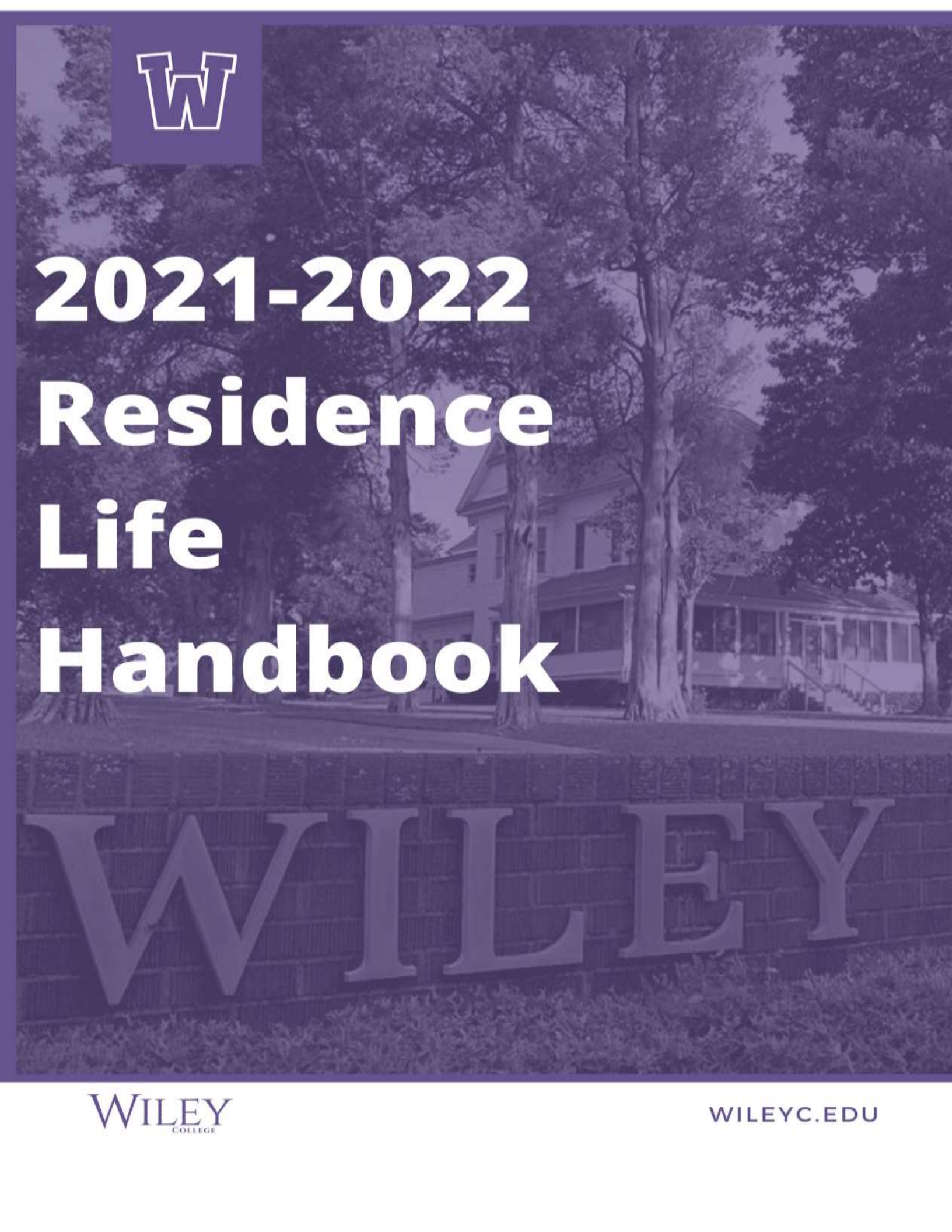




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2021-2022 Residence Life Handbook

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USE OF HANDBOOK

The stipulations of this handbook do not constitute a contract, expressed or implied, between Wiley College and students. This handbook is not intended to, nor does it contain all regulations that are applicable to residential students of the College. The College reserves the right to alter or amend the stipulations of the handbook as deemed appropriate by the administration. Due notice will be provided to students of any such changes. The College further reserves the rights to correct errors that may have occurred in the printing of this document.

NOTICE OF NON-DISCRIMINATORY POLICY

Wiley College complies with all applicable federal and state non-discrimination laws and does not discriminate on the basis of race, color, national or ethnic origin, sex, age, or disability, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 202 of the Americans with Disabilities Act of 1990; and Section 303 of the Age Discrimination Act of 1975.

INSTITUTIONAL ACCREDITATION STATEMENT

Wiley College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Wiley College.

The commission should only be contacted about accreditation related issues. All other inquiries should be directed to the institution at Wiley College, 711 Wiley Avenue, Marshall, Texas 75670, 903-927-3300 or 1-800-658-6889, www.wileyc.edu.

Welcome Letter

From the Vice President for Student Affairs

Dear Students:

Welcome back from your summer jobs, vacations, travel, and exchange experiences. I hope this letter finds you ready for a successful academic year. Your educational progress is always the primary concern of every member of the Division of Student Affairs, and we recognize that a positive student life experience is a major element of your academic success.

The Student Affairs mission invites every student to grow in their faith and commitment to others through active participation in Wiley College campus community, volunteer services, civic engagement, leadership programs, career initiatives and student activities.

Information provided in this Handbook is for the benefit of the College and residents of Residence Life. Students are responsible for adhering to the governing polices and may be held accountable if individual or group actions are a detriment to the Residence Life Community. This information will help make your living experience educational and enriching and provide resources to be a positive, contributing member of the Wiley College student body.

This Handbook is designed to share with you the many policies and procedures which apply to you as a student at Wiley College. We expect you to embrace and adhere to these guidelines and come forward with any suggestions or questions for review and response.

*Please acknowledge an important aspect of residential life is your status as part of the Marshall community. Whether you are living on or off campus, you play a major role as a resident of a local neighborhood. Therefore, your social development and civic responsibilities are no small part of our interests. To your neighbors, you are more than individuals; you are Wiley College. As students take rooms and apartments in the neighborhoods adjacent to campus or in more distant neighborhoods, and as others interact frequently with local residents, issues between students and permanent residents may surface. **Remember always that you are a Wiley College Student**, and your actions are a representation of all of us, and you should carry yourself as an exemplary representative. We remain available to provide guidance and assistance as needed.*

I thank you in advance for your cooperation. It is my desire for you to have a great experience here at Wiley College and I am confident that your conduct will always be in accordance with the guidelines herein. Feel free to contact me anytime if I may be of assistance. Have a fantastic and rewarding year.

Warmly,

Dr. Danielle S. Brooks

Vice President of Student Affairs and Enrollment Management

WELCOME FROM THE DIRECTOR OF RESIDENCE LIFE

Welcome to the historic Wiley College and the Unit of Residence Life. The professional staff are committed to serving you and working with you to provide an atmosphere supporting academic, intellectual, Christian, and social growth.

Residing in the residence halls presents an exciting opportunity to grow, explore ideas, get involved in your residential community and develop lifelong friendships. The residence halls are more than just a place to sleep; view campus living as a learning experience in human relations. Wiley College offers you a positive experience in group living, decision-making, and responsibility.

Much of your time will be spent in your residence hall, and the College has created a strong living and learning environment to enhance your growth and development. The residence life staff will, through educational and social programming, provide learning experiences that will complement your classroom experiences.

The success of your campus experience ultimately depends on you and we challenge you to take an active role in determining that success. Your commitment and involvement will contribute significantly to making your group living-learning experience rewarding and satisfying.

Living in campus housing comes with benefits and freedoms and they come with responsibilities. You are asked to respect the privacy of your fellow residents, to encourage practices which create and support a learning environment, and to do your part to promote a safe and secure community.

We hope you will be proud to see campus housing as your home while at Wiley College. As a new student or returning student, the Residential Center Directors will help you get to know other students, and get involved in campus life.

We wish you the very best at Wiley College and please know we are here to help you succeed in your college experience.

Sincerely,

Howard L. Fisher

Director of Residence Life and Housing

Assistant Dean of Students

Wiley College

WILEY COLLEGE MISSION STATEMENT

Wiley College is a premier liberal arts institution, affiliated with the United Methodist Church, with an intentional focus on social good and leadership.

UNIT OF RESIDENCE LIFE MISSION STATEMENT

The Unit of Residence Life provides a safe and inclusive living learning community, which fosters academic, social, cultural and personal growth.

COMMUNITY LIVING

As an integral part of Wiley College, the Unit of Residence Life strives to create a living and learning environment that both challenges and supports the personal, social, and academic development of residents and their communities. This pertains to good citizenship in the residential community, as well as the campus community, including the academic major community, the Wiley College community, the neighborhood community, and the regional, faith, state, national and global communities.

A community is supported by an environment (rooms, facilities, equipment, donations, and resources) that promotes order, conservation of resources, safety, beauty, hygiene, and health. Each member of the community is responsible for using these resources so they are presentable and ready for use by the next person. The creation and maintenance of a pleasant and attractive environment wherever a Wileyite is marks that person's care and sensitivity for the environment and the respect and honor he/she grants to every member of the community. This translates into energy conservation, leaving all areas in order, respecting and preserving college property, refraining from littering indoors and in open areas, promoting recycling, etc.

The root community begins to develop on the day residence halls open in August. The direction the community takes depends largely upon each resident's involvement. Students are the key! Collegial interaction with others is a major factor in the creation of a supportive living environment. The residential environment can offer support in achieving academic excellence, social maturity, self-reliance, and an increased understanding of self and others.

Civility

Community, civility, comity, stewardship, and the search for knowledge and truth are the essence of Wiley College life. A community is a group of people, living in close proximity that possesses common values. Civility is an outgrowth of accepting and respecting the rights of individuals. Comity is the friendly spirit that supports and surrounds learning and celebrates the unique contributions that each brings to the community called Wiley College. Stewardship is the action taken to make a great community now and build an enviable legacy for future members.

Building a Sense of Community

An ongoing aim of Residence Life is to create an environment in which students will forge meaningful lifelong relationships that will promote personal growth and will assist in creating a pleasant living and learning environment.

Community Standards

One of the best ways to help ensure the personal growth of students is for residents to foster an atmosphere of mutual respect. Before acting, students should consider the impact behavior may have upon fellow community members. Living within the residence hall community will provide the opportunity to meet people from a variety of backgrounds and lifestyles. The diversity of the community enriches the classes, activities, programs, and everyday interactions.

Getting to know others in the community is one of the most rewarding aspects of the college experience. Students are encouraged to become well acquainted with community members of their primary community as well as those in the secondary communities already cited. These include students, but also professors, advisors, and staff members. Everyone will contribute to your development and success now and in the future. These interactions often are the basis for life-long friendships. Students' active involvement in the community and participation in its activities lead to the formation of positive relationships.

Communicable Diseases in the Community

Communicable diseases are defined as illness that may be transmitted directly or indirectly from one individual to another. Students who have been exposed to any communicable disease must notify Health Services. If a significant exposure is identified, the following steps will be taken:

1. The student will be examined by a representative of Health Services and receive information to protect himself/herself, the campus community, and the public.
2. The Health Services representative will determine whether the individual may continue with his/her normal activities and document any limitations in the student's medical record.
3. Should notification of a communicable disease be required, the student will be notified in writing and asked to sign a statement which identifies to whom and for what purpose information will be released.
4. The student may be asked to leave the residence hall and/or classes until he/she has been determined to be non-contagious by the physician or Health Services representative.
5. Failure to behave in a medically responsible manner may provide grounds for an involuntary withdrawal from the residence hall or from the College.

The entire policy on communicable diseases is available in Health Services or in the Office of Students Affairs.

Residence Life Staff

Building a sense of community proposes a shift in the role of the Residential Center Director and Residential Center Coordinator, from conventional dispenser of information to listener, co-creator of knowledge and facilitator.

Residential Center Directors (RCD) and Residential Center Coordinators (RCC) are located in each facility and serve as facilitators. These individuals are full-time employees and professional educational administrators who are knowledgeable about residential living in the college environment. RCD's and RCC's supervise the Resident Assistants (RAs) assigned to their particular building. RAs are undergraduate students who have attended Wiley for at least one semester and have an understanding of campus resources and operations. Resident Assistants live in each building. Residence Life staff members are available to help students adjust to new people, ideas and freedoms.

Residence Center Programs

Residence Life provides personal growth programs as part of the residence center activities. They aim to give on-campus students the opportunity to gain knowledge through intellectual, social, and spiritual interaction with other residents. Some of the Residence Center programs include:

- A. **Chat N' Chew** –Chat N' Chew is a forum that allows students to talk informally with Wiley College officials about issues of concern while enjoying snacks provided by the residence centers. Typically, these forums are conducted in the residence centers two times per semester.
- B. **FYRST** - First Year Residents Succeeding Together (FYRST), designed by Residence Life, is a unique freshmen only program to assist in achieving academic success. Housed in Johnson-Moon Hall and Jackson Hall, FYRST focuses on the needs of the first-year students. The transition from high school to college can be overwhelming. FYRST is designed to ease this transition by providing opportunities to help. All FYRST participants are matched with mentors who meet with the participants monthly to address specific academic issues.
- C. **Residence Center Council** - The governing body for each residence center is the Residence Center Council. It is responsible for recommending policy changes for the residence centers by surveying student opinion, managing fundraising efforts and other activities. Council representatives are residents of the centers elected by secret ballots by other residents of the center in which they live. The Residence Center Council consists of a president, vice president, secretary, business manager, and the elected presidents and vice presidents of each residence center.
- D. **Study Hall** – Study Hall is a retention initiative that designates an area and times in the residence centers for students to study in a controlled environment.

During the year, students will see postings around campus inviting them to attend events such as time management workshops, health fairs, study skills seminars, faculty fireside chats, dress for success seminars, etc. Residence Life strives to cultivate residence centers that are living and learning support structures conducive for discussion of social, political, spiritual and academic issues.

STUDENT RIGHTS

(Excerpt from Wiley College Student Handbook)

Wiley College affords its students the rights listed below. Students should read and understand these rights.

1. Students have a right to pursue an education free from discrimination based upon gender, race, cultural background, religion, marital status, age, sexual orientation or disability.
2. Students have a right to fair and impartial academic evaluation.
3. Students have a right to be free from involuntary disclosure of information about their views, beliefs and political associations which professors or administrators may acquire in the course of their work as advisors.
4. Students have a right to have the College maintain and protect the confidential status of all personal and academic records except as directed by appropriate legal authority.
5. Students, through student representatives, have a right to participate in formulating and evaluating institutional policies.
6. Students have a right to organize and join associations to promote interests held in common with others.
7. Students have a right to peaceful protest on College premises. This protest may not interfere with entrance to and exit from campus facilities, unreasonably disrupt the educational process, or damage property.
8. Individual students, student groups, and campus organizations have a right to invite to campus and hear any persons, or to view films or other media of their own choosing, subject to College requirements regarding reasonable time, place, and manner for the use of its facilities.
9. Students have a right to be interviewed on campus by any graduate or professional school or employer desiring to recruit at the College, subject to the Non-Discrimination Policy and requirements for the use of College facilities.
10. Students have a right to a press free of any censorship, subject to state, local and federal laws, and College policies.
11. Students have a right to an environment conducive to intellectual freedom and a campus characterized by safety and order.
12. Students have a right to a confidential disciplinary process.

In addition to the rights afforded to all students of Wiley College, each person living on campus possesses certain individual rights that must be held in high regard.

This handbook is intended to define the minimal rights and responsibilities of residents in actualizing their freedoms, without placing constraints upon such rights of other residents. Each individual has the right to engage in those physical, educational, and social pursuits that are a necessary part of his or her college life. However, these rights carry with them a reciprocal responsibility on the part of the individual to ensure those same rights for other residents.

Primary Rights of Residents

Every resident is entitled to the following rights:

1. The right to read and study free from undue interference in his/her personal rooms. One of the basic purposes of the College is the dissemination and application of knowledge. Unreasonable noise and other distractions inhibit the exercise of these rights.
2. The right to sleep, the right to personal belongings, the right to access a personal room and the right to a comfortable environment in which to live. Optimum physical conditions are essential as they support, reinforce and provide for positive conditions in which to learn and live.
3. The right to be treated with dignity and respect. The College affirms the value of each person. All persons are entitled to live with and learn from each other in an atmosphere of positive engagement and mutual respect.
4. The right to identify and seek resolution to grievances. If the academic and residential communities are to function in the most educationally beneficial manner, the right to initiate actions and referrals for impartial and fair adjudication of grievances is held paramount. In exercising this right, the student further has the right to be free from fear of intimidation, physical and/or emotional harm, and the imposition of sanctions apart from fair procedure.

Secondary Rights of Residents

Secondary rights of the individual are those which should be protected, but which should not infringe upon the reasonable exercise of the primary rights defined above. These secondary rights include:

1. The right to personal privacy. All persons should have freedom from interference with their personal activities, and should be able to maintain privacy for other than academic reasons.
2. The right to host visitors. All persons should have the opportunity to maintain personal contacts and friendships with other persons to fulfill their needs for socialization. Visitors are to respect the above stated rights of residents and to adhere to all regulations.

Any abuse of these rights is subject to review and action according to the procedures set forth in the *Wiley College Student Handbook*.

STUDENT RESPONSIBILITIES

Wiley College is sensitive to the rights, freedoms and responsibilities of all student residents. Policies and procedures have been established to ensure that individual rights and freedoms are protected and responsibilities are understood. The residential community aims to maintain standards conducive to academic, social and personal growth. Students at Wiley are expected to:

- 1. Observe state and federal laws as well as College policies and regulations.*
- 2. Respect the rights and privileges of others.*
- 3. Be forthright and honest in all of their academic and social conduct.*
- 4. Share the responsibility of maintaining an environment where individual actions do not violate the community's welfare.*

This means that students have both the right and the responsibility to confront each other directly in a constructive manner when problems occur. Residence Life staff will support and work with students in an effort to understand and abide by College policies.

Residents have the responsibility to abide by all policies, rules and regulations governing on-campus living as pointed out in this handbook and other publications including, but not limited to:

- 1. Wiley College Student Handbook*
- 2. Terms and Conditions of Housing Contract*

The College, however, does not attempt to define or publish formal rules for every unacceptable form of behavior. In situations not covered by specific regulations, students are expected to use common sense and conduct themselves at all times as mature, responsible individuals. The rule of thumb to remember is that if it's illegal off campus, it's illegal on campus.

While most students demonstrate respect for others in the community and conduct themselves in an appropriate manner, a small number of individuals with behavioral problems can disrupt the entire community. Failure to comply with College and/or residential policy may result in disciplinary action. Serious or repetitive violations of these policies could be grounds for termination of a student's housing contract and may affect his/her ability to return to College residences.

Roommates

Wiley College provides varied housing options for its students. The following suggestions apply to all situations in which two or more students live in a room or a suite. Most also pertain to living in a setting where common space and hallways are shared by many individuals.

Living with Roommates

You and your roommate(s) will share the same living space for the entire school year. While it may be difficult to talk about differences when you are first getting to know each other, to live together, you will need to realize and resolve your personal differences early on in the relationship. The first step is to discuss the things each of you value, such as your backgrounds and lifestyles. Sharing some of your background information is an easy way to begin to get to know your roommate(s). Topics such as birthdays, hometowns, academic interests, and knowledge of Wiley College are good starting points.

Communication is the key to successful community living and interactions of all kinds. Always strive to keep communication channels open. Chances are that if something is bothering you, it is bothering your roommate(s). Be honest, but tactful, when talking to your roommate(s). If you are finding it difficult to express your feelings, ask your Residence Center Manager for help.

One potential area of conflict between roommates is the question of personal cleanliness and tidiness. Decide on what is important to each of you and go from there. If your roommate(s) fails to do his or her part, don't wait around for a change. Talk to your roommate(s) soon. Don't demand or write notes of complaint. These things cause hard feelings and increase problems rather than remedy them.

Understanding Each Other

To get along well with your roommate(s), it is important to understand how he or she feels about various issues. Roommates who can share feelings and reactions about some of the following situations may find that they handle times of conflict with greater ease. Roommates should talk about:

- a. ■ The way you react when you're working under pressure.
- b. ■ The way you act when you're depressed.
- c. ■ The way you react to most people when you meet them.
- d. ■ Something that will usually cheer you up when you're down.
- e. ■ How you usually let people know that you're angry.
- f. ■ Some things that make you tense.
- g. ■ Some things that make you easily annoyed.

Roommate Conflicts

Because each person is unique, with different needs and lifestyles, conflict may be inevitable when people live or work in close proximity and are interdependent on each other. We believe that the process of working through conflict with roommates and community members is an important part of the residential living experience – an opportunity to improve conflict resolution skills.

If you have a conflict with your roommate(s) or other community member(s) that you are unable to resolve, discuss your situation with a Resident Assistant. He or she can help you develop a plan to address the problem or provide mediation. However, if after these efforts, matters still are not working, schedule an appointment with your Residential Center Director to discuss your situation. Requests to change rooms are honored if the residents' and staff's best efforts to resolve the conflict are unsuccessful and more suitable accommodations are available. Residents requesting a room change must receive approval from the Residential Center Director and complete the residential transfer process prior to moving.

Behavior which intimidates or interferes with the quiet enjoyment of the premises by others, specifically, but not limited to, behavior which attempts to force a roommate to move out of the room, or to prevent a new roommate from moving in, and behavior, which is disruptive in dining areas, classrooms, or any other residential/campus facility, is prohibited.

Residential Assignments

Priority for assignments is based on class standing with preference going to freshmen first and the student's current occupancy status. New students are assigned based on the date their enrollment deposit is received by the Admissions Office. Specific roommate requests must be mutual and be received by the advertised deadline. Mutual roommate requests will be honored as long as all other criteria for residency are met.

Application Deadlines

Housing applications for students residing on campus and sign-offs for students desiring to live off campus must be received no later than April 30th for the Fall semester and no later than October 30th for the Spring semester.

Students requesting special accommodations due to a disability must submit acceptable documentation to the Residence Life office prior to the assignment deadline to be certified. Residence Life will review the request made by the student and make an assignment based on the availability of space, the individual's needs, and the College's ability to reasonably accommodate the student. Any time a student requests and is assigned a single room, regardless of circumstances, the single room rate will be charged. In the event that a single room is not available and it is necessary to convert a multiple occupancy room to a single occupancy to accommodate a special need, the student will be charged the single rate.

Cancellation Fee

Students must apply in writing to the Office of Residence Life in order to be released from a signed housing contract during the academic year. If the application is approved, a cancellation fee of \$100.00 will be charged. If a student withdraws from the College at any time during the contract period, there will be a \$500.00 fine for breaking the contract. Students, who choose to move off campus after signing the contract, will be responsible for payment of housing fees until the contract expires.

RESIDENCE CENTER FACILITIES

Wiley College maintains five (5), climate controlled residence halls with space for approximately 784 full-time students. Only students who are enrolled in at least twelve (12) Semester hours during the regular academic semester are eligible for assignment to one of the residence centers. Assignments are to a two-person room, with shared bathroom facilities with another two-person room. Persons residing in the Johnson-Moon Residence Hall share community showers. All rooms have twin beds, mattresses, a chest of drawers, and closet space, smoke alarms, blinds for the windows, and study desks with chairs.

CAMPUS SERVICES

Academic Advising

Students in Residence Centers receive academic advising. Every student must contact his/her advisor at the start of each semester to set up a schedule of visits during the semester. For assistance in setting up a schedule, residents should contact their advisors or Student Support Services located in the Wiley Pemberton Complex to start the process.

Bookstore

In addition to textbooks and other supplies needed for classes, the bookstore stocks a number of other items such as gifts, cards, T-shirts, sweatshirts, computer supplies, etc. The bookstore is located in the Wiley Fred T Long Student Union Basement.

Counseling and Career Planning

The Counseling and Career Planning Office is located in Wiley-Pemberton Complex Suite 201. This office assists students in finding part-time work during the semester, internships and jobs for graduates. Student may stop by the office or call at (903) 923-2477 for assistance.

Food Services

Students who live in the residence centers are required to purchase the 19-meal boarding plan. Meal service is provided continuously Monday-Friday from 7:00 a.m.-9:00a.m (Breakfast); 11:30a.m-1:30p.m. (Lunch); 5:00p.m.-7:00p.m. (Dinner). Saturday and Sunday 9:00a.m. – 11:30a.m. (Brunch); 4:00p.m. -6:00p.m. (Dinner). The College cafeteria is located in the John T. Appleton Dining Hall of the Fred T Long Student Union Building.

Health Services

Wiley College provides several service programs that promote and maintain the health of its constituents through campus health care, health promotions, health education, prevention and referral to public health services. The College health clinic is located in the basement of the Fred T Long Student Union Building.

Identification Cards

Student picture identification cards are made in the Information Systems & Technology Office located in McLeod Hall and are a part of the registration process. The picture I.D. card provides access to all College sponsored events, residence halls, library, convocations and the cafeteria and must be in the student's possession and visible at all times. Replacement I.D. cards are \$35.00; this fee should be paid at the cashier's window of the Business Office in the Willis King Administration Building.

Laundry Facilities

Laundry Facilities will operate 24 hours, seven days a week! Clothes that are left in the laundry facility will be removed at the end of each day! NO EXCEPTIONS.

Postal Services

The College Post Office is located in the Wiley Pemberton Complex and is a full service facility. Post Office hours are 8:00 a.m. - 4:00 p.m., Monday through Friday. The mailing address is:

Student Name
711 Wiley Avenue
Name of Residence Hall
Room # _____
Marshall, Texas 75670

Parking Privileges

Parking is available to residential students who purchase and display valid Wiley College parking decals. Access to parking in student designated areas will require both a Wiley College parking decal and an ID card. Decals may be purchased in the College Business Office. On-campus parking regulations are strictly enforced. Residents are strongly encouraged to park only in parking lots adjacent to the residence centers.

The gates will be in the “Up Position” during events at the Alumni Gymnasium and during the times students are moving in and out of residence halls (i.e., beginning and end of semesters). The gates will operate in the “Down Position” from 7:00 p.m. to 7:00 a.m. daily, including weekends. Entry to these gated areas will require the scanning of your parking decal. When the card reader scans your decal, the gate will lift to the “Up Position” for a short period of time to allow entry to the lot. Please do not tailgate behind another vehicle. Everyone who parks on campus must adhere to parking regulations and will be fined for violations. The following fines are imposed as stipulated below:

- No Parking Permit - \$20.00
- Parking in Handicapped Parking Spaces - \$50.00
- Parking on Wrong Side of the Street - \$10.00
- Parking in Designated/Reserved Parking Areas - \$25.00
- Parking in Fire Lane - \$20.00
- Parking in No Parking Zone - \$20.00

Three (3) violation notices (with the exception of the City of Marshall Ordinance) will result in the vehicle being immobilized with a “boot” that will remain in place until a fine of \$50.00 is paid.

RESIDENCE CENTER POLICIES AND PROCEDURES

Every community has basic guidelines within which all members are expected to live cooperatively. The policies and procedures listed below, as well as those published in the *Wiley College Student Handbook*, serve as guidelines for students' behavior in the residence centers and in the College community.

Abandoned Items

Students will have thirty (14) days to claim your items or they will be discarded.

Alcohol and Other Recreational Drugs

Texas state law forbids the consumption or possession of alcoholic beverages by persons under the age of twenty-one. The possession or consumption of alcoholic beverages by those of legal age on campus or in any College buildings, lobbies, TV rooms, or classrooms is strictly prohibited.

Students found drinking or in possession of alcoholic beverages, alcoholic containers or paraphernalia will be reported to Campus Security immediately and will face disciplinary action from the College, as well as any penalties issued in accordance with Texas state law. If a student returns to the residence center with the appearance of an intoxicated state, Campus Security will be notified. *(For additional information, please see addendum)*

Appliances

Due to fire and safety standards, only refrigerators that do not exceed 2.5 cubic feet may be used in residents' rooms. No other appliances are allowed. Refrigerators are limited to two per room. Students must provide a power strip with a self-contained circuit breaker to operate the specified appliance.

Limited kitchen facilities are provided in certain halls for preparing meals, snacks and hot drinks. Cooking appliances must always be attended to prevent fires while in use.

Building Security

Each resident is responsible for ensuring the security of the residence hall. (A more detailed discussion of building security is located on page 21 under Safety and Security in Residence Halls).

Check-In Procedures

Listed below are the procedures required to check into the residence facilities: Should you arrive prior to your check-in date you will be charged a nightly rate of \$30.00.

1. Check-in times are 8:00a.m.-6:00p.m., Monday thru Friday, and 8:00a.m.-5:00p.m. Saturday – Sunday.
2. Go to the Business Office and get a clearance to receive your school identification card.
3. Go to your assigned residence center after receiving a clearance and your ID from the IT department.
4. Clearance will be confirmed by the Residential Center Director
5. Go to the sign-in desk.
6. Submit the pre-prepared inventory of personal items brought from home, along with serial numbers, at the sign-in desk.
7. Go to the computer lab to complete your Personal Data Sheet online.
8. Pick up your room key after completing and submitting the data sheet at the sign-in desk.
9. Move into your assigned room in the residence center.

Courtesy Hours

Out of respect for others, residents are expected to keep noise at a reasonable level 24 hours a day. During quiet hours (10:00p.m. - 10:00a.m.), the noise level is expected to be negligible and should not be heard in the hallways from the confines of individual rooms, or in the residence halls from parking lots adjacent to the buildings.

Damages

Students are held responsible for any and all damage to or loss of College property within their assigned residence hall. **WILEY COLLEGE IS NOT LIABLE FOR THE LOSS, DAMAGE, OR DESTRUCTION OF ITEMS YOU LEAVE IN YOUR ROOM.** In the event of damage within a student's room, all occupants are held responsible. In the event of damage to hallways or common areas, students residing within that area may be held responsible.

Disorderly Conduct

Conduct such as water balloons/shaving cream fights, vulgar or abusive language, physical altercations (fights), failure to comply with the directive of a College official, etc. will not be tolerated and will result in disciplinary action and/or removal from the residence halls. This policy applies also to all College facilities.

Drugs

Possessing, using, selling, or attempting to obtain any illegal drug or controlled substance (including marijuana) is strictly prohibited by federal and state statutes. The College supports and enforces these statutes.

Fire and Safety Equipment

It is against Texas state law to destroy, remove or in any manner interfere with the use of any vehicle, tool, equipment, water supply, or other instruments or facilities used in detecting, reporting, suppressing or extinguishing a fire. ***Should you be found guilty of tampering with any of the safety equipment, you will be assessed a fine of \$500.00.***

Fire Hazards

Incense, candles, explosives, fireworks, gasoline, potpourri burners, and incendiary devices of any kind are not permitted in the residence halls.

Full -Time Student Status

Resident students must be enrolled in and maintain at least twelve (12) semester hours each regular semester. Students who do not maintain full-time status may be removed from the residence center without a refund. A student removed from the residence center for any housing violations or violation of the student code of conduct during a semester loses his/her eligibility to be assigned to a residence center. That student must submit a petition to the Director of Residence Life and the Vice President for Student Affairs and Enrollment Services requesting permission to reside in the residence centers.

Guests

Residents are permitted to have overnight guests in their room provided the guest is of the same gender, is at least 17 years of age, has completed a Guest Registration form, and paid a **\$30.00** per night fee in advance. The resident hosting the guest must also receive prior permission from his/her roommate and is responsible for the accommodations.

Guests may not stay in College housing for more than three days and two nights during any thirty-day period. Residents must remain in the company of their guests and shall be held fully responsible for their guests' conduct throughout the visit.

Hall Sports

In the interest of personal safety and out of respect for the residential environment, students may not engage in conduct such as playing sports or riding bikes, skateboards, etc. in the residence centers.

Littering

Disposing of any form of litter other than in designated receptacles is prohibited both in the residence centers and throughout the campus. Littering is a cause for disciplinary action and/or fine.

Lockouts

Each resident is expected to carry his/her key at all times. A student who is locked out of his/her room should contact the RCD or RCC for entry. There will be a **\$5.00** charge for each occurrence. Students who are locked out of their rooms should be prepared to show their I.D.s to the RCD or RCC to verify their identity and to produce their room key when they are provided entry into the room.

Musical Instruments

To facilitate an atmosphere conducive to studying, amplified musical instruments, sound equipment, and drums may not be played in residents' rooms.

Obstruction of Common Areas

In order to avoid potentially dangerous situations, hallways, lobbies, stairwells, and common areas of traffic must be kept free of obstruction at all times.

Pets

Pets are not allowed in the residence centers except for fish (the tank not larger than one gallon in size). *(For additional information please addendum Student Disability Services)*

Quiet Hours

Quiet Hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group interaction. Quiet hours are mandated for residence halls and the parking lots adjacent to the buildings. Students must observe quiet hours from 10:00 p.m. to 10:00 a.m. seven days a week. The television rooms and lobby are closed from midnight to 6:00 a.m. Sunday through Thursday and from 2:00 a.m. to 6:00 a.m. on Fridays and Saturdays.

Noise heard on the hallways or from the confines of individual rooms will be considered excessive and in violation of the Quiet Hours policy. Likewise, noise heard in the residence halls from the parking lots will be considered excessive and in violation of the policy.

Enforcement of Quiet Hours is the responsibility of each student, with assistance from residence life staff as needed. Students who violate the Quiet Hours policy are subject to dismissal from the residence halls.

Removal of Furniture

Furniture assigned to common (public) areas may not be moved from its designated location or moved to individual rooms. All furniture in residents' rooms must remain intact and within the room.

Requests by Residence Hall Staff

Residents are required to follow the requests of residence hall staff members who are in the performance of their duties. Failure to comply with such requests will result in disciplinary action.

Room and/or Center Changes

Room changes within the same center require **prior approval** by the Director of Residence Life and changes between centers require **prior approval** by the Director of Residence Life as well as the Residential Center Coordinator. Changes are made only **if space is available**. Room changes are not to be made until after the official twelfth (12th) class day of each semester. Any unauthorized changes will result in disciplinary actions.

Room Cleaning and Maintenance

The residents are responsible for the cleaning of their assigned space and bathroom on a regular basis. Residents must promptly correct any unsafe or unsanitary conditions noted and reported to them by College officials.

Residents are responsible for promptly reporting any maintenance needs as well as broken or missing items to the RCD's and RCC's in the respective center.

Missing or broken College property in assigned spaces will be charged to the residents unless properly noted on the Room Condition Inventory Sheet upon check-in. Additionally, students may be held accountable for any abnormal wear, damages or cleaning in public areas of their center. This may include billing for damages to individual students, as well as billing for damages or abnormal cleaning to living unit groups if damages and/or vandalism can be attributed to a specific floor, ramp, wing, or residence center. The College shall determine the amount of such loss or damage. **Failure to pay the assessed damage fee will result in the blocking of registration, graduation, and/or receipt of transcripts.**

Room Inspections

All due respect is given to the privacy that residents expect to enjoy in their rooms. Occasionally, circumstances occur which necessitate that authorized College personnel enter student rooms for the purpose of health and safety inspections, cleanliness, repair and maintenance, assessment of damages, inventory of College property, determination of compliance with policies, or emergencies where imminent danger to life, safety, health, or property is reasonably suspected. When possible, advance notice will be given to residents.

Room Keys

In the interest of safety and security, residents are prohibited from giving their room key to anyone else to use. To replace a lost key, a student must pay **\$70.00** to the Business Office, obtain a receipt, and show the receipt to the Residential Center Director to receive a new key.

Lost, Stolen or Damaged Keys

It is the student's responsibility to keep the key that is issued during check-in. A resident who loses his/her key will be held responsible for the cost of key replacement which is **\$70.00** per key. Should the key be broken, a replacement key will be provided at a cost of **\$70.00** when the broken key is returned.

Students who believe that keys have been stolen should contact the Residence Center Manager to fill out an incident report form. The student is responsible for the cost of replacing the stolen key and the lock.

Solicitation

The College does not permit door-to-door sales; posting advertisements on bulletin boards, doors, or walls; or solicitation of any form within the residence halls without prior approval of the Directors of Residence Life. Violations of the policy should be reported immediately to the Directors of Residence Life (male or female).

Smoking

City of Marshall Ordinance #0-87-29 prohibits smoking in any building on campus, including the residence centers. This includes front entryways, rooms, hallways, courtyards and lounges. The smell of smoke is probable cause to enter a room. Evidence of smoking will result in disciplinary action against those present. You must be at least 35 feet away from the building when engaged in smoking. Smoking cessation is highly encouraged by the College.

Student Code of Conduct

All residents are held responsible for knowing and abiding by the student code of conduct published in the *Wiley College Student Handbook*.

Vandalism

Vandalism of any College property by a Wiley student will result in disciplinary action. Payment for damages is required.

Visitation

The visitation policy establishes when residents may have visitors of the opposite gender in their facilities. Residents may have visitors of the opposite sex only within the lounge area of the center. Infants and children are not allowed in the resident's room.

Visiting hours are applicable in lobby and lounge areas only. The schedule is:

12:00 p.m. – 11:00 p.m. Daily (Everyday)

Children (0 – 12 years) must stay in the lounge area and be attended at all times and out of the facility by 6 p.m. daily (Sunday – Sunday).

Weapons

The use of any item as a weapon for the purpose of offense or defense, and the possession of knives, sling-shots, nub chucks, Billy clubs, brass knuckles, and fire arms of any kind including, but not limited to, Tasers, Pepper Spray, BB guns, pellet guns, dart guns, and any type of air gun or any device intended as a weapon is strictly prohibited.

SAFETY AND SECURITY IN RESIDENCE HALLS

General Guidelines

General guidelines to ensure safety and security in residence halls include the following:

1. External doors are to be locked 24 hours a day.
2. Report all suspicious activity or persons to the hall staff or Campus Security.
3. Don't leave valuables in plain sight.
4. Record serial numbers of electronics.
5. Use the buddy system after dark.
6. Tell friends or the RA about personal plans or whereabouts.
7. Never prop doors open for others.
8. Call security at 903- 927-3268 or 903-930-1637 for help. Campus Security patrols the areas around the residence halls and is readily available to assist on a 24-hour basis.

Campus Security not only assists residents when reporting thefts, accidents, and fires, but also provides emergency medical assistance, late night escorts, and motorist assistance. The emergency number for security is 903- 930-1637.

Dangerous Weather

From time to time, hazardous weather conditions develop in the area. Residence center staff will instruct students on the proper procedures in case of a weather emergency. Campus Security can also be contacted for further information if needed. Information is also available on the Wiley College website.

(For additional information see the Addendum)

Energy Conservation

All students are urged to be especially mindful of energy consumption as energy costs are a significant portion of annual room fees. The following simple actions will reduce energy consumption: using computer power management software and turning off computers when not in use; turning off lights and other appliances when last to leave a room; closing windows and storm windows during cold weather; moving furniture away from air vents and adjusting the thermostat to a comfortable temperature.

Fire Safety

Fire safety is an extremely important aspect of residential living. All residents should observe the safety protocol outlined below:

If you discover a fire:

- Pull the nearest alarm.
- **Get out!**
- Notify residence center staff of the fire.
- Call Campus Security at 903- 927-3268 or 903- 930-1637.

When the fire alarm sounds:

- Leave the building immediately.
- Use the designated fire exits (if possible).
- Close all doors behind you as you exit.
- Walk, **DO NOT RUN**, as you exit the building.
- Stand clear of the building until the fire alarm is silenced and you are instructed to enter.

Fire safety tips:

- **DO NOT** open the door if the door or doorknob is hot.
- If you cannot leave the room, go to the window and signal for help.
- If there is smoke in the room, keep low to the floor.
- **DO NOT** attempt to fight the fire when the alarm has sounded.

Failure to evacuate the residence hall after an alarm has sounded or tampering with fire safety equipment will result in disciplinary action.

(For additional information please see addendum)

Propping Open Outside Doors

One of the greatest threats to the security of the residence center is propping open outside doors after the doors have been secured. This practice may permit unwanted visitors to enter the residence center and threatens the safety of all residents in the building. For this reason, propping outside doors open is strictly prohibited.

INSPECTION OF ROOMS

Wiley College retains the right to enter residents' rooms in the conduct of legitimate functions, including, but not limited to, maintenance, emergency situations, possible violations of College policy, civil or criminal law, to ensure that safety and sanitation standards are being observed, and to enforce the College's policy of zero tolerance for drugs on campus and in the residence centers.

Wiley College retains the right to inspect closets, refrigerators, personal baggage, and any other personal material that is sealed. Illegal or unauthorized items may be confiscated and appropriate action taken against the residents involved.

Said Wiley College authorized employees, Residential Center Director, Residential Center Coordinator or Resident Assistants, may conduct inspections or any individuals authorized by Wiley College to assist in said inspections, including independent contractors with canine units. Said inspections may occur periodically throughout the semester and will be conducted without notice.

CHECK-OUT PROCEDURES

Students should sign up with the RCD or RCC for a specific check-out time. Check-out of the room should occur no later than 6:00 p.m. on the day of the last final examination for the fall and spring semesters, unless students are participating in graduation ceremonies. In order to check out properly and avoid charges, students must:

1. Remove all personal possessions from the room.
2. Place all trash and unwanted items inside a trash receptacle.
(Trash should not be placed or swept into the hallways and/or courtyards).
3. Clean the room and bathroom thoroughly.
4. Check to be sure all windows and doors are secured.
5. Have staff member check the room for trash and damage
6. Sign the Check-Out and Room Condition Inventory sheets.
7. Complete a Change of Address Form with the mailroom to make sure that mail is forwarded.

IF STUDENTS ARE CHECKING OUT PERMANENTLY, staff members will compare the Room Condition Inventory Sheet from check-in to the condition of the room at check-out. The room should be in the same condition! Fines for any damage will be assessed after the check-out and maintenance staffs have had a chance to determine the cost to address any damages. In addition, students should complete the **Statement of Intent form**, indicating the intent to return or not return. If this is not done by the deadline as stated in the Residence Contract, the deposit is forfeited. Any property not removed in a timely fashion in accordance with check-out procedures will be considered abandoned property.

STUDENTS LEAVING FOR THE WINTER BREAK AND RETURNING IN THE SPRING may leave belongings in the room, BUT STILL MUST HAVE THE ROOM CHECKED by a staff member. In addition, students must TURN IN THE ROOM KEY TO A STAFF MEMBER. All appliances should be unplugged, and refrigerators defrosted in advance, or students may be fined for water damage upon returning should refrigerators be unplugged, malfunction or there are power failures.

VALUABLES SHOULD NOT BE LEFT IN ROOMS. The College is not responsible for loss of or damage to personal property.

STUDENTS WHO FAIL TO FOLLOW the check-out procedures may be charged as follows:

1. Failure to check out properly.....\$25.00
2. Failure to clean room (per resident)...\$25.00 to \$100.00
(Subject to the condition of room)

Note: Charges for damaged or missing items will be determined on an individual basis.

Cancellation Fee

Students must apply in writing to the Office of Residence Life in order to be released from a signed housing contract during the academic year. If the application is approved, a cancellation fee of \$100.00 will be charged. If a student withdraws from the College at any time during the contract period, there will be a **\$500.00 fine for breaking the contract**. Students, who choose to move off campus after signing the contract, will be responsible for payment of housing fees until the contract expires.

DISCIPLINARY MEASURES

It is the student's responsibility to know and comply with all of the rules contained in the *Wiley College Student Handbook and the Residence Life Handbook*. All student rights and responsibilities, as listed within the *Student Handbook*, are applicable to all residents within the residence centers.

Sanctions are covered in the Student Code of Conduct contained in the *Wiley College Student Handbook* and can range from a written warning to expulsion from the residence centers and/or Wiley College. These sanctions will be levied in addition to the charge for actions covered in the next section, as well as any actions taken by the Campus Security Office, such as tickets or arrests. ***(For additional information please see Student Code of Conduct in the addendum)***

The explanation of each particular sanction cited is covered in the Student Code of Conduct. The following steps are followed in the event disciplinary action is necessitated:

1. Charge Action forms are used to assess disciplinary measures and notify the student of the nature of the violation. Disciplinary measures are assigned a monetary fine and will be assessed a certain point value. (See Violations and Sanctions below).
2. After issuance of a Charge Action, students have until 5:00 p.m. the next business day to make an appointment with the RCD and/or Director of Residence Life, as indicated on the Charge Action form.
3. Students must show up for the appointment with the RCD and/or Director of Residence Life as indicated on the Charge Action form. Failure to make an appointment or show up for the appointment may result in a non-compliance violation.
4. The Director of Residence Life will review the case with the charged resident and, if necessary, will refer the case to the office of the Dean of Students.
5. Students removed from the residence center have the right to an appeal meeting with the Dean of Students. The appeal must be in writing and should be directed to the Office of the Vice President for Student Affairs. The appeal process must be completed within 24-hours of the student's receipt of the letter stipulating dismissal from the residence center.
6. If students are removed from the residence centers for disciplinary reasons, they must wait one full academic year (fall and spring or spring and fall) before being allowed to reapply for on-campus housing or at the discretion of the Director of Residence.

Disciplinary Actions

Disciplinary actions within the Residence Halls under College supervision include admonition, probation, and requirement to leave the premises. In the latter instance, a written warning will describe what the unacceptable behavior is, the fact that the Director of Residence Life has the right to recommend that the student leave the facilities, and what steps must be taken by the student to remain in residence. Should the student be unable or unwilling to take the steps to improve the situation and should the student continue to behave in a manner that is detrimental to the well-being of the residential community, the Residence Life Director, in consultation with the Vice President for Student Affairs, may then recommend the student to leave the premises even though he or she may continue to be enrolled in the College. A student required to leave a Hall for disciplinary reasons will not ordinarily have the opportunity to return to a College residence.

OFF-CAMPUS HOUSING

All freshmen, except those who live within a 50-mile radius, are required to live on campus. The residence requirement applies to upperclassmen on a space-available basis. Requests for off-campus housing must be supported by documentation. Upon receipt, the Committee on Off-Campus Housing reviews all requests for approval or rejection.

The following criteria must be met in order to submit an application for off-campus housing:

	CATEGORY	CRITERIA
1.	Number of credit hours	60 semester hours (24 hours at Wiley College)
2.	Grades/GPA	2.75 overall GPA
3.	Financial aid	FASFA has been submitted
4.	Business Office accounts	No carry-over bill, No history of excessive carry-over (<\$1,000/year) No history of bounced checks to College No history of slow payment to College
5.	Student disciplinary issues	No systemic history of disciplinary issues
6.	Active in student body	Participation in at least 3 campus sponsored events and/or organizations

A student meeting any of the following criteria is eligible to submit an application for off-campus housing:

	CATEGORY	CRITERIA
1.	Age	27 years of age or older on or prior to December 31st of academic year.
2.	Marital Status	Students who are married or head of household as defined by the Internal Revenue Service. Proof must be provided via a legible copy of your marriage license and/or completed tax form.
3.	Fifth year senior	Students that have lived on campus for eight semesters.
4.	Medical	Student must provide current medical documentation (less than one year old) from an appropriately licensed medical professional describing the disability/medical condition, basis for diagnosis, how the disability/condition impacts the student's ability to live in on-campus housing and recommended accommodations.
5.	Financial Hardship	Students must complete and submit FAFSA by March 2nd and accept all financial aid offered, including loans. To qualify for financial hardship, students must demonstrate this hardship to the College. Income tax returns, as well as other documents supporting your claim must be submitted including a proposed completed Budget Worksheet.
6.	Lottery	When enrollment exceeds the number of available beds, additional exceptions to the on-campus living requirement may be made on a space-available basis through a lottery. Students must submit a completed Off-Campus Application and have lived on campus for six semesters.
7.	Military Service	Students who have been Honorably Discharged from a branch of the United States Armed Services may request an exemption from the residence policy.

Violations and Sanctions

Below is a representative listing of possible violations of residential living rules and regulations along with the sanctions such violations carry.

Violations	Sanctions
Failure to Evacuate during Fire Alarm	Meeting with the Director of Residence Life and \$50.00 fine.
Possession/Use of Fireworks	\$50.00 fine, Wiley College probation, restitution for damages, if appropriate and notification to legal authorities.
Illegal Entry (including use of improper ID, climbing in/out of window)	First Offense: \$50.00 fine, fifty hours of community service, loss of visitation privileges, and restitution for damages (<i>if appropriate</i>) Subsequent Offense: No longer allowed to reside on campus.
Lewd Behavior (public urinating, indecent exposure, inappropriate language)	\$100.00 fine and 50 community service hours
Throwing/Hanging Objects Out of Window	\$50.00 fine, clean-up mess, restitution for damages, if applicable, suspension from Wiley College for a minimum of one semester.
Fighting	\$100.00 fine, loss of visitation privileges, fine, possible loss of on-campus residency. Subsequent Offense: Suspension if weapon involved.
Noise/ Quiet Hours	First Offense: \$30 fine. Subsequent Offenses: Removal of audio equipment (if appropriate), \$60.00 monetary , possible Wiley College probation or suspension. More serious sanctions will be levied during 24-hour quiet time which is in effect during finals week of each semester.
Smoking and Candles and Incense Burning	First Offense: \$50.00 fine in compliance with the City of Marshall ordinance; additional fine for pipe and cigar smoking, burning candles and incense. Second Offense: \$100.00 fine Third Offense: No longer permitted to reside on campus.
Marijuana and Other Illegal Drugs Sale (smoking and possession of)	Suspension from the College; notification to legal authorities.
Vandalism	Payment for replacement/installation of damaged item (\$500.00), monetary fine, written reprimand
Tampering with Security Screens	Payment for replacement/installation of damaged item (\$500.00), monetary fine, written reprimand from Director of Residence Life.

Tampering with Security Doors	No longer permitted to reside on campus and a monetary fine.
Tampering with Fire Alarms/Sprinkler Equipment	\$500.00 fine, immediate Wiley College probation, possible Wiley College suspension/expulsion, and notification to legal authorities.
Heroin (possession of substance, use/or sale)	Expulsion from the College.
Illegal Drugs (except for Heroin and Marijuana) Includes possession of substance and/or paraphernalia in violation of campus policy.	No longer permitted to reside on campus and suspension from the College.
Alcohol Abuse (drinking or possession of alcohol)	First Offense: \$100.00 fine and attendance at alcohol education program <i>and community service</i> Subsequent Offenses: Additional discretionary programming/activities, monetary fines, loss of on-campus housing, referral for evaluation at treatment center. Additional fine of \$200.00 will be assessed to any person(s) having possession of a common source of alcohol (such as kegs, party balls, open bowls/containers, etc.).
Assault (willful attempt or threat to inflict injury upon the person of another)	\$100.00 fine, possible legal action, suspension or expulsion.
Aggravated Assault (attempt or threat to inflict injury upon the person of another with a dangerous instrument or deadly weapon)	Immediate from the College.
Intimidation (willfully creating fear of bodily harm, or coercion, extortion or duress)	\$500.00 fine, possible legal action, suspension or expulsion from the College.
Weapons	Suspension, confiscation, college suspension for a minimum of one <i>academic year</i> .
Removing Screens or Limiters	Return item (pay to replace item if lost or damaged), \$50.00 fine, and written reprimand from Director of Residence Life.
Painting Without Approval	\$50.00 fine, physical plant charges.
Furniture Removal and or Damages	First Offense: Formal written reprimand, \$150.00 fine for each piece taken <i>replacement and cost</i> Subsequent Offenses: Doubling of previous monetary fine for each piece taken.
Failure to Attend Meeting/Judicial Hearing with the Director of Residence Life	\$25.00 fine, subject to increase until meeting is held, hearing in absentia.
Failure to Comply with Imposed Sanctions	Suspension, additional fines and/or discretionary sanctions.
Improper Room Change	\$100.00 fine
Missing mandatory hall meetings	\$10.00 fine

****Note: If for any reason a student is suspended from College housing, there is NO refund of room and board charges.**

**Division of Student Affairs
Unit of Residence Life & Housing**

Mission Statement

The Unit of Residence Life provides a safe and inclusive living learning community, which fosters academic, social, cultural and personal growth.

Wiley College is committed to the safety and security of all members of the campus community. In times of emergency, the College will provide appropriate campus-wide response to assure life safety and minimize losses. In addition, the community emergency services are committed to serving us to their fullest potential. So, when in doubt as to the severity of an incident, call 911 and then Campus Security at 903-930-1637. The College will provide instructions about specific situations and issues such as taking shelter inside campus buildings or evacuating. Students, faculty, and staff can prepare for emergencies by following these guidelines.

The Unit of Residence Life & Housing, within the Division of Student Affairs, is charged with maintaining the safety of all students living in on-campus housing. Policies for residence hall safety inspections, lock down procedures, and evacuations are in place to ensure student and staff safety. To further enhance safety in the residence halls, residents must use the institutions identification cards to enter their building. Students are informed of other safety-related policies and procedures through the Residence Life Resident Handbook and Mandatory Hall Meetings held once a month.

ADDENDUM

SAFETY AND SECURITY IN RESIDENCE HALLS

General Guidelines

General guidelines to ensure safety and security in residence halls include the following:

1. External doors are to be locked 24 hours a day.
2. Report all suspicious activity or persons to the hall staff or Campus Security.
3. Don't leave valuables in plain sight
4. Record serial numbers of electronics.
5. Use the buddy system after dark.
6. Tell friends or the RA about personal plans or whereabouts.
7. Never prop doors open for others.
8. Call security at 903- 927-3268 or 903-930-1637 for help. Campus Security patrols the areas around the residence halls and is readily available to assist on a 24-hour basis.

Campus Security not only assists residents when reporting thefts, accidents, and fires, but also provides emergency medical assistance, late night escorts, and motorist assistance. The emergency number for security is 903- 930-1637.

Dangerous Weather

From time to time, hazardous weather conditions develop in the area. Residence center staff will instruct students on the proper procedures in case of a weather emergency. Campus Security can also be contacted for further information if needed. Information is also available on the Wiley College website.

Energy Conservation

All students are urged to be especially mindful of energy consumption as energy costs are a significant portion of annual room fees. The following simple actions will reduce energy consumption: using computer power management software and turning off computers when not in use; turning off lights and other appliances when last to leave a room; closing windows and storm windows during cold weather; moving furniture away from air vents and adjusting the thermostat to a comfortable temperature.

ADDENDUM

Fire Safety

Fire safety is an extremely important aspect of residential living. All residents should observe the safety protocol outlined below:

If you discover a fire:

- Pull the nearest alarm.
- **Get out!**
- Notify residence center staff of the fire.
- Call Campus Security at 903- 927-3268 or 903- 930-1637.

When the fire alarm sounds:

- Leave the building immediately.
- Use the designated fire exits (if possible).
- Close all doors behind you as you exit.
- Walk, **DO NOT RUN**, as you exit the building.
- Stand clear of the building until the fire alarm is silenced and you are instructed to enter.

Fire safety tips:

- **DO NOT** open the door if the door or doorknob is hot.
- If you cannot leave the room, go to the window and signal for help.
- If there is smoke in the room, keep low to the floor.
- **DO NOT** attempt to fight the fire when the alarm has sounded.

Failure to evacuate the residence hall after an alarm has sounded or tampering with fire safety equipment will result in disciplinary action.

Propping Open Outside Doors

One of the greatest threats to the security of the residence center is propping open outside doors after the doors have been secured. This practice may permit unwanted visitors to enter the residence center and threatens the safety of all residents in the building. For this reason, propping outside doors open is strictly prohibited.



ADDENDUM

RESIDENCE HALL FIRE DRILL PROCEDURES

Below are the Fire Drill procedures for the respective residence halls. Security must be notified prior to each fire drill so that they may put the system in Test Mode. Once clearance is given by security, the drill may begin. The residence hall staff will signal that the building is safe and ready for re-entry. No one is to re-enter until the signal is given by Wiley personnel.

Strickland Living & Learning Center

1. Activate the alarm (In test mode)
2. Get Housing Rosters
3. Get walkie-talkies. (send fire drill group text to captains)
4. Begin monitoring evacuation from the lobby to the 1st floor center while the *fire captains** assist evacuation from the 3rd floor downwards
5. Watch for stragglers momentarily after the fire captains have exited the building
6. Proceed to the check points
 - a. Male check point is the ***Pemberton Parking Lot***
 - b. Female check point is the ***Alumni Gym North Parking Lot***
7. Begin checking roster for students
8. Once the roster has been checked, the all clear may be given so that student can return to the dormitory.

Jackson Hall

1. Activate the alarm (In test mode)
2. Get Housing Roster
3. Begin monitoring the evacuation from the lobby to the courtyard while the *fire captains** assist evacuation from 3rd floor downwards
4. If safe to do so, males should exit through the gate near Pemberton Complex
5. If say to do so, females should exit through the gate near the laundry room
6. Watch for stragglers momentarily after the fire captains have exited the dorm.
7. Proceed to the check point – ***Hodge Center Parking Lot***
8. Begin checking roster for students
9. Once the roster has been checked, the all clear may be given so that student can return to the dormitory.

Dogan Hall
ADDENDUM

1. Activate the alarm (In test mode)
2. Get Housing Roster
3. Begin monitoring the evacuation from the lobby to the 1st floor center while the *fire captains** assist evacuations from the 2nd floor downwards.
4. Watch for stragglers momentarily after the fire captains have exited the dorm.
5. Proceed to the check point – ***Parking lot west of the building***
6. Begin checking roster for students
7. Once the roster has been checked, the all clear may be given so that student can return to the dormitory.

Johnson-Moon

1. Activate the alarm (In test mode)
2. Get Housing Roster
3. Begin monitoring the evacuation from the lobby to the 1st floor center while the *fire captains** assist evacuations from the 3rd floor downwards.
4. Watch for stragglers momentarily after the fire captains have exited the dorm.
5. Proceed to the check point – ***Parking lot west of the building***
6. Begin checking roster for students
7. Once the roster has been checked, the all clear may be given so that student can return to the dormitory.

STUDENT FIRE CAPTAINS

**The Fire Captains are designated students who will be selected and assigned at the beginning of the upcoming semester.*

<i>Dorm</i>	<i>Student Fire Captains</i>	<i>Alternates</i>
<i>Strickland – Males</i>	<i>6</i>	<i>6</i>
<i>Strickland – Females</i>	<i>6</i>	<i>6</i>
<i>Jackson - Males</i>	<i>6</i>	<i>4</i>
<i>Jackson - Females</i>	<i>6</i>	<i>4</i>
<i>Dogan Hall</i>	<i>4</i>	<i>4</i>
<i>Johnson-Moon</i>	<i>6</i>	<i>4</i>

FIRE DRILL EQUIPMENT NEEDED:

- Reflector vests
- Bull Horn
- Walkie-talkies



ADDENDUM

Drug and Alcohol Prevention & Awareness Program

There are many people whose job and academic performance and productivity are adversely affected by their dependence on drugs and alcohol. To address this issue, WILEY COLLEGE strives to:

- Educate students and employees about alcohol and drug abuse in an effort to encourage responsible decisions around their use,
- Intervene on behalf of students and employees who have experienced negative consequences around alcohol and drugs so as to reduce the harm and manage the risks associated with their use,
- Support students and employees who are in recovery from substance abuse and addiction,
- Promote constructive lifestyles and norms that discourage alcohol & drug abuse, and
- Develop social and physical environments that facilitate alcohol and drug abuse-free lifestyles.

As part of the commitment to the provision of high quality and effective service to our students, employees and the public, WILEY COLLEGE has a drug and alcohol abuse prevention program in operation. The program is accessible to all members of the college community. WILEY COLLEGE is committed to the dissemination of drug and alcohol awareness information to students, faculty, and all employees.

WILEY COLLEGE has established a drug-free and alcohol abuse awareness and prevention program to inform its faculty, staff, and students about the dangers of drug and alcohol abuse and the penalties that may be imposed for drug and alcohol abuse violations. The Drug and Alcohol Abuse Prevention Program is available to all faculty, staff, and students of WILEY COLLEGE. As part of this program, WILEY COLLEGE has implemented several measures:

- ✓ Implementation of objectives that are in compliance with the Federal Board of Education
- ✓ Annually, employees and students are made aware of the WILEY COLLEGE Drug and Alcohol Abuse Prevention Program and Policy by means of electronic mail.
- ✓ Additionally, students are provided a copy of the policy at the beginning of each academic year in the Student Handbook, Residence Life Handbook and the Student Athlete Handbook.
- ✓ New students, staff and faculty members are informed of the policy at New Student Orientation.
- ✓ Students are sent the policy (through electronic mail) each new semester to ensure the content is conveyed to all students attending WILEY COLLEGE.
- ✓ Annual notifications are disbursed, students and employees are offered written material including pamphlets and literature on drug and alcohol abuse. Such material is available at the residence halls and the Office of Student Affairs, Retention Services and Human Resources as well as online at the WILEY COLLEGE website. Drug and alcohol abuse prevention materials are distributed to all new students attending orientation sessions, also.
- ✓ WILEY COLLEGE offers alcohol and drug-free activities in coordination with the East Texas Council on Alcoholism and Drug Abuse and TEXAS A&M AGRILIFE EXTENSION. Such events offer alternatives to activities which may offer alcohol or illicit drugs. Additionally, WILEY COLLEGE provides students the opportunity to participate in campus clubs and organizations. These WILEY COLLEGE events and organizations promote a constructive lifestyle and encourage healthy behavior in an environment absent drugs and alcohol.
- ✓ 24 hour hotline services, 1-800-441-8639, Need help call us, 903-753-7633, TTY 903-247-9651

ADDENDUM

Student Disability Services

Student Disability Services seeks to ensure that students with disabilities have equal access to all Wiley College programs and activities by coordinating academic accommodations and support services.

Student Disability Services provides services for all enrolled students with disabilities who meet the criteria outlined in the applicable disability guidelines. Specialized support services are based on the individual student's disability-based need, and are provided free of charge for qualified students with documented disabilities.

A Wiley College student who is interested in utilizing accommodations and services must first be registered with and approved for services by Student Disability Services. It is the student's responsibility to register for accommodations and provide documentation of disability to Student Disability Services at the beginning of each academic semester.

Student Support and the Office of Disability Services is open Monday- Friday 8:00 a.m. to 5:00 p.m. and is located in the Pemberton Education Complex, suite 128. Please see www.wileyc.edu/admissions-aid/student-support-services/ for additional service information.

Service and Support Animals

Being mindful of health and safety concerns of the campus community, Wiley College generally limits the presence of privately-owned animals on campus. However, the College will reasonably accommodate persons with disabilities who require the assistance of Service or Support Animals, as appropriate. The Student Support and Disability Services Director, who oversees the Office of Student Support and Disability Services, with guidance from the Associate Vice President of Student Health, Counseling, and Wellness, who oversees the Counseling Center, are responsible for implementing this policy and for guiding students with disabilities in documenting their specific request for a necessary accommodation. Each request will be evaluated on a case-by-case basis, considering the needs of the individual and the concerns of the Wiley College community.

Please refer to the **Service and Support Animal Policy** at www.wileyc.edu/admissions-aid/student-support-services/.

ADDENDUM

WHAT TO BRING WITH YOU ...

Linens

- ✓ Comforter/bed spread
- ✓ Pillow
- ✓ Sheet set, extra-long sheets or twin deep pocket sheets
- ✓ Blanket(s)
- ✓ Towels

Laundry/Cleaning

- ✓ Laundry bag/basket
- ✓ Laundry detergent
- ✓ Dryer sheets
- ✓ Stain remover
- ✓ Sewing kit
- ✓ Cleaning supplies
- ✓ Broom/small vacuum

Toiletries

- ✓ Shower/toiletry basket
- ✓ Shower sandals

Entertainment

- ✓ TV/VCR/DVD/Stereo
- ✓ Videos/CDs/games

Technology Policies & Standards

- ✓ Printer
- ✓ Disks
- ✓ CDs

- ✓ Printer paper and cartridge

Mandatory Attire for Males

- ✓ **Black Suite**
- ✓ **White Shirt**
- ✓ **Purple Tie**

Please note if any male student has a problem acquiring any of the said items for your Mandatory Attire, please contact the Office of Student Affairs and Retention Services (903-927-3233) for assistance.

WHAT NOT TO BRING

To reduce risk to health and safety the following items are prohibited from residence halls/apartments:

- ✓ Firearms of any kind – (No toy guns or air rifle/pistols)
- ✓ Weapons of any kind – (No mace, Tasers or pepper spray)
- ✓ Flammable items – (No BBQ Pits and/or lighter fluid)
- ✓ Incenses
- ✓ Candles (including tea lights)
- ✓ Halogen lamps
- ✓ Holiday/rope lights
- ✓ Space heaters
- ✓ Air conditioners
- ✓ Microwaves
- ✓ Toaster ovens
- ✓ Hot Plates
- ✓ Electric Skillets

ADDENDUM

STUDENT CODE OF CONDUCT

The College has a definite and binding responsibility to promote appropriate student conduct on the campus. This responsibility must be shared by all members of the College community. The policies governing standards for student behavior, referred to herein as the Student Code of Conduct, reinforce the College's right and duty to promulgate regulations for the safety and welfare of the College community. The policies provided herein are designed to provide a swift remedy, by means of exclusion from the campus or College premises, for cases involving students who commit overt acts of violence, or otherwise engage in illegal conduct that disrupts the orderly operation of the College.

Purpose

The Wiley College Student Code of Conduct sets forth, in a concise and uniform manner, responsibilities which members of the College community owe one another. The Student Code of Conduct also sets forth administrative and judicial procedures whereby those students who are accused of violating rules, policies, and regulations may be afforded due process and fair and just sanctions. Wiley College is committed to protecting the full constitutional rights of its students. Wiley College and the members of its community have equal obligations to one another in protecting the educational environment. The College has equal obligations to protect the integrity of its educational mission and the interests of its student body.