

2018-2019 VERSION

STEP-BY-STEP

YOUR GUIDE TO ON-CAMPUS LIVING
AT WILMINGTON COLLEGE.



Wilmington
College

TABLE OF CONTENTS

Introduction	5
Testimonies and Queries	6
Housing Contract	7
Housing and Board Requirements	7
Residence Hall Descriptions	8
First Year and Upper-class Living Options	8
Upper-class Only Living Options	9
<i>Overcrowded Housing</i>	9
<i>What To Bring</i>	10
<i>Leave These Items at Home!</i>	10
Campus Dining Service	11
Meal Plan Options	11
Residence Life Staff	12
Assistant Dean of Students for Housing	12
Office Manager	12
Resident Director	12
Resident Assistant	12
Peer Advisor	12
Policies, Rules, and Regulations	13
Air Conditioner Policies	13
Alcohol	13
Damages	13
Fire Safety	13
First Year Floor Policy	14
Gambling	14
Littering	14
Musical Instruments	14
Noise Policy	14
Guest and Student Visitors	15
Housing Contract	15
Immediate Residence Hall Suspension	15
Insurance	16
Joint Responsibility	16
Keys	16
Lockouts	16
Pet Policy	16
Property Damage	17
Residence Requirements	17
Requesting a Particular Roommate	17
Room Assignments	18
Room Changes	18
Room Check-In	18

TABLE OF CONTENTS *continued*

Room Check-Out	18
Room Decoration	19
Bunk Beds	19
Carpet	19
College Furniture	19
Room Consolidation	20
Self-Destructive Behavior	20
Solicitation	20
Smoking	20
Thefts	20
Safety and Security	20
Visitation	21
Services, Facilities, Resources	21
College Cable Services	21
Campus Bookstore	21
Campus Health Clinic	21
Campus Safety	22
Career Resources	22
Center for Service and Civic Engagement	22
Computer Services	22
Finances	22
ID Cards	22
Laundry Facilities	22
Lost and Found	22
Lounges/Study Spaces	22
Mail Room	23
Maintenance and Custodial Services	23
Parking	23
Alternative Food Options	24
Student Resource Center	24
Telephones	24
Vacation Housing/ Closing of College Housing	24
Valuables	24
Vending Machines	24
Emergency Numbers	25
Local Banking	25

INTRODUCTION

The residence halls at Wilmington College are more than just a place to sleep and study. They are living-learning environments that promote individual growth and development. They also provide a community living experience that is rich with learning opportunities.

For many, community living is a new experience, therefore, as with any community of people, some guidelines are necessary. These guidelines facilitate cooperation, appreciation for new ideas, and cultural and lifestyle differences..

This booklet is designed to answer your questions about life in our residence halls. You will find when you read it that you will be instructed many times to refer to the **Student Handbook**. This handbook will be available to you when classes start in the fall.

TESTIMONIES AND QUERIES OF THE STUDENT CODE OF CONDUCT

Wilmington College is a Quaker college with a tradition of peace, service, inner direction, and a special interest in maintaining community spirit.

The Student Code of Conduct exists to foster and enhance the academic mission of the College. The Student Code also supports and helps maintain an environment in which learning, growth, and maturation can take place. **Members choosing to be a part of this community of scholars commit to uphold high standards of conduct, which are stated in the Testimonies that follow.**

The Queries are questions that provide ongoing guidance to help all members achieve these goals. If one abides by these, violations of this Student Code of Conduct will be virtually non-existent, and our campus will be the caring community for which we strive.

Testimony: I will practice personal and academic integrity.
Query: Am I aware that cheating in classes, in games, or in sports is inconsistent with this testimony? Do I make an effort to eliminate the practice of plagiarism, borrowing another student's homework, lying, deceit, excuse making, and infidelity or disloyalty in personal relationships?

Testimony: I will avoid all behaviors that are harmful to my body.
Query: Am I aware of the injurious effects of drugs and alcohol on my judgment, my health, and my influence on others? Do I avoid using drugs and alcohol as a basis for friendships, during recreational activities and sports performances? Am I making responsible choices regarding drugs, alcohol and tobacco?

Testimony: I will respect the dignity of all persons.
Query: Am I aware that behaviors such as demeaning the dignity of individuals or groups, including hazing, more forms of intimidating, taunting, teasing, baiting, ridiculing, insulting, harassing, and discrimination are inconsistent with this testimony?

Testimony: I will discourage bigotry and strive to learn from differences in people, ideas, and opinion.
Query: Am I a positive influence for equal rights and opportunities for all students regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, political, social or other affiliation or disaffiliation, and sexual orientation?

Testimony: I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.
Query: Am I compassionate and considerate, avoiding behaviors which are insensitive, inhospitable, or which cause others to feel unsafe or unwelcome?

Testimony: I will respect the rights and property of others.
Query: Am I aware that all forms of theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property is inconsistent with this testimony? Do I avoid violating person's rights to move about freely, express themselves appropriately, and to enjoy privacy?

HOUSING CONTRACT

The **Housing Contract** consists of five documents. They are:

1. The **Contract Form** (*separate enclosure in this mailing*)
2. The **Statement of Terms and Conditions** (*separate enclosure in this mailing*)
3. The **Housing Application** (*separate enclosure in this mailing*)
4. The **Housing and Board Requirements** (*listed below*)
5. The **Housing Calendar** (*included in the Statement of Conditions and Terms*)

The Housing and Residence Life Office will be using information from the **Housing Application** to make housing and roommate assignments and to notify the appropriate people in cases of emergency. All information given in this **Housing Application** will be kept confidential.

Note to parents: *You must let the student complete the Housing Application. In the past, parents have completed the application, and the preferences may not match what your student prefers. This causes problems when it comes to assigning roommates because the Housing and Residence Life Office takes these preferences into consideration.*

To finalize this agreement, the **Contract Form** must be signed by the student and returned to the Housing and Residence Life Office along with the **Housing Application**. Signing this **Contract Form** indicates an agreement to adhere to the Wilmington College policies, rules and regulations as written in the **Student Handbook** and other official publications of Wilmington College. The **Contract Form** should be read carefully before signing. Questions regarding this **Contract Form** should be directed to the Assistant Dean of Students for Housing and Residence Life.

Please use the **Housing Application and Contract Form** that is included in the packet with this booklet.

HOUSING AND BOARD REQUIREMENTS

All resident students must sign a **Contract Form** with the College concerning their housing and board. All full-time regular students are **required** to live in the residence halls and board at the campus dining room. There is a four year resident requirement. Exemptions to these requirements are granted by the Assistant Dean of Students for Housing and Residence Life, and an Exemption Review Panel.

Compliance with the **Housing and Board Requirements** is a condition of initial registration and continuing enrollment at Wilmington College.

RESIDENCE LIFE AND HOUSING POLICIES & PROCEDURES

Residential Philosophy

Wilmington College is a residential college seeking to provide a learning environment supportive of, and complementary, to its academic program. All members of the campus are an integral part of the community and as such, will assume an active role in developing and monitoring an atmosphere which promotes success and greatest level of involvement for everyone.

The opportunity to interact with other students, often from different backgrounds or cultures, in campus residence facilities challenges students to expand and explore their attitudes, values, and interests. As a community member, your rights and responsibilities must be balanced with the needs of your neighbors.

Housing Policy

All full-time Main Campus students are required to live in the residence facilities for eight (8) semesters and board at the campus dining room. Requests for commuter status or applications for exemption from the housing requirement are available in the Housing and Residence Life Office. An exemption may be granted by the Assistant Dean of Students for Housing and Residence Life for the following reasons:

- The student is part-time (taking less than 12 credit hours per semester)
- The student will be living with their parents or legal guardians at their primary address within 30 miles of the College. (A section on the exemption application requires a notarized signature from parent/guardian verifying the student is commuting from the primary home of the parent/guardian)
- The student is legally married. (If the student plans to marry over the summer, the exemption approval will be pending until a copy of the marriage license is submitted to the Housing Office to complete the exemption application)
- The student is a single parent with dependent child who lives with the parent and the child is identified as dependent on the student's FAFSA
- The student will be 23 years of age by the first day of classes of fall semester
- The student is a member of a Greek organization and will be living in the Greek-owned house providing that house has been approved by the Housing Office and the student has been approved to live in the house by the Greek organization
- The student has had prior Military Service. Provide description/documentation of service.
- The student has already lived in the college residential facilities at least eight (8) semesters
- The student will be studying abroad, and have made housing arrangements for the spring, semester
- The student will be student teaching outside of the 30 mile radius of Wilmington College commuting from parent's primary home address and have made housing arrangements for the spring semester
- Other...(explanation must be included with application and will be reviewed on an individual basis by the Housing Exemption Review Board)

Board/Meal Plan Policy

Students living in campus residence halls are required to be on one of two board plans. Returning students may choose the Carte Blanche Plan or the 160 Block Plan. Returning students may change the meal plan through the first Friday of classes each semester. **First Year Wilmington College students are required to be on the Carte Blanche Plan during Fall Semester, but may choose to change to the Block Plan for Spring Semester.** The change may be made through the first Friday of Spring Semester classes.

RESIDENCE HALL DESCRIPTIONS

Every residence hall has laundry and lounge facilities, as well as vending machines. Each student room is furnished with desks or study tables, chairs, beds, dressers, and wardrobe closets. Each student room also has basic cable TV hookups. You can learn more about each residence hall at the College's web site: www.wilmington.edu. Unless otherwise specified, students have a community bathroom on each floor. All Residence Halls are Wireless. The network is designed in a way that separates different devices. The network will have bandwidth dedicated to school use, streaming movies, connecting video game systems, and several more.

FIRST YEAR LIVING OPTIONS

First Year Students will be housed in Austin and Pickett Residence Halls. In most cases, these rooms are double occupancy and are approximately 16' x 12'. They will participate in the First Year Connections program. First Year Connections provides students with learning experiences that foster a smooth transition to college, academic success, personal growth and social responsibility. All first year students have the opportunity to learn and grow together. Realizing that the transition to college does not occur in the first few days or months, this program is designed to aid in the acclimation and acculturation of students to Wilmington College as they develop their identity as a student and as a leader for the future.

First Year Connections is structured to bridge the learning opportunities in the residence hall with those among the campus community allowing students to take full advantage of the programs designed to promote a successful transition.

Austin Hall– Completed in 1957, this residence hall adjoins Pickett Hall and can house approx. 145 men and women on separate floors. Austin exclusively houses first year students. A number of athletics offices are located on the first floor including the football coaches offices on the south wing.

Pickett Hall– Dedicated in 1965, the facilities are similar to those in Austin Hall. Pickett is WC's largest residence facility. This hall can house about 218 men and women on separate floors. Austin and Pickett Halls share a lobby on the first floor, and a TV lounge on the second floor.

UPPER-CLASS ONLY LIVING OPTIONS

(for Transfer Students with more than 12 semester hours)

Denver Hall: Built in 1924, Denver Hall houses approximately 50 men and women. It has a kitchen, game room, and a TV lounge. The lobby was renovated in 2008 with new furniture, a flat screen TV, and a quiet study area. The student rooms range in size from 9' x 10' to 12' x 18'.

Marble Hall: Built in 1948 by students, faculty, staff, and friends. Holds approximately 70 men. Has a full kitchen. The lobby was renovated in 2010 with new furniture, a flat screen TV, and a quiet study room. The student rooms range in size from 10' x 16' to 14' x 18'.

Friends Hall: Built in 1955, Friends Hall houses approximately 95 men and women on separate corridors and is reserved for upper-class students. It has a kitchen and TV lounge. The lobby was renovated in 2010 with new furniture, a flat screen TV, and a quiet study room. The student rooms are approximately 12' x 16'.

Fife Avenue: The Fife Avenue facility, located at 1594 Fife Avenue is reserved for students participating in the Equine Studies program. Built in 1928, renovated for student living in 1995. The Residence Hall is in the same building as the Art Department and is across the street from the barn to provide students easy access to their horses. This facility houses 11 students and they are charged at the alternative housing rate. It is air conditioned, has a full kitchen, telephone services, and Dish network TV. This facility is not connected to the campus network for internet and email access, however DSL service is provided. Residents are required to have a meal plan. Please see page 9 for explanation of meal plans. Transportation is NOT provided to or from campus.

OVERCROWDED HOUSING

Due to large numbers of students requesting housing, it may become necessary to triple or quad rooms and use study and guest rooms for student housing the beginning of fall semester. The Housing Staff hopes this will not be necessary. If it is, rooms will be tripled beginning with the last assigned first-year room, then going backward through the room selection order (based on the Housing Deposit receipt date). These overcrowded rooms will be converted back to regular double rooms as soon as the overcrowded situation subsides.

How to Help Yourself If You Are in a Converted Triple

This is a temporary circumstance. Whenever we make a decision to triple or quad students, it is done in order of the last housing deposit received. Sit down with your roommates at the beginning of the year and establish some ground rules for living in the space. Your Resident Assistant will assist you with this process. Check your mailbox every day, as the Housing and Residence Life Office will be communicating with you about breaking down your triple through the mail. Don't panic—we won't forget about you!

WHAT TO BRING

LESS is better. Remember that roommates also bring belongings, so discuss some of the items you would like to have in the room and who will be responsible for bringing them when you get your roommate assignments early August. Also, it may be more practical to purchase some items locally instead of hauling them all the way from home. The following is a list of useful items!

Bedding and Linens

Warm blanket Pillow(s) Bedspread Sheets*
Pillowcases Towels Washcloths

Laundry

Laundry detergent Dryer sheets Clothes drying rack
Laundry bag or basket Iron

Personal Items

Brush and comb Soap Shampoo Toothpaste and
toothbrush Razor Small first aid kit Any prescription
medicines Hair dryer Waterproof sandals for shower
Snack food & beverages

Clothing

Jeans Pants Shorts T-shirts or blouses Hangers
Rain gear Small sewing kit –Generally dress at WC is
casual. There is little need for “dressy clothing” however
occasionally students attend activities or have class
presentations where such clothing is appropriate.

Other Items

Microwaveable drinking glass/mug, cups/glasses, dishes and cutlery for snacks Glass cleaner & paper towels
Lysol wipes Flashlight TV/DVD Radio/stereo/cd player/headphones Computer Inexpensive camera,
and batteries Study lamp Alarm clock (with back-up battery) Cellphone/charger Wastebasket and
trash bags Sports equipment Bike with a good lock Fan (2 per room) Plants Deck of cards or board
games Desk supplies Small bottle of dishwashing detergent Umbrella Bedside table Compact
refrigerator (4.5 cubic feet or smaller–only one per room) Posters and photographs Stamps and
stationery Non-flammable carpet/throw rug (only one carpet per room) Address/phone list Box cutter
for retrofitting carpet** Under the bed storage containers (most beds have up to 15 inches of storage space
underneath) Batteries White plasti-tac for hanging posters USB Flash Drive Milk crates or Yaffa
Blocks *Wilmington Fire Department requires surge protected power strips in place of small extension cords.
Heavy gauge cords may be used on a temporary basis.

**Most mattresses are 80”. Buy sheets accordingly.*

*** We can provide you with only GENERAL dimensions of the room. You may want to plan to cut your carpet to fit when you arrive..*

LEAVE THESE ITEMS AT HOME!

Not allowed in residence facilities:

- Anything defined as a cooking appliance including but not limited to hot pots, hot plates, immersion coils, electric skillets, grills (including George Foreman type), toasters, toaster ovens, and microwave ovens are not allowed.
- Other items– firearms (including bb guns and AirSoft guns), fireworks, halogen lights, lamps, plug-in room deodorizers, incense and incense burners, outside TV antennae, space heaters, ‘gang’ outlets, unprotected–power strips, refrigerators larger than 4.5 cubic feet or with a separate freezer door, air-conditioners or sun lamps (only permitted for medical reasons approved).
- Do not bring any pets other than herbivorous (non-carnivorous) fish in 20 gal tanks or less.
- All Emotional Support Animals (ESA’s) must be registered and approved by the Academic Services Director.

CAMPUS DINING SERVICES

All students living on-campus are required to subscribe to one of the following meal plans.

All first year and first time students will be placed on the Carte Blanche plan:

The reason for placing new students on this plan is to give them a chance to become acclimated to eating habits on campus. A student on the 160 Block Plan may eat three times a day in the dining room, and can use up their meal allotment (of 160 meals) before the semester ends, therefore having to buy more meals to finish out the semester. If the student finds that they are not using the unlimited plan to its fullest, they have the option to change to the 160 Block at the end of the Fall Semester by signing a Meal Plan Change form available in the Housing Office between and the first Friday of the Spring Semester.

RESIDENCE HALL MEAL PLANS

Carte Blanche– This plan gives the resident unlimited access to soup, salad, cereal, deli bar, waffle bar, dessert bar, fruit bar, and beverages in the campus dining room from 7:00 a.m. until closing Monday through Friday. There are special hours for meals on Saturday and Sunday. Hot meals are served during regular meal times (see below). In addition the student gets \$25.00 in “bonus dollars” which can be used to purchase food from the Sandella’s Flatbread Cafe which serves flatbreads, wraps, panini’s and other snacks. Students cannot run their guests through on their meal plan, only on their “bonus dollars.”

After the fall semester, students have an *option* to choose between the Carte Blanche plan and the Block Plan, described below. They should change their meal plan before leaving campus for winter break or by the first Friday of the semester.

Block Plan– This plan gives the student a total of 160 meals (blocks) for the semester. This plan gives the student \$85.00 in “bonus dollars” for use in the “Underground.” A student can enter the dining hall during any time of operation, but will use a “block” each time he or she enters. Students may run their guests through on their meal plan, one “block” per guest, or they may use their “bonus dollars” to pay for meals.

PREFERRED HOUSING MEAL PLAN

Preferred Meal Plan– 90 Block Meals with \$100 “bonus dollars.” Only available to residents of Preferred Housing and Commuting Students.

DINING HOURS

Dining hours for hot meals (for those on the Block Plan, Alternative Meal Plans, or the Carte Blanche Plan) are:

Mon – Fri	Breakfast (hot)	7:00 – 9:30am
	Lunch	11:30 – 1:30pm
	Dinner	5:00 – 7:00 p.m. (6:30 p.m. on Friday)
Sat – Sun	Brunch	11:30 – 1:00 p.m.
	Dinner	5:00 – 6:30 p.m.

Every resident student is issued an ID card that enables him or her to eat meals. It will be updated each semester for validation. **Students are not permitted to enter the dining hall without their ID.** Students who do not present their ID card must pay cash for their meals. All cafeteria diners are expected to return all used dishes and utensils to the cleaning belt.

OTHER DINING OPTIONS

Simply To Go– This option is provided in the TOP where a student on the run can pick-up a quick meal in exchange for a meal swipe. The option include sandwiches, salads, chips, drinks, and much more. This dining option is available from after breakfast to 7pm.

Sandella’s Flatbread Cafe– Offers a snack bar type scene in the Center for the Sciences & Agriculture. Has many options including a variety of subs, pizzas, and soup. This alternative dining option is paid for by the students “bonus” dollars. Located in the Center for the Sciences & Agriculture.

RESIDENCE LIFE STAFF

The Residence Life Staff is available to assist with any requests or problems that students may have throughout the year. However, students are responsible for their actions. It is the challenge of each resident student to make community living work. The right to privacy, quiet, the protection of personal and public property, and respect for the needs of every person are basic elements of the residence hall living experience. The success of the residence hall community depends on each student’s willingness to accept responsibilities.

The Residence Life Staff is expected to help develop a friendly hall atmosphere and enforce Wilmington College policies. In dealing with conflicts that arise on the hall over courtesy, consideration or noise problems, it is the staff’s role to encourage students to resolve their own conflicts, providing assistance as needed, not to solve them for students.

DIRECTOR OF HOUSING AND RESIDENCE LIFE

The Director of Housing and Residence Life is the administrative person who coordinates the efforts of the entire Residence Life Staff. This person is responsible for the total operation of Housing and Residence Life programs. The office for the Director is in Pyle Center #5. The Director of Housing and Residence Life supervises all positions listed below.

ADMINISTRATIVE RESIDENT DIRECTOR

The ARD is a full time professional staff member who coordinates the day to day operations of the Housing Office. The ARD is also the professional staff person who supervises the student staff in the upper-class resident communities.

RESIDENT DIRECTOR FOR AUSTIN-PICKETT

This person is charged with working with all student life issues as they relate to first-year students and will consult with students regarding academic pre-advising, pre-room selection, and LIGHT series programming. They supervise the Resident Assistants in Austin/Pickett Halls.

RESIDENT ASSISTANT

Probably the first member of the Residence Life Staff that each resident student will meet is the Resident Assistant (RA). There is a RA for every hall in the residence halls. RAs are good people to know. They can answer questions about Wilmington College or direct the questions to someone who can.

The RAs are some of the top student leaders on campus, and they have undergone an extensive selection and training process. They have been trained in first aid procedures, peer advising, time management, College rules and regulations, etc. The RAs along with the rest of the Residence Life Staff and Campus Safety have the authority to enforce College policies, rules and regulations in any of the residence halls.

HEAD RESIDENT ASSISTANT(S) / ADMINISTRATIVE RESIDENT ASSISTANT

HRAs & ARAs are Residence Life Staff student leaders that further assist residents and Resident Assistants with any and all needs that our student population may face. The HRAs serve in the campus on-call rotation. The ARA commits time to the Housing Office.

POLICIES, RULES AND REGULATIONS

Policies, rules and regulations for residence hall living are described in this section (more detailed information is provided in the **Student Handbook** which you will receive when you arrive in the fall). Each resident student must sign a Housing Contract that indicates that the student agrees to read and abide by all Wilmington College policies, rules and regulations as stated in the **Student Handbook**. Another resource students should refer to for further information on the College is the **Catalog**.

AIR CONDITIONER POLICIES

Air conditioners are allowed **ONLY** if you meet the following criteria:

- a) You must have a written letter from your family physician explaining your medical condition and list all prescription medications you are taking for that condition.
- b) Upon receipt of this statement from your physician, the Director of Health Services will review the explanation; and will approve or deny your request for an air conditioner. She may require some additional information from your physician, so make sure your physician's phone number is on the letter.
- c) If request for an air conditioner is approved, there will be a \$350.00/resident charge payable in the Business Office before installation of the air conditioner.
- d) Pickett Hall is the **ONLY** first-year residence hall that allows air conditioners to be installed.

ALCOHOL

Pertaining to the state law on drinking age, a person must be 21 years old to consume beer or other alcoholic beverages. Preferred Housing residents are allowed alcohol in their apartments or houses if they are of legal drinking age. Upper-Class Residence Hall residents are allowed alcohol providing that all assigned residents of the room are of legal drinking age. Alcohol is not allowed, under any circumstance, in a First-Year residence facility. This privilege is reviewable and can be suspended through Student Conduct. Please refer to the Student Handbook for more information regarding this policy.

DAMAGES

Damages occurring in common areas or a student's room should be reported to the Resident Assistant (RA). The student(s) responsible will be expected to pay for damages if they were not due to normal wear and tear. Accidents will happen so damage should be reported immediately. Damage fees and fines vary depending on the particular incident. The Business Office will bill a \$125.00 damage retainer to the student's account. The retainer will be held through the academic year. The retainer will be credited minus any damages or fines that may have accrued after billing is completed.

FIRE SAFETY

Fire safety equipment is to be used only for the purpose for which it was designed. Misuse of, or damage to fire safety equipment (i.e. fire alarms, fire extinguishers, smoke detectors, emergency exit doors and alarms, etc.) or failure to leave a building during a fire alarm will be considered a serious matter which will result in disciplinary action and possible legal action. Students may be billed \$5.00 for each pulled fire alarm that occurs in that resident's building.

Wilmington Fire Department conducts an annual check of the Residence Hall rooms during the first semester. Any fire code violations will be documented and students will be notified. WFD will conduct another check of the violations to check if the issue has been addressed. Judicial Affairs can get involved depending on the violations. Students may also be cited legally by WFD and written a ticket.

Wilmington College will handle each and every fire code violation seriously as each student's safety is of the utmost importance to us.

SMOKING

Smoking and/or the simulation of such is prohibited in our Residence Facilities. Smoking is not permitted in or within 25 feet of any building on campus. This included cigars, cigarettes, pipes, vape pens and any other form of smoking. Please refer to the Student Handbook for more information regarding this policy.

Special note regarding Smoke Detectors: smoke detectors are placed in each student room for the safety of each resident in the residence hall. Damage to the smoke detector by disassembling, removing the cover or tampering with the smoke detector in any way will result in an automatic fine of at least \$25.00 and possible disciplinary action. Those smoke detectors that are battery-operated should not have the battery taken out or turned around for any reason. This action will also result in the automatic fine of at least \$25.00 and possible disciplinary action. If the smoke detector starts to “beep” during the year, the resident should notify the RA immediately to have the battery replaced. If this does not solve the problem, the RA will contact Physical Plant to have the smoke detector replaced.

Every building is also equipped with a fire alarm system. If the fire alarm sounds, everyone must vacate the area immediately according to the hall fire evacuation plan. No one may re-enter the building without the authorization of the Residence Life Staff and/or Wilmington Fire Department. Fire drills and fire safety meetings may be conducted once each academic year in every residence hall in compliance with the Wilmington Fire Department requirement. The Residence Life Staff or Campus Safety may enter any room without prior notification to determine if a violation of the fire safety policies exists.

FIRST YEAR HALL POLICY

All first year students living in the residence halls will be assigned to Austin/Pickett. Space permitting, first year students can be exempt from living in a first year building if they are transfer students with more than 12 semester hours or if they are 21 years of age or older. To be exempt from the first year floor requirement, a written request must be made to the Director of Housing and Residence Life.

GAMBLING

Gambling or wagering for money or other items of value is not permitted in the residence halls or on-campus due to State laws and regulations.

LITTERING

There are trash receptacles located in the bathroom on every floor in all residence halls. Room trash should not be left in these receptacles. It is the responsibility of every resident to dispose of his/her room trash in the dumpsters located outside of every building. Students are expected to clean up after themselves when they use common areas (for example, pizza boxes and pop cans are not to be left in lounge or stairwell areas). Students found littering or leaving their room trash in any common areas will be fined, if problems persist students can be seen through the WC’s Judicial Affairs department.

MUSICAL INSTRUMENTS

If the use of a musical instrument or an amplifier becomes a nuisance, the student will be asked to discontinue using it in the residence halls. Students may make arrangements with the Music Department to practice in the Fine Arts building.

NOISE POLICY

Although students are expected to keep noise to a minimum 24 hours a day, (the noise should not be heard in the hallway), the excessive noise policy will be strictly enforced from 10:00 p.m. until 10:00 a.m. Sunday through Friday; and from 1:00 a.m. until noon on Saturday and Sunday. During exam periods at the end of each semester, this policy is enforced 24 hours a day until all residents have vacated the building.

A residence hall must serve students in many ways. The most important way is to provide a place to study and sleep. Even though strict hours are not in effect during the daytime, residents should be considerate of their neighbors at all times. With many of our students working nights, they must be able to sleep during the day, and those who wish to study during the daytime hours should be able to do so.

Excessive noise will not be tolerated at any time of the day.

The Residence Life Staff has the authority to decide what is deemed to be “too loud.” Large stereo systems may be sent home with students upon request, or confiscated and returned at the closing in May if problems persist.

GUEST AND STUDENT VISITORS

Guests – A guest is defined as anyone not enrolled at Wilmington College

- Students are permitted to host overnight guests in the College residence facilities provided that:
 1. consent is obtained from the roommate(s) or housemates. The privacy of the roommate(s) or housemates takes priority over the presence and behavior of a guest. In all cases, the rights of the residents of the room or house to uninterrupted use of the space take precedence over the privilege of guest visitation.
 2. the guest is officially registered with the Housing Office. Guest Registration cards can be obtained from RA staff or from the Housing Office.
 - Failure to register an overnight guest is a violation of the guest and visitation policy and may result in loss of guest and visitation privileges.
 - Overnight guests must carry a picture ID and a copy of the guest registration form at all times.
 - Guests must be escorted at all times while in the residence halls.
 - Guests are permitted to stay on campus for no more than a total of 2 nights in any seven-day period.

Student Visitors – A visitor is defined as a student who is enrolled at Wilmington College.

- Residential Visitation hours for students enrolled at Wilmington College are 24 hours per day, 7 days per week under the following conditions:
 1. consent is obtained from the roommate(s) or housemates. The privacy of the roommate(s) or housemates takes priority over the presence and behavior of a student visitor. In all cases, the rights of the residents of the room, house, or apartment to uninterrupted use of the space take precedence over the privilege of student visitation.
 2. Unescorted student visitors are not permitted in residence halls. Resident hosts must escort their visitors during these times.
 - Due to disciplinary actions, a resident student living in a particular building may be restricted from visiting other residence facilities. The resident in violation could be written up for trespassing.
 - Residents are responsible for ensuring that their visitor(s) comply with all College policies and procedures. A resident can be held accountable for any policy violations, damage, etc., attributed to a student visitor that he/she may be hosting.
 - Student Visitors are permitted to stay in the resident hosts room overnight for no more than 2 nights in any seven-day period.
 - Abuse of the Visitation Policy could result in revoking guest privileges.

There are also guest rooms available on campus. Reservations should be made in advance through the Conference Services Office in Pyle Center.

HOUSING CONTRACT

All students residing in college-owned housing must sign and submit to the Housing Office a Housing Contract. The housing contract must be renewed yearly.

Housing Contracts are full year contracts only. Students will not be released from a housing contract unless they have officially withdrawn from the college, study abroad with a college-approved program, and in some cases spring semester student teachers.

IMMEDIATE RESIDENCE HALL SUSPENSION

Wilmington College takes a strong stand against all forms of assault, harassment, and abuse. Any student who physically assaults or uses force on a person without her/his consent, threatens physical harm and/or violence, or endangers the lives of others, may immediately be suspended from Wilmington for a period of 48 hours. The student may only attend classes during that time period. The cost of off-campus accommodations will be the responsibility of the student. During the 48-hour time period, a preliminary hearing may be held to determine the course of disciplinary action to be taken. Noncompliance with the suspension may result in more serious judicial action.

INSURANCE

The college does NOT cover personal property that may be lost or damaged from any cause, including but not limited to fire and flooding. You should check your parent(s)/guardian(s)' homeowner's or renter's insurance to cover any potential loss. We recommend that you purchase renter's insurance if your property is not covered. Brochures can be obtained in the Housing Office.

JOINT RESPONSIBILITY

Individuals who are present in their own or any other residence facility where College policy is being violated are subject to the same disciplinary action(s) as the host of that room. Residents assigned to a room, apartment, or house are responsible for all behavior that occurs in that facility.

Kegs, beer balls, and bongos, empty or full, are prohibited at all times.

KEYS

Each resident is issued a residence hall room key. The student ID serves as the entry key to the building as each building has a proximity reader. The ID will work only on the building where the student lives. Outside entry doors are locked 24 hr around the clock. Keys should be secured at all times. Keys may not be duplicated, sold or loaned to anyone including friends or roommates and may not be thrown/dropped out of windows for guests to obtain access to the building. All charges are now \$60 regardless of lost or damaged.

Report lost or stolen room keys and/or ID immediately to the Housing Office. Stolen keys should also be reported to Campus Safety. When a room key is lost, you will be charged \$60.00 that will automatically cover the cost to change the room lock and key. If a new key is issued and the original key is found, no refunds will be made.

When the student ID is lost, a fee of \$20.00 must be paid in the Student One Stop Center and the receipt taken to the Housing Office to have the ID replaced.

LOCKOUTS

If a resident is locked out of their room, they should contact their RA. If the RA is not home, ask the RD. If he or she is not home call Campus Safety at (937) 382-0100.

EMOTIONAL SUPPORT ANIMALS (ESA)

Only herbivorous (non-carnivorous) fish that can be kept in aquariums no larger than 20 gallons capacity are allowed in the residence halls.

Residence Life Staff members have the right to periodically check for pets.

Fish owners must abide by the following rules:

- All roommates of the fish owner must not object to the fish living in the room.
- Fish owners must provide their fish proper housing, food and health care.

Due to allergies and other pest issues, students will be assessed a non-negotiable charge for the disinfecting, cleaning, and flea/pest treatment of a room or residential area where a pet has been. Students with an unapproved animal will be given no more than 48 hours to have the animal removed.

Regardless of how long the pet has been in the residence halls or apartments cleaning will occur. If students have questions concerning the pet policy they should be directed to the Director of Housing and Residence Life.

Any other pet must be removed from the building and cleaning fees can be billed to the student(s) responsible. Regardless of how long the pet has been in the residence halls or apartments cleaning will occur.

If students have questions concerning the pet policy they should be directed to the Assistant Dean of Students for Housing and Residence Life.

PROPERTY DAMAGE

Residents will be held responsible for any and all damage to college property. When a resident moves into college facilities he/she is given a Room Condition Report (RCR) or Apartment Condition Report (ACR) to determine the condition of the space. When appropriate, charges for residence hall damage or losses will be based on the RCR or ACR and may include full repair or replacement cost to the College. It is in the best interest of the student to complete the RCR/ACR. These reports are our only means of tracking damages so that the responsible parties are held accountable.

FAILURE TO SIGN AND RETURN AN RCR/ACR IN THE HOUSING OFFICE WILL RESULT IN NON-ACCEPTANCE OF DAMAGE CHARGE APPEALS.

Residents are not permitted to take College furniture, including lounge furniture, outside or to their rooms.

RESIDENCE REQUIREMENTS

All full-time students are required to live in College-owned housing. Exemptions may be given if

- The student is part-time (taking less than 12 credit hours per semester)
- The student will be living with their parents or legal guardians at their primary address within 30 miles of the College. (A section on the exemption application requires a notarized signature from parent/guardian verifying the student is commuting from the primary home of the parent/guardian)
- The student is legally married. (If the student plans to marry over the summer, the exemption approval will be pending until a copy of the marriage license is submitted to the Housing Office to complete the exemption application)
- The student is a single parent with dependent child who lives with the parent and the child is identified as dependent on the student's FAFSA
- The student will be 23 years of age by the first day of classes of fall semester
- The student is a member of a Greek organization and will be living in the Greek-owned house providing that house has been approved by the Housing Office and the student has been approved to live in the house by the Greek organization
- The student has had prior Military Service. Provide description/documentation of service.
- The student has already lived in the college residential facilities at least eight (8) semesters
- The student will be studying abroad, and have made housing arrangements for the spring, semester.
- The student will be student teaching outside of the 30 mile radius of Wilmington College commuting from parent's primary home address and have made housing arrangements for the spring, semester
- Other... explanation must be included with application and will be reviewed on an individual basis by the Housing Exemption Review Board)

REQUESTING A ROOMMATE

Be advised, that in requesting a particular person to be your roommate the following must apply:

- The space can only be held for the requested person until June 1st. After June 1st, the Housing and Residence Life Office will have to make another roommate assignment for you.
- If the person that you requested did not request you as a roommate on his/her application and that application was received first, chances are that person has already been assigned another room/roommate, therefore, the assignment for that person cannot be changed for any reason.
- Our suggestion is that if you are requesting a particular person to be your roommate that you contact that person and both of you request each other and both get your applications in early.
- Do not wait until the end of summer to return your Housing Application/Contract and request a particular person – there may not be any vacant rooms available in which two people can be assigned together.

ROOM ASSIGNMENTS

Upper-class students are given the opportunity in the spring to make room selections for the following fall term. Details and information regarding room selection are distributed every spring. Questions about this procedure should be directed to the Assistant Dean of Students for Housing and First Year Connections Coordinator.

Room assignments for new students are made in the order that the housing deposit was received in Admission through May 31. After May 31 assignments are made in the order applications are received.

If special housing is needed, please contact the Housing and Residence Life Office as soon as possible. Also considered in making room assignments are a student's preferences regarding the residence halls, smoking, music, attitude towards alcohol, and roommates. It is very important that the resident, not his or her parents/guardians, complete the application as openly and honestly as possible. The Housing and Residence Life Office tries to honor the preference requests made on the **Housing Application, but cannot guarantee that all preferences will be met.**

This process will be more explained at the beginning of each Spring Semester.

ROOM CHANGES

Room changes will not be permitted until the 3rd week into the fall and spring semesters. If a student recognizes that they have an interpersonal conflict with their roommate, he or she should contact the Resident Assistant to discuss the problem. If a resident believes a room change is necessary the resident should contact the Housing and Residence Life Office. The Residence Life Staff will try to facilitate a resolution to the problem. If this cannot be accomplished an exception to this policy may be made by the Assistant Dean of Students for Housing and Residence Life. All room change requests must be presented in writing to the Housing and Residence Life Office and can be approved only by the Assistant Dean of Students for Housing and Residence Life. Students who change rooms or exchange keys without authorization will be subject to fines and disciplinary action, which may include loss of future room selection privileges.

ROOM CHECK-IN

First-year students may begin checking into their residence hall rooms for the academic year or semester on the day the residence halls are scheduled to open. When a student moves into a room, house, or apartment, RA's must sign the Room Condition Report (RCR). The condition of your room should be thoroughly checked and recorded. You will be charged for any damage that occurs during the time you occupy the room. The RCR is our only means of tracking damages so that the responsible parties are held responsible.

Failure to sign and return an RCR in the Housing Office will result in non-acceptance of damage charge appeals.

ROOM CHECK-OUT

End of year check-out

- Students are required to check out of College housing by 5 p.m. Saturday for graduates or by 9:30 a.m. the last day of exams, whichever comes first. Seniors must check out of College housing following the graduation ceremony.
- For proper checkout to occur, the room must be completely vacated and left reasonably clean.
- Fees are charged for damage to rooms and for any unusual cleaning that is required.
- The RCR will be used to determine condition of the room at check-out compared to the condition of the room at check-in.
- Students may be charged a fee for improper check-out if they:
 1. fail to set-up a checkout time
 2. are not prepared to checkout at their chosen check out time
 3. fail to sign the Room Condition Report (RCR) and or/return keys.

The College reserves the right to remove personal belongings from room that have been abandoned. A space will be considered abandoned when: there is a failure to pick up and/or respond to mail (including voice and electronic mail), notices, and/or other deliveries; failure to respond to written notice posted on student's door requesting verification of their presence on the premises; or removal of a substantial portion of the student's personal property.

Withdraw, Leave of Absence, Suspension or Dismissal

- Students withdrawing or taking a leave of absence from the college must vacate the college residence facilities of all personal possessions and turn in the keys within 48 hours of the effective date on the withdraw/leave of absence form. If this 48 hour period falls on the weekend, the student should put keys in an envelope and drop in the mail slot on the Housing Office door. Write the student's name, building and room number on the envelope. If Pyle Center is closed, the envelope should be given to Campus Safety.
- Students who are suspended or dismissed from the college must contact the Housing Office within 48 hours of receiving official notice from the Office of Academic Affairs. If you do not contact the Housing Office, you will receive a call from us to set up a time for you to remove your personal possessions.
- If the student fails to vacate the facilities and turn in the keys within the designated 48 hour period, the College reserves the right to bill the student for continued occupancy of the space or pack up the belongings and discard at the owner's expense.

ROOM DECORATION

All rooms are supplied with beds, mattresses, desks or study tables, desk chairs, and other essential furniture. Students provide their own linen, pillow, blankets, bedspreads, towels, lamps, wastebaskets, etc. The students may provide other small furnishings if desired.

We respect differing lifestyles and the need for students to make their rooms as personal as possible. However, students must follow the guidelines stated below:

- Electrical wiring tampering or rewiring of electrical fixtures is in violation of the College policy and endangers the safety of the residence hall and the occupants.
- Nails, screws, thumbtacks, and other items that damage cement block, wood or painted surfaces cannot be used for wall hangings such as posters and other decorations.
- Sports facilities at Wilmington College include Hermann Court, YMCA, and athletic fields. It is expected students will play sport games in these places – not in the hallways, lounges, and other common areas of the residence halls.
- Soliciting, selling and/or publicizing on College property and specifically in the residence halls without written permission of the Director of Housing and Residence Life is not permitted.
- Bunk beds can be arranged through the Housing and Residence Life Office. There is a limited supply of bunk bed extenders available on a first-come, first-served basis. Students not returning bunk extenders at the end of the academic year will be assessed a \$20.00 charge to their student account in the Business Office.
- Lofts and room dividers are not allowed in student rooms. Students must leave the original furniture in their rooms; there is no storage for College-owned furniture.
- Carpet may be placed in the student rooms, however the carpet must be fire-resistant, and carpet tape and duct tape should not be used since it mars the floors.
- College furniture in student rooms may be arranged as the resident sees fit. Students are not allowed to move any furniture out of their rooms. Furniture may not be left in the hallway. Furniture may not be moved from the student rooms to lounges/study rooms or from lounges/study rooms to student rooms. A \$25.00 per day charge will be assessed for lounge/study room furniture found in a student's room.

ROOM CONSOLIDATION

Residents who find themselves in an under-assigned room or apartment may face consolidation. Consolidation exists to bring equity between residents. Students in under-assigned spaces must do one of the following by the third Monday of each semester, or not later than seven calendar days from the date the space becomes under-assigned:

1. request a space buyout and pay the additional daily prorated charge (exact rate may be obtained by contacting the Housing Office at ext. 312);
2. have another student move into his/her open space;
3. transfer to another under-assigned space.

If no action is taken, the Housing Office reserves the right to bill the student at the space buyout rate or re-assign spaces as deemed necessary. If you are left with a vacancy in your room, and are assigned a new roommate, you are expected to welcome the new roommate. Those found to be disrespectful to residents seeking a room change, in order to dissuade them, may be charged for a buyout and sent through the Judicial Discipline System.

SELF-DESTRUCTIVE BEHAVIOR

Any student engaged in an observable pattern of self-destructive behavior (i.e., chemical abuse, eating disorders, cutting, suicide threats) will be documented and sent to Counseling Services for possible assessment. Students that have these behaviors are encouraged to see the campus Counselor. Students that are observed having these behaviors will be required to see our campus Counselor. Students may be placed on a plan to promote healthy behavior. Failing to follow the specific plan may result in Judicial Affairs action.

SOLICITATION

Solicitation is not permitted by any member of the college or by anyone else. Solicitation includes, but not limited to, selling products or services and door-to-door collections or flyer delivery. Salespeople within the halls should be reported to Campus Safety immediately. Residence hall staff also should be notified promptly.

Exceptions to this policy may be granted through the Dean of Students or the Assistant Dean of Students for Housing and Residence Life.

CAMERAS

Thefts should be reported to Campus Safety immediately. Your RA should also be notified. The college is not responsible for an individual student's belongings. You should be sure that your property is properly insured. You are strongly encouraged to lock your door when you are sleeping or away from your room.

SAFETY AND SECURITY

Students are financially responsible for their own belongings. Therefore, it is suggested that students purchase renter's insurance or verify that their belongings are covered by their parents homeowner's insurance. Security of the residents is a priority; therefore all exterior residence hall doors are locked 24 hours a day with the exception of the faculty/classroom entrance to Austin Hall. Students must enter (using their Student ID) by the main entrance, making sure that the door closes behind them. If a door is held or stands open beyond thirty (30) seconds, an alarm sounds. Propping open locked doors is a serious judicial offense and jeopardizes the security of the entire residence hall. To shut off the alarm, close the door tightly. If an alarm is not functioning, call the Housing and Residence Life Office x312 or Campus Safety (937) 382-0100 to report the malfunction.

Students wishing to visit a student living in a residence hall in which they do not live should make prior arrangements to be let into the building by their host. Students should not let anyone into the residence hall they do not personally know. A resident must accompany visitors at all times.

It is imperative that students be constantly aware of security on campus. Students should carry their keys with them at all times. Rooms should be locked at all times, even while sleeping or using the restroom. Students should not walk alone especially at night. An escort service is available as needed seven days a week. Students can call x452 or Campus Safety at (937) 382-0100 to request an escort to or from any location on campus.

Cameras in all residence halls. If property is stolen, contact the Housing Office for review.

VISITATION

Visitation hours in the residence halls are 24 hours a day. Because of this policy, and the fact that most building exterior doors are locked 24 hours a day, the visitor must notify their host before their arrival so the host can meet them at the door. Overnight guests must be registered with the students RA or the Housing office (see **Guest Policy** for details). Up to 48 hours per 7 day period.

THE NEXT SECTION CONTAINS GENERAL INFORMATION ABOUT SERVICES, FACILITIES AND RESOURCES AT WILMINGTON COLLEGE.

If you have any questions about general topics, this might be a good place to browse.

SERVICES, FACILITIES AND RESOURCES

COLLEGE CABLE SERVICE

All residence hall rooms are provided with basic cable service, with many channels programmed by Wilmington College.

CAMPUS BOOKSTORE

Wilmington College Bookstore is located in Pyle Center and carries books required for every course. The Bookstore also carries a wide selection of gifts, College clothing and school supplies. Class rings can be ordered at any time. The Bookstore hours are 9:00 a.m. – 5:00 p.m. daily Monday – Thursday and 9:00 a.m. – 4:00 p.m. on Friday.

CAMPUS HEALTH CENTER

Professional health care on campus is provided at the Wilmington College Health Center. The entrance to the Health Center is located at the east end of Bailey Hall. A certified nurse is available Monday through Friday from 8:00 a.m. to 4:30 p.m. to treat minor health disorders such as colds, viruses, etc. The College Physician is also available in the Health Center from 12:00 p.m. to 1:00 p.m. Monday through Friday. Referrals are made as needed for more serious illnesses.

It is to the student's advantage to contact the Health Center either by phone or in person as soon as illness or injury occurs. By doing this, the student may be able to avoid a more serious condition.

The Health Center also coordinates mental health counseling. Appointments for counseling may be made through the Director of Counseling Services. Topics discussed during counseling remain confidential between the counselor and student. There is no charge to the student for many of the counseling services. Also, it is not necessary to have a referral in order to receive counseling. If you have questions about this service, please stop by and talk to the Director of Counseling Services.

CAMPUS SAFETY

The campus is patrolled around the clock by several officers. Campus Safety can be reached for emergencies at (937) 382-0100. Their office is by Boyd Cultural Arts Center.

CAREER RESOURCES

This office, located in Robinson Communication Center, is the primary campus liaison between employers and student job seekers. The Center offers career services to students and alumni from career exploration through job searching.

CENTER FOR SERVICE AND CIVIC ENGAGEMENT

The Center provides opportunities for students to perform meaningful service to their communities and to society, while engaging in reflection or study that relates to the service. Opportunities include working with children, the elderly, and homeless in the Wilmington and surrounding communities.

COMPUTER SERVICES (IT)

Computer Services maintains all facilities and services associated with computer technology at Wilmington College. You should have received information regarding network hook-up should have arrived with other information through the Admission Office. If you did not receive it, please call the help desk at (937) 481-2459.

FINANCES

In addition to many banks near campus, there is also an ATM machine located in Pyle Center. Additional information about cashing checks will be available at New Student Orientation.

ID CARDS

Upon enrollment, students are issued a Wilmington College identification card for their entire time at W.C. The ID card is the property of Wilmington College and must be returned upon the student no longer being enrolled. The ID card must be presented for admission to W.C. sporting events, the QRC, College plays, the cafeteria and to check out library books. The ID card also serves as the outdoor key for the residence hall. **Lost, damaged, misused, scratched, or bent ID cards** must be replaced for a fee of \$20.00, payable at the Student One Stop Center located in Pyle Center. The receipt is taken to the Housing and Residence Life Office in Pyle Center to have the ID card made. Damage to magnetic stripe will result in the scanner denying the card therefore it must be replaced. The replacement fee needs to be paid before a new ID will be issued.

Please remember ID cards are not washable or foldable and should be removed from clothing before laundering. In addition, punching a hole in the card will damage the reader and will require replacement.

LAUNDRY FACILITIES

Located in every residence hall, front load washers and dryers. This service was installed in the Summer of 2011 and will be free of charge to all residence hall students. **Wilmington College is not responsible for property that is lost, damaged, or stolen in the laundry machines.**

LOUNGES/STUDY SPACES

Available for the benefit of all residents, lounges and study spaces are provided in each Residence Facility. There are study areas located in in the Underground, Robinson Communications Center, Pyle Center and the Library that provide a place to study away from student rooms.

MAIL ROOM

Located in Pyle Center. Every student taking classes at Wilmington College is assigned a campus mailbox. Students may pick up their mail at any time Pyle Center is open. Packages too large for the mailboxes may be picked up from the Mail Room window Monday through Friday from 8:00 a.m. – 5:00 p.m. There is no mail delivery on Saturday. **Students should empty their mailboxes at least three times each week but daily is preferred.** Mail sent to students should be addressed to their student mailboxes, not their residence hall rooms. For example:

Student Name
Wilmington College
Pyle Center Box # ___ **Never use P.O. Box #**
1870 Quaker Way
Wilmington, OH 45177

MAINTENANCE AND CUSTODIAL SERVICES

Although students are responsible for cleaning their own room, if conditions in student rooms or surrounding areas seem to warrant attention by the Physical Plant personnel, report it to the RA or to the Housing Office.

Emergency problems will be handled immediately; less serious problems will be taken care of as soon as possible. Please be aware that when a work order is requested, a member of the Physical Plant Staff may enter the room within a few days to complete the work.

- Residence hall custodians are responsible for maintaining restrooms, lobbies, lounges, hallways, stairwells, study areas, and laundry rooms.
- Kitchen areas are to be maintained by the students who use them.
- It is the responsibility of each student to clean and maintain his/her room, apartment or house.
- Vacuum cleaners are provided in each residence hall for student use. Damaged or missing vacuums will be charged to all residents for replacements
- All trash must be bagged and carried to the closest dumpster outside the facility.
- Residents will be fined for trash left outside their room, in hallways, or kitchens, or in common area (i.e. lounges, kitchens, bathrooms, and stairwells). It is the responsibility of the student to take bagged trash to the outside dumpsters without delay.
- Rooms/apartments/houses must be left in a clean condition at the end of the contract period and at holiday and break closings.
- Misuse of building trash receptacles may result in a fine assessed to the floor.

PARKING

All students are permitted to have cars on campus. However, parking on campus is limited so students are encouraged to leave their cars at home. Shopping, banking, and restaurants are all within walking distance of the College. If a car is needed, there are parking lots located near all campus buildings. The parking permit must be displayed in the appropriate location of the vehicle as described in the parking manual. Failure to register the vehicle and display the permit will result in fines assessed to the student's account, and possible towing/boot charges. As of the printing of this document the parking permit fee has not been determined. Parking passes available online.

STUDENT RESOURCE CENTER

The Student Resource Center provides academic assistance to students without charge. Professionals tutor individuals or small groups in reading, writing, grammar, and study skills. Supplemental Instruction (SI), student-led group tutoring is offered for high-risk courses.

For learning disabled students, the Student Resource Center coordinates services including note-takers and un-timed testing. For those whose native language is not English, the Center offers special assistance in English as a second language. ESA animal permission is also available in this area.

Student-to-student tutoring, available in nearly all academic areas, is coordinated through this office.

TELEPHONES

The college offers a land-line telephone in each building. This service is free for student use.

VACATION HOUSING/CLOSING OF COLLEGE HOUSING

The availability of vacation housing is not guaranteed. However, if housing is available during vacation or interim periods students living on campus may be asked to sign a vacation housing contract. Students will be charged either a flat rate for the entire vacation/interim period or a pro-rated fee based on the length of the stay. Wilmington College students may not consider themselves guests of another student during interim periods. Students neglecting to turn in keys at assigned times will result in a charge to the student's account.

- All college residence halls are closed during vacation periods. Closing and reopening hours for residence halls will be specified and published in advance. The Village, College Commons, Fife and College-owned Greek Houses will not close for Thanksgiving Break, Winter Break or Spring Break, but the resident must notify the Housing Office of intent to stay during the break and must sign a break contract. Violation of these guidelines could result in all residents of your apartment being sent home until classes resume. If you have any questions regarding these guidelines be sure to contact the Housing Office for clarification. No overnight guests are permitted during breaks.
- At the conclusion of each semester, the student must properly checkout of the residence hall within 24 hours after his/her last final exam.
- The student must turn in their keys at the designated areas at the end of fall semester and spring semester. A \$100.00 fine will be assessed for keys not turned in by the official closing. If a student does not return to Wilmington College and does not return keys the cost of rekeying the room as well as the building will be assessed to the student's account.
- If the student is returning after the winter break period, he/she may leave personal possessions in their room. The College will not assume legal responsibility for lost, stolen, or damaged property. All personal possessions must be removed at the end of spring semester.

VALUABLES

Wilmington College assumes no responsibility for damage, theft, or loss of student property. It is not wise to bring expensive possessions to college or to leave money in the rooms. **Most, if not all of theft on-campus is a direct result of a student not securing their room. Each student is given a key and a door locking mechanism. It is the responsibility of the student to utilize this.** Students should consult their parents regarding the purchase of low cost insurance to cover the student's personal property while in college. All thefts must be reported to Campus Safety and the Housing and Residence Life Office.

VENDING MACHINES

Soft drink and candy machines are located in most residence halls. If a machine swallows coins and refuses to give something in return, the malfunction should be reported to a Residence Life Staff member who will put an "out-of-service" sign on the machine. You can contact the Director of Dining Services for a refund.

EMERGENCY NUMBERS

Fire Department/Emergency Squad	(937) 382-2564
Police	(937) 382-3833
Hospital	(937) 382-6611
Doctor	(937) 382-0918
Campus Safety	(937) 382-0100
Wilmington College	(937) 382-6661
Clinton County Emergency	
from a pay phone dial	911
from a campus extension dial	9-911

LOCAL BANKING

Money is a big concern for most college students and because of this, banking is also a concern. For this reason, information on local banking institutions is provided below. You may want to contact these institutions about opening accounts by making a phone call or by visiting when you are here this summer for registration. There may be a few representatives available during check-in at New Student Orientation.

Peoples Bank	1344 Rombach Avenue	382-7623
PNC Bank	1373 Rombach Avenue	382-2511
CitiFinancial	1673 Rombach Avenue	382-2516
Fifth Third Bank	1443 Rombach Avenue 140 West Main Street	382-6542 382-3893
First Financial	647 Fife Avenue	382-6993
Wilmington Savings Bank	184 N. South Street	382-1659
Woodforest National Bank	2825 S. State Route 73 Located in Wal-Mart.	382-8652

Peoples Bank has an ATM MAC machine located in Pyle Center. A \$1.00 fee for US cardholders may be added to the total of the transaction. (This fee does not apply to Peoples Bank cardholders.)

We hope that many of your questions about living in the residence halls have been answered. If you need more information, please contact us at (937) 481-2312. We'll see you soon!



**Wilmington
College**

**PYLE CENTER 1226
1870 QUAKER WAY
WILMINGTON, OH 45177**

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Wilmington College does not discriminate on the basis of age, race, color, religion, national or ethnic origin, gender, sexual orientation or disability in the administration of education policies, admission policies, financial aid, employment or any other College program or activity. Also, in compliance with federal law, the College has prepared annual Campus Safety and Security reports. These reports include a description of the following: Wilmington College's Campus Safety services; crime prevention; on-campus housing policies; community member responsibilities; summaries of policies regarding alcohol, illegal drugs, sexual offenses and weapons; and crime statistics for the previous academic year. A copy of the current report can be obtained by contacting the Office of Admission.