the same form.
- Students set their own curfews and are expected to adhere to them responsibly as a matter of courtesy to their fellow residents. All residents are encouraged to return to campus by midnight on weekdays in order to better meet the rigorous academic demands of Agnes Scott as well as to ensure their safety.

## RESIDENTIAL FACILITIES POLICIES

Each residence hall room is inspected prior to move-in by the Residence Life staff and a room condition form is completed. Upon move-in, a room inventory form is signed by the student(s) living in the room. Each resident is responsible for the condition of their assigned residential space. Rooms are not to be altered substantially by such means as painting the walls. Furniture is not to be removed from the room under any circumstances. In the event furniture needs repair, a work order is to be submitted to Residence Life and the furniture should not be removed from the room. The room will be inspected upon departure to assure that all the furniture is in place and that trash is picked up. The student will be held responsible for any damages beyond normal wear and tear. Students will also be charged for excessive cleaning necessary to return the room normal condition. Responsibility for all items is shared jointly for rooms/apartments in which more than one student lives.

The following items are considered when evaluating ALL residential facilities for excessive wear and tear:

- All original furniture present and accounted for in the room; this includes the appropriate number of beds (and bed parts), dressers, desks, chairs, bookshelves, mirrors, wastebaskets, etc. Students are not permitted to loft their own beds. This is to prevent physical harm.
- Room accessories: door and lock, ceiling light, switches, outlets, window screens, blinds, etc.
- Room itself: walls, floor, window panes, ceilings, etc. Students will also be responsible for all items contained within the Residence Hall Contract, which they will sign upon checking into their assigned housing. When and where it has been deemed there has been damage to college facilities and/or property, a fine will be assessed and placed on the appropriate student accounts.

### Property for Community Use

Students share equally with other hall, house or apartment residents the expense of repair and/or replacement of any college property in common areas (e.g., bathrooms, lobby areas, lounges, stairwells, etc.) of the hall when the college determines that it is unable to fix liability for such expenses upon an individual. When and where it has been deemed there has been damage to college facilities and/or property, a fine will be assessed and placed on the appropriate student accounts.

## Thermostats in Older Residence Halls

Rooms in Inman Hall are not equipped with student accessible temperature control. Students selecting rooms in this building are subject to the dates chosen by the Office of Facilities Management and Residence Life which collaboratively determine when the heating and/or cooling system will be activated.

## Repairs and Improvements to Facilities

There will be no room charge adjustment or other compensation made for inconvenience or discomfort as a result of the college making repairs and/or improvement to facilities or temporary service outages, provided such occurrences are remedied within a reasonable amount of time and with minimal inconvenience to the student(s) involved.

## Storage

On-campus storage for students' personal property is not available. It is the responsibility of the student to make any necessary arrangements for storage. **Personal items left behind will be discarded.**

## Key Policy

At the beginning of the year, students are issued keys to their respective residence halls (exterior door and interior room keys). All residence hall exterior doors (with the exception of Campbell Hall which is open during college business hours) are locked 24 hours a day. Students in Campbell, LLCs, Rebekah, Walters and, and Winship Halls, are given ID access for exterior doors in lieu of a key. Students are asked not to attach their keys to anything that links them to Agnes Scott.

Students are not to let ANYONE into the residential facilities except other known residents or their personal guests. Agnes Scott employees will be in uniform or will have Agnes Scott identification when working in the residence halls. Other vendors will wear a badge, which they must sign for at the Department of Public Safety. If you see an individual who is not in uniform or without valid ID or wearing a badge, contact the Department of Public Safety immediately at 404.471.6400.

Residential students are not to lend their residence hall keys or ID to ANYONE for any reason.

It is the responsibility of each student to maintain their room keys until final departure from their assigned residential facility. Keys are not to be duplicated for any reason; this includes keys issued to Avery Glen residents. The room and building keys must be returned to the Office of Residence Life prior to leaving campus. Failure to do so will result in a Judicial Board case.

If a student's key is lost or stolen, they should report it IMMEDIATELY to the Office of Residence Life during regular weekday business hours (Monday–Friday, 8:30 a.m.–4:30 p.m.) or to their resident assistant after business hours and on the weekend. A fee of \$25 will be assessed to any student locked out of their room on campus more than twice and a \$25 fee will be assessed each time a student is locked out of Avery Glen. Lost residence hall exterior door keys will be replaced for a \$50 fee. Lost room keys will be assessed at \$25 replacement fee. Avery Glen key and gate card replacement cost \$25 and \$50 respectively.

If a student is locked out of their residence hall and/or room during regular weekday business hours, they should go to the Office of Residence Life (ground floor of Winship) or the Avery Glen Leasing Office. During evening or weekend hours the students should contact the RA on Duty for assistance. If all attempts fail to gain access by the aforementioned methods, the Department of Public Safety may be contacted for assistance. If available, a public safety officer will then let the student into their residence hall and/or room. Please note that an officer may not be readily available at the time of a reported lockout and therefore students should anticipate a possible wait. A fee of \$10 (\$25 in Avery Glen) will be assessed to any student locked out of their room more than two times in a semester. (Fall 2020 – fees will be assessed starting with the first afterhours lockout)

At the end of the fall semester, students are to return their key as directed in check-out instructions shared by Residence Life. Exceptions to this will be students who have been approved for Winter Break housing. Following a school break or at the beginning of a semester, students should not seek admittance into their residence halls until the designated admittance date and time. Exterior doors to all residential areas including Avery Glen are rendered inoperable with student keys to limit access during breaks.

## ROOMMATES AND ROOM CHANGE POLICIES

### Roommate Selection for First- Year Students

Incoming first- year students have the option to select their own roommate or be matched by the Office of Residence Life. Students interested in selecting their own roommate may do so through the [Please Don't Snore \(PDS\) website](#). This process occurs typically occurs in June. Incoming students will receive their PDS login information after completing their [Enrolled Student Form and Entrance Health Requirements](#). Through PDS students create a profile including their interests, living habits, photo, and roommate preferences. The PDS program will then find the most “compatible” roommates based on the profiles. Students are not restricted to their “matches” but the options generated are typically a good place to start. Incoming students may also browse other profiles on the site and message other students they may be interested in living with. If a student does not find a match, that is perfectly fine as well. The Office of Residence Life staff will manually assign students based on their PDS profiles. Official housing assignments will be emailed in mid-July.

### Room Change Policy

Residents who wish to change rooms are required to comply with established room change policies and procedures. Residents are allowed only one room change per semester unless the student is required to move by request of the Dean of Students, and/or the Office of Residence Life. There will be no room changes for the first two weeks of the fall semester. During spring semesters, room changes will not take place during the first two weeks. During that period of the spring semester, Pair Fairs and a free room change opportunity will be afforded residents without roommates. Any student requesting a room change after the first two weeks of the semester will be assessed a fee of \$50 to offset any expenses caused during the room change process. During semesters, room changes will be made after other solutions, such as roommate mediation have been exhausted and/or at the discretion of the Director of Residence Life.

With any room change, a Room Change Form is REQUIRED and issued by the Assistant Director of Residence Life who will state the deadline for the completion of the move. If the move takes longer than initially agreed, a fee of \$20 per additional day will be charged unless there is a valid reason the move could not be completed. Resident Assistants will check and sign off on the conditions of the room to be vacated as well as the state of the new space to be occupied. Damages, if any, will be documented and associated fees assessed.

## Residence Vacancies

When vacancies occur, the college reserves the right to show vacant spaces and assign new occupants at any time to fill the vacancies. Residents occupying a double room alone or residing in an apartment with an open space should always have their room/apartment in a condition that allows a student to move in immediately and feel comfortable and welcomed. Residents in a double room are to occupy one-half of the room space only. Residents are assigned one set of complete furniture. The Office of Residence Life reserves the right to remove any additional set of furniture. To ensure living with someone familiar, a resident should try to find a friend or acquaintance to fill the vacancy. Refusal of a new roommate will result in additional room charges based on the type of room being occupied. A new roommate may be assigned any time during the semester or at the end of the semester. Residents with vacancies should leave for winter break anticipating the possibility of a new roommate when they return in January if one has not been mutually chosen. There may be emergency housing situations that occur, and a roommate may be assigned with no prior notice. When possible, the resident occupying the room/apartment during the semester will receive a notice that a roommate will be arriving within 24 hours. The Office of Residence Life reserves the right to assign a student to a room under the 24-hour notification policy. In those instances, the student will receive an email, phone call and/or written notice immediately.

## Refund Policy

Agnes Scott's institutional refund policy for room and board and mandatory fees is to grant no refund for room charges after the start of the semester; no refund on mandatory fees; and a pro-rated refund on meal plans (board) on a weekly basis.

## Consolidation of Housing Vacancies and Additional Housing Fees

Students residing alone in a double room in the residence halls will be asked to consolidate with another student living in a double room. Students who wish to remain in their current accommodations and not have a roommate will pay an additional charge to keep their room as a single (rates will be listed on the Office of Residence Life website).

Students electing to live in the Avery Glen Apartments must clearly understand that the Office of Residence Life reserves the right to reassign students in the Avery Glen Apartments for the purpose of consolidation. Residents in an apartment with a vacancy will be given an opportunity to fill the apartment with a mutually requested roommate prior to being assigned a new roommate by the Office of Residence Life. Residents who refuse to consolidate and lack the maximum occupancy in the apartments may be charged for the vacant space based on the type of apartment and current rate. **Buy-outs and single rooms are not available during times of peak housing demand or student needs. If the BUY-OUT option is available,** the buy-out charge will be divided equally among apartment occupants and will be charged to their account to be paid immediately.

## Special Medical Housing and Meal Plan Requests

Students seeking suitable furnishings or accommodations due to medical, psychological, and/ or health related conditions should contact the Office of Accessible Education. Residential accommodations and changes to meal plans will only be granted based on medical need, not preferences. The Accommodations Committee comprised of staff from the Wellness Center, the Office of Accessible Education, and the Office of Residence Life will review the request and contact the student with approved accommodations.



## PARTY REGISTRATION POLICY

Residents may have social gatherings in their living spaces within certain guidelines. Due to building layouts and size of spaces, gatherings with alcohol are permitted only in the West College Avenue Living Learning Communities or Avery Glen Apartments. Parties are described as events as premeditated gatherings with eight or more people where alcohol is being consumed and/or noise levels are abnormally high. A spontaneous or unplanned event can also be considered a party if it meets the criteria above or as determined by Residence Life staff members or other campus administrators.

To ensure student safety and to ensure that guests comply with Agnes Scott Residence Life policies, we require that parties be registered at least five business days in advance of the event with the Office of Residence Life.

A mandatory meeting between all apartment/house residents and Graduate Assistant and/or other Residence Life professional staff will be scheduled as a pre-condition of approval. If the requesting apartment/house has previously submitted a party registration form, attended the mandatory meeting, and hosted a successful event (without public safety or residence life staff intervention), then the designated host of the event will be the only required person(s) to attend the registration meeting per event.

Public safety and Residence Life on-call staff will be notified once a registration form is submitted and once the registered party is approved. All of the residents living in the apartment/house will be contacted and notified of the party registration approval. **The party registration form does NOT guarantee approval.**

Individuals in Living-Learning Communities and Avery Glen Apartments hosting an event are responsible for ensuring compliance with college policies and state and local laws. Individuals who violate these policies are subject to disciplinary actions by the college, by the state of Georgia, and by the city of Decatur.

- Agnes Scott prohibits the unlawful possession, use or distribution of illicit drugs or alcohol by students, student organizations, faculty or staff on its property as part of any college- sponsored activities.
- Students who are age 21 or older may consume alcohol at registered and approved “BYO” (bring your own) events or special events approved for serving alcohol on campus and during the time approved for the event.
- Intoxication is prohibited.
- Food and nonalcoholic beverages must be available at any BYO event or campus event where alcoholic beverages are served.
- The distribution of alcohol to underage individuals is prohibited.
- The sale of alcoholic beverages at any Avery Glen/Living-Learning Communities event is prohibited.
- The use of pure grain alcohol and kegs are prohibited.
- Devices designed for the rapid consumption of alcohol are prohibited.
- Participation in drinking games is prohibited.

Any student or groups of students who host an event are expected to follow the standards below. Failure to abide by standards may result in disciplinary action for some or all residents of the house/apartment as well as guests.

- The function will end no later than 2am. Quiet hours begin at twelve midnight. All party noise must cease by midnight. If there is a complaint of noise at any time during the party, the party will cease

and the attendees must disperse. At the discretion of a residential staff member or an Agnes Scott Public Safety Officer the party will cease and attendees must disperse.

- If the party spills out into the area surrounding the apartment/house, the party will cease upon the direction of residential staff or public safety. Resident hosts are responsible for the break-up and control of the party.
- Cost of any damage that occurs in or around the party area is the responsibility of the resident host(s). The resident host(s) will be charged for any extra custodial services that are needed because of the party.
- The resident hosts will clean the area (inside and outside of the house/apartment) and dispose of trash immediately after the function.
- Only persons 21 years of age or older may consume or possess alcohol. Resident hosts are responsible for this policy throughout the duration of the party.
- A list of all registered events will be given to the Department of Public Safety and residential staff.
- Events may only be registered on Friday and Saturday nights. No parties will be registered during finals, reading days, or other times when classes are not in session.
- The party registration must be completed and submitted using the [registration link](#) no later than 5pm on the fifth day prior to the event.

## INSPECTIONS AND SEARCHES

The College reserves the right to enter a resident's room at any time to determine compliance with all safety and health regulations and provisions of public law, College regulations, and Residence Life policies, to provide cleaning or maintenance work or conduct an inventory of university property. Advance notice of these inspections will normally be given. Students whose rooms are deemed "unsanitary or a health hazard" will be given 24 hours to correct the situation or be subject to disciplinary action. A room may also be entered if there is an indication of imminent danger to life, health, or property.

### Health and Safety Inspections

In order to adequately maintain the residential facilities, health and safety inspections are conducted to ensure a clean environment and that no policy violations are occurring. You have the right to expect an environment that is conducive to study, sleep, and socialization. Many diverse individuals comprise the residential community at Agnes Scott. As a result of this shared environment, it is necessary for the College to have policies and procedures in place that serve as standards for all residents' behaviors. These policies are not meant to hinder the student but to protect individual and community rights.

### Room Searches

The College reserves the right to enter a student's room for inspection or repair, disciplinary purposes or whenever there is a reasonable cause to suspect violations of College and Residence Life policies. College personnel will enter a student's room if there is a strong suspicion of illegal drug activity and the Department of Public Safety will be contacted. The resident whose room/belongings are being searched shall be present whenever possible, however administrative searches may take place without a room's occupant(s) being present.

## PROHIBITED ITEMS/ BEHAVIORS IN RESIDENTIAL FACILITIES

To ensure that the residence halls, houses, and apartments remain a place where every student can be comfortable and safe, and can benefit greatly from the community living experience, the Office of Residence Life has developed specific residence hall policies.

The list provided below is designed to address some of the most frequently asked about topics. It is by no means exhaustive. Residents should remember they are responsible for all the policies and regulations as outlined in the *General Residence Life Regulations* section of the Student Handbook.

The following **items are prohibited** in residence halls because they pose a fire and/or safety hazard or infringe on the rights of others:

- Bicycles - parked in a hallway, stairwell, or the entrance to a residence hall; will be removed from these locations by Public Safety or Office of Facilities staff.
- Candles/Incense - lit or unlit or halogen torch lamp. Candles for religious or ceremonial celebrations are not permitted.
- Ceiling fans
- Combustible engines and materials - including motorcycles, mopeds, ATVs, grills and petroleum products stored within the residence halls or stairwells.
- Electrical appliances - including, but not limited to microwaves, toasters, toaster ovens, hot pots, oil popcorn poppers, window air conditioners and indoor grills.
- Extension cords - which are not UL-approved. Students are advised to use multi-outlet “power strips” or devices with power surge protectors.
- Fireworks - including but not limited to firecrackers, sparklers, or other explosives
- Halogen torch lamps
- Lounge/public furniture - moved from the common areas into an individual student room, other common spaces, or out of the building
- Open flames - including but not limited to candles or incense
- Pets - of any kind, even for visits, including birds and reptiles. The only pets permitted are non-carnivorous fish in an aquarium not exceeding 10 gallons.
- Possessing any drug or alcohol paraphernalia - including a bong, funnel, etc.
- Water beds
- Weapons - including firearms, ammunition, and hunting equipment

The following **actions are prohibited** in the residence halls because they pose a fire and/or safety hazard or infringe on the rights of others:

- Blocking - hallways, stairwells, and fire escapes in any way.
- Failure to comply - with the health and safety standards of College, municipal, and state authorities or with the provisions of the Housing Contract
- Failure to comply - with visitation protocol
- Failure to properly dispose of trash
- Failure to recycle - glass, paper, and aluminum cans
- Failure to vacate - one’s room or building during a fire alarm

- Fire safety equipment - tampering with fire safety equipment, including fire alarms, stoppers, smoke detectors, fire extinguishers, and sprinkler heads
- Noise - caused by radios, stereos, amplifiers, speakers facing out of your residence hall window or apartment; behavior that infringes on a resident's need for proper conditions for study and rest, regardless of the time of day
- Painting - your room or hallway
- Propping open - a fire door or external residence hall door at any time
- Providing false information or failing to provide information to staff, interfering with staff while they are performing their duties, or being uncooperative or verbally abusive is contrary to reasonable expectations for residence hall living and will be referred to the judicial system. All must follow the directions of college staff members (including RAs, GAs, and public safety officers) at all times.
- Removing room furniture - from one's room without authorization
- Sales and solicitation - on campus and in residential facilities unless you receive written approval from the Office of Residence Life
- Windows - used to throw, drop, or allow any object or person to pass through; displaying in windows or on a window or windowsill, anything that cause injury to those below should it fall

## PERSONAL INSURANCE

The College is not responsible for damage, loss, or theft of personal property that occurs in its buildings or on its grounds. Students are encouraged to obtain insurance through their parent's or guardian's insurance company or purchase individual renter's insurance to cover possible losses. Some homeowner's policies may also cover students while in university residential facilities.

## HOUSING DURING BREAK CLOSING

Throughout the academic year, there are four major break periods for students: Fall Break, Thanksgiving Break, Winter Break and Spring Break. Each of these break periods requires students and staff to vacate housing unless otherwise noted below.

### Open Breaks

**Fall Break** is considered an "open" break period and the residence halls, LLCs and apartments do not officially close. Students are allowed to stay in their rooms during this break without having to be approved by the Office of Residence Life.

**Labor Day Weekend, Martin Luther King Jr. Day and Easter Break** are long weekends and do not require closing of the halls or student registration with the Office of Residence Life.

**Spring Break and Peak Week** - Residence Life requires students to indicate their intent to remain in campus housing during Peak Week/First year "Journeys" travel week as well as Spring Break. Residence Life staff will stay on campus until their buildings are closed for Spring Break. Registration forms will be made available ONLINE in the spring semester. There are no additional fees for Spring Break or Peak Week housing. Please note, Evans Dining Hall will not be open during Spring Break. Depending on the number of students remaining on campus, Mollie's Grill **may** be open with limited hours during Spring Break.

## Closed Breaks

**Thanksgiving Break** and **Winter Break** are considered “closed” breaks by the Agnes Scott. “Closed” breaks do not allow residential students to stay on campus due to the college officially closing during these periods. Students are REQUIRED to turn in ALL keys (including gate cards) to the Office of Residence Life prior to departure for the **WINTER BREAK ONLY**.

“Limited” accommodations are often made for international students or in-season student athletes required to compete during the break period. Students approved to stay during a “closed” break will be consolidated into a facility determined by the college prior to the break period beginning. You must officially request to stay on campus during these breaks by filling out the Break Housing Request Form made available. For information on the closing and opening of halls during this period, please see the Residence Life [Important Dates](#).

**Fees:** Students are not charged to stay on campus during Thanksgiving and Spring Break; however there will be charges associated with Winter Break and May/August interims. Students approved for Winter Break or the May/August interim will be charged based upon their length of stay. The cost for these breaks will be posted when registration is available.

All students (including Avery Glen residents) who wish to stay during break periods must complete a break housing application. Avery Glen residents must adhere to the same break housing policies established for the residence halls. Only students approved to stay for any of the breaks will be allowed access to their designated rooms/apartments for the break.

Residents are required to vacate their room/apartment within 24 hours after their last final exam and no later than the official closing date and time of the residence halls. Students should make travel plans accordingly. Failure to checkout properly or checkout on time will result in a \$100 improper checkout charge. (Note: Students with fish and/or plants must make the necessary care arrangements prior to the breaks. Students that have not been approved to stay in break housing will not be allowed to return during the break for any reason.)

There is no overnight visitation allowed in college housing (Avery Glen, residence halls or living-learning communities) during Thanksgiving, Winter, Spring, Summer and May/August interim breaks.

## CHECK IN AND CHECK OUT PROCEDURES

RAs will complete a check-in Room Condition Report (RCR) before the students move into their rooms. Upon their arrival on campus, the student will receive a copy of this RCR and have the ability to add comments. All areas listed on the RCR should be checked thoroughly and comments written for any damages noted. Students will be notified regarding the location for check-in via email prior to arrival for move-in/check-in.

Before checking out, students receive a form with a checklist to do the following:

- Remove all of their belongings from the room. All personal furniture must be removed by the resident before checking out.
- Complete the check-out RCR. Conditions upon check-out will be compared to check-in conditions recorded. Note any damages to be billed for or wear and tear so that work orders can be submitted.
- Check all walls and ceilings for holes, nails and tape, etc.

- Check all closets (inside and out) and overhead storage areas for cleanliness and damage.
- Check all furniture for cleanliness and damages. Check each drawer of dressers. Check sides and back of dresser. Check all desks and drawers for cleanliness.
- Close and lock all windows.
- Sweep and/or vacuum all floors.
- Empty communal kitchens (including refrigerator), lounges, and laundry facilities.

In order to properly check out of housing, students are required to return the checklists provided with their signatures assigned indication completion, along with keys and gate cards in a sealed envelope. The envelope will be provided by the Office of Residence Life. Residents will be charged for improper check-out, and fees assessed for damages.

## WELLNESS AND SAFETY

The Wellness Center at Agnes Scott is committed to providing accessible, quality physical and mental health care to the college's diverse student population. The Wellness Center team is knowledgeable on developmental issues and assists students in promoting their physical and psychological well-being. They also collaborate with the larger community to support students in accomplishing their goals.

The Wellness Center offers health services, counseling appointments, psychiatric services, referrals, nutritional counseling, massage therapy, and chiropractic care.

To make an appointment please log on to you student health portal at [agnesscott.medicatconnect.com](https://www.agnesscott.edu/medicatconnect.com) .

The Wellness Center website <https://www.agnesscott.edu/wellnesscenter/> also offers resources on

- Alcohol and Other Drug Use
- Disordered Eating
- Self- Harming Behaviors
- Sexual Misconduct
- Suicide prevention

Contact the Wellness Center at 404-471-7100 or by email at [wellnesscenter@agnesscott.edu](mailto:wellnesscenter@agnesscott.edu)

The Wellness Center hours are 8:30am - 4:30pm, Monday-Friday with extended hours until 7PM on Thursdays.

### **Gender-Based Discrimination, Harassment and Sexual Misconduct Policy Statement (Title IX)**

At Agnes Scott College, we are committed to providing a healthy learning and work environment that is safe and is characterized by mutual trust and respect for all members of our community. We are also invested in providing resources to promote sexual assault awareness, literacy, and prevention; as well as, support to members of our community who experience, encounter, and/or witness behavior that violates the policies and ethics of our institution. To foster this environment, the institution has appointed a Title IX Investigative Team to ensure that all students, faculty, staff, and guests are not being subjected to sexual harassment or misconduct.

Sexual Misconduct includes any non-consensual conduct of a sexual nature; sexually exploitative behavior; and, sexual harassment. It is not possible for a person to give consent if incapacitated by drugs, alcohol, or other physical or mental impairment; or if they have been threatened or coerced into giving their consent; or if the person is under the age of 16.

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex, including sexual harassment and sexual violence, in education programs or activities which receive Federal financial assistance. Members of the community who believe they have been subjected to sexual misconduct or harassment are encouraged to report these incidents, third-party and anonymous reports are also welcomed. Once the incident report has been submitted, the Title IX Coordinator will act accordingly, which may include a notification regarding receipt of report and further instructions on how to proceed. After a thorough investigation of all individuals involved, a decision will be made by the Title IX Investigative Team.

Reports, comments, questions, or concerns should be communicated to:

**Title IX Coordinator**

Marti Fessenden  
Special Counsel to the President  
[mfessenden@agnesscott.edu](mailto:mfessenden@agnesscott.edu)  
404.471.6547  
Hopkins Hall 207  
Office of the President

**Deputy Title IX Coordinator for**

**Faculty and Staff**  
Karen Gilbert  
Associate Vice President for Human  
Resources  
[kgilbert@agnesscott.edu](mailto:kgilbert@agnesscott.edu)  
404.471.6435  
Hopkins Hall 214  
Human Resources

**Deputy Title IX Coordinator for**

**Students**  
Karen Goff  
Vice President for Student Affairs  
and Dean of Students  
[kgoff@agnesscott.edu](mailto:kgoff@agnesscott.edu)  
404.471.6392  
Main 100  
Dean of Students

**Fire Evacuation Procedures**

- If there is time, put on weather-appropriate clothes.
- Leave your lights on.
- Feel the door and door handle; if they are hot, don't exit.
- Exit the building immediately, particularly if smoke is visible.
- Don't take an elevator.
- Phone for help outside of building – get out first or pull alarm on way out.
- Make mental notes as you exit the building and inform firefighters.
- Knock as you leave on doors to alert others.
- If smoky, crawl low on the floor.
- Close the door behind you unlocked.
- If possible, leave window closed with shades up and lights on.
- If trapped, lower blanket/sheet out window and yell for help.
- Meet an RA on duty for roll call in your designated evacuation area.
- Your worst enemy in a fire is time. You may only have seconds to evacuate.
- If you have ESA/Service animals, and time permits please take with you, if time doesn't permit please notify staff upon exiting the building.



## Severe Weather Response

In the event of severe weather, all students are encouraged to stay weather aware and exercise caution. Information on the closing or delayed opening of the college is available from the following sources:

- Agnes Scott College Official Webpage
- Emergency Notification System
- Local new media outlets
- Recorded message on 404.-471.-5100

## Tornado Alert Plan

Steps taken during a “Tornado Watch” or “Tornado Warning”

- If DeKalb County is placed in a “warning” status, the Department of Public Safety will deliver a public address message to the campus followed by activation of the Early Warning Tornado System. Everyone on campus should then move to the lowest level of the building in which they are located, staying away from windows and doors.
- As soon as the “warning” status has been lifted for the area, the Department of Public Safety will deliver an “all clear” public address message.

## Tornado Shelters:

- Alston: Green Room & Men’s Locker Room on ground floor
- Avery Glen Apartments: Inside bathroom of each unit or interior-most room with no windows
- Buttrick Hall: Ground floor, Room G-23
- Campbell Hall: Room 100
- Dana Fine Arts Building: Ground floor storage areas
- Evans Dining Hall: Entrance hall to Terrace Dining Area (away from glass doors)
- Hopkins: Kitchen, first floor, and middle of first floor hallway
- Inman: Basement-ground storage room (Away from glass doors)
- Library: Micro-film reader rooms (ground floor)
- Observatory: Planetarium, Room 104
- Presser: Ground floor hallways away from stairs
- LLCs: Inside first-floor bathroom of each house or interior most room with no windows
- Walters: Hallway of ground floor
- Winship: Kitchen or storage rooms on the south end of ground floor
- Woodruff Center: Ground floor hallway and adjacent classrooms if necessary

***Note: If possible, if you are in a residential building, cover yourself with a mattress while in the tornado shelter***



*The policies, regulations, and rules contained in the Office of Residence Life Handbook are subject to change. This guide is provided to assist in promoting community in Agnes Scott College's residence halls and buildings. It is not intended to provide a complete or exclusive description of inappropriate conduct. Any inappropriate conduct is subject to disciplinary action, even such conduct is not described herein, in the Student Handbook or in other college publications.*

*The information in this handbook is accurate to the best of our knowledge as of July 2017. Agnes Scott College reserves the right to correct or change copy without notice.*

*Published by:  
Agnes Scott College  
Office of Residence Life  
141 East College Ave  
Decatur, GA 30030  
404.471.6408*