



RESIDENCE LIFE HANDBOOK

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WELCOME FROM RESIDENCE LIFE

Convenience, support, and a fun community are just a few of the things residential living has to offer. The residence life staff promotes success in and out of the classroom and emphasizes community building, holistic learning, multicultural understanding, campus engagement, and leadership.

Residence life strives to provide an atmosphere that nourishes the learning, growth, and personal development of each resident within a cooperative community. In addition to the services and facilities provided, there are many activities, programs, and leadership opportunities available to students. The residence halls are an excellent place to develop knowledge, skills, and friendships that will last a lifetime!

We are excited to welcome you to the Southwestern Community. Please do not hesitate to call upon our staff. We are here to help you!

Sarah Hallinan
Director of Residence Life

OFFICE OF RESIDENCE LIFE

The dean of students, director of residence Life, hall directors, resident assistants, and apartment managers all work together to provide an environment that encourages community and promotes success.



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RESIDENT DIRECTORS (RD)

Resident directors, also known as hall directors, are part-time professional staff members who live in the residence halls. RDs supervise the student hall staff members, manage hall facility maintenance, and provide a safe and educational environment for residents.

RESIDENT ASSISTANTS (RA)

Resident assistants (RAs) are full-time students who live in the residence halls to assist the residence hall community. RAs receive intensive training to help them assist their residents. New resident assistant selection takes place each spring for the following fall semester. Joining the residence life staff is a great way to get involved in the Southwestern community.

HOW TO RESERVE A ROOM

Freshmen and transfer housing applications are available on the residence life web site. Visit www.sckans.edu/residencelife and click on new student housing sign-up.

To complete the application you must have a username and password given to you in a letter by your admission counselor. To obtain your username and password you must have paid your \$100.00 tuition deposit. Please contact your admission counselor if you have not received your letter with this information.

We ask that students fill out the housing application on their own. There are a series of questions that include hobbies, study habits, smoker/non-smoker, and room cleanliness. We use these questions to match them with roommates and suite-mates.

Special Needs

Please make note of any illnesses or disabilities on your housing application (physical, psychological, wheelchair access, asthma, etc.). If you will need special accommodations due to an illness or disability please contact Sarah Hallinan in the residence life Office at (620) 229-6392, or sarah.hallinan@sckans.edu.

CANCELLATION DATES, CHARGES, REFUND

Deposit/Charges: To apply for on-campus housing a student must first make a \$100 tuition deposit. All students who reside on campus will be billed a \$150 housing deposit. Damages or fines may be charged against it.

Cancellation fees: If a student requests housing for a forthcoming term and then cancels that reservation, the following charge schedule will apply. Before residence halls and apartments open, a \$150 penalty may be assessed against the room deposit. After residence halls open for the fall term, a \$300 penalty may be assessed for cancellations. Students who move in and then decide to move off campus are charged the FULL housing rate, but the room deposit is refundable. When students move out they must schedule a check-out appointment with hall staff 24 hours in advance. Failure to do so will result in a \$50 improper check out penalty.

Refund: The room deposit remains permanently on account until the student withdraws from college, graduates, or is given permission to move off campus, at which time a refund can be requested. Requests for refunds on room deposits must be made, in writing, to College Services

Students who move in and then later decide to move out will be charged the FULL SEMESTER ROOM RATE.

ROOMMATE ASSIGNMENTS

All freshmen are required to have a roommate for their first semester. After the first semester, any student may request to live in a private room or switch roommates. Because of space limitations there is no guarantee that a student will be able to receive a private room on request.

If you have a roommate in mind, please make sure you note the roommate on your application (and they note you on their application). If you would like to search for a roommate you may check out our roommate search site on Facebook (www.facebook.com) and search under "groups" for "SC Freshmen Roommate Search." There you will meet others looking for roommates too. If you do not request a roommate we will assign one for you.

Housing assignments will be mailed out the third week in July.

Housing assignments include room number, phone number, and roommate information (address, phone number, and e-mail address).

ROOMMATE CONFLICT

Roommates are encouraged to discuss their expectations regarding quiet time, sleep, sharing property, etc. with each other when they first move in. However, sometimes disputes and misunderstandings occur. If a roommate conflict occurs, first, try to work things out with your roommate. If you are unable to work things out on your own, contact your RA if problems/concerns arise within your living situation.

- A general meeting will be held with residents of room, RA and/or RD in order to resolve issues.
- If problems persist after acknowledged attempt has been made, further discussion will be handled by the RD or director of residence life and residents involved.

CONSOLIDATION

If a student loses a roommate during the semester or they were not assigned a roommate due to an uneven number of students they may be asked to consolidate. Hall directors will contact students when there is an option to consolidate. At that time the student will have the option to pay for a single (unless they are a first semester freshmen) or consolidate with another student. To be assured the double rate, a student may elect to consolidate with another student or be assigned a roommate. This means they will either have a new roommate move in with them or they will move in with another resident.

If a roommate is not available at this time you will be elected odd man out and will receive a roommate when one becomes available.

If you refuse a roommate at that time you will be charged for a private room for the semester.

HALLS AND APARTMENTS

Studies have shown that not only do students who spend at least their first couple of years living on campus receive better grades than those who commute, they also tend to persist (and finish their degrees) in higher numbers than those living off campus (Kuh, Gonyea, & Palmer, 2001).

By living on campus you become a member of a diverse community of active students. On-campus living also provides the convenience of being within walking distance of the library, classrooms, Book Cave, and dining hall. By living on campus at SC you have put yourself in the middle of everything. That's why we think it's important for students to take advantage of campus housing. It's not just about having a place to sleep; living on campus is about community, friends, and learning about one another.

All full time students must reside on campus, except those who are married or veterans or have reached junior status and are 20 years old or older.

AMENITIES

All of Southwestern housing facilities have air conditioning, cable TV, and wireless internet. Coin operated laundry facilities are available in each of the halls at the cost of \$1 to wash and \$1 to dry (some facilities laundry rooms have a credit card payment system available). Toilet paper, mops, brooms, plungers, and vacuums, are available upon request.

All residence halls and apartments are furnished.

- Each student is provided with:
- A desk and chair
- Bed
- Dresser (Wallingford residents share a 6 drawer dresser)
- Closet or wardrobe

All university furniture must stay in designated room at all times. There will be no swapping or storing furniture.

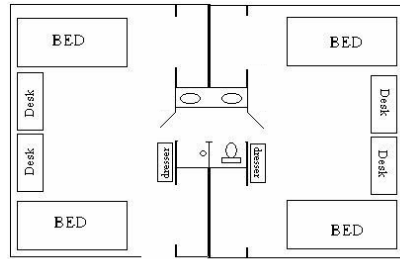
COLE HALL



Completed in the summer of 2001, Cole Hall is Southwestern's newest living facility. Cole Hall is a female hall that houses all freshmen women. Freshmen have housing priority, but if space permits transfer women may have the option of living in Cole Hall. Cole Hall boasts spacious (14' x 21' 4") rooms, private baths, a community kitchen, an elevator, and 3 lobbies. Each room contains bunkable/loftable beds (available upon request), 2 dressers, 2 file cabinets, 2 desks, and 2 rocking chairs. A meal plan is required in all residence halls unless a resident is student teaching. All residence halls are closed during semester breaks.



WALLINGFORD



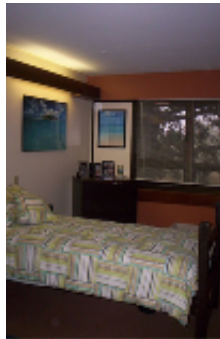
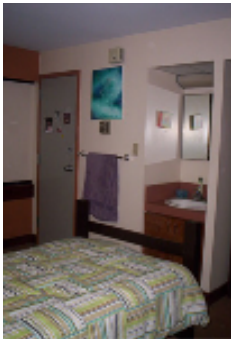
Wallingford is an all-male residence hall that houses all male freshmen. Wallingford is also available to upperclassmen and transfers. Each suite is 16' x 10' with an adjoining bathroom. Loftable beds are not provided in Wallingford Hall. A "Loft Policy Agreement" is available on page 13 for residents that would like to build a loft. The loft requirements are outlined on this form. Each resident has his own closet and shares a 6-drawer dresser. New in 2008, each room has an individually controlled heating and air-conditioning unit. Wallingford hall has a study room, and two lobbies with a ping pong and pool table. A meal plan is required in all residence halls unless a resident is student teaching. All residence halls are closed during semester breaks.



BROADHURST HALL



Broadhurst Hall is a co-ed residence hall housing upperclassmen. Male and female residents are housed on separate floors. Visitation policies are enforced in each wing but lobbies have 24-hour visitation. Residents have the choice of private or double occupancy rooms. Each room is 15' x 10' with an adjoining bathroom; two are handicap accessible. There are two lobbies and a community kitchen available for student use. A meal plan is required in all residence halls unless a resident is student teaching. All residence halls are closed during semester breaks.



SUTTON HALL



Sutton Hall is a Co-ed residence hall housing upperclassmen in private suites. Male and female residents are housed on separate floors. Visitation policies are enforced in each wing but lobbies have 24 hour visitation. Residents are housed in 15' x 11' private suites with adjoining bathrooms. Each room has a new individually controlled heating and air-conditioning unit. A meal plan is required in all residence halls unless a resident is student teaching. All residence halls are closed during semester breaks.



HONOR APARTMENTS



Tucked away behind Beech Science Center are the Honor Apartments. These one bedroom apartments, for one or two people, come with an electric range/oven and refrigerator, and one full bath. Students may bring couches and chairs to make their apartments as comfortable as they like. Honor Apartments are open during semester breaks and are available for summer housing. Honor is great for graduate students and married students. Honors residents are not required to purchase a meal plan.



REID HALL



Reid, located across from Stewart Field House, allows students the options of living in apartment-style living by themselves, or with one, two, or three other roommates. Studio, one- and two-bedroom apartments are available. These apartments do not have kitchens with stoves, but are provided with a micro fridge (refrigerator and microwave combination).

Students may bring couches and chairs to make their apartments as comfortable as they like. A meal plan is required for all residents in Reid Hall unless a resident is student teaching.

Apartments without kitchens are not allowed any kitchen appliances with heating elements, except for coffee pots with automatic shut offs.



Reid Hall is closed during semester breaks.

SHRIWISE APARTMENTS



Located on the north side of the campus, Shriwise can house one or two students in apartment style living. Each apartment has one bedroom, one bathroom, two built in desks and a living room. Students may bring couches and chairs to make their apartments as comfortable as they like. These apartments have an area with a sink, cabinets, and a micro fridge (refrigerator and microwave) unit, but they do not have a stove. A meal plan is required for all residents in Shriwise Apartments unless a resident is student teaching. Shriwise is open during semester breaks but is not available for summer housing.

Apartments without kitchens are not allowed any kitchen appliances with heating elements, except for coffee pots with automatic shut offs.

WARREN APARTMENTS



1998 marked completion of Southwestern's Warren Street Apartments. Located on the southeast edge of the campus, Warren apartments are split-level apartments for up to 4 residents. Each apartment comes with 1 1/2 baths, an electric range, and a refrigerator/freezer. Beds, desks, and dressers are also provided but students may bring couches and chairs to furnish the rest of the apartment. Meal plans are not required for Warren residents. Some apartments in Warren are available for summer housing.

Only students who are over the age of 20 and have reached junior status, married, veterans, or single parents are eligible to live in Warren Apartments.

LOFT POLICY

Students may develop their own lofts provided they are within the limitations of the following guidelines:

- The sleeping surface (the top of the mattress) cannot be above six feet from the floor.
- No loft can be fully or partially enclosed.
- No loft can be fully enclosed underneath.
- The loft may be no more than 40 inches wide by 84 inches long.
- No electrical wiring or fixtures or appliances of any kind may be attached or incorporated into the sleeping surface.
- The loft may not block windows, doors or any other exit from the room.
- The loft may not be attached in any way to any part of the room or floor.
- The loft structure may not interfere with maintenance or affect utilities in the room or interfere in any way with access to any part of the room for routine maintenance.
- The loft must be free-standing and not attached to any room furnishings. This includes other sleeping surfaces, beds, desktops, bookcases, etc.

The occupants of the room where the loft is located agrees to hold Southwestern College blameless and acknowledge that the college is not responsible for any accident, injury or damage to the occupants of the room, guest or personal property as a result of the construction. The occupants of the room where the loft is located must sign an agreement that they understand these guidelines and agree to them in total.

Since the building of lofts can be very noisy, lofts may only be built during non-quiet hours. If a loft is built, it is the responsibility of the residents of the room to dismantle it before check out time and to return the room to its original condition. Residents should take care not to damage the walls or furniture when building lofts. Southwestern College assumes no liability for any injury resulting from the presence of these lofts.

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LOFT AGREEMENT FORM

Student Name: _____ Hall & Rm # _____
Date: _____

As occupant of room _____, I agree to hold Southwestern College and its employees harmless and acknowledge that Southwestern College is not responsible for any accident, injury or damage to my roommate or me, our guests or personal property as a result of the constructions.

I have read and understand the loft guidelines and agree to them in total.

Name: _____ Date: _____
Resident Signature

Name: _____ Date: _____
Housing Staff Completing Form

Loft guidelines provided: _____ Initials

WHAT TO BRING

As you prepare to move into the residence hall, here are some things you may want to bring:

- Linens** – (Extra-long twin sheets)
- Towels**
- Alarm Clock**
- Trash Can**
- Laundry Supplies**
- Desk Lamp** (Halogen lamps are not permitted)
- Cleaning Supplies**

Discuss with your roommate, who might bring the following:

- Stereo** (not to exceed 50 watts)
- Television**
- Microwave** (not more than 800 watts)
- Mini Fridge**
- Shower Curtain**

Other items:

- Appliances:** Coffee Pots with Automatic Shut Off
(All other appliances must be approved by the director of residence life)
Limit combined electronic usage to 1000 watts per student.
Students should also limit usage of the west wall outlets in Wallingford.
- Carpet:** *Special State of Kansas Fire Regulations:* Our students are allowed to bring carpet for their rooms except in any building where rooms are already carpeted (Cole, Broadhurst, Reid and Warren). Usually a piece of carpeting 10' x 10' will work. Rugs cannot cover more than 50% of the floor space unless they are fireproof (flame spread # no greater than 75, fire code class B).
- Extension Cords** (may not be longer than 6 ft and must be surge protector)

THINGS TO LEAVE AT HOME

- Appliances** (toasters, toaster oven, hot plates, electric skillet, crockpot, etc.)
- Candles/Incense**
- Halogen Lamps**
- Weapons** (including paint Guns, air soft guns, bb guns, decorative swords or knives)
- Fireworks or explosives of any kind**
- Electric Space Heater**
- Alcohol and Drugs**
- Extra Furniture**
- Pets**– No furry pets or pets that must have a heat source (heat lamp or rock). All pets must receive advance permission from the director of residence life before bringing them on-campus.

For more information please visit the residence life website at www.sckans.edu/residencelife or contact the director of residence life at (800) 846-1543 ext.6392.

FREQUENTLY ASKED QUESTIONS

Is alcohol allowed on the SC campus?

The possession of alcohol containers (regardless of contents) and the use or distribution of alcoholic beverages or illicit drugs by students or employees on the Southwestern College campus is strictly prohibited. If a student is caught with alcohol on campus, he/she will be documented and sanctioned appropriately.

I want a room to myself, what do I need to do?

All freshmen are required to have a roommate for their first semester. After the first semester, any student may request to live in a private room or switch roommates. Because of space limitations there is no guarantee that a student will be able to receive a private room on request. To move out of your current room you need to first talk to your resident assistant or resident director.

Can housing staff enter my room/apartment without my consent? (room searches)

The director of residence life, housing staff, apartment manager, or security personnel have the right to enter any room in the residence hall when there is reason to believe that there is potential danger to a person or property or when a violation of policy has occurred. Students' rooms are entered before or during semester breaks to conduct health and safety checks.

I want to bring my own furniture; will Southwestern take their furniture out of my room before I get there?

When you arrive on campus you will find that your room is furnished with basic furniture - a bed, dresser, desk, and chair. Furniture storage is not available.

Can I move in early?

Unfortunately, no. Residence life staff is preparing to make your move-in exceptional. Due to time constraints, early check-in is not an option.

Help! I've lost my key.

When a room key is reported missing or is unaccounted for, we will replace the lock core to ensure your security and the safety of others. If you lose your key(s), for safety sake you must notify your RA or RD. You will be charged \$25 for replacing a room door key and \$100 to replace an outdoor key.

How do I get mail?

You should receive this information with your housing confirmation. Upon moving into the residence halls your new mailing address will be:

Your Full Name

1820 Warren Ave #___ (mailbox number)

Winfield, Kansas 67156-2499

FAQ CONTINUED

Why was I billed for damages to my room?

If you accidentally or intentionally damage residence hall or apartment property, you will be expected to pay for the cost of repair or replacement. Charges for room damages are divided equally between roommates, unless one person accepts or is found responsible. Damages to public spaces in the halls or apartments can be divided equally among all residents, if no one person or group is found responsible.

I'm a smoker, can I smoke in the residence halls?

No smoking or tobacco use (including chew) is permitted inside any campus building, including the residence halls and apartments. Candles and incense, as well as anything else that has an open flame, are fire hazards and are not allowed.

Can I bring my pet cat, or dog, or hamster?

Approval must be received in writing from the director of residence life for any pets. If a student is found in violation of this policy, they will be asked to remove the pet from the residence hall/apartment, and will be documented and sanctioned appropriately.

It's hot! It's cold! What can I do to the temperature in my residence hall room?

Our heating and cooling systems in some of our residential facilities only provide heat OR air conditioning, and not both at the same time. A decision is made between the housing director and the director of plant operations as to when the switch is made. Your patience is appreciated. Have any questions? Talk with your hall director.

May I have visitors overnight?

If you have prior permission from your hall director, you may have friends (who are over 18) or family stay the night with you in your room, if they are your gender. Guest rooms are available in various residence halls for \$18 per night per person. Sheets and towels are provided. See Pat Boggs in the student life office to book a room or call ext. 6391 for more information.

GENERAL RESIDENCE POLICIES

As hall staff, we work to ensure that your experiences with us is as comfortable and enjoyable as possible. In order for an atmosphere to be maintained that is conducive to a positive living environment for all residents and guests, it is necessary to follow certain rules and regulations. (Please refer to the Student Handbook at www.sckans.edu/policy web site for all rules and regulations).

Notification: Residents are responsible for reporting any violation of hall policy.

Because your room is a shared environment, **you** are partially responsible for your roommate's actions as well. If you are **aware** of any violation, report to an RA/RD immediately upon discovery.

DRUG/ALCOHOL REGULATIONS

Southwestern College prohibits the unlawful possession, use, manufacturing and/or distribution of drugs or alcohol by its students on its property or as part of any activity associated with the university. **This includes any empty or "decorative" alcohol containers.**

DECORATIONS

- Nothing should be hung from the ceiling, over sprinklers, or covering smoke detectors.
- Decorations featuring alcohol or drugs or adult content must not be seen from outside the room.
- Wallingford, Sutton, Cole, Honor, and Shriwise should use putty tacks to hang poster. Reid, Broadhurst, and Warren residents should use regular tacks (not nails) to prevent paint peeling and staining.

FIRE ALARMS

False alarms are a major threat to resident safety. If you pull one, there better be a fire. If not, you could go to jail.

If the fire alarm sounds students should assume that there is a real fire and evacuate the building. Failure to leave the building will result in a judicial sanction. Students are not allowed to reenter the building until an "all-clear" signal is given and the alarm is reset.

FURNITURE

Room furniture is not to be moved from the rooms!

Students will be fined if furniture is moved.

- The college will not store any furniture of personal items. Furniture and personal items can not be placed in the hallways. Any items in the hallways will be removed.
- Commons area furniture is for the entire hall, not for personal rooms.

HALLWAYS/WINDOWS

- No items should be placed in the hallway as it is considered a violation of fire code. Shoes, trash, etc, should remain inside the room at all times.
- Do not place bikes under stairwells or in hallways blocking fire escape routes.
- Do not obstruct windows; do not attempt to exit room through windows.
- Do not place items on outside window ledges (Wallingford/Reid/Sutton)

HEALTH AND SAFETY

Health and safety inspections will be conducted through out the school year. Typically 24 hours notice will be given if a hall-wide inspection will be conducted. A search can be performed at any time if there is probable cause of a policy violation. Residents will be notified if hall staff or Campus Safety and Security have entered their room.

Rooms should be clean with no concerns of personal health or resident safety.

GENERAL POLICIES CONTINUED

MAINTENANCE CONCERNS

Inform RA about any room issues that need to be fixed (ex. light bulb, slow draining sink, noisy shower head, broken dresser drawer, difficult lock, etc.). The RA then sends in a maintenance request.

Issues dealing with water leakage are emergency situations. Call RA/HD first. If no contact is made, call x 6321 and report to plant operations or security at x6111.

PETS

All pets must be approved through the director of residence life.

PROPPING DOORS

Outside doors should not be propped for any reason. You risk your safety and the safety of others. Propping an outside door is a serious issue and will result in a level 2 violation.

QUIET HOURS

An environment quiet and free from excessive noise, in accordance with our academic mission, is required in residential buildings; accordingly, the following “quiet hours” are established: 10:00 pm – 10:00 am (note: 24 hour “quiet hours” are expected during final exam days) **24 hour courtesy hours – be respectful of fellow residents**

SMOKING REGULATIONS

No smoking or use of smokeless tobacco is allowed in the residence halls or apartments.

TRASH

Room trash should be taken to the dumpster. Trash left in hallways or in commons areas may result in individual or community judicial sanctions.

VISITATION HOURS

Warren, Reid, Shriwise, and Honor have 24-hour visitation. Visitation is allowed in residence hall rooms and hallways by members of the opposite sex during the following hours:

9:00 a.m. – midnight Sunday – Thursday

9:00 a.m. – 2:00 a.m. Friday – Saturday

*Lobby Hours:

9:00a.m. – 2a.m. Sunday – Thursday

24 hours Friday – Saturday

*(Sutton and Broadhurst have 24-hour lobby visitation)

Hours remain the same over school/holiday breaks.

You are responsible for the behavior of individual guests you’ve invited on campus.

If a guest (same sex only) stays overnight for more than one night the RD must be notified.

ITEMS PROHIBITED:

Flammable: candles (unless wick is cut, or unlit), incense, halogen lamps, heat lamps, space heaters.

Kitchen appliances, such as hot plates, electric skillets, toasters, toaster ovens, crockpots are **only** allowed in Honor and Warren apartments.

Others: road signs and weapons (knives, guns, pellet guns, explosives, fireworks, etc.).

GET INVOLVED!

A fun and successful year in the residence halls and apartments depends on students involvement and support. Residence life programming offers students an opportunity to actively participate in decision making, planning and implementing events. This is your community and you have the right and responsibility to help make it what you want it to be.

To become involved in programming, please see your RA or RD and look for flyers and banners publicizing meetings and events.

Hall meetings are a chance for each residence hall or apartment to come together and discuss issues and events that affect that area. Topics discussed at the meetings might include announcements of upcoming programs, current problems in the halls, ideas for activities, and any other issues that have an impact on life in your community.

The RAs and RDs are here for you, the students of Southwestern. We are here to listen, to help out, from conflict mediation to noise control, and we are also the holders of the toilet paper.



RETURNING STUDENT HOUSING SIGN-UP

Returning students reapply each spring for the following fall semester. Returning students fall housing sign-up takes place online by visiting www.sckans.edu/residencelife and clicking on “returning student housing sign-up.”

Priority Scale

Housing assignments are based on a priority scale. This scale is calculated based on the student’s cumulative GPA, and credit hours earned at SC.

Example: (Cumulative GPA \times SC Credit Hours) = Priority Rating.

If a student is requesting roommates, the priority rating will be averaged based on the scores of the roommates.

Example: Paul, Bill, Dan, and Jeff want to be roommates in Warren.

Paul 2.5 gpa \times 50 credits = 125 points

Bill 3.0 gpa \times 84 credits = 252 points

Dan 3.2 gpa \times 120 credits = 384 points

Jeff 3.5 gpa \times 70 credits = 245 points

Average score: 1006 total points \div 4 students = 251.5 points

Students must be 20 and have reached junior status to live off campus or in Warren apartments.

Students who are found responsible for level 2 or level 3 judicial violations are not eligible for apartment living for two semesters.

