

## Residence Life



We believe that living on campus is an important part of your total educational experience at Simpson College. We strive to create communities in which students have opportunities to learn, grow, and develop. You will have the opportunity to make lifelong friendships in your residence hall, apartment, theme house or Greek house and be able to participate in programs and activities that will complement your academic experience.

This section of the Simpson College Handbook is designed to acquaint you with the services, programs, staff, regulations and facilities of your residence. We expect that you will take the time to read and familiarize yourself with its contents.

Our residence life staff is committed to making your life in campus housing as positive and enjoyable as possible while affording you opportunities to grow. Take advantage of the many opportunities offered to you as a resident student and make the most of your time living on campus. We're glad you're here!

### Our Mission

The responsibility and purpose of the Department of Residence Life is to intentionally create nurturing, stimulating, challenging and enriching communities in our residential areas that complement and supplement the academic liberal arts mission of Simpson College. We strive to develop ethical environments conducive to excellence, openness and mutual dignity. Through partnership with others, we provide quality programs, services and facilities for those we serve in a caring, responsible and cost-effective manner; trusting that our best efforts can always be improved.

We achieve this by:

- Encouraging students to accept both the freedom and responsibility inherent in community living.
- Engaging students in learning opportunities outside the classroom.
- Providing trained, caring and competent professional and student staff.
- Effectively administering housing operations by providing safe and comfortable facilities that meet student needs.
- Embracing the spirit of liberal arts, holistic education and the spirit of innovation as stated in the Simpson College Mission Statement.

Through these efforts, the Department of Residence Life assists in the development of responsible and fulfilled individuals who can adapt successfully to the college environment and beyond, contributing to the world of work, service and scholarship.

### Housing - On Campus, Off Campus Policy

All full-time unmarried students who do not live at home or with immediate relatives are required to live in college residential facilities or fraternity or sorority houses. Exceptions to these rules are made for seniors, students over the age of 23, veterans, married students, and students with dependent children living with them. Permission to live off-campus for these or other reasons must be obtained prior to moving off-campus via the Petition process. Check with the Department of Residence Life or the office of Student Development to begin the process and pick up a petition. Please be aware that financial aid will be adjusted for off-campus students. All decisions about granting petitions rest with the Vice President of Student Development.

### Community Statement

The Simpson College residential community is dedicated to the integrity and personal growth of each individual. Joining the community obligates each resident to make positive contributions to the community and to abide by a code of behavior. As a member of this community you agree to the following:

- I will respect the dignity of all persons. I will not demean individuals or groups by teasing, ridiculing, insulting, intimidating, harassing, or discriminating. I will strive to learn from differences in people, ideas, and opinions.
- I will strive for personal integrity and academic achievement. In all areas of my life I will eliminate the practice of deceit, plagiarism, lying, or disloyalty.
- I will demonstrate concern for others, their feelings, and their need for conditions that support their work and development.
- I will respect the rights and property of others.
- I will do all in my power to see that my room, apartment or house is kept clean and attractive, knowing that such an environment is essential to both physical and mental health.
- I will challenge all the members of the community to abide by these fundamental expectations and will confront those who violate them in an appropriate manner.
- I have read and agree to abide by housing regulations and standards of conduct as stated in the *Simpson College Student Handbook* and the *Simpson College Residence Life Handbook*.

### Diversity Vision Statement for Security and Residence Life

We, the department of Residence Life and Office of Security, strive to create a campus climate in which the will to build trust and respect among people is widely shared, and opportunities for enhancing diversity and a sense of community are

encouraged and supported. Multiple perspectives and experiences are essential to learning, and necessary to prepare effective citizens and leaders. We stand committed to fostering and sustaining a pluralistic, inclusive, environment that empowers all members of the campus community to achieve their highest potential without fear of prejudice or discrimination.

## **Residence Life Staff Paraprofessional Staff**

The Residence Life paraprofessional (student) staff has been carefully selected and trained to make life at Simpson College housing a pleasant and positive experience for all residents. They will be some of the first people you will meet on campus each year when you check-in. Residence Life student staff are sophomores, juniors, and seniors who are here to make you feel at home. Regardless of their job title, this team is your best and closest resource and can assist you in becoming successful in the residence hall and College community. They can help you effectively work through problems as they arise and are trained to be good listeners when you just need someone to talk to. Don't hesitate to ask them for assistance. *THEY ARE HERE TO HELP YOU!*

**Traditional Hall Community Advisors (CAs)** live in one of the five residence halls and are sophomores, juniors, or seniors. Typically there is one CA per floor in Barker, Kresge, Buxton, Picken and Worth Halls. CAs take part in the day-to-day activities of hall life and plan educational and social programs for their floor and for the entire hall. CAs report to the Area Coordinator for their area.

**Apartment Community Advisors (CAs)** live in one of the six apartment buildings, one or two per building. Apartment CAs are similar to a traditional hall CA but are trained to work with upper-division students. CAs typically are juniors and seniors who have already been on staff for a year or more. CAs report to the Area Coordinator for their area.

**House Assistants (HAs)** are staff who live in one of the 5 college-owned Greek chapters of which they are typically members. HAs report to the Area Coordinator for their area.

**Student Hall Coordinators (SHCs)** live on the first floor of Kresge and Picken Halls and directly assist their Area Coordinators of their area with staff, events, and advising of the Area Council. SHCs, typically juniors and seniors, are available to assist you with questions and concerns about housing, maintenance requests, and other general information. Feel free to stop by and/or make an appointment with your SHC. SHCs report to the Area Coordinator for their area.

**Academic Resource Coordinators (ARCs)** live in the first-year halls (Barker and Kresge) and help students negotiate and adjust to college academic life through coordinating resources and being knowledgeable about campus academic policies. ARCs report to the Area Coordinator for the first-year area.

**Theme House Managers** live in one of the nine Theme Houses and are volunteers. They serve as liaisons between theme house residents and the Department of Residence Life.

## **Professional Staff**

**Area Coordinators (ACs)** are full-time, live-in professional staff members for the Department of Residence Life. Each Area Coordinator has the primary responsibility for serving their students and overseeing the operational and programmatic aspects of their buildings and staff(s). Specifically, these include community building, conflict resolution and problem solving, staff supervision and teambuilding, and judicial concerns. Our ACs are a great resource to students and can assist you throughout your Simpson experience. There are 3 Area Coordinators:

**Area Coordinator for the First-Year Area:** This Area Coordinator is responsible for Barker and Kresge Halls which houses about 400 students. This AC lives in Barker Hall and has an office on the first floor of Kresge Hall. Call 961-1826.

**Area Coordinator for Buxton, Picken, and Worth Halls, and the Theme Houses:** This Area Coordinator is responsible for about 300 students, mostly sophomores and juniors, who reside in one of three halls or one of eight Theme Houses. This AC has both an office and an apartment in Buxton Hall. Call 961-1358.

**Area Coordinator for the Apartments and Greek Housing:** This Area Coordinator is responsible for about 500 students living in one of the six apartment buildings or one of the five college-owned Greek chapter houses. This Area Coordinator lives in Station Square and has an office in Student Development. Call 961-1739.

## **Director of Residence Life**

The **Director of Residence Life** is primarily responsible for the operational aspects of all on-campus housing facilities. He/she is also responsible for the design, implementation, and evaluation of the Residence Life program at the College. The Area Coordinators report directly to the Director of Residence Life. The central office for the Department of Residence Life can be found in the Office of Student Development on the lower level of Brenton Student Center. Call 961-1562.

## Associate Dean of Students

The **Associate Dean of Students** oversees the Department of Residence Life, Security, Orientation and Retention. The Director of Residence Life reports directly to the Associate Dean. The Associate Dean's office is located in the Office of Student Development on the lower level of the Brenton Student Center. Call 961-1533.

## Living On Campus

### The Residence Halls

While each hall is different in size and structure, each is set up and furnished for your safety and convenience. Each hall contains lounges, study areas, computer rooms, coin-operated laundry facilities, vending machines, and a kitchen. All our residence halls are air-conditioned and fully carpeted. Every room is equipped with computer data jacks for connecting personal computers to the campus computer network and Internet. Basic cable service is provided. While each room may vary in size and shape, your room will be furnished with a desk and chair, loftable bed, dresser, closet space, window coverings, smoke detector, and phone, cable, and phone jacks. All mattresses take standard size twin sheets. **All residential facilities at Simpson College are smoke-free. All residence halls are designated "Substance-Free". Substance Free means that, regardless of age or occasion, alcohol use or possession is not allowed within the building.** All residence hall floor charts can be viewed online at: <http://www.simpson.edu/reslife/options/index.html> and choosing a link on the right hand side of the page.

**Barker Hall** was built in 1954, renovated in 2002, and had a 76-bed addition completed in Fall 2005. With the addition, Barker Hall will house 189 first-year men and women in a variety of double, triple, and quad rooms on 3 floors. Each floor has community bath facilities. The first floor has a main lounge area, while the lower level houses an additional large lounge space, a laundry and vending area, and a computer room. The hall kitchen is on the second floor.

**Buxton Hall** provides co-ed suite-style housing for 134 upper-division residents in large four-person rooms that share a bathroom with the adjoining room. Buxton Hall was built in 1967 and renovated in 1998 and 1999. The first floor houses the main lounge, kitchen, computer room, laundry and vending area, and the Area Coordinator office. Buxton Hall has four floors.

**Kresge Hall** is the oldest and largest residence hall on the Simpson College campus. It was built in 1949, had an addition completed in 1961, and was newly renovated in 2001. Beginning in Fall 2005, Kresge provides living accommodations for 215 first-year men and women on four floors. While mainly comprised of two-person rooms, some triples and quads exist. Each wing has community bath and laundry facilities. The first floor houses the main lounge, Area Coordinator office, SHC apartment and vending area. The basement has the computer room, pool table, exercise equipment, kitchen, laundry facilities, and a lounge area.

**Picken Hall** was built in 1988. Picken Hall houses 84 male and female upper-division students in suite-style accommodations. Most rooms are set up as two-person rooms that share a bathroom with an adjoining room. The basement rooms are triple rooms with a community bath and is available as a "Floor Draw" during Room Selection in the Spring. Picken Hall has three floors. Located on the first floor is the computer room, a lounge, and the SHC apartment. The main lounge, laundry facilities, exercise equipment, pool table, and vending are located in the basement.

**Worth Hall** is a smaller, co-ed residence for 36 upper-division students. All of the rooms are double-occupancy rooms on three floors with community restrooms. The basement of Worth House has a computer room, lounge and study rooms, new large kitchen, and laundry facilities. The Language Assistants of the College (German, Spanish, and French) live on the first floor of Worth or the Language and Culture Theme House.

### Theme House Living

Simpson College has had the unique opportunity to convert several residential homes accommodating four to ten students into exciting thematic living options. Groups of students apply each year to live together, adopting a community service and campus event project that they work on throughout the academic year. Of the approximately 9 theme houses, several are directly tied to academic programs, including the Carver Cultural Center and the Performing Arts House. Others are tied to various student interests and organizations.

### Apartment Living

Simpson College apartments include one and two bedroom floor plans housing two to four resident students. Each apartment is carpeted, fully furnished, air-conditioned and contains an equipped kitchen. Sophomores through senior students in good social standing are eligible to live in apartments. Each apartment building has coin-operated laundry facilities. In addition to the bedroom furniture and amenities found in traditional halls, each apartment has a full kitchen, dining room table and chairs, and basic living room furniture (upholstered couch and chair, lamp, and coffee table). All apartment floor charts can be viewed online at: [www.simpson.edu/reslife/options/upper.html](http://www.simpson.edu/reslife/options/upper.html). **All residential facilities at Simpson College are smoke-free.**

**Colonial Apartments**, located at 504 North Buxton Street, is directly across from the Amy Robertson Music Center and next door to the Washington Apartments. Acquired in 1993, this building houses two to four upper division students per apartment in 14 one- and two-bedroom units. Each apartment has one bathroom. This building, being close to heart of campus, remodeled in 2007, and having spacious parking, is highly desired by Simpson students. The basement of

Colonial is being converted to a lounge-like atmosphere with laundry, cable and data jacks, vending machines and has storage for international students.

**Washington Apartments**, located at 500 North Buxton Street, is directly across from the Amy Robertson Music Center and next door to the Colonial Apartments. Acquired in 1993, this building houses 2-4 upper division students per apartment in 12 one- and two-bedroom units. Each apartment has one bathroom. Being close to the heart of campus, remodeled in 2007, and having spacious parking, this building is highly desired by Simpson students. Each Washington apartment has an additional locked storage closet on their floor

**Detroit Street Apartments**, located at 608/700/702 Detroit Street, were acquired in 1993 and are across the street from the Blank Pote Performing Arts Center and Irving Elementary. They are comprised of three separate apartment buildings that make up the Detroit apartment community. Buildings 608 and 700 both contain 4 four-person apartments and one three-person apartment. Building 702 contains 4 four-person apartments. Each apartment has one bathroom. The middle Detroit building's basement is being converted to a lounge-like atmosphere with cable and data jacks and vending machines.

**Weinman Apartments**, located at 501 North E Street, is on the corner of Detroit and E Street and next door to Detroit Street Apartments. Acquired in 1993, this building was renamed in honor of the Weinman family. Containing 11 four-person apartments and one two-person apartment, this building is a short walk from campus. Each apartment has one bathroom.

**Hamilton House**, located at 501 West Clinton, is caddy-corner from Bill Buxton Stadium and across from Irving Elementary School. Acquired in 1986 and renamed in honor of former Simpson College President, William E. Hamilton, this building contains 12 four-person apartments. Each apartment has one bathroom. The location of Hamilton House is perfect for students who want to be close to campus but somewhat removed. Some apartments (2<sup>nd</sup> and 3<sup>rd</sup> floors) have balconies.

**Station Square Apartments**, located at 100 East Detroit, is directly across from the Simpson College Campus Services Office and Indianola's Goodwill Store. Acquired in 2003, this building contains 22 4-person apartments and one 2-person apartment. Each apartment has two bathrooms. This building has been designated the only substance-free and 24-hour quiet hour apartment building on campus. **The Station Square apartments are designated "Substance-Free" and "Quiet". Substance Free means that, regardless of age or occasion, alcohol use or possession is not allowed within the building. "Quiet" means that 24-hour "Quiet Hours" are in effect.** All Station Square apartments have a balcony or a walk-out patio. The large rooms, extra bathroom, and added amenities (dishwasher, microwave, and elevator) make this building the most popular among upper division students. Residents also have the option to rent a garage during the school year on a first-come first-serve basis.

## **Greek Housing**

There are eight Greek organizations affiliated with Simpson College. Five chapters (ATO, KKG, KTP, LXA, and SAE) are individually housed in college-owned facilities, while three chapters (AXO, DDD, PBP) are housed off campus in buildings owned by their individual house corporations. These provide a variety of sleeping/study arrangements. Approximately 16-42 students live in each chapter house. Floor charts of all the college-owned Greek buildings can be viewed online at: <http://www.simpson.edu/reslife/options/greek.html>.

**Alpha Tau Omega** houses 40 men in a small traditional residence hall consisting of three floors. Each floor has a community bath. All of the rooms are two-person rooms. Rooms are furnished similar to a residence hall room and include individual room thermostat controls. Other amenities in the ATO house include a kitchen (and board plan for members), a computer room on the lower level, a lounge and study library on first floor, and laundry facilities on 2nd and 3rd floors.

**Kappa Kappa Gamma** houses 35 women in a large converted house. A majority of the rooms are four-person rooms, however, there are also some triple, two-person, and single rooms. Rooms are furnished similar to a residence hall room. Each wing shares a community bath with the exception of a few rooms that have their own bathrooms. Other amenities in the KKG house include a kitchen (and board plan for members), lounge on the 1st floor, another lounge and laundry facility on the lower level, and a study loft/computer area on the 3rd floor.

**Kappa Theta Psi** houses 16 men in a duplex-style house. Each side of the house has a community bath on both floors. All of the rooms on the first floor are two-person rooms with the rooms on the lower level being 4-person rooms. Other amenities in the KTP house include 2 kitchens, a shared computer, laundry on the lower level, and a lounge and study room on the first floor.

**Lambda Chi Alpha** houses 42 men in a small suite-style residence hall consisting of two floors. Each room shares a bathroom with the adjoining room. All of the rooms are two-person rooms. Rooms are furnished similar to a residence hall room and include individual room thermostat controls. Other amenities in the LXA house include a kitchen (and meal plan for members), a computer room, a lounge and study room, and laundry facilities on the lower level.

**Sigma Alpha Epsilon** houses 40 men in a small traditional residence hall consisting of three floors. Each floor has a community bath. All of the rooms are two-person rooms. Rooms are furnished similar to a residence hall room and include individual room thermostat controls. Other amenities in the SAE house include a kitchen (and meal plan for members), computer room on the lower level, a lounge and study library on first floor, and laundry facilities on 2nd and 3rd floors.

### **Non-college owned Greek housing**

All three non-college owned Greek housing are sororities and are each owned by their respective house corporations and house 30-35 women. Living in one of these chapter houses meets the residency requirements of the College. Through agreements with the house corporations and Greek contract, these houses have access to the campus network and college phone extensions. **Alpha Chi Omega** (AXO) is located at 805 North B Street. **Delta Delta Delta** (DDD) is next door to Brenton Student Center at 705 North C Street. **Pi Beta Phi** (PBP), across from Smith Chapel, is located at 406 North Buxton Street.

### **Check-In Checklist**

- Check your Room Inventory Form to see that the description of the room is accurate. Feel free to make any additions and corrections to the form and inform your Residence Life staff member.
- Prepare for the arrival of your new roommate(s). Suggestions on how to get the year off to a good start are in this handbook!
- Meet the other residents on your floor and in your building.
- Explore your building and area of campus. Look for the laundry areas, vending areas, study lounges, computer room, etc.
- Familiarize yourself with the emergency evacuation and fire safety information posted on the back of your room door. Read this handbook for more information and additional tips for keeping yourself and your possessions safe.
- Get to know your Residence Life staff. See the Residence Life website ([www.simpson.edu/reslife](http://www.simpson.edu/reslife)) for a listing of staff members and how they can be reached.
- Read and understand all College and housing rules and regulations. This guidebook contains a list of policies, procedures, and your responsibilities as a residential student.
- If you bring a car, make sure you register your vehicle with Security so they can give you the appropriate parking sticker for a student parking lot in your area of campus.
- Relax! Let us know how we can help you feel more at home.

### **You & Your Roommate**

Learning to live in close quarters with a person you do not know very well presents a challenge for you. You will want to create an atmosphere that permits studying to get done, relaxation and sleeping to occur, privacy needs to be met, and perhaps allow a deep friendship to develop. All of the above are more likely to happen if the two of you communicate openly and listen willingly. Start by becoming acquainted with each other's background, attitudes, habits, and moods so you know what to expect of each other. The questions below will help facilitate sharing. Keep in mind that your roommate is not going to be a carbon copy of you. There will be differences. You both need to adjust, accommodate, and compromise. Give it a try!

### **Questions to ask each other (and yourself!)**

- Begin by getting to know your roommate as a person: Hometown? Career goals? Talents? Hobbies? Likes? Dislikes?
- What about guests dropping by? How often? How late? Weekend visitors?
- What time do you go to sleep? What time do you get up? Are you a heavy or a light sleeper? Do you snore?
- How much do you study? When do you study? How quiet does the room have to be for you to be able to study?
- At what temperature do you like to keep the room?
- What kind of music do you prefer? How loud? Can you use headphones?
- How clean and neat do you want the room? How do we decide who cleans what and when in the room?
- Which items of your property are OK to borrow? Which are off-limits?
- How will we set up the room? What about food in the room? Do we share?
- Keep the lines of communication open. Discuss potential areas of conflict. Be open to compromises. If necessary, make a list of ground rules concerning such issues as music and visits by friends of the opposite sex. This will lessen the chance of arguments over simple misunderstandings.

## Roommate Expectations and Responsibilities

### All roommates have the right:

- To privacy
- To respect
- To open communication
- To mutually clean living quarters
- To personal safety and freedom from physical harm and harassment
- To security of possessions
- To comfortable sleep and study conditions
- To be asked before possessions are used
- To stay true to their own values
- To agree and disagree
- To ask residence life staff for assistance when needed
- To be treated civilly
- To comfortable living space
- To free access to one's room
- To a room free of policy violations

### All roommates have the responsibility:

- To respect one another's privacy
- To respect themselves and others  
To communicate openly with their roommate and discuss potential conflicts before they get out of hand
- To keep their living space neat and clean
- To assure security of the room
- To maintain a comfortable environment for sleep and study purposes
- To treat one another's possessions with care and ask before borrowing personal items
- To respect differences
- To compromise
- To enlist the help of the residence life staff when a difficult roommate situation arises
- To be kind and civil with no intent to harm
- To check with one another before having guests
- To pass on messages to their roommate in a timely manner
- To abide by all residence hall rules and regulations
- To take ownership and responsibility for actions of guests
- To comply with reasonable requests from residence life staff

## Steps to Resolving a Roommate Conflict

Speak to your roommate(s) directly. State your issues neutrally. Replay feelings. Offer resolutions. Be prepared to listen. Be willing to reach a compromise.

All first-years should fill out a "Roommate Contract" early in the Fall Semester. If you haven't done one and would like to, please ask your student staff member for a copy. This is a document that will open up communication about common issues and get the roommates to think about possible issues that will arise throughout the year or work through current issues. It is a document that is meant to be flexible and adjusted when all of the roommates see fit to make changes.

Ask your CA (Community Advisor) or other staff member to intervene by meeting with all roommates to mediate the discussion. His/her role is that of a neutral mediator to guide the discussion and work to reach a compromise to resolve the problem.

In more severe situations, the Area Coordinator or Director of Residence Life may step in to help mediate the conflict, and as a last resort, set forth regulations to ensure a safe and comfortable living environment and resolve the conflict.

## Community Living Agreements

If you find that you and your roommate and/or suitemates could use some help getting a discussion of issues started, or are having problems, your Community Advisor (CA), House Assistant (HA), Student Hall Coordinator (SHC), or Area Coordinator (AC) can help. He or she can provide you with a "Roommate Agreement" or a "Community Living Agreement" to complete. This agreement will focus your discussion on areas of potential conflicts and help you and your roommate(s) come to mutual solutions.

## Survival Tips

- Discuss "Questions to Ask Each Other" as soon as possible.
- Be realistic. Don't expect your roommate to be your best friend and constant companion. Continuous close contact can strain even the best of friendships.
- Keep the lines of communication open.
- Discuss potential areas of conflict. Be open to compromises.
- If your roommate is doing something you don't like, don't repress your feelings. It's usually better to air gripes immediately rather than to store up a lot of petty grievances until you have a major blow-up.
- Be considerate of your roommate's privacy.

- Never assume your roommate is just like you. You are both individuals.
- Always ask permission. Don't just use the iron or eat the cookies, even if you think it might be OK.
- Appreciate your roommate. Praise, respect and courtesy are the foundations for any positive relationship. Never take your roommate for granted.
- Avoid being judgmental. You are not your roommate's keeper.
- Be honest, assertive and stand up for yourself.
- Ask your Community Advisor (CA), House Assistant (HA), or Area Coordinator (AC) for advice. They are trained to help mediate conflicts.

## **You & Your Neighbors**

Each residence hall, apartment, theme house, and Greek house communities are unique. Living so close to one's neighbors can allow for the development of long-lasting friendships and good times. When disagreements inevitably pop up, it is important to remember to "treat others as you would have them treat you" and "to be courteous to your community."

*Being Courteous to Your Community leads to a cleaner, quieter, safer, more comfortable living environment for everyone.*

### **Tips for a Cleaner Hall Environment:**

- Don't leave food particles in the sink or attempt to rinse large pieces of food down the drain.
- Clean your room, vacuum the floor and empty your trash cans on a regular basis. This will help keep bugs out of your room, apartment or house.
- Take all of your trash to the dumpsters located in your area.

### **Tips for a Quieter Hall Environment:**

- Always observe Quiet Hours. This is one of the most common complaints from residents about other residents!
- Stairwells and hallways can be echo chambers. Keep your voice down when in these areas out of respect for those living close by them.
- Keep in mind that rooms and apartments are in close quarters - walls, floors and ceilings can be very thin.
- Theme Houses are located alongside Indianola community members. Please remember this and be courteous.
- Wait until you get outside before beginning any sports activity.
- Adjust the volume on your alarm so that it wakes only you, not your entire room, suite, or apartment. When leaving for the weekend, make sure you turn your alarm off.

### **Tips for a Safer Hall Environment:**

- Read and follow all guidelines in this handbook.
- Never give strangers access to the building by letting them in or propping doors.
- Do not let anyone borrow your proximity card (Student ID).
- Never escort a stranger.
- Instruct visiting parties to use the outside phone to call the person they are visiting for an escort.
- Do not give out your room combination.
- Don't block hallways with furniture, decorations or other materials.
- Don't chain your bike to trees or stairwell railings. Like materials stacked in the hallway, your bike could be blocking emergency access or exit.
- Don't leave laundry unattended in washers or dryers. Report any vandalism or machine malfunction directly to the Director of Residence Life (961-1562) or [reslife@simpson.edu](mailto:reslife@simpson.edu). (Please provide the machine number, location, and describe the problem. Refunds are available from the Director of Residence Life.)
- When a fire alarm sounds, do not attempt to silence the alarm yourself. Simply exit the building and call Security so that they can respond.

### **Tips for a More Comfortable Living Environment:**

- Get to know your neighbors. Knowing them on a friendly basis now will help you discuss that loud stereo later.
- Always observe smoking regulations.
- Work with your roommate(s) and/or suitemates to come to an agreement on an appropriate room temperature.
- Get to know and work with your CA, HA, SHC, ARC, or AC. Give him or her any suggestions you might have on how the living environment can be improved.

## **Welcome to Your New Home!**

Welcome to your new home! We want you to feel comfortable in your new room, apartment or house. We also want to make sure your living environment is safe and secure. Before you do anything in your room, look over the guidelines, tips, and ideas for turning your room into your new home!!

### **Can I decorate my room, apartment or house?**

Yes! Students are encouraged to personalize their rooms to make them more like home. There are various things that can be done to accomplish this. Here are some basic guidelines about what to bring and what not to bring.

**Area Rugs:** Although all of our halls, apartments, and houses at Simpson are fully carpeted, rugs are a great way to personalize your room. Consider bringing carpet or rugs from home. Nylon, Antron, and Sisel carpet are the most durable types of carpeting. Consider putting down a layer of padding for noise reduction and increased comfort. Do not use adhesive tape to hold down carpets. Our experience is that it does not come off the industrial carpet after removing the carpet/rug.

**Furniture:** Furniture that is not affixed to the floor may be moved and arranged as you like as long as the door is not blocked. You may add items such as a chair or TV; however, furniture may not be removed from your room. At the end of the year, you will be responsible for seeing that all furniture is in the room, assembled, and in the same condition as when you moved in.

**Posters, Pictures, Flags, Etc.:** Other ways to personalize your room include putting up posters, pictures, flags, and other items on your walls (not the ceiling). Blue painter's tape is the best way to put up wall hangings without the risk of damage!

**Plants:** Plants can add color and cheer to any room and they can help reduce odors. Some of the best plants for your room are closet or spath plants, philodendrons, spider plants, peace lilies, and golden pothos.

**Pets:** Pets are not allowed in any of the residential facilities, even to visit, because of health, sanitation, and noise concerns. The only exceptions are fish (in a tank less than 10 gallons) and registered guide dogs accompanying sight-impaired persons. Violation of this policy can result in a minimum fine is \$50. In addition, a special cleaning charge of \$150 can be assessed to any residents who violate this policy as a general precaution to eliminate any allergens, deep clean, and/or to remove any smells.

**Christmas Decorations:** To avoid fire hazards, live Christmas trees are not permitted in residential facilities. Low-heat bulbs and flame-retardant materials may be used to decorate. However, all decorations should remain interior to your room.

**Flammable Items:** Candles, incense, anything with open coils, and halogen lamps are prohibited in the residential facilities. They present serious fire hazards and may produce an odor that may be disturbing to other residents. Flammable items such as fishnets or flags should not be hung from the ceiling. Do not hang anything on or over ceiling lights, sprinklers, or smoke alarms. Choose and place your decorations carefully in your room.

**\*IT IS A FEDERAL OFFENSE TO TAMPER WITH FIRE EQUIPMENT. SIMPSON COLLEGE POLICY REQUIRES THAT EVERYONE EVACUATE THE BUILDING WHEN AN ALARM SOUNDS. IMPROPER USE OF FIRE EXTINGUISHERS OR CREATING FALSE ALARMS ARE SERIOUS OFFENSES AGAINST SIMPSON COLLEGE POLICY. DISCIPLINARY ACTION, FINES, AND/OR REMOVAL FROM HOUSING CAN OCCUR FOR ANYONE RESPONSIBLE FOR INFRACTIONS REGARDING FIRE REGULATIONS.**

## **Your Responsibilities**

As a resident of Simpson College, there are certain responsibilities that you assume when you move into campus housing. Some fundamental responsibilities deserve emphasis and those are outlined below.

### **Responsibility for the Rules**

The rules and regulations of the College and Residence Life are clearly spelled out in this Simpson College Residence Life Handbook and/or in the Simpson College Student Handbook. You are responsible for knowing these rules and for adhering to them at all times.

### **Responsibility for Attending Floor/House/Building Meetings**

Floor/House/Building meetings are held at the beginning of each year and periodically as needed. Floor meetings are for your benefit and you are responsible for any and all information discussed there. If you are unable to attend a floor meeting, you should contact your CA, HA, SHC, or AC for clarification of anything missed.

### **Responsibility for Your Living Area**

Along with your roommate(s), you are fully responsible for activities that occur in your room, apartment, or house. Even if you are not actively involved in a policy violation, you will be held responsible if you are present during such a violation, or if you give others access to your room. Therefore, you should always lock your room when you leave, even if for only a few moments. This will prevent others from committing violations in your room that can get you in trouble. Do not condone a violation by your presence. It is your responsibility to put an end to any violation that occurs in your room, and to call a CA, HA, SHC, AC or Security if you need assistance.

### **Responsibility for Your Guests**

You are responsible for the conduct of your guests when they are present in your room, apartment, or building. Each year, cases of vandalism and policy violations occur as a result of visitors who lack respect for our housing. If you intend to have visitors or guests in the hall, be aware that YOU may be subject to disciplinary action because of THEIR behavior. Additionally, staff members reserve the right to ask any individual who is not a resident to leave the building at any time.

### **Responsibility to Staff**

All members of the Simpson College community share the responsibility for governing their own conduct. Staff members, who, in the course of their duties, are confronted with violations of College policy, are obligated to report them. Employees are not expected to tolerate abuse in the performance of their duties, therefore the harassment or retaliation toward any Residence Life staff, Security personnel, custodian, or any other employee will result in disciplinary action. Students are expected to comply with all reasonable staff requests; failure to do so can result in disciplinary action.

### **Residential Policies, Services, and Information**

At Simpson College, several authorities including the Simpson College Board of Trustees; the Department of Residence Life; state, federal, and local authorities; and area councils establish conduct regulations. Additionally, State of Iowa statutes apply to all Simpson College students. The College reserves the right to make changes in the rules and regulations for campus facilities at any time and will attempt to give prior notice in case of proposed changes.

### **Abandoned Property**

Any personal items left more than 24 hours in public hallways, bathrooms, or kitchens can be considered abandoned and is subject to being discarded by custodial staff. Any items left in residential facilities after check-out will be discarded, including furniture. Items left in Colonial storage (for international students) beyond contract deadlines is also considered abandoned and subject to being discarded.

### **Alcohol/Drugs**

The residence halls and the Station Square apartments are substance-free living areas. Substance Free means that, regardless of age or occasion, alcohol use or possession is not allowed within the building. This includes empty containers and items that lead to an "assumption of consumption."

In other residential facilities only students who have attained the legal drinking age of 21 years may possess or consume alcoholic beverages in the privacy of their own rooms with the door closed. Student rooms are not designed to accommodate large groups of people. A group consisting of no more than 2 guests per resident of the room but never totaling more than 12 people in a room is permitted. Any group of 12 or more where alcohol is present constitutes an unregistered party and is therefore subject to disciplinary action. At no time should a resident or guest who is under the age of 21 consume alcohol.

Alcohol is not allowed in any public area such as lounges, stairwells, hallways, computer rooms, laundry rooms, and any exterior location (lawn, steps, patio, deck, etc.).

Federal and state laws forbid the sale and use of drugs that are not prescribed by a physician or available on the legal open market. The College prohibits possession, use or distribution of marijuana or any other illegal substance, use of prescribed medications used by someone else, or used in a manner not consistent with the prescription. Any student known to be possessing, using or distributing drugs is subject to College disciplinary action and arrest, imprisonment or fine according to state law.

The complete Simpson College Alcohol and Drug policies can be found elsewhere in the Simpson College Student Handbook.

### **Appliances**

Study lamps, radios, televisions, stereos, VCR/DVD players, portable hair dryers, computers, closed coil appliances, sealed unit coffee makers, and thermostatically controlled hot pots may be kept in student rooms. Microwaves must be 2.0 cubic feet or less and refrigerators must be 4.3 cubic feet or less. Microwaves and refrigerators are limited to two per room. Space heaters, window air conditioner units, halogen lamps, and open coil electrical appliances (including toasters, toaster ovens, and hot plates) are prohibited. Appliances that are permitted by Residence Life must be safety (UL) approved. Overloading the electrical systems can present a fire and safety hazard. Students should use a power strip with surge protection for everything not plugged directly into a wall outlet. Extension cords are strongly discouraged. All electrical appliances should be unplugged during holiday/break periods.

### **Bicycles**

Bicycles cannot be parked in stairwells, hallways or doorways, and they may not block or prohibit the use of fire exits or hall entrances. You may keep your bicycles in your room; however, any additional maintenance cost which results through such storage in your room will be assessed to you. The College is not responsible for damage or theft of bicycles while on campus. Bikes should be locked to bike racks.

## **Cable TV**

Simpson College provides BroadBand Basic and Family Cable to all rooms. Students will need to bring their own coaxial cable to connect. Be sure you know how to make your TV cable-ready. For an additional fee, premium channels and services are available through Mediacom; call (515) 246-1555 to order. Be sure to give your physical street address (example: 703 North E Street instead of ATO Fraternity). Students are only responsible for the part that Simpson College doesn't pay. More information about the channel line-up, packages you can buy, and a listing of your physical street address can be found at [www.simpson.edu/is/telephone/cable.html](http://www.simpson.edu/is/telephone/cable.html).

## **Calendar/Important Dates**

Always consult the Residence Life calendar online for dates of all breaks, hall closings, Room Selection, Staff Selection, etc. at [www.simpson.edu/reslife/calendar](http://www.simpson.edu/reslife/calendar).

## **Check-in**

Before moving into your assigned room, report to the main lounge of your assigned hall, or the Student Development Office (Brenton Student Center) where a Residence Life staff member will greet you. Your Community Advisor (CA) or House Assistant (HA) for your floor/building will have completed a Room Inventory prior to your arrival. The Room Inventory records all damages and imperfections in the room/apartment. The form should be checked and signed by both the resident and staff member at check-in. The Room Inventory Form forms the standard by which the room will be judged at the end of the year. It is the responsibility of a resident to make their staff aware of any problems or imperfections not noted on Room Inventory when they notice it. Repairs for any additional damage, other than normal wear and tear, found by the staff member upon checkout will be charged to the resident(s) of that room/apartment/building.

## **Check-out**

A resident moving out of their room/apartment for any reason must officially check out of the room by:

- Completing and signing the Room Inventory Form.
- Having the room checked for cleanliness and damages against the initial Room Inventory.
- A charge will be assessed to cover the cost of improper checkout procedures (\$25), services required to remove personal belongings or abandoned items (\$25-\$50), and damages or cleaning that has resulted from a resident's actions or inactions. The College will not be held responsible for loss of or damage to items left in a room/apartment. Abandoned items cannot be retrieved. Any charge a student incurs must be paid before the student re-enters the College or receives official records.
- Students checking out at the end of an academic term must do so within 24 hours after their last final exam. Any exceptions to this rule must be cleared through the Department of Residence Life.

## **Cooking**

All apartments and theme houses are equipped with a full kitchen. When cooking, food should not be left unattended. It is the responsibility of each student to leave the appliances and kitchen area clean and left in the same condition as when they moved in.

Most halls are equipped with sinks, surface units, microwaves and ovens for your occasional cooking convenience. Cooking in rooms should be limited to minor cooking such as popping corn, making coffee and heating soup. When cooking, food should not be left unattended. It is the responsibility of each student to leave the appliances and cooking area clean and all the hall-owned utensils in their proper places.

## **Custodial Service/Custodians**

The custodians in your living area do a great deal to make your building a comfortable and pleasant place in which to live. Custodians are not expected to clean unnecessary or excessive messes made by residents; when they do, residents from a floor/building may be billed to their student account. When using a common area, students are expected to pick up all trash and leave the area in good condition. Your cooperation in caring for the facilities will make their job easier and will create a pleasant atmosphere and help keep room and board costs low.

When you clean your living space, all trash should be taken to the appropriate receptacles or dumpsters behind your building. Unwanted large items, such as boxes and carpeting, must be taken directly to the dumpster. Do not leave garbage outside your door. Do not sweep dirt into the hallways or stairwells. All residential facilities have vacuum cleaners and basic cleaning supplies available for your use.

## **Damage and Vandalism**

You are responsible for the condition of your room, apartment and/or house. The Room Inventory Form should be filled out carefully when you move in because this form is used to determine damages that occur during the year. If damage other than normal wear and tear occurs, you will be charged for repairs. Furniture must be placed and in the same condition in the room that it was upon check-in.

The condition of public areas is the responsibility of all students. Please help maintain them by treating them with care. Although those persons doing the damage should pay for damages that occur in public areas, unassigned damages will result in community or general hall damage charges, which will be divided among students in the appropriate house/floor/wing. You can help keep your costs down by encouraging others to respect public areas and to assume responsibility for their actions.

## **Equipment Checkout**

Residents may check out equipment such as vacuums, VCR/DVD players, pool cues, and games in the five traditional residence halls with their student ID.

- Only the residents of that particular building may check out equipment.
- Equipment may not be taken off campus or to other buildings on campus.
- Each Area Council or staff can set time limits for equipment use.

## **Extermination**

Residential facilities are professionally exterminated regularly. Residents should contact an Area Coordinator if there is a continuing insect problem.

## **Fines/Disciplinary Sanctions**

Fines can be assessed or discipline taken for any violation of policies listed herein or any action that jeopardizes the health, safety, or security of residents.

When an incident or violation of policy occurs, an Incident Report is generally written. Area Coordinators will usually meet with involved students to obtain more information. Failure to meet with the Area Coordinator also constitutes a violation of policy. Area Coordinators serve as judicial officers for most violations by students who live in their area. Subsequent or larger infractions of campus policy can be acted on by other college officials or the Student Judicial Council. For more information about campus judicial proceedings, please refer to the Simpson College Student Handbook.

## **Firearms/Weapons**

Possession of any weapon such as, but not limited to, knives, rifles, shotguns, handguns, air guns, BB guns, and ammunition including explosives (e.g. – firecrackers/firecrackers), is prohibited while on College owned or controlled property. Possession of a firearm will result in College disciplinary action and/or arrest, imprisonment or fine according to state law. Please refer to the Student Handbook for details.

## **Furniture**

Simpson provides a bed, desk, desk chair, and dresser for each resident. Each room or apartment is provided with a bookcase. Each apartment and theme house is furnished with a couch, armchair, coffee table, lamp, and dining table with chairs. Residence hall and Greek house lounges are furnished with couches, chairs, and other lounge items. All furniture assigned to a specific room/apartment MUST remain there for the entire year. Missing room furniture at checkout will be billed to the residents of the room. No built-in furniture may be detached from the walls or floors. No waterbeds are allowed. College-owned lounge furniture found in student rooms will result in a minimum \$25 charge per item to the student(s) responsible.

## **Holiday/Break/Vacation Housing**

Residence halls, apartments, and certain Greek houses are closed during Fall, Thanksgiving and Spring Break as well as between semesters. Theme Houses do not close during holiday or break periods. Residence Life staff will enter rooms and apartments during the closed periods to check for safety, security, and energy efficiency reasons. Residence Life Staff will be on all-campus duty to provide for basic services, security, and care during these periods. Information about holiday housing will be sent to all residents approximately two or three weeks prior to each vacation period. Students needing this service must be approved by Residence Life and will have charges billed directly to their student account. Students with any questions about holiday/break housing should contact the Department of Residence Life. Consult the Residence Life calendar online for dates of breaks and hall closings at [www.simpson.edu/reslife/calendar](http://www.simpson.edu/reslife/calendar).

## **Insurance**

Residents are strongly encouraged to have Personal Property Insurance if not covered by your parent's home policy. The College is not responsible for damage to or loss of personal property in the residential facilities due to fire, theft, interruption of water, heat or other utilities or other causes. Thefts, damage to property, etc., should be reported to the CA, HA, Area Coordinator, or Director of Residence Life and a report should be filed with Simpson College Security.

## **Laundry Facilities**

Each residence hall, apartment building, and Greek house has coin-operated laundry machines for your use. (Many theme houses have laundry, but the machines are not provided or maintained by the College.) Any malfunction of a College washer or dryer, or need for a refund, should be reported to the Director of Residence Life and your Residence Life staff member. Please contact the Director of Residence Life with the malfunction, machine number, and location, as well as refunds by calling 961-1562 or sending an email to [reslife@simpson.edu](mailto:reslife@simpson.edu).

Dyes of any kind are not permitted in washing machines. For the convenience of other students and the safety of your property, clothes should not be left unattended.

## **Lofts**

All the beds in the residence halls are bunkable or loftable. Use of homemade or store-bought lofts is not permitted.

## **Loitering**

Loitering in the residential facilities by persons who are not residents of that area is prohibited. Guests must be accompanied by a resident host. Guests in residential facilities must be there for the specific purpose of visiting an identifiable resident.

### **Musical Equipment/Pianos**

Most of the halls have pianos that are available for your use. You are requested to respect the rights of others when using any musical instruments. Pianos or other musical instruments cannot be used after Quiet Hours.

### **Outside Hall Activities**

If your campus organization or group is planning an outdoor activity, consult with the Area Coordinator of that building(s) to make sure there are no scheduling conflicts and notice, if necessary, is given to the residents. It is important that any outdoor activity not cause unacceptable noise levels or safety problems. Any use of amplified sound must be approved by the Director of Residence Life and/or Director of Student Activities.

### **Pets**

Pets are not allowed in the residential facilities, even to visit, because of health, sanitation, and noise concerns. The only exceptions are fish (in a tank less than 10 gallons) and registered guide dogs accompanying sight-impaired persons. Minimum fine is \$50. In addition, a special cleaning charge of \$150 is assessed to any residents who violate this policy.

### **Posting Policy**

In order to keep the halls neat and orderly, the following posting policy is in effect for the residential facilities:

- All material must be cleared through the Department of Residence Life. A maximum of 45 copies may be left at the Department of Residence Life to be distributed through student staff to all residential facilities.
- Painter's tape is the only acceptable adhesive to hang materials on walls. Bulletin boards are the preferred locations for hanging all signs. Be careful when placing signs, posters, or banners on painted surfaces.
- Materials cannot be posted on glass surfaces. However, activities may be advertised by painting the glass surfaces on the exterior of the residential facilities. Only tempera paint may be used. The project must be approved one week prior to the event, and the sponsor must clean the windows after the event.
- Before hanging banners, etc., outside any residential building, permission should be obtained from the Director of Residence Life.
- More information on posting specifics can be found in the Simpson College Student Handbook.
- All advertisements must be removed within 48 hours after the event.
- Any advertisement that is not posted according to the guidelines will be removed.

### **Private/Single/Medical Rooms**

Students requiring a private room for medical reasons, must submit a Medical Single application prior to March 1, each year. Medical singles granted one year does not guarantee a medical single the following year. Medical single applications must be accompanied by substantiating written documentation from a medical or mental health professional. Please speak directly to the Director of Residence Life to discuss your needs.

Private rooms for non-medical need are generally not available due to space constraints. When space permits, a student may request a private room by payment of an additional fee and permission from the Director of Residence Life. The College reserves the right to consolidate private rooms should crowded conditions exist. Priority for private rooms will be given in this order: medical need, nontraditional (25 years or older) students, seniors, juniors, and sophomores.

### **Programming**

Programming in residential facilities is a comprehensive venture planned and implemented by your residence life staff and area/apartment councils. The purpose of many of the activities is to provide an opportunity for you to be exposed to knowledge, new ideas, different philosophies and thought provoking stimuli as well as provide fun social opportunities.

### **Proximity (Student ID) Cards & Room Combination Locks**

Proximity locks are located on all the primary exterior doors of all residential facilities (except theme houses which use keys). Your proximity (Student ID) card gives you access to those doors. Giving your proximity card to another individual for the purpose of accessing the housing unit constitutes a serious security risk for you and your fellow residents. There will be a \$100 maintenance/disciplinary charge and subsequent disciplinary action for the student who loans their proximity card to anyone. You are expected to carry your Student ID with you at all times. Residential students may access all traditional residence halls via their proximity ID cards from 9 a.m. – 10 p.m. Monday through Friday. Proximity Card access for Apartments and College-owned Greek Houses are restricted to their own residents.

Room doors have combination locks. You will be given the combination to your room door when you check-in to your room. It is very important that a student not divulge their room door combination to others. Room door combinations are changed anytime there is a resident who moves out of the room. If a student requests to change their room door combination for other reasons, they will be charged a fee of \$15. If a student is irresponsible in their use of their combo lock or giving out information regarding their combo lock, they will be subject to disciplinary action.

Part of the obligation of living in a community is to help safeguard the living environment. Do not prop open exterior doors. You are advised to be security-minded at all times and contact your Residence Life staff or the Office of Security whenever you have concerns or issues regarding your security. The Office of Security hires full-time and student security staff to monitor the outside of buildings as well as to provide an escort for students around campus after dark. The Security Department is available 24 hours a day, seven days a week throughout the year. Their phone is 961-1711.

### **Public Areas**

The custodial staff cleans public areas regularly in all residential facilities except Theme Houses. However, residents are expected to help keep public areas neat and orderly. Personal items should not be left in public areas at any time including patios and decks. Laundry should be removed promptly from laundry rooms and balcony/patio areas. At all times, hallways and stairwells must be kept free of furniture, trash and other objects. Only approved wall hangings will be permitted in hallways. Items found in the hallways and stairwells will be removed.

Hallways and stairwells are common areas designed as passageways and are not for recreational activities or excessive noise. Sports, horseplay, running, screaming, or other games or activities in hallways may be disruptive to residents or harmful to the condition of the building. These activities are prohibited and violate 24-hour "Courtesy Hours".

Common areas of residential facilities may be used for programming activities. Anyone sponsoring activities in common areas must have the approval of the CA, HA, SHC, Area Coordinator, or Director of Residence Life.

### **Quiet Hours/Courtesy Hours**

Residents should observe Courtesy Hours 24 hours a day and maintain reasonable noise levels at all times. This includes keeping noise to a minimum while moving throughout the buildings and hallways, stairwells, and elevators so as not to disturb others. In order to ensure that students have the opportunity to exercise their primary rights to sleep and study in their rooms, Quiet Hours have been established for all on-campus housing. Quiet hours are from 10:00pm to 10:00am daily Sunday through Thursday and 12:00am (midnight) to 10:00am Friday and Saturday. At any time, a floor or building can decide to extend Quiet Hours with appropriate approval. Extended Quiet Hours will be posted in each area as appropriate. During Quiet Hours, noise should be limited to a level which could not possibly disturb the nearest neighbor's attempts to sleep or study. It is suggested that you keep your room door closed during Quiet Hours. Televisions, stereos, and radios must be played at a low volume that cannot be heard outside of your room. This standard is upheld whether or not neighbors are present. Music and noise may not be projected from any residential facility to the outside at any time. (For example, speakers may not be placed in windows.)

Station Square Apartments is a 24-hour Quiet Hours facility.

If a resident feels that his/her primary rights to sleep or study is being violated, he/she should follow these guidelines:

Step #1: Speak to the person causing the interference and politely request that the behavior be modified.

Step #2: If the request does not produce satisfactory results, contact a student staff member (CA/HA) on duty for assistance.

Step #3: In more extreme situations when Steps 1 and 2 have not produced satisfactory results, contact Security.

Steps #1-3 should be repeated for each occasion or incident. Remember to treat others as you would like to be treated and that most often people are not trying to disturb you or your neighbors and may need occasional reminders.

Twenty-four hour Quiet Hours are observed during final exams beginning midnight the Friday night prior to finals until the end of the semester.

### **Repairs & Maintenance**

All repair and maintenance needs should be reported to the Physical Plant (Campus Services). Please call 961-1622 (x1622) or email (facil@simpson.edu) to turn in a work order. Emergency repairs occurring outside the hours of operation (7am-4:30pm, Monday through Friday) should be reported to a staff member for further action. Repairs will be completed based on a campus wide priority including urgency, type of repair and date received. Unless it's an emergency, five (5) working days should be allowed for repairs. If repairs have not been made within this time, check with your student staff member, Area Coordinator, or directly with the Physical Plant by calling 961-1622.

Students will be charged for any damage or corrective actions taken due to failure to adhere to the room personalization specifications. A student may be required to pay any charges assessed in order to return a room to good condition if the conditions of that room resulted from a student's actions.

### **Room and Roommate Changes**

Room, roommate, or building changes can take place after the first ten (10) calendar days after the academic year begins. You should contact your Area Coordinator (AC) to assist you in facilitating a room change. A Room Change Request form (available from your AC or Student Development) must be completed, and all moves must be approved before the change occurs. Students must follow regular check-in/check-out procedures. The phone numbers will be switched once the Department of Residence Life receives the completed Room Change Request form. Failure to follow any of the above

procedures will result in the \$25 improper check-in/check-out fine. Multiple room changes within a given year are discouraged. The Department of Residence Life wants students to be happy with their rooms and their roommates and does not try to block any reasonable request for a room change. Every time someone moves out of a room or apartment, the Physical Plant will change the room combination lock at no charge.

### **Roommate Consolidation**

Residents in multiple occupancy units who find themselves without roommates should actively try to find a roommate of their own choosing or else another student may be placed with you. The following options exist:

- Another student may move into the room.
- The remaining student may move into a different room.
- The remaining student will accept other students as assigned.
- The remaining student may be reassigned.
- The remaining student may be charged the private room fee and continue in the same room below normal occupancy (on approval by the Director of Residence Life).

The College reserves the right to consolidate all vacant spaces.

### **Room Inspection and Search Policy**

The College reserves the right to have authorized personnel enter student rooms for the purpose of determining general cleanliness of rooms, to determine the amount of damage and general misuse of College property, to remove electrical equipment or other items not in compliance with the housing contract or hall regulations, to make repairs, to decorate on a scheduled basis, to maintain the general order and security of the hall, to address suspected violations of College regulations and/or city, state, or federal laws, to respond to emergency situations and to conduct other official business. Discretion will be used at all times. Whenever possible, the room will be entered when the student is present.

### **Room Selection**

Simpson College has a Room Selection process for current first-years, sophomores, and juniors, to pick rooms for the following academic year. Applications for Theme Houses, Picken Floor Draw, Medical Singles, and Squatting are available immediately at the beginning of Spring Semester. Lottery numbers and Room Selection applications are available mid-February, and actual Room Selection takes place after Spring Break. In general, members of Greek chapters are expected to live in their chapter residence. Details about Room Selection and all residential facilities are available online at [www.simpson.edu/reslife/room/](http://www.simpson.edu/reslife/room/).

### **Smoking**

Smoking is not allowed in any college housing. This includes all public areas, hallways, stairwells, and private rooms and baths. Students wishing to smoke may do so outside. Please be conscious and courteous so that your smoke does not bother others and you extinguish cigarette butts in an appropriate container.

### **Solicitation**

The College does not allow door-to-door solicitation of products or services in the halls. Printed material may not be distributed under a student's door without the approval of the Department of Residence Life. The Department of Residence Life must approve fundraising activities sponsored by campus organizations if the location is in a residential facility. Furthermore, student rooms are not to be used for commercial solicitation or enterprises. This policy applies to all campus organizations as well as off-campus groups or individuals.

### **Staff Selection**

Each year Residence Life hires students to serve as CAs (Community Advisors), HAs (House Assistants), SHCs (Student Hall Coordinators), and ARCs (Academic Resource Coordinators) for the following year. Applications are available at the beginning of each Spring Semester. Applications, deadlines, and Job Descriptions can be found online at [www.simpson.edu/reslife/staff.html](http://www.simpson.edu/reslife/staff.html).

### **Storage**

Due to limited space, storage facilities are not available for any students except international students. Residents need to keep all their furnishings in their rooms and only bring personal items that their room can accommodate.

### **Summer Housing**

Summer housing is available each year for Simpson students in one of our apartment buildings. Applications are available in March and housing assignments are made in May. The Summer 2007 rate is \$15/day. However, if you work on campus 24+ hours/week and have it verified, the rate is reduced to \$7.50/day. Students must move into their summer apartment the day after graduation and move out or to their fall location the 2<sup>nd</sup> Saturday of August (to accommodate early arrivals). Charges for Summer Housing end the last Sunday before classes begin in the fall, or when students would otherwise arrive on campus had they not been in Summer Housing.

### **Telephones & Voice Mail**

Telephone lines with voicemail are provided in your room/apartment/house as a service. You will be assigned a phone number once you are assigned housing and that number will remain with you, regardless of room/hall changes, as long as you live in college-owned housing. You are responsible for supplying a telephone and maintaining a useable voice

mailbox. Each voice mail box stores 10 messages. The College is not responsible for repairing instruments or phone jacks damaged by the room's occupant(s) without cost. If a resident wishes to have their phone number changed due to harassing phone calls, the resident must file a report with Security. Residence Life staff or Information Services can help you set up your voicemail. College staff uses voicemail (and Simpson email) to communicate with students. Do not rely solely on your cell phone if you have one. Many campus offices will not return calls to long distance cell phone numbers, so make sure to use and maintain your campus voicemail.

### **Vending Machines**

Coin-operated vending machines containing snack foods and beverages are located on the lower floors of each traditional hall, and in some apartment buildings. Losses in vending machines should be reported to your Area Coordinator.

### **Visitation**

Policies are established for residential facilities to encourage normal visitation privileges for students and guests. Each living unit is expected to discuss or establish rules of behavior for residents and visitors which reflect acceptable standards of conduct and are supportive of the overall mission of the institution. Cohabitation (living together) and overnight visitation by guests of the opposite sex is not allowed. No resident shall be obligated to give up access to use of his/her room in order to acquiesce to the visitation desires of his/her roommate(s). A student's right to study, sleep, and exercise control over his/her personal space takes precedence over the right of others to host guests. It is the responsibility of every resident to respect the right of privacy of his/her roommate. If there are complaints from roommates or others, the resident with visitors is expected to cooperate and compromise in resolving the difficulty. The CA, HA, SHC, and/or AC will handle violations of visitation privileges and unresolved conflicts in accordance with established housing and judicial procedures. The Department of Residence Life may actively intervene if conflicts arise and cannot be resolved between roommates with respect to visitation policy. Final authority for determination and resolution of violations in this area will rest with the Director of Residence Life.

### **Windows, Ledges, Decks, Porches or Balconies**

Window screens may not be unfastened or removed or else you will be fined \$50. In addition, residents will be charged for screen repair and/or replacement.

In some apartments you may have a deck or a porch. The following guidelines apply to these areas:

- Alcohol (even if you are 21) is not allowed in these areas.
- At no time are any objects to be thrown from these areas.
- Gas and/or charcoal grills are not allowed due to fire hazards- there are grills located near most residential facilities.
- Quiet/courtesy hours are in effect in these areas. Please be aware that noise travels far outside.

College liability insurance does not cover accidents occurring from the use of windows, ledges, roofs, balconies or decks. Individuals and/or groups wishing to hang banners off these areas must obtain permission from and make arrangements through the Area Coordinator or Director of Residence Life.

### **Check-Out Checklist: Planning ahead for the end of the year!**

When looking ahead to the end of the year, you may be wondering how you'll ever be able to accomplish all the tasks necessary at the end of the semester or May Term. The key is careful planning. Before you are immersed in sessions of intense studying for finals, begin listing all the tasks that need to be done and a timetable for completing them.

Use this checklist to help you get started:

#### **Things To Do Before Finals Week:**

- **Make travel arrangements now.** Halls close at the end of Fall Semester at 6:00pm on the last day of Finals. Hall close at the end of the year at 6:00pm on the last day of May Term. For this academic year the halls close on Thursday, December 13, at 6:00pm at the end of Fall Semester and on Friday, May 16, at 6:00pm at the end of May Term.
- **Begin packing now.** Ship home things you won't need (clothing, books, etc.) or plan to take a load home on a weekend prior to Finals Week. Boxes may be hard to find later -- start collecting them now.
- **Study!** You'll be busy during Finals Week dealing with last minute details. Don't put off all your studying until then!
- **Watch for signs** announcing the time and place of an informational meeting discussing check-out procedures. A lot of important information that can make your check-out faster and easier will be given out at this time.
- **Sign up with your CA or HA** for a checkout time on the Friday before finals (Fall or Spring semester) or the Friday before the last week of May Term with your desired checkout time.
- **Carefully read the check-out instructions** and checklist distributed to you from your CA or HA and posted on your floor or building. If you have questions, ask your staff member.

### Things To Do During Finals Week:

- **Observe special 24-hour Quiet Hours** designated for finals week. Tell family and friends who may be helping you move about these hours and request their cooperation in keeping the halls quiet for those who are still studying.
- **Take your textbooks** to the Bookstore “Buy Back” program. Watch your bulletin boards for more information.
- **Take a study break** and watch for special Finals’ Flings sponsored by the Department of Residence Life and/or Sodexo Food Service.
- **Be ready to checkout** at the time you agreed to be with your CA, or HA.
- **Make certain** all your belongings are out of the room.
- **Make sure the room is clean** (even if you are the first one to check out)!!
- **Have a safe trip home!**

## Housing Agreement – Terms and Conditions

All full-time unmarried students who do not live at home or with immediate relatives are required to live in college residential facilities or fraternity or sorority houses. Exceptions to these rules are made for seniors, students over the age of 23, veterans, married students, students with dependent children living with them, and for other unique and necessary circumstances.

- CONDITIONS OF PREMISES:** STUDENT and COLLEGE agree to keep premises in same condition as when rented, reasonable wear and tear excepted. STUDENT should inspect premises prior to occupancy. Any prior damages must be noted by the STUDENT in writing to the COLLEGE in the first seven (7) days of occupancy. COLLEGE agrees to provide housekeeping services in public areas of the residence halls.
- CONDUCT:** STUDENT shall observe all rules and regulations of Simpson College as stated in the Simpson College Student Handbook, the Residence Life Handbook, and this contract.
- OCCUPANCY:** It is agreed that only the STUDENT (and other STUDENTS assigned by the COLLEGE in the case of multiple occupancy units) will occupy said premises during the terms of the lease. STUDENT may occupy a double occupancy unit as a single occupancy unit upon payment of one and one-half (1 1/2) times the double occupancy charge. Quadruple occupancy units may not be occupied as a single unit.
- VACANCIES:** If vacancies occur in multiple occupancy units, the remaining STUDENTS agree to find other roommates, accept other STUDENTS as assigned, or be reassigned unless the single occupancy has been approved by the Director of Residence Life and the additional charge has been paid. The COLLEGE reserves the right to consolidate all vacant spaces.
- FURNISHINGS:** COLLEGE agrees to furnish the following items for each tenant's use: window treatments, one desk and chair, dresser space and one bed with mattress. COLLEGE further agrees to provide and maintain windows and working door locks.
- KEYS and COMBINATIONS:** COLLEGE agrees to issue keys, proximity cards, or combinations to the STUDENT. Damaged keys shall be replaced by COLLEGE free of charge upon presentation of the damaged key. In case of lost or stolen keys, the STUDENT agrees to pay a replacement charge of fifty dollars (\$50). In case of lost or stolen cards, the STUDENT agrees to pay a replacement charge of fifteen dollars (\$15). In case of requested room combination change, the STUDENT agrees to pay a fifteen dollar (\$15) re-combination charge.
- PERSONAL PROPERTY:** COLLEGE specifically accepts no liability for damage to or loss of personal property of the STUDENT whether in the rented premises or in storage for any cause whatsoever. STUDENT shall provide insurance on his or her own personal property if STUDENT desires. COLLEGE specifically accepts no responsibility for any property left by STUDENT after termination of occupancy.
- ACCESS TO PREMISES:** COLLEGE will make a room check or search only under the most extreme conditions and then in accordance with the conditions stated in the Student Handbook. COLLEGE shall have access to the rented premises at all reasonable times for purposes of inspecting said premises for damage, cleanliness, and for maintenance requirements. The COLLEGE reserves the right to enter premises without the consent of STUDENT if COLLEGE believes that an emergency exists with respect to the life of the STUDENT, or to maintain property, or so that repairs may be affected, or to ensure compliance with college and residence hall policies.
- DAMAGE:** STUDENT shall be liable for all damages beyond reasonable wear and tear. Damage to a rental unit shared by more than one person shall be shared equally by all STUDENTS of the unit, except in cases where damage can be specifically attributed to one STUDENT. The COLLEGE shall furnish the STUDENT with a statement of damage charges assessed following the termination of lease. Such charges shall represent the fair and reasonable value of repairs incurred. Each STUDENT shall be assessed a \$150 security deposit at the beginning of the original college enrollment. Said deposit will be held in the STUDENT'S account during the time of enrollment and will be applied toward any damages incurred. In the event of such damages, the appropriate charge for repairs will be assessed to the STUDENT(S) account(s) and billed to the STUDENT(S) for payment at that time. In this way the original deposit is maintained until termination of enrollment. If a damage charge exceeds the amount of the deposit, it will be billed as stated above. Damage which occurs in the public areas of the residence halls is considered general hall damage. All students residing in the residence hall which incurs general hall damage are responsible for such damage. At the beginning of each term STUDENTS shall be assessed a ten dollar (\$10) fee. All student fees collected will be held in a damage fund for each hall. Unidentified general hall damage costs will be deducted from the hall damage fund. After all general hall damages are paid, any excess money left in the hall damage fund will be transferred to the hall activity account. In the event that general hall damage costs exceed the amount available in the hall damage fund, the excess charges will be divided by the number of residents to determine the individual damage charge per student. Damage costs exceeding the hall fund and requiring individual student billing will result in a minimum charge of five dollars (\$5) per resident.
- ROOM ACCOMMODATIONS:** The COLLEGE agrees to provide the following room accommodations: a) for the FALL TERM, room accommodations begin at 8:00 a.m. one day prior to fall term classes and end at 6:00 p.m. on the last complete day of term exams; b) for the SPRING TERM, room accommodations begin at noon the day prior to the

beginning of term classes and end at 6:00 p.m. on the last complete day of term exams; c) for the MAY TERM, room accommodations carry through from spring term and end at 6:00 p.m. on the last complete day of term exams (students involved in commencement excepted). Any exceptions to this schedule must be approved by the Director of Residence Life.

Fall, Thanksgiving, Winter and Spring recesses (dates are published in the catalog) are excluded from this agreement and the individual student is responsible to find accommodations during these periods. Theme houses remain open during these periods. Students who would like the privilege to remain on campus during the recess periods and who are not required to be on campus for an approved college activity (academic, athletic or co-curricular requirement) will be subject to reassignment for the recess period, will be charged approximately ten dollars (\$10) per night for the duration of their stay, and must seek and be granted prior approval by the Director of Residence Life.

11. **FOOD SERVICE:** COLLEGE agrees to provide the following food service: a) for the FALL TERM beginning one day prior to fall term classes and continuing while classes are in session; b) for the SPRING TERM beginning the first day of spring classes and continuing while classes are in session; c) for the MAY TERM continuing from the SPRING TERM and while classes are in session.

All students residing in residence halls are required to have a meal contract unless excused for special medical or dietary reasons. Such requests may be made on a petition form available from the Department of Residence Life.

An additional charge will be made for board provided prior to or subsequent to the dates as determined above. Meals missed because of special diets, religious beliefs and activities, employment or class scheduling during meal times are not refundable. Residents who have any of the above conflicts may request a sack lunch or dinner each day of the conflict. Such request must be made to the Food Service Director 24 hours in advance and picked up by the resident. Pro-rated board refunds will be made due to illness or accident to residents confined to a hospital or detained at home provided that it is for a period of fourteen (14) or more consecutive days and provided that a doctor's statement is presented. Most special diets, whether temporary or continuous, which cannot be satisfied within the limits of the regular menus, cannot be provided in the food service.

12. **CANCELLATIONS:** The COLLEGE agrees that the following shall be just cause for canceling this agreement: a) marriage; b) medical cause verified by a doctor's signature; c) withdrawal, suspension or leave of absence from the College; d) participation in off-campus programs of the College except during the May Term (During May Term there can be a board refund for those residents who will be off-campus); e) not registering for any term covered by the contract; f) permission of the COLLEGE to live off-campus. Refunds are based on the schedule presented in the College catalog.