

## CHAPTER SIX: RESIDENTIAL LIFE

### Residential Living

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#### Philosophy

The residential philosophy at Warren Wilson College supports a cohesive community of workers, teachers, and learners, striving to create a comfortable and supportive living environment that is conducive to learning and growing. One of the most unique features of Warren Wilson is its strong campus community. WWC is a residential campus, 90% of students and many faculty and staff members live on campus.

Any full time student is eligible to live in campus housing. If a student falls below 12 credits at anytime during the semester or is no longer fully engaged in 12 credits of academic work, he or she will need special permission from the Dean of Students to remain in a college residence hall.

#### Residence Hall Staff

Warren Wilson believes that residence halls should be environments that support learning, build community, respect diversity, and encourage responsibility. Residence Hall Directors (RDs) enforce those policies and practices that make this possible. RDs also respond to emergencies, advise and refer students, request repairs and maintenance, facilitate hall meetings, and sponsor social, recreational, and educational programs. They are assisted by Resident Assistants (RAs).

#### Housing Assignments

New students are assigned to rooms based on available space and the information submitted on their Student Housing Questionnaire. Interests and lifestyles information is also used to match roommates. While every effort is made to honor preferences, no guarantees can be made.

Continuing students have the option of staying in their room for the next year, or entering the room selection process to select a new room. Those who wish to stay in their current rooms have first preference; class seniority is then followed in selecting rooms. Day

students requesting to live on campus and students returning from Leave of Absence will be assigned as new students and their seniority will not be considered as priority in room assignments or in the selection process.

#### Roommates

The Warren Wilson housing staff makes every effort to match roommates and honor housing preferences but there are no guarantees. Whenever a disagreement arises, we encourage students to work out their differences and come up with a solution amenable to both. Residence Hall Directors, Resident Assistants, the Assistant Dean, and the Counseling Center staff are all available to help if needed.

#### Single Rooms

Single rooms, other than those designated as permanent singles, cannot be guaranteed until all students (continuing, new, and re-admitted) are assigned housing. Students with documented medical needs that substantially limit a major life activity have first priority. Single rooms are then assigned on seniority, based on the total number of credit hours earned as determined by the college registrar. Contact the Assistant Dean for specific requirements and eligibility for a single room. There is an additional cost of \$700 per semester for each single room. There is no single room charge for documented required medical singles.

#### Room Changes

Room changes will not be permitted during the first or last two weeks of classes each semester. This allows the housing staff to identify empty spaces and stabilize occupancy records. After this time, you must obtain written authorization from the housing office and your Residence Hall Director before changing rooms. **CHANGING ROOMS WITHOUT AN APPROVED, SIGNED ROOM CHANGE FORM IS NOT PERMITTED, AND COULD RESULT IN CONDUCT ACTION AND A FINE.** A checkout is not complete until you check out of your old room and into your new room following all checkout guidelines. **Note:** First year students will not be permitted to move into independent living residence halls such as Schafer or The Village. Room changes for first year students to buildings other than Sunderland and/or Vining will only be approved in extreme cases.

**During the academic year:** If you wish to change rooms during a semester, you should first discuss your situation with your RD or RA. If there is a roommate situation, they might be able to help you and your roommate figure out how you can continue to live together. If,

after this discussion, you still want to move, contact the Housing Office who will tell you the options that are available and give you a room change form.

**Between fall and spring semesters:** Students may request to move to a different room for the spring semester following the pre-registration period in the fall. Seniority (# of credits earned) is the guiding principle. Details will be posted on all-I and in your hall. If you request a move, you must follow the listed checkout and check-in policies and your move must be completed before you leave for break.

**Between academic years:** If you wish to live in the same room for another year you ordinarily may do so. In some cases housing designations for an area may be changed and it may not be possible for a student to keep the same room. In those cases the student will be offered a comparable alternative. If you wish to move, you can take part in the housing selection process. Seniority (# of credits earned) is the guiding principle. Roommate pairs have preference over students without roommates.

**Special situations:** In some circumstances a student's room choice must be changed. If enrollment dictates or repairs require that part of a residence hall be changed or closed, you may be assigned a new room. If you did not sign up with a roommate or your roommate decides not to attend WWC, the Housing Office may assign you to a new room. If you find yourself without a roommate during the semester (and moving was not in relation to misconduct in the room), you will have the following options:

1. If space is available, you can request to keep the current room as a single for the remainder of the semester by paying the single room charge. The charge is pro-rated from the week your roommate moves out.
2. You may find someone else to move in with, or to have move in with you, who is also in need of a roommate. The Housing Office keeps a list of people in need of a roommate.

If you do not choose either of these options, the Housing Office will assign a new roommate for you. If someone is assigned to your room, you may not refuse to permit that person to move in.

## **Break Housing**

Only students with on-campus work contracts may continue to live in their rooms over fall, winter, and spring breaks. Any student who is on conduct probation cannot hold a break period work contract and therefore may not live in campus housing over breaks. Students found living in campus housing without permission will be fined and asked to leave.

Over Winter Break, for security and to conserve energy, students with on-campus work contracts may be asked to move into one residence hall. Graduate students and faculty in the Master of Fine Arts Program in Creative Writing also live in Sunderland, Vining, ANTC, Sutton, and Ballfield A over breaks. WWC students who live in a hall to which MFA faculty will live, will have to move to a different residence hall during the MFA faculty's residency. If your room is going to be used by a WWC student or MFA faculty or student, you are asked to clear one side of the room.

## **Day Students**

Warren Wilson is deliberately a residential community. It is desired that most students live on campus throughout their enrollment allowing them to be fully engaged in the life of the college including participation in the work program. Those students who do wish to live off campus should submit an application for day student status available in the housing office. Applications for the spring semester must be received by November 1st and applications for the fall should be submitted by April 1. Those applications will be reviewed by a committee with representatives from student life and the work program and will be approved based on residence hall capacity, giving preference to seniors and juniors with consideration of work program needs and aspects of the residential community. Student teachers and full-time interns are automatically approved for day student status if they seek it. There is a day student fee of \$1000 per year. Day student status for first year students will be approved only when one of the following is true for the student:

1. Living with parents
2. Living with spouse or domestic partner
3. Living with dependent child
4. Financially independent as determined by the IRS

Students wishing to change status moving off campus during a semester must submit an application for a change in housing status available in the housing office. It will be reviewed by a group including the Dean of Students and the Dean of Work and will be

approved in cases where reasonable cause has been determined. There is a charge of \$100 to change status during the semester.

### **Check-in**

Residence Halls open for new and transfer students the first scheduled day of orientation. Students can not move in early. Dates continuing students may begin to check-in for each semester will be posted on the Inside Page.

Each time you move into a room, whether that be at the beginning of each semester, or anytime you change rooms, you must check-in with a Residence Life staff member and complete the appropriate paperwork. The check-in process includes, completion of an Emergency Information Form, a Room Inventory and Condition Form, and signing for your room key(s).

**Room Condition Reports:** At check-in you will be given a Room Condition Report and will be asked to inspect your room and note the presence of furnishings and any damages or defects. It is your responsibility to verify that all room and furniture damages are recorded on your Room Condition Form. This report will be used when you check-out for comparison and to assess charges.

**Damages not noted on the Room Condition Form will be charged to the occupants of the room.** For your personal protection, you should complete a Room Condition Form and have your room inspected by a Residence Life staff member each and every time you check-in, check-out or move to a new room.

### **Check-out**

At the end of the academic year and each time you change rooms, you must check-out of your room. To avoid charges you must:

1. Schedule a check out time with a Residence Life Staff member.
2. Remove all personal belongings and trash including lofts and non-college furniture.
3. Return all College room furniture to the room, correctly assembled and arranged. Check with your RD for specifics.
4. Thoroughly clean your room. Sweep or vacuum, mop and wipe furniture.
5. Dispose of trash and recyclables in designated places.
6. Have your room inspected by a Residence Life staff member and return your key as directed.
7. Leave by check-out time.

A complete list of charges is available from the Housing Office or Facilities Management. Charges can range from \$5 to hundreds of dollars depending on damages.

### **Community Damages and Assessment**

Damage to common areas of the residence halls resulting in repair and maintenance costs affects the entire community. You are therefore encouraged to exercise care in your living environment and to be aware and report those who do not. Because we believe in the importance of community respect and responsibility, any damages to the common areas for which the responsible individual(s) cannot be determined will be assessed equally amongst all members of that community. The process of community assessment is the final option should all attempts by the community to identify the responsible person(s) be unsuccessful.

If students are found responsible for destroying or defacing college property, they will face conduct action and will be required to make restitution for the damages. Students are also reminded that they are responsible for their guests and can be held responsible for damages caused by their guests.

### **Residence Hall Safety**

#### **Security**

Warren Wilson College strives to maintain the safest environment possible for all members of the community. WWC has an extraordinarily low crime rate compared to many campuses, and is continuing to take steps to make the campus as safe as possible.

All residence halls are protected by access card locks that allow only members of the Warren Wilson community and invited guests to enter. At check-in you will be issued a key to your room. Do not loan or give your key or ID card to another student or guest. Report lost or misplaced room keys and ID cards immediately. It is very important to the security of all residents to make sure that doors are never propped open. It is the responsibility of each resident to follow this guideline and close doors that are propped. It can also be dangerous to provide access to the building to people that you do not know.

Residence hall staff are on duty from 7pm to 7am and are trained and responsible for maintaining the safety and security of the residence halls. This includes enforcing fire safety policies, responding to emergencies, and reporting concerns.

In addition, the college has a trained security crew (Public Safety) staffed by students, and supervised by full-time security staff that patrols the campus. Public Safety is responsible for maintaining the safety of the campus, enforcing campus motor vehicle regulations, assisting with traffic and crowd control at campus events, responding to emergency calls, and providing crime prevention information.

### **Fire Safety**

According to North Carolina General Statute 14-286, it is unlawful for any person or persons to wantonly and willfully give or cause to be given, or to advise, counsel, or aid and abet anyone in giving a false alarm of fire, or to break the glass key protector, or to pull the slide, arm, or lever of any station or signal box of any fire alarm system, except in case of fire. It is also unlawful to willfully misuse or damage a portable fire extinguisher, or in any way willfully interfere with, damage, deface, molest, or injure any part or portion of any fire alarm, fire-detection, smoke-detection, or fire-extinguishing system.

Fire safety equipment (alarms, extinguishers, smoke detectors, sprinklers) is to be used only to warn people that a fire exists or to attempt to put out a fire. Do not disable a door closer (which could prevent safe passage out of a building) or remove the battery from the smoke detector in your room. If your smoke detector needs a new battery or your door closer doesn't work properly, contact your RD immediately. These violations of NC Statutes are Conduct Board level offenses. Fines and housing probation are recommended sanctions.

When a fire alarm sounds in a residence hall, everyone must immediately evacuate the building and remain outside at the designated assembly area until the RD or RA takes a head count. Permission to re-enter the building is given by the Swannanoa Fire Department. The fire department must be called regardless of the cause of the alarm.

**Protocol: Sound Alarm. Evacuate. Call 911. Call Public Safety.**

### **Fire Drills**

Required fire drills are held each semester. When an alarm sounds, leave your room, close the door and proceed to the nearest safe building exit. Go to the designated assembly area and remain there until the RD and RAs can account for everyone.

### **Fire Hazards**

Candles and incense, non-regulation halogen lamps, oil lamps, kerosene heaters, electrical heaters, space heaters, flammable liquids, fireworks, ammunition, or other flammables are not permitted in the residence halls. Do not drape material over lampshades or light fixtures. No air conditioners, appliances with open coil elements, or large refrigerators are permitted. Use heavy-duty fusible power strips instead of extension cords. Hallways and stairwells must be kept clear (no shoes, bikes, furniture or trash). Do not prop open fire doors. Never block the exit door to your room. Violations of fire safety rules will result in conduct action. Because of the significant fire danger, discharging fireworks inside a building will result in immediate loss of housing.

### **Personal Safety and Theft**

Do not prop or otherwise interfere with the secure closure of exterior doors. Do not share or loan your access card or room key with off-campus people. Ask guests and delivery people to call you from the phone at the front door.

Lock your room when you leave (however briefly) and when you are sleeping. The College is not responsible for theft or damage to your possessions. Check with your parent's insurance agent to see if you are covered by their homeowner's policy.

Report any suspicious persons to Public Safety and Campus Watch (ext. HELP or call Public Safety supervisors' cell phone: 230-4592).

### **Residence Hall Policies**

Living in a residence hall is a privilege. You may lose this privilege through conduct sanctions if it is necessary to protect the rights and privileges of others. You are responsible for what occurs in your room. If you knowingly permit your roommate (or another person) to break College rules, local, state, or federal law, you may also be sanctioned. Violations of good sense, which are not explicitly stated, may also be sanctioned.

### **Reporting and Resolution of Policy Violations**

Any member of the community may file an incident report regarding an alleged violation of college policy, although, most are filed by members of the residence life staff or public safety. The incident report is given to the Assistant Dean when the violation is specific to residential living. A student life staff member will then contact the accused student to set up a meeting. The incident will then follow the conduct process as stated in Chapter 7 of this handbook.

RDs and RAs may both issue verbal or written warnings, call required meetings, mediate conflicts, suggest counseling, and/or recommend alcohol or other drug assessment or education. RDs may also charge for damage to college property, issue fines, or refer a student to the Assistant Dean or Dean of Students. RA decisions may be appealed to the RD. RD decisions may be appealed to the Assistant Dean.

**Verbal warnings** are official reminders of inappropriate behavior. These warnings should be documented on residence hall incident reports and could be used by the Conduct Board in its deliberations.

**Written warnings**, while generally issued when a verbal warning has not stopped the behavior, may also be issued for significant "first offenses." Written warnings should be documented by incident reports, included in the student's file in the Office of the Dean of Students, and used in Conduct Board deliberations.

**Re-Assignment**, a student's housing assignment may be changed as a result of conflict or violation of community living standards.

**Restitution and/or fines** involve repaying an injured party through labor or payment due of a specified amount of money.

**Restriction of privileges** may include not being able to participate in specified campus activities or not being able to visit certain areas on campus including specified residence halls.

**Housing probation** designates a period of time during which housing choices may be restricted, the student may not be in residence halls during break periods and a further violation of college policy could result in the loss of housing.

**Housing suspension** designates a period of time during which a student cannot visit or live in any college residence hall. This sanction ordinarily precludes participation in the Work Program.

### **Alcohol**

The legal drinking age is 21. Consumption or possession of open containers of alcohol is not permitted on campus EXCEPT in student rooms, staff homes, and in designated areas when an approved event has been scheduled. This includes common areas, kitchens and porches of all residence halls. Students who choose to drink are

responsible for their own behavior. Being under the influence of alcohol in no way lessens responsibility to the College community.

Residence hall staff may issue verbal or written warnings, suggest alcohol assessment or education, recommend counseling, charge for property damage, or refer violators of the alcohol policy to the Assistant Dean or Dean of Students.

### **Balconies and Roofs**

For safety reasons, students are not permitted on the balconies or roofs of any campus building including residence halls.

### **Bicycles**

Fire Safety prohibits the storage or parking of bicycles in hallways, on porch railings, in common areas or anywhere they might impede the entrance or exit to a building or room. Students are encouraged to store and park their bike in available bike storage rooms or on bike racks found outside the residence halls.

### **Cable TV**

Cable TV service is provided in common rooms of some residence halls. Students are prohibited from splicing into the cable system or running cable wires to unauthorized areas including student rooms.

### **College Furniture**

All college furniture must stay in your room. The college does not provide storage for furniture. You are responsible for the furniture in your room. Fines: missing furniture replacement cost plus a set up or re-install furniture fee of \$100. Common area furniture should not be removed from the common areas.

### **Custodial and Maintenance**

Cleaning and maintenance of common areas and common bathrooms in the residence halls is taken care of by a student cleaning work crew that reports to a Facilities Management supervisor. Specialized residence maintenance is done by the appropriate Facilities Management crew (Carpentry, Locksmith, Building Services, Electric, etc.). However, you are responsible for keeping your room clean. There are room inspections at least once per semester to ensure fire safety, health and cleanliness. Students are expected to keep their rooms in clean and orderly condition. Students in each residence hall are also responsible for taking out trash and keeping the common area kitchen clean.

Students who live in Dorland, Schafer, and The Village are responsible for maintaining the cleanliness of their suite bathroom. Regular health and safety inspections will be conducted and habitual violations could result in a change in living assignment.

If something is broken and needs to be repaired, ask your Resident Director to submit a work request. In an emergency, call Facilities Management Customer Service, ext. 3074 (day) or Public Safety (night). Reporting the problem constitutes permission for the Facilities Management staff or crew or other appropriate professionals to enter your room to try to fix the problem. Facilities Management will leave you a note telling you that they were there. Crews are required, by policy, to lock the door of any room they enter when they leave.

### **Event (Party) Registration**

All on campus events or socials where alcohol will be present need to be registered and an event contract must be filed. This includes any event in a public area including common spaces in a residence hall and also any gathering in a residence hall where there are more than sixteen people in an eight person suite (max. 32), more than twelve people in a four or six person suite/apartment (max. 25), more than eight people in a double room (max. 10), or more than four people in a single room (max. 8). For all events in public areas, including common spaces in residence halls, the students planning the event will work with the Director of Student Activities and submit the event contract to him. For private socials in suites or rooms within a residence hall when alcohol will be present, the students will work the Resident Director and the Assistant Dean submitting the contract to her.

Beer bongs, alcoholic punch bowls, party balls, kegs (empty or full), "hall crawls", and selling invitations/charging admission are not permitted in the residence halls.

### **Firearms, Weapons, and Fireworks**

North Carolina state law prohibits weapons and fireworks on the grounds of any educational institution, including the entire Warren Wilson campus. Prohibited items include guns, rifles, dynamite or other explosives, bombs, grenades, mines, bowie knives, dirks, daggers, slingshots, switchblade knives, blackjacks, metal knuckles, fishing or hunting knives, BB guns, stun guns, martial arts weapons, archery equipment, crossbows, or any other weapon not listed above. Pocket and pen knives are allowed, but use common sense.

### **Guests**

Residence halls are open to the residents of that building and their guests. A hall (wing or floor) may by majority vote to limit the hours when guests are permitted. Hosts are responsible for the behavior of their guests. Students who were suspended from the college for academic, work, or disciplinary reasons may not visit the residence halls (or elsewhere on campus) without the written permission of the Dean of Students. Both roommates may be held responsible for hosting a suspended student.

With the permission of your resident director and your roommate, you may host an overnight guest. If your roommate does not wish to have a guest in his/her room, his/her right to privacy has priority over your wish to have a guest. *Overnight guests may stay only three nights per semester (this means three nights on campus, not three nights per host)*. In special circumstances, with your RD's permission, your guest may extend her/his stay. Only students with on-campus contracts may live or spend nights in the residence hall during breaks.

### **Hall Meetings**

Residence Hall meetings address issues of residential life (such as check-out, party policies, and quiet hours), or campus concerns (such as sexual harassment or security). Students who miss required meetings could be fined \$15 or required to perform service to the residential community.

### **Health and Safety Inspections**

For the health and safety of all residents, rooms will be checked once each semester by the RDs and/or RAs at a time announced in advance (see Room Entry). Inspections will also give students an opportunity to see what damage fees will be assessed should problems not be repaired prior to checkout. Students are responsible for maintaining the cleanliness of their room and/or suite.

Students who live in Dorland, Schafer, and The Village are responsible for maintaining the cleanliness of their suite bathroom. Regular health and safety inspections will be conducted and habitual violations could result in a change in living assignment.

### **Heating/Cooling Units**

Do not block the heating/cooling fan coil elements or vents. This could cause your room to heat and/or cool improperly and could damage the heating unit. Also do not hang or attach anything from

any heating/cooling ductwork or vent and this could cause damage to the systems.

### **Insurance**

Warren Wilson College is not responsible for theft or damage to your possessions. We strongly recommend that you lock your room whenever you aren't there, even if you only leave for a few minutes. In addition, we recommend that you check with your insurance agent to see if your possessions at college are, or can be, covered by a homeowner or renter's policy.

### **Keys and Locks**

You will be issued a key to your room when you check-in at the start of the school year. If you change rooms, you need to return your original key and check out a new key with your RD. DO NOT just switch keys. At the end of the year you must return your key following the posted checkout procedures. If you do not return a key (return it after the deadline, or return the wrong key), you will be billed \$50 and the room will be re-keyed.

If you are locked out of your room, your RA or RD can let you in. If you can't find them, call Public Safety (HELP). If that fails, call Facilities Management (ext. 3074), someone will let you in your room.

If your key stops working, your door won't lock, or you break off your key in the door, during normal work hours call Facilities Management (ext. 3074) for assistance. After hours or on the weekend, contact your RD who will contact the on-call locksmith crew person.

If you have lost your key or your access card ID, contact your RD immediately. Your door will be re-keyed and new keys will be issued to you and your roommate. The lost key charge is \$50.

### **Lofts**

Lofts must be sturdy, freestanding, and include a safe ladder or stair. Lofts can not cover or impair the function of smoke detectors or other fire safety equipment. Lofts can not impede the safe egress from the room by way of the door or window. Lofts must be at least 3 feet from the ceiling. The owner of any unsafe loft will be fined \$100. Lofts must be removed at the end of the school year. Fine for loft removal is \$200.

### **Pets**

**Cats and dogs are not permitted inside any residence hall at any time.** Resident students may not maintain a prohibited pet anywhere on campus including vehicles or tents. Dogs may not be tethered on residence hall porches or decks. Fish and small caged animals including hamsters, gerbils, domesticated mice and rats, guinea pigs, lizards, non-venomous snakes and spiders, and non-snapping turtles (no rabbits, ferrets or birds) are permitted with a written contract including the signature of the roommate. The contract must be filed with the residence hall director (RD).

One small tank or cage is permitted per person. Tanks and cages must be kept clean and provide enough living space for the animal(s) they house, but be no larger than a 10 gallon size or 3 ft. X 2 ft. X 2 ft. Abandonment, neglect, or mistreatment of any pet by any member of the community will not be tolerated and may result in disciplinary action. No pet is allowed to become a nuisance to the community. A nuisance is defined as, but not limited to, excessive noise, malodorous, causing physical harm to humans or other animals, and/or destruction of property. Pets are never allowed in any common areas and must be caged or under direct control at all times.

During any extended campus break (Winter or Summer) in which the pet owner will be away it is expected that the pet will be removed from campus. During shorter breaks (Fall, Thanksgiving, or Spring) in which the pet owner will be away, the pet must be removed from the campus or the owner will need to make arrangements with another student to provide daily care for the animal. Regardless of the circumstances, the pet owner is ultimately responsible for the pet.

Having a prohibited pet in the residence hall may result in the loss of college housing. Violations of the guidelines outlined in the pet contract will result in the immediate revocation of pet privileges. Students will be required to pay for any damage or additional maintenance associated with the presence of a pet in the residence hall and disciplinary action may also be taken if problems arise. Repeated violations will be referred to the Conduct Board.

### **Quiet Hours**

While there are set quiet hours (weeknights - 10 PM- 8 AM; Friday & Saturday – 1AM- 9 AM), residents need to be considerate of each other 24 hours a day. During quiet hours, voices/music in your room should not be audible outside of your room. Conversely, music and

conversation from lounges, halls, and the outdoors should not be audible in rooms. Halls or units may, by majority vote, extend quiet hours.

### **Room Decorations**

You are encouraged to personalize your room to make it your home. However, hanging posters and pictures should not damage walls, ceilings, or doors. You are expected to co-exist with your roommate; limit personalization to your side of the wall space. Decorations should not be offensive to your roommate. To prevent damage to walls, use poster tack clay (available at the Bookstore and at check-in) instead of tacks, nails, screws, or eyehooks. For fire safety reasons, tapestries and/or flags should be limited to 4' x 6', secured at 4 corners, and are limited to one per wall and none on ceilings. Decorations of any kind should not interfere with fire safety equipment. Holiday lights are not permitted.

### **Room Entry**

The College respects the privacy of students living in residence halls. However, the college reserves the right to enter student rooms and/or suites if there is reason to think that someone is hurt or in danger, that college property is being damaged, when maintenance or repairs are necessary, that college rules are being violated, and for regular health and safety inspections. During breaks, Public Safety may enter student rooms and/or suites to conduct regular fire safety equipment checks and any violations of policy will be reported.

### **Room Search**

If there is reasonable belief that college policy or local, state or federal law is being violated, College officials may search your room. The Dean of Students, the Assistant Dean or the Director of Public Safety must authorize a search. There will be at least two staff members present during a search with at least one being a member of the Student Life staff. Efforts will be made to see that the student(s) living in the room is also present. The student(s) will be asked to open drawers, luggage, lockers, etc. If the student(s) chooses not to cooperate, the authorized staff will still continue the search. Law Enforcement officials from off campus need a search warrant or your permission to search your room.

### **Screens and Windows**

For safety reasons, screens are not to be opened or removed from windows. Ledges are not to be used for storage, nor are students allowed to throw any item or hang items such as aerials, antennas,

cables, flags, bird feeders, or planter boxes out of any window. Removal of screens will result in a reinstallation and repair/replacement charge.

### **Smoking**

Smoking is prohibited in all student rooms and inside all campus buildings by order of Buncombe County law. Smoking is also prohibited within 25 feet of any campus building including all residence halls. On central campus, smoking is allowed in designated smoking shelters only. (See also Tobacco Use and Smoking Policy)

### **Solicitation and Canvassing**

For the safety, security and privacy of residents, door to door solicitation is prohibited within the residence halls. This includes but is not limited to distribution of handbills, circulars, advertisements, papers or other materials. Students who wish to distribute or sell items door to door within the residence halls should have approval by the Assistant Dean or the Dean of Students. Report solicitors to your RA, RD, or Public Safety immediately.

### **Storage**

For storage of items such as boxes, luggage, plastic storage bins, and backpacks, during the academic year, most residence halls have a locked room with limited storage space. Your RA or RD can unlock storage for you during duty hours. For summer storage, items can be placed in the storage room of the hall where you will be living the next academic year. All items should be clean, contained and labeled. Storage rooms will be emptied and cleaned during the first week of classes in the fall and the last week in the spring. Anything that is left in storage on Friday of the first week of classes or Monday of the last week will be thrown away, given to the Free Store or sold at the annual Storage Sale. *The College is NOT responsible for loss or damage to stored items.* Summer storage is inaccessible until classes resume in the fall.

### **Trash and Recycling**

Trash and recycling disposal centers are established in each residence hall. Students are responsible for disposing of trash and recycling in those designated locations. Trash should not be stored in rooms or suites.