



**Residence Hall Handbook
2006-2007**

KAPLAN COLLEGE RESIDENCE HALL HANDBOOK

WELCOME TO FAWLEY HALL

Welcome to Fawley Hall! You are entering an important phase of your education both academically and personally. Living in Fawley Hall will enable you to enjoy a unique experience, the opportunity to share housing with many people from different backgrounds, and sharing the common goal of specialized education.

The mission of Kaplan College is to provide education, which enables men and women to pursue successful careers and to live enriched lives. We provide you with the opportunity to pursue education and training leading to the development of professional, marketable skills, and to employment upon completion of your chosen program of study. In addition, residing in Fawley Hall will provide you with the opportunity to develop interpersonal skills, which will assist you in making a successful transition from college to the world of work.

KC is committed to providing you with an environment conducive to academic and personal development. We will do our best to provide you with a place to live that is safe, secure, attractive, and comfortable.

RESIDENCY REQUIREMENTS

Fawley Hall residents are required to be full-time students of Kaplan College while maintaining a minimum grade point average of 2.0 and making satisfactory progress.

Residents of Fawley Hall who do not maintain these specifications will not be eligible for the upcoming term(s).

Extenuating circumstances may be reviewed and exceptions granted by the college president.

RESIDENCE HALL STAFF

Fawley Hall, KC's residence hall is administered through the office of the Student Services Coordinator. The resident assistant will be responsible for the students and reports to the SSC. The resident assistant resides in the building and will be available to assist you in making the adjustment from home to college and to the resident hall environment. The resident assistant is also available for informal, personal and social advising and is responsible for helping to ensure the safety and security of the students and property.

Committees will be established to help new students adjust to the transition from home life to dorm life. One of the functions of a committee is to organize social events such as dorm dinners, parties, etc. A suggestion box in the laundry room has been posted for your ideas and comments.

RESIDENCE HALL FURNISHINGS

If you reside on campus while attending Kaplan College, you will be living in an apartment suite. Your apartment will have three bedrooms, a kitchen, a lounge, and two large showers.

All apartments are carpeted except for the bathroom area. The kitchen has a refrigerator, stove, table, and four chairs. The lounge has a sofa, two chairs, a coffee table, and end tables. All bedrooms have bunk beds that can be used as singles. They also have a desk, chairs, bookshelves, a divided closet, dresser, and under bunk storage space. All windows have designer window blinds. No curtains are needed. All furnishings **MUST** remain in the apartment.

When preparing to move into Fawley Hall, you should bring those items that you feel are necessary to personalize your room and apartment. You will need towels, linens, pillows, bedspreads, lamps, desk lamp, clocks, personal toiletries, cooking utensils, dishes, silverware, an iron, vacuum cleaner, and a fan. Student air conditioning requires an additional fee.

SUITE ASSIGNMENTS

Requests for suitemate and suitemate assignments are considered. Suitemate assignments are made by the director of student services based on the information collected from the *Roommate Referral Data Form* and personal interviews with the residents when possible.

Although suitemates are carefully assigned, it is recognized that problems occasionally arise in sharing a living space. The resident assistant is available to handle such difficulties and should be sought out when conflicts arise. The SSC will authorize suitemate changes only after the residents have made an effort to reconcile their differences. The give and take necessary to sharing a living space is an important learning experience and the College encourages students to attempt to resolve their own problems. However, there are occasions when an apartment change is appropriate, provided space is available.

Kaplan College is committed to a policy of nondiscrimination in all its operations and facilities. Assignments will not be based upon race, creed, color or national origin.

RESIDENCE HALL ROOM SCHEDULES

Room reservations will be held until noon on the first day of classes each trimester. Failure to report by this time will result in cancellation of the reservation and forfeiture of money paid. Residents may not occupy Fawley Hall prior to the time specified in the Kaplan College academic calendar. Residents are required to vacate the apartment at the end of each term and during the Thanksgiving and Easter breaks when the residence hall is closed.

Room assignments may not be changed at any time by the resident without approval from the Student Services Coordinator.

REFUND POLICY

Your *Residence Hall Housing Agreement* is a rental contract for the period of one term. Your term housing payment is refundable ONLY if you do not begin classes. NO refunds are made under any other circumstance or at any other time. If for any reason you decide to move out of the residence hall before the end of a given term and continue to be enrolled as a student at KC, you will receive NO refund. There are no exceptions to this policy.

If you withdraw from the College after occupying the residence hall, the College will follow the same refund policy as for tuition refunds (see College catalog).

RESIDENCE HALL CLUBS, ORGANIZATIONS, AND STUDENT ACTIVITIES

Some dorm activities include cookouts, picnic, pizza parties, movies, and intramural sports such as volleyball and basketball. You are encouraged to participate and be involved in residence life while attending Kaplan College.

Involvement in organizations teaches you skills such as how to manage your time, work effectively with others, and organize your work. You have the opportunity to be involved as a leader or as a participant. You can take part in a variety of educational programs, recreational activities, and community events that will enable you to meet people and learn at the same time.

CHECK-IN PROCEDURES

1. After moving in, you will review a checklist of the condition of the room in the apartment. Any damages or repairs should be reported by the designated time after check-in. Repairs will be made as requested. Any damages or repairs not reported will become the responsibility of the apartment residents. The Residence Hall Assistant maintains all checklists on file until checkout.
2. Dormitory apartment keys and bedroom keys will be issued during check-in. For your security and the safekeeping of your personal items, please keep your bedroom and apartment doors locked at all times.
3. To request repairs or maintenance at any time, complete the *Maintenance Report* form and submit it to the Residence Hall Assistant. Major repairs are completed on weekends. Personnel will knock before entering the apartments. *Maintenance Report* forms are available from the resident assistant, the receptionist, or the director of student services.

TERM BREAK PROCEDURES

1. All lights must be turned off.
2. All food must be removed from the cabinets and the refrigerator.
3. All trash must be removed.
4. All windows must be closed and locked.
5. All heat must be turned off, except for over Christmas break when thermostats should set at 60 degrees.
6. Students are required to leave campus the end of a term.
7. Exceptions to the above procedures may be approved in special circumstances. Please submit your request in writing to the director student services prior to the last week of the term.
8. Report all maintenance and repair requests prior to leaving campus.

CHECK-OUT PROCEDURES

1. The residence assistant and/or college personnel will inspect all rooms and apartments. Residents will be held responsible for any new damages.
2. Apartment keys and bedroom keys will be collected at the same time of checkout.
3. All apartments must be thoroughly cleaned and vacuumed.

HOUSEKEEPING, INSPECTIONS, AND SEARCHES

All residents are responsible for cleaning their bedrooms and common living areas in the apartments. Rooms will be inspected every month for cleanliness, property damage, and fire hazards. For your convenience, a vacuum cleaner is located in the laundry room.

Law enforcement and/or College personnel authorized by the president of Kaplan College may search a resident's room or suite and seize any illegal materials. Such materials may be used as evidence against the student in any disciplinary proceedings at the College.

Prior to a room or suite the resident shall be notified and an opportunity to be present. However, in the event college authorities have a reasonable suspicion that the room or suite contains materials which pose a threat to the health, welfare, or safety of the other students at the College, then the room or suite may be searched

without prior warning. Residents who refuse to submit to a search on reasonable cause may be evicted from the residence hall or referred to the Review Board.

MAINTENANCE AND REPAIRS

As a reminder, the use of tape, glue, nails, screws, contact paper, decals, or brackets on walls, ceilings, woodwork, or furniture is strictly prohibited. "HOLD IT" is available from the bookstore for hanging pictures and posters on the walls. Hot water heaters are not to be adjusted under any circumstances. Please see the resident assistant to replace light bulbs in ceilings and wall fixtures. Please complete a *Maintenance Report* from to replace florescent bulbs.

When problems arise with the facilities such as broken windows, clogged drains, malfunctions with stoves, refrigerators, etc., please complete a *Maintenance Report* form and submit it to the resident assistant. Every effort will be made to complete major or emergency repairs as soon as possible.

Maintenance Report form may be obtained from the resident assistant, the receptionist, or the director of student services.

PROPERTY DAMAGE

As a resident of Fawley Hall you and your fellow hall-mates are responsible for maintaining clean and safe apartments. Damage to the residence hall property will be charged to the resident or residents responsible. The cost of damages or excessive maintenance to common apartment areas will be equally divided among all apartment residents unless a written notice from one or more residents claiming full responsibility for the damage is received by the resident assistant prior to the damage assessment. Residents will be charged for materials and labor.

SMOKING

Fawley Hall is a "SMOKE FREE" building. Residents agree to no smoking within the apartment suite. Cigarette butts are considered trash and should be disposed of accordingly.

SMOKE DETECTORS AND FIRE EXTINGUISHERS

Smoke detectors are provided for the safety of the residents. If a smoke detector is sounded the residents should evacuate the apartment immediately. The fire emergency pull station should be activated. The alarm signals other residents to vacate their apartments immediately. Please refer to the Emergency Evacuation plan for more information. Smoke alarms will be tested on a regular basis during inspections.

Fire extinguishers are placed in each apartment for the safety of Fawley Hall residents. Periodic demonstrations will be conducted on the use of the fire extinguisher. Please be aware of the location of your fire extinguisher. Extinguishers will be checked on a regular basis during inspections. Misuse or damage to the fire extinguisher or the smoke alarm is a serious violation of the College and Fawley Hall housing policies. Residents will be fined \$50.00 for tampering with the fire and safety equipment.

APARTMENT DECORATIONS

Decorations that hang from the ceiling or walls must be made of non-combustible materials. Fishnets are good fire feeders and particularly dangerous. Decorations made of crepe paper or Styrofoam are also fire hazards and are strictly prohibited. Artificial trees are acceptable during the holiday season, although never leave your apartment with tree or window lights on.

SCREENS, WINDOWS, ROOF, BALCONY AND BALCONY LEDGE

Screens are not to be removed for any reason. Windows should be locked when the resident is not in the apartment. Windows are not to be used for entrances and exits from the building. The use of a window for entrance or exit may result in a determination of breaking and entry by local law enforcement officials. Screens must remain in windows at all times. Screen placement will be monitored regularly through inspections.

For safety reasons, residents are not to sit on the balcony ledges. Plants, signs, clothing or other objects are not to be hung on balcony rails. Residents of an apartment are responsible for any objects coming from their balcony. At no time should a resident be on the roof of any of the apartments or the laundry room. Do not pour cooking grease on the roof of the laundry room or on the stones outside the apartment.

LAUNDRY FACILITIES

The laundry room is adjacent to Fawley Hall. Coin-operated washers and dryers are available for residence use. If the washers or dryers are not operating properly, please submit a *Maintenance Report* form to the resident assistant immediately. Every effort will be made to contact washer and dryer repairmen.

AIR CONDITIONING AGREEMENT

Students desiring to use an air conditioner must complete and submit an air conditioner agreement. The student will maintain the air conditioner within the published guidelines of the college and will be required to pay the term fees associated with its use.

TELEPHONES

Telephone hook-ups are provided in each apartment. If you desire to have a phone installed in your room or apartment, it is your responsibility to contact the local telephone company and secure this service. Residents are solely responsible for paying their bills. The College will not accept billing statements for payment.

A public telephone is available for outgoing calls by Fawley Hall residents. The pay phone is located adjacent to the laundry room. Residents have found it helpful to acquire a calling card prior to residing in Fawley Hall.

Please note the following telephone numbers:

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| Emergency | 911 |
| KC, Administrative Offices | 301-739-2670 |
| <i>Do not use the 800 number when calling from the dorm</i> | |
| Washington County Sheriff's Department | 301-791-3020 |
| Verizon | 301-954-6260 |

TELEVISIONS

Television hookups are available in each apartment. Please remember to bring a cable to hook up your TV. If you desire to have cable TV installed in your room, it is your responsibility to contact Antietam Cable at 301-797-5000.

BOOKSTORE

School supplies, clothes, stamps, and “HOLD’IT” are available in the bookstore. Bookstore hours of operation are posted each trimester.

MAIL

Mail is delivered to the College daily, Monday through Friday. As a resident, you may pick up your mail from the receptionist in the Administration Building.

For proper delivery, mail should be addresses as follows:

Kaplan College
Your Name, Apt. #
18618 Crestwood Drive
Hagerstown, MD 21742

For legal reasons, each individual resident is responsible for collecting his or her own mail.

PARKING

Residents of Fawley Hall are required to register their vehicles with the director of student services. Residents are asked to indicate the vehicle license number and insurance company on the registration form.

Students are reminded that this is a residential area. The speed limit on Crestwood Drive is 25 mph; the speed limit on the Kaplan College campus is 15 mph. Dorm students must adhere to the parking policy at Kaplan College.

HEALTH CARE AND REFERRALS

Each resident is required to complete a health form for the College. The health form is useful in case of an emergency and can identify special health care needs. All information is kept confidential. Each resident is encouraged to seek a local physician for treatment in case of illness. As always, in an emergency, dial 911 for assistance. If possible inform the resident assistant of the emergency after calling 911. If the problem does not call for immediate medical attention, contact the resident assistant. Payment for treatment is your responsibility.

TRASH

Trash shall be deposited only in designated areas and not allowed to accumulate in the apartment or outside the apartment where it may create a fire or health hazard.

TRANSPORTATION

Hagerstown has many forms of public transportation. There is a taxi service, commuter bus service, out-of-town bus line, and an airport.

The County Commuter bus stops a short distance from the College at the intersection of Crestwood Drive and Pennsylvania Avenue. The bus stops Monday through Friday en-route to the Public Square. Residents can make other connections at the Public Square for transportation to other areas of Hagerstown. County Commuter bus schedules are available at the Washington County Free Library.

SECURITY AND KEYS

The resident director in the building and will be responsible for helping to monitor security. In addition, a security officer is on duty each night between the hours of 10:00 p.m. and 5:00 a.m. Residents and students are required to have their KC ID on them at all times for security purposes.

Each resident will be issued a key for the apartment and a key for the bedroom when he/she checks in to Fawley Hall. For security and safety, please lock bedrooms and apartment doors at all times. Lending keys is strictly prohibited.

In the event a key is lost, a \$100.00 replacement fee will be assessed. In the event a bedroom key is lost, a \$25.00 replacement key will be assessed. When a key is lost, the lock will be changed.

COURTESY

The college believes that in residence hall living, the right to study or sleep takes precedence over all other activities. The residence hall has established at all times that noise levels from one apartment should not be detectable by others. Compliance with these guidelines is expected, not only in one's apartment of residence, but when guests visit other apartments as well. Disruptive noise or music anytime will be considered an infraction.

VISITATION POLICY

Residents of a suite may entertain outside guests in Fawley Hall during prescribed visiting hours. These hours are as follows:

Sunday thru Thursday 9:00 a.m. – 10:00 p.m.
Friday and Saturday 9:00 a.m. – 12:00 midnight

Fawley Hall Residents may entertain other Fawley Hall Residents during the visiting hours as follows:

Sunday thru Thursday 9:00 a.m. – 12:00 midnight
Friday and Saturday 9:00 a.m. – 1:00 a.m.

Any guest may be asked to leave a suite by a roommate at any time. This can happen if a roommate's privacy, ability to sleep, study or relax is disturbed. Residents of a room have a greater right to be in that suite than a guest.

The resident assistant has the authority to conduct a visual check of the premises for the sole purpose of clearing outside visitors and Fawley Hall visitors.

Residents are held accountable for the behavior of their guests at all times. Guests must also abide by all residence hall policies and conduct policies of the College. In the event a guest violates the policies or code of conduct, he/she may be barred from campus.

RESIDENCE HALL HOUSING AGREEMENT

- A. The College reserves the right to inspect, maintain and renovate rooms at any time as it may deem necessary. This right is also reserved for local telephone and utility companies when necessary to enter rooms to adjust or repair lines and cables and to perform such other functions as may be deemed necessary.
- B. The College reserves the right to reassign accommodations as it may deem necessary.

- C. The College may terminate this Agreement and take possession of residence at any time for violation of provisions of this Agreement, College rules and regulations, the student conduct policy (see college catalog), or for health reasons. Should such actions occur, student will forfeit that term’s rent.
- D. It is understood that the apartment is for student’s residence only and that other students and any outside persons or entities are prohibited from using the dormitory building or the adjacent grounds for any other purpose unless the person has permission from the resident assistant.
- E. The use of alcoholic beverages including the purchase, consumption, possession, or sale of such items is prohibited.
- F. Intoxication and/or impairment by alcohol or illegal substances is prohibited on campus.
- G. The illegal use of drugs including purchase, consumption, possession or sale of such items is prohibited.
- H. The use or possession of weapons is prohibited.
- I. Gambling of any sort is prohibited.
- J. For health and safety reasons, pets are not permitted.
- K. Tampering with or misuse of surveillance equipment, fire alarm systems, and fire fighting equipment is prohibited.
- L. Student is responsible for keeping the residence hall in good order and free from damage by themselves or others. Students shall be individually and jointly liable for any damage to, or excessive maintenance required for, students residence and common areas.
- M. The College is not liable for the loss, theft, or damage from any cause to the personal property or student at any time. Student should contact his or her insurance agent about insurance on personal property.
- N. Students must conform to the courtesy policy.
- O. Students must conform to the visitation policy.
- P. The use or possession of high-wattage electrical appliances such as hot plates or sunlamps is strictly prohibited.
- Q. Electronic equipment capable of transmitting radio waves of any frequency (shortwave radios, citizen bands, amateur bands, intercommunication systems) is not permitted without the written consent of the resident assistant.
- R. External radios and television aerials are prohibited.
- S. The College reserves to the use the residence hall during the recess periods.
- T. Cooking in bedrooms or other unapproved locations is strictly prohibited.
- U. Pets, including fish, rodents, and reptiles, are prohibited.
- V. Residence assignments are made without discrimination based on race, creed, color, or national origin.
- W. Students shall comply with all rules, regulations and conduct policy of the College.
- X. The College reserves the right to institute, delete, or modify these and all other regulations as it may deem necessary for the maximum comfort, convenience, and safety of all concerned. It is agreed such regulations, whether existing or hereafter promulgated, shall be part of the Agreement herein verbatim.

POLICY VIOLATIONS

Any resident who is in violation of any of the proceeding residence hall policies and/or student conduct policies will be subject to the following penalties:

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| Property damage..... | Cost to repair +\$50.00 |
| Failure to check-out..... | \$15.00 |
| Lending key..... | \$50.00 |
| Courtesy violation – disruptive noise..... | 1) Verbal |
| | 2) Written + \$25.00 |
| | 3) Review Board + \$75.00 |
| Loud Stereo..... | 1) Verbal |
| | 2) Written +\$25.00 |
| | 3) Suspension of privilege |

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| Violation of visiting hours..... | 1) Verbal + \$25.00 |
| | 2) Written + \$50.00 |
| | 3) Review Board + \$75.00 |
| Smoking..... | 1) Verbal + \$25.00 |
| | 2) Written +\$50.00 |
| | 3) Review Board + \$75.00 |
| Possession/Consumption/Impairment of/by Alcohol or Drugs..... | Review Board + \$150.00 |
| | + possible eviction from Hall |
| | + possible expulsion from the College |
| Disorderly conduct..... | 1) Verbal + \$25.00 |
| | 2) Written +\$50.00 |
| | 3) Review Board + \$75.00 |
| Room Inspection Failure..... | \$25.00 per day following first re-check |
| Multiple Policy Violations (3 total)..... | Student Services Discretion and/or Judicial Review Board |

Any student charged with violations of the student conduct policy or the residence hall policies is entitled to due process and maybe granted a hearing before the Review Board. The Review Board will hear and recommend disciplinary action concerning cases of alleged violations of student conduct. Disciplinary measures taken will be decided upon by the president of the College. A student who is in violation of any of the preceding rules of conduct may receive disciplinary action up to and including immediate suspension or dismissal if the infractions are deemed serious by the president of the College.

ROOMMATE CONSIDERATIONS

As a mature adult you must accept the responsibility for your own actions and be considerate of your roommates and other residents in Fawley Hall.

A roommate should be:

1. Able to read, study or sleep, free from undue interference in or around one’s room.
2. Respectful of one’s personal belongings.
3. Contributing to a clean, health, and safe environment in which to live.
4. Able to come and go freely in own apartment without pressure from a roommate.
5. Courteous concerning telephone conversations, personal letter or pursuits away from the apartment.
6. Understanding and cooperative in the use of room-shared equipment, telephone, TV, stove, refrigerator, anything brought to be used by all roommates.
7. Given an opportunity to address grievances within the apartment. The resident assistant is available for assistance in settling conflicts.
8. Aware that everyone in the apartment will do his or her share of the daily and weekly cleaning of the apartment.
9. Assured that everyone in the apartment will pay his or her fair share of the telephone bill and cost of the materials it takes to keep house.
10. Aware that each individual may choose his or her own lifestyle, unless it interferes with roommates’ rights as residents of the apartment.

TEN WAYS TO BE A GOOD ROOMMATE

1. Do your share of the work in keeping the apartment clean and orderly.
2. Promptly pay your share of the grocery bill or telephone bill.
3. Do not borrow any possessions of your roommates without asking them first.
4. Be considerate of those who wish to study or sleep.

5. Be interested, but not nosey, in your roommates' pursuits, welfare, home and family.
6. Do not gossip about your roommate with others.
7. Control your own emotions, desires, and actions.
8. Respect the privacy of your roommates' telephone conversations, personal letters, or pursuits away from the residence hall.
9. Do not take offense where none is intended or bear a grudge that clouds your relationship with others.
10. Be cheerful and kind, always being lavish in praise and sparing in criticism.