



PRESENTATION COLLEGE

HOUSING HANDBOOK

Welcoming people of all faiths, Presentation College challenges learners toward academic excellence and, in the Catholic tradition, the development of the whole person.

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Link to Student Handbook [here](#)

PHILOSOPHY

Presentation College is committed to a value-based education that promotes excellence in education in addition to the development and promotion of responsibility, values and ethics. In pursuit of Christian values and responsible relationships, the College offers a quality campus living experiences that provides for leadership opportunities as well as a communal living environment that promotes the values of citizenship and responsible living. The living experience will become an integral part of the educational experience of Presentation College.

Suites' living fosters increased awareness and advocacy for individual differences, developmental self-responsibility, self-concept, self-direction, interdependence, and the mastering of increasingly complex development tasks. Living in the Suites provides an environment where students are able to meet their educational goals through an integration of the various learning opportunities, both inside and outside the classroom. To provide a framework and direction for meeting this educational mission, the Student Life Office has formulated goals and desired outcomes.

Suites' living is an integral part in the total educational program of the student. The residential community facilitates the growth and self-development of each individual student to her/his fullest capacity. The following goals and outcomes have been identified:

Goals	Outcomes
PRACTICAL COMPETENCE <ul style="list-style-type: none"> • <i>Learning Community</i> • <i>Whole Person Education</i> 	a. Make healthy lifestyle choices b. Effectively prioritize and manage their time commitments c. Perform basic life skills (i.e. laundry, cleaning, etc.) d. Follow safety procedures and the importance of such procedures
INTERPERSONAL COMPETENCE <ul style="list-style-type: none"> • <i>Catholic Tradition</i> 	a. Communicate thoughts and feelings effectively b. Effectively manage and deal with conflict recognize the role of collaboration and interdependence in community living c. Set boundaries in living situations and environments d. Navigate mature relationships
COMMUNITY ENGAGEMENT <ul style="list-style-type: none"> • <i>Learning Community</i> • <i>Education of Distinction</i> • <i>Resourcefulness</i> 	a. Recognize their personal impact on individual PC community members (students, faculty, and staff) and the community as a whole b. Recognize the importance of community standards implement strategies for coexisting with others in a common living space c. Connect to the community outside of their suite
CRITICAL THINKING & PROBLEM SOLVING <ul style="list-style-type: none"> • <i>Whole Person Education</i> 	a. Students use critical thinking skills as a guide to multiple modes of inquiry, challenging conventional wisdom and stereotypes. b. Students integrate concepts and principles from multiple perspectives in order to address problems and make decisions.

HOUSING STAFF

The suites are comprised of trained professional and student staff whose primary purpose is to assist residents in gaining the maximum benefits from their college experience. This means helping each of you in your pursuit of education, your growth as an individual, and your development as a member of the suite community. The staff's function is NOT to serve as police officers or substitute parents, but rather to help insure the rights of all students in their effort to gain as much as possible from their Presentation College experience. Goals and outcomes have been created to facilitate this experience:

Goals	Outcomes
STUDENT LEADERSHIP <ul style="list-style-type: none"> • <i>Catholic Tradition</i> • <i>Learning Community</i> • <i>Whole Person Education</i> • <i>Education of Distinction</i> • <i>Resourcefulness</i> 	a. Identify campus and community services, refer students to such services and help students develop a connection to the College b. Arrange priorities to manage stress and responsibilities c. Apply leadership skills to enhance their ability to achieve their personal and professional goals throughout college and beyond
COMMUNITY BUILDING <ul style="list-style-type: none"> • <i>Catholic Tradition</i> • <i>Learning Community</i> • <i>Whole Person Education</i> • <i>Education of Distinction</i> • <i>Resourcefulness</i> 	a. Create and implement community building initiatives in the Suites b. Articulate College policies and procedures to educate residents, hold students accountable and create a safe environment where students can be academically and socially successful

HOUSING COORDINATOR

One of the first people you will meet when you arrive at Presentation College will be the Housing Coordinator (HC). The HC is responsible for the Housing program and all activity in the Suites. This includes training and supervision of staff and administrative duties of the suites. One of the primary focuses of the HC is meeting students' needs, developing student responsibility, and the welfare of the suite community. The HC is available to help you with personal and group issues or concerns, and because the HC resides on campus, she/he is available to assist with most emergencies.

COMMUNITY ADVISORS (CAs)

The community advisors (CAs) are a group of carefully selected students who serve as principal live-in facilitators in the Suites. They act as representatives of the Housing Coordinator. The CA lives on the floor or entrance with other students and helps members to maintain an atmosphere, which is conducive to academic pursuits, and to develop a community that is based on individual responsibility and respect for others. Because the CA may be asked to help with a personal issue or concern, the CA is selected because of her/his maturity and concern for you.

The Housing staff are scheduled on a regular basis to be in the Suites and available to students. However, they do have academic responsibilities, extracurricular activities, and social interests much like any student and will not be available all the time.

RESIDENT'S RIGHTS, RESPONSIBILITIES, AND STANDARDS OF LIVING

The Housing Office has authority and responsibility to insure that fair and clear standards of behavior are established, along with equitable procedures for adjudication in the application of these standards.

It is important that each resident becomes familiar with her/his rights and responsibilities and standards of behavior expressed herein, in order that the living experience will be of greatest benefit to all. These rights and responsibilities are intended to represent a balance between the student's need for self-governance and freedom and the college's responsibility to insure an environment conducive to accomplishing its educational mission. Like all citizens, you enjoy the same constitutional rights and the same responsibilities to respect the rights of others.

Each member of the campus community has the right to organize her/his own personal life and behavior, so long as it does not violate the law or does not interfere with the rights of others or the educational process.

Because of the nature of the educational process, you also have specific rights and responsibilities as a member of the academic community. Students are expected to conduct themselves as mature members of the Presentation College community, respecting the rights of others, and making full use of their educational opportunities.

Mutual respect and consideration coupled with an awareness of and sensitivity to the needs of other individuals must be the standards for living in the suites. The following Bill of Rights is intended to suggest minimum expectations of rights and responsibilities of suite residents, and as roommates, in actualizing their freedom, without placing constraints upon the rights of other students. These rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights or other residents

RESIDENT BILL OF RIGHTS

The RIGHT to...

1. Read and study free from undue interference in and around one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. Sleep without disturbance from noise, guests, or roommates, etc.
3. Expect that a roommate and others will respect one's personal belongings.
4. A clean, safe environment in which to live.
5. Free access to one's room and facilities without pressure from a roommate.
6. Reasonable personal privacy.
7. Host guests with the expectation that guests are to respect the rights of the host's roommate and other suite residents.
8. Redress of grievances. The Housing staff is available for assistance in settling conflicts.
9. Expect reasonable cooperation in the use of the "room-shared" appliances and to honor agreed-upon payment procedures.
10. Be free from fear of intimidation, physical and/or emotional harm.

To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that you and your roommate and other residents enjoy these rights, which imply certain responsibilities.

RESIDENTS RESPONSIBILITIES

The RESPONSIBILITY to...

1. Control noise and other distractions that inhibit the right to study and sleep.
2. Respect the personal privacy of roommates and others.
3. Conduct oneself in a manner that does not infringe on the rights of others and to initiate action should the circumstances warrant.
4. Be active in the process of self-governance and voicing one's opinions or ideas.
5. Know the policies of the suites and to not violate these policies.

STANDARDS OF RESIDENT BEHAVIOR

Living in the suites is a community living experience where all members have certain rights and responsibilities. The following standards of behavior are designed to maximize the positive aspects of the suites by specifically stating behavioral expectations that we have of all residents.

Any resident who intentionally commits, attempts to commit, or incites and/or aids others in committing any of the following acts of misconduct shall be subject to disciplinary action by the Housing Office and/or Presentation College. Students should also be aware that if they are present when a violation of a Presentation College policy occurs, whether engaging in the violation or not, they will be subject to disciplinary action.

- Obstruction or disruption of disciplinary procedures, Housing administrative procedures or any other Presentation College authorized function or event.
- Unauthorized occupation or use of, or unauthorized entry into any suite facility or student room.
- Verbal or physical abuse or the threat of physical abuse against any person in suites or at any Housing function or event, or any other manner which threatens or endangers the health and/or safety of any such person.
- Theft or possession of stolen goods including illegal possession or damage to property of Presentation College or of a person in the suites.
- Interference with the right of access to suite facilities or with any right of any person in suites.
- Providing false or misleading information, misrepresentation or misuse of student identification in the suites, or failure to show identification upon request by a Housing or Presentation College staff member.
- Setting a fire or the use of candles or any type of open flame or open filament device within the suites.
- Tampering with or the misuse of fire alarms, fire extinguishers, fire hoses, or any fire equipment.
- Failure to follow emergency procedures (fire, tornado, etc.).
- Possession, sale, or use of drugs which are illegal and which may involve substantial physiological or psychological hazards, or lead to interference with the rights and privileges of others. In addition, students who violate Housing policies and procedures while under the influence of these drugs will be subject to disciplinary action on the basis of their offenses.
- Unlawful manufacture, processing, sale, or use of marijuana, or other dangerous drugs or controlled substance on Housing property.
- Possession or use of alcohol or alcoholic beverage containers in suites.
- Failure to respond to a summons (verbal or written) from a Housing staff member or other Presentation College official.
- Violation of courtesy hours or visitation policies as determined by the Housing Office.
- Violations of the terms and conditions in the lease or policies and procedures prescribed in the Housing or Student Handbooks.

RESIDENCY REQUIREMENTS

All new students attending Presentation College, Aberdeen campus and enrolled in at least 9 credits are required to live in College housing and purchase a meal plan for their first two academic years. Students that are 21 years of age by the first day of classes of their enrolled semester are exempt from the Housing requirement.

PRESENTATION COLLEGE HOUSING AND MEAL PLAN WAIVER PROCESS

Students seeking exemption from either the housing or meal plan requirement, must first apply through the waiver process. The meal plan and waiver form are located on the Housing website and available at the Housing Office.

Waiver Categories

After proper documentation and college inquiry, students may qualify for a waiver to the housing and meal plan policies:

1. **Married Waiver:** Students requesting a release because they are married must meet the following criteria:
 - A copy of a valid marriage certificate must be submitted to the Housing Office before a release can be approved or housing charges cancelled.
 - The release date will not be earlier than the date of marriage
2. **Legal Dependent Waiver:** A copy of the dependent's birth certificate must be provided to the Housing Office before a release will be granted.
3. **Commuter Waiver:** A commuter waiver may be granted to students desiring to live at the permanent residence of a parent or legal guardian within thirty (30) miles of campus. Parent's notarized signature for this waiver is required. A meal plan may still be required.
4. **Financial Hardship Waiver:** Applicants requesting release based on verifiable extenuating financial circumstances are required to complete the [Financial Need Verification Form](#). **Releases are not based upon the assertion that living off campus may be cheaper.** A release will be considered when the applicant has a significant verified need for financial aid as defined by the personnel of the PC Financial Aid Office and that need cannot be fully met by financial aid.
5. **Physical Health Waiver:** Applicants requesting a release based on this criterion must provide information from their **attending physician** stating the specific verifiable condition for which it is medically necessary for the student to be released and why off-campus housing or a release from the meal plan would provide better living or dining conditions in regard to this medical condition. Applicants are required to fill out the [Medical Need Verification Form](#). The form must be completed in detail and signed by the **attending physician**. Paperwork must be complete before a decision is rendered.
6. **Mental Health Waiver:** Applicants requesting a release based on mental health or emotional needs must provide a **specific** psychological recommendation evaluating the student's specific needs or problems from a licensed mental health care provider.
7. **Other:** Any other special circumstances in which you feel an exemption from the housing or meal plan contract are necessary.

It is important to understand that unless you receive **written notice** from the Housing Office that you have been released from the housing or meal plan requirement **you will be expected to occupy your assigned room and pay for your meal plan.**

Waiver and Appeal Process

Once your form has been turned in, the Housing Office will verify you have filled out all of the necessary information required. Upon receiving your request, the Waiver Committee will meet to decide whether your waiver will be granted or denied. You will receive a letter via email with the committee's decision.

If your waiver is denied you have the right to appeal the decision in writing. Appeals for decisions made by the Waiver Committee should be sent via email to housing@presentation.edu where it will be reviewed by Vice President of Student Affairs. All decisions regarding appeals made by the Vice President of Student Affairs are final.

Deadlines

All waivers must be received by the **DROP DATE** of the semester applying. Late submissions will not be reviewed by the Committee. Please refer to the Academic Calendar for specific dates.

DEPOSITS

A housing deposit of \$250 is required of all residents living on campus. Damage to the Suites and their furnishings beyond ordinary wear will be charged against the deposit. A student living in the suites must have a balance of \$250 in their security deposit at the beginning of each semester. A resident is automatically charged \$250.00 if the individual fails to complete the room checkout procedure. The security deposit will be reduced by the amount of any of said deductions and then by any other outstanding amounts owed to the College. Any amount in excess of deductions and amounts owed will then be refunded to the student.

- Students will not be able to occupy a room until payment of the housing deposit is made.
- Students should allow **2-3 weeks** from the time they vacate the suites for a potential housing deposit refund.

TERMS OF STUDENT SUITES AGREEMENT

- No student will be assigned a room in the suites until she/he has been admitted to the college, applied for housing, registered for classes, completed a Lease Agreement, and submitted the required \$250 housing deposit.
- The factors of race, creed, or national origin are not considered in room assignments.
- The Suites are open for orientation of new students three days prior to the first day of fall classes and three days prior to the start of spring classes. Arrangements for check-in outside normal business hours must be made in advance with the Housing Office.
- Student preference for a specific suite, room, roommate(s), and occupancy classification are not guaranteed. The College reserves the right to make all final decisions.
- Any student whose actions are found by the Housing Coordinator to be detrimental to the welfare of the student-living group may be required to withdraw from housing accommodations.
- The College is not responsible for loss, theft, or damage to students' personal property. Residents are encouraged to purchase renter's insurance to protect them from loss of personal property.
- Housing personnel, college officials, and security/maintenance staff reserve the right to enter students' suites under the following conditions:
 - A situation in which there is sufficient reason to believe that a breach of College policy or regulations has occurred or is in progress.
 - Instances in which there is sufficient reason to believe that an emergency exists.
 - Circumstances which require room maintenance, inspection, or repair service.
- A meal plan is required of all resident students on the Aberdeen campus during the academic year. Students with a required meal plan will not be allowed to rollover the unused balance on their food accounts. At the end of each semester, any remaining balance will be forfeited.

POLICIES AND REGULATIONS

You are expected to know and abide by the Presentation College policies and regulations found in the College Catalog, Student Handbook, and Housing Handbook. Violations of these are handled through the disciplinary procedures of Presentation College.

Residents in the suites are individually responsible for the actions of the people residing within. This implies that the conduct of students within the building should be governed by their responsibility to their fellow students.

One may not always believe that a specific rule is a good one; however, this is not justification for violating it or refusing to enforce it. Occasionally, there are democratic procedures available for changing undesirable policies.

By assuming joint responsibility for these regulations and policies, we will be able to work together as a community of individuals whose common goal is the personal and academic growth and development of each student.

ADHESIVES, PINS, AND TACKS

Students are encouraged to use good judgment in attaching material to walls. The student assumes full responsibility for removing all marks left by adhesives and paying for any damage that may result. Tacks or pins should not be used on the door.

ALTERATIONS OF STUDENT SUITES

Students may not alter their room or any part of their suite other than the rearranging of furniture. Students may not remove furniture from their suite at any time.

Room decorations should be nonflammable and nondestructive to walls, furniture, and the doors in your room or leading to the hallway. Decorations which hinder proper exiting in case of fire are prohibited.

Students who wish to personalize their rooms/suite must follow these guidelines which have been established for the safety of the suites students:

- Students may hang pictures on the suite walls using small tacks or adhesives that will not leave a mark or damage the paint on the walls.
- Paneling and/or carpeting of walls and ceiling and rewiring lights and sockets are prohibited.
- Inordinate amounts of burnable material should not be kept in a room.
- Construction, decoration, or arrangement of furnishings in a manner that hinders easy exit from a room shall not be permitted. They shall not prevent a door from opening wide. The arrangement of the room should not require residents and/or guests to climb over or circumvent an obstacle in order to exit a room.
- Open-flame decorations are prohibited.
- Use of multiple-socket plugs without a circuit breaker, running extension cords under carpeting, and direct splicing in the electrical outlet is prohibited.
- Students may not hang anything that promotes illegal behavior, inappropriate images/sayings, contains nudity, or offensive.
- Presentation College is an alcohol free campus. Any alcohol paraphernalia is prohibited. You will be asked to remove any of these items.
- Painting suite walls is prohibited.

Any unapproved alteration or violation of any of the stated above will result in disciplinary action, loss of suite deposit, and/or monetary fines.

ALCOHOL

The Suites are living-learning environments designed to allow students freedom and the opportunity for growth and self-development, as well as to promote the acceptance of responsibility for decisions and behavior. Housing facilities support and enforce the College's policies and regulations regarding alcohol and other drugs. Refer to the Code of Student Conduct found in the Student Handbook for full description of the conduct process.

Being present in an area on campus (including a common space in a suite) where alcoholic beverages or alcoholic beverage containers are present or being consumed is prohibited and is considered the same as being in possession.

In addition to the Student Handbook, information that is brought to the attention of or obtained by a Housing staff member via social media sites (Facebook, Twitter, Instagram, etc.) showing alcohol in a residents room on campus will be handled under the same jurisdiction as if it were encountered in person by staff.

Violations of the alcohol policy will accumulate during a student's academic career at Presentation College.

Sanctions Regarding Alcohol/Drugs in Housing

Every effort is made to assign sanctions, which are designed to address the behaviors and to provide an educational component in order to help the student make informed choices in the future. Successive violations may indicate an immediate concern or potential development of long-term consequences. Therefore, all alcohol violations are cumulative throughout a student's academic career/enrollment at Presentation College.

A. First Violation:

1. Referral to counseling sessions with the Campus Counselor.
2. Up to a \$100 fine.
3. Attendance of an educational activity as defined in the Code of Student Conduct in the Student Handbook.
4. Other sanctions defined in accordance with the incident that has taken place.

B. Subsequent Violations:

1. Continuing counseling sessions with the Campus Counselor.
2. Up to a \$100 fine.
3. Attendance of an educational activity as defined in the Code of Student Conduct in the Student Handbook.
4. Referral to alcohol/drug screenings as deemed appropriate.
5. Other sanctions defined in accordance with the incident that has taken place.

C. Costs of educational activities are at the expense of the student.

- D. Where an infraction of the Code of Student Conduct alcohol and drug policy appears also to constitute a criminal offense under state or Federal Law, the institution will refer the matter to law enforcement authorities. Referral of a matter to law enforcement authorities will not require suspension of disciplinary proceedings nor delay imposition of discipline.

BABYSITTING

Presentation College prohibits babysitting or child care on campus, i.e., students and babysitters may bring children on campus for visitation purposes only. No extended childcare service is allowed.

BED LOFTING

Each Suite bedroom is furnished with an extra-long twin bed. Beds must remain in the suite. Students are not allowed to bring personal beds unless medically required. Documentation must be provided to the Housing Office prior to move in. Beds must be returned to the original height prior to move-out time.

BICYCLES

Bicycles may be stored in an individual Suite or in the designated bike rack area. For students' protection, bicycles should be registered with Campus Safety and with the City of Aberdeen. Unregistered bikes are seldom recovered in the event of theft. Students are held responsible for damages and stains that may result from bicycles in the suites. At the end of each academic year, any bikes left unattended will be removed by the Maintenance staff.

BUILDING SECURITY AND SECURITY CAMERAS

The intentional propping open of locked suite exterior doors or windows, as well as circumventing any other security device designed for the protection of resident students is prohibited. Presentation College utilizes security cameras in the entrances to the Suites and throughout the residence facilities. These cameras are used for the protection of students. Any student causing damage to the security cameras violates the Student Code of Conduct and will be subject to disciplinary sanctions.

CAMPUS SAFETY

Campus Safety provides coverage to protect the well-being of students, faculty, and staff.

CANDLES, INCENSE, AND WARMERS

Burning candles and incense or candles with burnt wicks are not permitted in resident suites due to the danger of fire caused by open flame. Students can utilize candle warmers in their rooms with the understanding that they are turned off when the students have left the room. Any candle being used with a candle warmer must have the wick (burnt or not) removed.

COHABITATION

Cohabitation is not permitted under any circumstances. Cohabitation is defined as the regular and/or steady presence of a guest (more than 3 consecutive nights). Violations of the cohabitation policy may result in disciplinary action.

COMMUNICATIONS

The Housing Office recognizes all official forms of Presentation College communication to its students. All students have been assigned an official email from the college. The Housing Office uses this email address for official communications to students. Students should be responsible and check email frequently to ensure they are not missing important information. The Housing Staff also will post signs around buildings so that students may also have another alternative to seeing information pertaining to residents.

DISCIPLINARY PROCEDURES IN SUITES

The intent in working with students in suites is to enhance their growth in various areas including developing responsibility for their own discipline and behavior. Accordingly, each student will be treated as an individual, with formal disciplinary procedures instituted only as it becomes apparent that informal procedures are not producing desired changes in behavior or increasing the ability to live with others in a group situation. When formal procedures are initiated, due process appropriate to the situation will be followed. Fairness to the individual rather than rigid procedure will be emphasized.

DOOR TAMPERING

Any resident or non-resident that willfully tampers with another resident's door or any entrance door to the suites is a serious safety hazard and a violation of suite policy and will result in monetary and/or disciplinary action.

DISCARDED ITEM(S)

Every resident is responsible for the timely removal of their personal belongings from the Suite, including food and garbage. In the event that an individual does leave behind personal items, the following policy is in effect. The Housing Office will dispose of all items and in addition, fees will be assessed for the removal of the items, cleaning as needed, and any repairs deemed necessary.

DRUGS

Federal and state laws forbid the sale and use of drugs, which are not prescribed by a physician or available on the legal open market. Presentation College does not condone possession, use or distribution of marijuana, LSD, or other hallucinogens, or narcotics by any of its students in any

campus facility. Any student known to be in possession of, using or distributing such drugs and illegal paraphernalia is subject to disciplinary action and possible arrest.

ELECTRICAL APPLIANCES

The use of small electrical appliances in the Suites is allowed as long as they comply with fire and safety standards. For reasons of safety, the Housing Coordinator reserves the right to inspect and approve/deny any electrical item which may be considered unsafe.

ENERGY EFFICIENCY

Each year, Presentation College's suites are more costly to operate. So that these costs may be held down as much as possible, these following energy conservation guidelines will assist us in this effort.

- Conserve Electricity
 - Turn off stereos and televisions when you are not in the room.
 - Turn off lights when they are not needed.
 - Unplug appliances when they are not in use.
- Save Water
 - Turn off faucets completely.
 - Report faucets with leaks or drips and toilets that run on.
- Don't Waste Heat or Cool Air
 - Report heating problems and air drafts
 - Close windows. If your room is too hot, open door to heat other parts of the building.
 - Do not block the heating fixture in your room. This will also provide better ventilation.
 - Turn off AC when not in use.

FIRE DRILL

Two unannounced fire drills will be conducted each year, one each semester. The fire drill is designed to give students an opportunity to evacuate the residence facilities in a non-emergency situation. Everyone in the Suites must leave the buildings when the alarm sounds for the drill. The alarm will remain sounding until all residents have left the buildings. If a resident and/or her/his guest does not evacuate when the alarm is sounding, she/he will be subject to disciplinary action.

There may also be periodic fire drills that are held at the suites. When alarms sound, please exit the building following the fire evacuation procedures. Students will be notified 24 hours in advance in the event of a fire drill.

FIRE EVACUATION PROCEDURES

When the fire alarm sounds in your building you must vacate the building at once. As you leave your room you should:

- Feel the door edges for heat. If the door feels hot, do not open it.
- If the door does not feel hot, open the door cautiously standing behind it when you open it (have the door between you and your exit).
- Close the door when you leave.
- Leave the building by the nearest exit (leave at a brisk pace without running).
- Clear the building.
- **Do not** return to the building until the all-clear is given by the fire personnel or staff.

If you are not in your room when the alarm sounds, proceed directly to the nearest exit. **DO NOT RETURN TO YOUR ROOM.** Failure to leave during a fire alarm will result in disciplinary action.

FLOOR LOUNGES (EAST SUITES)

Lounges are available for study, social and recreational uses. Specific guidelines may be developed by individual floors and/or suite staff. Any requests by outside groups to use a suite lounge must be approved by the Housing Coordinator.

Furniture from the lounges is not permitted in student rooms at any time or for any reason. Moving furniture from lounges to individual rooms deprives others of its use.

FURNITURE AND SUITE PROPERTY

Each Suite is partially furnished with desks, chairs, bed frames, mattresses, closets, mini-blinds and chest of drawers. Furniture may not be removed from its designated space to another area of the suites or from room to room. Washers, dryers and ovens are provided for student use. Presentation College does not provide storage space for students. Students are not allowed to remove any furniture from their suites.

GAMBLING, WAGERING AND BOOKMAKING

Except for special College functions, which must be approved by the President of the College, gambling, wagering and bookmaking are prohibited on College property.

GUEST POLICY

The guest policy is a privilege granted to students in the suites who agree to supervise and regulate themselves and their guests. Residents must escort their guests while in the building at all times. The hours of visitation are established to provide privacy for residents within the community and to respect the standards and expectations of the college. The responsibility for the effectiveness of this policy is placed on the individual resident and suite community.

Students are expected to know the guest policy and the procedures that are set forth by the Housing staff. If a resident is having an overnight guest visit, they must submit an Overnight Guest Form at least 24 hours in advance and by noon on Friday for weekend visits. The guest request form may be submitted to any Housing staff member (Housing Coordinator, Community Advisor, or the Housing Office).

Visitation hours are as follows:

- Sunday – Thursday, 9 am – midnight
- Friday & Saturday, 9 am – 2 am

PC Residents

There is no restriction on when PC resident students may visit other students in the suites. Students may visit students at any time, as long as the visitation does not interfere with the privacy and study needs of roommates and other residents.

Off-Campus Guest

Off-campus guests may visit residents living in the suites during visitation hours. All guests must be registered with the on-duty community advisor. Guest must provide staff with photo ID upon signing in. Staff will keep ID as collateral and will be returned upon checkout.

Overnight Guest

If a resident is having an overnight guest visit, they must submit an Overnight Guest Form to a Housing staff member at least 24 hours in advance and by noon on Friday for weekend visits. This form establishes the following for overnight guests:

- 1) Host acknowledges that they take full responsibility and liability for the guest, for informing their guest of all policies, and for any expense incurred by their guest.
- 2) Host acknowledges that they have discussed the guest's stay with any and all roommate(s) to confirm that they are comfortable with the guest staying.
- 3) Host will accompany their guest while in the suites and on campus grounds.
- 4) Guest will follow all College and Housing policies and procedures.
- 5) Guest may not stay longer than three (3) nights at a time.
- 6) If either host or guest is found in violation of a policy, they are subject to revocation of visitation privileges and sanctions outlined in the Student Handbook.

Host Responsibility

Residents are responsible for ensuring that their guests abide by College and Housing policies and procedures. Residents are accountable for the behavior of their guests and are subject to disciplinary action if a guest violates a policy or procedure. Residents are expected to accompany their guests while in the suites. Guests should not be in the building without their PC student host or have possession of room keys/building access cards.

Guest Policy Violations

Students are expected to abide by all policies within the suites. Any student found responsible in violation of a policy is subject to revocation of guest privileges and other sanctions as outlined in the Student Handbook. The guest policy may also be revoked for other conduct related reasons.

HOLIDAY BREAKS

Suites will close the evening of the last class/exam day before the scheduled break. The exact time will be posted in Suites and notified through email communication. **Room rates do not cover vacation periods.** A daily charge of \$10.00 will be assessed to those who require vacation housing on campus. Students requiring assistance to find vacation housing should contact the Housing Office.

Holiday breaks are:

- Thanksgiving Break
- Semester Break
- Spring Break
- Easter Break (No holiday fee assessed to students, but holiday policies are enforced)

When the Suites are closed for holiday breaks, residents are required to:

- Unplug all electrical appliances (except refrigerators)
- Close and lock windows
- Completely empty their trash
- Turn off all lights

- Lock your door
- Turn down thermostat

Students will abide by the following policies associated with Holiday breaks:

1. Residents from a radius of 350 miles and beyond will be exempt from the nightly fee, are required to register, and will be held responsible for all holiday policies.
2. Guests (male or female) must be escorted at all times during the break. NO OVERNIGHT GUESTS permitted without special permission given by the Housing Coordinator.
3. I will not provide access to the building to any person(s) other than my guest(s).
4. I will not share my keys with anyone.
5. I will make sure the door closes securely behind me when entering or leaving the suites.
6. I will take a responsible attitude toward the security of the building, including reporting any suspicious or inappropriate behavior to the Housing Office or Campus Safety, 605-290-1024.
7. I understand that I should not be in the suites for any amount of time unless I have paid for that day or have received special permission from the Housing Coordinator. (Days run a 24-hour period from 7p.m. to 7p.m.) Any student found in the suites outside of their requested time will be fined \$100.00 and charged for the unauthorized days.
8. I understand that Presentation College and Housing rules and regulations are applicable during breaks.
9. During the duration of the break all fines associated with school policy are doubled.
10. I will use the outside dumpsters when removing trash from my room during the break.
11. I will produce my student ID, keys, and paperwork immediately upon request.
12. If an emergency situation arises, I will contact the person(s) on duty.
13. I understand that if I violate any provisions of this agreement, I will be asked to vacate immediately and will be subject to a fine and disciplinary action through the Student Handbook.
14. The cost to stay is \$10.00 per night. Your student account will be billed and payment can be made at the Business Office in the Main Building.
15. If holiday key is not returned within five (5) class days after the break has ended, there will be a charge of \$100.00 assessed to your student account. If you lose a key the cost is \$200.00.

At the end of the academic year all residents must completely move out of their suite.

HOLIDAY DECORATIONS AND TREES

Due to the potential fire hazard, no cut, real trees are permitted in the Suites. Violation of this policy is subject to disciplinary action.

Strings of lights may be displayed around windows and doorways (with the exception of furnace doors). Exercise caution with window drapes and paper decorations near these lights. Be sure that the lights do not touch any flammable objects or materials. Do not leave lights unattended. When students leave rooms, lights must be unplugged. No room decorations with an open flame may be used in the Suites.

ILLNESS OR INJURY

Student Affairs provides off-campus health referrals. The Housing staff has been provided a first aid kit for minor needs only. If a student becomes ill, notify a Community Advisor, the Housing Coordinator, or call Campus Safety.

KEYS

Each resident student is assigned a set of keys. Keys are to be used by residents only.

Entrance doors are not to be propped open or left ajar as this jeopardizes the security of the building and fellow students. Please report any and all violations to the Housing Staff or a Campus Safety officer. If a student is locked out of their Suite, they may contact the on-duty Community Advisor. A \$25 fee will be assessed. The said fee will not be assessed until the fourth (4th) request.

The replacement fee for a lost and/or damaged building entrance card is \$20. The replacement fee for the set of Suites keys is \$100. Any resident student not returning the keys and/or building entrance card at the time of check out will be assessed these fees.

LAUNDRY FACILITIES

Coin-operated washers and dryers are available and are provided for resident use only. Courtesy and respect for each other's property should be practiced in the use and sharing of facilities.

Tampering with or damaging the coin mechanism of the machines may result in lost machine usage and/or delayed repair times.

MAINTENANCE AND HOUSEKEEPING

Facilities Management employs staff to keep the residence facilities in good physical condition. Requests for maintenance work should be submitted to the Housing Coordinator, a CA, or the Student Affairs Office. Cleaning personnel maintain hallways, stairwells, laundry rooms, and

other public areas. Residents are urged to cooperate in maintaining clean public areas.

Residents are responsible for maintaining the cleanliness of their suite. Each resident is responsible for purchasing items to maintain the cleanliness of the Suite. Residents failing to maintain their Suites may be subject to disciplinary procedures.

Each term College personnel must enter suites for routine health and maintenance inspections. Residents may be notified at least 24 hours in advance of the inspection. Housing reserves the right to perform unannounced Suite inspections at any time.

MEAL PLAN

Visit the Dining Services [webpage](#) to see meal plan descriptions for on-campus residents.

All residents are required to purchase a meal plan. Students may pay for one guest per meal using their meal plan money. Meal plan money does not carry over from semester to semester. Any remaining funds at the end of each semester are forfeited.

MISSING PERSON POLICY

A student is missing when the student's whereabouts are unknown and unexplained for a period of time that would be regarded as highly unusual or suspicious by persons familiar with the student's plans, habits, or routines.

It is not necessary to wait until the student has been missing for twenty-four (24) hours before making a report.

Any person may report a student as missing by filing a report with:

1. Campus Safety
2. Housing Coordinator
3. Vice President of Student Affairs

Student Affairs personnel may enter a student room if the student does not respond to electronic contacts or to knocking on their door. Personnel will assess the condition of the room to look for visible personal property (wallet, keys, cell phone, or clothing) that might provide clues as to whether the student has taken an extended trip or other planned absence from the suites. If Campus Safety is undertaking the initial investigation, they will request that Housing staff assist in the entrance of student rooms.

MOVING OUT/CHECKING OUT

When a resident moves out of a room, even if just moving down the hallway or to another entrance, the resident must:

- Schedule a time with a CA to assess the condition of the room.
- To prepare your room for check-out:
 - Place all furniture back in its original location and condition
 - Remove all decorations, posters, tape, etc. from all surfaces including walls, floors, windows and both sides of the door.
 - Remove all trash.
 - Clean the room. Cleaning includes vacuuming, mopping, and removing all non-Presentation College property. If the room is not sufficiently cleaned, the resident(s) will be billed for cleaning.
 - No personal items may be left in the room. Any item left will be disposed of immediately.
- Complete a checkout inventory with the CA after all your belongings have been removed from the room.
- Review the completed inventory sheet and ask about anything you do not understand.
- Turn in keys.
- Sign and date the Room Inventory Sheet.
- A final room inventory will be completed immediately following the close of the semester.
- Residents will be billed for any damages found during this inspection.

OCCUPANCY

Those residents assigned to that room may only occupy a suite. Students are not allowed to occupy a room beyond its designated capacity. Failure to comply will result in disciplinary action.

PARKING

Parking is available for residents of the North and East Suites. North Suite residents are to use the parking spaces available in front of the suites. Parking is also available in the Student Center parking lot. Residents should move their vehicles to this space during snow removal periods. East Suite residents are to use the parking lot east of the building. Plug-ins for vehicles are available for use (North Suites only).

PETS

Students are not permitted to have pets in the Suites except those students needing the assistance of a service animal. Contact the Housing Office for more information regarding service animals.

QUIET/COURTESY HOURS

All residents share the need and responsibility for creating and maintaining a community environment conducive to serious study and sleep. Therefore, the following quiet hours have been established to help in fulfilling residents' study and sleep needs:

Sunday-Thursday 10:00 p.m. – 8:00 a.m.
Friday and Saturday 11:00 p.m. – 11:00 a.m.

Residents are responsible for regulation of these quiet hours by:

- Respectfully confronting those who violate the hours.
- Regularly honoring requests to discontinue disturbing noise.
- Abiding by the established quiet/courtesy hours.
- If you encounter a noise problem, ask the offenders to be quiet, if they persist, contact your CA.

The purpose of quiet hours is to provide study conditions supportive of Presentation College residents' academic pursuits. For many students, particularly those new to Presentation College, development of effective study habits essential to academic success is difficult. This problem coupled with the high density nature of suites living, makes a method of maintaining a quiet atmosphere necessary. Quiet hours are implemented to provide an environment conducive to sleep and study. Courtesy hours are in effect 24 hours a day.

RENTER'S INSURANCE

Presentation College does not provide insurance on student's personal property. Students should check to see if their parent's/guardian's coverage includes them, and if not, contact an insurance agent to obtain renter's insurance on their personal property.

Presentation College does not accept liability for the damage, theft, or loss of personal property or for the loss of money. Please be sure that you lock your room door when you leave for even a short time and when you retire for the night. This is the best guard against property loss. In the event that property is lost or stolen, notify a CA or the Housing Coordinator immediately.

Large sums of money and other valuables should not be kept in your room, particularly during vacation periods.

REFRIGERATORS/FREEZERS

Refrigerators/freezers will be allowed within the Suites individual rooms. Any refrigerator/freezer in the Suites rooms must conform to the following standards:

- The unit may not be larger than 4.0 cubic feet
- The unit must meet UL safety standards
- The unit must operate on 110 volt current
- Only one refrigerator is permitted per room

REFUND POLICY

Please refer to the Business Office section of the College Catalog for information regarding housing and meal plan refunds. Students will receive their \$250 housing deposit refund as long as they comply with check out procedures and have no outstanding balances with Housing and/or the College. Students should allow **2-3 weeks** to have housing deposit refunds returned, if applicable.

ROOM DAMAGE AND ASSESSMENT POLICY

Residents are responsible for their rooms and furnishings and are financially accountable for damages beyond normal and reasonable wear and tear. Malicious damage will result in disciplinary action. Residents are urged to report any damage in the common areas of the buildings to their CA or the Housing Coordinator immediately.

EACH RESIDENT SHOULD BE CERTAIN HER/HIS ROOM INVENTORY IS COMPLETED FULLY AND ACCURATELY. IT IS FROM THESE STANDARDS THAT ROOM DAMAGES ARE ASSESSED AT THE END OF OCCUPANCY.

Charges for Damages: Items damaged beyond normal wear and tear are assessed against the individual(s) responsible. So that you might be aware of the estimated cost for making the necessary repairs and replacements, the following list has been developed. These costs are estimates and are subject to change without notice.

<u>BED</u>		Mirror	75.00
Reinstall	\$35.00	Hand towel rack	30.00
Stains, scratches, holes, burns	10.00		
Replace bed frame	75.00	<u>FLOORS</u>	
Replace loft ends (each piece)	75.00	Linoleum replacement	\$800.00
		Extra cleaning	10.00/hour
<u>CARPET CLEANING</u>		<u>GENERAL CLEANING</u>	
General cleaning	\$30.00/hour	Failure to clean room	\$25.00/hour
Replacement	TBD		
<u>CEILING/WALLS</u>		<u>LIGHTS</u>	
Nails and tack holes	\$10.00/hole	Replace glass only	\$20.00
Footprints, dents, chips	25.00	Replace entire fixture	50.00
Repaint – entire room	75.00	Light switch	15.00
Repaint – ceiling only	40.00		
Repaint – one wall only	25.00	<u>MATTRESS</u>	
		Replace	\$150.00
<u>CHAIR</u>		Cleaning	50.00
Replace sled chair	\$90.00	<u>MIRRORS</u>	
Replace sofa chair	300.00	Replace	\$40.00
Replace sofa	400.00	Reattach	15.00
<u>CLOSET</u>		<u>SCREENS</u>	
Reinstall shelf and pole	\$20.00	Replace (Note: any damages constitutes replacement)	\$20.00
Door – replace	95.00	Reattach screen	10.00
Stains, scratches, holes, burns	12.00		
<u>DESK</u>		<u>THERMOSTATS</u>	
Reinstall	\$15.00	General damage	\$25.00
Stains, scratches, holes, burns	10.00	Replace entire thermostat	70.00
Refinish	25.00		
Replace drawer	50.00	<u>TOWEL RACK</u>	
Replace desk	300.00	Replace	\$15.00
		Reinstall	10.00
<u>DOOR</u>		<u>WINDOW BLINDS</u>	
Replace door (dart holes, etc.)	\$155.00	Replace entire blinds	\$50.00
Refinish and repair	25.00		
Door lever	55.00	<u>TOILET</u>	
Door locks – complete	120.00	Replacement	\$500.00
Door cylinder	35.00	Toilet paper hanger	25.00
Door numbers	15.00		
Removing stick-ums	10.00	<u>WARDROBE</u>	
Refinishing after stick-ums are removed	25.00	Replacement	\$400.00
Security door viewer	20.00		
<u>DRESSER</u>		<u>RANGE</u>	
Replacement	\$300.00	Replace burners	\$30.00
Reinstall	15.00		
Replace drawer	40.00	<u>REFRIGERATOR</u>	
Repair drawer	10.00	Replace drawers/shelves	\$30.00
Stains, burns, scratches	10.00		
<u>VANITY</u>		<u>SHOWERS</u>	
Sink	\$150.00	Wall repair	\$75.00
Countertop	100.00	Faucet	100.00
Faucet	75.00	Shower head	100.00
Cabinet doors	75.00		

ROOM ENTRY AND SEARCH

The rights of students to be secure in their personal living quarters, papers, and possessions against unreasonable entry, searches and seizures will be assured. Housing staff may not enter your room without your consent except for reasonable cause in the following cases:

1. For routine inspections of rooms for safety, health, and general upkeep purposes or maintenance performed upon institutional initiative (a regular semester break inspection will occur).
2. When there is imminent danger to safety, health, or property of occupant(s) or to institutional property.
3. When there is a clear and present indication that a crime is being committed.
4. When Presentation College regulations are being violated.

Maintenance requests by students shall be considered permission to enter. Students should also be aware that the Housing staff may occasionally have to enter students' rooms on matters relating to the comfort or safety of fellow suite residents; for example, to turn off an alarm clock, close a window, etc. A Housing staff member will do a security/safety check of each room prior to each suite closing for vacation periods. Violations which are observed during entry for another purpose will be followed up with disciplinary actions.

Furthermore, following an entry, a search by institutional staff may be conducted pursuant to the permission of the persons present or an administrative search/seizure permission issued by the Vice President of Student Affairs. The request must include:

1. The room(s) to be searched
2. The regulation(s) allegedly being violated
3. The item(s) being sought (if applicable)
4. The names of those authorized to search

If, during the authorized search, violations of Presentation College policies other than those for which the search is authorized are observed, appropriate disciplinary reports and actions will be filed.

ROOMMATES

A very important group of people you will get to know while at Presentation College is your roommates. A good relationship with your roommates does not happen overnight, you have to work at it. Sharing a suite with someone else can sometimes have its problems. However, it can be a lot of fun and one of the greatest experiences you will ever have. Here are a few tips to help you along. Remember, everything is a two-way street and requires some give and take.

- You and your roommates do not have to be the best of friends. It is always nice if you share a few common interests, but you do not need to have the same likes and dislikes.
- Because you and your roommates live in the same suite does not mean that everything is owned communally. Decide early on what you are willing to have used by your roommates and what should be hands-off. Your roommates should do the same. Be sure that you always lock your door when you are the last to leave the room.
- Cleaning your room will be up to you. Before you start complaining about how sloppy your roommates are, take a look at your habits.
- All people have pet peeves. Before you let your roommates' habits get the best of you, talk to them. Maybe she/he wants to talk to you about some of your habits as well.

No matter how much you like your roommates, or how well you get along, there are always going to be disagreements. Learning to accept and tolerate ideas and beliefs different from your own is one of the most important experiences you can have.

However, if you do have a complaint or disagreement with your roommate, do not wait until it is too late. TALK. You can accomplish much more by opening up communication, "we need to talk."

SCREENS AND WINDOWS

For the safety and well-being of all students, screens and windows are not to be removed from their affixed positions. Violators will be subject to disciplinary action and monetary fines.

SHARED AREA DAMAGES

As in any community, there are instances when damages or vandalism may occur. When these damages occur in the Suites, the staff will make every effort to identify the individual or group responsible. When they are unable to identify the person or group responsible, the costs of repair/replacement are divided equally among the suite, the entrance, and/or the floor where the damage occurred. These charges are known as Shared Area Damages and will be assessed to each resident's account in the Business Office. Charges must be paid prior to the start of a new semester or before a transcript is issued. Students can reduce these charges by being proactive, being aware of their surroundings and reporting those individuals that are observed damaging the living area.

Damages which are going to be charged to the residents of the entrance/floor/wing will be handled in the following manner:

1. The damage and its cost will be posted on the appropriate floor or in the appropriate entrance or students will be notified via email. There will be five days to try to discover the person(s) involved.
2. After five days, the amount of damage still unaccounted for will be posted (e.g. broken clock - \$99.00 – 25 residents - \$3.96/resident).
3. This amount must be paid to the Business Office before the next semester begins.

eRezLife

eRezLife is the software that Housing has purchased so that students may be able to complete all of their housing tasks (application, cancellation, information). Students will be able to receive real time responses when the time comes for roommate selection and selecting a room for the upcoming semester. Students will be able to complete all these tasks online through a laptop or a smartphone.

All residents will validate and sign up for an account that will be active as long as a student remains in housing. Students will receive notifications via Simple Campus Housing as well. The software is linked with the student email address and will send updates accordingly.

STORAGE

Due to space limitations, Presentation College does not offer storage facilities. In addition all furniture that Presentation College provides must stay in its assigned locations.

SUITE ASSIGNMENTS

Suite and roommate assignments are completed by Housing personnel. To reserve a Suite, students must complete a housing application on the Simple Campus Housing website and submit a housing deposit. In order to move into your suite during move in day a student must also be registered for classes, and complete a lease agreement. The factors of race, creed, or national origin are not considered in room and roommate assignments.

The College reserves the right to make all final decisions on room and roommate assignments. The Housing staff has the right to assign roommates during the year and move residents in order to optimally use housing space and/or to insure a harmonious living-learning community.

- Applications housing must be accompanied by a \$250.00 housing deposit. If you decide to cancel your reservation, in order to receive a refund of the housing deposit, you must notify the Housing Office by August 1 for Fall Semester and December 15 for Spring Semester.
- The cancellation form via Simple Campus Housing must be completed.
- Room assignments are made on a yearly basis. You may, if you wish, request a specific roommate, but there are no guarantees regarding these requests. Assignments are made based on a first come, first serve basis.
- Room changes may be granted the two weeks after the opening of the suites. The Housing Office will not allow changes before because time is needed to stabilize the population in the suites, but requests to change rooms/suites can be received immediately. **DO NOT MOVE UNLESS YOU HAVE THE NECESSARY APPROVAL.** Disciplinary action is possible for students who move without proper approval. Room changes are not guaranteed. Students are to make an honest effort at learning to live with their roommate(s). Living in the suites can be a rewarding experience and learning to adjust to the habits and lifestyle of other students is a part of that learning experience.
- Sometimes because of no-shows or attrition a student may be left without roommates. If this happens the student may be assigned a new roommate or a new room/suite. The student is expected to work with the Housing Coordinator to make the change as smooth as possible.
- Only you may occupy your room. No subletting to another person.

ROOM INVENTORY SHEET

Every student must have a complete room inventory completed immediately upon moving in or out of the room. This report is for the student's protection. Should the student neglect to sign her/his report upon termination of the housing agreement, she/he will forfeit her/his deposit and be subject to fees for damages in her/his room.

TELEPHONE

If a student is in need of access of a land line phone in their suite, he/she may contact the Housing Coordinator to submit a request for activation. There are no public phones available in the suites.

TOBACCO

Tobacco use of any kind is prohibited on Presentation Campus including parking lots and personal vehicles. No exceptions are allowed for tobacco use in prohibited areas, and there are no designated smoking facilities or locations on campus. No sale or "give away" or other promotion of tobacco products is allowed on campus. Presentation College will not allow distribution of materials with tobacco products and/or company images. Failure to comply with this tobacco free workplace policy may result in corrective action. Please refer to the section on College Regulations for a full description of the College's Alcohol and Illicit Drugs Policy, page 7 of the Student Handbook.

The use of hookah or hookah products is also prohibited.

TRAFFIC SIGNS AND OTHER OBJECTS OBVIOUSLY NOT PROPERTY OF STUDENTS

Such objects found in our suites will be confiscated by the Housing Coordinator for return to proper owners or make a determination regarding the possession of property.

UNAUTHORIZED VEHICLES

Any vehicle without a resident parking permit found in the Suites parking lot after regular visiting hours may be ticketed, booted (wheel locked), or towed. In the event that one unauthorized vehicle is involved, a boot may be used. If more than one unauthorized vehicle is involved, all vehicles will be towed at the expense of the owners. The host student(s) will receive a fine for unauthorized guest.

WEAPONS

Weapons are not allowed. Weapons include, but are not limited to the following: anything containing powders or acid, handguns, gas guns, metal knuckles, gravity knives, knives with blades longer than 4 inches, any switch blade knives, nunchucks, throwing stars, firearm silencers, machine guns, short rifles, short shotguns, blow guns, flame throwers, hand grenades, bow and arrows, sling shots, B.B. guns, pellet guns, air guns, stun gun or tasers, and paint guns. Some knives or blades used in kitchens for food preparation could be considered weapons if not used properly. If a complaint is made regarding knives and kitchen use, the Housing Coordinator will make a decision. Students violating this policy risk suspension from Presentation College. Ammunition is not permitted in the suites.

WINDOW AND DOOR DECORATIONS

Window/door decorations may be permitted if they are within the boundaries of good taste. The decorations must be acceptable to the Housing Coordinator. A window or door are not only a part of a student's room, but also the outside public. The appearance must be in good taste. If a student may have a question regarding an items level of acceptance, they may consult with the Housing Coordinator.