

# Spelman College

# COMMUNITY LIVING GUIDE

**Office of Housing & Residence Life**



# WELCOME

We are so glad you have chosen to make the residence halls at Spelman College your home and we hope to help YOU make this an exciting and productive year. You have made a great decision to live on the Spelman College campus. The convenience of living on campus affords you the opportunity to develop a sense of community in your residence halls and to pursue your academic endeavors. You have the opportunity to be involved in all aspects of college life and to get to know your Spelman sisters. We encourage you to make lifelong friends during your stay. You also have access to many college activities and events readily available. Venture out into the campus community. Attend service events and activities that are designed and planned with you in mind. Develop your leadership skills by joining your Community Leadership Council or the Spelman College Residence Hall Association (RHA).

As you review the community living guide, you will find information about services, facilities, procedures and rules that will assist you with making the transition to community living easier. Please read it carefully and ask questions if you do not understand something. Remember you will be responsible for upholding all the rules and regulations in this guide.

Thank you for **“LIVING THE SPELMAN SISTERHOOD EVERYDAY.”** Have a great year!



## Mission

The mission of the Office of Housing and Residence Life at Spelman College is to cultivate inclusive, safe and healthy living learning communities that support the academic mission of the college and the success of our residents in all facets of their lives.

## Motto

Living the Spelman Sisterhood Everyday

## Core

*Connections* - Residential students learn about themselves and others through an examination of personal values. They develop close connections with peers in a supportive and nurturing community that contributes to the sense of belonging for all students as they embody the characteristics of sisterhood in their living environment.

*Cultural & Global Awareness* - Residential students develop a knowledge and appreciation of other cultures while promoting understanding, sensitivity and respect in their interactions with individual students and groups.

*Integrated Learning* - Residential students continue to develop and integrate life skills, experiences and classroom learning to support their academic success.

*Civic Engagement* - Residential students develop a combination of knowledge, skills, values, motivation and understanding of local, national and global issues with the goal of making a difference in the quality of life in a community.

*Leadership Development* – Residential students incorporate personal values and character and engage in self-governance as they motivate others and influence the purpose and direction of residential activities, events and programs.



# GETTING STARTED

There are certain responsibilities that you assume when you move into the residence halls. Many of these principles and responsibilities are highlighted in this guide; however, a more detailed description of all Spelman policies is published on the Spelman website. [Download the Student Handbook PDF.](#)

**Decorating Your Room:** We want you to make your room your own, but we encourage you to read the “Community Standards” (e.g. Alcohol, Paraphernalia, Electrical Appliances, Fire Safety) as they contain specific expectations regarding your space. We have also included a *What to Bring and What Not to Bring* list on the housing webpage.

**Exploring the Hall:** Each residence hall’s layout is unique so it is important for you to locate the laundry room, vending machines, common areas, RD/RA offices and study space.

**Building Meeting(s) and Community Gathering(s):** The opening building meeting is where you will get to know your resident director (RD), resident advisor (RA) and the other students living in your building. In these meetings, students will be invited to participate in important community development decisions and review important information essential for student success. Your RA will facilitate a series of community gatherings throughout the year where residents are able to discuss issues/concerns pertinent to their specific floor in the residence hall. These gatherings are also a great time to build relationships with your fellow neighbors. At a closing meeting, you will learn more about the proper move-out procedures.

**Policies and Procedures:** Once you arrive, you are expected to have read all residence hall policies and regulations, what services are offered in the offices, as well as how to contact the building resident advisors and resident director.

**Responsibility for Reporting:** As an active community member, you are expected to report unacceptable behavior to the Housing and Residence Life staff and/or Spelman Public Safety. In instances where you feel comfortable addressing your peers (e.g. noise, roommate conflict), we encourage you to try and have the conversation on your own first before involving our RAs / RD as it can empower you and in many cases alleviate the issue. Once you report another person for an alleged crime or policy violation, Housing and Residence Life cannot guarantee your anonymity as all reported allegations will be confronted and the resident has the right to be presented with the full disclosure of information held against them.

**Inventory:** Prior to move-in, the RAs will complete an inventory (RCR) on your room/suite. Read this document carefully and consult the RAs/RD if you have any inquiries or concerns. You are responsible for immediately reporting any damages in your room or common area. The RD will review any discrepancies on your RCR at move-out and charges will be assessed accordingly.

**Roommate(s):** We encourage you to reach out to your roommate(s) prior to your arrival. This can be helpful in coordinating items to bring, in addition to setting the foundation for the relationship that will be formed over the coming year. Building this relationship is important and takes commitment as well as compromise. Once in your space, contact your RA if you have any concerns.

# HOUSING AND RESIDENCE LIFE TEAM

The Office of Housing and Residence Life is responsible for the management of the residence halls; students' well-being, staffing, programs, discipline, room assignments, policy information/enforcement, community leadership councils and Residence Hall Association. The housing and residence life staff operates as a team to assist each resident with having a positive living and learning experience. This is accomplished with the Visitation Desk Assistants (VDA), Office Assistants (OA), Resident Advisors (RA), Resident Directors (RD), Senior Administrative Assistant, Housing Coordinator, Associate Director of Student Life and Housing and Associate Dean of Student Life and Housing.

Our Housing and Residence Life staff has been carefully selected and trained to help you transition to living on campus. Please do not hesitate to contact your RA for assistance.

## **Resident Directors (RD)**

Our RDs are live-in professionals who are responsible for the supervision of the RAs and work to create a strong residential community.

## **Resident Advisors (RA)**

RAs are live-in student leaders who are here to answer your questions, help you with day-to-day life, enforce policies and College regulations, and implement intentional interactions.

## **Residence Hall Association (RHA)**

RHA is a student run organization that is made up of community leadership councils. RHA is charged with promoting unity across the residence halls, improving your living experiences at Spelman, and providing educational and social events. Joining this organization is a great way to get involved, gain leadership experience, develop organizational skills, and make lifelong friends.

## **Visitation Desk Assistants (VDA)**

VDAs work from 6pm to 12am, Monday through Sunday, to assist with the day-to-day visitation operations.

## **Office Assistants (OA)**

Office Assistants are work study students who work throughout the week in the central housing office.

## **Central Office**

The central office is located on the entrance level of the Living and Learning Center II in the administrative offices and coordinates the overall business and services for housing students on campus.

## **Housing Coordinator**

The housing coordinator provides information for students interested in living on campus, coordinates initial room assignments, housing re-application processes and inputting room and board fees.

## **Associate Director of Student Life and Housing**

The associate director works primarily with the Resident Directors, RAs and the RHA Executive Board. She oversees the day-to-day operation of the residence halls, including programming and RA/RD recruitment of the residence halls.

## **Associate Dean of Student Life and Housing**

The associate dean administers and supervises all housing and residence life staff and programs, and serves as the official representative to the college.



# STUDENT REGULATIONS AND RESPONSIBILITIES

## Personal Use Agreement

The resident agrees that the housing assigned shall be used by her and may not be transferred or assigned to another person. Residents may not be assigned to more than one space at the same time, nor may a resident occupy more than one space at the same time. The space must be used for personal living, sleeping, and studying and that no commercial operation, solicitation, canvassing, sales, or advertising will be conducted out of the assigned space.

## Eligibility for Campus Housing

Any Spelman student who is in good standing academically and is enrolled as a full time student may apply to live on campus. Campus housing is mandatory for all first students. Priority housing, a general guarantee that preferences i.e., residence hall, single rooms, roommate requests, have a greater chance of being met if the housing application and fees are submitted by requested deadlines. For returning students who request to reside on campus, a general deadline to keep in mind is March 31. This is the date when the student's account must be paid in full. Students who submit their housing application and contract by the March 30th deadline and clear their student account balance by the March 31 deadline will be eligible to participate in the housing lottery. A student who has an outstanding account balance may submit a housing application but will not be eligible to participate in the lottery. In addition, the student must notify the Office Housing and Residence Life when her balance is cleared so she can be assigned housing.

## Moving In

First Year students who have received a room assignment must take occupancy no later than the first day of new student Orientation unless they have obtained permission from the Associate Dean of Student Life and Housing to move in after that date. Upper-class students who have received a room assignment must take occupancy by the Saturday of the Labor Day weekend unless they have obtained permission from the Office of Housing and Residence Life to move in after that date. Failure to comply with these requirements will result in **forfeiture of your assignment**.

## Housing Wait List

Students who do not participate in the housing lottery process may submit their names to a waiting list by completing the appropriate paperwork in the Office of Housing and Residence Life. Room assignments will be made for students on the waiting list in the order received and after confirmation that the student has a clear account balance for the previous semester. Once a space is identified, a student will have 5 business days to remit a non-refundable \$250 housing and tuition deposit to accept assignment to the space. This deposit can be paid easily online at the Spelman College website.

## Temporary Housing Policy

Based on past experience, the College can reasonably anticipate that there will be a few residence hall vacancies at the beginning of each semester. As a matter of convenience to students, the College permits a small number of first year and upper class students on the waiting list to live temporarily in residence hall lounges and similar rooms until the end of regular class registration. The Housing office reserves the right to change or cancel the temporary housing policy as it deems necessary.

## Removal from College Housing

The Associate Dean of Student Life and Housing or the Dean of Students may remove a student from College housing for misconduct. The student will be given 48-72 hours to vacate the residence hall, unless a special exception is made by the Associate Dean or Associate Director of Student Life and Housing. If the student has not vacated the premises by the designated time, College designated personnel will remove the student's personal effects from her room. The College assumes no legal or financial liability for the safety or security of such effects.

## Responsibility for Personal Property

The College and the Office of Housing and Residence Life assumes no liability for theft, damage, or loss of money, valuables or other personal effects of any student or guest caused by fire, water, steam, insufficient heat, power failure, the elements, or actions of a third party that occur in College housing or on College property. Residents are encouraged to confirm that their property is covered by their family's homeowners' insurance or to carry personal property insurance.

## Rights Reserved by Housing and Residence Life and the College

The College, at all times, reserves the right to assign or reassign students to a housing space, including temporary space(s) in lounges, and to close rooms and/or facilities when vacancies exist or when areas are rendered unfit for occupancy. Agents of the College shall have the right to enter College housing at all reasonable hours for the purpose of examining the space or making repairs or alterations as necessary for safety and maintenance.

The College and Housing reserves the right to conduct life safety inspections as necessary, without prior notice, to identify and correct life safety violations. **Residents are responsible for understanding and complying with procedures included in the community living guide and student handbook.**

Behavior that threatens or endangers the well-being of others or substantially interferes with the rights of others may result in a room transfer or removal from housing.



# HOUSING POLICIES AND PROCEDURES

## BREAKS

**Fall, Thanksgiving, and Spring Breaks:** The residence halls will not close during these breaks. Students will be allowed to stay in their residence halls; however, visitation may be suspended. Information on emergency contacts and cafeteria hours of operation will be posted in the residence hall and distributed to those students who have indicated that they will be in the residence halls during these breaks.

**Winter Break:** Residence halls are closed during the break between the fall and spring semesters. All students must vacate their residence hall by 12:00 noon on the Saturday of final exam week.

**Summer Break:** Except for graduating seniors, all students who are not volunteering or participating with the commencement or reunion events MUST vacate the residence hall the Saturday after the last day of finals, no later than 12:00 noon. All volunteers must be approved by the Associate Dean of Student Life and Housing to reside in the hall.

## CHECK IN AND CHECK OUT

**Check-in:** Before students arrive, each residence hall room is inventoried by the Housing and Residence Life Staff for furnishings and the physical condition of the room. Students must review the Room Condition Report (RCR) with their RA and sign off on the condition of the room. After completing the RCR, residents will be issued a room and front door key (if applicable) by the hall staff. A fee of \$30.00 will be assessed for lost or unreturned keys, \$25.00 for front door key and \$5.00 for room key. **Note: BDT Suite, McAlpin, Abby, Laura Spelman, LLC1 and LLC2 residents must use their Spelman ID cards to gain entry into the building. If a resident loses her card, the replacement must be paid for at Student Accounts/Cashiers office. The receipt should be taken to Educational Media in order to receive a new card.**

**Check-out:** At the end of each semester, notices are posted with procedures for vacating rooms and returning keys. Before leaving campus, students must check out with their RA. To check-out, an appointment must be made with an RA. An RA will check to see that all the students' belongings are moved out of the room as well as verifying that all room keys and front door keys have been turned in. Failure to check out with an RA will result in an improper check-out fee.

**Room Condition:** Rooms and suites must be left clean and in good order. If this responsibility is left undone, each resident will receive a sanction. Additionally, students will be charged for damages that are beyond normal wear and tear. They will also be held responsible for missing furniture and excessive trash.

**Abandoned Items:** Items left in the residence halls after the resident has moved from the hall will be declared abandoned and will be disposed of. Residents may be charged for removal and/or storage of items.

**Theft or Loss of Property:** The College does not accept liability or responsibility for loss, theft or damage to any personal property, including times the student is not available or away from the hall. Any thefts should be reported immediately to the hall staff and Public Safety. Please keep room doors locked at all times.

**Remaining Occupant:** When vacancies occur in housing, Housing and Residence Life has the right to show these spaces and assign new occupants to fill these vacancies. Housing and Residence Life also reserves the right to reassign the remaining occupant of a housing space to different accommodations. **If a resident has a roommate who fails to move in, leaves the College, or moves to another College, the remaining resident may be assigned a new roommate. It is imperative that the remaining student does not move her things to the empty side of the room. If she does so, she may be assessed a fine.**

**Cleanliness:** All residents are responsible for keeping their rooms clean. Their rooms must be free of any fire hazards. In addition, upkeep of personal hygiene is expected. The residence hall team will make routine inspections to ensure compliance with health and safety standards. Continued failure to meet adequate standards may result in disciplinary action. **Note to BDT Suite residents: the entire suite and bedroom care and cleanliness are the responsibility of the residents who occupy that suite. The facilities staff will provide cleaning services of building public areas (hallways, lobbies, grounds, etc.) and periodically, the suite bathrooms only. Residents will be required to create a cleaning schedule with their roommates for the upkeep of common areas (kitchen, bathroom, etc.). This cleaning schedule will have to be documented in the *Roommate Agreement*. Residents will be financially responsible or incur student conduct action for littering and/or vandalism actions.**

**Maintenance Request:** Facilities Management Services (FMS) is responsible for the upkeep of the residence halls. All residents reporting an item that needs to be replaced or repaired should report these items through the [online Aim maintenance system](#). This site is found on the [Spelman Housing web page](#).

Look for the words “**report maintenance (AIM)**” under Link/Resources. Once the item is inputted, Facilities Management will review the data to determine the request priority. Facilities Management will then send a maintenance technician to repair the problem. It is the expectation of the Office of Housing and Residence Life that each repair is completed or acknowledged within (4-5) business days depending on the severity of the maintenance order. If the work is not completed in five days, the student should report the item again and state that it is the second request. If the problem persists, please contact the Office of Housing and Residence Life. **Note for residents: please include your name and personal cell phone number in the description box so the FMS staff can contact you if needed.**

## Procedure for building and maintenance repairs:

1. Building and maintenance repairs in residence halls are conducted only between 8:00 a.m. and 4:00 p.m.
2. All building and maintenance personnel will announce themselves with “maintenance personnel,” and knock on a room door before entering in such a manner as to be clearly audible to someone inside.
3. When a service request is received for room maintenance the problem will be attended to even if the student is not present. If the student is not present, a tag will be left on the inside door handle indicating whether or not the request has been repaired/completed.

In cases of emergency, contact the housing and residence life office at x 5344 or Public Safety at 404-525-6401. Examples of emergencies include: overflowing water, floods, electricity (lights out, electrical sockets are not working), heating and cooling problems, and any situation that could cause personal injury or damage.

**Room Re-application Process:** Returning residents will be able to participate in the re-application process if they have paid their student account balance by March 31 and completed an on campus housing application by March 30th. More information about the room re-application process will be disseminated throughout the academic year. Please check your Spelman email accounts for this information.

**Room Freeze:** The Office of Housing & Residence Life institutes a room freeze period at the beginning of each academic year. During the room freeze period no room switches will be allowed. The room switch period allows the office to verify room occupancy and no shows. The room freeze period is lifted the day after Labor Day.

**Room Changes:** Residents may submit a request to change rooms to their live-in professional staff member after the second full week of classes each semester. These requests are handled on a first come first served basis. Before any room changes will be made, the live-in professional staff member assesses the residents' needs. Room Switches are generally granted for the following reasons:

- Unresolved roommate issues (mediation was attempted but failed)
- Threat of violence or bodily injury
- Psychological distress by a roommate
- Survivor of sexual assault or violence

The professional staff must give her approval in writing before a student can move her belongings from one room to another. **Residents who complete an unauthorized housing change or fail to complete an approved housing change may lose their preferred room assignment, be required to relocate, and /or be subject to disciplinary action.**

**Housing Relocation:** Is a sanction in the student conduct process or may occur as a decision in the mediation of a roommate conflict where it is determined that the conflict will not be resolved. This is defined as the resident being moved by the associate dean or designee. The Office of Housing and Residence Life makes every attempt to accommodate residents' needs and request, but does not give the resident the right to occupy a specific room. Residents may be relocated at anytime at the convenience of the department.

**Lockouts:** Residents are issued a key to their room and one to the front door of the residence hall. If a resident is locked out of her room between 9am-5pm, she should contact the housing office. After 5:00pm, you may contact the Resident Advisor on duty who will assist you with getting back into your room for a small fee. The fee for lockouts is (\$5.00) The RA duty phone number is posted on the main office door in each residence hall.

**Lost Keys:** Residents will be charged for lost keys and/or swipe card. To obtain new keys, residents must pay for lost keys at the cashier office located on the second floor in Packard Hall. After a resident receives a receipt from the cashier, she must take the receipt to FMS to acquire a new key or swipe card. The fees for lost keys or swipe card are as follows:

**Front door key** - \$25.00

**Room door key** - \$5.00

**Swipe Card** - \$15.00

## **FIRE ALARM PROCEDURES**

Before an emergency happens, students should determine the closest hallway to exit the residence hall. If an alarm sounds and remains on, everyone in the residence hall should evacuate the building. Failure to evacuate a building during an alarm may result in disciplinary action.

**Fire Drills:** There will be periodic fire drills conducted by the Public Safety. Fire Drills are an exercise for students to practice leaving the residence hall in the event of an emergency. Fire safety equipment to be checked to ensure that it is working properly.

**Fire Safety:** Students should practice effective fire safety at all times by exercising prudent judgment and following fire safety guidelines established or revised for residence halls. Students should use fire alarms, fire extinguishers, fire exits, fire sprinklers, and related equipment only for their fire fighting purposes. Students should not hang or suspend anything on a fire extinguisher or sprinkler outlet and should understand that they will be responsible for any damage caused thereby. Students should exit a building as soon as a fire alarm sounds. Failure to do so will be considered a violation of College Code of Conduct. Additionally, Spelman College is required by city code to hold a specific number of unannounced fire drills each semester.

Tampering with or disabling any part of the fire alarm system, discharging an extinguisher, registering a false alarm, or setting a fire can endanger life and property, and may result in cancellation of your housing contract, restitution, disciplinary action, and/or criminal prosecution.

# COMMUNITY LIVING STANDARDS

These community standards will serve as the foundation for each community on-campus allowing the residents to benefit fully from an active living and learning environment.

As a member of this community you agree to abide by and support its standards. Resident Advisors and Resident Directors work with residents to create a positive living and learning experience for all residents. While these individuals may enforce our Community Living Standards, this is not their primary role. As a member of this community, the responsibility for holding all accountable to the Community Living Standards falls to you as well. Residents are also members of the larger College community and as such are accountable to the Code of Conduct that is administered by the Dean of Students. Depending on the circumstances, some conduct issues may be subject to sanctions and referred to the dean's office and/or to the public safety for additional action.

We have a student conduct system covering behavior issues in and around the residence hall community. Our approach to student conduct is pretty simple – we have a responsibility to let you know about our standards, provide clarification as necessary, and then hold you accountable for your behavior and the choices you make. Learning how to live in and contribute to a community takes personal effort and time. Our residence hall team is here to help you in your adjustment to campus life and we encourage you to seek them out as resources. Living in a residence hall affords you many wonderful opportunities and we hope you will take advantage of them.

Every Spelman student and guest has certain rights and responsibilities defined by the Code of Conduct. As members of the residence hall, students have additional rights and responsibilities that come with residing in a living and learning community, including:

- The rights to study in one's room free from un reasonable interference. One of the basic purposes of Spelman College is to learn and apply knowledge. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep in one's room and the right of access to one's room during the period when residence halls are officially open.
- The right to live in an environment free from any form of harassment or intimidation, including but not limited to racial, ethnic, sexual and/or sexual orientation harassment.

Other rights, which should be upheld only when the exercise of those rights do not infringe upon the primary rights of others, includes:

- The right to personal privacy
- The right to one's own unique interests and values
- The right to host guests according to policy

It is the responsibility of each student to respect the rights of others as outlined in the Code of Conduct and within the Community Living Standards. Students will, at all times and in all activities, respect the rights of others, take responsibility for guest behavior, exercise responsible behavior conducive to the teaching and learning environment, and uphold the integrity of Spelman College both on and off campus.

# WHAT IS A COMMUNITY?

The Spelman College Office of Housing and Residence Life is committed to the concept of building respectful, involved, and dynamic communities.

This means that each student is expected to exhibit responsibility within their community:

## ***Responsibility for oneself***

Along with the new-found freedoms of college comes the responsibility of making choices: choices of lifestyle, study habits, friends, relationships, social experiences, and finances. You are free and responsible for making individual decisions that do not infringe on the rights of other residents or your roommate.

## ***Responsibility for the floor and building***

Spelman students are expected to take an active role in shaping and running their residence hall environment, planning floor and building activities and serving in leadership positions. This means participating in floor meetings and events, getting to know other residents and looking out for them, and holding each other responsible for behavior that detracts from the living environment.

## ***Responsibility for setting standards***

Each living unit at Spelman is asked to negotiate community standards. As a group, you decide how you would like your floor or community to operate. College policies are not negotiable, but lifestyle habits, floor activities, facilities and safety issues are focal points that require student participation and decision-making.

## ***Responsibility for honor and conduct codes***

When you enroll at Spelman, you agree to live by the principles set forth in the Code of Conduct and in the honor codes of your respective college. In addition, your signature on the residence hall application indicates your willingness to live by the rules outlined therein.

This philosophy of community development provides you with many opportunities to shape your living environment. The residence hall team and the residents maintain the halls together, thus allowing each individual person to contribute to the success of their floor and building community.

# COMMUNITY LIVING: STUDENT RESPONSIBILITIES

By living in a residence hall, students are a part of a living and learning community. As a member of this community, students have certain rights as a resident. For this reason, it will be important to learn to compromise with others in order for members of the community to grow as individuals and may pursue learning as a fundamental part of the campus residential experience. Community Living Standards are designed to assist in shaping the environment, to protect student's rights and assert the responsibilities students have to one another. As a member of the residence hall community, students must also agree to abide by the Local, State, and Federal laws, as well as by the Spelman College Rules and Regulations, Code of Conduct and these Community Standards.

## 1. Alcohol

- a. Possession or consumption of alcoholic beverages in and around the residence halls is not permitted. Individuals who are not residents may not bring alcoholic beverages or illegal drugs into the hall.
- b. Empty alcohol containers may be considered evidence of prior consumption in the room. Displays using empty alcohol containers are considered policy violation.
- c. Drugs and the illegal use, possession or distribution of narcotics and other dangerous drugs or drug paraphernalia is not allowed in the residence halls.
- d. Offensive and inappropriate behavior exhibited by any student while under the influence of alcohol or other drugs is not permitted. Students will be held responsible for their actions.

*Alcohol and illegal items will be disposed of when individuals violate the policy above. Students present in a room, suite, or general vicinity that contains alcohol and/or illegal items may be found in violation of the aforementioned policy.*

## 2. Civility & Responsibility

Students should maintain integrity in all relationships. They should respect the dignity of others and value all persons equally. Students should not physically, psychologically or sexually abuse any member of this community, nor participate in or condone any form of bigotry, harassment, intimidation or threat, including all types of threats be they verbal, written, physical, psychological, direct or implied. Students also should understand that this standard applies equally to residents, staff, visitors, and other members of the College community.

- **Verbal Abuse**, including offensive or derogatory language.
- **Threatening Behavior**, whether written, verbal or physical.
- **Any use of force**, of physical violence.
- **Trespassing**, entering or remaining in a room without the resident's permission.
- **Lewd**, obscene or offensive behavior. Any behaviors that demonstrate an inability to abide by the requirements for group living.
- **Any behaviors** that demonstrate an inability to abide by the requirements for group living.

Any of the above behaviors may result in disciplinary action, which could include termination of the housing contract.

To be successful in developing responsible and respectful communities, residents must cooperate with the residence life team. At times, residents may question policies or the means of implementation. If so, this concern should be voiced through proper channels, such as making an appointment with the live-in professional staff or the Assistant Associate Dean of Student Life and Housing. Students and their guest(s) are expected to comply with all rules, regulations, policies, procedures and reasonable requests from a residence life staff member.

### **3. Civility & Respect**

Students should maintain integrity in all relationships. They should respect the dignity of others and value all persons equally. Students should not physically, psychologically or sexually abuse any member of this community, nor participate in or condone any form of bigotry, harassment, intimidation or threat, including all types of threats be they verbal, written, physical, psychological, direct or implied. Students also should understand that this standard applies equally to residents, faculty, staff, guests, visitors, and other members of the College community.

- a. Verbal Abuse, including offensive or derogatory language.
- b. Threatening Behavior, whether written, verbal or physical.
- c. Any use of force, of physical violence.
- d. Trespassing, entering or remaining in a room without the resident's permission.
- e. Lewd, obscene or offensive behavior. Any behaviors that demonstrate an inability to abide by the requirements for group living.
- f. Any behaviors that demonstrate an inability to abide by the requirements for group living.
- g. Any of the above behaviors may result in disciplinary action, which could include termination of the housing contract.

### **4. Controlled Substances**

- a. The use, presence, possession, manufacture, sale, or distribution of illegal drugs, controlled substances, and/or any natural or synthetic compounds is prohibited.
- b. Prescription drugs taken outside of their intended use or by anyone other than the patient are prohibited.
- c. All non-prescription drugs taken outside of their intended use as identified on the packaging or as directed are prohibited.
- d. The possession of any drug-related paraphernalia (e.g. bong, syringes, pipes, scales, grinders, hookah) is prohibited.

*Alleged drug violations are subject to the full extent of law enforcement, student conduct violations, and Housing and Residence Life Contract violations, including housing contract termination. Students will be responsible for termination fees as well as the remaining balance of the current term's charges and must vacate the residence hall within 72 hours of being found in violation. Additionally, students present in a room, suite or general vicinity that contains controlled substances may be found in violation of the policy.*



## 5. Disruptive Conduct

Students should not act in a manner that will disturb the academic pursuits or infringe upon the privacy, rights, privileges, health, or safety of other persons. Any activity that has a negative impact on the reasonable use of residence halls by others will not be tolerated. Such activities include, but are not limited to, shouting or throwing objects, standing on roof tops; the use of amplified musical instruments or drums; propping or disabling exterior doors and alarms; damaging fire sprinkler heads; and the misuse of Spelman equipment. *Repeat or flagrant violations may be subject to additional disciplinary action.*

## 6. Failure to Comply

Non-compliance with written and verbal instructions from college officials is prohibited.

## 7. Failure to Report

Failure to report violation(s) of the College Living Guide or College policies to college officials is strictly prohibited.

*Failure to report includes students present within or around residence halls when a violation(s) occurs. Additionally, students may be found responsible for the corresponding violation(s).*

## 8. Animals & Pets

- a. All animals, with the exception of fish, are prohibited in the residence halls.
- b. Possession of fish tanks over 5 gallons is prohibited.

*The prohibition of pets in residence halls does not apply to the use of an ESA and/or assistive animal. If you require the use of an ESA or assistive animal, you must contact the Student Access Center to ensure your compliance with the proper registration and approval procedures. The Student Access Center will communicate final approval to the Office of Housing and Residence Life for an housing assignment prior to the ESA or assistive animal moving into the residence hall.*

## 9. Beds

Residents in **all halls except Manley and Howard Herral**d may not raise, loft or alter beds by any method (e.g. concrete blocks, bed risers, platforms). Manley and Howard Herral residents may raise their beds with **bed risers only**.

## 10. Computer & Network Use

All personal wireless connections (e.g. routers) are prohibited in residence halls.

*For rules and regulations governing such issues as network bandwidth usage, e-mail dissemination guidelines, digital and proprietary software copyright, etc. please refer to Student Technology Services for complete policies.*

## 11. Harmful Behavior

Physical harm, threats, harassment, bullying, verbal/written abuse, or retaliation to self or others is prohibited.

## 12. Housekeeping

- a. Failure to maintain a clean and healthy residential space is prohibited.
- b. Leaving personal trash in any public or shared area is prohibited.
- c. Failure to remove trash to designated outdoor containers is prohibited.
- d. Storing of personal items in public or shared areas (e.g. hallways) is prohibited.
- e. Engaging in intentionally unsanitary conduct is prohibited.

*Both trash and recycling materials from student's room/suite must be taken, by the students, to the dumpster and/or recycling areas designated for each building. It is a violation of our policies to leave trash in common areas, kitchens, lounges, or common bathrooms.*

## 13. Fire Safety

- a. Starting a fire, activating a fire alarm without due cause, or falsely reporting a fire to College or emergency response officials is prohibited.
- b. Tampering with, destroying, damaging, or misusing emergency or safety equipment (e.g. smoke detectors, fire extinguishers, or sprinkler heads) is prohibited.
- c. Failure to evacuate or re-entering into a building without authorization by College or emergency response officials during a fire alarm or drill is prohibited.
- d. Possession of, storing, manufacturing, distributing or using all explosives, flammable liquids, open flame sources (e.g. candles, incense), live cut trees, or hazardous substances is prohibited.
- e. Possession or use of all two-prong extension cords, plug adapters, halogen lamps/bulbs, or decorative/holiday lights are prohibited.
- f. Possession or use of space heaters in residence halls is prohibited.
- g. Failure to monitor cooking food or take precautionary steps while cooking (e.g. turning on vents, opening windows) is prohibited.
- h. Blocking the egress of hallways, stairwells, and doors is prohibited.
- i. Affixing any items to the ceiling that can cause a fire, interfere with fire suppression system, or act as an accelerant is prohibited.

*If your bedroom does not have doors on the closet, you may put up curtains using a tension rod; however, the rod must be 20 inches from the ceiling in order to allow the sprinkler full coverage in the event of a fire. Residents must use surge protectors. Extension cords are prohibited. Additionally, student may be responsible for all costs associated with damage.*

## 14. Identification

- a. Failure of students and guests to present proper College or government issues identification to College officials upon request is prohibited.
- b. Knowing supplying any false and/or misleading identification information is prohibited.

*Persons without proper identification will be considered trespassing and Public Safety will be notified. Misrepresented or supplying false identification will be confiscated by College officials.*

## 15. Illegal Entry & Trespassing

- a. Unauthorized entry into any living space or restricted access areas of residence halls (e.g. mechanical rooms, roofs, closed buildings, housekeeping closets, storage areas) is prohibited.
- b. Permitting any unknown persons into residence halls is strictly prohibited.
- c. Propping or inhibiting the locking mechanisms of any exterior doors is prohibited.
- d. Entry or attempted entry when residence halls are closed is prohibited.

*Residents are responsible for knowing and complying with closing guidelines set forth by the Office of Housing and Residence Life.*

## 16. Keys

- a. Unauthorized use, possession, or duplication of keys is prohibited.
- b. Switching and/or borrowing keys is prohibited.

*Visit your building's RA office for lockout assistance and procedures.*

## 17. Noise

- a. Noise that interferes with the study or sleep of others is prohibited.
- b. Failing to comply with quiet hours (10pm to 8am during the academic year and 24 hours during finals) is prohibited.

*Residents must keep noise at an acceptable level all hours of the day. Unacceptable noise levels are defined as any noise that can be heard inside or outside of the residence hall or exterior community spaces. This includes, but not limited to: pounding on walls, doors and floors, amplified sound, playing musical instruments, and bass from speakers. Students should respectfully address peers, but if unsuccessful contact the RA or RD.*

## 18. Recording Others

Recording and/or distributing another person's image or voice without their permission, when a reasonable expectation of privacy exists, is strictly prohibited.

## 19. Communication

Please check your Spelman e-mail account regularly as this is our primary means of communicating important, time sensitive information to you. It is your responsibility to ensure that you check your e-mail for official communication, that you fully understand messages being conveyed, and that you respond in a timely manner to all communication from College faculty, staff or administrators.

## 20. Confidentiality

Although housing team members may form bonds with students residing in the residence halls, any information presented to a housing official relating to the violation of college policy and/or the threat/harm to oneself or a member of the College community must be reported.

## 21. Disability Services

Students with a disability in need of special accommodations should request accommodations on an annual basis through the college's Student Access Services, located in MacVicar Hall.

## 22. Room Use

- a. Permanent and semi-permanent (e.g. painting, removing, altering, or stacking furniture) alterations to rooms are prohibited.
- b. Subletting is prohibited.
- c. Actively seeking and/or operating on-site businesses are prohibited.
- d. Use of a vacant or empty space, including furniture, is prohibited.
- e. Any action that interferes or impedes the room placement process is prohibited.
- f. Relocation of any common area furniture is prohibited.

*Charges will be assessed for any repairs or cleaning required to return the space to move-in ready condition. Move-in ready is defined as: furniture, closets, common space, etc. are clean and available for a new roommate to utilize upon move in. If a vacancy exists in your room or suites, Spelman Housing reserves the right to assign a new roommate at any time.*

## 23. Sexual Misconduct

All forms of sexual misconduct, abuse, harassment, exploitation, intimidation, stalking, or coercion is strictly prohibited.

*Individual who violate this policy are subject to the full extent of law enforcement, student conduct violations, and housing agreement/contract termination in compliance with Title IX.*

## 24. Smoking

All smoking, including e-cigarettes, inside the residence halls or entry ways is strictly prohibited.

Visit [Spelman Smoke-free Campus Policy](#) for more information.

## 25. Solicitation / Posting

- a. Soliciting and canvassing in residence halls is prohibited.

*Posters, messages, flags, message boards, and other media to be distributed within the residence halls must be approved by the Office of Housing and Residence Life prior to distribution and/or posting in residence hall areas. Individual or groups seeking approval should bring one (draft) copy of the proposed posting to the office on the first floor of LLC2. If the posting is approved for distribution/posting, it will be stamped with the departmental approval logo PRIOR to being returned to the applicant for additional copies to be made. Additional photocopies—bearing the approval stamp—should be returned to the office. These copies will in turn be distributed to the residence halls for distribution and posting by the Residence Life team. Distribution and posting is handled exclusively by Residence Life. Postings not bearing the approval logo will be removed from residence hall boards, and may result in the posting's sponsor being denied approval in the future.*

## 26. Vandalism & Theft

The willful destruction, defacement or theft of any public or private property is prohibited. Examples of vandalism include, but are not limited to: water fighters, tearing, burning, or removal of posters or bulletin board displays, public urination / defecation, tampering with door or window locks, or any other

damage to College or personal property.

Housing and Residence Life reserves the right to assess residents collectively or individually for any vandalism to the buildings, grounds, or furnishings. Pranks that result in disturbances or distress to others, or cause damage to College or personal property (or those that foreseeable could have caused damage, disturbance, or distress) are prohibited.

## **27. Hall Meetings and Community Gatherings**

As a member of the residential community, it is important that all posted hall meetings and community gatherings be attended. Students are responsible for all information covered, whether or not they attend these meetings.

## **28. Joint Responsibility**

Students are responsible for the actions of people in their residence hall room. If a student is present in their own or any other residence hall room or area where college policies are being violated, they are subject to the same disciplinary action as the resident of that room. In some situations, this may also include violations that occur within an adjoining room in a suite, regardless of whether or not the student is present in the room in which the violation occurs.

## **29. Personal Responsibility**

Students will take responsibility and be accountable for their behavior and for the choices they make as a member of the residence hall community. Students should not engage in behaviors that could endanger others or themselves in the community. In addition, students are encouraged to report violations of the Code of Conduct and of these Community Standards.

## **30. Roommate Agreement**

Students will complete a roommate agreement with roommate(s) (and suitemates) during the first three weeks of classes and when changing rooms. These will remain on file with the Resident Director and should serve as the basis of understanding for roommates.

## **31. Vacating Residence Halls**

Residents must vacate their residence hall room according to the posted schedule, it is expected that students vacate no later than 24 hours after their final exam at the end of each semester. A fine will be assessed to residents not checked out in the proper manner. An additional fine will be assessed to residents not vacated by the scheduled closing of the residence halls. Please contact your residence hall team if you have questions about vacating your room.

## **32. Community Living: Campus Facilities & Safety**

Students are held directly and financially responsible for keeping their room and its furnishings, as well as hallways and other common areas, clean and free from damage and to cooperate with roommates in the common protection of health, safety, and property. Students are financially responsible for damages or losses that occur to the property of other students or the College which are caused by their actions, carelessness, or negligence.

## **33. Elevators**

Students should not tamper with nor misuse College elevators and should report any tampering or misuse to their Resident Advisor or other Residence Life staff immediately. This includes over-crowding the elevators, which may cause the elevator to malfunction. It is very dangerous to tamper with elevator equipment including the overhead lighting and mechanical/directional outlets.

# GUESTS & VISITATION

Visitation is a privilege in residence halls. Residents have the right to study, to sleep, and to maintain privacy. The rights take precedence over visitation privileges, and students must at all times be considerate of these rights.

Only residents and their guests are permitted in the residence halls. Male and female guests must be escorted at all times. **Note:** A guest is defined as a person that does not officially live in that residence hall.

## A. Non-Resident Visitation

Visitation refers to the *privilege* of having guests in your room and the residential area in which it is located. The rights of other residents, especially your roommate(s), take precedence over this privilege. Strict guidelines and timeframes exist for visitation, will be communicated to all students at the start of the academic year and may be amended as necessary by the College with little or no notice to students. In the event of an emergency, crisis, staffing issue or major campus function, Housing and Residence Life and/or the Department of Public Safety reserve the right to cancel or modify designated visitation hours.

A guest is defined as any person not assigned to live in a given room and/or residential area, whether the guest is a residential student, commuting student, or non-student of Spelman College. Non-student guests must present photo identification and register when entering a residential area. Non-student guest must be escorted at all times in residential areas by their host.

Students and their guest are expected to comply with the rules, regulations, policies and procedures and reasonable requests of any Residence Life team member. Guests must abide by the rules and regulations of the College. Residents are held responsible for the behaviors of their non-student guests.

Students must exercise good judgement when hosting a social gathering to not disrupt the community. The residence hall team reserves the right to inform residents that a gathering is disruptive and to end it at their discretion, by requiring visitors to depart.

## B. Overnight Guest

*An overnight guest is considered to be a visitor utilizing the room of a resident student as a place of lodging.*

- a. A resident is permitted to have overnight guests (of the same sex) **only with express permission of each roommate(s)** for a maximum period of five (5) nights per semester. These five nights may not be consecutive.
- b. Residents are not permitted to have overnight guests during vacation periods, registration periods, exam periods, or other periods when formal classes are not in session.
- c. The number of overnight guests permitted in any residence must not exceed the number of College beds in the room.
- d. The resident accepts full responsibility for ones overnight guest.
- e. The residence halls staff reserves the right to ask any guests to vacate the premises at any time.
- f. The Resident Director is authorized to impose an administrative charge upon the student/resident of a residence of \$50 per night for each illegal overnight guest when it is determined that a resident has violated the policy for overnight guests. The illegal overnight guest charge may be appealed to the Associate Director of Student Life and Housing.

Methods of “hosting” a guest include, but are not limited to, formally registering a guest with the Visitation Desk Assistant located in the corridor during visitation hours and holding doors open for students to access the building (i.e. piggybacking, tailgating).

Students must escort guests at all times. Students are responsible and accountable for the behavior of their guests and it is the student’s responsibility to inform guests of all residence hall and College policies. Guests are expected to abide by these policies and standards. By allowing individuals who are not residents of the building entry into the building, you automatically assume responsibility for this individuals behavior and actions.

Roommates (and suitemates) must agree in advance about having guests and to the duration of their visit in the residence. Guests may not stay overnight in common areas of the residence hall.

**Note:** *Cohabitation by anyone other than the individual assigned to your room is prohibited.*

**Your roommate’s rights to privacy, sleep, and study take precedence over the rights of a host to have a guest.**

# APPROVED APPLIANCES AND PROHIBITED ITEMS

**Room Condition, Furniture & Fixtures:** Students may not alter the condition of the room's painted surfaces, floors or finished surfaces (desks, furniture, built-ins, etc.). Students are not allowed to paint any wall or surface within their room and they are not allowed to replace or repair carpet within their room. Students are also not allowed to perform any repair or renovation work within the residence hall. Students should not remove or relocate furniture from student rooms, lounges, or other residence hall areas, or other College buildings or grounds. Waterbeds and physical modifications of room furnishings are not allowed, including lofting of beds or modification of intended use.

## **Suites ONLY Kitchen Approved Appliances:**

- Suites will come furnished with regular sized refrigerators and microwaves.
- Additional/individual refrigerators and microwaves are not permitted.
- Blenders, two-slot toasters, and small coffee makers are the only additional kitchen appliances that will be permitted in the suites kitchenettes. Everything else is prohibited.
- Any/all kitchen appliances CANNOT be left unattended in use.
- Air fryers, blenders, and small two-slot toasters must be in kitchenettes ONLY.

**Prohibited Items:** alcohol, pets (excluding fish), candles (with wick), incense, devices used to promote drinking (i.e. beer bong, funnels, alcohol/wine bottles), drugs and/or controlled substances that are illegal, drug paraphernalia (including electronic smoking devices used for drug consumption), sandwich makers/grills (George Foreman), hot plates, rice cookers, crock-pots, waffle makers, toaster ovens, air fryers (in traditional halls), electric coolers, fans with cooling unit, wireless router, wax warmer (direct plug-in), wax warmer (with light bulb), non-surge protected extension cords, halogen lights, hookahs, hover boards, items obstructing egress/exit path in room, items hanging from ceilings, on/from sprinkler system and/or piping, outdoor grills, microwaves, charcoal, gasoline, lighter fluid, or other flammable liquids, refrigerators (unless approved by Student Access Services), space/portable heaters, air conditioning units, fireworks and explosives, weapons (including switch-blade, butterfly knives, spears, swords, souvenir weapons, chemical)

- Any weapons including fire arms, BB guns, bows and arrows, martial arts weapons, knives and any item that can be reasonably considered a weapon.
- The possession of flammable liquids, harmful chemicals, gasoline, explosives, flares, firecrackers, and fireworks or any such materials. Candles with wicks, incense, and any open flame burning items.
- Space heaters, power tools, air conditioners and refrigerators (or similar cooling units). ***The College is not responsible for damage due to power surges.***



- Cooking equipment such as: air fryer, crock pot, hot plate, grilling machine, rice cooker, sandwich maker, toaster oven, and slow cookers are prohibited in the residence halls.
- Decals, stickers, contact paper, darts, dartboard or other items, which may damage walls or furniture.
- Lofts, bunk beds, cinder blocks or any other propping devices.
- Possession of stolen property such as street signs in your room.
- No pets allowed (unless approved by Student Access Center).
- Bicycles may not be kept in hallways, stairwells or public areas. Nothing may be placed in hallways or attached to exterior pole railings, tress, etc.

**Holiday Decorations:** Fire and safety rules stipulate that these must not hang from or touch any light fixtures or fire safety equipment. Only three strands of lights can be linked together per electrical outlet, and live holiday trees are not permitted. Decorations should not block doorways or windows. Any organic materials used for holiday decorations (ex. Pumpkins) must be disposed of in a timely manner to avoid damage due to decay.

### **Personal Safety & Security**

- Students should actively promote safety and security within their community at all times.
- Students should immediately report any suspicious person(s) or activities to the Spelman Public Safety.
- Students should not prop open or otherwise disable the latching/locking mechanism of any door to the building and should un-prop any door they find propped open or otherwise unsecured.
- Students should not permit access to the residence hall by non-residents who are not their personal guests and should not condone others doing so.
- Students should keep their room/suite door closed and locked when not in the room and understand that by keeping the door closed and locked at all times they can enhance the understand that by keeping the door closed and locked at all times they can enhance the personal safety of their roommate(s) and themselves.
- Students should immediately submit an AIMS quest work ticket about any unsafe condition or behavior that threatens the safety or security of this community. This includes malfunctioning or disable door locking mechanisms or door access card readers.
- Students should not enter or exit their room or any residence hall through a window, except in the event of fire or other similar emergency situation.

Theft of college or personal property and services in the residence halls will eb subject to discipline proceedings, referral to the student conduct process, and/or criminal prosecution, including unauthorized borrowing or possession of stolen property. Students should report any thefts to Spelman Public Safety.

Spelman College is not responsible for individual student belongings and strongly encourages students to purchase additional personal property insurance in addition to reviewing their parent's homeowner's

policies for possible coverage. Again, it is the student's responsibility to keep their room doors locked when not present.

### **Respect for Property & Environment & Community Responsibility**

Students will respect the property belonging to other members of the community and the college. Students should not cause damage to property and should not condone damages committed by others. Students should promote a clean and safe environment in their residence hall, including their room, apartment, bathroom, and common areas. Students agree to notify housing staff of any deteriorated conditions of their room and its furnishings by submitting an annotated Room Condition Report within 48 hours of checking into the room.

Students may be billed individually or collectively for any property damages or for excessive cleaning necessary as a result of individual resident or group behavior.

### **Weapons**

Weapons are prohibited in residence halls and on-campus. The term weapons includes, but is not limited to firearms (or CO2 cartridge guns, stun gun, pellet guns, bows-and-arrows, and sling shots); dangerous chemicals; any explosives or explosive device including fireworks; ammunition; nun chucks; brass knuckles; hunting knives; and other materials that can be used in the endangerment of others. In unclear cases of definition. The context in which a particular object was used will determine whether it is indeed a weapon.

# YOUR ROOM, YOUR RIGHTS, YOUR FACILITIES

## Your Room

You must follow the guidelines below in order to keep maintenance problems to a minimum and to protect your room from damage.

- **Décor:** Be considerate of creating a safe space. This can pertain to your decorations, as some images, words and content may offend others. Additionally, any possession and/or display of stolen property such as construction materials (cones, signs, etc.), street signs and shopping carts are violations of the Community Living Guide.
- **Walls, Doors and Adhesives:** You are ultimately responsible for your room. In order to reduce charges, Spelman Housing encourages residents to use "Painter's" tape to hang your decorations.

**Authorized Search:** Your property is subject to search without your consent by Housing and Residence Life professional staff.

**Cleanliness:** Housekeeping will augment your daily cleaning practices, but you are responsible for promoting a clean and well maintained living environment. Residents should regularly sweep, dust, wash clothing, clean dishes, remove garbage/recycling, and discard old food items from residential spaces.

**Liability:** You are responsible for your property, as the College is not liable for damage to or loss of personal property, failure or interruption of utilities. Consider getting personal (renters) insurance coverage if you are covered under a preexisting policy (homeowners' policy). Any instance of lost, missing, or stolen property should be reported to Spelman Public Safety.

**Personal Property:** In an emergency situation, College officials may move your belongings to protect life and property of all residents. The Office of Housing and Residence Life staff reserve the right to define an emergency situation. You are encouraged to maintain personal renter's insurance for the replacement of personal property.

**Room Entry:** Authorized Spelman College representatives may enter your room for a variety of purposes, including: health and safety inspections, fire code enforcement, maintenance purposes, occupancy verification, lockouts, and in emergency situations.

**Roommate Agreement:** All students must complete a roommate agreement each time a new roommate is assigned to the space. Roommate agreements will be completed with your RA and will be reviewed at the beginning of each semester or as necessary.

**Storage:** Storage is not provided by Spelman Housing.

**Weather:** In a weather emergency, you are responsible for your own safety. Signing up for Spelman Alert will assist in notification and preparation.

## Your Rights

**Accommodations:** If you feel you need an accommodation, please contact your Resident Director to help you navigate the process.

**Communicable or Contagious Illness:** Students diagnosed with a communicable illness proving to be a health threat to other residents may be relocated to an alternate room on campus until determined to no longer be contagious. Staff will make every effort to maintain privacy of a student

# YOUR ROOM, YOUR RIGHTS, YOUR FACILITIES

who has knowledge of testing positive for any communicable illness. The temporary relocations process may begin by College staff or by student disclosure.

**Rights and Responsibilities:** The Office of Housing and Residence Life recognizes that students living in residential communities have certain rights that are not to be infringed upon by fellow community members at any time. These rights include:

- a. The right to have a safe and secure environment.
- b. The right to have well-maintained facilities.
- c. The right to sleep during the night.
- d. The right to study in rooms and common areas without being disturbed during hours designated as “quiet hours”.
- e. The right to privacy.
- f. The right to address grievances.
- g. The right to pursue personal and academic achievement.
- h. The right to be informed of community events or planned disruptions.
- i. The right to access one’s assigned living space during all times their building is open.

The Office of Housing and Residence Life recognizes that students living in residence halls have certain responsibility in their relationship to other community members and to their environment. These responsibilities include:

- a. Promoting a community environment that is open and safe to all members.
- b. Ensuring another community member’s ability to sleep and study.

- c. Addressing situations or behaviors that violate the Community Living Guide in a respectful manner.
- d. Maintaining one’s self in a manner that is not disruptive to the community.
- e. Abiding by all College policies.

## Your Facilities

**Evacuation Locations:** Each individual building will have its own evacuation location and must be at least 300 feet from your building. Evacuation locations can be found on Spelman Public Safety’s website.

**Furniture:** You are responsible for the Spelman furniture in your room, suite, or common space. All furniture must remain in your room. Housing and Residence Life staff will not remove or store college furniture.

**Hall Common Areas:** Decorating the residence hall lobby or lounge is prohibited without approval from Housing and Residence Life staff.

**Personal Property:** Remove all personal belonging upon move out. Items left in residence halls after closing will be subject to disposal/donation and additional move-out charges.

**Trash Removal:** Students must remove all personal trash from their assigned space and common areas. All trash must be taken outside to the designated trash cans.

**Video Surveillance:** Your community may be equipped with a number of closed-circuit TV cameras. These cameras have been installed for the purpose of recording events for later viewing. Do not rely upon these cameras for the safety of your person or property.

# CAMPUS SERVICES

**Automated Teller Machine (ATM)** is located on the lower level of the Albert Manley Student Center. Bank of America is the financial institution that is the host for the ATM. Wells Fargo and Bank of America are located on Lee Street across from the Mall of West End, which is less than a mile from campus.

**Cable Television:** Cable service is included in the price of your housing fee. There is a cable connection for each student in the room. Students are encouraged to bring a coaxial cable to connect their television to the jack. Comcast provides the expanded basic cable plan. A cable-ready television is needed to receive all programming. Do not tamper with, damage or remove College installed cable jacks. Outdoor antennae and satellite/HDV dishes are not permitted. All problems with the cable should be reported to the help desk at extension 5400.

## Facilities Maintenance Services (FMS)

- **Housekeeping/Cleaning** – Each residence hall has housekeepers that regularly clean bathrooms, showers, and other public areas. Residents are responsible for cleaning and maintaining their assigned room/space. Residents are responsible for cleaning up after they have had formal or informal gatherings in the public areas.
- **Pest Control** – Residents are responsible for keeping their rooms clean and safe. Pest control for the rooms and the residence hall are provided on an as needed basis. Residents needing their rooms treated should report this request through the online maintenance immediately.

- **Maintenance Request** – All residents reporting an item that needs to be replaced or repaired should report these items through the on-line maintenance system. This site is found on the Spelman home page by clicking on the prospective student area.

**Floral Deliveries** are brought to the Office of Housing and Residence Life. A representative from the department will sign for the delivery and call the student to let her know that she has a package. To ensure that all deliveries are sent to the right location, your name, room number and room phone number and/or cell phone number should be on the card.

**Mail Center** is located next to the Spelman bookstore adjacent to the Albert Manley Student Center. All residential students are assigned a mailbox. For the mailbox number and combination, the student must see the Mail Center staff.

The Mail Center and the Office of Housing and Residence Life will make every attempt to ensure that returning students receive their same mailbox, but do not guarantee that this will be possible.

Mailing address will be the following:

**Your Name**  
**Spelman College**  
**350 Spelman Lane SW. Box xxxx**  
**Atlanta, Georgia 30314**

**Public Safety** works 24 hours a day patrolling the campus and adjacent streets and staffing the emergency communications center. They also handle parking, conduct safety programs and complete numerous other duties. In the event of emergencies, residents should call the department at 404-525-6401.

# CAMPUS SERVICES

- **Lost and Found** — Any lost or found items should be turned in to the Public Safety Office located at the main entrance to the College. Spelman College does not assume any responsibility for lost or stolen items.

**Community Spaces:** Some common spaces are equipped with digital TV and may be available for residents to use. Spelman Housing staff will post signage on doors if the space is unavailable for student use. Community spaces may not be used for outside meetings (including student organizations) or personal functions unless approved by the Resident Director or their designee.

**Bulleting Boards:** Spelman Housing and Residence Life utilizes bulletin boards as a method of communication. Only staff may add or remove posted items on boards.

**Kitchens:** Community kitchens are available in select areas for use by current residents. Community kitchens are to be used for the preparation of food only. Additionally, residents who use community kitchens are required to clean up after themselves before leaving. To avoid any pest issues, please remove trash/recycling on a frequent basis and clean hard surfaces to remove any food debris.

## Cooking and Safety: Tips to Avoid Smoke Alarms

1. Always turn on the vent above your oven/stove (if available).
2. Never leave cooking food attended.
3. Check the oven/stove prior to use to ensure it is empty and clean.
4. Turn off all kitchen appliances when finished cooking.

5. Follow all microwave and food preparation instructions.

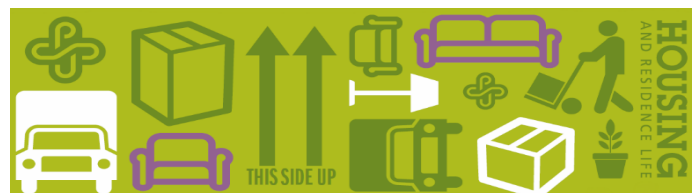
**Meals:** All residential students must have a meal plan. Spelman College offers three options for students to dine on campus. They are the Alma Upshaw Dining Hall, which is located on the second floor of the Albert Manley Student Center; the cafeteria located on the first floor of the Suites and lower Manley. Located on the ground floor of the Manley College Center, lower Manley provides the types of options that Spelman students know and love. Features include Starbucks, Subway, Twisted Taco and more. Each dining facility has its hours posted at its main entrance.

**Lock Outs:** If you are locked out of your room between 9am—5pm, contact the housing office at 404-270-5343. After 5:00pm, you may contact the Resident Advisor (RA) on duty who will assist you with getting back into your room. Residents will need to present a photo ID to get into your room. The cost of performing a lockout is \$5.

**Maintenance Requests:** To report any maintenance concerns, submit an AiMs request online.

## MOVE-IN & MOVE OUT

You are responsible for following all move-in and move-out procedures. All move-out materials will be provided to you prior to closing. Be aware of appropriate dates and times. Please consult your community office if you have any questions or concerns.



# HOUSING & RESIDENCE LIFE HALL SERVICES

## Community Leadership Council

Each first year residence hall has a Community Leadership Council. These are elected students that plan and implement educational, cultural, social and recreational programs for the residents in their hall. In addition, these students serve as advocates for their building. They serve as the voice for their building. Serving on the Community Leadership Council is an excellent opportunity for students to get involved with their residence hall and to gain valuable leadership experience.

## Spelman College Residence Hall Association (RHA)

The Spelman College Residence Hall Association is a student-run organization designed to enhance the quality of residence hall life and provide a cohesive voice for all residential students by:

1. Addressing the concerns of the on-campus students to college administrators and other campus organizations.
2. Providing cultural, diversity, educational, and social programming.
3. Establish and work with individual Community Leadership Councils.

## Laundry Facilities

Washers and dryers are located in each residence hall. The machines are credit card operated. For refunds or to report a problem with laundry services, visit your community office.

## Community Office

The community offices are designed to help serve the needs of residents. Students may visit their designated community office in order to have a lock-out performed or general questions. Please see posted hours of operation on the doors of these offices.

# IMPORTANT NUMBERS

Central Housing Office	404-270-5343	FMS	404-270-5440
Abby Community Office	404-270-5346	Career Planning & Development	404-270-5273
Bessie Strong Community Office	404-270-5351	Counseling Services	404-270-5293
BDT Suites Community Office	404-270-5340	Cashier's Office	404-270-5159
HH Community Office	404-270-5349	Health Careers	404-270-5814
Laura Spelman Community Office	404-270-5345	International Students	404-270-5681
LLC1 Community Office	404-270-5348	Learning Resource Center	404-270-5583
LLC2 Community Office	404-270-5351	Mathematics Tutorial Service	404-270-5833
McAlpin Community Office	404-270-5350	Registrar	404-270-5230
MacVicar Community Office	404-270-5351	Science Tutoring	404-270-5764
Manley Community Office	404-270-5347	Sisters Chapel	404-270-5729
MJ Community Office	404-270-5345	Technology Services	404-270-5400
<b>OTHER</b>		Student Access Center	404-270-5293
Spelman Public Safety	404-525-6401	Student Accounts	404-270-5161 / 5163
Academic Deans Office	404-270-5701	Student Activities	404-270-5139
Admissions	404-270-5193	Student Affairs	404-270-5138 / 5133
Alumnae Affairs	404-270-5048		
Dean of Students	404-270-5133		
Financial Aid	404-270-5222		
Health Services	404-270-5249		
Human Resources	404-270-5097		
Media Requests	404-270-5892		
Woodruff Library	404-978-2000		
Bonner Scholars	404-270-5306		
Writing Center	404-270-5593		
Study Abroad	404-270-5538		

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