

Residence Hall Community Guide

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I. Residence Halls

There are six residence halls on campus that provide several different housing options.

Catamount Place

Located across the road from the college on Route 220, this hall houses up to 55 co-ed residents and offers a variety of living options. The spacious quads with a private bath, along with several singles and half bath options are just a few of the housing arrangements at the newly renovated hall. A small fitness center and 24/7 quiet hours add to the desirability of the hall. This hall community is targeted toward honor students and anyone serious about academic achievement as a primary focus.

Davis Hall

Davis Hall is located on the northwest side of the quad and is our oldest building on campus. It houses up to 92 co-ed residents and offers traditional Double and Triple rooms that share community bathrooms. There is a TV lounge and laundry room on the ground floor. Davis offers spacious rooms and historical significance as important characteristics to residents.

Friend Hall

Friend Hall offers accommodations for 98 co-ed residents. It is located on the southwest side of the quad directly next to Reynolds Hall and across the street from the Student Union. Amenities include laundry facilities on each floor, two lounges with TV's. Friend is set up in the traditional hall style with Double rooms that share community bathrooms.

Memorial Hall

Memorial Hall is located on the southwest side of the quad, next to the Student Union, and houses up to 97 co-ed residents. Amenities include a television lounge and a study lounge. The building is handicap accessible and laundry facilities are located in the basement level of the hall.

Reynolds Hall

Located on the southeast side of the quad, Reynolds houses up to 26 co-ed residents

and has two lounges, a study area, and a laundry room. All rooms in Reynolds are single rooms that share community bathrooms.

University Place

Located beside the Lough Gymnasium, this facility houses 350 students in a co-ed environment. Rooms are suite style and are offered in two layouts. Double suites offer two adjoining rooms (4 students) with a shared bath, and Private Doubles offer two students a room with one private bath. The hall includes the Commons and Rapids dining facilities, a 75 seat theater, multiple study rooms, lounges on each floor, fitness center, a study lounge and the Heritage Room as a multi-purpose room.

Additional Information

All residence hall rooms are supplied with beds, mattresses, desks, chairs, chests, and closets. The rooms are wired with high speed Internet, cable TV, local telephone service, and air-conditioning. All traditional halls have centrally located shower / toilet facilities on each floor. University Place is comprised of suite style living with shared baths between rooms, while Catamount Place offers a combination of these living options.

Furniture may be rearranged within your room but is not permitted to be removed from the room. Under no circumstances may furniture be stored outside the room in the hallway or in the lounge.

All rooms are cleaned prior to resident move in in August and must be returned to their original condition prior to moving out. Maintenance needs should be reported to your RA or RHC. Students will be billed for damages to the room and/or furniture, and any additional work that must be done to return the room to its original condition.



Laundry Facilities

Laundry facilities are available in each residence hall. For your convenience, you may place funds for laundry in the Mountie Bountie debit plan. You may either pre-pay during the summer to use this service or, during the school year, use the Add Value Centers to add money to your card. You may also deposit funds electronically by visiting mymountaineercard.wvu.edu and logging on with your MyID username and password. Each time you activate a washer or dryer using your card, the value will be deducted. Each load costs \$1.25 to wash and \$1.25 to dry with your Mountaineer Card. These rates are subject to change.

II. The Housing Contract

The housing contract, which includes room and board, is a legally binding agreement. The contract is in effect until the end of the academic year, as long as one is enrolled at PSC. **Note: Returning your room key and/or moving out does not cancel your housing contract.**

The housing contract obligates residents to follow all of the rules in both this Handbook and the Student Conduct Code, as well as any other College and University policies. If a student is removed from the residence halls as a result of a policy violation, that student is still responsible for paying 100% of their room and board fees for the entire academic year.

Who is required to live on campus?

All students who are enrolled full-time (12 or more credits per semester) are required to live on campus in a residence hall.

Exceptions are made for the following:

- Students 21 years of age or older by August 15
- Students who will be residing with parents or guardians within a 50-mile commuting distance of campus
- Parents with children who reside with them
- Married students

The College recognizes that there are always exceptions to these rules. Written appeals will be considered on a case-by-case basis. Questions and written appeals can be directed to the Office of Housing and Residence Life: pschousing@mail.wvu.edu

How to Apply for Housing

Students may apply for housing as early as October 1. To apply for campus housing, you must complete a housing application/contract through MyHousing and submit a housing deposit of \$200. This can be done online via the online housing application, or via check (made payable to Potomac State College), or cash to the cashier. Students will not be assigned a room until the college receives the \$200 deposit.

The housing contract is a legally binding document committing students to live in campus housing for the entire academic year.

Room Assignments

MyHousing is a user-friendly housing web portal that students use to select their own room and even create a personal profile for selection of a roommate.

Room selection through MyHousing is available in early March. An e-mail will be sent to your MIX email address from MyHousing informing you of your priority period for room selection. Returning students who apply before the end of February will receive an earlier priority period than those who apply in March or later. A link in your e-mail will take you to MyHousing. Then you can use your My ID username and password to log in, select from available rooms, and request a roommate.

Choosing a Roommate

Roommates may be selected during the room selection process. MyHousing will not automatically place requested roommates together in a room. It is up to you and your

roommate to complete this process. Students who do not select a room before room selection closes will be assigned on a first come, first served basis according to the date the application and deposit are received. Apply early to increase your chances of receiving your choice of residence hall and roommate. The College tries to honor roommate requests on space-available basis.

Under no circumstance does the college guarantee who your roommate is going to be, or to which building you will be assigned.

Contract Cancellation

Students who no longer plan to attend the college may cancel the housing contract prior to the start of the semester, and a partial refund of the deposit will be granted if the following deadlines are met:

- a) July 1st for the fall semester, and
- b) December 1st for the spring semester

To cancel the housing contract a student must state in writing his/her intention to terminate their housing contract to the Office of Housing and Residence Life.

Contract Termination

Typically, unless accompanying a student withdrawing completely from the college, early contract termination is not granted unless an extreme and rare circumstance is present. Students are required to provide a typed letter to the Director of Auxiliary Services explaining the need to be released from a housing contract early. This letter is reviewed and decisions are made on a case by case basis whether or not to release someone from their housing contract.

Withdrawal Policy

If a student withdraws from the College, having obtained and completed appropriate forms from the Office of Enrollment Services, the unused portion of the room and board will be refunded. The “unused portion” will be based on the later of 2 dates: the date the Resident’s belongings

are removed from the room and room key and mailbox key are returned or the date in which the person officially processes the forms with the Office of Enrollment Services. Students who withdraw during a semester will be entitled only to a refund of board payments on a prorated basis beginning the next full week following the date of withdrawal.

III. Moving In

You will likely want to bring the following items with you:

- Alarm clock
- Rainwear and umbrella
- Room decorations
- Bathrobe, shower shoes, shower bucket, towels, and washcloths
- Prescribed medications
- Two sets of linens (mattresses are 36” x 80”), blankets and pillow
- Fan
- Sewing kit, pins, scissors
- Headphones
- Surge protectors
- School supplies and a backpack
- Computer with security cable and lock
- Coffee mugs, plastic cups
- Extra lamp and stackable crates
- Portable audio devices, dvd and/or blue-ray player
- Envelopes, stationery, stamps

Furniture in the rooms may be rearranged as long as it does not damage the furniture and does not create a safety/ fire hazard.

Refrigerators

Students may bring mini refrigerators (120 volts / 2 amps / 2 cubic feet maximum); however, ***individual microwave ovens are prohibited.***

Students wishing to have a microwave oven in their room may rent a combination microwave/refrigerator unit from the Melvin Group. Information can be found online at themelvingroup.com or by calling 1-800-525-7307.

The following are NOT permitted in the residence halls:

(Failure to comply with these restrictions will result in the item being confiscated and will be considered a student conduct/disciplinary matter).

- Free weights over 20 pounds total
- Electric devices such as hot plate, cup heater, toasters and ovens, popcorn popper, air conditioners, dehumidifiers, electric grills, portable heaters, sandwich makers, crock pots, coffee pots, etc.
- Alcohol, drugs, paraphernalia, and empty alcohol containers
- Microwaves (See note in previous refrigerators section)*
- Any open-flame object (e.g., candles or incense) and candle warmers
- Subwoofers, drums and amplified instruments (e.g., electric guitars)
- Weapons (see Community Standards of Conduct)
- Fireworks
- Gasoline, lighter fluid, charcoal grills or any combustible, explosive, or flammable material
- Pets of any kind, except for fish in a tank (no larger than ten gallons)
- Halogen lamps
- Waterbeds
- Hover boards
- Supplies used to stack or loft beds
- Paintball, BB, or pellet guns
- Extension cords or multi-receptacle outlets (UL listed power strips with surge protectors are permitted)
- Motor bikes, Segways, etc.
- Decorations attached to light fixtures, sprinklers, smoke detectors, etc.
- Any item hung outside the window

This list is not comprehensive. Housing & Residence Life reserves the right to ask students to remove items that are considered unsafe or disruptive. If residence includes a kitchen area in the apartment, appliances are permitted.

In addition, the following actions are prohibited:

- Removing window screens

- Blocking exits, windows, vents, or AC units
- Erecting lofts
- Painting or paneling walls
- Making holes in walls
- Removing furniture from the room

Room Condition Reports

Upon moving into the room, each student will be asked to complete a Room Condition Report. Any items damaged or missing should be documented on this form. Students may be held responsible for damages or missing items that were not listed on the initial report.

Insurance

Potomac State College does not accept liability for damage or theft of personal property. We strongly recommend students carry personal property insurance or determine if property loss is covered by a parents' homeowner's policy. Proper identification should be placed on all valuables. Call the University Police Department (304-788-6931) and ask for information on "Operation ID."

Room Vacancies

Residents in both traditional and suite-style rooms have paid for only part of the living space. Any time a student is without a roommate or suitemate the room/common areas/kitchen/bathroom must be ready for someone else to move in. Students often move throughout the semester and vacant space must be prepared for immediate occupancy.

IV. Community Staff

The residence halls at Potomac State are staffed 24 hours a day, seven days a week in order to maintain a safe, livable environment that is conducive to the academic and personal growth of students.

Residence Hall Coordinators

Residence Hall Coordinator (RHCs) are full-time, live-in professional staff members who



oversee the daily operations of the residence halls. RHCs supervise Resident Assistants and housekeeping staff for each building. RHCs are trained in safety and security, student development, student conduct, and emergency procedures. The RHC is here to help ensure that the residence hall experience is positive and enriching for all students.

Each Residence Hall Coordinator has an office in the building in which they live and work. RHCs maintain weekly office hours when students can stop in without an appointment if they need assistance. Students may also schedule a meeting with their RHC by calling their office phone number. The office phone number for each RHC is listed below:

Catamount Place	304-788-6881
Friend & Reynolds Halls	304-788-7421
Davis & Memorial Halls	304-788-7408
University Place	304-788-7410

Resident Assistants

Resident Assistant (RAs) are student staff members who have been carefully selected and specially trained to serve as floor leaders and role models for other residents. The main job of the RAs is to build a sense of community among

An RA is an outstanding resource for residents who is well informed about the college and the services available to students around campus.

Night Monitors

The Night Monitors staff the main desk after hours to give students assistance throughout the night. They secure buildings and ensure community standards are upheld. They may be reached at 304-788-7411 or by visiting the Main Desk.

Housekeeping Staff

The housekeeping staff ensures that the residence halls are clean and well-maintained. Get to know the housekeeping

staff in your hall and don't be afraid to ask them for something if it is needed. They will make sure bathrooms are clean and stocked, floors and stairwells are tidy, and that the building is orderly. Help them help you by picking up after yourself and taking pride in your home. You can let your RA or RHC know if there are any housekeeping issues that need to be addressed.

University Police

The University Police Department at Potomac State College employs six certified police officers and one parking enforcement officer. UPD officers are frequently seen in and around the residence halls. They play an integral part in maintaining a safe and orderly community. The UPD provides a wide variety of services that include motorist assistance, educational programs, and criminal investigation, among others. They are responsible for enforcing parking and issuing permits. You may contact UPD by calling 304-788-6931. In case of an emergency, please call 9-911 from on-campus phones or just 911 from your cell phone or when off campus.

V. Dining Services

Dining Services operates two facilities on campus. Both locations are on first floor of University Place Residence Hall and are open to students, faculty, staff, and guests of our college community.

To ensure high quality service, all guests are expected to follow these guidelines:

- A valid PSC ID card must be presented to the cashier in order to access a meal plan, Dining Dollars, or Mounty Bounty. Lost or stolen cards must be replaced in order for these plans to be used. Without an active ID, guests are required to pay cash to utilize the food services on campus. IDs are non-transferable and the attempted use of another's ID is a

violation of policy that is subject to disciplinary action.

- Guests must wear clean shirts and shoes to enter the dining areas. No cleats or skates are permitted.
- Food and drinks are available to-go from The Rapids only. The Commons is dine-in only and items are not packaged in carry out containers.
- Civil behavior is expected at all times. Loud, intrusive conversation and disorderly conduct such as throwing food and/or utensils will not be tolerated. Individuals who choose not to show respect for others will be asked to leave and may have their meal privileges limited or suspended.
- Students confined to their rooms due to sickness may obtain food by making arrangements with dining management through their Resident Hall Coordinator.
- Guests are expected to clean up after themselves. All trash is to be disposed of properly and trays are to be returned to the conveyor belt on your way out.
- Public etiquette is an essential skill and PSC Dining Services actively participates in your educational experience by encouraging individuals to live and learn together.

The Commons

The Commons is our traditional “all-you-care-to-eat” dine-in facility where there are options such as a grill, sandwich bar and deli, salad bar, pizza, pasta soups and desserts stations.

Monday-Friday

Breakfast	7:45am - 10:00am
Lunch	11:00am - 2:00pm
Dinner	4:00pm - 7:30pm*

Saturday & Sunday

Brunch	10:30am - 2:00pm
Dinner	4:00pm - 6:30pm

*The Commons closes at 6:30pm on Fridays.

The Rapids

The Rapids serves ala carte items in a “to go” type venue. The Rapids has extended hours of operations different from the Commons.

Monday/Tuesday	8:00am - 11:00pm
Wednesday/Thursday	8:00am - 9:00pm
Friday	8:00am - 2:00pm

When the college is closed or classes are cancelled due to inclement weather, hours of operations for both the Commons and Rapids may change.

VI. Roommates

Roommate Success

Roommates often come to college with different values, beliefs, and customs. Differences can be exciting, but they can also offer new challenges. Roommate success requires respect, communication, and compromise from all who share the room.

Roommate Contracts

Roommate contracts may be utilized by Residence Life Staff to help facilitate community living. This can be done at the start of the academic year or anytime throughout the year. All roommates will discuss and come to an agreement on the contract. The terms of the contract must be honored. A violation of the contract may result in a conduct action.

Room Changes

If you wish to change your room, contact your Residence Hall Coordinator (RHC), who will assist you with the proper procedures. Please note that room changes are not made on the basis of race, age, disability, veteran status, religion, sexual orientation, color, or national origin. If you are having difficulties with your roommate that cannot be resolved, it is important that

you speak with a Housing & Residence Life staff member for assistance. All room changes must be approved by your RHC. “Swapping” or “switching rooms” without approval is prohibited.

Due to the need for the Assignments Office to check room occupancy at the beginning and end of each semester, room change requests are generally not approved during the first and last couple of weeks of each semester.

Housing & Residence Life reserves the right to initiate administrative moves made in the best interest of the student and building operations. Roommates who cannot resolve issues or come to a mutual understanding may be administratively moved to different rooms, floors, or halls.

Living Together

Every resident of the Potomac State College residence hall community has the rights to read, study, and sleep free from undue disturbance by roommates and guests, and the responsibility to afford the same courtesy to one’s roommates.

Outlined below are a set of rights and responsibilities that are important for every residence in PSC housing to be aware of:

The Roommate Bill of Rights

1. The right to expect that one’s personal property will be respected and that reasonable security of one’s room will be maintained, and the responsibility to afford such respect and security to one’s roommates.
2. The right to a reasonably clean environment and the responsibility to do one’s fair share in maintaining such an environment.
3. The right to free access to one’s room and the responsibility to afford the same courtesy to one’s roommates.
4. The right to a reasonable level of personal privacy and the responsibility to respect roommates’ privacy.
5. The right to host guests in accordance with residence hall rules and regulations and the responsibility to ensure that one’s guests and oneself demonstrate respect and courtesy for roommates.
6. The right to expect that residence hall rules and regulations will be followed in the room such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.
7. The right to be free from pressure, intimidation, physical or emotional harm, and behavior that demeans or disrespects one’s identity and the responsibility not to engage in any such behavior toward others.
8. The right to address grievances and needs constructively, privately or with the assistance of hall staff, and the responsibility to participate in norm-setting or conflict resolution measures whenever necessary.
9. The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.
10. The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.
11. The right to experience and to appropriately articulate one’s feelings when desired and the responsibility to respect others’ feelings.
12. The right to make mistakes and the responsibilities to be honest about those mistakes and to work to learn from them.



VII. Your Room

Keys

You will receive your building/room keys when you check into your hall. You are expected to keep your room door locked and your key with you at all times. Residence hall entrance doors are locked daily at 9:00pm during the week and are locked 24 hours a day on weekends. Your assigned key will open both the front door to your hall as well as your room

If you lose your room key or are locked out of your room, you may sign out a temporary key at the Office of Housing & Residence Life in University Place with a your Catamount Student ID Card. Temporary keys must be returned within 72 hours. If you do not return your key within 72 hours, you will be billed for a lock change.

You may request an earlier or immediate lock change. If you lose your mailbox key, please report this to the Office of Housing & Residence Life. A replacement will be made as soon as possible. There is a fee of \$50 for a room door lock change and a \$25 fee for a mailbox lock change. Excessive temporary key checkouts result in a \$25 service fee for all checkouts after the 4th one.

At the end of the year, or when you move from a residence hall room, the keys that were issued to you must be returned or you will be charged the cost of a lock change. Keep in mind that these policies are designed to promote responsible behavior and ensure your room is safe and secure.

Resident Assistants, University Police, housekeepers, and maintenance staff are not permitted to unlock your door for you if you are locked out. A temporary key must be signed for.

Room Care

Your room should be kept in a condition that does not create a health or safety hazard. This means that paper, clothing, food, and

trash are not to be strewn throughout your room. This will help avoid the creation of a fire hazard, growing mildew, and/or the attraction of bugs.

Periodically, residence hall staff members conduct room checks and document any safety concerns and policy violations. In halls that have private or suite bathrooms, these bathrooms are cleaned on a regular basis by custodial personnel. To help the staff keep these areas clean, all personal items must be removed to facilitate the cleaning process.

You and your roommate are responsible for making sure your room is a clean and safe living environment. The custodial staff maintains common areas. All residents, however, are expected to do their part in keeping these areas uncluttered, safe, and clean. Trash should not be left in the halls or bathrooms for someone else to clean up. You can help by picking up after yourself and by promptly reporting any damages or maintenance requests to your RHC.

Maintenance Requests & Work Orders

Maintenance and Housekeeping staffs work together to keep the residence halls safe and clean. In the event something needs to be repaired, you may get assistance by submitting a work request online. The link for this work request website may be found on the back of each residence hall room door. If an emergency exists (floods, power outages, safety hazards, etc.), please contact your RA and/or RHC.

Health & Safety Room Inspections

Staff from the Office of Housing & Residence Life make periodic, unannounced checks of all residence hall rooms. A residence hall staff member who is responsible for identifying health, safety, and maintenance problems performs the inspections. As a member of the hall community, you share the responsibility to maintain a healthy and safe living environment by adhering to all established standards. With your cooperation, we can



ensure that your home for the next nine months is a safe and pleasant place to live.

Preparing for Breaks

PSC residence halls are closed for Thanksgiving, winter, and spring breaks. You may leave your belongings in your rooms but all students must plan ahead to vacate the halls during these break periods. The buildings are locked during these breaks.

Before you leave for vacations, turn off all electrical appliances (excluding refrigerators), close and lock all windows, store valuables in your closet, remove all perishables from your room, empty your trash, and lock your room door. You must vacate your room according to the dates and times listed on the PSC Housing website. For security reasons, no one is allowed access to rooms when the halls are closed.

Check out Procedures

When you vacate your room for any reason (end of the year, room change, etc.), contact your RHC. The condition of your room will be checked against the room condition report that you signed when you checked in. This procedure is for your protection. Room occupants may be billed for rooms and/or furnishings that have sustained damages or are excessively dirty. If you withdraw from the University prior to the end of the academic year, room and board charges are based on the date your key is returned and your belongings are moved from the room. Remember, returning your room keys and/or moving out does not cancel your housing contract. Your contract is a legally binding agreement until the end of the academic year while you are enrolled.

Damage Billing

Your residence hall is your home away from home. While you make our halls home, we expect you to cooperate with housekeeping and maintenance personnel by keeping your residence hall clean and well maintained.

When the halls are damaged or the furnishings stolen, your home is also damaged. When this occurs, we make every effort to determine who is responsible for the damage and/or theft. Damage to University property may result in a student conduct meeting. Below are the guidelines we follow for damage billing.

Guidelines for Damage Billing

Items Left in Rooms

Residents are required to remove their belongings when they switch or check-out of their rooms. Any items left in resident rooms after the student leaves university housing will be gathered by college staff and either discarded or donated to a charitable organization. There is no storage available on campus and even if a resident is returning to the same room the following semester, each room must be completely vacated at the close of the school year.

VIII. Getting Connected

PSC Emergency Alert System

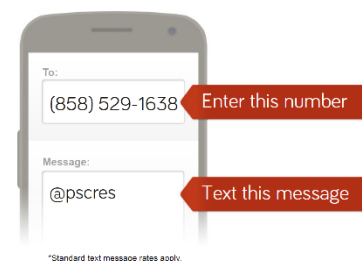
Potomac State can now send urgent news to your cell phone. To sign-up for Potomac State Emergency Alert please go to the following link and fill out the registration form:

emergency.wvu.edu/alert/potomacstate

If you experience any problems you can call the OIT Help Desk at (304) 293-4444 or email them at OITHelp@mail.wvu.edu.

PSC Housing & Residence Life Updates

Students have the option to receive updates and information directly from the Office of Housing & Residence Life.



Alerts are sent when school is closed due to inclement weather, there is an emergency on campus, or if there is important program news. To sign up for these Housing

updates, text @pscre to 81010 (or you can try 858-412-0270 if you have trouble with the short code). You may unsubscribe at any time by texting “unsubscribe @pscre” to the same phone number.

You may also receive Housing & Residence Life messages via email by simply sending an email to mpscres@mail.remind.com.

Please note: There may be a fee from your carrier associated with sending and receiving text messages, but PSC does not charge for this service.

The Housing & Residence Life Update system is completely separate from the University wide “PSC Emergency Alert” system.

Sending & Receiving Mail

U.S. mail is delivered directly to the Student Union Monday through Friday and is placed in student mailboxes daily. If you receive a package, you will be notified by an email to your MIX account. Packages may be picked up at the times posted on the Mail Room door. Mail may be picked up from mailboxes at any time, but packages may **only** be picked up when the mail room is staffed during the posted hours. Mail from College offices is collected from and distributed to the Student Union, including residence



MOUNTAINEER
INFORMATION
XPRESS

halls, postage free. You should receive your mail without delay if it is addressed as follows:

Student Name
105 Fort Avenue

PSC Box # _____
Keyser, WV 26726

Residence Hall Network Services

West Virginia University recognizes that technology is an integral part of students' lives and academic pursuits. Our residents can easily connect to the Potomac State College residence hall network, which provides access to the Internet and the

University's technology resources. Additionally, a wireless network is available to residents in University Place. Residents in other halls may purchase their own wireless router if they want Wi-Fi in their room. For more information, including our acceptable use policy, hardware and software requirements, wireless hotspots, and security tips, please visit the ResNet website at resnet.wvu.edu or call 304-293-4444. For information regarding computer service and repair, anti-virus software, computer purchasing, etc., please visit the Computer and Technology Support Center website at it.wvu.edu/it-units/tsc.

Telephone Services

Each room on campus is equipped with a phone jack that any standard analog telephone will work with. It is the student's responsibility to provide a phone if they would like one. Basic local calling is free but if students want to call long distance they will need to provide their own long distance service like a calling card.

If you are unsure of your room phone number, you may contact the Office of Housing & Residence Life. You may also pick up in the office instructions on how to set up voicemail and use various features of the residence hall phone system.

WVU Portal

The Mountaineer Information Xpress, or MIX, is a web platform for WVU & PSC students and faculty. It will provide e-mail addresses for all students, serve as a centralized location to register online for classes, receive housing information, check grades, find out about current campus events, chat online with classmates, and receive messages targeted directly to them. The MIX is a digital tool to make communication easier for all members of the WVU community - both faculty and students. It is accessible from anywhere a user happens to be, at any time of the day or night. MIX is powered by Campus Pipeline software.



Housing & Residence Life
Potomac State College of WVU

Once admitted to the College, MIX will be used as an official means of communication. If you do not have access to a computer in your room, there are several computer labs on campus (academic halls, and the library) that will allow access to MIX. **There are times where the only way you may receive important information is through your MIX account. You are responsible for reading and responding to all MIX communication sent to you by the College. Check your MIX email at least once a day.** For more information on your MIX account visit: mix.wvu.edu. Additional questions or technical support inquiries must go through the OIT Help Desk.

OIT Help Desk

The WVU Office of Information Technology is available during business hours to answer any questions you may have pertaining to common computer, network, or technical problems. They are also available to assist you with questions about the many online university resources that you may be utilizing. The Help Desk can be reached by calling 304-293-4444 or by emailing oithelp@mail.wvu.edu.

Safety / Security

Staff from the Office of Housing & Residence Life make every effort to ensure that the living environment is safe and secure. However, it is important for students to also take the proper precautions. The following measures will greatly reduce the risks to the community:

- Cooperate with staff by making sure that all exterior doors remain locked and not propped open.
- Keep your door locked when you leave the room for any amount of time - even if you are just going to the shower or down the hall.

- Report suspicious activity or anyone who appears to have no legitimate reason for being in the residence halls to a RA, RHC, or the University Police Department (304-788-6931).

Please take time to get to know the officers of the University Police Department and make sure you sign up for the emergency text alert system (see Staying Connected section above).

IX. Standards of Conduct

As in any group setting, residence halls have rules and regulations that establish the standards and rights of membership. When members of residence hall communities choose to violate policies, residence halls become unpleasant places in which to live.

The residential student conduct process has jurisdiction over all residence halls and their surrounding properties. In addition to its contribution to the academic mission of the University, the student conduct process is also designed to support community standards while allowing students to make decisions in line with their individual lifestyles and value systems. Although policies and processes may appear and feel restrictive, there is no intent to deprive students of the opportunity to make independent decisions. Nevertheless, policies have been established in accordance with other University regulations, local, state, and federal laws, and input from previous residents. Overall, the policies set in place have proven to be in the best interest of the residence hall community at large.

The residence hall policies of Potomac State College are designed to protect individuals and promote personal and academic success. The following policies, procedures, and guidelines for student behavior are designed to enhance your living and learning environment. Violations of any rule or regulation will lead to student conduct administrative action. Where such



action is necessary, residence hall students may also face civil liability or criminal prosecution. Students are responsible for becoming familiar with and acting upon their rights and responsibilities. Students' rights and responsibilities are published within this Residence Hall Handbook and the West Virginia University Student Conduct Code.

Matters of safety and security are of primary importance to the residence hall community. Students who are careless may jeopardize the welfare of everyone within the larger community. Students are expected to forego personal convenience in the interest of community safety.

In accordance with the housing contract, Housing & Residence Life reserves the right to inspect all areas of a student's room if there is information that indicates University policies are being violated or if the condition of the room is thought to present a health and safety concern.

Housing & Residence Life reserves the right to initiate administrative moves made in the best interest of the residential community. Also, roommates who cannot resolve issues or come to a mutual understanding may be administratively moved to different rooms, floors, and/or residence halls.

The residential student conduct process is designed to be educational and encourage responsible behaviors. It is expected that residents/students and their guests do not allow themselves to be present for situations that may potentially disrupt the larger residential community. If you or your guest(s) are present for policy violations, or violations occur in your assigned room, you will typically be held responsible for the violations, and appropriate behavioral plans will be imposed. It is expected that students will immediately separate themselves from policy violations, and report violations to appropriate staff members. If information supports that students or their guests are aware of a policy violation(s) and fail to report the incident and immediately

separate themselves from the situation, students will most likely be found responsible for the alleged policy violation(s) and the minimum behavioral plans outlined in this section will be imposed.

Heightened Security

For your safety during certain events or time periods the residence halls may be placed under increased security measures. During this heightened security, visitors will not be permitted in the building, all exterior doors will be locked, and all residents must enter through the main door and present their Catamount Student ID Cards for admittance.

Documentation

Housing & Residence Life staff members are required to document any event that occurs in University housing. Usually, an event is recorded as an "information report." An information report is an account of an event or situation by the person who has the earliest and most direct involvement with the incident. Allegations of policy violations originating from an information report are considered alleged pending completion of the student conduct process. Any member of the residence hall and University communities can confront and record a behavior that is inconsistent with community standards. Any complaint should be directed to the Residence Hall Coordinator if the alleged misconduct occurred in or around a residence hall. When behavior is recorded, the student conduct process is set in motion.

Process

All student conduct procedures are designed to minimize disruption to the residential learning communities. The residence hall student conduct process is as follows:

- A formal complaint (usually through an information report) is submitted.
- A student conduct administrator or board (person or person(s) assigned to resolve a student conduct matter) is assigned to

consider allegations against a student. The conduct administrator or board will be assigned according to the severity of the situation and previous student conduct history.

- A notice of allegations and a notice of the time, date, and location of the student conduct meeting generally will be sent at least two days prior to a student conduct meeting.
- An outcome letter including any imposed behavioral plans will be sent after the student conduct meeting.
- If a student requests an appeal, the appeal form must be submitted within two days after receipt of the outcome letter. Contact your Residence Hall Coordinator, or the Office of Student Conduct, for more information regarding the appeal process.
- The appeal will be granted, modified, or denied and an appeal response letter will be sent to the resident. While an appeal is pending, behavioral plans are suspended until the Appellate Reviewer has acted upon the request and a final resolution has been reached. An exception may occur to ensure the health, safety, or well-being of members of the residential community or to preserve property.

Student Conduct Meetings

When a policy violation has occurred, students have a right to a student conduct meeting. During the meeting, the student has the opportunity to present their case regarding the situation and alleged policy violation(s). The Residence Hall Coordinator, Director of Student Conduct, or other University staff member will conduct a student conduct meeting. During the meeting, all relevant information, witnesses, and evidence should be presented to the student conduct administrator or board. The technical rules of evidence applicable to civil and criminal cases shall not apply. The student conduct administrator or board has authority to limit the number of pertinent witnesses. Student conduct decisions are

based on a preponderance of the evidence, i.e., the allegations more likely than not occurred as charged.

Note: In certain circumstances, a student may be removed from the residence halls before a student conduct meeting has been held or following a student conduct meeting where removal was imposed and an appeal is pending. An interim removal may be imposed to ensure the health, safety, or well-being of members of the residential community or to preserve property.

Your Rights & Responsibilities

All student conduct processes and procedures shall be fair and reasonable keeping with the fundamental concept of due process, along with the rights to privacy and protection against discrimination guaranteed to all West Virginia University students. If you are accused of violating a residence hall policy, you will also have the rights listed in this handbook outlined below.

Rights of the Accused

- The right to be informed of your rights, policies, and student conduct procedures as outlined herein.
- The right to a timely notice of a student conduct meeting, including notice of allegations.
- The right to confidential proceedings.
- The right to a copy of all documents (i.e., the information report). Copies of these reports can only be obtained from the Office of Student Conduct and may take up to one business day to process.
- The right to be presumed not responsible for violating a policy until found responsible by a preponderance of the evidence (a standard of “more likely than not”).
- The right to an advisor for the purpose of consultation, but not to speak on your behalf or to participate directly in the student conduct meeting except as permitted by the student conduct administrator or board. It is the student’s



responsibility to identify and find their own advisor. Schedule changes will not be made to accommodate an advisor's schedule, and information pertaining to the case will only be communicated to the accused student.

- The right to present and examine information supporting or refuting the allegations. The student conduct administrator or board may determine the number of witnesses.
- The right to remain silent or to not attend a student conduct meeting. If you choose to exercise this right, a student conduct meeting will still be conducted. Evidence in support of the allegations will be presented and considered, and a decision will be made based on that information.
- The right to receive a decision after a student conduct meeting.
- The right to request an appeal to a finding of responsible and/or the behavioral plan imposed. The request for an appeal must be submitted within two business days after receipt of the outcome letter.

Rights of the Victim

In some situations, not only does a student's conduct violate residence hall policy, but also victimizes another member of the University community. Examples of these situations include theft, damage to personal property, intimidation, harassment, physical and/or sexual offenses, sexual harassment, and behaviors that endanger personal safety. The University community includes but is not limited to students, staff, faculty, parents, campus neighbors, campus visitors, and any agency that is engaged in a legitimate business transaction with the University (e.g., vendors). When someone is identified as a victim, the student conduct process affords them certain rights.

When a complaint is filed against a student, it is important to remember that the student is being charged with violating a specific University or housing policy; therefore, the

University is ultimately responsible for determining what allegations are appropriate, and the appropriate student conduct administrator or board. If a victim withdraws the complaint, the University may still proceed with the case.

Victims are entitled to the following rights:

- The right to have the student conduct process explained in full.
- The right to submit an account of the alleged incident.
- The right to be informed of the date, time, and location of the meeting and to request a delay of the student conduct meeting for extenuating circumstances.
- The right to be present during the student conduct meeting. Victims are not permitted to be present during the private deliberations of the student conduct administrator or board.
- The right to have an advisor present throughout the student conduct process, including the student conduct meeting, although the advisor may not speak on behalf of the victim.
- The right to be called upon as a witness.
- The right to decline to be a witness. The exercise of this right will not be regarded as a statement of support of the accused.

Appeals

Students are entitled to request an appeal for each incident; however, requests should not be submitted just because a student does not agree with the decision of the student conduct administrator. Requests for an appeal must be made within two business days of receipt of the outcome letter. An appeal is limited to a review of the proceedings before the student conduct administrator or board and any evidence that first became available after the student conduct meeting.

Appeals for cases involving all behavioral plans except for residence hall removal will be made to the Assistant Director of Housing & Residence Life (or designee) who will review requests for appeals and

determine if grounds exist. An accused student shall not be at risk of a more consequences simply by exercising his/her right to an appellate review. Appeals involving residence hall removal will be directed to the Director of Auxiliary Services.

While an appeal is pending, behavioral plans are suspended until the Appellate Reviewer has acted upon the request and a final resolution has been reached. An exception may occur to ensure the health, safety, or well-being of members of the residence hall community or to preserve property.

A student's request for an appeal will generally be granted if at least one of the following conditions is met:

1. New information that was unavailable at the student conduct meeting can be presented that would change the outcome of the case.
2. Established procedures were not followed and these errors affected the outcome of the case.
3. The outcome of the case is not supported by a preponderance of the evidence.

The Appellate Reviewer may:

1. Uphold or modify the original decision;
2. Uphold or modify the behavioral plan(s); and/or
3. Remand the case back to be reheard or reconsidered in cases where there is new information or a procedural error.

Confidentiality of Records

In order to protect your rights as a resident and University student, the Office of Housing & Residence Life will maintain records of any student conduct administrative action(s). Access to these records is restricted to the student and will only be released in accordance with the Family

Educational Rights and Privacy Act (FERPA). Please note that letters or phone calls may be sent/made to parents or legal guardians within established FERPA guidelines. For more information regarding FERPA please visit ferpa.wvu.edu

X. Behavioral Plans

When determining appropriate behavioral plans, the student conduct administrator or board will consider the following: willingness to accept responsibility for one's behavior, previous student conduct history, and severity of the incident.

Behavioral Items Defined:

Notice of Policy Violation/Written

Warning - Given to inform the student that a specific behavior does not meet minimum expectations for residence hall living. It is generally imposed following isolated and less serious incidents of misconduct or contract violations. (It is not imposed for a specific length of time, but further misconduct may lead to other consequences.)

Behavioral Contract - A document that stipulates specific behavioral expectations and consequences for failure to adhere to those expectations.

Community Service - Mandated service assignments.

Fines - Fines will be imposed for failing to complete assigned behavioral items. Any fines imposed will be assessed to your PSC/WVU student account. Fines not paid may result in a hold being placed on the student's account, preventing him or her from registering for classes.

Restitution - Compensation for loss, damage, etc., which may include monetary or property replacement.



Referral - A consequence which may require coordination with an on campus counselor, Student Assistance Program (alcohol and drug referrals, online educational activities, assessments, and individual or group sessions); University Student Conduct Office; Diversity, Equity and Inclusion Office; or other appropriate offices or University resources.

Suspension of Privileges - A resident may lose residence hall privileges. This includes but is not limited to loss of visitation, (computer) network access, etc.

Residence Hall Probation - A resident is not considered in good standing within the residence hall program. Any further violation may result in additional consequences. Residence hall probation will be imposed, minimally, until the end of the academic year.

Deferred Removal - Stipulation that subsequent disturbances to the residence hall community will typically result in removal from all University-supervised housing. Students will not be eligible to return to the residence halls in subsequent academic years. Deferred removal will be imposed, minimally, until the end of the academic year.

Parental Notification - Notification of a policy violation, student conduct meeting outcome (i.e., finding of responsibility), behavioral plan, etc., to a parent, guardian, or other designated contact in compliance with the Family Educational Rights and Privacy Act (FERPA).

Reflection or Educational Exercise - An exercise designed to allow the student to reflect on residence hall violations and the impact those violations have on oneself and others. Other educational exercises may be required such as researching a specific topic, designing and/or presenting community awareness programs, hall presentations, bulletin boards, or making

restitution for damages through restorative work.

The student conduct meeting administrator will review assignments to determine if the student has successfully met the educational goals of the assignment.

Residence Hall Reassignment - A mandatory change of room assignment within University-supervised residence halls for inappropriate behavior or disruption to the residential community. Further behavior will generally result in more serious action including residence hall removal.

Residence Hall Removal - Removal from the University residence hall community for conduct which is a serious violation of residence hall rules or regulations. Removal may also result from less serious but repeated incidents of misconduct. Serious violations are generally considered those behaviors that are dangerous or highly disruptive. Separation may range from the remainder of a given semester (regardless of the days remaining) to permanent removal. The housing contract states, "If a student moves from a residence hall for any reason other than withdrawal from the University, the student will be held accountable for 100 percent of the room rent and 100 percent of the food service portion of the contract for the remainder of the academic year."

Discretionary Behavioral Items - Other behavioral items may be imposed to achieve specific educational outcomes.

Recommendation for Other University Behavioral Plans - Students who commit serious and/or chronic violations of the residence hall policies will be referred to the

Students are responsible for completing assigned behavioral items regardless of whether or not they are separated from Potomac State College at the time the behavioral item is due (i.e., the student withdraws from PSC or University housing prior to the behavioral item deadline).

West Virginia University Student Conduct Office for further action.

Description of Residence Hall Policies & Typical Behavioral Plans

The behavioral plans listed below represent the behavioral plans typically imposed if a student is found responsible for violating a particular residential policy as defined below. Depending on the severity of the offense, and/or a student's previous conduct involvement, the student conduct administrator or board may impose additional behavioral plans. Behavioral plans are imposed at the discretion of the student conduct meeting administrator and will be done so in a manner consistent with the policy violation(s), potential or realized disruption to any individual, and potential or realized disruption to the larger residential community. In conjunction with the residential student conduct process, students may also be referred to the Potomac State College and/or West Virginia University Student Conduct Office.

Note: During the last two weeks of each semester community service requirements will be doubled.

Alcohol Possession/Use

Alcohol is not allowed on any residence hall property even if you are 21 years of age or older. The physical presence of alcoholic beverages in your assigned residence hall room, or being present for such a violation any place on residence hall property (or adjacent properties) constitutes possession/use under this definition. This may include the presence of alcohol containers to include but not limited to beer cans, liquor and/or wine bottles, etc., as this supports alcohol was used or possessed on residence hall property. It is expected that students immediately separate themselves from any policy violations involving alcohol, and report violations to appropriate staff members. Typical behavioral plans include:

- **First violation:** Residence hall probation; 10 hours community service; alcohol referral; reflection or educational exercise.
- **Second violation:** Deferred removal; 15 hours community service hours; alcohol referral; reflection or educational exercise.
- **Third violation:** Residence hall removal.

Alcohol Paraphernalia

Paraphernalia used to consume, prepare, or store alcohol including but not limited to beer bong, funnels, tubes, shot glasses, beer pong tables, etc., are also prohibited. Typical behavioral plans include:

- **First violation:** Notice of policy violation/written warning.
- **Second violation:** Residence hall probation; 5 hours community service; alcohol referral.
- **Third violation:** Deferred removal; 10 hours community service; alcohol referral.
- **Fourth violation:** Residence hall removal.

Alcohol or Drug-Related Behavior

Residents and their guests may be held responsible for behaviors related to the consumption of alcohol or illicit drug use regardless of where the alcohol or drugs are consumed. This includes but is not limited to underage consumption of alcohol, public intoxication, and any behaviors that disrupt the residential community. Typical behavioral plans include:

- **First violation:** Residence hall probation; 10 hours of community service; alcohol/drug referral; reflection or educational exercise.
- **Second violation:** Deferred removal; 15 hours of community service; alcohol/drug referral; reflection or educational exercise.
- **Third violation:** Residence hall removal.



Computer Use Policy

PSC and WVU have established guidelines regarding computer use. Violations of these policies are prohibited. All computer users must be aware of the following policies and ethical standards for computer use. For additional information please refer to resnet.wvu.edu & it.wvu.edu.

Only currently enrolled students in good standing or other authorized users may use computer resources at PSC. Computer resources are to be used only for authorized purposes, such as instructional use related to classes. Electronic game playing is prohibited in residence hall computer labs. The computers are for academic purposes. The University supports federal copyright laws prohibiting the copying of licensed software. Misuse of computer, software, or computer networks including hacking and port scanning in the residence halls is prohibited. Typical behavioral plans include:

- **First violation:** Loss of network access for two weeks.
- **Second violation:** Loss of network access for the semester.
- **Third violation:** Loss of network access and other discretionary behavioral plans.

Dishonesty/False Allegations

Presentation of false information to Housing & Residence Life Staff or other University employees in the performance of their duties, or during student conduct meetings, is prohibited. Students violating this policy may receive behavioral plans at the discretion of the student conduct meeting administrator.

Disruption and/or Noise

Behavior that unreasonably obstructs, disrupts, or interferes with another person's free exercise of academic or residential activity is not permitted. This includes conduct that is loud, indecent, or disorderly, or behaviors that may be construed as a nuisance and thereby disrupt the residential community. Courtesy hours are in effect 24

hours a day. Therefore, any disruptive behavior, regardless of when it occurs (to include times outside established quiet hours), will be treated as a violation of the Disruption and/or Noise policy. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

Quiet Hours

Sunday through Thursday: 9:00 p.m.–8:00 a.m.

Friday through Saturday: 11:00 p.m.–12:00 p.m.

Note: 24-hour quiet hours will be in effect for the last week of classes and during finals week each semester. 24-hour quiet hours begin before the last week of classes and continue through finals week. If sound amplification equipment is involved, items producing the sound may be removed.

Violations occurring during 24-hour quiet hours will result in a minimum of 10 hours of community service.

Drugs (Controlled Substances)

Students may not possess, use, or distribute controlled substances on residence hall property. Students may not use any prescribed drug in a manner inconsistent with the prescription, nor may a student distribute drugs to others. Students may not intentionally or recklessly inhale or ingest substances (e.g., nitrous oxide, glue, paint, etc.) that will alter one's mental state, or use products in a manner inconsistent with their intended and lawful use. Typical behavioral plans include:

- **First violation:** Deferred removal; drug referral; reflection or educational exercise; 10 hours of community service.
- **Second violation:** Residence hall removal. Distribution or intent to distribute controlled substances will result in removal from University housing. Possession or use of narcotics, depressants, stimulants, or hallucinogens



may result in removal from the residence halls, and the student will be referred to the Student Conduct Office. Similarly, possession of 15 grams or more of cannabis products (i.e. marijuana) may result in removal from residence halls on first offense, and the student will be referred to the Student Conduct Office.

Drug Paraphernalia

Possession of drug paraphernalia is prohibited on residence hall property. This includes but is not limited to bong, pipes, hookahs, water pipes, or any items modified or adapted so that it can be used to consume/use illegal substances. Typical behavioral plans include:

- **First violation:** Residence hall probation; 5 hours of community service; reflection or educational exercise.
- **Second violation:** Deferred removal; 10 hours community service; reflection or educational exercise; drug referral.
- **Third violation:** Residence hall removal.

Elevator Misconduct

Elevators should only be used for their intended purpose - transportation from floor to floor. Any misuse or tampering with the normal operation of elevators is prohibited.

Explosive Device or Dangerous Materials

Residents may not make, possess, or threaten to make or use a bomb, explosive incendiary device, or use dangerous chemicals, fireworks, or any other dangerous materials. Violations of this policy will result in removal from University housing and a referral to the Student Conduct Office.

Failure to Comply/Uncooperative Behavior

Residents and their guests may not interfere or be uncooperative with residence hall staff or other University officials in the performance of their duties and/or disregard a reasonable request of any University

official. This includes but is not limited to utilizing abusive or combative language, intentionally hiding, or refusing to provide proper identification when requested by a residence hall staff member or other University official. Typical behavioral plans include:

- **First violation:** Residence hall probation; reflection or educational exercise; 5 hours community service.
- **Second violation:** Deferred removal; reflection or educational exercise; 10 hours community service.
- **Third violation:** Residence hall reassignment or removal; reflection or educational exercise; 10 hours community service.

Failure to Honor Student Behavioral Plan

Failure to complete an assigned student conduct behavioral plan will result in fines. Failure to complete assigned community service, reflection or educational exercises, or failure to complete a mandated alcohol/drug class or assignment, assessment, and/or any other referral will result in additional consequences and/or residence hall fines. Fines vary based on the type of referral and service costs associated with the referral. Typical fines associated with specific referrals are listed below:

Failure to complete community service hours:

- \$20 fine for each uncompleted hour.

Failure to complete reflection or educational exercise:

- \$100 fine.

Failure to complete alcohol or drug referral:

- Educational Session and/or Alcohol Interview - \$50 fine.



- Student Assistance Program assessment and BASICS group session(s) - \$150 fine.
- Alcohol Edu for sanctions - \$150 fine.
- Drug referral (assessment and two individual or group counseling sessions) - \$150 fine.
- Student Assistance Program Assessment and individual counseling sessions - \$400 fine.

Note: Not all referrals may be listed above. Fine amounts will be dependent upon the type of referral and service costs associated with the referral.

Failure to Provide Student Identification Card

For safety and security purposes, residents are required to provide their student identification card upon request by Housing & Residence Life Staff or other University official. Typical behavioral plans include:

- **First violation:** Notice of policy violation.
- **Second violation:** Notice of policy violation.
- **Third violation:** 3 hours community service.
- **Subsequent violations:** 5 hours community service.

False Alarms

Residents and guests may not falsely report a fire or any other emergency, including bomb threats or serious injury; pull or tamper with a fire alarm pull station when no fire is present; cause a smoke detector to activate when no fire is present; cause a sprinkler to activate when no fire is present; engage the stop button or activate an elevator alarm when there is no emergency, or exit an alarmed exit door and/or allow another person to enter or exit through an alarmed door. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community. *Note:* Falsely reporting an emergency will typically result in residence hall removal and a referral to

the Student Conduct Office for further disciplinary action.

Firearms or Other Weapons

Possession, storage, use, or manufacturing of firearms and weapons is strictly prohibited. These items include but are not limited to knives, bows, arrows, ammunition, guns, BB guns, slingshots, nunchakus, stun guns, paintball guns, and launching devices such as potato guns, or any items modified or adapted so that they may be used as a weapon. You may not make, possess, or threaten to make or use a bomb, explosive incendiary device, or fireworks. Items of this nature will be confiscated, and other appropriate behavioral plans may be imposed. Depending on the severity of the violation, the resident may be removed from University housing and referred to the Student Conduct Office.

Littering

Residents and their guests may not dispose of trash, food, cigarette butts, etc., anywhere other than designated areas, or "spit" on personal or public property. This includes disposing of personal trash in areas or receptacles not intended for such use. This may also include excessive room trash, odors created by not maintaining a hygienic environment, and not returning dining hall items such as trays, plates, cups, utensils, etc., to designated areas (e.g., conveyer belt) after meals. Typical behavioral plans include:

- **First Violation:** Residence hall probation; 5 hours of community service; reflection or educational exercise.
- **Second Violation:** Deferred removal; 10 hours of community service; reflection or educational exercise.
- **Third Violation:** Residence hall removal.

Misuse of Student Identification Card and/or Keys

Duplication, lending, borrowing, misrepresentation, or misuse of the student identification card, or possession of another

student's identification card is not permitted. Unauthorized duplication, lending, use, or borrowing of room or building entry keys is not permitted.

Typical behavioral plans include:

- **First violation:** Residence hall probation; 5 hours community service; reflection or educational exercise.
- **Second violation:** Deferred removal; 10 hours community service; reflection or educational exercise.
- **Third violation:** Residence hall removal.

Misuse of University Property

Residents and guests may not misuse or remove property or furniture. This includes possessing common area furniture, signs, etc., in student rooms. This also includes but is not limited to taking items or possessing items in one's room such as trays, plates, cups, utensils, etc., from dining facilities. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

Pets

Pets are not permitted with the exception of fish (limited to one ten-gallon tank per room). Failure to maintain a safe and secure environment for the community and pet is prohibited. Residential

Education reserves the right to remove any pet from University housing. Typical behavioral plans include removal of the pet and other discretionary behavioral items.

Safety & Security (Room Safety, Fire Safety, & Decorating Room)

- Rooms, and other residence hall property, should be kept in condition that does not create a health and safety hazard. Residents and guests may not devise any unsafe situation in which a member of the residential community can be injured. Residents may not affix or suspend any tapestries in such a way that it creates a health or safety hazard.
- Items not permitted in the residence halls and guidelines for personalizing and decorating your room are listed on page eight. Students possessing or using items not permitted, or not following the appropriate guidelines for decorating their rooms, will be required to remove the item (the item may also be confiscated) and/or may receive other discretionary behavioral plans (i.e. community service, reflection or educational exercise, etc.).
- Residents and their guests may not intentionally or unintentionally cause smoke or fires. Use or possession of an open flame (i.e. burning candles, burning incense, etc.) or open element appliances, including toasters, hot plates, and hotpots in residence hall rooms or other unauthorized areas is not permitted. Cooking in residence hall rooms not equipped for such use is also prohibited.
- Tampering (intentionally or unintentionally) with fire hoses, sprinklers, fire extinguishers, or other safety equipment to include but not limited to smoke detectors, exit signs, and pull stations, may result in removal from University housing.
- Students and their guests must immediately evacuate upon activation of the residence hall fire safety system (i.e. smoke detectors, fire alarm, etc.). Failure to evacuate will typically result in ten hours of community service and other discretionary behavioral items.
- Window screens are not to be removed under any condition due to danger to life and property. Dropping, throwing, or allowing solid or liquid objects to go out a window or off a balcony or fire escape is prohibited. Residents may not tamper with, manipulate (i.e. removing security bolts/screws), or remove window screens.



- Residents and their guests may not obstruct or prop (penny shut, glue, or jam) a door so as to prohibit entrance and/or exit from a residence hall room or other area.

Behavioral plans for these violations will be at the discretion of the student conduct meeting administrator.

Smoking

The use of tobacco products in any form is not permitted on residence hall property. Additionally, students who leave cigarette butts, or other tobacco products or parts of those products (i.e., chewing tobacco waste, etc.) will be charged with littering. The use of electronic cigarettes is also not permitted on residence hall property. Typical behavioral plans will be determined based on the severity of the incident and impact on individuals and the residential community.

Solicitation

The sale of services or products, or the seeking of funds, signatures, merchandise, or supplies is not permitted in the residence halls. Residents and guests may not attempt to urge, incite, request, or advise a person or persons to adopt an idea or purchase merchandise, or services for personal profit or organizational gain. Receiving business offers or goods in residence halls for business purposes of any nature is not permitted. Distribution of flyers, coupons, brochures, etc., is prohibited.

Theft

Theft of any nature is not permitted in the residence halls. This includes but is not limited to attempted or actual theft or possession of stolen goods, borrowing items without permission, and unauthorized use of residence hall television cable system. Violations of this policy may result in removal from University housing and be

referred to the West Virginia University Student Conduct Office.

Unauthorized Entry or Presence

Students and their guests may not enter any residence property without permission. This includes but is not limited to occupying any restricted, locked, or closed residence hall facility (including roofs and housekeeper's closets, offices, dining halls, computer labs, mechanical areas, fitness centers, student rooms, or elevators). Students and their guests may not enter the restroom of the opposite sex, enter a residence hall through a residence hall window, enter another room via a shared bathroom, or any other unauthorized entrance, and are not permitted to prop or use (except in an emergency situation) an exterior, emergency exit, or alarmed door. Students and their guests are strictly prohibited from entering a construction area or safety zone without authorization. Furthermore, residents may not enter a residence hall property after having been evicted or restricted from a residence hall, or allow access to others who have been restricted from a residence hall. University Police will be contacted for reported or suspected cases of trespassing. Typical behavioral plans will be at the discretion of the student conduct meeting administrator.

University Policy and Federal, State, and Local Laws

Violations of any University policy, federal, state, or local law are not permitted. This includes violations of the Campus Student Conduct Code, which includes and defines prohibited conduct such as harassment, impermissible burning, riotous behavior and hooliganism, endangerment, indecent exposure or obscene conduct, and intrusion of privacy, and matters of discrimination, sexual and domestic misconduct, stalking, and retaliation as defined in West Virginia University Board of Governors Policy 44. Please refer to studentlife.wvu.edu/office_of_student_conduct for the Campus Student Conduct Code and

[bog.wvu.edu/ policies](http://bog.wvu.edu/policies) for the Board of Governors' Policies.

Vandalism

Vandalism includes but is not limited to public urination, willful, wanton, or reckless damage to University premises or property, or the property of a member or guest of the University community. Defacing of bulletin boards, posted materials, or any other University property is also prohibited and will be treated as vandalism. Typical behavioral plans will be at the discretion of the student conduct meeting administrator.

Visitation

In order to provide safe and secure residence halls, visitors are required to register their visit and present photo ID upon request. Visitation is a privilege, not a right. Housing & Residence Life reserves the right to refuse, restrict, and/or revoke visitation privileges. Failure to register a guest or be registered as a guest, attempting to give access to a person not properly registered, or failure to be with an assigned host is prohibited regardless of the date or time the violation occurs (i.e., regardless of whether the alleged violation occurs before or after formal guest registration begins).

When a resident (host) registers a visitor, he or she assumes **full responsibility** for the visitor's behavior and well-being and **must accompany the guest at all times. Therefore any violation committed by a guest will be the responsibility of the host.** Each resident is only permitted to register two guests per visitation period. You should consult with your roommate concerning any possible objections. Please keep in mind that we want to make our halls as secure as possible 24 hours a day. The policy exists for the safety of you and your fellow residents.

Visitors will not be permitted to register or enter a residence hall if one or more of the following conditions apply:

- The visitor does not have a photo ID;
- The visitor is a minor (under 18 years of age) and the host has not received the approval of the Residence Hall Coordinator at least 48 hours in advance. Visitors under the age of 17 will not be permitted to be registered as an overnight visitors;
- The visitor is suspected to be under the influence of alcohol or other drugs or the visitor was involved in a violation of other residence hall policy;
- The visitor attempted previously to enter the residence hall without authorization;
- The roommate of the host or hostess is opposed to having the visitor in his/her room; and
- The guest has already stayed overnight two consecutive nights in the residence hall or complex.

This list is not all-inclusive. Housing & Residence Life reserves the right to deny visitation privileges if it believes such action is in the best interest of the residential community.

Temporary & Overnight Visitation

There are two types of visitation at PSC: temporary and overnight. Temporary visitors are those planning on leaving the hall before midnight. Overnight visitors are guests that plan on spending the entire night and are permitted to remain in a hall with their host after midnight. Regardless of which type of visitor a resident intends to have, all guests must be registered with Housing & Residence Life staff if they will be in a building after 9:00pm. To register a guest, the host and guest must stop by the main desk at University Place to fill out a guest pass, or have one filled out by their Residence Hall Coordinator. Both host and guest must show a valid photo ID. All guests must be registered after 9:00pm if they are not residents of the hall they are visiting.

Visitation by PSC residence hall students from within a hall is permitted 24 hours a day with consent of roommate(s). Should a resident intend to stay in another resident's room overnight, the overnight procedures outlined below should be followed to register that guest as an overnight visitor.

Overnight visitors must follow the same procedure as outlined about for signing in as a guest. Guests staying in a hall after midnight must be signed in as an overnight visitor. In the traditional halls (Davis, Memorial, Reynolds, Friend, and Catamount), overnight guests are restricted to those of the same sex. This is due to the community bathroom layout of those halls. Opposite sex overnight guests are permitted in University place.

Visitor Check List:

- ✓ Have you checked with your roommate to make sure they are okay with you having a guest?
- ✓ Is the guest over 18 years of age? If not, they will not be permitted to sign in without permission of the Residence Hall Coordinator.
- ✓ Is the guest spending the night or are they a temporary guest who will leave before midnight?
- ✓ If it is after 9:00pm, all guests must be registered with the front desk at University Place, even if their visit started prior to that time.
- ✓ If the guest is staying overnight, they must be signed in by midnight on the night of their stay.
- ✓ Guests may stay for two night maximum.

Good Samaritan Policy

Potomac State College holds a fundamental commitment to the safety of its community and its residents. It is vital for students to

call campus safety personnel such as University Police, a RA, a RHC, a night monitor, or Emergency Medical Services when an intoxicated student needs medical help. The "**Good Samaritan Policy**" offers a clear message to students that they should feel safe reporting any potentially dangerous cases of intoxication without fear of being subjected to disciplinary action related to Alcohol and/or Drug related policies.

Students or organizations that seek emergency attention for dangerously intoxicated individuals will not be subject to formal disciplinary action. The policy applies to both the person requiring help and the person or organization reporting their concern. When students encounter another who may be dangerously intoxicated, they should call Campus Police immediately by dialing 911.

The policy reflects the College's focus on safety and does not rule out an educational response to the incident. The student's permanent educational records will reflect no formal disciplinary action, but the College may contact the student's parents as a health precaution and may require a professional alcohol/drug evaluation and referral to the College Counseling Center. The policy refers to isolated incidents only and does not protect any who flagrantly and repeatedly violate the College's alcohol policy.

XI. Important Resources

Campus Phone Numbers

All campus phone numbers use the 34 area code.

Academic Affairs	788-6861
Academic Success Center	788-8282
Accessibility Services	788-6936
Alcohol & Drug Specialist	788-6910

Bookstore.....	788-6908
Business Office.....	788-6827
Campus Ministries	788-6868
Cashier Office	788-6833
Counseling Services	788-6976
Dining Services.....	788-6919
Diversity, Equality & Inclusion	788-6959
Enrollment Services	788-6820
Health Center.....	788-6913
Housing & Residence Life	788-7407
Information Technology.....	877-327-9260
Library.....	788-6901
Marketing & Communications	788-6872
Pasquino.....	788-6967

Potomac State College does not endorse these transportation services in any way. They are simply listed here for informational purposes.

President's Office.....	788-6812
Sexual Assault Prevention Specialist	788-6910
Student Affairs	788-6842
Student Conduct Office.....	788-7248
Student Government Association ..	788-6846
Student Involvement	788-6837
University Police	788-6931

Shuttle & Taxi Services

The Office of Housing & Residence Life provides a free shuttle service to the Amtrak station in Cumberland, MD on the day of and the day before halls are scheduled to close for major break periods. The times for this shuttle service is based on the Capital Limited train schedule. Space is limited on this shuttle and you must make a reservation at least 28 hours in advance by stopping by the Office of Housing & Residence Life in University Place or by calling the office at 304-788-7407. If you have to cancel your reservation, please

notify the office at least 24 hours in advance so another resident can take that space on the shuttle.

Additional weekend shuttle services are available through the College Shuttle Company based out of Baltimore, MD. The shuttle picks up from the front of University Place and operates a weekend schedule. For rate and schedule information, visit collegeshuttles.com.

The BayRunner Shuttle Service also provides transportation to and from regional airports, including in Cumberland, MD. More information can be found online at bayrunnershuttle.com.

Taxi service is limited around Keyser but two companies are available. The Queen City Taxi Company can be contacted at 301-722-2800 and the Yellow Cab Company can be reached at 304-788-3531.

Microfridge Rental

Students interested in purchasing or renting a microfridge unit should contact The Melvin Group, the vendor exclusively permitted to supply units to residents of PSC Housing. Units provided by the Melvin Group consist of a microwave oven, a refrigerator, and a separate freezer and meet all of the University's electrical and safety requirements.



Orders placed by August 1 will be installed in the student's room prior to their arrival on campus. Orders placed after August 1 will be installed during the first two weeks of the semester.

Students are not permitted to bring their own microwaves to campus. The only way to have a microwave in a room is to rent the microfridge unit.

Information on ordering a microfridge can be found online at themelvingroup.com.

