Dear Reinhardt College Students,

Welcome to Reinhardt College and our Residence Life Program. For the next year, your home will be steps away from classes and your backyard filled with the magnificent sites and sounds of North Georgia. At every corner, new experiences and adventures will come your way and by May, one year will have flown by.

The Residence Life Program encourages the social and educational development of residents in collaboration with its mission and the mission of the college. It is vital that each person has the opportunity to live in an atmosphere conducive for such growth, so that all goals can be achieved. Therefore, please note that living on campus is a privilege, not a right, and every effort by the Residence Life staff will be made to ensure everyone’s opportunity for success.

Reinhardt College offers numerous free resources that can assist you with virtually any bumps hit along the way. The Residence Life staff is extremely knowledgeable in the tools available and can quickly direct you to the appropriate person or department.

Our goal is to see that you reach yours, and in doing so, be successful in your education. If you need any assistance during your stay, please contact a member of our staff at (770) 720-5539.

Thank you and enjoy your adventures!

Sincerely,
Residence Life Staff

RESIDENCE LIFE OFFICE MISSION
The mission of Residence Life is to promote both academic and personal success through maintaining a safe, supportive, and diverse living-learning community. The Residence Life Staff is available to assist students on their endeavors through mentoring, personal attention, and strong leadership. Reinhardt College does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, age, sexual orientation, marital status, unfavorable discharge from the military, handicap or disability in its programs and activities.

Please read this information carefully. All residents of Reinhardt College are responsible for its contents. The Residence Life Handbook is located and regularly updated online.

RESIDENCE LIFE STAFF
The Director of Residence Life is responsible for the day-to-day operations of our campus housing department. This position supervises the Residence Life Coordinators, who are full-time staff members who live within the residence halls and supervise the Resident Assistants (R.A.).
The Director coordinates room assignments, contracts, occupancy management, and departmental planning.

Residence Life Coordinators (RLC) are live-in full time college staff members. The Residence Life Coordinators run the day to day operations of their buildings. They assist in roommate mediations, coordinate room changes, and assist the department with various tasks. They supervise the Resident Assistants within their areas and also coordinate collateral assignments within the department. The Residence Life Coordinators are not student staff members as they have all completed their bachelors’ degree.

Resident Assistants (RA) are our student staff members who live on the floors with our residents. These students are the front line of reference for the residents and are there to help with a number of situations. Our RA’s are trained to deal with instances such as roommate conflicts, disciplinary situations, homesickness, and other types of situations that arise in the residence halls. The RA’s are also responsible for programming within the halls for our residential students.

**GOALS OF RESIDENCE LIFE PROGRAM**
The Residence Life staff serves residential students by helping to create a positive living experience. The goals of the residence life program are:

1. To provide a safe, clean, comfortable and economical environment for students.
2. To provide an environment conducive to academic achievement, respect, civility, and spiritual growth.
3. To help each student develop a sense of individual responsibility and self-discipline.
4. To provide integrated religious, social, recreational, cultural and intellectual activities in order to broaden the use of leisure time.
5. To provide an atmosphere of warmth, high morale and loyalty towards the living area, the residence hall and the College.

Living in a residence hall is a choice that more and more students are making. The Residence Life team is dedicated to providing a community of care, challenge and commitment by offering a fun and exciting living-learning environment.

At Reinhardt friendships develop quickly, but they are long lasting. Students, faculty and staff are close knit, and living on campus provides an opportunity to take another step toward independence. Moving away from home helps you learn more about yourself and about others. We embrace diversity and encourage you to discover your own path in life. The time you spend in a residence hall will be one of personal, emotional and spiritual growth.

Residence hall policies are established to protect the rights, needs and interests of both the student and the College.

Some policies are based on law; others are derived from general College guidelines or the residence hall application and contract. They represent regulations that are necessary in a group living situation. Students who reside in the Reinhardt community accept the additional
responsibilities created by living on campus and signify this acceptance through their contractual agreement with the College. Student occupancy of a College residence hall is a privilege, not a right. Therefore, students must agree to conform to standards of decent and considerate behavior, including respect for the privacy of others and the maintenance of an atmosphere conducive to study and community living. They are responsible for knowing the regulations, for observing them, and for abiding by the terms of the residence hall contract. All residents must be registered, full-time undergraduate students. Students living in the residence halls during fall or spring must maintain a class schedule of at least 12 hours.

Please Note: Students enrolled at the Main Campus with less than 30 semester hours and under the age of 21 must live in the campus residence halls, unless they live with their parents or spouse. In addition, enrolled students at the Main Campus receiving 51% of tuition through institutional scholarships must reside in the campus residence halls, unless they live with their parents or spouse.

The residence halls are staffed with a Residence Life Coordinator and Resident Assistants (RA). These persons are available to assist residential students on a daily basis and to interpret and implement College residence hall regulations and procedures.

SAFETY & SECURITY GUIDELINES

SAFETY & SECURITY STARTS WITH YOU!
When it is all said and done, security depends on you. The personal security of residents is of primary concern to the Office of Residence Life. We are interested in your security concerns and encourage you to work with us to make the year enjoyable and safe. Simple actions such as locking your door every time you leave and while you sleep, going out in groups and keeping track of your keys and ID card are important precautions that take little time, but maximize your personal security. It is also recommended that you travel only on lighted pathways. To help ensure basic campus security the main entry doors to the residence halls are locked and only residents assigned to their building will have card key access. Also, all suite and room doors have locks. Remember that this security may be compromised by propping doors, lending keys, or letting people walk into the residence hall behind you.

Be observant and mindful that you play a vital role in maintaining a secure environment for yourself and others.

THEFT
The best method to prevent theft is to always lock your door. Also be aware of suspicious persons walking though the halls and buildings. Notify your R.A., Residence Life Coordinator, Director of Residence Life, or Public Safety of any suspicious behavior or suspicious persons in the hall.

The college is not responsible for the theft of personal items. Purchasing renter’s insurance is encouraged. If a theft does occur contact the Office of Public Safety immediately to file a report.
Residents are responsible for all college property within their living space. It is good practice to lock your door when you leave your room and while you sleep. Should you be the victim of theft or other crimes, contact Public Safety immediately.

MEDICAL EMERGENCY
In the event of a medical emergency where a person’s life may be in immediate danger, call 911 and request an ambulance. Then notify your R.A., Residence Life Coordinator, or the Director of Residence Life. If you do not feel comfortable calling an ambulance, then immediately contact an R.A., Residence Life Coordinator, Director of Residence Life, or Public Safety. They have been trained to deal with emergency situations.

SECURITY ESCORT
If for any reason you feel unsafe walking around campus at night, we encourage you to contact our Public Safety Officers, who will provide you an escort to your car or to any of the buildings on campus. To contact Public Safety, simply call them at (770) 720-5911 and tell the officer on duty your name and location and when you would like a Security escort.

FIRE PROCEDURES

FIRE DRILLS
To prepare students and staff for emergency situations, periodic evacuation drills are conducted in the halls and apartments. Refusal to evacuate during a drill will result in disciplinary action and/or charges.

INAPPROPRIATE USE OF FIRE extinguishers
Expelling fire extinguishers depletes the amount of extinguisher fluid available to be used in a fire. Thus, using fire extinguishers without cause will be regarded as a serious conduct violation.

FIRE EMERGENCIES PROCEDURE

- Upon sounds of alarm or notification of evacuation immediately exit your room/apartment and proceed to nearest exit. Do not use the elevator.
- If you suspect a fire is in the hallway, do not open your door. If the door is hot or smoke is entering under the door immediately place material under the cracks of the door (damp if possible)
- If there is smoke in the hallway please cover your nose and breath lightly through it
- Remain as low to the ground as possible, do not stand straight up. Go to your window and check to see if there is you can see smoke or flames. If not you can open your window for fresh air.
- If you are trapped inside of your room/apt hang something on the outside of your window to notify emergency personnel you are inside. If able call 911 and notify them of your location (building name and room number).
- Do not attempt to handle emergency situation on your own
- When exiting your room/apt do not stop to dress, but grab shoes and exit immediately. Upon leaving, turn off the light and close the door. Don’t forget your key.
- Should you get trapped in the situation, take action to make yourself safe by any means necessary.
• Once outside of the building, proceed to the area designated as a safe area and more information will be made available as soon as available.

The following locations are designated evacuation areas during a fire evacuation:

• Smith Johnston – Volleyball Court
• Roberts Hall – Volleyball Court
• Gordy Hall – Front Lawn
• Cobb Hall – Front Lawn
• East Apts. – Front Lawn and Museum Parking Lot
• West Apts. – Front Lawn and Museum Parking Lot

TORNADO PROCEDURES
If a tornado warning is issued, it is important for you to move from your room or apartment to a place of greater safety. Please vacate the top floor of halls and apartments and move away from any windows or glass. The following locations are designated tornado shelter locations on campus:

• Gordy Hall - Bottom floor
• Cobb Hall - Bottom floor
• Smith/Johnston Hall - Bottom floor hallway
• Roberts Hall - Bottom floor
• East & West Apartments – 1st floor apartment bathrooms

FACILITIES & SERVICES

HOUSEKEEPING SERVICES
The residence halls are your new home, and as such, should be treated with respect and cleanliness. The housekeeping staff regularly cleans hallways, lobbies and lounges in the residence halls. They do not clean residents’ rooms or restrooms (except Cobb Hall restrooms). Nor is it the responsibility of housekeeping to clean unnecessary messes left in the lobbies or hallways. If such incidents become a regular problem, and the Residence Life staff is unable to determine the students responsible for said incidents, each resident will be billed a cleaning fee per occurrence. In addition, special lobbies (including the TV lobby, courtyard, and kitchens) could be closed for a period of time.

FOOD SERVICE
At Reinhardt College, Aramark provides food service for our campus. For all students living on campus, a meal plan is required.

Meals served in the cafeteria include:
Monday through Saturday - breakfast, lunch and dinner;
Sunday - brunch and dinner.
There are only two meal plans, the 14 meal plans and the 20 meal plan for students living in our residence halls. Students living in the apartments can choose from the 14 meal plan, 20 meal plan or a 10 meal plan.

LAUNDRY FACILITIES
There are a number of laundry rooms on our campus all located within the residence halls or apartments.

The following buildings have laundry machines for student use: Smith Johnston Hall, Roberts Hall, Gordy Hall, Cobb Hall, East Apartments, and West Apartments. Our laundry system is set-up on the Eagle Card system.

Students are responsible for their own detergents and fabric softeners. Athletic equipment, shoes, boots or other heavy items should not be placed in machines. If a machine malfunctions while you are using it, please notify a Residence Life staff member as soon as possible for repair.

LAUNDRY SECURITY PRECAUTIONS
Do not leave clothing in the laundry rooms unattended overnight or for extended periods of time. Make sure the laundry you take is your own. Report any personal items stolen to Public Safety immediately. Although the college cannot assume responsibility for any stolen or lost items, notification of a Residence Life staff member will assist in the return of your property should the stolen items be discovered.

PEST CONTROL
The residence community is serviced regularly by a pest control company engaged by the Office of Facility Services to discourage pest problems. Residents can help this effort by adhering to sensible cleaning practices. Residents may be required to clear closets, remove dresser drawers, cover food items or assist in other ways that the college deems necessary to facilitate an effective pest control program. Spraying generally occurs on campus monthly. If pest problems occur, please contact the R.A. Improperly stored food and trash attract insects, roaches and mice. Cleanliness by you and your neighbors is the most important component of an effective pest control program. If a living space is found to be in a condition that could attract pests, housekeeping staff will be called in to clean the area at the resident’s expense.

REPAIRS & MAINTENANCE
All repairs and maintenance issues should be reported via our online Maintenance Request Form. The web address is: http://sites.google.com/site/reinhardtresidencelife/facilities/forms. If you have difficulty submitting your request, tell your R.A.

If an emergency, such as a water or gas leak, should arise after office hours, be sure to call the R.A. on Duty or Public Safety immediately.

TOILET PAPER & LIGHT BULBS
Toilet paper is provided to the residents of Cobb Hall, Gordy Hall, Roberts Hall, Smith-Johnston Hall. Please submit a Maintenance Request Form online if you are in need of a light bulb.
VACUUM CLEANER
Residents may use the residence hall vacuum cleaners by asking an R.A. Each building/area will have only one vacuum cleaner available to be checked out from the R.A. It must be checked out with you ID card and returned within 30 minutes after checking it out. A room search will be held by the R.A., if checked out and not returned on time. Please avoid damaging vacuums: do not pick up nails, pins, hairpins, tacks or coins with the vacuum cleaners. There will be a charge to students if vacuums are returned damaged.

STORAGE
Due to limited space, no storage will be permitted at any time during the school year or summer. There are storages spaces in Canton for reasonable rates.

POLICIES & PROCEDURES
The primary responsibility of our Residence Life Program is to maintain an atmosphere conducive to the pursuit of academic goals and personal growth. In light of these considerations, the following policies have been established.

ALCOHOL POLICY
Reinhardt College is a dry campus therefore any use of alcohol is a violation of the Student Code of Conduct. Alcohol paraphernalia is also not allowed.

Alcohol is strictly prohibited on campus. Use, possession, sale, and/or acting under the influence of alcoholic beverages on campus will be determined by the following:

a) Physical evidence: any container of an alcoholic beverage whether empty, full, or partially full will constitute sufficient evidence to find a student (or students), in a room (or suite) or in an automobile, guilty of possession of alcoholic beverages on campus.

b) Physiological Evidence: any physiological indication of intoxication.

More information regarding the alcohol policy including possible sanction can be found within the Alcohol Policy section of the handbook.

APPLIANCES
Residence hall rooms are arranged not only for your comfort, but also in compliance with fire regulations. The electrical system is not designed to carry heavy loads of electrical equipment. Larger appliances should be plugged directly into the wall. Permissible appliances are: hair dryers, electric razors, radios, stereos, televisions, computers, microwaves, and small refrigerators under four cubic feet. Refrigerators will not be stored during summer months. Microwaves under 750 watts are allowed in all halls. All appliances should be used with care. Any other cooking devices (including toaster ovens and crock pots) are strictly prohibited by safety and fire codes.

ASSAULT
Any resident who inflicts bodily harm or threatens to do so to anyone on the premises of Reinhardt College may be immediately removed from on-campus housing and may face immediate suspension or expulsion from Reinhardt.
BICYCLES, SKATES, ROLLER BLADES & SKATEBOARDS
Due to safety codes, at no time should bicycles, roller blades, skates or skateboards be ridden in buildings or left in hallways, staircases, balconies or lounges. Bicycles may not be stored in student rooms. They should be stored in bike racks. Bicycles improperly parked will be removed and a fee will be assessed.

CANDLES, OIL LAMPS & INCENSE
Candles, flammable lamps (such as oil lamps) and incense are prohibited. They are extremely dangerous due to open flame, burning embers and dripping wax.

COMMON AREA DAMAGES
When damage occurs in the common areas (lobbies, lounges, apartment living room, bathrooms, kitchens, hallways, etc) of the floor or building, individual responsibility is difficult to determine. In these situations, students and Residence Life staff will work together to determine the nearest source of responsibility. Depending upon the circumstances, the college may bill groups, suites or floors on a prorated basis for public area damage. Records of the condition of public areas are kept for all floors, lounges, apartment, etc., and charges will occur on residents’ accounts for unnecessary damages. The Department of Residence Life reserves the right to prorate such damages at any time.

ENROLLMENT REQUIREMENTS
In order to live in college housing, a student must enroll full time (12 credit hours) for each semester in residence. Exceptions to this policy must be approved by the Director of Residence Life.

FIGHTING
Fighting will not be tolerated. Students involved in fighting may be removed from on-campus housing and could face charges by local, state, and civil officials as well as possible dismissal from Reinhardt College.

HARASSMENT OR ABUSE
Residents have the right to live in an environment free from any form of racial, ethnic or sexual harassment and/or intimidation. Any student or staff member found to be harming or abusing another student (verbally or physically) through threats, intimidation or hazing activities will be subject to disciplinary action.

HALL SPORTS
Respect for the community involves respect for the building and its residents. Hall sports such as wrestling and bouncing or throwing balls/objects is prohibited. Such activity is potentially damaging to fire and safety equipment and could cause structural damage. Occurrences will result in disciplinary action.

HEALTH AND SAFETY ROOM CHECKS
All rooms in the residence halls and apartments will be checked for health/safety issues and damages several times during the year. During these scheduled room checks, two Residence Life staff members will inspect your room. Although the purpose of these checks is to inspect for
health and safety concerns, any conduct violations discovered will be reported to the college, and
disciplinary action will be taken. These checks will be conducted with or without residents
present.

**KEY LOSS & DUPLICATION**
As a security measure, locks on student rooms and apartments are always changed if a key is
lost, with parts and labor charged to the student who lost the key. The procedure for arranging a
lock change is as follows: Report lost keys to Reinhardt College Public Safety. The cost of keys
depends on the building.

**LOBBY FURNITURE**
Lobby furniture is intended for the use of all students and individual residents. This furniture is
not allowed in student rooms.

**LOCK OUTS**
Always carry your key. If you are locked out, contact any RA in your building or if after
business hours the RA on-duty in your area. If you are unable to locate someone to unlock your
door contact the Residence Life Office and someone will assist you. The first two unlocks are
free. Additional unlocks will be based on an incremental $5 fee (i.e., $5, $10, $15, etc).

**NOISE**
The basic purpose of the college is the dissemination and application of knowledge, and the
primary rights of students in residential areas include the right to read and study free from undue
interference in one’s room or apartment. In order to ensure that students do have the opportunity
to exercise primary rights to sleep and study in their rooms, a policy of **24-hour courtesy hours**
is always in effect. In addition, the following has been established:

**QUIET HOURS**
Monday-Sunday quiet hours are in effect from 10 p.m. to 12 p.m. (noon)
**Note: During finals week, 24-hour Quiet Hours will be in effect.**

**NOTIFICATION OF COACHES/ADVISORS**
Coaches and activity advisors of any co curricular activity or sport that provides scholarship or
stipend money to residents may be notified when residents participating in their program
encounter substantial difficulties with discipline, attitude, mental and physical health, or social
interaction in the residence halls.

(Exceptions: this policy will not be utilized when such problems involve extremely personal
information. Likewise, the Reinhardt College counselor will not release any information beyond
the bounds of professional counseling confidentiality standards.)

**PAINTING YOUR ROOM**
Due to the potential damages caused to furniture and carpet by painting rooms, residents are not
allowed to paint their rooms. This policy includes the use of water and oil-based paints, stencils,
contact paper and wallpaper.
PARKING
Parking on campus is handled by the Office of Public Safety. They can be contacted at (770) 720-5789.

PETS
Public health regulations prohibit pets in the residence hall rooms and apartments. This includes, but is not limited to, dogs, cats, birds, hamsters, mice and other rodents. However, aquariums under 5 gallons containing only fish are permitted as long as they are kept in sanitary condition. This is the only exception. Cleaning costs and/or disciplinary action will accompany any violation of this policy. In addition, the cost of pest control treatments will be charged to individuals housing unauthorized pets.

RESIDENCE LIFE STAFF
All Residence Life staff, including the Director of Residence Life, Residence Life Coordinators, and the R.A’s, are considered Reinhardt College officials. They are trained to be of assistance to you. Failure to follow a reasonable request of a college official is considered a policy violation.

RIGHT OF ENTRY
The Residence Life staff respect students’ rights to privacy and their desire to control their own environment. However, the staff also has the responsibility of providing quality facilities at reasonable costs to present and future students. Therefore, the staff reserves the right to enter student rooms or apartments to ensure that they are maintained in a safe and sanitary fashion and to make necessary repairs. Staff may also enter a student’s room on the premise that an action violating college regulations or violating state or local law did or is about to take place. Any indication of policy violations will result in an in depth room search by Residence Life staff and/or Public Safety. Safety inspections are conducted during the semester to ensure reasonable standards of room cleanliness and safety.

ROOM/APARTMENT DAMAGE
As a student in an assigned living space, you accept responsibility for its condition and must thoroughly complete the check in/out form, which becomes a record for the condition of the living space when occupancy begins. This record is compared to the condition of the living space at check out, and any discrepancies become the financial responsibility of the resident.

Therefore, to protect yourself, be sure to complete your check in/out form thoroughly, and return it to your R.A. Failure to turn it in leaves no alternative but to assume that the living space was in good condition when you checked in, and you and your suite/roommates will be charged for any damage that may have occurred.

ROOM DECORATION
Decorations can add tremendously to making your accommodation more homelike and attractive, but decorations and comfort can be destroyed easily or turn hazardous by the failure to recognize and take the necessary precautions to prevent potential hazards. While there is the opportunity for students to express themselves the following guidelines must be followed in the interest of preventing fire hazards:
- Candles, incense, and flammable lamps (such as halogen and oil lamps) are prohibited. They are extremely dangerous due to open flame and dripping wax.
- Highly flammable materials such as hay, straw, Spanish moss, cloth ceiling coverings, fish nets or anything determined dangerous by the housing staff are prohibited.
- Street signs, flags, parachutes, barricades, cones, etc. that have been illegally acquired are forbidden.
- The Fire Marshall prohibits cut greenery, such as Christmas trees or wreaths, in all areas including lounge/suite locations.

You are responsible and will be charged for any decorations that stain, alter, or otherwise damage the room. This includes nail holes, decals, contact paper, or tape marks on the walls, door, floor, etc. All should be carefully removed at check out time. Using **removable adhesives is the only approved method of securing posters, etc.** For information regarding places these adhesives may be purchased, please ask a Residence Life staff member.

Any public area decorating must be done in conjunction with Office of Residence Life before beginning such activities.

If residents decorate their room windows, they should give consideration to the college and its many constituents. The Residence Life staff will contact students regarding inappropriate objects or decorations in the rooms, apartments, or windows.

**ROOM FURNISHINGS CARE & CLEANING**
All rooms and apartments are air-conditioned. All residence hall rooms are furnished with desks, chairs, twin or full-size beds, and dressers/wardrobe. Each apartment is furnished with a couch, chair, entertainment center, end table, bar stools, coffee table, full-size bed, desk, chair, dresser, and night table.

If furniture is not in the dwelling or is damaged or unassembled upon check out, charges will be assessed. Upon check out, residents are responsible for returning the dwelling and its contents to good condition. Be sure to thoroughly inspect your living space and all the items in it. Note the condition of each item in your room on the check in sheet. Failure to clean and/or restore living space and furniture satisfactorily will result in a charge to its occupants. If this procedure is not followed, the charges will be divided equally among occupants.

While living in the college residence community, the student assumes the same responsibility for care of the dwelling and its furnishings as residents in other rental or lease situations. Thus, any damage done to a resident’s living space will be the financial responsibility of the resident. It is not acceptable for students to keep excessive amounts of trash in their rooms.

**ROOM RESPONSIBILITY**
All residents of a room or apartment have responsibility for all actions that take place within shared/community areas. In the residence halls this area includes the actual room and within the apartments it includes the living room, kitchen, hallways, and assigned bathrooms. When violations occur within these communal areas Residence Life staff may search the room/apartment to ensure safety and possible violations are in compliance with policy.
ROOMMATE CONSOLIDATION
In the event that your roommate decides to leave during or after the fall or spring semester we will give the student remaining in the room three options: 1) They can keep the room as a private room and pay the prorated private room rate; 2) Obtain a list of students in the same situation from the Residence Life Office and try to locate a roommate; 3) The Residence Life Office can work to find the most compatible roommate situation for you.

SMOKE-FREE/TOBACCO FREE RESIDENCE HALLS
All residence halls on campus are smoke-free buildings. Tobacco products may only be used in designated areas.

SOLICITATION
Room-to-room solicitation is not permitted under any circumstances. College buildings and/or campus spaces may not be used to raise money for any individual or organization other than an officially recognized campus organization (faculty, staff or student) or nonprofit charitable organizations off campus.

TRASH
Residents are expected to remove their own trash to the dumpster. Dumpsters are located just outside the residence halls and apartments. Failure to remove trash and/or placing personal bags of trash in common areas will result in a fine and/or disciplinary action.

VISITATION HOURS
For definition purposes, a resident guest is a visitor who lives in the residence hall in question, but is visiting another resident’s room. A nonresident guest is anyone who does not live in that hall.

THE VISITATION HOURS ARE AS FOLLOWS:

All residence halls: 10 a.m. – 12a.m. (Weekdays)
All residence halls: 10 a.m. – 1 a.m. (Weekends)
All apartments: 9a.m. – 2a.m. (Weekdays and Weekends)

In the event that a resident is found in violation of the visitation hours, the following individuals will be considered to be in violation of hall policy: the resident whose room the violation occurred, and any guests in the room after hours (whether students or non students). Any non-resident who is found in violation of this policy could be barred from the residence halls.

WEAPONS, FIREWORKS & EXPLOSIVES
Weapons of any kind, firearms, ammunition, fireworks, gasoline and other combustible or explosive materials are not permitted in the residence halls or apartments. It is a violation of college policy to store weapons of any kind on college property (including in parked cars). This includes any kind of gun (i.e., BB guns, paintball, air-soft and air rifles) and any other item the College may deem as a weapon. Paintball guns must be registered and stored at the Public Safety Office.
WINDOWS & SCREENS
Screens are never to be removed from windows. In the interest of safety, no objects may be passed or thrown out of or into windows. Students throwing anything from a window will be referred for disciplinary action. No loudspeakers may be played out the windows in residence halls or apartments.

RESIDENCE HALL GUIDELINES
Reported violations of the Code of Conduct or proof of a Level III or Level IV offense may result in dismissal from residence halls. The role of the Residence Life Coordinators and Resident Assistants is to help provide and insure a comfortable living and learning environment for resident students. However, when violations of the College of Conduct occur in the residence halls, the Residence Life Coordinators and the Resident Assistants have the authority to deal directly with some violations. It should also be noted that refusal or failure to respond to or cooperate with a Residence Life Coordinator or the Director of Residence Life is in itself a Level II violation. Guests of residents are expected to abide by all the residence regulations, and residents are responsible for their guests’ behavior. When at all possible, and by consent of the resident, all Level I and Level II violations will be handled directly by the Director for Residence Life and/or designee(s).

RESIDENCE LIFE CONTRACT INFORMATION
The information presented in this section pertains to the application/contract for the Office of Residence Life. This information is emphasized primarily to respond to some of the more common questions students have regarding the contract. Please keep in mind that this section addresses some, not all, of the stated agreement terms.

CONTRACT RELEASE
After the student moves into the residence hall and/or after the applicable opening day of the residence halls the following procedures for contract release must be followed. Students will be released from the contract ONLY for the following reasons: graduation, complete withdrawal from Reinhardt College, or severe personal or medical problems BEYOND THE CONTROL OF THE STUDENT.

If the student withdraws from Reinhardt College, written notice of withdrawal must be presented to the Director of Residence Life. Charges will accrue until the student properly checks out of the hall. If the student remains enrolled in classes at the college a contract cancellation fee of $200 will be assessed to the student’s account therefore forfeiting the housing deposit. This includes students who wish to commute at the completion of the fall semester, but remain enrolled in classes.

HOUSING DEPOSITS
Before students are allowed to move in to the residence halls, they must pay a $200 security deposit. This deposit is a guarantee against potential damages caused by the resident. Should a resident damage his or her room, the $200 security deposit will be applied toward the repair costs. All repair costs in addition to this $200 deposit will be billed to the resident. If the resident
does not damage his or her room, the $200 security deposit will be returned to him or her within 10-14 business day of their final semester living within the residence halls.

**POLICIES & PROCEDURES**
Each resident, by signing the application/contract for the Office of Residence Life, agrees to observe all housing and college rules and regulations

**REFUNDS**
All refunds for room and board will follow the guidelines set forth in the Reinhardt College Academic Catalog. A student removed from the residence halls or apartments will not be refunded if dismissed due to violation of the Student Code of Conduct.

**RESIDENCY REQUIREMENTS**
All full-time freshmen under the age of 21 are required to live in the residence halls unless they are living with a parent or legal guardian, or are married. All residents must be full-time students, unless the student has been granted an exception by the Director of Residence Life. Proof of residency is required to be submitted by the student to the Office of Residence Life prior to the beginning of the semester in which the student applies to live off campus. The Director of Residence Life must approve all freshmen who wish to live off campus.

**ROOM CHANGES**
Room changes are permitted, but not during the first two weeks and last two weeks of classes each semester or during high occupancy periods. Room changes will be permitted only when the Residence Life Coordinator and/or Director of Residence Life will determine that the roommates have made a serious attempt to adjust and found that they cannot resolve their differences.

**SINGLE & DOUBLE OCCUPANCY ROOM POLICY**
Single rooms are assigned with priority given to students who submit their housing applications early. Students who request double rooms will be assigned a same-sex roommate by the Director of Residence Life. In the case of an odd number of residents seeking double rooms, the one resident not assigned a roommate will still be charged only a double room rate. However, if a new resident moves into the residence halls in need of a roommate, or if a current resident’s status changes so that he or she is in need of a roommate, then the resident will automatically be assigned to any other same-sex resident in need of a roommate.

If your roommate moves out during the semester, you will be given one of the following options:
- Select a new roommate from a list provided by Residence Life
- If a new roommate is not selected by the students Residence Life will assign a new roommate
- Keep the room as a single room and pay the single room rate.

It is the student’s responsibility to take the first steps in finding a roommate with assistance from Residence Life. If the student fails to take the responsibility we will assign to the best of our ability.

**CHRISTMAS BREAK AND SPRING BREAK**
All of the residence halls are closed during Christmas Break and Spring Break. The apartment community will remain open during both breaks.

**SUMMER HOUSING**
Summer Housing is available during the summer months in one of the apartment complexes on campus. Students pay a weekly rate for rent and must pay their rent the month prior to their stay. Information is listed in the summer contract.
PHONE BOOK

RESIDENCE LIFE OFFICE,
DIRECTOR OF RESIDENCE LIFE
Nicole Weston..........................................................ext. 5539

RESIDENCE LIFE COORDINATORS
Shalyn Hernandez ..................East/West Apartments..................ext. 5510
Jessica Larson..............................Gordy/Smith Johnston Hall..................ext. 9202
Michael Morgan............................Cobb/Roberts Hall..................................ext. 9198

RESIDENT ASSISTANTS ON-CALL (5 p.m. – 8 a.m.)
Cobb/Roberts..............................................................770-894-2757
Gordy/Smith Johnston..................................................770-894-2755
West/East Apartments.................................................. 770-894-2764
COLLEGE TELEPHONE SYSTEM

Accessing voice mail system ON campus for Initial Setup (If no password has yet been set)
- Dial 6000 (messaging access number)
- Enter your 4-digit extension, then press the “#” key
- Enter your temporary password which is usually 12 plus your four digit extension number (the system may refer to this as your old password)

Accessing voice mail system ON campus after Initial Setup
- Dial 6000 (messaging access number)
- Enter your 4-digit extension, then press the “#” key
- Enter your password, then press the # key

Accessing voicemail from OFF campus
- Dial your Campus phone number
- When the voicemail answers, press the “*” key
- Enter 81 to Login to your Mailbox
- Input your Mailbox number (your extension), followed by the “#” key
- Input your Password, followed by the “#” key

Changing your password
When you log in for the first time, you must change your password from the one you were first assigned. After that, you can change your password as often as required. Your password CANNOT be ALL consecutive numbers i.e.: 1234, ALL of one digit: 7777, or your extension. It must be 6 digits or more.
To change your password
- While logged into your mailbox, press “8” then “4”
- Enter your old password, then press “#”
- Enter your new password, then press “#”
- Enter your new password again, then press “#”

Recording greetings
You may record external, internal, and temporary greetings (Calls originating from outside the campus will hear your external greeting; callers within the campus will hear your internal greeting). If you don’t record an internal greeting, all callers hear your external greeting. You may record a temporary greeting to tell your callers that you are away from the office.
To Record your greetings
- While logged into your mailbox account, press “8” then “2”
- Press “1” for external greeting, “2” for internal greeting, or “3” for temporary greeting
- Press “5” to record. Wait for the tone, then record your greeting.
- Press “#” to end the recording.

**Note: To delete a voicemail: press 76 while the Voicemail is playing or immediately after it ends.**