

*Faulkner
State*

HOUSING

Handbook



Table of Contents

- Welcome to Faulkner State Community College 4
- Introduction to Campus Life 4
 - For Applications and Information Contact: 4
 - Residence Hall Staff 4
 - Housing Director 4
 - Resident Director 4
 - Resident Assistants 5
 - Desk Assistants 5
 - Security Officers 5
 - Maintenance 5
 - Faulkner State Campus Police 5
 - Cafeteria 5
 - Student Development Services 6
 - Policy of Non-Discrimination 6
- Room Assignments and Contractual Obligations 6
 - Room Applications/Assignments 6
 - Room Changes 7
 - Waiting List 7
 - Compliance 7
 - Cancellations 7
 - Check/Move-In 7
 - Check/Move-Out 8
 - Rent Payment 8
 - Damages and Damage Assessment 8
 - Room Entry/Searches 9
 - Internet 9
 - Liabilities/Abandoned Personal Properties 10
 - Room Condition Form 10
 - Vacation Periods 10

College Rules, Regulations, and Policies	10
General Residence Hall Rules	10
Code of Student Conduct.....	10
Misconduct	11
Safety and Security	13
Active Shooter/Lockdown	13
Evacuation/Fire/Fire Drill.....	13
Sun Chief Hall Evacuation Procedures	13
Thompson Hall Evacuation Procedures	13
Fire Alarms/Smoke Alarms/Extinguishers	14
Severe Weather	14
Room Security.....	14
Door Propping.....	14
Violence Against Women Reauthorization Act.....	14
Safety Tips.....	15
Community Standards	16
Alcohol/Drugs/Tobacco	16
Alcohol	16
Drugs (Controlled Substances)	16
Tobacco.....	16
Access Security	16
Appliances	16
Cable TV	16
Cleaning/Housekeeping.....	16
Computer Lab	17
Electrical Outlets Use.....	17
Flammable Materials/Liquids	17
Food.....	17
Furniture	17
Gambling.....	17
Garbage Removal	17
Hall Meetings.....	17

Kitchen	18
Laundry	18
Linens.....	18
Lobbies.....	18
Mail	18
Maintenance Repair	18
Mattress Covers.....	18
Pets	19
Personal Property	19
Quiet Hours.....	19
Solicitation	19
Telephones	19
Theater/Movie/Game Room	19
Vandalism	20
Weight-lifting.....	20
Guests/Visitors	20
Roommate Survival.....	20

Welcome to Faulkner State Community College

The Residence Hall Handbook is provided to acquaint you with the opportunities, benefits, and necessary regulations of residential living at Faulkner State Community College. Additional rules and regulations not included in this Handbook may be found in the current edition of the College Catalog and Student Handbook.

We hope this Handbook will provide all the information you need to become an active participant in the Residence Life Program at Faulkner State. Hopefully, most of your questions about living on campus will be answered herein; however, our professional staff stands ready to answer any questions or concerns you might have.

We believe that on-campus living is a very important part of a student's development in that it is an extension of the classroom experience, and allows students to enjoy college life to the fullest extent. Residents will become aware of the many varieties in lifestyles and cultures and will learn to live and work with these varieties through the means of compromise, consideration, and open-mindedness.

We look forward to your residency in our halls, and challenge you to take full advantage of the many opportunities this experience affords to further your own academic and personal development.

Introduction to Campus Life

For Applications and Information Contact:

Housing Office
Faulkner State Community College
1900 Highway 31 South
Bay Minette, Alabama 36507
Telephone: 251-580-2121
Toll Free: 1-800-381-FSCC (3722)

Residence Hall Staff

The Residence Hall staff includes the Housing Director, Resident Director, Resident Assistants (RAs), Desk Assistants, Security Officers and Maintenance. Each of these positions play an integral part in helping residents while living at Faulkner State.

Housing Director

The Housing Director oversees the overall operations of the Residence Life. The Director processes all housing applications, assigns rooms for each semester, facilitates room changes and cancellations, applies all relevant charges and maintains past and present contracts, and facilitates long and short-range goals of the Housing Office to improve campus life for the residents.

Resident Director

The Resident Director strives to develop an atmosphere conducive to the academic and personal growth and development of residents; to provide efficient management of the facility; to provide personal

assistance to residents in a variety of ways; and to maintain a living environment which attends to the needs of the residents.

Resident Assistants

Resident Assistants, or “RAs,” are full-time students who live with the residents of a particular floor. RAs assist the Resident Director in managing facilities and coordinating activities and programs, information dissemination, and policy enforcement. They direct their efforts toward building a community atmosphere.

RA applications are accepted in the spring semester for the upcoming academic year. We are continually looking for candidates who have an interest in making a positive and lasting contribution to residence life at Faulkner State. RAs gain valuable leadership experience, and develop interpersonal and communication skills that serve them well in whatever careers they choose. The remuneration includes room and meals, and the rewards inherent in helping people achieve a richer collegiate experience and building memories that last a lifetime.

Desk Assistants

Desk Assistants are students who assist in signing in guests during visitation hours and office duties as assigned by the Resident Director.

Security Officers

Security Officers are located in the lobby of each hall 24 hours a day while the halls are inhabited. They monitor the halls and work with other Residence Hall Staff to ensure the safety of residents and guests.

Maintenance

Each Hall has a Maintenance staff who provides general custodial functions and will process all maintenance requests and work-orders.

Faulkner State Campus Police

Campus police officers are available to answer questions and assist residents. To reach Campus Police, call 251-580-2222. In case of health/safety-related emergencies, call 911. Residents are encouraged to notify police when suspicious persons or unusual circumstances are present in residential areas.

Cafeteria

The College Cafeteria “Sun Chief Grill” is located on the first floor of the McVay Building. The cafeteria offers excellent food prepared by a highly trained staff. Students living in residence halls are provided a meal ticket. Meal tickets are attached to ID cards and are non-transferable. Student IDs are required to be presented at each meal. Lost meal tickets should be reported immediately to the Business Office so that the owner will not be held responsible for its misuse. All students eating in the cafeteria must have proof of payment for the meal.

Neither food nor equipment is to be taken from the dining hall. Students are to return trays to the dish return. Students are invited to take their suggestions regarding Cafeteria policy to the Student Affairs Committee.

Meals are served three times per day, Monday-Friday except for holidays and college breaks. The cafeteria is closed during the summer semester.

Serving Hours (Monday through Friday)

Breakfast 7:15 a.m. - 8:45 a.m.

Lunch 11:00 a.m. - 1:15 p.m.

Dinner 4:15 p.m. - 6:00 p.m.(5:30 p.m. on Friday)

Student Development Services

Located in Memorial Hall, the Dean of Student Development counselors respond to residents seeking career/vocational planning and counseling; provide assistance with selection of a major and provide assistance with other personal, academic-related concerns.

Policy of Non-Discrimination

Faulkner State provides equal educational opportunity to and is open and accessible to all qualified students without regard to race, color, creed, national origin, sex, or disability, with respect to all of its programs and activities.

The Dean of Student Development has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided there under, are available from the ADA coordinator.

For the most up-to-date policies, rules and regulations refer to the current edition of the College Catalog and Student Handbook.

Room Assignments and Contractual Obligations

Room Applications/Assignments

The Housing Office accepts applications for housing assignments regardless of race, creed, color, national origin, or qualified disability. We make housing assignments on a first come, first serve basis, in compliance with College policy.

Applications are accepted starting the first business day of February each year for the upcoming academic school year. Along with a completed application and \$50.00 application fee is also required for applications to be processed. Applications for Summer Housing are accepted at all times of the year. Applications can be found at the Student Services' Housing and Admissions Offices or online at <http://www.faulknerstate.edu/students/housing.aspx>

Every effort will be made to honor all room requests; however, these requests must be mutually requested. All other roommate assignments will be done on a random basis.

To reside in the residence hall, all residents must sign a Residence Hall Contract for the academic year (Fall and Spring) or remainder of the contract period. Summer semester has a separate contract.

Room Changes

There will be no room changes during the first two weeks of the semester unless in emergency cases. To request a room change, please see your RA or the Housing/Resident Director. Changing rooms without prior approval from the Housing Office could result in sanctions or fines.

The College does have the right to reassign a resident to a different room when deemed necessary or it is in the interest of the College.

Waiting List

During the past few years, the Housing Office has had to maintain a waiting list for residence hall students applying for Fall Semester. Many, but not all, of the students on these lists were able to be assigned to a room by the August check-in. New students are advised to apply for housing as soon as they are accepted and decide to attend Faulkner State.

There has also been a waiting list for new students entering the College during the Spring Semester. New students are advised to apply for the Spring as early as possible.

Compliance

By signing the Residence Hall/Meal Contract, residents agree to comply with all regulations, policies, procedures, terms, and conditions of Faulkner State College. Failure to comply may result in disciplinary action. Refer to the contracts for specific contractual obligations.

Cancellations

Residence Hall Contracts are binding for the entire contract period. You may cancel your residence hall contract only if you complete all required classes for graduation at the end of the Fall semester. You are not entitled to a refund of any fee paid or unpaid if you are suspended from College for violation of policies and regulations governing student conduct (including academic suspension) during any contract period, nor will you be released from your financial obligations for the contract period. Residence hall withdrawal forms are available in the Housing Office.

Residents must properly check-out with a Housing Staff member. If your key is not returned, you will be charged a replacement cost for a new lock and key.

Check/Move-In

All residents-new or returning-are required to check-in at the lobby or desk of their residential facility. This process includes receiving appropriate keys, reviewing and signing the Room Condition Form, and receiving other materials or information from the Resident Director and/or RAs.

Check/Move-Out

When residents are ready to vacate their rooms, the following check-out process must be completed:

- Thoroughly clean their room and bathroom.
- Properly dispose of personal garbage. Large bags are available for garbage.
- The Director or Resident Assistant inspects the final condition of the room and notes any damages on the withdrawal form.
- All keys are surrendered to the staff member, who notes it on the withdrawal form.

Additional check/move-out information will be distributed at the end of each semester to assist residents in the check/move-out period.

Rent Payment

The cost of living on campus is in addition to tuition, fees, and books. All housing charges are paid at the Business Office. Residents will receive notice of payment due. If payment is not received by the due date, your meal ticket is voided, and you are required to vacate your room immediately.

Damages and Damage Assessment

Damages and repairs needed should be reported in writing. File these reports in the appropriate area in lobby area. If repairs are not made in a timely manner, please report to your RA or director. Assigned residents will be responsible for any loss or damage to their assigned area or to the furniture, fixtures, equipment, and effects contained therein and for any damage or loss caused by the resident (s) to any part of the residence hall.

You may make no alterations, changes, repairs, remodeling, or painting of the premises, furniture or equipment. You may not move furniture from its original placement. You may use no screws, nails, tacks, pins, adhesive back hooks, tape, duct tape, wallpaper, carpet tap or contact paper in or on the premises. You may not tamper with or change locks already in use. No alcoholic beverage containers, signs or paraphernalia may be kept as decorative display. No items may be hung in windows. For curtains, only expansion-type rods may be used. No items may be affixed permanently to the furniture or in the room. No pets are permitted in or around the Residence Hall. Substantial damage assessments will be levied for violating any of these conditions.

Residents are charged and billed for damages which may include; destruction of College property; defacing walls, doors, windows, floors, or trim; putting holes in doors or walls; painting College property; leaving stains or tape, glue, or putty residue; and broken windows.

Residents of each facility are responsible for maintaining the conditions of the residence hall rooms and all public areas of the facility. When damages occur as the result of horseplay or vandalism that cannot be attributed to an individual, all residents involved may be charged.

Room Entry/Searches

College personnel staff make every reasonable effort to respect residents' privacy. However, authorized personnel may enter under the following circumstances:

- When there is an immediate threat to the health and safety of residents or property;
- When there is probable cause to preserve campus order;
- During fire drills or severe weather evacuations;
- For purposes of routine maintenance repairs or inspections.

If deemed necessary and advisable for the safety, security and the maintenance of an educational atmosphere a room may be searched. Searches will be conducted only in accordance with the preceding sentence or if there is a reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state, or local laws, or College regulations. Any room search, except searches conducted by law enforcement offices with duly issued search warrants must be approved by the Dean of Student Services.

Internet

Access to the Faulkner State Network System shall be provided on an as-is basis with no guarantee of quality or availability. Access to the Faulkner State Network is dependent on the availability of the network and availability of lab computers. Instructional classes are given priority in the usage of computer labs, bandwidth, and all other technology resources.

Access to the Internet at Faulkner State Community College is provided to all students free of charge by the Alabama Supercomputer Authority (ASA) through the Alabama Research and Education Network (AREN). In compliance with the AREN usage policy, Internet services are for the use of individuals legitimately affiliated with Faulkner State Community College to facilitate the exchange of information consistent with the academic, educational, and research purposes of the institution.

Usage of the Faulkner State Network System is on an at-will basis. Faulkner State Community College and the Technology Services Department will not be responsible for any damage to person or property from the use of the Faulkner State Network System.

It is not acceptable to use the Internet/Network for purposes which violate any federal or state law, or College Policy; are harmful or harassing to others; disrupt normal network use and service; executes for-profit commercial activities or business transactions; or constitutes political campaigning. Use of the Faulkner State Network System that is abusive or destructive may result in disciplinary action.

Failure of Faulkner State Community College to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision. The College retains the right to monitor, collect, and store all electronic activity conducted on the Faulkner State Network System.

We strongly encourage the residence hall students to subscribe to their own internet service through an ISP.

For more information on network policies, see the current edition of the College Catalog and Student Handbook.

Liabilities/Abandoned Personal Properties

The College shall assume no responsibility for the loss, theft, damage, or destruction of personal belongings in or on residence hall properties.

Room Condition Form

A Room Condition Form is to be completed by the student at the time of move-in and again after move-out by the Resident Director or RA in order to document damages and determine repair/replacement costs. In order to ensure the most accurate records residents are asked to complete every section of the room condition form and to note all pre-existing damage in their room (if any).

Vacation Periods

Residence halls are closed during vacation periods. Students must vacate their rooms at these times, unless authorized to remain by the Director and the Dean of Student Services. Violations of this policy may result in the student's suspension from the residence hall and/ or the College.

College Rules, Regulations, and Policies

General Residence Hall Rules

It is expected that students living and visiting in the residence halls will cooperate with the Hall Director, housing staff, and with each other in maintaining a routine of living conducive to wholesome college life. Living in the residence halls is a privilege and the College reserves the right to revoke this privilege whenever the actions of a resident are not conducive to good study habits or interfere with the rights of others.

The following are prohibited in and around College-operated residence halls and discovery of such offenses will lead to disciplinary action:

1. Fireworks, ammunition, firearms (including pellet guns, air rifles, or AirSoft-type guns), any incendiary or any type of explosive device or material;
2. Gambling in any form;
3. Smoking and tobacco products, including but not limited to electronic vapor paraphernalia;
4. Candles, incense or other flame-emitting articles;
5. Possession of state, federal, local or miscellaneous signs illegally obtained;
6. Pets;
7. Open element electrical appliances;
8. Weight-lifting apparatus;
9. Splicing into or otherwise "tampering" with existing electrical wiring;
10. Playing or practicing of musical instruments;
11. Dart boards, darts or any type throwing knives;
12. Use of profane language, verbal abuse, and/or insubordination toward any college employee;
13. Sexual activity including any sexual conduct by, between, with, to, or involving two or more persons regardless of gender.

Code of Student Conduct

1. Jurisdiction of the College. Jurisdiction of the College is generally considered to include student conduct which occurs on College property and/or student conduct which takes place on non-

College property which has an adverse effect on the College, the members of the College community, or the fulfillment of the College mission.

2. Violation of Federal, State, or Local Law

- a. If a student is charged with an off-campus violation of federal, state or local law, and is subsequently found guilty or has plead “no contest,” disciplinary action may be taken against the student for misconduct that demonstrates disregard for the College, members of the College community, or the mission of the College.

- b. If a student is involved in misconduct which is a violation of the Code of Student Conduct, as well as a violation of federal, state, and local law, College disciplinary proceedings will proceed without consideration to the pendency of civil litigation in court or criminal arrest and prosecution. However, inform off-campus law enforcement authorities of the policies of the Code of Student Conduct and how the offense in question may be handled by the College. The College will cooperate fully with the off-campus law enforcement authorities, as well as other related agencies in the enforcement of criminal law on campus and in the conditions imposed by civil and criminal courts on student violations.

3. Conduct—Rules and Regulations

Misconduct

A student is subject to disciplinary action by the College, up to and including dismissal from the College, for misconduct occurring on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored or conducted by the College. Such misconduct shall include but is not limited to the commission of or the attempt to commit any of the following offenses:

1. Forgery, alteration, destruction, theft or misuse of College documents, records or identification;
2. Intoxication or the display or possession of alcoholic beverages and the use or display of such in the residence halls and all other areas of the campus;
3. Participation in any form of gambling;
4. Use, possession or distribution of firearms, other weapons, ammunition, fireworks, any incendiary, or any type of explosive device or material. Only duly constituted law enforcement officers may possess firearms on campus;
5. Disorderly conduct, including but not limited to, rioting, inciting to riot, assembling to riot, raiding, inciting to raid and assembling to raid College properties;
6. Unauthorized possession or growth of marijuana plants or any material derived of such plants;
7. Unauthorized possession of drug paraphernalia as defined by federal, state or local laws;
8. Lewd, indecent, obscene behavior or expression, including sexual relations;
9. Unauthorized entry to or use of College facility;
10. Unauthorized possession of a key to any College facility;
11. Unauthorized entry into a College employee’s work area;
12. Unauthorized interference with the use of or access to College facilities;
13. Unauthorized guests in the Residence Halls;
14. Failure to possess or promptly present a Faulkner State I.D. Card when requested by College Officials or law enforcement officers;
15. Failure to promptly comply with directions of College officers or law enforcement officers acting in the performance of their duties as such officials and officers;

16. Violation of any College policies or regulations as published or referred to in the Student Handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; the use of College facilities; occupations and visitation of residence halls and other housing owned or controlled by the College; and the use of parking or motor vehicles on the campus; and unauthorized use of College computer facilities, programs, and/or data, and/or violations of College computer policies and/or procedures;
17. Making, presentation, distribution, transmission, or promotion of any video or audio recording of any person situated within or upon the premises of Faulkner State which recording is reasonably determined by the Faulkner State Dean of Student Services to be of an obscene, profane, verbally abusive, or sexually provocative nature, or of an unduly violent nature, or which would tend to unduly bring disrepute to Faulkner State or any student or employee of Faulkner State, or which would otherwise present Faulkner State or any student or employee of Faulkner State in a manner that is contrary to the good name and reputation of Faulkner State.
18. Violation of any federal, state or local laws.

The following offenses will merit automatic disciplinary suspension or expulsion:

1. Actual or threatened physical abuse of any person, including hazing or harassment, or any other act which could endanger the health or safety of any such person;
2. Theft or intentional damage to property of the College or to the property of any member or visitor of the College Community;
3. Use, possession, growth, sale, manufacture or distribution of narcotic or dangerous drugs, or drug paraphernalia as defined by the statutes of the State of Alabama, except as expressly prescribed by a physician;
4. Intentional misuse of any College fire alarm or fire-fighting equipment;
5. Unauthorized visits in the residence halls by members of the opposite sex;
6. Sexual activity including any sexual conduct by, between, with, to or involving two or more persons regardless of gender;
7. Use, possession, or distribution of firearms, other weapons ammunition, fireworks, any incendiary, or any type of explosive device or material. Only duly constituted law enforcement officers may possess firearms on campus;
8. Failure to promptly comply with directions of College officers or law enforcement officers acting in the performance of their duties as such officials and officers; or
9. Making, presentation, distribution, transmission, or promotion of any video or audio recording of any person situated within or upon the premises of Faulkner State which recording is reasonably determined by the Faulkner State Dean of Student Services to be of an obscene, profane, verbally abusive, or sexually provocative nature, or of an unduly violent nature, or which would tend to unduly bring disrepute to Faulkner State or any student or employee of Faulkner State, or which would otherwise present Faulkner State or any student or employee of Faulkner State in a manner that is contrary to the good name and reputation of Faulkner State.
10. Intoxication or the display or possession of alcoholic beverages and the use or display of such in residence halls and all other areas of the campus.

In cases of misconduct within a residence hall room, all residents within the room at the time may be held accountable for rules violations.

In accordance with the Family Educational Rights and Privacy Act, any student under the age of 21 who commits a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/ guardians.

For additional information, see the Student Code of Conduct in the most current edition of the College Catalog and Student Handbook.

Safety and Security

Active Shooter/Lockdown

- If you see a shooter or any other person who could pose a threat to the safety of others notify campus police, security, or any college employee.
- If you are notified we are in a lock-down situation, go to the nearest room with locking capabilities.
- Lock all doors, close the blinds, stay away from doors/windows that could give away your location.
- Silence phones and electronics, place barriers in front of all doors and evaluate possible escape routes.
- Follow all instructions issued by emergency response officials.

Evacuation/Fire/Fire Drill

Fire drills are required by Alabama law and all residents are required to participate if present. Evacuation is absolutely required in all instances. No residents may remain in the building. Procedures for evacuation are explained at the first hall meeting.

Sun Chief Hall Evacuation Procedures

- Exit through the nearest Emergency or Non-Emergency Exit that is safe to approach. Keep in mind this exit may be located on either end of your hallway.
- Avoid going into areas that appear to be dangerous to your safety.
- Do not use the elevators as their safety could be compromised.
- Go to the grass area between Sun Chief Hall and the Softball Field. Avoid going into streets or parking lots. If you have a guest (who is not a resident) visiting you, keep them with you. A roll/attendance will be taken so please make sure you find the nearest housing staff member and be visible until you are accounted for.
- Stay in your designated area until you are told to return to the Residence Hall by a Faulkner State Community College Employee or a Fire Department Employee.

Thompson Hall Evacuation Procedures

- First Floor:
 - Use the emergency exit at the end of the hall or the back double doors and go directly to the back parking area. If you are unable to use either of the above exits, you can use the west end of middle stairwells to exit the building and go to designated areas.
- Second/Third Floors

- If you exit at the emergency exit door located on the 2nd floor east end you will go directly to the above parking area near the Library.
 - If you exit the emergency exit door located on the 1st floor go directly to the back parking area.
 - If you exit at the 2nd floor lobby door you will go out the front of the bld. and cross to the other side of the street.
- Stay in your designated area until you are told to return to the Residence Hall by a Faulkner State Community College Employee or a Fire Department Employee.

Fire Alarms/Smoke Alarms/Extinguishers

Unauthorized use and/or abuse of fire alarms, smoke alarms, or fire extinguishers is prohibited. Turning in a false alarm, tampering with fire-fighting equipment, or setting fire will result not only in disciplinary action but in arrest, as well as a charge for repairs and/or replacement of equipment.

Severe Weather

In the event of severe weather (Tornados, hurricanes, etc.), the following procedures should be followed:

- If time allows, close windows and blinds.
- If time allows, proceed to the lowest level.
- Do not exit the building.
- Find a hallway-away from glass-for shelter.
- Sit against the wall, do not stand.
- Be prepared to cover yourself for additional protection.
- Students are responsible for meeting all assigned classes. In the event of inclement weather, students will be expected to attend classes as usual as long as they do so **without risk of peril to themselves or to others.**

Room Security

All doors of the Residence Hall will be secured. All students must enter and leave through the front and rear doors. The front and rear doors of the Residence Hall may be used at all times. Any student caught using emergency exits may be subject to immediate suspension from the dorm. When leaving a room for whatever reason (even if just to visit next door), residents should lock their door. Personal theft most often occurs where the room door was left open and unattended "for just a few minutes." Should theft occur, contact your RA, Hall Director or Campus Police.

Door Propping

Propping open entry doors breaches the safety of the occupants. Violators are subject to disciplinary action.

Violence Against Women Reauthorization Act (effective March 7, 2014)

VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the Clery Act reporting requirements. Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other

person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person:

A. Who is or has been in a social relationship of a romantic or intimate nature with the victim;
and

B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

A. Fear for his or her safety or the safety of others; or

B. Suffer substantial emotional distress.

Safety Tips

While Faulkner State Community College is a friendly, safe, non-threatening campus, there are general safety precautions to follow wherever you may be. We at Faulkner State encourage you to incorporate the following precautions in your daily activities whether you are on campus, shopping, traveling, or in your own neighborhood at home.

- **Be An Alert Walker.** Walk confidently. Know who and what is around you.
- **Always Lock Your Door.** It only takes a burglar 40 seconds to steal something!
- **Don't Flaunt Your Valuables.** It just adds to the temptation. Keep valuables out of view.
- **Identify Valuable Property.** Keep a list of serial numbers. Write your name in the same secret place in all your textbooks, for instance.
- **Determine Safe, Well-lighted Routes.** Don't take shortcuts, especially at night.
- **Report Unusual Situations.** If you think something may be wrong, it probably is. Call the Campus Police (251-580-2222), the College switchboard (251-580-2100), the Bay Minette Police Department (251-937-7450), or 911.
- **Don't Operate Alone.** Use the "buddy system."
- **Watch Where You Put Things.** Your belongings may not be there when you return.
- **Always Let Someone Know Your Plans.** Let someone (roommate, friend) know where you are. Doing this will prevent undue concern over your absence.
- **Shout For Help.** If you are ever attacked or are running from an attacker, shout and keep shouting until someone hears you; call out a male friend's name as if he is just up ahead.
- **Be Prepared To Defend Yourself.** Carry your keys in your hand if walking to and from your car. If you are attacked you have a weapon. A lot of common items can be used as weapons: pencil, purse, book bag, etc.
- **Carry a Whistle.** It could save your life.
- **Always Lock Your Car.** Never leave valuables in your car.
- **Check Your Car.** Always check the back seat and floors as you approach your car.

Community Standards

Alcohol/Drugs/Tobacco

Alcohol

Faulkner State prohibits the possession, display or use of alcohol on campus including on-campus residential facilities. Public intoxication (drunkenness) is likewise prohibited. Residents in violation of these regulations are subject to disciplinary suspension and/or arrest by the campus police.

Drugs (Controlled Substances)

Residents found possessing and/or using illegal drugs will not only be immediately expelled from on-campus housing but will be subject to additional disciplinary action. **In an effort to ensure a drug free campus, the College reserves the right to use trained dogs to search for contraband substances.**

Tobacco

All buildings on Faulkner state's campuses are Smoke Free and Tobacco Free, including residence halls. Violation of this policy may result in suspension from the residence hall and a \$25.00 fine for such violation in other buildings and areas of campus not designated for smoking and tobacco products.

The designated areas for the residents tobacco use is the parking lots adjacent to each hall. Further information is given to each resident regarding tobacco policies upon move-in.

Access Security

Access security doors are used to access the building. The resident will be issued a key to their room, and it is their responsibility to return this key to a housing staff member when they vacate their room. If their key is lost or stolen, they will be charged a replacement cost for a new lock and key. A resident may not duplicate their key nor possess unauthorized keys. One's original assignment key must be submitted at check out.

Appliances

Appliances allowed include: small microwave (black, white or stainless, not to exceed 1.5 cubic feet), refrigerator (not to exceed 4.5 cubic feet); stereo, television, personal computer. Prohibited appliances include: microwave ovens, George Foreman-type grills, hot plates, crock pots, toaster ovens, toasters, ceiling fans, space heaters and appliances with open flames or heating coils or which pose an electrical overload hazard.

Cable TV

Basic Cable is included in the rent of the room. If cable is not working properly please contact a housing staff member as soon as possible.

Cleaning/Housekeeping

Residents are responsible for the cleanliness of their rooms and bathrooms. The College unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to require minimum standards. After one warning for a room that needs cleaning, the student will face sanctions and fines on the second violation. Needed repairs should be reported to the proper authority in the

residence hall. A charge is made if a student checks out without cleaning a room or if for some reason the College personnel are required to clean a room. Students must have their own broom, vacuum and mop for cleaning.

Computer Lab

The Residence Hall provides a Computer Lab for residents only and offers free wireless connection in each building. Each lab has a printer for free of use, but residents must provide their own paper for printing. Residents using the computers for classes and studying will be given priority. There is to be no food, drink, or loud noises in the Computer Lab or storage of personal items/files on the computer systems.

Electrical Outlets Use

Overloading electrical outlets poses a potentially serious fire hazard. This problem is multiplied when many residents of the facility are also overloading electrical outlets. Residents are asked to only keep plugged-in those appliances that require constant use (refrigerator, clocks, etc.), and alternate other appliances when needed. In the event of a circuit breaker being tripped, see the Residence Assistant for that area or that is on duty.

Flammable Materials/Liquids

Use and storage of flammable materials/ liquids in residential facilities is strictly prohibited.

Food

Food must be kept in covered containers in order that health standards may be maintained. Food is not allowed in the lobbies or computer areas. All food must be disposed properly in identified trash receptacles.

Furniture

College owned property must not be removed from rooms, lounges, or other areas where such is located without permission.

Gambling

Gambling in any form is not permitted and may result in suspension for the Residence Hall and/or College.

Garbage Removal

Maintenance will remove garbage from the residence halls daily. Residents of these facilities are required to bag their own garbage and place it in the designated area for garbage. No garbage or trash should be swept or dumped in the hall. Violations of such will result in a fine for cleaning.

Hall Meetings

Important information is disseminated to residents at periodic hall meetings. Of particular interest to residents is the first mandatory hall meeting of the Fall, in which the total Residence Life program is introduced.

Kitchen

All residents have access to a kitchen area which includes microwaves, ice machine, vending machines, eating area, etc. You are required to clean all areas/items that you use in the kitchen. Failure to do so can result in fines.

Laundry

Each residence hall has laundry facilities for residents of that building use only. Please limit washing so that all residents have an opportunity to use the laundry. Residents must have laundry soap. Group activities are not permitted in the laundry area. Residents are expected to remove their laundry items, soaps and all personal belongings after using the laundry facilities. Failure to do so can result in fines.

Linens

Each student should bring linens for bed and bath including twin deep pocket bed sheets, mattress cover, pillow, blankets, cover, towels, bath mat, soap, etc.

Lobbies

Residence hall lobbies are for the use and convenience of residents and their dates or invited guests. These areas are not designed for unscheduled group activities. The Lobby is to be used only for meeting guests. All other group activities should be conducted away from the residence halls. Residents are expected to remove any litter or personal items as they leave the area.

Mail

Address all mail as follows:

Student Name
Sun Chief Hall Room # or Thompson Hall Room #
Faulkner State Community College
1900 U.S. Highway 31 South
Bay Minette, AL 36507

It is the resident's responsibility to have all mail forwarded or change their address after moving out. The College is not responsible for mail received after a resident has checked-out.

Maintenance Repair

Work order for damages to rooms can be found in the front lobby of each residence hall. In the event of an emergency repair work needed at night or on weekend, consult your Resident Director or Resident Assistant.

Mattress Covers

Mattress covers are necessary for health and sanitation and their use is required in the residence halls. All residents are required to provide their own personal mattress covers.

Pets

For sanitary reasons and safety, no pets or animals (including fish) are permitted in the residence halls.

Personal Property

Residents are responsible for their personal property during occupancy. The College is not responsible for personal property left after check-out has concluded. Each resident is encouraged to carry Student Personal Property Insurance, or be covered under their parents' home owners insurance policy.

Quiet Hours

Quiet hours which are conducive to study and sleep will be observed from 8 p.m. - 8 a.m., except during dead days and finals week when quiet hours are observed 24 hours a day. On Friday and Saturday, quiet hours begin at 11:00 p.m. and end at 11:00 a.m. the following morning. Quiet hours are also to be observed in all the common areas (theater, computer/study labs, halls, game room and living quarters). Modified quiet hours are observed at all times. This means that unnecessary noises and disturbances are not permitted. Students are not allowed to gather and visit in the hallways during quiet hours. During these hours noise should not be heard from outside your closed door. It is advised that if you are leaving your room to turn off all radios, tvs, and computers.

Solicitation

Commercial solicitation is not allowed. Door-to-door sales or canvassing of any kind is prohibited (including on-campus student organizations). No distribution of advertisement flyers is allowed without prior approval of the Dean of Student Services' Office.

Telephones

Each student space will be equipped with one telephone jack. If residents desire telephone service, they must purchase a telephone and contract with the telephone company for installation and service. The College is not responsible for providing a telephone or telephone service to the room.

To establish telephone service, the student must provide the company one of the following location addresses (These are physical addresses only and not to be used for mailing purposes):

Sun Chief Hall
Room #
202 N. College Drive
Bay Minette, AL 36507

Thompson Hall
Room #
200 S. College Drive
Bay Minette, AL 36507

Theater/Movie/Game Room

For educational programs and recreational entertainment, a theater, movie rooms, and a game room are provided for residents and their guests. It is recommended that any resident wanting to use the theater or movie rooms to reserve the space at the front desk of their residence hall.

Vandalism

Vandalism of residence halls costs all residents in terms of rent increases and collective damage assessments. In some instances destruction of property poses a safety threat to all residents (in the case of fire safety equipment). Residents and/or their guests face disciplinary action and possible arrest and conviction if found guilty of vandalizing college property or other residents' personal property.

Weight-lifting

Weights and/or other weight-lifting apparatus is prohibited.

Guests/Visitors

A guest is defined as any individual who does not reside in the resident's assigned building or is of the opposite sex. Parents, family and guests of the same sex are allowed to visit daily from 8:00 am to 10:00 pm. Guests of the opposite sex are allowed to visit during posted times. There is a three hour limit for all guests per day.

Guests are expected to follow all residence hall and college policies. Any student who has unauthorized guests in the residence hall may be suspended from the residence hall and/or the college. Children under the age of 16 are not allowed past the common areas of the residence halls. Any student not abiding by such policies will be subject to suspension from the residence hall and/or college. The student and their guest will have to present a photo ID to a Housing staff member upon entering the residence hall.

Each resident and guest is allowed four overnight visits a semester. After the two first visits the resident's account will be charged \$10.00 for each additional night. Each overnight visit must be preapproved by the Resident Director or Housing Director. The resident must fill out the overnight guest form and have it signed by the roommate and a housing staff member by 5:00 pm. The form can be found at the lobby of each Residence Hall. The form and visitor's photo ID must be given to the security officer on duty when the visitor arrives. Overnight visitors must check-out with security by 12:00 pm the following day.

All guests must be escorted at all times by the resident they are signed in under. Areas around residence halls are off limits to all persons after 10:00 pm except for students returning to the residence halls. No loitering is permitted at any time inside or outside the residence hall areas.

Roommate Survival

Congratulations! Welcome to the Faulkner State family! You've moved into your residence hall, your new home. Feeling a bit uneasy? Are you thinking, "What about my roommate? Will we get along? What will it be like to live with someone else? But, of course we'll get along. I'm an easy person to live with, and besides, my roommate is a college student, just like me..."

If only it were that easy! Regardless of how well you know your new “roomie,” we have some hints that could help make living together enjoyable.

HINT 1: Ask each other these questions about living conditions.

- What time do you go to sleep? What time do you get up?
- Are you a light or heavy sleeper? Do you snore?
- How much do you study? When and where do you study? How quiet does the room have to be while you study?
- What kind of music do you like? How loud? Can you use headphones?
- How hot or cold do you like the room?
- What about guests dropping by? How often? How late should they stay? How about weekend visitors?
- Which things of yours are OK for me to borrow? Which are strictly off-limits?
- How neat and clean do you want the room? How do we decide who cleans what and when? How will we decorate the room?
- What about food in the room? Do we share?

HINT 2: Ask these questions to find out more about your roommate.

- Where are you from?
- What do you like?
- What is your major field of study?
- What do you want to do after you graduate?

HINT 3: Follow these survival tips.

- Discuss (and be truthful) the questions in Hints 1 and 2.
- Never assume your roommate is just like you. You are both individuals.
- Always ask permission. Don't just use the iron or eat the cookies, even if you think it might be OK.
- Listen to your roommate. Make sure you understand how he/she feels.
- Realize there is no perfect roommate. Concentrate on making this roommate relationship work.
- Take accurate messages.
- Appreciate your roommate. Praise and common courtesy can help any close relationship. Never take your roommate for granted.
- Don't let little things build up. Talk about minor things when they happen. Don't wait for “the last straw.”
- Avoid being judgmental. You are not your roommate's keeper!
- Be willing to compromise. Set the tone to solve a problem, not just complain about it.
- When in doubt, ask your Hall Director or Resident Assistant for advice. They are trained to help mediate conflicts.

So are you ready to move into your room yet? We thought so! Remember, there's no magical formula for getting along with your roommate. But with a little patience and flexibility along with a good sense of humor, you're more likely to find the experience a worthwhile endeavor.

Believe it or not, learning to live with a roommate can be an even greater challenge than Chemistry 101 or freshman English! There is no foolproof method for matching up roommates. The most important factor for success in a roommate situation is YOU!

Just because your roommate isn't exactly what you had hoped for is no reason to panic. In fact, you may not be what your roommate had imagined either. Your roomie doesn't have to be your best friend, and the two of you don't have to spend every minute together. Think of this experience as a way to learn about someone who may be very different from you. Who knows? Your roommate may well turn out to be a very special friend. Remember, however, that if all efforts fail, the Housing Office will designate a day early in the semester for room changes.