



**Residential Life Student Handbook
2010-2011**



“A Center Committed to Developing Lifelong Learners”

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Residential Life Center

The Residential Life Center (RLC) at Philander Smith College supports, and is a component of the educational mission and services of Philander Smith College. The Residential Life Center’s primary responsibility is to provide students who live in the residence hall with a variety of opportunities for personal growth and development. The purpose of this handbook is to provide Residential Life Center students with a resourceful information tool. The contents provided in this handbook serve to heighten student awareness of the Residential Life Center’s policies and operational procedures, as well as promote student interest in their campus living environment.

This handbook is also comprised of pertinent information that can be used as a resource on how to deal with problems residents may experience or issues they may need to address. The RLC staff encourages residents to familiarize themselves with the contents of the handbook and to become customized to using it as a point of reference.

Mission Statement

The mission of the Philander Smith College Residential Life Center is to build a living learning community that inspires the personal growth and development of all its residents. The Residential Life Center also seeks to enhance the campus live-in experience by providing quality programs, quality services, and a well maintained residential facility. Our quality programs and services aid in student development that give residents the vision of learning as a lifelong process, not merely restricted to the confines of the classroom.

The Residential Life Center is also committed to assisting the institution in the development of tomorrow’s leaders and academic scholars. In doing so, the Residential Life Center is committed to providing residents with a facility that is clean, attractive, and comfortable; and that meet the basic physiological and safety needs of its residents and visitors. Integrity and responsibility are the guiding principles and the foundation for the services that the Residential Life Center provides.

Article I. Residential Life Staffing

It is the goal of the Residential Life Center to provide residents with the best possible assistance and service in the residence hall. The RLC staff is committed to the ideals and missions of both Philander Smith College and the residential facility. The RLC staff also encourages residents to make them their primary contact when they have problems, issues or concerns. Residents are also required to act in compliance with the RLC staff. Residents that fail to comply with a RLC staff are subjected to sanctions. Refer to **PSC Student Handbook**.

a. Director of Residential Life Center

The Director of the Residential Life Center is responsible for the overall operation and administration of the facility. These responsibilities include the recruitment, training and supervision of both paraprofessional and professional staff, overseeing the maintenance and housekeeping of the facility, and the development and implementation of operational and strategic plans. The Director of the Residential Life Center is also responsible for overseeing the student development component of the hall. These responsibilities include supervising RLC student staff, ensuring successful implementation of student development programming, and overseeing student discipline and conduct in the RLC.

b. Night and Weekend Managers

Night and weekend managers direct and oversee the weekend and evening operations of the Residential Life Center. Their primary function is to monitor the front desk, lobby area, hallways, and security cameras. They are also responsible for responding to crisis, and monitoring student conduct and behavior.

c. Office Manager

The Office Manager is responsible for assisting the RLC Director with the administration of the RLC and general office operations. The office manager is also responsible for room selections and reservations at the beginning of each semester, for the building occupancy upkeep, and room assignments throughout the semester.

d. Resident Assistants (RA)

RA's are student employees that are carefully selected by the RLC professional staff. RA's are paraprofessionals that live on the floors with their fellow residents and receive special training to assist residents in a variety of ways. They facilitate floor meetings, help initiate and organize floor programs and activities, and are resourceful for providing campus information and RLC policies. Their most important function is to assist the Residential Life Center staff in ensuring that the halls are comfortable and safe living environments conducive to the educational objectives of the college.

RA's work rotating shifts so that at least one of them is "on call" every night of the week. The RA "on call" schedules are posted at the information desk and near each RA's room door. Residents are encouraged to consult their RA's or go see the RA "on call" regarding issues and/or problems.

e. Desk Assistants (DA)

The Residential Life Center operates an information desk that is staffed by work-study students. Work study students are RLC Desk Assistants responsible for answering the telephone, providing residents and visitors with information, monitoring surveillance cameras, notifying residents when packages arrive, signing visitors in/out of the hall, and various other administrative duties assigned by the RLC staff.

f. Maintenance Technician

The RLC has a full-time Maintenance Technician who is primarily responsible for the day to day repair and restoration of the facility. The Maintenance Technician maintains the building property and fixtures by either fixing damages or referring work orders to outside contractors.

g. Housekeepers

The RLC has housekeepers that are responsible for ensuring the day to day upkeep of facility. They clean common areas like laundry rooms, lounges, hallways, stairwells, snack rooms, computer lab, and exercise room and guest restrooms. Residents are responsible for cleaning their own rooms and bathrooms.

h. Security

PSC security personnel monitor the RLC daily between midnight and 8:00am and all day on weekends. Security personnel are primarily responsible for securing the building and monitoring the activity within the facility. They are also responsible for providing timely responses to hall problems, and to exhibit a visible professional presence in the residence halls after midnight and on weekends.

Article II. Residential Life Policies

a. Administrative Office

The RLC administrative office is located on the first floor of the facility. The office equipment (fax, computers, copiers, etc.) and resources (paper, pens, stapler, etc.) inside the administrative office are used to aid in the operations of the RLC. Students are prohibited from the usage of office equipment and resources.

b. Alcohol/Drugs

The usage, possession, and/or distribution of drugs and/or alcohol are violation of college policy and are strictly prohibited in the Residential Life Center. Students found guilty of using or possessing drugs or illegal substances are subject to judicial sanctions including expulsion from the institution. Students in possession may also be subject to additional sanctions, as defined by the state of Arkansas, regarding alcohol and drugs. Please refer to the **PSC Student Handbook** for more information regarding alcohol and drug policies.

c. Bicycles/Motorcycles

Bicycles, Motorcycles and other wheeled devices may not be stored or chained in hallways, walkways or any other public location inside the residence hall. Storage in these areas may cause blockage of fire exits and other difficulties. Bicycles may not be ridden or carried inside the building. Motorcycles should be parked in the parking lot. Roller blades, skateboards and scooters may not be ridden in the residence hall.

e. Bulletin Boards

Bulletin boards are located throughout the RLC. Bulletin boards are the property of the RLC and are used to display RLC/PSC information only. Residents may not use bulletin boards for advertising unless authorized by an RLC staff. **Student organizations may request permission to post flyers on bulletin boards only after flyers have been authorized by the office of Student Affairs (refer to PSC Student Handbook.** Residents are urged to frequently check bulletin boards because they often contain important information and campus announcements regarding events and student activities.

f. Break Periods

The center will be closed during holiday and summer breaks. Each student must vacate the Residential Life Center during these periods.

g. Cable Television

Each room is equipped with basic cable television service. The cost associated with this service is included in the room and board fee. Students are asked to provide their own cable adapter, which can be purchased from most merchandise stores. Please be advised that outside antennas/satellite dishes for any use are prohibited in the Residential Life Center.

h. Candles, Incense, and Potpourri

The possession of candles of any kind, the burning of incense and potpourri of any kind, are not permitted in student rooms. These items are considered a safety risk and will be immediately confiscated and discarded if found.

i. Children, Infants and Babysitting

Children (young persons between the periods of infancy and youth) are permitted to visit in the Residential Life Center. However, in order to protect against injury, promote safety, and provide privacy for Residential Life Center students, the follow restrictions apply:

- Children and or infants must be accompanied by an adult at all times. Children are not permitted to run up and the down hallways and or stairwells.
- Children may not be left in common areas unattended. (**i.e. computer lab, TV lounge, fitness room, social room**)
- Residents who have children and or infants that that cause disturbance to other residents may be asked to vacate the residence hall.
- **Residents may not provide babysitting services inside the RLC.**

j. Cleaning

Each resident is responsible for cleaning his/her own private room and bath. The RLC staff will conduct frequent room inspections (see section on housing procedures) to ensure that rooms remain clean and sanitized. Students who fail room inspections are subject to fines. Students who consistently fail room inspections are subject to fines and judicial sanctions.

k. Common Areas

Common areas are for residents use. Common areas are off limits to sports, horseplay, and other non-sanctioned activities. Common areas include the TV lounge, Social Room, Computer Lab, Laundry rooms, Snack rooms, and Fitness Room.

I. Community

The Residential Life Center community at Philander Smith College is dedicated to the integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and abide by Philander Smith College Code of Conduct. Refer to **PSC Student Handbook**.

m. Computer Lab/Computer Policy

The RLC computer lab is open daily from 8:00am to 12 midnight. The RLC computer lab is for residents only. Visitors and off-campus PSC students may not use the computer lab. RLC residents are to sign in and out of the computer lab, and must limit their computer usage to 30 minutes during peak hours (See RLC staff). Computer usage is free; however, residents must supply their own printing paper and diskette.

For More information on Philander Smith College Department of **Computer Information System (CIS) computer usage policies (Refer to page 31)**

n. Curfew Policy

All freshmen who reside in the Residential Life Center will adhere to a mandatory curfew policy. Freshman curfew policy is as follows:

12:00am Sunday- Thursday

2:00am Friday & Saturday

Freshmen who violate curfew policy will be fined and or sanctioned.

o. Damages/Vandalism

Residents will be held responsible for the cost of repairing and or replacing any damaged RLC property due to negligence, vandalism or misuse. If there is damage in a hall by a group of students and it is not possible to identify the students, the charges will be prorated between those involved. If those responsible cannot be identified, the cost may be charged to residents of the floor. In case of damages/vandalism to public areas outside of the room, the cost to repair and or replace may be divided among all residents unless those responsible are known. The residents should be aware of the possibility of being charged and should be willing to help identify, if necessary, certain individuals who are responsible for damages.

p. Damage Reports

Residents are responsible for reporting all damages to a RLC staff.

q. Decorations

Residents are encouraged to decorate their room in a manner that makes them feel at home. However, restrictions for decorating apply:

- Furniture must stay inside the room.
- Nails, hooks, screws, or glue may NOT be used on walls.
- Concrete blocks, bricks, homemade bookshelves, and lofts are not permitted.
- Candles, incense, space heaters, ceiling fans, halogen lamps or open flames are not permitted.
- Poster may be hung, but tape marks left on walls or ceilings may result in charges.
- Painted murals are not permitted. Residents are also not allowed to paint walls or place wallpaper in their rooms, contact paper is also prohibited
- Residents are permitted to lay down their own carpet, but can not tape carpet down to floor.
- Residents are prohibited from decorating their room with alcohol/or drug paraphernalia, or offensive items. These items used as decorations will be immediately removed upon staff knowledge of them.

r. Deliveries

Food, postal, flower, or other deliveries are not permitted to be delivered directly to a resident's room. Residents are required to pick-up delivery orders in person (i.e. flowers, food) at the RLC information desk.

s. Dining Services/Rules and Regulations

All PSC residents are required to have a meal plan.

- Upon entering the Dining Hall, all students are required to present a valid identification card which indicates their selected meal plan. Students without an identification card will be required to pay cash for their meals.
- Students must enter the dining hall through the main entrance. Students entering through any other door, with or without presenting a valid ID card, will be subject to disciplinary action as warranted by the Office of Judicial Affairs.
- PSC ID cards and meal plans are non-transferable. PSC staff has the right to confiscate cards presented by anyone other than their rightful owner.
- Lost and or stolen ID cards can be replaced for a fee. Students are responsible for the replacement of a lost or stolen ID cards. Students will not be allowed to use their meal plan until they have been reissued a replacement ID.
- Classes, work groups, sports teams, extracurricular clubs or any organization that would like to schedule events or meetings during a meal period should reserve dining hall with the Food Service Director.
- No food or property (including glasses, cups, plates, silverware, etc.) may be taken out of the dining hall.

- Cell phones MUST BE TURNED OFF or placed on vibrate while waiting in the serving line. NO SERVICE WILL BE GIVEN IF YOU ARE TALKING ON THE PHONE or being disrespectful to personnel and/or students.
- All students and guests are required to clear their table and deposit trays and trash in the proper location before leaving the dining hall.
- Food fights are absolutely forbidden in the dining hall. Students are required to report spills immediately to food service personnel.
- Pajamas and/or sleeping attire, including house shoes and robes, cannot be worn in the dining hall. DOO RAGS, WAVE CAPS, SCARVES, STOCKING CAPS, HOODS, HATS/HEADGEAR MUST BE REMOVED FROM YOUR HEAD PRIOR TO ENTRY TO AND WHILE IN THE DINING HALL.
- Due to sanitation and health purposes, all pets are prohibited.
- The display of flyers, pamphlets, etc., must be approved by both the Office of Student Affairs and the Food Service Director. All displayed materials must be retrieved after the completion of the event or the deadline of the event.
- Penalties for the violation of dining service rules and regulations can range from loss of meal privileges, to cancellation of meal plan without refund, in addition to disciplinary action as warranted through the Office of Judicial Affairs.

Students are encouraged to contact the Food Service Director at 501- 370-5360 with questions or concerns regarding food service. Students can also email the Food Service Director at clockhart@philander.edu. In addition, AmeriServe encourages students to make comments and recommendation in the comment book that is provided in the dining hall.

t. Doors

Each room has a private door with a private entry. Residents may not use doors to post signs, or display graffiti. Doors may be decorated for holidays and special events for specified time periods. For more information, door décor see a RLC staff.

u. Electrical Appliances

The capacity of the Residential Life Center electrical system is limited. Students may use only approved surge protectors (no more than 2 surge protector are permitted per room), which contain their own fuse to increase their number of outlets. Vanity light receptacles should only be used for ‘cosmetic’ appliances (curling irons, blow dryers, electric razor, etc.)

The following are examples of **permitted appliances**:

- Computers
- Radios/stereo
- Televisions

u. Electrical Appliances (Cont')

The following are examples of **permitted appliances**:

- VCR's
- Desk lamps
- Coffee maker
- Small refrigerators (must exceed 3.8 cubic feet or 1.5 amps)

The following are examples of appliances **not permitted**:

- Open element appliances, i.e. toasters, hot plates, broilers, space heaters, kerosene heaters, toaster ovens, electric grills, electric fry pans/skillets
- Microwave ovens
- Sun lamps
- Air conditioners (personally owned units)
- Outside antennae/satellite dishes
- Potpourri pots (candles & electric)
- Halogen lamps
- Oversized speakers
- Amplifiers

v. Elevator

Tampering, vandalizing or misusing the elevator equipment is prohibited. Students who tamper, vandalize or misuse elevator are subject to judicial sanctions and fines. In the event of an emergency evacuation (i.e. fire, tornado), residents are required to use the stairwell instead of elevator. In addition, the elevator is equipped with a telephone and alarm system to alert staff of malfunctions.

w. Emergency Exits

Emergency exits are located at the end of each wing/corridor and at the bottom of each stairwell. Students are urged to use the emergency exits in the event of an emergency evacuation from the building. Residents are advised that using emergency exits for non emergencies will **ACTIVATE SECURITY ALARMS**.

x. Exercise Room

The RLC exercise room is available for students use from 8:00am to 12:00am daily. Residents are urged to use precaution when using exercise equipment. **Note: Residents must use exercise equipment at their own risk. Philander Smith College or the RLC will not be liable for illnesses and or injuries associated with exercise room and or equipment.**

y. Extermination

Extermination service is available to rooms with pest and or rodent problems. Residents are required to immediately report any sightings of pest or rodents to the staff at the RLC information desk. **NOTE: Residents who have pest and or rodents caused by unclean and unsanitary rooms will be fined. In addition, residents will be required to clean and sanitize their rooms before extermination services will be rendered.**

z. Firearms/Fireworks & Explosives

The use and or possession of firearms of any kind is strictly prohibited. (See **PSC Student Handbook**). Fireworks and explosive devices are not permitted in the Residential Life Center and depending on the potency, can result in immediate suspension of a student. (Refer to **PSC Student Handbook**)

aa. Fire Alarms

The RLC building is equipped with fire alarms. Fire alarms are for the protection of the residents and are not to be tampered with. **Everyone** must leave the building whenever a fire alarm is sounded. Residents are asked to adhere to the following safety tips upon the sound of a fire alarm:

- Put on a coat and shoes quickly.
- Close room windows quickly.
- Bring a wet towel to put over your face just in case you need to prevent smoke inhalation.
- Lock room door on the way out.
- Walk quickly, but in an orderly manner, through the nearest exit door and continue to walk until you are at least 150 feet from the Residential Life Center or in a previously arranged designated location for your floor.
- Report to RLC staff when outside so they know you have safely evacuated the building.
- Do not re-enter the building until authorized to do so by a Residential Center staff member.

ab. Fire Equipment – Tampering

Any misuse or tampering with fire extinguishers, alarms, or equipment jeopardizes residents' safety and should be reported immediately to a RLC staff. **Anyone found tampering with fire equipment will be subject to automatic suspension and may also be subject to civil liability for any damages caused.** Fire equipment includes (but is not limited to) room and hallway smoke detectors, exit signs, fire alarms, breaker panels, and fire extinguishers, etc. Students are reminded that removing batteries from their smoke detectors is also a violation subject to judicial sanctions. Residents are required to report all problems with fire equipment to a RLC staff.

ac. Fire Safety/Drill

Open flames or lit candles are not allowed in the Residential Life Centers. Anyone found in violation of this policy may be subject to the same sanction as tampering with fire equipment. In the event of a fire drill, all persons in the building must participate in the drill and evacuate the building. The purpose of the fire drill is to acquaint residents with a rapid and orderly means of exit during an emergency. **Residents who do not comply with this regulation are subject to disciplinary action.**

ad. Food

Residents must leave food products and food items properly stored and refrigerated inside their rooms. All nonperishable food items must be properly stored inside storage containers. To avoid pest and rodents, residents are asked to adhere to the following:

- Properly seal all containers, boxes, packages, or cans that contain food
- Properly discard containers, boxes, packages or cans with unwanted food
- Wash and dry dirty dishes

In addition, residents are asked not to leave food or trash inside the common areas.

ae. Furnishings

It is understood that each student will be responsible for the care of furniture as if it was his/her own. Damage room furnishings beyond the limits of reasonable wear and tear will be charged to the student's account. It will be assumed that any damages to the room or furnishings, which are noted on the Room Condition Report (refer to section on housing procedures), occurred during occupancy. **Failure to properly complete the form will make the occupant liable for all repair and replacement costs.** The cost of repairing and replacing damaged furniture and fixtures, room equipment, or other college property will be assessed against the student responsible. If the person responsible cannot be determined, the cost will be divided between the room occupants.

Residents are not permitted to remove furniture or other Residential Center belongings from their original location. Any resident with lobby furniture or other college property in their room that was not originally in the room will be charged with unauthorized use of college property and subject to disciplinary sanctions and fines.

af. Gambling

Gambling on PSC campus is strictly prohibited. Please refer to **PSC Student Handbook**.

ag. Guests Policy

Guests are defined as individuals who are not contracted occupants of the residence hall. Guests are required to sign in at the reference desk immediately upon entering the building. Guests are to remain inside the lobby until their host arrives to meet them in the lobby. Guests are to be accompanied by the host resident at all times.

ah. Hallways/ Roof/Windowsills

Residents may not use hallways to store personal items and or discard trash. Hallways are to remain clean and clear of trash and debris at all times. In addition, residents may not use hallways to ride bicycles, roller skate, ride scooters, or horseplay. Students are not allowed on the roof, or windowsills of the Residential Life Center. Sports equipment that lands on the roof must be reported to a member of the RLC staff to be removed.

ai. Harassment

Harassment, in any nature will not be tolerated. Please refer to **PSC Student Handbook** regarding harassment.

aj. Housekeeping Services

Housekeepers clean common areas (i.e. hallways, stairwells, laundry rooms) in the Residential Life Center. Students are asked to assist housekeepers in keeping the Residential Life Center clean by discarding trash properly.

ak. Incident Reports

In the event of a building incident which requires the judicial process, residents will be asked to write and sign an incident report describing their account of the actual event(s) that occurred. If a student is required to write an incident report, a RLC staff will be available to assist and instruct them with this process.

al. Identification

All RLC residents and visitors are required to show proper ID upon entry in the RLC building and the campus. **NO EXCEPTIONS! (Refer to PSC Student Handbook).**

am. Illness

If a resident becomes ill during the hours of operation for Student Health Services, the RLC staff and Student Health Service provider should be immediately be notified. If the resident becomes ill after hours, the RLC staff will help the student make a decision concerning his/her medical needs. **(Refer to pg 28 for Student Medical Options)**

an. Internet

All rooms come equipped with data ports for internet access. Students must refer to PSC CIS regarding internet rules and regulations.

ao. Keys (Refer to section on Housing Procedures)

ap. Laundry Rooms

A full service coin operated laundry facility is located on each wing of every floor. Coin operated washers and dryers are available for student use. Residents are asked to report out of order machines to the information desk.

aq. Lockouts

Residents who are locked out of their room must report to the front information desk for assistance. Residents must have ID available once they regain entrance into their room. There is a lockout fee associated with this service, particularly for repeated occurrences. Please be advised that room lockouts are not considered emergencies and residents will be let back into their room as soon as a RLC staff is available to assist them.

Note: Lockouts after midnight are \$15 for each occurrence.

ar. Lost and Found

There is a lost and found box located inside of the RLC director's office. Residents are urged to report all lost or stolen property to PSC security and RLC staff.

as. Lounge

The RLC lounge is available for resident's recreational usage. The lounge is opened daily from 8:00am to 12:00midnight and will close during quiet hours. Guests are allowed to socialize in the lounge when they are accompanied by a resident. The RLC staff has the right to close the lounge if residents and or guest are causing a disturbance. **Note: RLC residents may borrow recreational games to use in lounge. A photo ID is required. Please see a RLC staff for details.**

at. Mail

RLC students can pick their mail up directly from the student mailroom located inside the Student Affairs Center. Students will be assigned individual mailboxes. Please note the mailroom will operate during school hours and will be closed during school holidays and weekends. **Please refer to PSC Student Handbook for more information.**

au. Maintenance Policy and Services

The RLC has a maintenance technician to attend to its maintenance concerns. Students must direct their maintenance request, problem(s) or damages to the RLC information desk as they occur. If a resident experiences a maintenance problem that constitutes a situation that would compromise their safety and security (ex. flood, broken window, lost or misplaced key(s), and broken lock) they should **IMMEDIATELY REPORT TO THE INFORMATION DESK.**

Please be advised that maintenance services are handled according to priority. Therefore, emergency and critical request for service are given top priority. Non-critical request for service are handled in the order in which they are received. Maintenance request for service that are made late in the day or after hours, may not receive attention until the following workday.

av. Mandatory Meetings

Residents are required to attend mandatory floor meetings. Floor meetings typically only occur during the beginning and end of each semester. The purpose of attending a mandatory floor meeting is to receive vital information regarding check-in/out procedures, building safety, etc. The RLC will take attendance during each mandatory meeting and has the right to fine residents for non attendance.

aw. Music/Parties

Students wishing to play music/musical instruments are to adhere to quiet hours and dead hours. Specifically, music/musical instruments are to be played at a volume that cannot be heard outside of the resident's room. (See Quiet hours & Extreme Quiet Hours) **RESIDENTS ARE PROHIBITED FROM THROWING PARTIES INSIDE THE RLC. RESIDENTS IN VIOLATION WILL BE SANCTIONED.**

ax. Off-Campus Housing

Currently there is no student housing offered that is located off campus. In addition, there are no accommodations available on campus for student's spouses and/or children.

ay. Overnight Guest

The RLC does not house overnight guests. Guests are required to leave the building when visitation hours end.

az. Outdoor Noise Policy

The college has established outdoor quiet hours from 11:00 pm to 10:00 am, Sunday through Thursday, and from 12:00 am to 10:00 am on Friday and Saturday. Exceptions to these hours for group activities (i.e. outdoor activities, step-shows, etc.) must be approved by the Office of Student Affairs. The purpose of outdoor quiet hours is to provide a reasonable environment for academics pursuits.

ba. Parking

RLC residents are **required** to use the student parking lot adjacent to the ML Harris auditorium. Residents are not allowed to park in front of the RLC. Residents who choose to park in front of the RLC will be ticketed and or towed. **(Refer to PSC Student Handbook).**

bb. Pets

Due to sanitary, health, and safety reasons, pets of any kind, are not allowed in students' rooms. Dogs used to assist persons with disabilities are the only exception. Residents requiring dogs for assistance must provide written documentation to the campus Disability Support Services and inform Residential Life Center staff.

bc. Programs/Program Participation

The Residential Life Center staff will host a variety of social, educational, and recreational programs inside the residence hall. Programs are intended to enhance the overall campus living experience while promoting student development. Residents are strongly encouraged to participate in RLC programs.

bd. Quiet Hours

Quiet hours are those times during which noise should be kept at a minimum within the halls. Residents should assume that other residents may be either sleeping or studying and conduct themselves in such a manner as not disturb anyone. Radios, stereos, and TV's should not be played at a noise to disturb others. **Quiet hours are from 11:00pm-10:00am daily. Noise heard outside the confines of a room is considered too loud regardless of the time of day.**

Extreme quiet hours are established to promote maximum studying during finals week. Extreme quiet hours begin and last throughout the week of final examinations. Noise that can be heard outside of the confines of a room during extreme quite hours would result in an automatic documentation by a RLC staff member.

be. Renters Insurance

The RLC does not provide renter's insurance for its residents. However, residents interested in purchasing student property/renters insurance may contact the **NATIONAL STUDENT SERVICES, INC.** www.NSSINC.com or 1-800-256-6774

bf. Safety Precautions

To maximize safety precautions, all residents are strongly advised to keep their doors closed and **LOCKED AT ALL TIMES**. Residents are also advised to notify RLC staff and or PSC security of all suspicious and or unusual activity.

bg. Smoking

Smoking and or the use of tobacco products, including snuff and chewing tobacco, are not allowed inside the RLC or on its premises (front entrance, back court yard).

bh. Snack Rooms/Vending Machines

Snack rooms are located on each floor of the RLC. Snack rooms are equipped with industrial microwaves and sinks. Residents are responsible for keeping snack rooms clean and sanitized. The RAs on each floor will coordinate a cleaning schedule for residents to follow for cleaning snack rooms. All residents are required to participate and cooperate with the snack room cleaning schedule.

Note: The RLC staff has the right to temporary close snack rooms that are unclean and unsanitary. If this occurs, residents will not be permitted to use snack rooms until it has been properly cleaned.

bi. Solicitation

Students, student organizations, or outside vendors/organizations may not solicit, sale, advertise, or distribute materials of any nature inside the Residential Life Center without approval from the office of Student Affairs. **Refer to PSC Student Handbook for more information.**

bj. Stairwells

Please be advised that residents are required to use stairwells in the event of an emergency evacuation. Therefore, it is important that stairwells remain clear of trash, debris, and unnecessary activities (i.e. horseplay, sitting). **NOTE: STAIRWELLS ALSO ARE UNDER CAMERA SURVEILLANCE.**

bk. Storage

The RLC does not store personal property for residents. **Refer to section entitled Helpful Information for information on local storage options.**

bl. Student Health Services

Residents can receive health services from the campus nurse. The campus nurses' office is located on the 1st floor of the RLC. The nurse hours of operation will be posted on the outside of the office door. Students can also get a copy of the nurse's hours from the RLC information desk.

bm. Surveillance Cameras

Several surveillance cameras are located both inside and outside of the RLC. Surveillance cameras are monitored by RLC staff and PSC security personnel 24 hours per day/ 7 days per week. Vandalizing, tampering with, or removing surveillance cameras is strictly prohibited. Residents caught violating surveillance cameras are subject to severe and immediate judicial sanctions, including suspension and expulsion.

bn. Telephones

Telephone service is included in room cost. All rooms are equipped with telephone jacks. Students are required to purchase their own telephones. Please see information desk for a listing of room telephone numbers.

bo. Transportation

The Residential Life Center does not provide transportation services for its residents. Residents needing transportation should refer to the **Helpful Information** section of this handbook.

bp. Trash

Residents are responsible for disposal of personal trash. Residents are required to place garbage bags and disposal waste products inside the dumpster located in front of the Residential Life Center. For sanitation purposes, residents are asked not to leave trash inside the hallways, stairwells, or common areas. Residents who act negligent in disposing trash will be fined by the RLC staff.

NOTE: THE TRASH CANS LOCATED INSIDE THE LAUNDRY ROOMS, SNACK ROOMS, AND COMMON AREAS ARE NOT FOR PERSONAL USAGE.

Vending Machines

Soft drink machines are located on each floor of the RLC. In addition, a snack machine is located on the first floor inside the snack room. Soft drink and snack machines are owned and operated by independent vendors and not the RLC. RLC does not issue refunds for vending machines. However, students requesting a vendor's refund due to machine malfunctions can do so at the RLC information desk. **Note: Residents found vandalizing vending machines will be subject to judicial sanctions.**

bq. Visitation inside Rooms

To ensure the safety and comfort of all residents, RLC residents and visitors are required to adhere to the following visitation guidelines:

- Visitation for the opposite genders are 4:00PM – 11:00PM, Sunday – Thursday and 4:00PM – 12:00AM, Friday & Saturday.
- Visitors for the opposite gender are also permitted to remain in the common areas (TV lounge, Social Room) until 12:00 AM daily.
- Visitation for same genders are from 4:00PM – 12:00 AM daily. Visitors for the same genders are also permitted to remain in the common areas (TV lounge, Social Room) until 12:00AM daily.
- All visitors must enter and leave by the main entrance of the building.
- All visitors are required to sign in and leave their ID cards at the information desk. **NO EXCEPTIONS!** Visitors are responsible for retrieving their ID cards when exiting the RLC. Staff will not be responsible for ID cards left after visiting hours. Identification cards that are not retrieved at the end of visitation may be claimed at RLC information desk.
- Residents are responsible for their visitors at all times. Residents must escort their guest at all times; visitors are not permitted to roam the halls.
- Maximum number of visitors per room is four; two per student.
- If a conflict exists between roommates regarding visitation, the Residence Life Center staff will intervene to resolve the issue.
- Residents who violate the visitation guidelines will receive a minimum fine of \$300. Repeated violators will be subjected to judicial sanctions. Visitors who violate visitation the guidelines will be referred to PSC security and or Little Rock Police for trespassing.
- In the event of an emergency, visitors, along with residents, must exit the RLC.

Note: The Director of the Residential Life Center has the right to cancel visitation in the event of an emergency, or under any circumstances that could possibly jeopardize the safety and security of the residents and the facility.

br. Walls

Residents are asked to refrain from the usage of nails, screws, tape, poster putty, or other fastening devices on walls, furniture, or fixtures. Please be advised that usage of such materials may cause damage to the walls, in which case residents will be responsible for the cost of repairs. In addition, painting or graffiti on walls is prohibited.

bs. Windows

Residents must be advised that objects are not to be thrown, tossed, or similarly ejected from the residence hall windows. Windows are also not to be used to enter or exit the building except in the event of an emergency evacuation. Also, stickers, posters, or signs are not to be displayed from windows. Residents caught in violation of these policies will be subjected to sanctions.

bt. Window Screens

As a security feature, window screens are equipped on each of the windows inside the RLC. Residents are urged to not remove screens from windows. The deliberate removal of a window screen will result in a breach of security and judicial sanctions will be enforced. Residents will also be fined for damaged and misplaced window screens.

Article III. Residential Life Housing Procedures

a. Check – In Procedures

It is the policy of Philander Smith College that all students are required to have financial clearance from the Business Office before they can officially check into the residence halls. There are no exceptions to this policy.

A student is officially checked into the RLC when he/she accepts his/her room key from a RLC staff member and has signed the RLC housing contract and housing forms.

b. Check – Out and Closing Procedures

All residents must vacate the RLC at the end of each semester by the specified closing date (see RLC staff for closing dates). A resident must leave his/her assigned space during the time of closing and may not re-enter their room unless given permission from the Director of the RLC. Students remaining in the halls without written permission from the Director of RLC, past the closing date, are in violation of the resident hall agreement and will be given an additional charges for staying past closing date.

Residents are not officially moved out of the RLC until they have completely the following:

- Clean the room/bathroom.
- Remove all personal items from room including trash.
- Sign all appropriate form(s) (obtain a copy of the receipt for records).
- Return key to RLC staff.

Students will be assessed fines for not following these or any other procedures relevant for checking out of RLC. The RLC is not responsible for any items left in the room and reserves the right to remove and dispose of any personal property remaining in the room after closing date. **Note: Student’s attending Summer Sessions will not be allowed to move into the RLC prior to Summer Session I opening. Students registered for both Summer Sessions I and II, will be required to either check out of the RLC after Summer Session I, or pay for housing during the interim period between Summer Session’s I and II.**

c. Contracts

All students ages 18 and older are required to sign a housing contract. A parent or legal guardian must sign students under the age of 18. The housing contract is a document in which students are bound to during both fall and spring semesters. Students are urged to fully read and understand the terms and conditions of the contract and consult a RLC staff with any questions or clarifications regarding the contract. **Note: Only currently registered and enrolled students are permitted to sign a housing contract and live in the RLC.**

d. Fines

The RLC does have the right to assess fines as sanctions. For more information regarding fines please refer to the **PSC Student Handbook**.

e. Holiday Storage

RLC residents may, at their own risk, leave items locked inside their rooms during Thanksgiving, Xmas, and Spring Break, pending on their return to the same room. Residents who wish to store items in their room over the Xmas holiday will be required to pre-register for the following spring semester. Residents will also be required to sign a property liability waiver form prior to leaving items in the building. **Note: The RLC will dispose of a student's personal property, in the event that they do not return to campus after a holiday break. In the event of special circumstance such as building repairs and or remodeling, RLC may require residents to remove their personal property from their room during holidays.**

f. Housing Applications

Residents who wish to return to the RLC must resubmit a housing application for the fall/spring academic year. Residents will be notified (via flyers, building announcements) of the reapplication process prior to the RLC summer closing.

g. Keys

Each resident receives a key and a sensor to his or her room during check-in. The RLC staff are the only persons permitted to change or transfer keys and sensors between residents. Misplaced or lost keys or sensors are to be immediately reported the RLC staff. The cost associated with misplaced or lost keys and sensors will be the responsibility of the resident. In addition, RLC maintenance technician is the only person permitted to duplicate keys and change locks; **residents may not change their own locks or duplicate keys.**

Note: Residents must be in possession of their key at all times. Lending keys to friends, associates, family or other residents is strictly prohibited. Residents identified as violating RLC key policies will be sanctioned, and or fined.

h. Personal Property

RLC is not responsible for lost, stolen or damaged personal property of residents.

i. Room Assignments

Each resident will be assigned to a room by the RLC staff. A resident is not permitted to allow other person(s) to occupy or switch his/her assigned room without the permission of a RLC staff.

j. Roommates/ Request/Change

All residents will be assigned a roommate. Residents may request for a particular roommate during the housing application process. Requests to change an assigned roommate must be approved by a RLC staff. Residents may not change roommates on their own or without prior approval. The resident requesting a room or roommate change is the person responsible for moving out of the room. Room or roommate changes due to conflict or other circumstances will be determined by the Director of the Residential Life Center.

Before changing rooms, residents must check out of their old room, completely clean the room and return their old keys before receiving the keys to their new room. **Note: Room and roommate changes will not begin until at least three weeks after the semester has started.**

k. Room Condition Reports (RCR)

Room Condition Reports (RCR) is given to each resident when they initially check into the RLC. Room Condition Reports are used to document the inventory and condition of the room when the resident checks into the room, and used again to assess the inventory and condition of the room once the resident checks out of the room. When a resident checks out a room, any damages that were assessed as repairs and replacement beyond normal wear and tear; in other words, damages that were caused by neglect and or misused will be charged directly to the resident(s).

l. Room Consolidation

All room assignments are for double occupancy. The RLC will reassign and consolidate rooms in the event of vacant spaces. If this occurs, preference for room/roommate choices in reassignments will be based upon the date students submitted their housing applications.

m. Room Entry

The RLC respects the privacy of its residents. However, while respecting privacy, the RLC staff unconditionally reserves the right to enter, and or inspect, perform repairs, at all times convenient the RLC and authorized RLC agents. Additional circumstances, which may prompt staff to enter a room include, but are not limited to:

- The request of the room occupant(s) to enter the room.
- Circumstances which lead staff to believe a violation of policy has occurred.
- During an emergency evacuation.
- When staff believe the safety and or well being of the occupant(s) is in question.

n. Room Inspections

RLC staff and RAs will conduct routine room inspections. The purpose of these inspections is to enhance the safety of all residents and to make sure each resident is maintaining a clean and sanitary living environment. Room inspections are not intended to invade the privacy of residents. Therefore, residents are encouraged to be present during inspections, but inspections will be conducted whether or not residents of the room are present.

o. Temporary Room

In the event a student cannot be immediately checked into the RLC (ex. registration discrepancies) the RLC may (depending on the circumstances) offer him/her a temporary room assignment for specified time period, usually 24 hours. Students who receive a temporary room assignment will have to sign an agreement to move-out of RLC within the specified time period.

p. Thefts

In cases of theft, residents should contact PSC security and or a RLC staff for assistance.

To prevent a theft:

- Keep room door locked at all times, especially while sleeping.
- Never leave money or valuables lying out in plain view.
- Do not leave clothing unattended inside the laundry room.
- Do not give your key to anyone.
- Engrave valuables with a personal ID number, such as a student ID.

Note: Philander Smith College is not responsible for any stolen or missing items. In additions, Philander Smith College does not assume any legal obligation to pay for loss or damage to a student's property if it occurs in its buildings or on its grounds, prior to, during or subsequent to the period of the Lease. The student and guarantors are encouraged to carry appropriate insurance to cover such losses.

q. Withdrawal

Students that live in the RLC and anticipate withdrawing from school, are required to contact a RLC staff before proceeding to the Registrar's Office to apply to withdrawal.

Article IV. Residential Life Safety Precautions

Since the Residential Life Center is a large building that serves as a private residence for a large number of students, safety and security are an important concern. Therefore, residents, guest, and visitors are expected to observe the following safety and security guidelines:

- Keep entrance and exit doors closed and locked at appropriate times, and do not prop open these doors for any reason.
- Do not loan keys to others. Report lost or misplaced keys immediately to a Residential Life Center staff member.
- Report suspicious people or suspicious behavior to a Residential Life Center staff member or call Campus Security at (501) 370-5370 while off campus, or dial Ext. 5370 when on campus.

Article V. Resident Rights and Responsibilities

The Residential Life Center staff works conscientiously to create the best possible living environment for all residents. The RLC staff strives to establish a structured community where students can fulfill their academic, social, and personal goals. It is our guiding philosophy; however, that student's are responsible for any conduct associated with their room, the residence hall, and its common areas. This means that students will be held accountable for their friends, guest or any visitors who may cause potential problems within the residential environment.

Therefore, it is important that each resident recognizes that the RLC staff, in conjunction with the institution, will not condone or tolerate inappropriate behavior, acts of intolerance or policy violations. The RLC believes that there are certain standards of behavior that all students must abide by, and it is our hope that each student will make informed, intelligent choices regarding their personal behavior and conduct.

Student Conduct

ALL PSC STUDENTS MUST ADHERE TO THE PSC CODE OF CONDUCT. INAPPROPRIATE MISCONDUCT WILL NOT BE TOLERATED. STUDENTS ARE RESPONSIBLE FOR REPORTING DANGEROUS, OFFENSIVE, AND OR THREATENING MISCONDUCT OF OTHER RESIDENTS, GUESTS, OR VISITORS.

Please refer to **PSC Student Handbook** for more information regarding the PSC Student Conduct Code

Helpful Information

Local Food Deliveries

Dough Boy Pizza	(501) 568-9400
Pizza Hut	(501) 228-7000
Downtown Deli	(501) 372-3696
Hunan Balcony Chinese Restaurant	(501) 666-8889

Local Storages

Too Much Stuff Storage	2010 S University Ave	(501) 660-7883
U Haul Self Storage	6224 Colonel Glenn Rd	(501) 562-2777
U Haul Self Storage	7618 Kanis Rd	(501) 224-5510

Transportation Services

Yellow Cab	(501) 570-9999	
Central Arkansas Transit (CAT)	(501) 375-1163	
Greyhound Bus Lines	118 E Washington North Little Rock, AR Fares & Schedules	(501) 372-3077 (800) 231-2222
Amtrak Train	Union Station Square Reservations & Schedules	(501) 372-6841 (800) 872-7245

Little Rock National Airport
For Flight information contact individual airlines:

American Airlines	(800) 433-7300
Continental Airlines	(800) 525-0280
Delta Airlines	(800) 221-1212
Frontier Airlines	(800) 432-1359
Northwest Airlines	(800) 225-2525
Southwest Airlines	(800) 435-9792
US Airways	(800) 428-4322

Important Dates

August

08/16/08 RLC opens for Freshmen & New Students move-in ONLY
08/19/08 RLC opens for returning students move-in
08/20/08 Fall 2008 Classes Begin

December

12/13/08 RLC closes for Christmas Break
(No student access to RLC)

January

01/05/09 RLC opens for new students move-in ONLY
01/06/09 RLC opens for returning students move-in
01/07/09 Spring 2009 Classes Begin

May

05/02/09 RLC closes for Spring Semester
(No Student Access to RLC)
05/19/09 RLC opens for Summer Session I move-in
05/20/09 Summer I classes begin

June

06/17/09 Summer I Classes End
06/18/09 RLC closes, Summer Session I move-out
06/24/09 RLC move-in for Summer II
07/22/09 Summer II Classes End
07/23/09 RLC closes, Summer Session II move-out

Emergency Numbers

PSC Security

Ext. 5370
(501) 370-5370

RLC Information Desk

Ext. 6058 (On campus)
501-975-6058 (Off campus)

LRPD

Emergency 911
Non Emergency (501) 371-4829

LR Fire Department

Emergency 911

Poison Control Center

1-800-222-1222

Medical Emergency

EMS 911

Student Health Services Ext. 4126 (On Campus)

(501) 370-5333- Ext. 4126 (Off Campus)

Medical Assistance

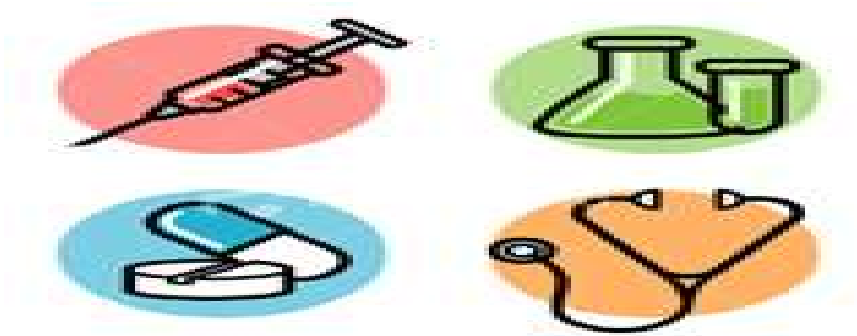
St. Vincent Infirmary Medical Center	(501) 552-2680
Baptist Health Medical Center (LR)	(501) 202-2300
Baptist Health Medical Center (NLR)	(501) 202-6800
Arkansas Children's Hospital	(501) 364-1185
University of Arkansas Medical Center	(501) 686-6333

Maintenance Emergency

RLC Information Desk Ext. 6058 (On Campus)
(501) 975-6058 (Off Campus)

Tornado Safety

See safety guides on each floor near elevator



Medical Assistance Information

If you are in need of medical assistance, please adhere to the following options:

Option 1 Routine Clinic Transportation

PSC Security will routinely transport sick students to the Betton Clinic from 8:30 AM – 4:30PM (M-Th) and 8:30 AM – 12:00 Noon (Fri). Students can also choose to contact the Betton Clinic on their own at 501-376-1160.

Option 2 Campus Health Services (available to all PSC personnel)

Students can use PSC Student Health Services. The Student Health Service office is located on the 1st floor of the Residential Life Center, room # 125.

Option 3 Hospital/Emergency Room

Students can at any time choose to go to the emergency room at their own expense.



Computer Information Services

Computing Policy

Philander Smith College reserves the right to restrict the use of its computing facilities and limit access to its networks when faced with evidence of violations of college policies or standards, of contractual obligations, or of federal, state, or local laws. Violations of the law may be reported to the appropriate civic authorities. When student violations of Philander Smith College policies or standards warrant disciplinary action, the Office of Student Affairs will administer the process; however violation of (RLC) Residential Life Center policies will result in denial of student access to the student computing lab by the RLC Director. Anyone guilty of damaging or destroying lab computers or equipment will be required to pay for said damages in accordance with RLC policies. Access to computing facilities may be restricted or denied by the office of Computer Information Services during educational or remedial interventions, pending disciplinary adjudication, or as the result of disciplinary action.

Prohibited Behavior

1. Electronic communication - which includes but is not limited to e-mail, network news, and chat sessions - can result in problems when used carelessly. The following behaviors are considered policy violations with respect to electronic communication:

- Transmitting intimidating, harassing, or threatening electronic communication;
- Forging electronic communication;
- Transmitting any form of unauthorized bulk or junk e-mail (mass e-mailings, unsolicited junk e-mail, propagation of chain e-mail);

- Inappropriate postings to electronic newsgroups that is often associated with subscriber complaints.
2. Behaviors that inhibit or have the potential to inhibit the ability of others to utilize shared computing resources are considered policy violations. Such behaviors include but are not limited to:
- Exceeding limits for resource usage.
 - Engaging in any activity designed to intentionally compromise computer security (hacking) at PSC or any other site;
 - Using time-sharing systems to run network servers (including Web servers, IRC servers or BOTS) and game servers (such as MUDD);
 - Providing access to PSC resources to individuals outside the College community;
 - Sharing one's college computer account with any other person, in any way. Users may not give their passwords to others, allow remote or password-free logins to their accounts, or permit another individual to use their account after personally logging in. Account holders are responsible for all actions performed with their accounts.
3. Copyright laws apply to all information available electronically. Copyright violations include but are not limited to:
- (P2P) Peer to Peer file sharing is strictly prohibited. The downloading of music files or movies are a violation of copyright infringement.
 - Reproduction of copyrighted materials, trademarks, or other protected material in any electronic form without express written permission from the material's owner;
 - Distribution or duplication of copyrighted software without appropriate licensing agreements, or use of software in a manner inconsistent with its license;
 - Distribution or reproduction, in any digital form, of copyrighted music, video, or other multimedia content without the express written permission of the material's rightful owner.
4. Individuals are prohibited from using their computer accounts in association with any commercial (for-profit) purpose or enterprise.

In providing and maintaining its electronic communication infrastructure, Philander Smith College complies with applicable federal, state, and local laws; and it requires that users do the same. PSC also enforces its own

policies and standards pertaining to the electronic communication environment.

PSC makes every effort to observe the privacy of software, files, and materials stored on or transmitted by college computer equipment. When faced with evidence of violations of college policies or standards, of contractual obligations, or of federal, state, or local laws, PSC may consider such software, files, and materials stored on or transmitted by college computer equipment to be property of the college and may inspect them without notice. When taken, this action does not supersede the intellectual property policies of the college; rather, it allows for the management of the electronic communication environment. PSC also has the right to deny, limit, or terminate access to material posted on or transmitted by its computers. In addition, the college reserves the right to limit, restrict, or deny computing privileges and access to its information resources for those who violate PSC Student and PSC Security Policies. After the first violation you will be locked out of the PSC Network and be issued a written warning. The second violation will result in all your network privileges being revoked.