

# **The Office of Residential Life and Housing**



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**Rhode Island College  
Resident Handbook 2018-2019**

## **Office of Residential Life & Housing Staff**

### **Director of Residential Life & Housing - (401) 456-8240**

#### **Shawna Altenburger**

The Director of Residential Life & Housing provides the leadership, direction, and supervision for the entire department, which encompasses six residence halls and approximately 1200 students. Specific duties include the selection, training, supervision, and evaluation of staff; management, coordination, and budgeting for maintenance, housekeeping, security, programming, and facility improvement; development, interpretation, and enforcement of all residence hall policies and procedures. General responsibilities include the development and evaluation of all Residential Life & Housing programs and services, and to serve as a liaison with academic and administrative departments to promote and maintain the total residential program.

### **Assistant Director of Residential Life & Housing – (401) 456-8240**

#### **Peter Gibb**

The Assistant Director of Residential Life and Housing is responsible for the central administrative support functions of the department. These include housing facilities management, room assignments and changes, damage billing, student accounts, residential life security and safety, customer service, and departmental marketing.

### **Professional Hall Staff**

#### **Area Coordinators - (401) 456-8240**

**Joseph Argueta, Penfield Hall**

**Nachel Motta, Browne & Sweet Hall**

**Allison Thayer, Weber & Willard Hall**

Each Professional Hall staff member (Area Coordinators and Hall Directors) has the overall responsibility for one residence hall, including the areas of judicial, programming, maintenance, front desk, and security. They encourage and develop educational and social goals for the residents and thus provide an environment that is conducive to growth. The Professional Hall staff members also assist with the programs and operations of the Office of Residential Life & Housing. The added responsibility for the Area Coordinator is in the form of a designated central office function in addition to direct support and supervision for Hall Director staff (as specified). The Professional Hall staff members live-in the residence halls and can be reached in the Office of Residential Life & Housing during the day. In the evenings and on the weekends, there is a Professional Staff person on-call for the residence hall area. During evening hours and on weekends, the Professional Staff on-call should be contacted if a problem arises or if a referral needs to be made. The Professional Staff on-call can be reached through the RA on Duty in your hall or in the case of an emergency through the Campus Police.

### **Office Secretary - x 8241**

#### **Jeana Halstead**

The Secretary for the Office of Residential Life & Housing is responsible for clerical work, providing information, implementation of office procedures, office management, and supervision of student administrative aides.

### **Resident Assistants**

A Resident Assistant is selected on the basis of their college involvement, intellectual abilities, and leadership skills. The role of the Resident Assistant is to assist students with their personal growth, to help resolve group problems, to coordinate and develop activities and programs, and to enforce residential policies and procedures. There are four Resident Assistants in each of the five residence halls and eight in the Penfield Hall. There is an RA on-duty every night in each hall from 7:00pm to 8:30am Monday through Friday and 24 hours on Saturday and Sundays. When on-duty, the RA makes rounds through the hall to ensure the safety and secure of the hall.

## **Residence Hall Organizations**

### **Residence Hall Councils**

Each residence hall has an individual Hall Council composed of an Executive Board and all member of the hall who attend the meetings can vote. Every member of the Executive Board and hall representative are responsible for conducting business and organizing activities with other members. Funds for each Hall Council are provided by the hall dues that the residents pay each year. Being an active member of your Hall Council can be an enjoyable and rewarding learning experience for those residents that decide to participate. The Councils are actively involved in handling residents' concerns, hall elections, programs, and activities.

### **Resident Student Association (RSA)**

This organization is comprised of students living both in the residence halls and off-campus. The goal is to improve residential life and to promote unity throughout the campus community. General activities include an annual carnival, ice cream social, caramel apples, duck hunt, Think Fast, in addition to co-sponsorship with the Donovan Dining Center for the annual block party and other on-campus events. RSA also work closely with Hall Councils, Office of Residential Life and Housing, and other organizations. RSA is run by the students and elects students from within the group to serve on an Executive Board. The group meets weekly on campus. If you are interested in becoming involved with RSA, please contact your Resident Assistant and/or join us for a one of our weekly meetings.

### **National Residence Hall Honorary (NRHH)**

NRHH is a national honorary dedicated to recognizing those individuals who work to improve their residence hall and campus community. Membership in this organization is very limited. Only 1% of the entire population living on campus can be inducted in the group. As a result, being part of this organization is a great honor. NRHH was founded on four wonderful pillars that each member strives to achieve: scholastics, recognition, service, and leadership.

# Residence Hall Procedures

## Check-In

Prior to Residence Hall Check-In all payments and paperwork must be complete. This includes signing the room contract, paying a non-refundable Housing deposit and, room and board fees. At Check-In time, all residents should report to their residence hall. You will be given your keys for your residence hall room, an Emergency Contact Card, and a Room Condition Report.

## Check-Out

The Check-Out procedure is completed as follows:

1. *Students must have a Resident Assistant from their hall check their room for damages.* If you do not sign your Room Condition Report, you waive your right to contest any assessed damages.
2. Keys and the signed Room Condition Report will be collected by the Resident Assistant completing your check-out.
3. Students will be assessed a fine of \$100 per key not returned at the time of check-out for a lock change.

If these procedures are not followed, a **\$50.00 Improper Check-Out Fee** will be charged.

The Professional staff member will review the room and its condition after the resident has left and will further assess the condition of the room. The staff assessment will also include any adjoining common spaces like bathroom and suite areas. The Office of Residential Life and Housing reserves the right to make changes and add any appropriate charges to that resident's damage bill. The Office of Residential Life and Housing's final assessment takes precedence over the signed Room Condition Report that the resident and the Resident Assistant signed.

## Contacting the RA On-Call

As a courtesy to the residents, each building has a Resident Assistant available for lock-outs and emergency purposes. RAs make periodic rounds of the buildings to ensure safety, security, and policy compliance. The RA On-Call should be your first contact in the event of an emergency or if you are in need of assistance. The RA On-Call is accessible daily from 7pm to 8:30am with 24 hour coverage on the weekends and days when the college is closed.

Resident are expected to use the on-call phone responsibly, disruption, or misuse of Residential Life on-call phones including prank calls is prohibited. The On-Call number is for emergency assistance (Late night lock-outs, flooding, to report policy violations like noise complaints, etc...). The On-Call number should not be used to ask for toilet paper, if class are cancelled, or items that can wait until morning.

Hall	On Call Phone
Browne	401-265-3468
Penfield	401-265-3392
Sweet	401-265-3478
Thorp	401-265-3484
Weber	401-265-3418
Willard	401-265-3425

The On-Call number is for Residents Only.

Parents and others should call the Office of Residential Life and Housing during standard office hours Monday-Friday 8:30am to 4pm at (401) 456-8240 or in case of an emergency Campus Police at (401) 456-8888.

**If there is a criminal or medical emergency,  
Please contact Campus Police at (401) 456-8888 or 9-1-1.**

## **Lock-outs**

Our office strongly encourages all students to keep their keys with them at all times including when just leaving their rooms for a moment to use the restroom facilities or escorting in a guest. Locking your door serves to increase the security of your belongings. In the event that you do accidentally become locked out of your room, please do the following based on the time of day:

### **Weekdays:**

8:30am to 7:00pm: Go to the Office of Residential Life & Housing in Penfield Hall.  
7:00pm to 8:30am: Contact the RA On-Call in your building.

### **Weekends, Holidays, & Emergency Closings:**

7:00pm to 7:00pm: Contact the RA On-Call in your building (24 hours coverage).

## **Resident Assistant Rounds**

Resident Assistants work as community developers and an administrator for staff and students in the residence halls. Community development is the process of shaping the environment, by creating the attitudes and developing the skills necessary to progress toward the conditions of shared expectations, responsibility, respect and consideration. As such, resident assistants conduct regular rounds each evening throughout the residence hall including the common area of individual suites. The objective is to establish familiarity, interaction, and acquaintanceship among members of the community in addition to ensuring the safety and security of residents and their guests.

## **Room Selection**

Room Selection is held during the spring semester each year to allow returning students to select room assignments for the following fall semester. Students will need to follow the procedure outlined by the Office of Residential Life in order to be eligible to go through the Room Selection process. This procedure will be publicized at the end of the fall and beginning of the spring semesters. Room Selection is not a guarantee of a particular space; it is simply a process for stating a preference for a particular room.

## **Room Change**

Hall and Room Change Request Forms are available through the student's [MyRIC Online Services](#) and click on Adirondack (Student Housing) link to enter the MyHousing portal. Room change requests are usually granted on a first-come, first-served basis when there is availability. There is a "room freeze" the first 2 weeks of each semester where residents can request room changes during this timeframe; however, no room changes will be approved. All room changes, once processed and approved, are final. If your request can be granted, you will be contacted and given an approval form. A fine of \$50.00 per person will be charged for any illegal room changes and/or unauthorized housing of non-residents.

If you are making a room change request due to a roommate conflict, you are required to discuss the situation with your Resident Assistant or Professional Hall Staff member and enter into roommate mediation before your request will be considered. All hall and room changes made at the close of the fall semester must be completed prior to leaving for Winter Break. The Office of Residential Life and Housing reserves the right to relocate a student to another space within the residence halls if dire circumstances occur.

## **Payments**

Residence hall students are responsible for all bills that they have incurred with the college. If a resident does not make the required payments at the requested times, their current and future residence hall space and/or class registration will be in jeopardy.

## Submitting Work Orders

Residents can go to [MyRIC Online Services](#) and click on their Adirondack (Student Housing) link to enter the MyHousing portal to submit a work order for their room.

### **What is the difference between routine repairs and emergencies?**

**Routine work orders & repairs** are problems that can be scheduled and do not require immediate attention. Examples of routine repairs include a burned-out light bulb, broken or sticking drawers or cabinets, broken blinds, and rodents/pests.

**Emergency work order & repairs** are identified as anything that requires immediate attention to avoid serious injury or damage. Emergency repairs include broken water or gas pipes, a power failure, and water backing up from a drain, any potential fire or shock hazard, and heating problems.

**Emergency work order** that should be reported to staff immediately

### **Weekdays:**

#### **8:30am – 7:00pm:**

Notify your Resident Assistant, Professional Hall Staff, or the Residential Life & Housing (401) 456-8240.

#### **7:00pm – 8:30am:**

Notify the R.A. On-Call, or call the Campus Police Office (401) 456-8888.

### **Weekends, Holidays, and Emergency Closings:**

#### **24 hour coverage:**

Notify the R.A. On-Call, or call the Campus Police Office (401) 456-8888

When a resident requests repair work, they are giving authorization for Rhode Island College personnel or to an authorized agent to enter the room or area to complete repairs. College service personnel may enter your suite and/or room to resolve any facilities issues. If non-college service personnel require access to individual rooms, college personnel will escort them if the resident is not present. Maintenance work may require a follow-up visit.

## **Room Refunds/Withdrawal from the Halls**

Housing/Dining Center Contracts are for the entire academic year. When a student withdraws from the College they also need to withdraw from Housing as it is a separate contract. An [Application for Release Form](#) can be found on the Office of Residential Life and Housing website. Students may be held responsible for payment of room and board fees for the remainder of that academic year.

Students must vacate the halls within 24 hours after submitting their Application for Release Form. The student is required to return keys, have a Resident Assistant check their room for damages, and complete the Room Condition Report. Students should follow all check-out procedures through the Office of Residential Life & Housing.

For further details regarding Residential Life & Housing withdrawal and appeals, please refer to your current Housing Contract.

NOTE: If a resident is evicted from the residence halls, no refund will be given to the student.

## **Withdrawal from the College**

In order to withdraw from Rhode Island College, students must go to the Office of Student Life, located in Student Union 408, to fill out withdrawal forms. ***Students must then go to the Office of Residential Life & Housing to fill out the appropriate housing withdrawal forms.*** Once a resident has withdrawn from school, they must vacate their room within 24 hours of the withdrawal, and follow proper residence hall withdrawal procedures.

# Residence Hall Services & Safety Procedures

## Emergency Blue Phones

Emergency Blue Phones are available throughout campus for a direct emergency line to the Campus Police Office. These phones, once activated, automatically let the police dispatcher know the location from which you are calling.

## Laundry Service

Each residence hall is equipped with laundry facilities. Washers start at \$1.50/load, and dryers are \$1.75 for 50 minutes. Residents are able to load funds onto their ID cards to use in laundry machines by going to ID Services located in the Student Union or using the online GET Funds ([www.ric.edu/campus-card/](http://www.ric.edu/campus-card/)). If resident use their Student ID for laundry, they will receive a discounted price for each wash and dry cycle compared to using quarters. Laundry machines are for residents only.

Service malfunction or loss of money should be reported directly to [Automatic Laundry](#) at (800) 422-5833. Refunds will be made by mail.

## Mail Service

All campus and United States mail is delivered Monday through Friday to the Campus Center, where it is sorted and placed in students' mailboxes. Resident must sign-up for a mailbox in order to receive mail on-campus as mail cannot be delivered to the halls. Residents can sign-up for a campus mailbox at the Student Union.

## Parking

Student must obtain a parking sticker. Resident parking is available in Lot L. Please see instructions for registering for a parking sticker at the [Campus Police Office website](#). If you have an overnight guest, they must get a temporary pass at the Campus Police Office as well. Students who receive a parking sticker acknowledge an understanding of all college regulations regarding parking areas and restrictions.

Parking in restricted or unauthorized areas can result in parking tickets that start at \$85+.

## Telephone Service

Suite/ Lounge phones were installed with VOIP equipment for the safety/security of residents. Your cooperation is needed in the proper use and maintenance of those phones.

1. All residents of a suite/floor are responsible if the provided campus extension is damaged.
2. Should a phone be damaged (broken, stolen, etc.) the suite/floor will be billed for the damages unless charges can be assessed to an individual(s).
3. In the event of excessive and continuous damage to the phones, judicial action may result.

Any problems with these phones should be directed to the Housing Office or Telephone Services

## Vending Machines

Vending machines are located in each residence hall. Any loss of money or service malfunction should be reported to the Campus Card Office (401) 456-8394 in the Student Union. Contact information for the vending company is location on the front of each machine. Residents may contact the vending company for more information about the refund system and to request service. Residential Life staff is not responsible for refunds.

## Personal Property Loss

Rhode Island College shall not be held liable, directly or indirectly, for personal property belonging to students and/or their guests, when lost by theft or damaged by fire, water, or other causes. Residents are strongly encouraged to carry personal property or renter's insurance against such eventualities, since the college cannot purchase such protection for students. Residents are also encouraged to remove all valuable items from the unit during any extended absence.

Theft can occur in the residence halls. All valuables and large sums of money should be protected by the owner. Each resident is encouraged to keep their room and suite door locked at all times. In the event of a theft, notify Campus Police and Professional Hall Staff immediately.

### **Security Cameras**

To enhance safety and security efforts within the halls, a security camera may be placed in a hall, lobby, or other public areas. To ensure personal privacy, the cameras are located and record data only in areas that are considered public within Housing spaces. While many of these areas are off limits to non-residents and their guests, they are areas that people would not expect to be private (e.g., cameras are NOT placed in restrooms, student rooms, etc.)

These cameras are not continuously monitored but are intended to be used to investigate actions, behaviors, or incidents. If issues arise and images are needed to address property damage or personal security concerns, the RIC Campus Police Office is the coordinating agency assigned to control access to that information.

You can help provide your own security. Each resident can reduce theft and vandalism by taking the necessary precautions to insure that unattended rooms are locked and that outside doors are secure. Any resident should feel free to confront strangers in the residence halls. If an unfamiliar person refuses to offer identification, notify a Residence Life Staff Member or Campus Police immediately.

### **Crisis Intervention Procedures**

If you, as a resident, happen to come upon a serious crisis situation in or around the residence hall area, your quick thinking and proper action could make a difference in resolving it. When you encounter such a situation, be it a person in an uncontrollable emotional state, someone threatening suicide, someone threatening harm to themselves or others, or someone injured in the residence halls or surrounding areas, follow these procedures:

1. Attempt to stay as calm as possible.
2. Decide if it is a medical, criminal, or fire emergency. If so, call 911.
3. If not, find a Resident Assistant, Professional Hall Staff, or Campus Police (401) 456-8201. If someone is injured, try not to leave them alone. Send someone else for help.
4. Wait until help arrives. Let the hall staff or Campus Police contact other appropriate professionals. Do not involve yourself in any threatening situations.

### **CRIME PREVENTION TIPS**

1. When entering your residence hall, make sure that uninvited guests do not follow you.
2. Inform visitors who want to enter your residence hall to call the person they are visiting for access.
3. Have visitors wait outside until their host resident admits them.
4. If a suspicious person or uninvited person enters a residence hall, notify Campus Police or a Professional Hall staff immediately.
5. Never give or lend out your residence hall room keys to anyone. This could result in permanent loss of guest privileges.
6. When your residence hall room and suite area is unoccupied, make sure the door is locked.
7. Never leave large sums of money in your room. Place other valuable property out of sight of others. Never leave valuables in your room over holidays.
8. Close and lock all ground floor windows at night and when you leave your room.
9. Establish a good neighbor system within your suite. Residents should watch each other's room and property while other members are out or away.

### **Fire Safety**

Fire Safety equipment is strategically located throughout the residence halls for use during an emergency. If a situation warrants the use of Fire Safety equipment, a residence hall staff member should be notified so any necessary repairs to the equipment can be made.



During the year, students will be informed of the emergency evacuation routes at their suite meetings, and will be shown these through regularly scheduled and unannounced drills. Alarm systems will also be tested periodically to insure their proper functioning. Malfunctioning of these devices should be reported immediately to your Resident Assistant.

Do not attach anything to a sprinkler. Each student should be aware of the sensitivity of the sprinklers, smoke detectors, and heat detectors that are present in their room or hallways. These can be activated by heat, smoke, water, force, pressure, or sudden shock. When hallway smoke or heat detectors are triggered, they activate the building alarm system alerting residents, Campus Police, and the Fire Department.

Residents are encouraged to take precautions when using high wattage lamps (anything above 60 watts) or using flammable items or solutions. In case of electrical power failure, only flashlights or battery powered lanterns may be used. The following items are not permitted in the residence halls under any circumstances: halogen lamps, candles, oil lamps, kerosene lamps, potpourri burners, wax warmers, and incense. The Residential Life & Housing staff reserves the right to confiscate any candles, incense or related paraphernalia in the residence halls. Candle/Incense warnings can be issued based on smell.

*In the event a fire alarm sounds in your building:*

1. Open drapes and shades
2. Close windows
3. Turn on lights
4. Close doors, but do not lock them
5. Proceed to the nearest exit
6. Do not panic.

Anyone who fails to leave the residence hall when the fire alarm sounds will face judicial action that may result in sanctioning including fines.

### **Fire Safety for Decorations (Year Round)**

All decorations in the residence halls are required to comply with State Fire Safety Codes in order to insure resident safety:

1. Decorative lighting is not allowed which includes but not limited to Christmas, icicle, rope and lantern lights.
2. Students are prohibited from hanging any items/decorations from or on the pipes, or from the ceiling within their room and/or suites.
3. Tapestry and/or fabric wall decorations are not permitted in the residence halls.
2. Natural trees and wreaths are not allowed.
3. Artificial trees that are certified flame resistant are allowed. Artificial tree cannot have built-in lights.
4. All decorations must be certified by the manufacturer as being flame resistant.

Any decorations that are found to not meet these regulations will be confiscated. The Office of Residential Life and Housing is not responsible for any damages and does not refund the value of confiscating items.

All holiday decorations must be taken down before the residence halls close for Winter Break. Any suites/floors that fail to do this will be fined and the items will be confiscated. If you should have any questions concerning decorations or these Fire Safety policies, please contact Fire Safety Technician David Benevides at the Physical Plant (401) 456-8262.

### **Fire Evacuation Meeting Location:**

**Browne Hall** – across the street and meet in front of Penfield Hall

**Penfield Hall** – across the street and meet in front of Browne Hall

**Sweet Hall** – on the sidewalk between Sweet and Thorp near the emergency blue light

**Thorp Hall** – across the street and meet in front of Horace Mann Hall

**Weber Hall** – on the sidewalk near Browne’s quad entrance and the volleyball court

**Willard Hall** – behind the sidewalk gates near Weber and the volleyball court

### **Fire Evacuation Plan:**

#### **Find the exits nearest your room.**

Make sure they are not locked or obstructed. Count the number of doors between your room and the exits. This will enable you to find them in the dark or in the smoke

#### **Be sure you can find and unlock your room in the dark.**

Keep your room key close to your bed. In the event of fire, take your room key with you so you can return to your room if exits are blocked. Do not stop to take anything else.

#### **Locate the fire alarm on your floor or near your suite.**

If you discover a fire, sound the alarm and leave the building.

#### **If a fire starts in your room, get out and close the door.**

Once you are out of the room, sound the alarm and report the fire to the College Staff.

#### **Crawl low under the smoke because the air is cooler and less toxic nearer the floor.**

If you encounter smoke or fire as you’re crawling, turn around and find another exit. If no exit is clear, return to your room.

#### **Never use elevators during a fire.**

An elevator might stop where the fire is or malfunction as a result of the fire. Use the stairs.

#### **If you hear the fire alarm, evacuate – do not investigate.**

Upon hearing the alarm, leave the building immediately and stay out of the way of the firefighters. After exiting, move to the fire evacuation meeting location for that building.

#### **Be sure your door is cool to the touch before you open it.**

Feel the doorknob and the space between the door and its frame with the back of your hand. If your door is cool, open it slowly and go to the nearest safe exit.

#### **If your door is hot, DO NOT open it.**

If your room has another exit, check it and use it if it’s cool. If the fire is outside your room, your room may be the safest place for you. Call Campus Police (401) 456-8201 to report the fire and let them know where you are trapped. Seal all cracks with towels/clothing and/or tape. If there is smoke in the room, open the window to let it out. Signal at your window for assistance by hanging a large article of cloth out of a corner of the window.

### **Medical Emergencies**

If you are having a medical emergency, or if you encounter one, please call 911.

If 911 are not necessary, please contact the appropriate people immediately:

#### **Monday-Friday 8:30am to 4:30pm:**

Call Health Services (401) 456-8055 AND the Office of Residential Life & Housing (401) 456-8240.

#### **After 4:30pm and Weekends:**

Call the Campus Police (401) 456-8201

## **Residential Life & Housing Conduct Procedures & Policies**

Consistent with the mission set forth by Rhode Island College, the Office of Residential Life & Housing maintains that a residential living environment conducive to academic, social, and personal growth depends on the willingness of the members of its community to interact in such a way that individual freedom and responsibility towards others exists. This goal can be best served in an atmosphere of personal self-discipline, guided by the principle of respect for the rights of others and of the community, and reinforced by the policies and procedures set forth by the Office of Residential Life & Housing.

Residents are expected to respect the integrity and rights of others. The Office of Residential Life & Housing places great value on the uniqueness and well-being of the individual and supports behavior that promotes the emotional, physical, or ethical integrity of any member of the community. As such, the Office of Residential Life & Housing will strongly support the Rhode Island College Policy on Illegal Harassment, and will not condone actions or attitudes that threaten the welfare of any of its members.

Rhode Island College's Policy on Illegal Harassment is available online or by contacting in or the Affirmative Action Office, Roberts Hall 301, (401) 456-8218, and <http://www.ric.edu/affirmativeAction/Pages/default.aspx>. Residents experiencing or who suspect that they are victims of inappropriate behaviors, are encouraged to discuss the issue with their Professional Hall staff, who can then refer them to the appropriate person for assistance.

Residents are responsible for adhering to these guidelines and are expected to insure that their guests also abide by these guidelines while they are in the residence halls and surrounding areas. If a student's behavior is disruptive, that student may be suspended from college housing for a period of not less than 24 hours or until a conduct hearing can be convened to review the case. If the disruptive behavior occurs on a weekend the suspension will be until Monday morning or until a College conduct hearing can be convened.

### **The Conduct Process**

Each resident is responsible for understanding and abiding by all Residential Life & Housing policies and procedures, as well as Rhode Island College policies, and city and state laws. The Office of Residential Life & Housing's conduct system exists as an educational tool to foster behavioral change by reviewing violations and holding the residents accountable for their actions.

1. When a policy violation is reported by a member of the Residential Life & Housing Staff they will document the names of all students present and complete an Incident Report with all details they have observed.
2. Students may be asked to complete statements to what they have witnessed or have been involved with.
3. At the time of an incident, the staff member involved may issue "Short Forms" to all students present. The short form will contain the contact information for the professional staff member adjudicating the matter and the time frame in which the student must comply. If the staff member is unable to deliver the short form in a timely matter, the student will receive a contact letter from a professional staff member with the necessary information. Failure to comply with a short form or letter from a professional staff member will result in increased liability on the student's part. See the section that follows for more information on this.
4. Residents should realize that being documented as a part of an incident does not necessarily mean a student is being held responsible for the incident. It is to indicate to the professional staff member processing the situation just who was present and who must be spoken to so that a clear understanding of what has occurred can be reached.

An important objective of the College's conduct system is the education of all participants through the conduct process. Administrative actions such as fines, community service projects and probation are not regarded as punishment, but as educational opportunities to learn how to live in a community setting. The following are the range of administrative actions that can be assessed for policy and procedure violations:

- A. *Written Warnings*: A further violation will result in more severe administrative actions or review of housing status.
- B. *Fines*: Certain offenses may result in monetary administrative actions. Financial penalties must be paid within 30 days.
- C. *Restitution*: Compensation to the injured party or payment for damages to personal or college property.
- D. *On-Line Educational Course*: Referral to complete one or more of the on-line educational modules of this service within 2 weeks of sanctioning
- E. *Community Service*: Work projects on or off campus as approved by either a professional staff member or the Director of Residential Life and Housing.
- F. *Educational Project*: Student is required to conduct research or project in an area relevant to the offense.
- G. *Referral for appropriate counseling or guidance*: This would include both mandatory and requested from the Office of Residential Life and Housing.
- H. *Probation*: Any further violations of Housing and/or College policy while on this status will result in mandatory imposition of a suspension from housing, the length being a minimum of the balance of the semester and/possible additional full semester(s).
- I. *Loss of Housing Privilege(s)*: For a specific length of time, the student has restriction(s) on their abilities to be a full member of the community.
- J. *Loss of Housing Eligibility*: Requires not being able to go through the housing selection process.
- K. *Housing relocation*: Mandatory move to a different location in the same or in another hall.
- L. *Suspension from Housing*: Requires moving out of housing for a specified length of time.
- M. *Housing Dismissal*: Requires permanently moving out of housing. The student may not reapply for residency.
- N. *Hall or Residential Ban*: Student is banned from being present in a residence hall or all the residence halls and surrounding areas (*automatic with housing dismissal*).
- O. *Restraining Order*: Student is prohibited from having any contact – direct, indirect, or third party on their behalf – with a particular person(s) with violation resulting in possible housing suspension.

NOTE: Administrative actions may be combined for varying levels of misconduct. Non-compliance with or failure to meet the terms of an administrative action imposed at any judicial hearing may result in Housing and/or College suspension.

### **Failure to Comply**

If a resident is issued a short form or letter requesting that they arrange a meeting with a member of the Residential Life & Housing staff, they are given 72 business hours to do so. When a resident does not comply with this request the matter will be adjudicated without the input of the student. This means that all decisions regarding the matter will be based on the staff's Incident Reports and any other student witness statements. Also, residents who do not comply are not allowed to appeal their judicial sanctioning as listed below.

### **Appeals**

An appeal of an administrative action(s) imposed by a Professional staff member must be made in writing and addressed to the Director of Residential Life and Housing within 5 working days after receiving notification of the outcome of the judicial hearing. Appeals may be based on one or more of the following criterion:

- 1) New evidence not reasonably available at the time of the original hearing may cause the case to be reopened;
- 2) Procedural error that can be shown to have had a detrimental impact on the outcome of the hearing;
- 3) Grossly inappropriate administrative actions having no reasonable relationship to the charges.

An appeal of an administrative action(s) imposed by the Director of Residential Life and Housing must be made in writing and addressed to the Vice President for Student Success within 5 working days after receiving notification of the outcome of the judicial hearing. Under most circumstances, the appealing student is notified, within 10 working days, of the action taken on the appeal.

### **Probation Violation**

If a resident violates their probation by violating any policy or procedure of the college or the Office of Residential Life & Housing, they may be required to meet with the Director of Residential Life & Housing. The administrative action for this violation may be up to and including termination of the student's current Housing Contract and eviction from the residence halls.

### **Failure to Pay Fines/Complete Sanctions**

A resident must complete all assigned judicial sanctions by the supplied deadlines or they may face further administrative action. Failure to pay the fine within the designated time frame may result in the fines doubling. The doubled fines may be charged directly to the student's account if the student does not pay within the prescribed time allotted. Incomplete sanctions may result in the review for possible termination of a student's housing status. If a student is on probation, failure to complete any sanctioning may result in the resident being referred to the Director of Residential Life & Housing.

### **Legal Sanctions**

The college campus is subject to State and Federal laws concerning the use and possession of alcohol and drugs. Students must be aware of and abide by these laws which are subject to change or face legal action.

## **Residence Hall Policies**

### **Alcohol**

Alcohol is prohibited in all Rhode Island College residence halls and surrounding areas. Students found in the presence of alcohol are also equally responsible and will be adjudicated accordingly.

1. Alcoholic beverages and related paraphernalia are prohibited in the residence halls. No persons will be permitted to store, consume, possess, be in the presence of, or manufacture alcoholic beverages in the residence halls and surrounding areas. This includes common areas (main lounges, laundry rooms, study lounges, etc.), suites, rooms, lawns, courtyards, parking lots, stairs, and elevators.
2. Empty alcohol beverage containers are not permitted in the residence halls and surrounding areas. Any containers that are found will be disposed of, including those that the resident may consider decorative in nature. Since a staff member cannot be sure whether empty containers are decorative or not, all alcohol containers that are found will result in alcohol documentation for the resident(s). Empty alcohol containers found in a suite area or bathroom area will be considered the responsibility of the students living in that area.
3. Large serving containers, such as punch bowls, garbage cans, kegs, beer balls, etc., are also not permitted in the halls at any time.
4. Students who violate other college policies while under the influence of alcohol can be held responsible for a violation of the Alcohol Policy and can face all appropriate sanctioning.
5. Residential Life & Housing staff members will direct students to dispose of any open containers, including cups, open bottles, and cans. Staff may also confiscate and/or dispose of prohibited items if the student not present at the time, or unable to comply. Items confiscated by the Residential Life and Housing Staff will not be return. Residential Life and Housing staff does not refund the value of confiscating items.
6. The presence of alcohol will be cause for an immediate cessation of any gathering. Guests will be required to leave the residences halls immediately and residents will be asked to return to their respective rooms.
7. Hall Council funds will not be utilized for the purchase of alcoholic beverages.
8. The college reserves the right to inspect all bags or possessions brought into the residence halls. Failure to comply with a Residential Life & Housing staff member's request to search belongings may result in judicial sanctioning or the involvement of the Campus Police.

### **Candles / Incense**

1. Candles, incense, candle/wax warmers and related paraphernalia are illegal within the residence halls. These items will be confiscated from the room or suite area upon discovery of their presence. Illegal items confiscated by the Residential Life and Housing Staff will not be return and will be disposed of. Residential Life and Housing staff does not refund the value of confiscating items.
2. The smell of candles or incense is sufficient evidence to request to do a plain view search of the room or suite area. The evidence and/or smell of candles or incense will be documented and the individual(s) will be given a candle/incense warning.
3. Further administrative actions may occur if a person is found to have large amounts of candles/ incenses or if the person violates the policy on a repetitive basis.

## **Community Standards**

1. Residents may be able to prevent, report, or reduce the impact of policy violations for the betterment of the community. Being in the presence of, helping facilitate, and/or passively engaging in any violation is prohibited.
2. Abusive or adverse treatment of residents, guests, or staff members or any behavior that results in a hostile work, living, or academic environment is prohibited. Many behaviors or actions could warrant conduct action, such as harassment, bullying, etc.

## **Cooking & Cooking Appliances**

1. Residence hall rooms and suites are not designed for and are not safe for cooking. Cooking appliances such as electric stoves, George Foreman-type grills, toaster ovens, toasters, crock pots, instant pots, rice cookers, sandwich makers, hot plates, hot pots, hot kettles and other open-coiled appliances are not permitted for usage in residence halls. Some of the residence halls have a kitchen facility with an oven and stove where students may prepare meals or bake. Residents are responsible for cleaning up after themselves and must leave the entire kitchen area clean for the next person. Failure to do this may result in the loss of kitchen privileges or other administrative actions.
2. Coffee makers, blenders, hot air popcorn poppers with an automatic shut-off and are UL approved may be used in residents' rooms.
3. Microwave
  - a. Sweet Hall residents are permitted to have one microwave in their room for personal use.
  - b. Microwaves are not permitted in individual rooms except for Sweet Hall. One microwave will be permitted in the common suite area in Browne, Penfield, Thorp, Weber, and Willard Hall.
  - c. All microwaves must be 1,000 watts or less
  - d. Microwaves cannot be stored or used in the bathroom areas.
  - e. "Microfridges" (a refrigerator with a microwave attached with the same power source) are not permitted in the residence halls.
  - f. If more than the maximum number of microwaves is found in an area it can be confiscated.
4. Residents may have one refrigerator per resident in their individual room. The refrigerators may not exceed 4.6 cubic feet in capacity and must be UL approved.

## **Damages**

Each individual resident is responsible for damage in the hall, their suite, bathroom, and room. Damages will be assessed on all residents of an entire suite or hall unless the person(s) responsible is/are brought to the attention of the Professional Hall staff member.

## **Drugs (Illegal)**

1. The possession, use, or sale of illegal drugs and narcotics is against State, Federal, and Rhode Island College regulations and is not permitted in the residence halls. Additionally, any paraphernalia and/or equipment that could reasonably be expected to be used in relation to unprescribed drug use are not permitted. If detected, students found in violation of this regulation can expect administrative action, confiscation of any drug/paraphernalia, and if appropriate, civil actions. Inappropriate use of prescription drugs is also prohibited. Items confiscated by the Residential Life and Housing Staff will not be return and may be turned over to campus and/or local authorities for potential further investigation.
2. Medicinal marijuana use or possession on campus. RIC residence halls cannot accommodate the possession or use of marijuana, regardless of the possession of appropriate medical marijuana authorization.

3. The possession, manufacturing, or use of K2, Salvia, Spice, or psychoactive herbal products is prohibitive in the residence halls.
4. The presence of drugs will be cause for an immediate cessation of any gathering. Guests will be required to leave the residences halls immediately and residents will be asked to return to their respective rooms.
5. Any and all illegal drugs and paraphernalia, in any form, that are brought into the residence halls by anyone, are subject to confiscation by the Residential Life and Housing Staff and/or Campus Police Officers, and will be disposed of accordingly. The college reserves the right to turn any matter related to drugs/paraphernalia over to the local authorities as appropriate. This includes the Campus Police and Providence area police.

### **Electrical Equipment**

1. The following items are prohibited to have in the residence halls. Among these items are: space heaters, halogen lamps, sun lamps, lava lamps, immersion heaters, electric potpourri burners, and any electronic with a heating element.
2. All Christmas, icicle, rope, and lantern lights along with any other form of temporary lighting are not allowed in the Residence Halls. Please use UL listed approved lamps with less than a 100-watt light bulb.
3. Radios, stereos, and television sets with internal antennae may be used. Residents are not permitted to install external antennae equipment in the halls.
4. Appliances which may be used with caution are blow dryers, clothing iron, clothing steamer, curling irons, electric hair rollers, electric blankets, and electric razors. All of these items must have an automatic shut off in order to be used in the residence halls. As a safety precaution, it is recommended that appliances are plugged directly into a surge protected power strips.
5. Extension cords are not allowed in the halls. Students can use (UL Listed) surge protected power strips. Surge protector power strips need to be directly plugged into the outlet. Plugging in multiple surge protectors into each other (daisy chaining) is prohibitive.
6. Due to safety concerns of fire and rider safety, hover boards or other electronically operated skateboard type devices shall not be allowed to be either charged, operated or stored in the Rhode Island College residence halls.

### **Fire Alarms, Extinguishers, & Safety Devices**

Abuse or tampering with fire detection, fire safety, emergency equipment, and alarm devices is prohibited.

1. **Failure to Evacuate:** Failure to leave a building during a fire alarm or a scheduled fire drill or failure to immediately vacate the general vicinity.
2. **False Alarms:** Activating false fire alarms or the improper use of the fire safety equipment e.g., fire sprinkler heads, fire extinguishers, smoke detectors, exit signs fire hoses, etc.
3. **Igniting:** Anyone identified or apprehended for igniting or attempting to ignite a fire. This includes but is not limited to an interior fire, yard fire, street fire, trash container fire or dumpster fire; contributing in any way to an existing fire; abetting a fire including providing material or accelerants to feed a fire; or by impeding attempts by College or emergency response personnel to extinguish a fire.
4. **Abuse or Tampering:** Abuse or tampering with or damaging fire equipment, including sprinklers. Students should not remove, cover, alter or tamper with fire equipment for any reason. This includes but is not



limited to hanging items on sprinklers, blocking or covering sprinklers or smoke detectors, accessing fire escapes in non-emergency situations, etc.

5. **Blocked Egress:** Obstruction of clear egress or accessible movement from room, hallway, or building. Hallways, foyers, fire exits, and doorways are thoroughfares. Gathering or the compilation of physical objects, such as furniture, decorations, boxes, etcetera in thoroughfares is prohibited as they impede effective evacuation in case of an emergency.
6. Disruption or misuse of Residential Life on-call phones, including prank calls, is prohibited.
7. Unauthorized or misuse of the intercom system is prohibited.

### **Fire Safety**

All decorations in the residence halls are required to comply with State Fire Safety Codes in order to insure resident safety:

1. Decorative lighting is not allowed which includes but not limited to Christmas, icicle, rope and lantern lights.
2. Students are prohibited from hanging any items/decorations from or on the pipes, or from the ceiling within their room and/or suites.
3. Tapestry and/or fabric wall decorations are not permitted in the residence halls.
4. Natural trees and wreaths are not allowed.
5. Artificial trees that are certified flame resistant are allowed. Artificial tree cannot have built-in lights.
6. All decorations must be certified by the manufacturer as being flame resistant.
7. No more than 50 % of the total wall area may be covered with combustible materials (e.g., flags, poster, and pictures).
8. Electrical outlets and lights may not be covered.

### **Firearms, Weapons, & Explosives**

The possession and/or use of guns, knives, explosives (including firecrackers) or other dangerous weapons or devices of any kind are prohibited in the residence halls. The possession and/or use of these weapons will result in immediate probation and administrative action up to and possibly including the termination of your Housing Contract and referral to the College Board of Discipline.

For the purpose of this policy, the term “weapons” includes, but is not limited to, firearms of any nature or description, including shotguns, rifles, pistols and revolvers, paint ball guns, or BB/pellet guns; firearm replicas including “nerf” style guns and squirt guns; ammunition; martial arts-type weapons; explosives (including fireworks); bows, crossbows, arrows; slingshots; switchblade knives, double-edged knives, hunting (fixed-blade) style knives of any length, throwing knives, or folding (pocket-style) knives with a blade length of three inches or greater; swords; pointed metal darts; mace, pepper gas/spray and other dangerous chemicals; or any other destructive device or instrument that may be used to do bodily injury or damage to property.

### **Gambling**

Rhode Island College supports all federal and state laws regarding illegal gambling. Prohibited activity includes but is not limited to: betting or wagering or selling pools on any athletic event, whether professional or amateur; playing card games for money or prizes; possessing any card, book or other device for registering bets; knowingly permitting the use of your room, suite, apartment, office, telephone, computer or other electronic device for illegal gambling; offering, soliciting or accepting a bribe to influence the outcome of an athletic event; involvement in unauthorized raffles or lotteries.

## **Guest Policy**

1. All guests, including those who live on-campus in another residence hall, will be required to be signed-in at the Front Desk of the residence hall that they are visiting (with the exception of Willard Hall) Fridays-Wednesdays 7:00pm to 12:00am & Thursdays 7:00pm to 2:00am.
  - a. Proper Identification is required; such as school ID, driver license, state ID, passport.
  - b. Guests must be signed-in and escorted at all times in order to gain entrance into the residence halls.
  - c. If a resident has a guest in the building before 7:00pm, they must go to the front desk at 7:00pm to have their guest(s) signed in.
2. Residents are responsible for the actions of their guests. Guests must comply with all residence hall and college policies and regulations at all times. Residents must encourage and take action to assure responsible behavior by their guests.
3. Residents may be held responsible for violations committed by their guests. If a resident needs help managing guest behavior or a guest is behaving outside a resident's voiced expectations, residents should contact a Hall Staff member or Campus Police immediately. Doing so may reduce the resident's accountability for the guest's actions.
4. Visitors to the residence halls must be escorted at all times. This applies to residents of other halls as well as non-residents.
5. Overnight Guests
  - a. Residents should receive consent from others sharing the room/suite before a guest is permitted to stay. A resident's privilege to have a guest in the room/suite may not interfere with a roommate/suitemate's right to privacy, sleep and quiet study space.
  - b. Guests of residents may stay overnight in the residence halls two (2) nights within a seven (7) day period. Guests are not permitted to stay more than six (6) nights within a 30-day timespan on-campus. Guests may be charge a fee and/or trespassed from the residence halls.
  - c. Guests are prohibited from sleeping in any suite area. Use of an appropriate bathroom is strictly mandated for all guests.
  - d. Overnight guests should be of an age where they can exit the residence hall in case of an emergency without the need of supervision.

## **Keys/Identification Cards**

1. Residents may not loan their residence hall keys/I.D. to any other person.
2. Lost Key: Residents should report lost keys to the Office of Residential Life & Housing. The resident will receive a temporary replacement set upon request. Due to the security risk involved in lost keys, a lock change may be required.
3. Lost I.D.: If you lose your I.D. card, please report to the Campus Card Office immediately. The resident's old I.D. will be deactivated and a new card will be issued. There will be a \$10.00 fee charged to the resident's account.
4. Residence hall keys may not be duplicated. If a key is duplicated, the resident will face conduct action which may include fiscal responsibility for a lock change and additional sanctioning.
5. Student should carry their I.D. with them at all times and are required to produce an I.D. at the request of any College Official, including Campus Police and Residential Life & Housing Staff. Failure to produce an I.D. upon request of a College Official may result in administrative actions.

## **Occupancy Limits**

A group of people congregated in a given area (room, suite) in which the attendance exceeds the legal limit for that area. The established limit for rooms are: single room is 3 individuals; double room is 6 individuals; triple room is 9 individuals; suite area is twice the occupancy of the area (including the resident of the building).

## **Off-Campus Student**

Off-campus students present for a potential policy violation while in a residence halls or surrounding areas will be referred to the Dean of Student Life for a Student Code of Conduct violation.

## **Pets** (Service Animals are not pets)

No animals except fish are allowed in the residence halls. Fish tanks cannot be over ten gallons and only one tank is allowed per room/unit. This prohibition does not apply to service animals.

## **Physical Force**

Fighting and/or use of physical force is prohibitive and can result in the immediate removal from the residence halls.

## **Quiet Hours and Courtesy Hours**

Residential Life & Housing houses a diverse student population and these quiet hours are intentionally set to cater to the needs of sleeping and studying:

**Sunday – Thursday:** 11:00pm – 9:00am

**Friday & Saturday:** 12:00am – 10:00am.

All other hours are courtesy hours, during which time students are expected to demonstrate consideration for their neighbors at all times. During quiet hours, radios, televisions, and stereos should be turned down so they are not heard outside of your room.

During fall and spring final exam weeks, 24-hour Quiet Hours are in effect so that students may effectively study. If violations occur during these weeks, \$25.00 fines will be issued and further action may result.

**24 Hour Courtesy Hours** - Since noise is always a factor in a community living situation, residents are expected to be considerate of other residents 24 hours a day. If a resident experiences someone else being disruptive or noisy, the resident may respectfully address that situation with them and request resolution. Often students respond very well to direct communication. Residential Life staff may be contacted to help seek resolution for disruptions. Please be mindful that when Residential Life staff witnesses or receives reports of disruptions, they are compelled to report and respond to this occurrence, which often may result in conduct action.

## **Resident Privacy**

Authorized college representatives shall have the right to enter housing spaces for the purposes of:

- A. Fire, safety, and health inspections
- B. Compliance with multiple dwelling unit laws
- C. Responding to clear indications of immediate danger to life, safety, health, or property
- D. Maintaining the conditions of facilities and furnishings

Whenever possible and feasible, students will be present during these entries. Room checks may also be conducted; however, students will be notified at least 24 hours before they are held. Entrance of premises occupied by students or the search of personal possessions of students may be conducted upon authorization of designated college officers to determine compliance with Rhode Island College regulations and State laws where there is probable cause to believe that a violation has occurred or is taking place. The resident will be held responsible for any violations that may be found in their room.

### **Roof Tops/Windows**

Residents and guests may not enter upon, cross, or use rooftops in any manner, or climb in or out of windows. Items should not be thrown out of the windows. If an object (football, Frisbee, etc.) lands on a rooftop, please notify a Resident Assistant or Professional Hall staff member.

Tampering with or removal of a room or suite window screen will result in a \$25.00 fine, cost of replacement, and possible administrative action.

### **Room Furnishings**

The Office of Residential Life & Housing furnishes residence hall rooms, suites, and lounges. All suite and lounge furniture is to remain in the suite or lounge area for use by all of the residents in that suite or hall. Likewise, all room furnishings must remain in the room that they are assigned to since storage space in the residence halls is limited. If residents are found to be moving furniture from rooms into suites or lounges and/or from suites or lounges into rooms, they will receive a warning, be fined \$20.00 per item, and the furniture will have to be returned to its original area.

### **Room Occupancy**

Residents have contracted for a single bed in the residence halls. Residents are not allowed to sublet their room/unit to any person for any length of time. Residents who are found subletting their room or suite area are subject to eviction from the residence halls.

The College reserves the right to assign and to reassign rooms when in its sole discretion such action is deemed necessary. Any residents involved in deliberately discouraging or rejecting a fellow student who is officially applying for or attempting to occupy a legitimate vacancy will be reassigned within College housing or be dismissed from College housing. Any personal belongings or items left abandoned in a student room/ suite after a student moves out will be disposed of after 5 business days or by the close of the semester.

### **Room Painting**

Unauthorized painting of residence hall rooms and suites is not allowed. Fines for unauthorized painting may be applied immediately upon discovery of the violation by your Professional Hall staff member.

### **Sign Postings**

Any signs to be posted in the residence halls must be approved by the Professional Hall staff member and posted in designated posting areas. If a sign is not approved, it will be taken down and disposed of.

Signs posted for the benefit of all residents (fire safety regulations, evacuation procedures, RA posters, hall banners, policy signs, etc.) should not be tampered with. Those found to be tampering with such postings will be held responsible for a violation of the vandalism policy.

### **Smoking/No Smoking Policy**

The residence halls at Rhode Island College are a smoke free community. Pursuant to RI State Law, smoking is illegal in all areas of the residence halls including but not limited to rooms, bathrooms, suites, lounges, lobbies, courtyards, front desks, kitchens, rec rooms, laundry rooms, hallways, stairways, and elevators. The residence halls at Rhode Island College are a smoke free community. Smoking is prohibited in all areas of the residence halls including but not limited to rooms, bathrooms, suites, lounges, lobbies, courtyards, front desks, kitchens, recreation rooms, laundry rooms, hallways, stairways, and elevators. Smoking outside a residence hall can be done 50 feet away from the building or at a designated location by the residence hall staff. Smoking in other areas around the residence halls will be in violation of this policy. These areas may also be designated as non-smoking when

necessary by the Residential Life & Housing staff. Smoking in other areas around the residence halls will be in violation of this policy.

All items, such as ashtrays, cigarettes, e-cigarettes, hookahs, vapor like devices found in the student's room or suite area will be confiscated and the appropriate administrative actions will be taken.

### **Solicitation**

Sales people and solicitors of non-college organizations are not allowed in the residence halls. The sale of tickets or items by college groups must be approved by the Director of Residential Life & Housing. All non-residents must be escorted by a resident. If violations occur, the sales people will be removed from the residence hall, and if repeated incidents occur, they will be arrested for trespassing. Also, the resident who is found escorting them will receive administrative actions.

The sale of goods or services from a resident's room or suite without the written permission of the Director of Residential Life and Housing is not permitted.

### **Sports Equipment/Hall Sports**

The residence halls and courtyard areas are not to be used for playing sports. "Hall Sports" are broadly defined to include the use of athletic equipment indoors and all rough housing that may occur as a result. Anyone engaging in these activities within the residence halls or in the courtyard areas will be held responsible for a violation of policy.

In addition to appropriate conduct action, students will be held financially responsible for any damages caused by these activities. Punching bags and weightlifting equipment, including weights and barbells, are prohibited. Bikes, skateboards, roller blades, and roller skates are not permitted to be used in the buildings.

### **Suite/External Door Propping**

Due to fire, theft, and safety hazards, the propping of fire doors and/or suite/external doors is restricted.

### **Trash Removal/Recycling**

Penfield and Sweet Hall residents are expected to use the recycling/trash rooms in their respective buildings for removal. Residents in Browne, Thorp, Weber, and Willard Hall are responsible for taking their own personal trash to the designated recycling/trash areas in their building. Residents are required to uphold and abide by College Recycling procedures.

### **Vacation Breaks**

The residence halls are closed during summer, winter, and spring breaks. All students must vacate the buildings during these times. The Office of Residential Life & Housing may grant permission to an individual to stay based on academics program schedule, out of state resident, athlete, and/or other circumstances. If granted permission to stay over a break period, the resident will be responsible for any financial cost for their stay. Residents provided permission to stay during break periods may not have guests/visitors in the halls. If a resident violates any policy during break periods, they can be immediate removal of the halls for the remainder of the break and no refund will be provided.

### **Vandalism**

The condition of your living environment is everyone's responsibility. The individual(s) that are found responsible for destruction of college and/or personal property will be document for a policy violation and in addition to any judicial sanctions applied are required to provide restitution for the damage caused which may include, but not limited to; parts, supplies, replacement, labor charges, and moving costs.

Littering on the campus is not permitted. It is everyone's responsibility to make sure we have a safe and clean environment to live and learn. Residential Life reserves the right to bill resident(s), suites, floors, or buildings for the cost of cleaning up excessive littering in or around a building.

### **Water Beds, Personal Mattresses, Lofts & Cinderblocks**

1. Waterbeds are not allowed in the residence halls.
2. Residents are not permitted to bring a mattress, only mattresses provided by RIC can be used in the halls.
3. Lofts or any other structures used to support residents' beds are also prohibited due to Fire and Safety Regulations. The use of bunk beds not provided by the College is prohibited. The Office of Residential Life & Housing is not responsible for injuries to persons and/or damage to furnishings due to unsafe bed construction.
4. Cinderblocks are not allowed in the residence halls.

# Rhode Island College Campus Offices & Resources

## **Academic Advisement (OASIS) - (401) 456-8083**

<http://www.ric.edu/oasis/>

The Office of Academic Support and Information Services is located in Adams Library Lower Level. The center is a resource for students who have questions concerning change of major, selection of courses, or any of the college's academic policies and procedures. When necessary, OASIS refers students to the appropriate departments. The center serves as an official advisor to students who have not declared a major or who have not yet been accepted into the Feinstein School of Education and Human Development. In addition, tutorial services are available through the Academic Development Center (ADC), the Math Learning Center (MLC), and the Writing Center. This service is provided free of charge.

## **Athletics & Recreation – (401) 456-8007**

<http://www.goanchormen.com/>

The Department of Athletics, Intramurals, and Recreation offers 19 varsity athletic teams plus intramural, recreation, and club programs for both men and women. The Athletics Office is located in The Murray Center. The Intramural and Recreation programming takes place in the College's Recreation Center. For information regarding intramural and recreational programs, call at (401) 456-8400.

## **Bursar's Office – (401) 456-8130**

<http://www.ric.edu/bursar/>

The Bursar's Office is the cashier department for Rhode Island College. All tuition and fees are paid to the Bursar's Office via cash and/or check to the window, or payment via e-check and/or credit card online. There is a service fee for all credit card transactions. The Bursar's Office is located in Building #4.

## **Counseling Center – (401) 456-8094**

<http://www.ric.edu/counseling-center/>

The Counseling Center at Rhode Island College exists to help students fully develop their intellectual, emotional and social potential, and to alleviate the distress and conflicts which may interfere with that development. We offer a wide range of services to assist students in their efforts to learn and thrive during a life stage and in an environment of both great opportunity and challenge. The Counseling Center can assist with personal problems, variety of group workshops and programs, vocational interest and personality testing, substance abuse evaluation, crisis intervention, self-help literature and audiotapes, and a stress management laboratory. These services are available to all students free of charge, and are completely confidential. The Counseling Center is located in Browne Hall.

## **Campus Police – (401) 456-8201**

<http://www.ric.edu/campuspd/>

The goal of the Campus Police Department, a division of the college's Department of Security and Safety, is to provide for the safety of life, personal and institutional property, and to enhance the educational process. This is accomplished through the enforcement of all local, state and federal laws and statutes, as well as the various rules and regulations promulgated by the college administration and the Rhode Island Board of Governors for Higher Education. Open 24 hours a day, Campus Police Officers are pleased to assist students with any questions regarding security and public safety issues. In the event of an accident or an emergency, call the Security Office at 456-8201. Emergency blue light phones also connect to Campus Police. In addition, the department contains the lost and found area as well as information regarding parking rules and regulations. All motor vehicles intended to be operated or parked on campus must be registered with the Campus Police Department.

## **Career Development Center – (401) 456-8031**

<http://www.ric.edu/careerdevelopment/>

The Career Development Center provides a comprehensive range of services to assist students in areas of employment/internships and career decision making. Career counselors are available by appointment to help students with the selection of a major and/or career goal. Computerized career guidance programs (e.g., Type Focus) provide additional support to students deciding how to integrate their academic experiences into their post-RIC lives. Counselors offer assistance with resume and cover letter writing, professional job/internship search strategies, effective interviewing skills, and applying to graduate school. A wide range of placement-related services designed to connect students with prospective employers are also provided: job and internship fairs specific to RIC and others in collaboration with RI institutions, access to job and internship postings through Destinations (our on-line posting system), and employer visits to campus.

### **Disability Services Center – (401) 456-2776**

<http://www.ric.edu/disabilityservices/>

The Disability Services Center is the central location on campus for disability-related needs and is committed to providing accommodations for students with disabling conditions and supporting them in achieving their academic goals. Students who self-identify and provide the Disability Services Center appropriate evidence of their disability are eligible to receive reasonable accommodations in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and analogous state laws. Disability Services is located in Fogarty Life Science 137.

### **Donovan Dining Center – (401) 456-8207**

[www.ricdining.com](http://www.ricdining.com)

All residents are required to use their official Rhode Island College I.D. card to utilize the dining services. If you lose your RIC I.D. you must go to the Campus Card Office, located in the Student Union to obtain a new card (the fee for a replacement card is \$10.00). There is a grab and go station in the dining center for your convenience. For a listing of items being served for breakfast, lunches, and dinner, call Dial-A-Meal - x 9636 or online <http://www.ric.edu/collegedining/menufind.php>

Donovan Dining Center's hours of operation are:

**Monday – Friday:** 6:30am – 7:30pm

**Saturday – Sunday:** 9:00am – 6:00pm

(Exception holidays, extended weekends and breaks)

The Dining center also welcomes student suggestions through email, letter or by joining the committee.

### **Financial Aid Office – (401) 456-8033**

<http://www.ric.edu/financialaid/>

The mission of the Office of Student Financial Aid is to assist students and their families in funding educational costs at Rhode Island College. We are committed to removing financial barriers that would otherwise prevent students from achieving their educational goals. In addition, we strive to deliver high quality services with professional competency and concern. Respect for the dignity of students and the privacy of confidential information is central to our mission, and we are dedicated to the equitable treatment of all applicants. The Financial Aid Office is located in Building #3.

### **Health Services – (401) 456-8055**

<http://www.ric.edu/healthservices/>

Rhode Island College Health Services, located next to Campus Police on the ground floor of Browne Hall, provides confidential, primary health care to all students. This includes physical examinations, treatment of acute and chronic illnesses and injuries, gynecological exams, health education and specialty referral if necessary. On-site laboratory services include blood and urine tests, throat cultures, pregnancy testing and testing for sexually transmitted diseases (STD's). Visits are available on an appointment basis by calling extension 8055. Health Services is staffed by a full-time Nurse Practitioner, Registered Nurses, and part-time physicians and is open year round.

The hours of operation are:



**Academic Year:** 8:30am – 5:00pm Monday-Friday

**Summer & Breaks:** 8:30am – 4:00pm Monday-Friday

The Center is closed on weekends and holidays.

The College offers a low-cost Student Health and Accident Insurance Policy for any student carrying a minimum of six credits. Enrollment and purchase of the plan is through the Bursar's Office. Further information is available through Health Services.

### **Interfaith Center – (401) 456-8168**

<http://www.ric.edu/interfaithcenter/>

Celebrating diversity in all faith traditions, the Interfaith Center endeavors to provide for the spiritual needs of all the members of the Rhode Island College community—regardless of religious history/affiliation, cultural background, sexual orientation, gender identity, or any other factor. Primarily for the students, these opportunities are open for all, to involve as many members of our community as possible. The Interfaith Center is located on the lower level of the Donovan Dining Center and is open Monday through Friday.

### **Learning for Life (L4L) – (401) 456-6320**

<http://www.ric.edu/learningforlife/>

Learning for Life (L4L) is a research-based, multi-faceted community and college partnership that links students to a network of services, supports and opportunities. This collaborative work fortifies students for college success and removes any challenges that they may encounter in keeping college a central priority in their lives. The L4L staff team includes networks of peer mentors/advocates called Navigators, who are supported by Lead Navigators, three Educational Support Facilitators, a Data Specialist, an Assistant Director and a Director. The L4L community is about resilience and excellence, moving side-by-side with students to meet the challenges in becoming a college graduate. L4L is located in Adams Library on the lower level.

### **Office of Student Life – (401) 456-8061**

[www.ric.edu/studentlife/](http://www.ric.edu/studentlife/)

The mission of the Office of Student Life is to help students with typical problems or issues that arise over the course of one's academic career. In addition to providing information, assistance, and referrals, the office advocates for changes in College policies, practices or procedures as students' needs and issues grow and evolve. The Office of Student Life also publishes the Student Handbook, arbitrates minor disciplinary infractions of a nonacademic nature, processes institutional withdrawals, and conducts, whenever possible, exit interviews with students leaving the College. Office of Student Life is located in the Student Union 408.

### **Records Office – (401) 456-8213**

[www.ric.edu/recordsoffice/](http://www.ric.edu/recordsoffice/)

The Records Office is responsible for the registration process, recording of student academic progress, scheduling physical facilities for classes; posting pre-approved transfer credit for courses taken after the student is enrolled at RIC; preparing degree audits and certifying graduation; providing transcripts, producing diplomas; certifying attendance to external agencies on behalf of students; and processing change of name and/or home address. Note: preferred names can be listed on class rosters and grade reports. Students interested in the preferred name option are welcome to contact the Records Office in person or by phone. The Records Office is located in Building #4.

### **Student Union – (401) 456-8034**

[www.ric.edu/studentunion/](http://www.ric.edu/studentunion/)

The Student Union is the hub of the College for all the members of the community – students, faculty, staff, administration, alumni and guests. It is more than a building; it is also an organization and a program which compliments the academic experience and contributes to student success. As the gathering place for the college community, the Student Union provides activities, services, and a value-added component of extended advisement and support outside the classroom. In addition to the Campus Store and Convenience Store, The Café, offices of several student organizations, student mailboxes and meeting rooms, there are a number of other student resources which include:

### **Information Center – (401) 456-8148**

<http://www.ric.edu/welcomeInfoCenter/>

The Student Union Welcome and Information Center is the centralized place to find general information about the college and seek referrals to various campus departments for whatever your needs may be. Tickets and sign-ups for various functions sponsored by student organizations and the Office of Student Activities are available as well as Lost and Found. The Welcome & Information Center is located on the 2<sup>nd</sup> floor of the Student Union.

### **Campus Store (Bookstore) – (401) 456-8025**

The Campus Store provides required textbooks, technology, and other RIC merchandise to students. The store also hosts a book buyback for students at the beginning and end of each semester to give students the opportunity to sell back their textbooks. For information about course materials, store hours, store policies, and upcoming sales and events, please visit the Bookstore located on the 2<sup>nd</sup> floor of the Student Union.

### **Campus Card (Student ID cards) – (401) 456-8394**

<http://www.ric.edu/campus-card/>

The ID card is more than your official Rhode Island College photo identification card. It is a great way to pay for everything including food, beverages, photocopies, laundry, printing, and textbooks at the Bookstore. You can deposit money on your card at Campus Card, with a credit card over the phone, or online. You can also deposit cash on your card at access points located at Adams Library behind the reference desk. If your ID card is missing, please notify Campus Card (456-8394), Donovan Dining (456-8207), or Residential Life (456-8240) immediately to prevent unauthorized use. The college is not responsible for unauthorized use of an ID card prior to it being reported missing. Replacements are issued for a \$10.00 fee. Campus Card is located on the 2<sup>nd</sup> floor of the Student Union.

### **Student Activities – (401) 456-8034**

<http://www.ric.edu/student-activities/>

The Office of Student Activities organizes Greek Life trips and programs, assists with event planning, supports student organizations and advisors, and offers leadership development and community service opportunities. In addition, Student Activities conducts outreach efforts to inform students about campus involvement opportunities through a weekly email newsletter, the Student Affairs (SA) Briefs, sent to all students, Facebook page, and digital signage. Student Activities is located on the 4<sup>th</sup> floor of the Student Union.

### **Title IX Coordinator – (401) 456-8387**

<http://www.ric.edu/titleIX/>

It is the policy of Rhode Island College to prohibit discrimination on the basis of sex, including sexual assault and other forms of sexual harassment, in any education program or activity pursuant to Title IX of the Education Amendments of 1972. Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” This prohibition against discrimination on the basis of sex applies to all persons, including third parties. The Title IX Coordinator can be found in Roberts Hall.

### **User Support Services – (401) 456-8803**

[www.ric.edu/uss/](http://www.ric.edu/uss/)

User Support Services is responsible for distributing and maintaining desktop hardware, software, and multimedia resources. By assisting students, faculty, and staff in the appropriate use of technology, USS provides a primary point of contact for end-user support, and offers a wide range of services including help desk, audiovisual distribution, management of computer labs and electronic classrooms, and technology training. The College’s Microsoft Agreement offers popular Microsoft software titles to students without cost. Matriculated students who have registered for the upcoming semester may download the latest version of Microsoft Office for PC, Mac or

mobile device free of charge. Walk-in computer labs are located in Whipple Hall 102 and the Technology Center at Horace Mann Hall. An Assistive Technology Lab is on the third floor of Adams Library. For more information, please contact the Help Desk by telephone at (401) 456-8803 or by email at [helpdesk@ric.edu](mailto:helpdesk@ric.edu).

**Unity Center – (401) 456-8791**

<http://www.ric.edu/unitycenter/>

The Unity Center is the Rhode Island College multicultural center. Its mission is to promote the accessibility of educational services and the opportunity for excellence to all students through collaborative programming among its student affiliates, faculty, staff and the wider community. The Center further seeks to enhance cultural awareness by providing a safe forum for exploring issues pertaining to diversity, equity and inclusion and to assist students in becoming informed, productive citizens of the world. The Unity Center is located on the lower level of the Donovan Dining Center.

**Women’s Center – (401) 456-8474**

[www.ric.edu/womens-center/](http://www.ric.edu/womens-center/)

The Rhode Island College Women’s Center is a resource and growth center for all members of the College community. The Center provides support, education, and advocacy through campus programming and access to resources regarding domestic violence, sexual assault, feminine health, breast cancer, women’s empowerment, and emotional well-being. Services offered include: information and referrals to agencies within the state, a pamphlet/booklet display, a lending library with books and videos on women’s issues, free feminine sanitary supplies and condoms, information on workshops and in-state seminars, and other resources. The Women’s Center is located in the lower level of Donovan Dining Center.