

Housing and Residence Life

THIS DOCUMENT IS AN ADDENDUM TO THE STUDENT CODE OF CONDUCT

Policies and Procedures Manual

TALLADEGA COLLEGE | 627 WEST BATTLE STREET, TALLADEGA, LA 35160

FERPA Statement of Understanding

FERPA

As custodians of official college records, we all share the responsibility for ensuring the privacy of the records and personal information about our students. Before you will be allowed to access Jenzabar, the College requires your maintaining student privacy as outlined in the Family Education Rights and Privacy Act (FERPA).

Talladega College defines **directory information** as the student's name, address, telephone number, dates of attendance, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and the most recent educational institution attended by the student. On the web, you may see that many of your students have a "confidential" indicator on their directory information. You cannot release directory information to third parties-parents, spouses, partners, friends, employers, or others, unless the student gives you written consent to do so.

Student records and directory information are accessible to members of the faculty and staff who have a legitimate need to know this information. ***If a student has requested confidentiality, you have a responsibility to protect this information.*** In fact, if a student has asked for confidentiality, you should not acknowledge that person is even a student to outside inquirers. If a student has not asked for confidentiality, you are allowed to release the items defined as directory information. ***All other information requires written consent of the student.*** Evaluations, course registration, schedules of courses should not be released to anyone other than the student since it is not defined as directory information.

As a Talladega College faculty or staff member who has access to or custody of student information you must provide adequate security for any information, files, and/or records in your custody. Proper custody of student information includes, but is not limited to:

1. Keeping all student records in a secure environment
2. Keeping all student information inaccessible to third parties by:
 - a. Not leaving student records on tables, desks, or in other areas open to third parties
 - b. Securing computer screens so that third parties do not have view access to student information
 - c. Not posting student evaluations, class lists or other personally identifiable student information
3. Shredding or returning to the appropriate administrative office any document containing information
4. Not providing any information to outside parties except as specifically permitted by College policy.

We in the Housing and Residence Life Department understand that we have access to information which contains personally identifiable information the disclosure of which is prohibited by the Family Education Rights and Privacy Act of 1974. We also understand the requests for information and questions concerning the release of information should be referred to the Registrar.

We have read and understand the above and agree to maintain the confidentiality of student records and data.

Americans With Disabilities Act

ADA Basics: An Overview

Title I of the Americans with Disabilities Act (ADA) prohibits private employers with 15 or more employees from discriminating against a qualified individual with a disability. The ADA also requires that employers provide reasonable accommodation to know physical or mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of the employers' business (42 USC 12102 et seq.).

The ADA prohibits disability discrimination in the full range of employment and personal practices, such as recruitment, hiring, rates of pay, upgrading, and selection for training. To be protected by Title 1 of the Act, an individual must have a "disability" and the individual must be qualified to perform the essential functions of the position, with or without a reasonable accommodation by the employer.

The ADA does not interfere with an employer's right to hire the best qualified applicant. Nor does the ADA impose any affirmative action obligations. The ADA simply prohibits an employer from discriminating against a qualified applicant or employee because of his or her disability.

Notice required. The ADA requires an employer to post notices containing the provisions of the ADA, including the reasonable accommodation obligation, in conspicuous places on its premises. Such notices should be posted in employment offices and other places where applicants and employees can readily see them. Information about the reasonable accommodation obligation also can be included in job vacancy notices, and in personnel manuals, and may be communicated orally.

Structure of the law. The law is broken down into five major sections or titles. Title 1 requires fair employment practices and protection from disability discrimination in employment. Titles II, III, and IV cover public services, public services, public accommodations, and telecommunications. Title V covers a number of miscellaneous issues, including retaliation, insurance coverage, construction, state immunity, attorney's fees, illegal drug use, and exclusions from the definition of "disability."

To start the process to receive Housing accommodations please contact the *Office of Counseling/ADA Services and Student Health*:

Mr. Michael Brown, MS, LPC. CCTP
Director and Counselor

Email: mbrown@talladega.edu

Phone: 256.761.6246

Office: Seymour 115

Ms. Stacy T. Fincher, R.N.
Campus Nurse

Email: sfincher@talladega.edu

Phone: 256.761.6208 or 256.493.7830

Office: Student Health Center located in the Student Activity Center

Our Mission Statements

Talladega College

Talladega College is an institution rich in history whose mission is to equip its graduates for the global community through academic excellence, moral values, community service and professional development.

The Division of Student Affairs

The Division of Student Affairs Division is committed to the promotion of a holistic learning environment for all students at Talladega College. We contribute to the academic mission of the College by providing programs and services that empower our students to advocate for their experiences. We foster a community of accountability and responsibility aimed at developing a better Talladega College and a greater world.

Housing and Residence Life

The mission of the Department of Housing and Residence Life is to provide students who are living in College housing with a safe, well-maintained facilities and creative programming that will encourage academic success, interpersonal relationships, and personal growth.

Housing and Residence Life Staff

Director of Housing and Residence Life

The Director of Housing and Residence Life serves the primary role of developing a department wide strategic plan, implementing and executing the mission and vision, and creating and maintaining departmental assessment practices. The Director oversees overall management of the university student housing and residence life program including administrative decision-making, leadership, and strategic planning. The Director areas of responsibility include assessments, student development, interpretation and enforcement of housing contract policies, publications, facility management and operations, marketing, fiscal oversight, and implementation, billing and office management.

The Director performs personnel functions including hiring, training, supervision, and evaluation of staff in addition to maintain personnel management accountability by interpreting and applying personal policies and procedures. The Director also provides administrative leadership and management on established policies, procedures and protocols, including risk management and emergency preparedness, associated with all programs and operations within Housing and Residence Life. Additionally, the Director of Housing and Residence Life serves as a member of the Division of Student Affairs Leadership Team. In relation to the student body at Talladega College, the Director should maintain a leadership and role model relationship with students. The Director plays an integral role in the formation of student advancement as well as retention while setting the tone for much of the student experience outside of the classroom. The Director stays up to date on relevant student resources and work directly with diverse array of student to develop comprehensive initiative that meet the ever-changing student needs.

Assistant Director of Housing and Residence Life

The Assistant Director of Housing and Residence Life supports the vision and mission of the housing operations by overseeing the daily management of housing area including direction of staff and ignition of all related actions to ensure effective operations, efficient use of appropriate resources, and a focus on excellence in custodial, maintenance, service, safety and teamwork. Working with diverse workforce, deliver well-maintained, clean, safe and secure living experience for students and guest. Oversees all employee related issues. Initiate appropriate actions in areas of job performance, training, discipline, etc.

The Assistant Director will meet regularly with staff to provide information, solutions and recommendations. Take action on suggestions and complaints to resolve needs. The Assistant Director will assist the Director in the review, analysis and preparation of an annual operating budget and the department strategic plan. Meet established projections and correct deficits. Formulate and implement new procedures allowing for more cost effective use of resources. Monitor life safety systems such as fire and card access. Act as a liaison in the absence of the Director with Residence Life, Food Services, College Police, and Auxiliary Services. Will direct the corrective action process as required. Provide after-hours availability to assist in the resolution of emergency situations.

Resident Director and/or Resident Center Manager

Each Resident Director (RD) and/or Resident Center Manager (RCM) is required to work throughout the year and provide the necessary service to residents that will lend to student development and academic success. Each RD and/or RCM has an office within the residence hall. Students may also visit the front desk to reach their Resident Director and/or Resident Center Manager on duty. RDs and/or RCMs develop and administer a comprehensive hall programming to meet the goals of the department of Housing and Residence Life. As supervisors, they ensure that the residence life functions are completed through appropriate and equitable delegation. RDs and/or RCMs assume the major leadership role in the operation of the residence hall of which he or she is designated to serve. RDs and/or RCMs also assume leadership responsibilities in the area and all-campus levels, including chairing committees, supervising special projects, and undertaking special assignments in the central office.

Relief Staff

The job of the Relief Staff is to fill in for regularly scheduled employees at certain times during the day or night. Responsible for providing direct services and engagement to students. Relief Staff will supervise, monitor, and maintain all safety and security of the facilities they are assigned to.

Requirements for Residential Living

Housing Reservation Processes

Talladega College does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, veteran status, age, or disability.

Residency Requirement

To ensure that all Talladega College students receive a strong foundation and create a path of success, we believe that all students with fewer than **60 earned credit hours** must live on campus. Residing on campus yields positive benefits such as a higher GPA, higher retention, higher graduation rates (within 4-6 year), and likelihood to attend graduate or profession school (i.e. law school, medical school, etc.). Students enrolled or accepted to Talladega College and who lives beyond a fifty (50) mile radius, will be required to reside on campus until they have earned sixty (60) or more credit hour with a 2.0 overall grade point average.

Note: It is understood that there are occasional extenuating circumstances, beyond a student's control, that may have an impact on his/her ability to live on campus.

Exceptions

In the event of compelling individual circumstances that would warrant residing off campus, exceptions to this requirement must be submitted to the Director of Housing, or his/her designee. Individual seeking an exception must file a waiver form and submit to the Director of Housing or designee. Individual seeking an exception must submit the appropriate documentation to the Director.

Exemptions may be granted with appropriate documentation under the following circumstances such as:

1. The student is experiencing medical conditions, which require special attention, or is the caregiver of someone experiencing medical conditions and requires special attention.
2. Students with children, married students, and students involved in domestic partnership.
3. Demonstrated financial hardship as confirmed by Talladega College Office of Financial Aid
 - a. Nontraditional students age 24 and over by August 1, with proof of age.
 - b. The student has full-time employment off campus and employment is verified. Exemption information must be received in the housing office no later than **June 15**.

Room Reservation Fees:

1. **All new students, transfers, and readmit students** requesting on-campus housing must submit a housing application with a \$200.00 payment.
2. **All returning students** requesting on-campus housing must submit a room renewal application with a \$100.00 payment at the start of each new academic year.

The application fee and security deposit should be submitted before any housing assignment will be given to a student. Students should make all payments to **Talladega College Business Office located in Sumner Hall**. If any of these items are missing your room reservation cannot be made and will remain on hold until all items have been submitted.

Qualifications for On-Campus Housing

The application process for on-campus housing is separate from the admission application to the College. Students must have been accepted to the College before housing will be assigned. Applications are available online at www.talladega.edu.

A student qualifies for on-campus housing upon completion of registration and business office clearance, with a course schedule of 12 or more semester hours. Students who are not registered will not be permitted to move into the residence halls, eat in the cafeteria or attend classes.

Residents who drop below full time status, or withdraw, must notify the Housing and Residence Life Office and follow the appropriate check-out procedure.

No student can qualify for on campus housing until he/she has completed all financial and registration requirements.

Residence Hall Assignments

Residence Hall assignments are made on the basis of available space, receipt of the housing application and of room deposit payment. Freshman are assigned rooms in designated halls and areas on the date of completed registration. Roommates will be designated according to mutual student preference and College housing policy. Students who do not indicate a preference will be assigned roommates. Should an assigned roommate fail to enroll, or request a change in his/her room assignment, the student has four options:

- 1. To secure a roommate for that room;**
- 2. To move to another room in which there is a vacancy, or**
- 3. To accept a reassignment by the College.**

Housing Agreement Renewal

All residents must renew their contract for each academic year and summer session with the Housing and Residence Life Office. Preference will be given to residents who renew their contract during the Contract Renewal period in the spring semester.

Subleasing

Subleasing of any room at Talladega College is *prohibited*.

Administrative Suspension or Expulsion

Students suspended or expelled for disciplinary reason are not entitled to a refund of any room or board deposits or fee paid. Students who are asked to vacate their residence hall room as a result of disciplinary actions (but who are allowed to continue classes) are not eligible for a refund on any portion of any fee charged by the Housing and Residence Life Office.

Residence Hall Assignments

Hall	Gender Requirements	History
New Hall	Co-Educational (Upperclassman)	Talladega's newest residence hall was opened in January, 2019. It holds 198 beds and a state of the art facility.
Shores Hall	Females Only (Upperclassman)	Arthur D. Shores Hall, was constructed in 1974, it is named after Arthur D. Shores, class of 1927, who served for many years as a member and chairman of the Board of Trustees.
Ish Hall	Females Only (Freshman)	Ish Hall, was constructed in 1963, it was named after Jefferson Ish, class of 1907, who at the time of his death was a member of the Board of Trustees.
Derricotte House	Honor Females Only; Acceptance and GPA min. required; Established college GPA of a 3.0 or higher (Upperclassman)	Juliette Derricotte House, was constructed in 1940-41, it was a gift of Harkness Foundation and named after Juliette Derricotte, class of 1918, who at the time of her death in 1932 was a member of the Board of Trustees. It was once a staff residence and guest house.
Crawford Hall	Males Only (Freshman)	Crawford Hall, was constructed in 1968, it was named after George W. Crawford, class of 1900, an attorney from New Haven, Connecticut.
Senior Grove	Males Only (Upperclassman)	Senior Grove, was constructed in 1993, consists of three buildings that house the Great Tornado Band.
House 709	Honor Males Only; Acceptance and GPA min. required; Established college GPA of a 3.0 or higher (Upperclassman)	House 709 currently house the male honor students here at Talladega College.

Dining Services

The College Dining Hall, which is contractually managed by Thompson Hospitality, provides nutritious and wholesome meals to our student body. The meals are served in an ultra-modern dining facility. All boarding students must present proper College student identification (Talladega ID Card) at time of entry.

Dining Services Hours of Operations

Monday-Thursday

Times

Breakfast	7:00am to 9:00am
Lunch	10:30am to 2pm
Dinner	4:00pm to 7pm

Saturday, Sunday, & Holidays

Times

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

**Hours are subject to change. Students will be properly notified.*

Laundry Rooms

Washers and dryer are provided in some residence halls. The College is not responsible for any article of clothing left in these areas, or, any damage incurred. For more information concerning the laundry rooms, please consult with your Resident Director and/or Resident Center Manager.

WELCOME

Check-In, Hall Closing and Check-Out Procedures

At the beginning of each vacation period, (Christmas break and Summer break) all residents are required to officially checkout with their Resident Director (RD) and/or Resident Center Manager (RCM). At that time, the Housing Staff will inspect each room to ensure that all trash has been disposed of, refrigerator unplugged and that the room is generally clean. Talladega College reserves the right to adjust this policy for individual circumstances.

When leaving for a vacation period, all student must return their keys to the Hall Management. Failure to follow proper checkout procedures is in violation of the College regulations and will result in additional charges.

Prior to Check In

1. Complete Housing Application by following the directions sent to you after being officially accepted to Talladega College.
2. Submit the application (with application fee) according to instructions provided in your application.
3. Review the “What to Bring, What not to Bring” list from the Housing and Residence Life website.
4. Check academic calendar for Housing check in dates.
5. Save your housing assignment that will be emailed to you after you have applied and been assigned a space.

Check In

1. Come to your assigned hall for check in.
2. Receive your keys.
3. Take your belongings to your “Home Away from Home.”
4. Complete you’re Room Condition Report and any other forms provided to you during check in.

Prior to Check Out

1. Complete Renewal Application for the new year if you plan on residing on campus
2. Read all Check-Out procedures posted by your Hall Staff throughout the hall.
3. Meet with your room or suite mates and agree on who will clean what.
4. Clean your room thoroughly. The room should be a reflection of how it appeared when you checked in.

Check Out

1. Clear out ALL of your belongings.
2. Make sure your room has been cleaned to standard.
3. See your Hall Staff to complete the check-out portion of your room check.
4. Sign check out form.
5. Turn in your room key.

Getting Settled

Room Condition Report

A room condition report will be provided for each resident. The resident is responsible for accurately documenting all existing damage in the assigned room. The Hall Staff is used when conducting the inspection at the time the room is being vacated. Any damages found at the final inspection that are not listed on the report will be charged to the Talladega resident's account.

Resident In-Take Form

As a part of being a Talladega College student, it is important that we take your health and safety seriously. Your information card is used as a form of contact and medical information. It is important that this card is completely and accurately filled out.

Room Change

Part of the value of residing on campus is learning to live with and among people from a variety of backgrounds and possessing different values. A conscious effort should be made by all students to resolve any difference which should arise. If this cannot be done, contact your Resident Director or Resident Center Manager. He or She will work to assist in the resolution. If the result necessitates a room change, a room change request form must be filled out and approved by the Hall Staff of the building upon notifying the main housing office. All room changes, unless a threat to safety is present, must first be approved by the Resident Director or Resident Center Manager and communicated to the main office about assignment changes prior to the physical move.

Room change request will be accepted and authorized on a case by case basis. Final determination for all room changes will be at the discretion of the Hall Management Staff.

Any student who changes rooms without following proper room change procedure will be required to move back to their original room assignment and will be assessed a ***\$75.00 administrative fee*** for improper room change.

Room Consolidation

Talladega College reserves the right to consolidate rooms in order to maintain standard room occupancy rate. Should your roommate fail to check-in, or moves out of your room you may be required to move into another room or another roommate will be assigned at any time.

Break Periods

All residence halls are open during Thanksgiving and Spring breaks. During these breaks, visitation privileges remain as stated in the policy. Meal services will be available during these times, but may have condensed service hours, which will be communicated prior to the break.

During winter and summer break all residence halls are ***officially closed unless stated otherwise from the Office of Housing & Residence Life***. There is no meal service offered during this break.

Residential Expectations

Residing In Your Community

Residence halls are communities. The students who reside on campus accept the rights and responsibilities associated with communal living. More specifically, Talladega College believes that students, by agreeing to live on campus, consent to certain roommate rights, including the right to sleep undisturbed in one's room and its facilities without pressure or interference from roommates, and to personal privacy.

Resident Bill of Rights

Community Respect

Students are expected to engage with each other in a positive, respectful manner, even when dealing with conflicts. It is doubtful that any roommates make it through a year without disagreements. The hallmark of "good" roommates is their willingness to calmly talk through their differences, and to seek compromise when appropriate. Students are encouraged to bear in mind that their actions may affect the entire student community. Sometimes the intervention of a facilitator (for example, the Hall Staff) may be necessary for students in a room to work out their differences.

The residence halls are laboratories of human relationships where students may live with people of different lifestyles. You will develop lasting friendships in the halls as you participate in various activities. Residence hall activities and programs are designed to supplement classroom learning by promoting growth and awareness. With this, resident students should be able to:

- Read and study free from undue interference in one's room; unreasonable noises and other distractions inhibit the exercise of this right.
- Sleep without undue disturbance from noise, guests of roommates, etc.
- Expect that a roommate will respect one's personal belongings.
- Have a clean environment in which to live.
- Have personal privacy.
- Host an approved guest with the expectation that guest are to respect the rights of the host roommate and other residents.
- Openly communicate in the resolution of conflicts.
- Be free from fear of intimidation, physical, and/or emotional harm.

Violation of any of the above by residence hall student will be subject to fines and/or disciplinary action.

Don't Do It!

Tampering with Life Safety Equipment (Intentional/Non-Intentional)

Life safety equipment and devices, such as smoke detectors, fire extinguishers, exit signs/alarms, sprinkler heads, and fire alarm pull stations are placed in student rooms and throughout the residential facilities for safety. Students should use fire alarms, fire extinguishers, fire exits, fire sprinklers, and related equipment only for their intended purposes. Do not obstruct or tamper with fire detection and suppression equipment. Maintain storage at least 18" below the plan of sprinkler head installations and never hang items from sprinkler heads or throw items at or near sprinkler heads and smoke detectors. Any misuse, tampering, or destroying building safety equipment jeopardizes residents' safety and should be reported immediately to Campus Police or a Residence Life staff member.

- Students caught tampering with fire safety equipment or life safety systems will immediately be subject to fines and/or disciplinary action.
- Any student found responsible of tampering with such equipment in any way will be subject to a **minimum \$500.00 fine** in addition to paying restitution for the cost of any necessary repairs or replacement of equipment and payment of damages or loss of property not covered by insurance as a result of tampering with the equipment.
- Any student causing damage to fire and life safety equipment which results in damage to college or personal property and/or which results in personal injury to a member of the community, as a result of violating college policies or procedures can be subject to immediately placed on interim suspension from college housing and/or the college depending upon the severity of the incident.
- Students found responsible for violating the Student Code of Conduct or Housing Policies which result in damage to personal or college property will pay restitution for damages not recovered by insurance, and can be subject to permanently dismissed from the college housing without refund of housing fees, will be trespassed from all college housing properties and programs, and will could be subject to additional sanctions up to and including dismissal from the college.

There are many state and laws and regulations regarding fire safety and life safety equipment in residential facilities. The college will cooperate with law enforcement agencies and will pursue prosecution of any persons who maliciously tamper with fire safety equipment and suppression systems which result in loss of person or property or personal injury.

Remember the following:

- Hanging items on sprinkler heads is a violation and a risk to the safety of yourself and others;
- Removing smoke detectors for any reason is a violation and a risk to the safety of yourself and others;
- Using an extinguisher for anything other than a fire is a violation and risk to the safety of yourself and others;
- Propping exit doors can be considered tampering with life safety systems. Exit doors are intended to protect residents;
- Covering smoke detectors and ventilation systems is a violation and a risk to the safety of yourself and others;
- Knocking down exit signs is a violation and a risk to the safety of yourself and others;
- Moving or covering cameras is a violation and a risk to the safety of yourself and others;
- There are no reasons why you should come into contact with life safety systems unless for a true and relevant emergency in which the system is intended to assist in the emergency's resolve.

Drugs and Alcohol

Talladega College prohibits the unlawful possession, use or distribution of illicit drugs and alcoholic beverages by students on its campus. Further, any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Privacy rights of students in their residential space will be respected, but any reason a campus authority deems the need to enter or search a room, the authority has all rights to enforce policy and applicable state law into play. The concealment of illegal drugs or alcohol consumption from plain view does not preclude the enforcement of state laws or this policy for other just cause. Campus Police and authorized staff may search beyond plain view with explicit approval from the Vice President of Student Affairs, Dean of Students or Chief of Police. Students who violate this policy may be criminally prosecuted and be subjected to disciplinary actions ranging from probation, suspension or expulsion. Students accused of violating these policies are afforded full due process under the college Student Code of Conduct. The college reserves the right to assign special circumstances to each individual case. The Office of the Dean of Students reserves the right to notify the parents of students under the age of 21 who violate alcohol and other drug provisions of the Student Code of Conduct, or who in our professional judgement are considered to be under the age of 21, the Dean of Students will staff the case and make a decision regarding parental notification based on the particular circumstances of the offense and the student's history. Parents will be notified by letter or phone, depending on the circumstances of the case. The college may also refer cases for criminal prosecution. Other sanctions may include:

- Immediate removal from the resident hall and suspension from living in an on campus resident hall for a certain time period or the remainder of the students' academic career.
- Possible suspension or expulsion from the college.
- Prohibited participation in campus activities, Student Government, Greek organizations and the representation of the college or its organizations in any capacity
- The student may be required to seek mandatory counseling service that may or may not duplicate those required for earlier violations.

Remember the following:

- It is illegal for anyone to have alcohol or illegal drugs on campus;
- It is illegal for anyone under the age of 21 to drink;
- It is illegal for anyone to buy or provide alcohol for someone under 21;
- It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on or off campus;
- It is illegal to sell alcoholic beverages and illegal drugs;
- It is a violation of university policy for a student to hurt or endanger another student through the use of illegal drugs or drinking.

Weapons

Talladega College seeks to maintain a welcoming and safe educational environment for students, employees, and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at events.

Except as otherwise allowed by law, the College prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. College students may not possess firearms at any time on campus and may be confiscated.

Student violations may be addressed in accordance with the Student Code of Conduct as well as other applicable policies and may include sanctions, up to including expulsion.

Talladega College also prohibits weapons at all off-campus College sponsored or supervised activities. Persons with knowledge or information of conduct which may constitute a violation of this policy are urged to contact the Talladega College Campus Police.

Fighting

Fighting can lead to death, significant injury and possible criminal charges. Initiating a fight is one of the fastest ways to criminal prosecution or civil action. Such action will not be condoned by the college and will be subject to immediate disciplinary sanctioning, suspension or expulsion of the individual(s) or the groups involved.

Any fight that involves individual students or multiple students from an organization, on or off campus, will be considered a violation of the Talladega College Student Code of Conduct. All individuals may be subject to immediate disciplinary sanctioning, suspension or expulsion of the individual(s) or the groups involved.

Dangerous and Disruptive Activities

The following activities are deemed dangerous/disruptive and may result in significant damage to property or persons and are strictly prohibited in residential facilities:

1. Accessing rooftops or ledges
2. Climbing from windows
3. Scaling or rappelling from balconies or exterior walls
4. Throwing, bouncing or kicking of any object in or from a window, ledge, roof, stairwell, balcony, hallway or any other common area
5. Playing sports, musical instruments or utilizing transportation devices such as skateboards, rollerblades, hover boards, scooters, bikes or other personal transportation devices in hallways, lobbies, elevators, stairwells, handicap ramps.
6. Tampering with fire safety equipment in any way.

Students engaging in any of the previously listed behaviors will be subject to immediate disciplinary action. In addition, any damages to facilities and property resulting from these activities will result in restitution charges to either the individual or the community. Damages as a result of violating other college and/or housing policies will also be grounds for restitution and disciplinary action including possible suspension from the residence halls and/or the college.

Residents are asked to report any crime or behaviors that is disruptive to the living/learning environment that they have witnessed or have knowledge of, to Campus Police, Residence Life staff, and/or College Official.

Residing In Your Community

Definitions

1. ***Talladega Housing and Residence Life defines a guest or visitor as:*** Any person, including another Talladega student and/or resident, who has not been assigned to live in the room he/she is present in.
2. ***Talladega Housing and Residence Life defines cohabitation as:*** Any person living in or occupying space to which the person is not assigned or dwelling within a room or facility without being a contract resident assigned to the space in question. The number of days in particular room or residence will not be the sole issue, but also the person's presence on a regular or continued basis without a formal contract or assignment. Hall staff will be trained to sight evidence of cohabitation which may include, but not limited to, presence of belongings not natural to a non-overnight/temporary visit, canvass of residential neighbors, etc. ***Students reasonably considered to violate this policy will be held responsible and may be sanctioned up to double room rental cost and/or suspension from the residential community.***
3. ***Talladega Housing and Residence Life defines a Talladega Resident as:*** Any paying student who is living in or occupying a space with the College residence halls and has current and active agreement on file within the Office of Housing and Residence Life. A Talladega College resident visiting another Talladega College resident is defined as a Talladega resident guest.
4. ***Talladega College and Residence Life defines a Talladega Non-Resident Guest as:*** Any person who is not a Talladega Resident, but is a currently enrolled Talladega student and is present in a residence for any given amount of time.

Visitation/Cohabitation

Residence halls are communities. The students who reside on campus accept the rights and responsibilities associated with communal living. More specifically, Talladega College believes that students, by agreeing to live on campus, consent to certain roommate rights, including the right to sleep undisturbed in one's room and its facilities without pressure or interference from roommates, and to personal privacy. Roommates should always discuss the rules that will govern how they will operate within the room during the first week of their move-in. agreements should be reviewed periodically by the residents of the room. It is suggested that students request that the Hall Management facilitate the development of your roommate agreement to ensure the fairness.

At Talladega College, students who live in the residences have helped to develop for themselves and for the community a policy on visitation and cohabitation based on their experiences in the halls and their understanding of what will work here. Visitors may not infringe on the rights of other residents or guests to study, sleep or socialize in their room or building. In support of the teachings of Christian values and our College mission, we are committed to providing a holistic moral education.

Campus housing is for contracted residents. Individuals with valid contracts and housing assignments are the only people permitted to reside and keep belongings in campus housing. Cohabitation is defined as providing housing and storage for persons who do not have legal contract with Housing and Residence Life. Cohabitation is strictly prohibited. Any resident who is identified as allowing co-habitation within their assigned space will be sanctioned accordingly. All students within the respective space will be equally charged with same sanctions. Violations may lead up to suspension from the residence hall.

Visitor Policies

1. The host is fully responsible for their guest and the actions of their guest.
2. Guest must call their resident host from outside the building in order to gain entry.
3. The resident host must escort their guest in the residence halls at all times.
4. The roommate's rights to privacy, sleep and study take precedence over the rights of a host to have a guest.
5. Habituation of a room by anyone other than an individual assigned to that room is prohibited.
6. Guest may use only appropriately designated restrooms.
7. Gatherings with more than three times the designed occupancy in a residence hall room and/or apartment is prohibited.
8. Guest must carry their Talladega ID, Divers License or State Issued Identification Card with them at all times.
9. Non-Talladega College guest, including formerly enrolled students, are not allowed beyond the first floor, main entrance lobbies at any time, unless explicit and/or written approval is provided by an official College Residential Staff member. Resident Assistants are not allowed to grant this approval.

Residence Hall Hours/Quiet Hours

Visitation Hours

Sunday: 12:00 p.m. – 10:00 p.m.

Monday – Thursday: 12:00 p.m. – 10:00 p.m.

Friday – Saturday: 12:00 p.m. – 12:00 a.m.

Curfew Hours

Sunday – Wednesday: by 12:00 midnight

Thursday: by 1:00 a.m.

Friday – Saturday: by 2:00 a.m.

Quiet Hours

Sunday - Saturday: 10:00 p.m. to 10:00 a.m.

The College reserves the right to remove any equipment not in compliance with quiet hours.

Hall/Room Inspections/Health and Safety Inspections

Talladega College reserves the right to enter and inspect any room to maintain discipline, care of property and the health and safety of the students. This may also be done on a monthly basis and/or when there is reason to believe that such a search is necessary to maintain the safety and good health of any and all residents. Students' rights to privacy are respected on Talladega campus. Hall Management may not search a student's room beyond plain sight without explicit approval of the Director of Housing and Residence Life, or higher authority.

Maintenance personnel are authorized to enter rooms and perform routine maintenance and repair services. When required for repair or maintenance inspection, closed spaces may be opened and observed. Violations found during such rendering of service will be acted upon by Housing and Residence Life Management.

Residence Hall Rooms

Your hall room will be at the center of your experience within the residence hall. Your room is not just a place to keep your belongings and sleep, it is also a place to study and to live with other people and practice cooperative living. You and your roommate(s) will need to negotiate times for studying, sleeping, visitation and relaxing in order to live together successfully.

In decorating your room, common sense is essential for a safe and attractive living environment. Decorations should not block entrances or cause a fire hazard. ***Any damages to your residence hall room during the course of the year will be billed accordingly.*** The Hall Management Staff must approve all changes in your room in writing. Be sure to file a Room Condition Report when moving into your room and again when you move out.

Posters, Pictures, Wall Hangers, Etc.

Special Fun-Tac adhesive or Command brand hooks or adhesive strips are the only permissible device which should be used to adhere anything to the walls in the residence halls. Other hanging devices such as nails and or screws are prohibited.

Room/Suite Painting

Students are prohibited from using paint and/or other coloring/marker substances on the walls of their hall apartment/room/suite.

Room Key/I.D. Card Handling

All hall residents are issued key(s) and/or I.D. card to a room. The key(s) and/or I.D. card will open your assigned room only. Keep your key(s) and/or I.D. card in your possession at all times. ***DO NOT LOAN YOUR KEY(S) OR ID CARD TO ANYONE.*** Students who fail to carry their key(s) or I.D. card are not guaranteed immediate access to their room. For security purposes, lost or stolen key(s) may necessitate changing locks. This charge will be made to the student who loses his/her keys. Unfortunately HRL cannot absorb cost for the replacement of stolen locks or keys. There will also be a lock out fee assessed to unlock doors. Appropriate I.D. will need to be available, before a lock-out service is provided. When a key is lost please report the loss to your Hall Management Staff immediately. Failure to do so could lead to illegal entrance into your room and loss of belongings.

Combustibles

The use or possession of fireworks, other explosive, combustible materials and/or potentially harmful chemicals in the residence halls or the immediate vicinity thereof is prohibited. ***Candles, oil lamps, space heaters, incense and any other open flame devices are also prohibited.***

Electrical Outlets and Small Appliances

1. Electric wall sockets are designed to handle only two residential type plug-in devices. Do not overload electrical circuits. It can cause fire and is prohibited.
2. Approved surge protector power strips are permitted and recommended.
3. Hot plates, grills, toaster ovens & deep fryers are not permitted.
4. Please see “What to Bring and What not to Bring” for other items prohibited in the residence halls.

Bicycles, Motor Vehicles, Skates, Hover Boards

Bicycles and motor vehicles (motor cycles) are prohibited from being in the residence hall or room. Bike racks are provided around campus. Motor vehicles should be stored appropriately. Skate usage is not permitted within the residence hall or room. Hover Boards are not permitted within the College residence halls at any time and will be confiscated, until the owning student may take it home, if found.

Abusive Language and Gestures

All persons at Talladega College are expected to use language that is not abusive or harassing in order to provide an environment which is comfortable for everyone. Use of abusive or harassing language and/or gestures will result in disciplinary action. Be conscious of the fact that administrators, faculty, visitors to the campus and elders may be in hearing distance and you may be unintentionally disrespecting someone.

Smoking

Smoking is not allowed in the residence halls, outside the residence or anywhere on the College’s campus.

Solicitation/Operating a Business

No commercial solicitation or commercial enterprise is permitted in the College system either by residents or non-residents. Operating a business on Talladega College property or with the use of the College’s equipment is prohibited. The use of the Talladega College name on any advertising by a student for business purposes is not allowed.

Misconduct; Negligence; Inappropriate Behavior

Inappropriate behavior refers to personal or group behavior on or off campus which violates values that guide and govern behavior. It is each student’s responsibility to read and gain a working understanding of Talladega College’s Student Code of Conduct. Failure to read and understand the College guideline for community standards does not forgive acts that violate the values of the College and these acts will be responding to according to the Student Code of Conduct and other policies and procedures established by Talladega College.

Energy/Heating/Cooling

During break periods and between semesters, all electrical appliances must be unplugged in all occupied and unoccupied rooms. This includes refrigerators, microwaves, clocks, stereos, computers, etc.

Beds

Personal beds, lofts, personal mattresses and waterbeds are considered a potential safety hazard for student rooms and are prohibited. *Mattress toppers are allowed.*

Lounge Usage

Each residence hall has a lounge area that students are encouraged to use. All lounges are equipped with cable television and furniture. All residents are expected to take care of furniture as you would your personal possessions. No furnishings or equipment may be moved or removed without staff approval. Violators will be charged and referred for disciplinary actions. *Special events must be approved by Hall Management two (2) weeks prior to the event.*

Elevator Usage

Elevators are available in select residence halls. It is an expectation that safety procedures are practiced accordingly. Do not use an elevator if there is a fire drill or an actual fire. Report any problems to the Hall Management Staff immediately.

Children in the Building

Children are not allowed in the rooms of the residence halls. Children who have been approved to visit in the lobby area must always be attended by family member or approved guardian. Visitation time must adhere to current visitation hours. Babysitting is not permitted in the residence halls.

Vending Machines

Vending machines are provided in select residence hall for student convenience. If students experience any problems with the vending machines, contact your Hall Management Staff. Vandalism of vending machines is prohibited and will result in disciplinary actions.

Tornado Identification Card

The Tornado Card is an essential part of life at Talladega College. The card serves as identification and building access to facilities, athletic games and special events. It also can be used to purchase goods and services at the College.

Storage/Abandoned Items

When students check-out or if a resident departs prematurely from the residence hall, it is their responsibility to make arrangements to retrieve their personal belongings. Students have seven (7) business days from the day of departure to make arrangements with the Hall Management Staff of their building to retrieve their personal items. After seven (7) days, items will be discarded. *Due to limited spacing, storage, of items will not be permitted. Students will need to seek local storage opportunities for storage options.*

Property Loss, Theft, & Insurance

Residents are encouraged to carry some form of personal property insurance. *It is understood that the College is NOT responsible, or in any way, liable for the loss, theft, or damage of personal property belonging to residents.* During certain calendar holidays such as Christmas Break, the residence halls are officially closed. The College assumes no responsibility for the belongings of students that are left in the residential halls during breaks or other vacation periods.

**Consider Insurance: Have renters' insurance added to your parent's home insurance or added to your vehicle insurance. You may also purchase an individual policy. This decision can save you thousands of dollars if something were to occur.*

Administrative Cancellations

In cases of emergency, such as but not limited to, natural disaster, Act of God, governmental directive (federal or state), etc., Talladega College may administratively cancel the housing contract/room reservation of the student. TC has sole discretion regarding all refunds of fees, if any.

Public Areas Postings

Posting must be approved by Hall Management Staff before posting. Organizational posting must receive approval from the Department of Student Engagement and Leadership Development. Postings that are not approved will be removed immediately.

General Campus Safety

The college attempts to provide a comfortable, safe, living environment for residence hall students. The Talladega College Campus Police and Campus Safety Department is staffed 24 hours a day, seven days a week. In addition, residence hall entrance doors are locked electronically 24 hours a day, seven days a week. Residents can only enter the hall via their Tornado I.D. card. Students must observe all security, safety rules, and policies. They have been developed with your safety and well-being in mind.

Pets, Service Animals & Emotional Support Animals

A *“pet”* is an animal kept for ordinary use and companionship. A pet is not considered a Service or an Emotional Support Animal. Students are *NOT* permitted to keep or bring pets on college property or in housing.

Talladega College recognizes the importance of “Service Animals” as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and the broader category of “Emotional Support Animals” under the Fair Housing Act (FHA) that provides physical and/or emotional support to individuals with disabilities.

The College is committed to providing reasonable accommodations to qualified students with disabilities to provide students with an equal opportunity to use and enjoy college housing. Students with disabilities who require the use of a Service Animal or Emotional Support Animal as a reasonable accommodation may be permitted to bring such animals on campus provided that they comply with the college’s policies regarding such animals. Students who seek to bring an animal to campus must first contact the Office of Counseling/ADA Services and Student Health, the office which coordinates disability accommodations for Talladega College. Once such accommodations are approved the Office of Counseling/ADA Services and Student Health will

contact the Director of Residence Life and Housing to begin the process of creating the accommodations that are needed for the student.

Office of Counseling/ADA Services and Student Health:

Mr. Michael Brown, MS, LPC. CCTP

Director and Counselor

Email: mbrown@talladega.edu

Phone: 256.761.6246

Office: Seymour 115

Ms. Stacy T. Fincher, R.N.

Campus Nurse

Email: sfincher@talladega.edu

Phone: 256.761.6208 or 256.493.7830

Office: Student Health Center located in the Student Activity Center

Owner's Responsibilities for Emotional Support Animals in Housing

The care and supervision of the Approved Animal is solely the responsibility of the Owner. The Owner is responsible for assuring that the Approved Animal does not unduly interfere or adversely affect the routine activities of other residents and neighbors. In addition, the Approved Animal must not pose a threat to the health, safety, or property of anyone in the community. If the college determines that the Approved Animal threatens the health, safety, or property of anyone in the community, or that the Approved Animal is adversely affecting Talladega programs and activities, the college will take appropriate measures, up to and including a determination that the Approved Animal may no longer be permitted on campus.

Health

The owner must abide with city, county, and state ordinances, laws, and/or regulations, the Emotional Support Animal must receive all required and/or recommended immunizations against diseases. Dogs must have current vaccination against rabies and wear a rabies vaccination tag. Local licensing requirements must be followed. The College may request updated verification regarding an Emotional Support Animals vaccination(s) at any time during the animal's residency. The owner's animal must be in good health as documented annually by a licensed veterinarian. Appropriate documentation will be determined on a case-by-case basis but may include a vaccination certificate or veterinarian's statement regarding the animal's health. This documentation will need to be submitted during the Housing Accommodation Process. The college may require the ESA to be seen by a veterinarian if concerns for the animal's health arise. From time to time, the college may use pesticides, pest control devices, de-icing materials, cleaning supplies, and other materials for the maintenance and operation of undergraduate housing. The college is not responsible for any harm to Approved Animals caused by such materials.

Control

The Owner must be in full control of the Emotional Support Animal at all times. The Emotional Support Animal must be contained within the student room at all times. If the student is not present in the room, the animal must be in a cage/crate. When transporting the animal off campus or to eliminate waste, the animal

should be secured by a leash, harness, or other tether, or in an appropriate cage/crate, while leaving the students room. The animal is not allowed to roam freely on campus grounds. Approved animals may not be left overnight in housing without the presence of the owner.

Financial

The Owner is financially responsible for the Approved Animal, including for any bodily injury or property damage caused by the Approved Animal. The Owner's financial responsibility may include replacement of furniture, carpet, window, wall covering, and costs of damage to other college owned property, just as any other resident would be responsible for damage. The Owner is expected to cover these costs at the time of repair and/or move-out. The Owner is responsible for any expenses incurred for required cleaning above and beyond a standard cleaning or for repairs to college premises, just as any other resident would be responsible. Any such damages will be assessed after the Owner and Approved Animal vacate housing. The college shall bill the student account for unmet obligations.

Cleanliness

It is the Owner's responsibility to remove and properly dispose of any waste created by the animal. In order to ensure proper cleanup, ALL of the Approved Animal's waste (e.g. urine, excrement, fur, cage shavings, etc.) should be disposed of in a tightly sealed bag and put into the outside dumpsters. Under no circumstances should the Common bathrooms be used to dispose of any waste or foster any cleaning routines. The student is financially responsible to provide their own cleaning supplies. An Emotional Support Animal must be clean and well groomed, and measures should be taken at all times for flea and odor control. If fleas, ticks, or other pests are detected through inspection, the residence hall will be treated using approved fumigation methods by Talladega College approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond normal required pest management.

Other Conditions

The Office of Counseling/ADA Services and Student Health and/or Office of Housing and Residence Life may place other reasonable conditions or restrictions on the Emotional Support Animal depending on the particular facts and circumstances, including the nature and characteristics of the Emotional Support Animal. The Owner must notify the Office of Counseling/ADA Services and Student Health in writing if the Approved Animal is no longer needed or is no longer in residence. To replace an Approved Animal, the Owner must file a new paperwork with the Office of Counseling/ADA Services and Student Health.

Removal of an Emotional Support Animal

Residence Life may relocate the Owner and Approved Animal as necessary according to the Talladega College's housing contract. The Owner agrees to continue to abide by all other college policies, including housing policies. Any violation of this policy may result in immediate removal of the Approved Animal from the college. Reported violations may be reviewed by the Students Rights and Responsibilities and Residential Life in accordance with the Student Code of Conduct. Should the Approved Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations and the owner will be charged for the boarding of the animal for the remainder of the housing agreement. The animal will be placed with the agreed off campus handler.

Residence Hall Governance

The Judicial Process

All residents are responsible for being aware of the residential policies stated in the Housing and Residence Life Handbook and all other campus policies within the Student Code of Conduct. If you have any questions about the about the Student Code of Conduct or the Residential Hall policies, contact the Residential Life Director, Dean of Students or the Vice-President of Student Affairs.

Residential Life sanctions will include verbal warning, written warning, developmental activities, and loss of visitation privileges; hall duties, room changes, hall changes, and financial restitution. A resident's suspension/removal from the resident hall requires administrative approval. Sanction will be consistent with the severity of the violation. The sanction for drugs, weapons, vandalism, and illegal activity is immediate expulsion (Presidential Executive Order).

The Residential Hall Management shall hold a meeting with the resident to discuss the violation, expectation for residents and the sanction. Any case requiring more discussion/attention should first be referred to the Assistant Director of Residential Life, secondly the Director of Residential Life, third the Dean of Students and then the Vice-President of Student Affairs.

Non-Compliance with the Judicial Process

A student who fails to comply with the judicial process by not responding to judicial correspondence, not attending scheduled meetings/hearings, or by not fulfilling assigned sanctions may have a hold placed on his or her student records. This will prevent the student from registering for classes, obtaining a copy of transcripts and receiving grades. This hold will remain in place until the student is in compliance. In addition, failure to comply with the judicial system is a violation College policy, and may be handled judicially, as with any other alleged policy violations.

Emergencies

Severe Weather Procedures (At a Glance)

This section of this manual is not meant to replace the content of the College Emergency Plan. Every student is encouraged to read the Emergency Response Manual.

Fire

Periodic fire drills are conducted in order to familiarize residents with the evacuation procedures and emergency routes. Should you discover a fire, no matter how small, sound fire alarm if possible, and then notify your Hall Staff. During a fire alarm, all residents must leave the building. The building should be empty before any attempt is made to contain a fire. You're Hall Staff and the Campus Safety Department will review fire safety and evacuation procedures for each building.

Fire Evacuation Procedures

1. Close windows;
2. Before leaving your room feel your door for heat;
3. If it is hot, do not open your door. If the door is cool, exit the building using the evacuation route posted in your room, or the closest exit door to your location;
4. Once outside, proceed to a safe area (at least 100ft. from the closest exterior exit) to avoid injury from explosions and heat;
5. Do not return to the building until instructed by a staff person or by the fire department.

Earthquake

During an earthquake, remain calm and quickly follow the steps outlined below:

1. If indoors, seek refuge in a doorway or under a desk or table. Stay ways from glass windows, shelves, and heavy equipment;
2. If outdoors, move quickly away from buildings, utility poles, and other structures. CAUTION! Always avoid power or utility lines as they may be energized. Know your assembly point;
3. If in an automobile, stop in the safest place available, preferably away from power lines and trees. Stop as quickly as safety permits, but stay in the vehicle for the shelter it offers;
4. After the initial shock, evaluate the situation and if emergency help is necessary, call the Campus Police. Protect yourself at all times and be prepared for aftershocks;
5. Damaged facilities should be reported to Campus Police and Facilities. *Note: Gas leaks and power failures create special hazards;*
6. If an emergency exists, activate the building's fire alarm;
7. If the building fire alarm is sounded, walk to the nearest marked exit and ask other to do the same;
8. Assist the disabled in exiting the building. Remember elevators are reserved for disabled persons' use. **DO NOT USE ELEVATORS IN CASE OF FIRE. DO NOT PANIC;**
9. Once outside, move to clear area at least 500 feet away from the affected buildings. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews;
10. If requested, assist emergency crews as necessary;
11. Do not return to the building until instructed by a staff person.

Tornado/Severe Weather

The following guideline should be adhered to when the national weather service issues a "TORNADO WARNING" activating the county siren system.

At this time, when the NWS issues a TORNADO WARNING, it is done so for all counties in Alabama. While the potential tornado may be across the county from Talladega College, the campus will initiate the tornado plan immediately. Helpful items to take to your safe area would be a radio (battery powered preferably), and a flashlight if available.

The EMA activates the county siren county siren system for TORNADO WARNING only. Additional soundings indicate that the warning has been extended, and not that the threat is over. There is no siren activated to indicate the termination of a warning. Thus, you should stay in your safe area until notified by the Campus Police or by the local media.

REMEMBER

If indoors, in class, residence halls, or elsewhere on campus, report to the pre-designated tornado “safe area” in your building. If that location is unknown seek refuge in a doorway, interior hallway, under a desk or table, on the lowest floor of the building. Stay away from windows and exterior doors. See building safe locations on page 24 of the Emergency Response Manual.

If outdoors and unable to get to shelter, seek a ditch or depression in the ground and lie flat on the ground.

CAUTION: Avoid power or utility poles as they may be energized.

If in an automobile, stop as quickly as safety permits. Exit the vehicle and seek shelter in a ditch or depression in the ground and lie flat. **CAUTION:** Avoid power or utility poles as they may be energized.

Remain in the safe area until the warning has passed or when conditions permit.

Housekeeping

Maintenance, Repair and General Cleaning

Custodial service is available for all common areas of the residence halls only. Any room needing repair should be reported to Hall Staff. Each resident is responsible for general orderliness and cleanliness of his/her room and/or bathroom.

Furniture

You are responsible for the College-supplied furnishings in your room. The furniture should be in the same condition when you move out as it was when you arrived. Residents who move or remove furniture from their rooms will be assessed a maintenance fee to replace room furniture. ***College Facilities Staff must do all furniture moving. Do not move or adjust beds.***

Bed Bugs

Personal property can contain bed bugs, which can infest residential spaces and be expensive to rectify. Bed bugs are known to travel among personal clothing or property and possessions. Residents are responsible for fully disclosing any awareness of any infestation or presence of bed bugs in any previous visited location or dwelling, or any issues which the resident may have experienced prior to living within the residence hall. In the case that a resident disclosed this information, Talladega College has the right to see documentation of treatment and to inspect the resident’s personal property to confirm the absence of bed bugs. By signing the Housing agreement all residents are confirming that he/she will not enter any residential facility, after exposure to bed bugs, with personal possessions that have not been professionally treated and inspected for absence of bed bugs.

In the case that a resident suspects or is aware of the presence of bed bugs he or she must promptly visit a health care professional and report the issue the Hall Management immediately. If confirmed presence of bed bugs is received Housing and Residence Life will immediately begin a process to eradicate all possibilities of an infestation.

Once a residential space has been successfully tested and the presence of bed bugs has been confirmed an extermination process will begin. Bed bug extermination may involve a series of treatments that involves the student, the room and the contents within the room. Adjacent rooms may need to be treated as well to prevent the bugs from spreading. All adjacent rooms will first be tested before the need for treatment is determined.

Residents are required to properly prepare their rooms before each treatment in order for the treatment to be effective.

Maintenance and Hall staff will be in the resident's room to seal cracks, holes, and crevices in the walls where the bugs may be hiding and treat and/or change mattresses.

Bed Bug Do's and Don'ts

1. Do not bring used furniture from unknown sources into your dwelling
2. Do address bed bug sighting immediately
3. Do not attempt to treat bed bug infestations
4. Do comply with eradication protocol

Microbial Growth

All of us have lived with mold spores all our lives. Without microbial growth we would all be struggling with large amounts of dead organic matter. Microbial growth breaks down organic matter in the environment and uses the end product for its food. Microbial growth (like plant pollen) spread through the air and are commonly transported by shoes, clothing and other materials. When excess moisture is present inside a dwelling, mold can grow.

Preventing Microbial Growth Begins With You

In order to minimize the potential for microbial growth in your dwelling, you must do the following:

1. Keep your dwelling clean; particularly the bathroom and floors. Regular cleaning with household cleaner to clean hard surfaces is important to remove the household dirt and debris that harbor mold or food for mold.
2. Immediately throw away old food or unclean containers. Do not leave open containers with food or liquid in your residential space.
3. Wipe down and dry visible moisture accumulation in your room, bathrooms and floors and other surfaces as soon as reasonably possible.
4. Look for leaks in sink drains, pipes, or toilets; especially if the leak is large enough for water to infiltrate nearby walls. **REPORT THESE ISSUES IMMEDIATELY.**
5. Always turn on your exhaust fan in bathrooms in selected halls; wipe moisture off the shower walls, doors, and floor; leave the bathroom door open until moisture on the mirrors, bathroom walls, and tile surfaces has dissipated; and hang your towels and bath mats so they will completely dry out.
6. Promptly notify Hall Management about any air conditioning or heating system problems.
7. Promptly notify Hall Management about any signs of water leaks, water infiltration or microbial.

IN ORDER TO AVOID MICROBIAL GROWTH, it is important to prevent excessive moisture building in your residential space. Failure to promptly pay attention to leaks and moisture that might accumulate on dwelling surfaces or that might get inside walls or ceilings can encourage mold growth. Prolonged moisture can result from a wide variety of sources, such as:

1. Rainwater leaking from roofs, windows, doors and outside walls;

2. Overflows from showers, bathtubs, toilets, lavatories, sinks, washing machines, dehumidifiers, refrigerators;
3. Plant watering overflows; or
4. Insufficient drying of carpets, carpet pads, shower walls and bathroom floors.

In cases where mold is suspected contact your Hall Management immediately. Additionally, it is encouraged that you email your concern to document your submission of concern. This email should be sent to tchousing@talladega.edu.

Damage Billing

Damage billing is used to address all vandalism in public areas. These areas include lobbies, hallways, social and student lounges, bathrooms, stairwells, study rooms, and elevators. When public areas are vandalized or College property is damaged, a group of students, a floor, or a building where students live in close proximity to the damage will be assessed free for the damages if no one resident or group of residents accepts responsibility. Each time an incident occurs, a Residence Life staff member, Campus Police, or Facilities Services staff member will document the incident and nature of the damages including photographing the area. The vandalism will be assessed and appropriate fees will be determined. These fees will include repairs to or replacement of property as well as billing for personnel required to address the vandalism.

There are two types of damage billing: Individual Damage Billing and Residential Damage Billing

Individual Damage Billing: Individual damage billing refers to damages to an individual residence hall room. Whereby the residents of a room are responsible for the costs associated with any repair or replacement within his/her room. Residents assume responsibility for the condition of their assigned room and for the damage which occurs within all assigned living areas. Unless the student(s) responsible for damages to these spaces can be identified, damage charges will be collectively billed to all students assigned to room.

Community Damage Billing: The philosophy behind community damage billing is that all residents in College housing are part of a larger community on campus. Therefore, residents of College housing are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is that damages that may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit for each resident, we choose to bill the students for individual incidents. Depending on the building and the physical configuration, as well as the nature of the incident, our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section. Whenever possible, the college will hold accountable individuals responsible for common area damages.

If damage is deemed to be intentional in nature, disciplinary action will also be taken. Repeated occurrences or damage by an individual or group will be investigated to determine whether further disciplinary measures are warranted, including suspension or dismissal from college housing, housing reassignment and dismissal from the College.

Examples of Damage Billings Incidents

1. Any damage that goes beyond the normal, expected wear and tear of items;
2. Excessive cleaning;
3. Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other common areas;
4. Broken exit signs;
5. Broken windows or glass;
6. Inverted or incorrectly assembled beds;
7. Broken lounge furniture;
8. Damage to carpet, tile and upholstery;
9. Food or trash left in sinks or water fountains;
10. Trash, excessive trash or trash bags not properly disposed (i.e. pizza boxes or room trash found in the halls, stairwell, or bathroom/lounge trash can);
11. Fire extinguishers and smoke detectors that are missing or have been tampered with (greater sanctions will be given to persons found responsible);
12. Removal of any College furniture from its designated location;
13. Holes in the walls;
14. Sprinkler head discharges due to causes other than fire; or
15. Graffiti

Estimated Facilities Repair Costs

The determination of who will be charged for facilities repairs is directly related to the area where the damage occurs. For example, if the damage occurs in a particular hallway or bathroom the students of that floor will likely be billed. If the damage happens in any entry lounge, common stairwell, or elevator the charge will likely be assigned to all residents in the building. The amount of the charge may vary in cost depending on the incident and the severity and costs of repairs.

Appeal Process

Students have the right to appeal damage billing. Students have two weeks after receiving the damage billing to appeal. Please contact your Residence Life staff or tchousing@talladega.edu if you have any pertinent information related to identifying the responsible person(s) or to help in your appeal process.

Residential Hall Fee Assessment

Sanction Fees, Fines & Costs

*All fines must be paid to the Talladega College Business Office. Fines not paid could result in an administrative hold on your account.

Students may receive fines for violations of residence hall policies including, but not limited to, the following:

Violation/Infraction	Fine
Absence from mandatory residence hall meeting	\$25
Failure of room inspection	\$25 (1 st violation); \$50 (2 nd violation); \$75 (3 rd violation); \$100 and/or termination of housing contract (4 th and final violation)
Unapproved room change	\$75
Checkout – Improper (leaving residence hall without checking out properly and turning in room key)	\$100
Pet(s) – Housing of any pet that has not been identified as a Service Animal or Emotional Support Animal by the College	\$200
Abandoned and/or Stored property - Unapproved	\$100
Failure to evacuate	\$50
Littering	\$25
Visitation and/or Curfew violation	\$50
Key replacement	\$50
Lock change	\$150
Lockout	\$15 (1 st violation); \$25 (2 nd violation); \$35 (3 rd violation); \$50 and/or termination of housing contract (4 th and final violation)
Load Noise and/or Quiet Hours violation	\$50
Repairs for clogging sinks and toilets and/or Destruction of residence hall property	Labor cost and repairs for destruction of residence hall property such as: toilets, sinks, water fountains, doors, locks, etc. will be subject to current market price. Fines can range depending on the item being repaired or replaced.
Use of profanity and/or Insubordination of any Talladega College staff	\$50

Furniture misappropriation (moving dorm room furniture)	\$50
Disorderly Conduct	\$80 and up and/or termination of housing contract (Fines can range depending on the severity of the violation)
Hanging clothes, towels, etc., in or outside residence hall windows	\$50
Opening, hanging/talking out of residence hall windows	\$50
Using grill, hot plate, illegal appliances, burning candles, or incense inside the residence hall	\$50 (1 st violation); \$100 (2 nd violation); \$150 (3 rd violation); \$200 and/or termination of housing contract (4 th and final violation)
Tampering with security cameras	\$200
Tampering with Fire Equipment (fire extinguishers, fire and smoke detectors, fire safety signage and emergency lights, fire escape equipment, etc.)	\$500
Entering/exiting emergency doors	\$200
Possession or distribution of illegal substances and paraphernalia	\$300 fine and/or immediate termination of housing contract
Possession or distribution of alcohol	\$200 fine and/or immediate termination of housing contract
Assault/Fighting	\$200 fine and/or immediate termination of housing contract
Theft	\$200 fine and/or immediate termination of housing contract
Weapons	\$300 fine and/or immediate termination of housing contract



Room Condition Report

Student's Name:	Student ID #:
Date:	Building & Room:

At Check-In:	At Check-Out
<p>(Please read carefully for Check-In): This form indicates the presence and condition of college property in your room at the time you move in. IT IS YOUR RESPONSIBILITY TO MAKE SURE THIS FORM ACCURATELY REFLECTS THE CONDITION OF THE ROOM. Upon move out, you may be charged for the repair or replacement of any items that you do not leave in the same condition as noted in the check-in column.</p>	
<p>(Please read carefully for Check-Out): Your hall staff will do a pre-inspection with you before you leave to identify items for which you may be charged. Your hall staff will also check your room after all occupants have moved out and assess any additional charges deemed necessary.</p>	

I understand that I am responsible for returning this room to its original condition before moving out or I will be charged for damaged items, materials, and labor.
If an item on the list is not present please put N/A as the answer.

Item	Check In Notes	Check Out Notes	Charge
Bathroom – Toilet Paper Holder			
Bathroom – Toilet Seat			
Bathroom – Towel Rack			
Bathroom – Shower Rod			
Bed - Frame			
Bed - Mattress			
Cable – DTA Coax			
Chest			
Desk			
Desk - Chair			
Door - Room			
Door – Bathroom Door			
Door – Closers (all)			
Evacuation Plan			
Light – Ceiling Light			
Lock – Bathroom Door			
Lock – Room Door (all hardware)			
Paint – Ceiling			
Paint – Wall			
Smoke Detector			
Vanity - Mirror			
Vanity - Sink			

Wall/Ceiling – Nail/Hook/Sticker Removal			
Wardrobe/Closet			
Window - Glass			
Window - Blinds			
Window – Blind Wand			
Clean – Trash/Clean Bathroom			
Clean – Trash/Clean Room			
Holes – Wall/Ceiling			

Additional Notes:

Student Signature (at Check-In): _____ **Date:** _____

Total Charges: \$ _____

***Talladega College is not responsible for lost or stolen items. We recommend that you purchase renters' insurance for all of your personal items**

Staff Signature (at Check-Out): _____ **Date:** _____



Residence Hall Emergency Form

(Please PRINT Legibly)

Last Name: _____

First Name: _____

Middle Initial: _____

Student ID #: _____

Student Cell #: _____

Date of Birth: _____

Email: _____

Home Address: _____

Emergency Contact

Last Name: _____

First Name: _____

Emergency Contact Cell #: _____

Emergency Contact Home #: _____

Relationship: _____

Residence Hall Information

(This Section Will Be Completed By Residential Staff)

Residence Hall & Room #: _____

Assigned Roommate: _____

Special Need (Medical or Other): _____



Last Name:	First Name:	Student I.D.
TC Email:	Cell Number:	Current Building & Room #

Please complete this form as the first stage of the room change process. *Once you have completed this form, please schedule an appointment with your current Hall Management to begin the room change process.* Your Hall Management must approve and sign this form before you can change rooms. It is the standard practice of Talladega Housing and Residence Life staff to attempt to resolve disputes between roommates before investigating a room change.

ROOM CHANGE REQUEST

1. In your own words, please describe why you want to change your rooms:

2. Please indicate what type of room change you would like to do. Only complete one of the four available sections

<p style="text-align: center;">I Want To Live With A Specific Person</p> <p style="text-align: center;"><u>Information to Provide</u></p> <ol style="list-style-type: none"> 1. Student's Name: 2. Student's Room: <p style="text-align: center;"><u>Questions to Consider</u></p> <p>Does this person currently have a roommate? If so, you will not be able to move into that room.</p>	<p style="text-align: center;">I Want To Move To A Specific Hall (Circle One)</p> <p style="text-align: center;"><u>Halls for Women</u></p> <ol style="list-style-type: none"> 1. Ish Hall 2. Shores Hall 3. Derricotte Honor House 4. New Hall <p style="text-align: center;"><u>Halls for Men</u></p> <ol style="list-style-type: none"> 1. Crawford Hall 2. Senior Grove 3. Honor House 709 4. New Hall
<p style="text-align: center;">I Want To Swap Rooms With A Specific Person</p> <p style="text-align: center;"><u>Information to Provide</u></p> <ol style="list-style-type: none"> 1. Student's Name: 2. Student's Room: <p style="text-align: center;"><u>Questions to Consider</u></p> <p>Has this person also requested a room change? They need to officially request, too, in order to swap rooms.</p>	<p style="text-align: center;">I Want To Live In Any Available Room On-Campus. I Have No Preference.</p> <p style="text-align: center;"><i>No Information Needed.</i></p>

Hall Management Signature	Date
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**Copy must be given to the Office of Housing and Residence Life*

**This page to be given to student for records*

ROOM CHANGE STANDARDS

The Office of Housing and Residence Life recognized the importance of a safe and secure living space that is conducive to learning and growth. To that end, the Office of Housing and Residence Life is committed to providing Talladega College students with the opportunity to change rooms should the need arise.

Below are several standards which guide the process room change request:

1. Traditionally First-Year students are required to live in either Ish Hall (Women) or Crawford Hall (Men) with other First-Year students. Building swaps for First-Year students will be looked at case by case.
2. Students involved in roommate dispute may be required to attempt mediation before a room change is approved. Mediation will be handled by Hall Management.
3. Students with an approved room change cannot begin his/her room change until the listed date on the approval form, and must have checked out of his/her old room by the specified date. If student does not follow room change process student will forfeit request and will remain in current assigned room.
4. To minimize academic disruption, room changes shall not occur during academic midterms or finals week. Exceptions in emergency situations can occur.

ROOM CHANGE PROCESS

1. **Set up an appointment.** Student should request a meeting with their current Hall Management. In preparation for this meeting, students should complete the "Room Change Request Form," which will help to identify specific information the Hall Management will have questions about.
2. **Meet with your Resident Director or Resident Center Manager.** At the scheduled meeting with the Hall Management, the staff member will discuss with the student why he/she wants to move and available options for potential room change. Hall Management staff may request that roommate mediation be attempted before any room change if the student is requesting a room change based upon a poor relationship with their roommate. If the Hall Management approves of your room change, he/she will sign off on the "Room Change Request Form."
3. **Finalize your room change.** Visit the Office of Housing and Residence Life during business hours with a copy of your approved "Room Change Request Form." Depending on the change the Director of Housing and Residence Life or Assistant Director of Housing and Residence Life will discuss with the student the cost difference and make record of room change.
4. **Pick up new key and check out of your old room.** Once the room change has been recorded with the Office of Housing and Residence Life you will start the check-out process and key swap with your Hall Management.

Director or Assistant Director Signature

Date