Mission Statement
In response to the ever-changing needs of college students, the residence life staff provides a program of student services designed to enrich the quality of life of Meredith students. By offering programming and counseling, maintaining safety, and intervening in crisis situations, we provide an environment conducive to student success at Meredith.

Philosophy
The philosophy of the residence life staff is one that recognizes and affirms the uniqueness and worth of each student and her potential for growth. To enhance and supplement the classroom experience, the residence life staff promotes activities, programming and community building which contribute to the holistic development of the student. The residential setting, as a living/learning dimension of campus life, is perhaps the single most important synthesis of classroom learning and college experience and activity.
A commitment to the living/learning environment provides the motivation for community building that serves students and provides opportunities for intellectual, physical, social, emotional, spiritual, and professional growth. The Residents Housing Association provides the structure for the governance of residence halls and apartments and is instrumental in planning and monitoring campus communications as well as special housing and campus programming. Residence Representatives, resident assistants, and residence directors assess and respond to the particular interests and needs of their students and select interesting, challenging, informative, and entertaining programs, speakers, and events. The residence life staff provides a program of student services designed to enrich the quality of life of Meredith students. The residential setting, as a living/learning dimension of campus life, is perhaps the single most important synthesis of classroom learning and College experience activity. The residence life staff includes the director of residence life, residence life administrative assistant, residence directors, apartment manager, resident assistants, Oaks Community Assistants and residence representatives.

We’re Here to Help
Resident students at Meredith enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of residents living together. Each resident must take personal responsibility to abide by the rules and regulations, so the group as a whole can function effectively and benefit from the creative interaction of residence life.

The residence life staff provides a program of student services designed to enrich the quality of life for Meredith students. The residence life staff includes the director of residence life, residence life administrative assistant, residence directors, apartment manager, resident assistants, Oaks Community Assistants members and the Residents Housing Association.

Director of Residence Life: Heidi LeCount, 106 Park, 919-760-8633 or reslife@meredith.edu

Residence Directors Residence directors (RDs) are full-time staff members who live in the residence halls on campus. RDs are trained in the areas of student development, crisis intervention and counseling skills as well as how to assist students with social, emotional, and academic concerns. They perform a variety of duties on campus, work through the Office of Residence Life, and are available to assist students with questions or concerns. Residence directors supervise the resident assistants of the building and serve as a resource to their residents and students on campus. Emergencies should be reported immediately to the residence director on duty, who maintains contact with security.

If you need to contact the Residence Director on duty, call the cell phone at 919-612-6350 (leave voice mail message if there is no answer).

Residence Directors’ Phone Numbers:
Vann and Stringfield Hall, Rebekah Gardner, 919-760-8870
Brewer Hall, Emily Fincher, 919-760-8502
Poteat Hall, Jess Reveal, 919-760-8528
Faircloth Hall, Rachel Downey, 919-760-8503
Heilman Hall, Alicia LaMotte, 919-760-8027

Resident Assistants
Resident assistants are student staff who live on each floor of the residence halls. They are supervised by the residence director of the building. Primary responsibilities include:
To be accessible to the residents on her hall for assistance and counsel.

To uphold and enforce the Honor Code.

To encourage student participation in campus activities.

To facilitate campus communication.

To create a positive living/learning environment on her floor, which will enhance and facilitate maximum community interaction and encourage accelerated personal growth.

Resident assistants are chosen in the spring by the residence life staff. Selection follows an in-depth application process which includes a formal written application, recommendations from three references, an interview and group process activities. Resident assistants are part of the staff of the Office of Residence Life and receive financial compensation.

Resident Assistants' Phone Numbers:

**Brewer**

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Floor</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rhaegan</td>
<td>Jackson</td>
<td>1st</td>
<td>(919) 760-2112</td>
</tr>
<tr>
<td>Rachel</td>
<td>Powell</td>
<td>2nd</td>
<td>(919) 760-2138</td>
</tr>
<tr>
<td>Samantha</td>
<td>Sherlin</td>
<td>3rd</td>
<td>(919) 760-2193</td>
</tr>
<tr>
<td>Deja</td>
<td>Fuller</td>
<td>4th</td>
<td>(919) 760-2179</td>
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**Faircloth**

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<th>Name</th>
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<tbody>
<tr>
<td>Sydney</td>
<td>Ferrell</td>
<td>1st</td>
<td>(919) 760-2411</td>
</tr>
<tr>
<td>Hannah</td>
<td>Ritchie</td>
<td>2nd</td>
<td>(919) 760-2438</td>
</tr>
<tr>
<td>Sierra</td>
<td>Riddle</td>
<td>3rd</td>
<td>(919) 760-2463</td>
</tr>
<tr>
<td>Roxanne</td>
<td>McPherson</td>
<td>4th</td>
<td>(919) 760-2488</td>
</tr>
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**Heilman**

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<tr>
<td>Blair</td>
<td>Delery</td>
<td>1st</td>
<td>(919) 760-2510</td>
</tr>
<tr>
<td>Sarah</td>
<td>Massey</td>
<td>2nd</td>
<td>(919) 760-2534</td>
</tr>
<tr>
<td>Dielle</td>
<td>McMillan</td>
<td>3rd</td>
<td>(919) 760-2563</td>
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**Poteat**

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<th>Name</th>
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<tbody>
<tr>
<td>Savannah</td>
<td>DeKemper</td>
<td>1st</td>
<td>(919) 760-2596</td>
</tr>
<tr>
<td>Maria</td>
<td>Rodriguez</td>
<td>2nd</td>
<td>(919) 760-2611</td>
</tr>
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</table>
## Stringfield

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Year</th>
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</thead>
<tbody>
<tr>
<td>Hannah</td>
<td>Jones</td>
<td>1st</td>
<td>(919) 760-2940</td>
</tr>
<tr>
<td>Adelen</td>
<td>Kirkland</td>
<td>2nd</td>
<td>(919) 760-2971</td>
</tr>
<tr>
<td>Mary Katherine</td>
<td>Fagan</td>
<td>3rd</td>
<td>(919) 760-2997</td>
</tr>
<tr>
<td>Mahlet</td>
<td>Lemma</td>
<td>4th</td>
<td>(919) 760-2204</td>
</tr>
</tbody>
</table>

## Vann

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Year</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Jazmin</td>
<td>Mendoza-Sosa</td>
<td>1st</td>
<td>(919) 760-2659</td>
</tr>
<tr>
<td>Margaret Helen</td>
<td>Jackson</td>
<td>2nd</td>
<td>(919) 760-2684</td>
</tr>
<tr>
<td>Gabrielle</td>
<td>Hoover</td>
<td>3rd</td>
<td>(919) 760-2220</td>
</tr>
<tr>
<td>Haleigh</td>
<td>Leonard</td>
<td>4th</td>
<td>(919) 760-2920</td>
</tr>
</tbody>
</table>

## Oaks Student Staff Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Last Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swannatha</td>
<td>Smith</td>
<td>(919) 760-2761</td>
</tr>
<tr>
<td>Taylor</td>
<td>Dorsey</td>
<td>(919) 760-2765</td>
</tr>
<tr>
<td>Ali</td>
<td>Santiago</td>
<td>(919) 760-2763</td>
</tr>
</tbody>
</table>

### Hall Meetings

Freshman hall meetings are held during the week of freshman orientation and throughout the fall. Upperclass hall meetings are held during each semester as necessary. Hall meetings are used as times to discuss community issues, upcoming programs, and other campus information. Attendance is required at all hall meetings. The staff of each residence hall sponsors a variety of social, cultural, educational, recreational, and community service programs and activities. At the beginning of the year, your RA will ask for suggestions about the types of programs and activities that interest you. Getting involved in the programs and activities that occur in your building will help you to learn about yourself, your community, and the world around you!

### Important Residence Life Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Residence Halls Open for Freshmen, 8 a.m.</td>
<td>August 16</td>
</tr>
<tr>
<td>Residence Halls Open for Transfer Students, 8 a.m.</td>
<td>August 16</td>
</tr>
<tr>
<td>Freshman Hall Meetings, 9 p.m.</td>
<td>August 16</td>
</tr>
</tbody>
</table>
Residence Halls Open for Upperclass Students, 8 a.m. August 17
Health and Safety Training for New Students August 17
Freshmen Hall Meetings, 9 p.m. August 17
Residence Halls Room Changes Begin September 3
Residence Halls Close for Semester Break, 12 p.m. December 12
Residence Halls Open after Semester Break, 12 p.m. January 9
Residence Halls Close, 12 p.m. May 10

Home Improvement
Each resident is provided a standard size twin bed, dresser, desk, chair and closet. Some students coordinate bedding and discuss color schemes with their roommates before even setting foot into their room of bare walls and stripped beds. Others let the room evolve. All students find a way to make their room a home away from home for themselves. Decorating a residence hall room can be one of the most creative “budget” efforts a student ever undertakes. The key to residence hall decorating is learning to incorporate existing furniture with flexible items you add like carpet or free-standing shelves. Posters and personal knick knacks can warm up your room. Just remember to keep it safe (no candles or possessions that are fire hazards—see Fire Emergency Procedures for complete fire hazard information) and keep it temporary (you’ll want to leave the room as you found it). Have fun!

All furniture provided in each room is required to stay in the room. The college does not provide furniture storage. Furniture cannot be removed from a room.

Roommates
Students will tell you that some of the biggest unfounded fears about college relate to having a roommate. It is true that it is rare for roommates to agree on everything, but, when roommates take the time to learn about each other and to talk about each other’s likes and dislikes, they quickly pave the way for positive living experiences. It helps to begin thinking about how you can be a good roommate to someone else. Here are some tips about being a good roommate:

- Communicate
- Be open and friendly
- Set boundaries
- Be understanding
- Respect privacy
- Ask before you borrow
- Resolve conflicts
Remember: Give your roommate the courtesy of speaking to her first about any problem before she hears it from someone else on the floor.

Roommate Agreement Each pair of freshman roommates will complete a roommate agreement during their first few weeks together as roommates. This Roommate Agreement should be helpful to students as they negotiate the guidelines they want to follow in their roommate relationships.

Roommate Bill of Rights and Responsibilities
- The right to read and study free from undue interference in one’s room (unreasonable noise and other distractions inhibit the exercise of this right).
- The right to sleep without undue disturbance from noise, guests of a roommate, etc.
- The right to expect that a roommate will respect one’s personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one’s room and facilities without pressure from a roommate.
- The right to personal privacy.
- The right to address grievances. Residence hall staff are available for assisting in settling conflicts.
- The right to be free from fear of physical and/or emotional intimidation.

How to Make it Work Once students have talked about each other’s likes and dislikes, they will read through the Roommate Agreement and complete the form. Remember, you should talk to your roommate if something is bothering you. The sooner you talk about it, the sooner the concern is talked about, the sooner it can be resolved. Resident Assistants and Residence Directors are very helpful resources to students as they work through their differences.

Learning Together Once your roommate relationship has developed past the adjustment period, you’ll find the experience of getting to know your roommate can be one of the most rewarding experiences of your college years.

Residence Hall Procedures

Housing Contract A student who lives on campus signs a contract for student housing and pays a non-returnable $150 advance room fee that is applied to her account for the following year. The contract is binding for one academic year, consisting of fall and spring semesters of the same academic year. Students are responsible for meeting all terms of the contract. Any student who breaks her contract is subject to a $500 fee.

Check-in Procedures Each resident student must secure a key to her room and complete both a Room Condition Report and an Emergency Contact Information card.
If room changes occur during the academic year, all keys must be returned and exchanged for keys to the new room.

**Check-Out Procedure**

1. Make an appointment with the RA to complete room check-out.
2. Remove all belongings from the room.
3. Put all trash and recyclables in appropriate containers.
4. Clean and sweep room and bathroom and clear walls. (Do not sweep trash into the hall.)
5. Be sure all college furniture is in the room.
6. Meet with the RA for room check for cleanliness and damages.
7. Both the student and the RA sign and date the Room Condition Report.
8. Leave room key and Room Condition Report with the RA. The last occupant to check-out locks the bathroom connecting door, then locks the door to her room before turning in her Room Condition Report and key.
9. Students vacating the residence halls are expected to do so within 24 hours after terminating their housing contract. Failure to check out properly will result in a $50 improper check out fee and $60 lock and key replacement fee.
10. The room must be in the same condition it was upon arrival.
11. A student who withdraws from the college must move out within 24 hours

**Withdrawing**

A student who is withdrawing should make an appointment with the dean of students to complete a withdrawal form. A student not planning to return to school following the semester break must remove all belongings from the residence hall before leaving for break. A student who decides not to return to school for the spring semester must remove all belongings from the residence hall prior to the date students return to campus.

**Keys**

Keys are not to be duplicated and are to be returned when the room is vacated. Lost keys are to be reported immediately to the Office of Residence Life with a request for a lock change.

A charge will be assessed for a lock replacement and new key. The charge for a new key is $10. The charge for a new lock and two new keys is $60.

**Responsibility for Damage**

Residents will be held responsible for damage to residence hall buildings or furniture and will be charged cleaning and damage fees where they have caused damage to their own rooms or common areas. Students who steal or vandalize are referred to the Honor Council. The cost of repairs for damage of campus areas will be shared by the students responsible
or, if no one takes responsibility for the damage, by all resident students served by the damaged common area.

**Lock-outs** Students should keep their doors locked and carry their keys at all times. If a student is locked out of her room, she should contact the following people accordingly:

- **8 a.m. – 5 p.m.** A loaner key can be picked up from the Office of Residence Life, 1st floor Park Center. There is no charge for using the loaner key if it is returned within 60 minutes. If the key is not returned, the resident can be charged $60 for a lock change and new keys.

- **5 p.m. – 11 p.m.** Contact the RD on duty at 919-612-6350. A $10 fine can be charged for door opening.

- **11 p.m. – 8 a.m.** Contact Campus Police at 919-760-8888. A $10 fine may be charged each time a master key must be used to open a locked door and can be added to a student’s account. A student will be required to show her Meredith CamCard before the door will be unlocked. For repeat lock-outs a student can be charged a higher fine.

A $25 fine may be charged to open a suite bathroom door.

**Residence Hall Closings** Residents are permitted to stay in the residence halls during Fall Break, Thanksgiving, Spring Break, and Easter break. During these breaks, Campus Dining (BeeHive and Belk Dining Hall) are closed. Residence halls will be closed during the time between fall and spring semesters. For safety purposes:

- Residents who do not stay on campus during breaks other than the semester break are encouraged to unplug their room belongings in case of severe weather or electrical surges. The college is not responsible for damages for items left plugged in during a campus break.

- Residence hall staff will check rooms to ensure that everything is turned off and the doors are locked. Staff will test room smoke alarms at these times.

- For assistance during a campus break, contact the RD on duty at 919-612-6350 or Campus Police at x8888.

- Campus Dining Service is not available during breaks.

**Housing Assignments** The College reserves the right to move a student to a different room at any time if a reassignment is deemed appropriate by the director of residence life and/or the Dean of Students.

**Grievance Procedures**

*Housing Concerns*
A student who experiences a housing problem during the academic year should discuss the problem with the resident assistant responsible for her floor or the residence director responsible for her residence hall. If the problem cannot be resolved through discussion with the resident assistant or the residence director, the student may make an appointment with the director of residence life for further consideration.

*Room Change Procedure*
Residence directors are available to assist students with room changes. Residents requesting a room change are required to meet first with their RD to discuss their options for changing rooms.
Students may move from one room to another with permission from the RD or the director of residence life. Students may change rooms without charge. Room changes will take place after the 10th day of classes each semester. In order to make a room change:

1. Obtain a Room Change Form from your RD.

2. Meet with residence life staff to discuss your request.

3. Once approved for a room change, complete and secure the signatures of all involved.

4. Follow the proper Check-In/Check-Out procedures as outlined earlier in this section.

5. Move.

6. Return former room key to RD.

7. A resident who moves and does not turn in her old room key will be billed $60 for a lock change and new keys.

Follow check out procedures for old room and check-in procedures for new room. Residents who do not follow proper room change procedures will be charged $50 for an improper check-out.

**Vacancies and Private Rooms**

When a vacancy occurs in a double occupancy room and space allows, the Office of Residence Life will contact the remaining occupant to give her the option of paying for a private room (additional $750 per semester), finding a roommate within a specific period of time, or moving in with another resident. If the student does not pay for a private room, find a roommate, or move, residence life staff can add a roommate without prior notice any time the space is needed. A student who lives in a double room with a vacancy must keep her room available to receive a roommate at any time by leaving one dresser and one closet empty. If you need assistance finding a roommate, please contact the Office of Residence Life or your RD.

A student may move into an unoccupied room if she pays the private room fee, which is an additional $750 per semester. The private room option is only available if there is space and with approval of the director of residence life. If one student occupies a double occupancy room, she has the following options:

- move to another room with another student
- have another student move in with her
- pay the private room fee so that a roommate will not be assigned
- be assigned a roommate at any time a space is needed

A student with a communicable disease or who exhibits inappropriate and unacceptable community behavior may be required to move off campus. First year students are not permitted to rent a double room as a private room unless approved by the Dean of Students.

A room that is not ready for a second roommate to move into can result in a $50 fine.
Insurance Claims The college is not responsible for the loss or damage of personal property in the residence halls. In most cases, a student’s personal property is covered under her family’s homeowners insurance. When this coverage does not apply, students should secure insurance coverage under a renter’s policy.

Residence Life Policies

Honor Council The Honor System is a long-cherished tradition and a basis for all life at Meredith. It is essential that each student commit herself to abide by and uphold Meredith’s Honor Code and system of self-government. A student violating college policies included in the “Residence Life Guide to Community Living” or the Student Handbook will be obligated to report herself to the solicitor general of the Honor Council. See detailed information about the Honor Council on the Honor System page. Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council.

Residence Hearings Committee The Residence Hearings Committee is a branch of the Honor System. The solicitor general assigns hearings to the Residence Hearings Committee. Students appealing a residence hall fine should contact the clerk of the Residence Hearings Committee. See detailed information about the Residence Hearings Committee in the Honor System section of the Student Handbook.

Alcohol and Drug Policy See College Policies

Smoking Policy All residence halls at Meredith College are smoke-free environments. Residents who smoke must do so outside of the buildings in designated areas and at least 30 feet from the building. Smoking is not permitted on residence hall parlor balconies or breezeways. Students who are found to be smoking inside will be fined. A second smoking offense will result in the student being referred to the Residence Hearings Committee for disciplinary action. See College Policies, for more information on the smoking policy.

Baby Sitting Policy Baby sitting is not permitted on campus regardless of the age of the child. The residence halls and apartments are not appropriate communities for young children, especially infants.

Bicycle Policy Bicycles are to be registered with the campus police. There is no charge for this service. Bicycles are to be stored in the bike racks outside the residence halls or campus apartments unless they can be disassembled and stored in the student’s room in such a way as not to create a fire hazard or infringe on a roommate’s space. Bicycles found anywhere other than in the bike rack or in the student’s room will be impounded by campus police to be returned to the student at the end of the semester. The penalty for violation of this policy is a $15 fine.

Married Students Married students who meet the residence requirements may live in the Meredith residence halls under the following conditions:

- On-campus housing for a married student must be approved by the director of residence life.
- All student government regulations apply to married students according to their academic classification.
All residence hall rules and regulations apply to married students.

Spouses are not eligible to reside with the student.

Residence Requirements

Campus residence halls are living/learning environments that provide supportive communities for student development. Traditional-aged students are encouraged to take advantage of the opportunity for building friendships, developing interpersonal and communications skills, and participating in programs and activities that are all part of the residential living experience.

1. Freshman and sophomore students under the age of 23 (regardless of hours completed) must live in the residence halls or reside with their parents, husbands, or (with special permission) another close relative. Freshman and transfer students who enter the College over the age of 21 may apply to live off campus. Housing contracts are for the entire academic year.

2. Continuing juniors and seniors with at least a 2.0 GPA may request to live off campus by a designated deadline in the spring semester. Along with at least a 2.0 GPA, students must have at least 60 hours or have resided four semesters in the residence halls. Transfer students who meet established eligibility requirements as stated on the transfer application for admission may apply as commuting students under the off-campus housing option.

3. Campus housing is available to undergraduate degree-seeking students, including students in the 23+ program.

4. Resident students must be enrolled as full-time (at least 12 hours) students while living in the halls. If a student drops below full-time, she will not be eligible to live on campus unless approved by the dean of students.

5. Students interested in housing during the summer terms must check with the Office of Residence Life for housing options and stipulations.

6. The cost of health services and meals in the dining hall are included in the payment for room and board. Students who live off campus must pay a health fee in order to receive services from the Health Center. Students who live off campus must pay for any meals eaten in the dining hall.

7. Students who do not meet the requirements to live off campus but choose to do so can be charged the full amount of room and board for the academic year.

8. Residential policies will be reviewed annually.

Right of Entry

Authorized college personnel, including but not limited to the Dean of Students, director of residence life, security officers, residence directors, resident assistants, and facilities staff may enter student rooms at any and all times to assure that college policies are being upheld, to inspect, and to make such repairs to the space as the College may deem appropriate. Students will not be allowed to enter another student’s room in her absence for any reason unless the student who lives in the room has given written permission.
Room Regulations

- Each room will be inspected by the resident assistant before the resident moves into the room. If rooms are changed during the year, the proper check-in/check-out procedure must be followed.

- Students may not be destructive of college property when decorating rooms. They may not paint furniture, rooms, walls, or doors. (see Responsibility for Damage for more information).

- Students may not keep animals or pets other than fish (10-gallon tank maximum) in the residence halls.

- For health reasons, all dishes should be properly cleaned after use. No dirty dishes should be left in kitchens. Dishes and glasses are not to be removed from the dining hall.

- All cooking must be done in the residence hall kitchens.

- Ceiling fans are not permitted.

- Using any parlor furniture or other college furnishings in residence rooms is prohibited.

- Entry or exit through windows is prohibited, including moving items in through a window or having a friend announce his/her arrival by knocking on a window.

Quiet Hours Quiet hours are from 10 p.m. - 10 a.m. every day.

Fire Safety Rules

- Candles, incense, or any open flames are prohibited in the residence halls. No flammable chemicals are to be kept in residence halls.

- Electric holiday lights or decorative string lights (with the exception of battery-operated lights) may not be used anywhere in the residence halls. All decorations must be nonflammable or treated with fire retardant chemicals.

- Live holiday trees are not permitted.

- Metal trash cans are recommended.

- All hallways and exit ways are to be kept clear of obstructions with complete access to be available at all times. Students who leave items in the hall may be fined. “Welcome mats” are prohibited.

- Storage areas must be kept neat and contain no empty cardboard boxes.
• All students must exit the building immediately when fire drills are conducted.

• Smoking in any resident room or residence hall is prohibited.

• No tissue paper or other flammable materials may be placed on walls or doors except on designated bulletin boards.

• Posters and notices cannot be placed on exit doors, stairwell doors or walls. Use only hall bulletin boards and the bulletin boards that are provided for you on your door.

• Draperies must be made of fire resistant material.

• Residents are not permitted to hang or affix any items to the ceiling.

• All types of extension cords are prohibited in the residence hall. Only UL-approved surge-protector power strips with circuit breakers may be used. No electrical adapters of any kind may be used in the residence halls. All power strips need to be plugged into the wall. A power strip cannot be plugged into another power strip.

• Electrical appliances of any kind (i.e., hair dryer, curling iron, curlers) must be Underwriters’ Laboratories (UL) approved. Students are expected to use all appliances with utmost safety.

• One single-cup coffee brewer is permitted per room.

• Electrical cooking appliances (deep fryers, blenders, toasters, toaster ovens, sandwich makers, indoor grills, etc.), sun lamps, personal microwave ovens and space heaters may not be used in the residence halls. Any cooking appliances found can be confiscated by the residence director and returned to the resident when she is able to take it home.

• Irons must be used in the designated area of each residence hall. Irons may be stored in resident rooms.

• No items can hang from sprinkler pipes or sprinkler heads.

• Refrigerators must meet college standards. One unit, maximum 4.5 cubic feet, per room.

• Halogen and lava lamps of any kind are not allowed in the residence halls.

• Each residence hall room door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time. Dismantling the closure is considered tampering with fire equipment and will result in a $50 fine. Each violation of these rules will result in a $15 fine. A second violation of the same type will result in a $25 fine.

**Miscellaneous Hall Safety Prohibitions** Residents should refer to the Security, Safety and Emergency Procedures section for more complete information.

• Use of sporting equipment such as skates, skateboards, roller blades or other similar items within residence halls is prohibited.
• Running in halls is prohibited.
• Students are not permitted to bring animals into the residence halls.
• Sleeping in hallways and parlors is prohibited.
• Climbing on any campus roof or ledge is prohibited.

Violation of any of these policies will result in a $15 fine.

**Room Health and Safety Inspections** The residence life staff will conduct inspections once a semester and at campus closings in each residence hall room. The inspection will include a check for health and safety hazards such as:

1. Electrical, heating, halogen lamps, lava lamps and cooking appliances.

2. Combustibles.

3. Housekeeping, health hazards, excessive and perishable trash.

4. Extension cords, non-surge protector power strips, and electrical adapters with multiple plugs.

5. Surge protector extension cords plugged in to one another.

6. Candles and incense.

7. Items hanging from or secured to the ceiling.

8. Electric holiday lights.

9. Dismantled door closures (see “Fire Emergency Procedures”.)

10. College-owned parlor furniture.

Each violation of these policies will result in a $15 fine, Residence Hearings Committee action, or the total cost of the damaged item. A second violation of the same type will result in a $25 fine.

Also see Security, Safety and Emergency Procedures for other fire safety regulations.

The residence life staff may confiscate items found in violation of College policies. Inspectors entering a student’s room will leave a notification of the inspection. Violations are to be corrected within two working days. Fines issued for violations will be added to a student’s account. Follow-up inspections will be conducted to determine if corrective action has been taken. Failure to correct safety violations will result in disciplinary action, and item(s) will be confiscated.

**Room Searches** Meredith reserves the right to inspect all rooms in the residence halls at any time and as often as deemed necessary. Attention will be given to maintenance, safety, health hazards, room damage, and compliance with college policies. A student will be responsible for any damage she does to college property. A residence director has the responsibility and the authority to conduct an immediate room search if she suspects alcohol, drugs, or males in a residence hall room. The College also reserves the right to conduct room searches and motor vehicle searches with reasonable suspicion of a violation of college policies. Procedures will be followed to ensure the protection of the student and her property.
On occasion, an entire hall may be searched. If so, each resident of the hall will be asked to remain outside of her room until her room has been searched thoroughly. Her vehicle may also be searched. Careful procedures will be followed to insure that the search is conducted properly and as quickly as possible.

If a report is made to the solicitor general of the Honor Council that one or more students are suspected of violating the Honor Code (i.e., possession of alcohol, possession of drugs, males in residence hall rooms, theft of personal property), and no specific information is given about a particular room, a warning may be given to the entire hall by the solicitor general. If there is reason to believe that a violation has previously occurred in a specific room but there is no evidence of a current violation, a personal warning may be given to the student(s) involved. If a hall warning or a personal warning is given and the problem persists, a search may be conducted.

**Theft of Personal Property** Residents who experience a theft or loss of personal property should alert Campus Police as soon as possible. Meredith is not responsible for the personal property of students. Families are encouraged to make sure that homeowner’s insurance policies cover the student’s residence hall property. If a student has evidence that another student is responsible for theft, she should immediately alert the campus police and solicitor general of the Honor Council.

**Facilities & Services**

**Kitchens** Student kitchens are located on the first floors of Vann, Brewer, Stringfield, and Faircloth; on each floor of Poteat and Heilman, and may be used before midnight. Safety precautions should be observed at all times, and students are responsible for cleaning kitchens after using them. Food being cooked cannot be left unattended.

**Parking** Tenant must have a parking decal in order to park on the premises. A resident parking decal may be obtained through Campus Police at an annual cost of $200.00. The parking decal should be displayed at all times while the vehicle is parked on campus.

Permit is only for the parking areas adjacent to the residence halls.

**Parlors** Parlors are located on each floor of the residence hall for the enjoyment and use of every resident. Please treat the parlor as you would the living room of your own home. Try to keep the parlors tidy, and respect the rights of others sharing the parlor. Do not use the parlor for any kind of painting project or construction project, i.e., Cornhuskin’ props, organization banners, etc. *See the Bulletin Boards and Publicity section for further information on parlor usage.

**Microwaves** Microwaves are available on each floor of the residence halls. Residents using the microwave should never leave it unattended.

**Laundry Rooms** Automatic washers and dryers can be found in the following locations: Vann 1st and 4th floors, Stringfield 1st and 4th floors, Faircloth 1st and 4th floors, Brewer 1st and 3rd floors, Poteat Ground, 1st, 2nd and 3rd floors, Heilman 1st, 2nd and 3rd floors. The cost of laundry services is included as part of the student room fee. Washers and dryers should not be used to wash and dry shoes, bedspreads or rugs. If a machine malfunctions, MacGray should be called at 800-622-4729 to report the issue. Ironing boards are provided, but students must supply irons. Irons left on the ironing boards should be unplugged when
unattended. No ironing is to be done in students’ rooms. Irons may be stored in resident rooms.

Storage
There are storage rooms in most of the residence halls for luggage storage during the academic year. No bicycles, appliances of any kind, Meredith furniture, etc., may be stored in storage rooms. Please have identification on outside and inside of luggage. Because of fire regulations, cardboard boxes may not be stored in the storage rooms. The College is not responsible for lost articles from hall storage. There is no summer storage on campus. If summer storage is needed, there are private commercial storage facilities available nearby. A student must remove all personal items from storage areas before the last day of exams. Items left in storage after graduation day will be donated or discarded.

Any items of clothing, carpets, etc., left in rooms or storage rooms at the end of the spring semester will be donated or disposed of by college immediately after closing.

Post Office  Named for a longtime Meredith employee, the Willie J. King Postal Center is located on the first floor of Cate Center. Although the mail room is not an official U.S. Post Office, stamps are available for purchase, and packages that do not require special handling will be accepted. These services are available between the hours of 8 a.m. and 4:30 p.m., Monday through Friday, while classes are in session. Outgoing mail that requires special handling may be taken to the Method Road branch of U.S. Post Office, which is located within walking distance of the campus. Resident students are assigned a mail box number that corresponds to their room assignment. The number will change if a student moves to another room.

Student mail boxes have combination locks. Each student will be given her combination upon arrival to campus. It is the student’s responsibility to remember this combination. If she forgets, she must show her CamCard to obtain her combination.

Student mail is put in mail boxes Monday through Saturday, except during student holidays and breaks. Students who receive packages by U.S. Mail or United Parcel Service (UPS) will receive package slips telling them to come to the window to pick up the packages. Students are required to bring their CamCards in order to receive packages. Only the student the package is addressed to may pick up the package.

Outgoing mail pickup is 5 p.m., Monday through Friday.

The following example shows the proper format for a student mailing address:
Name 308 Poteat Residence Hall Meredith College Raleigh, NC 27607-5298

Technology Services  A campus-wide network provides e-mail and Internet access. All residence halls have wireless technology for access to the campus network. For information concerning residence hall room hook-up to the campus network, contact technology services Help Desk at 919-760-2323.

Cable Services  Meredith College provides cable television to each residential college room and to apartments in The Oaks. Students should come to campus with HD/digital-ready televisions (720p or any variety of 1080i) to receive all the available campus television channels. If you do not have a HD/digital ready TV you may only receive up to 30 of the more than 120 channels available on campus. Students who have older TVs or who will
need to purchase a set top box for television reception should call the Cable Administrator for advice at 919-760-2346.

**Maintenance Requests** Requests for maintenance, housekeeping, and grounds-keeping may be made to the facilities services office, 919-760-8560, or by completing a work order form on the Meredith College Facilities Service web site.

**Guests**

A Meredith student is responsible for the appropriate behavior of her campus guests. A guest is expected to observe the same regulations as the Meredith student. Guests will be responsible for paying for all meals eaten in the dining hall. Meredith students are expected to escort their campus guests at all times while in the residence halls.

Guests should carry a photo ID while visiting campus.

**Residence Hall Guests** Female Guests, Residence Hall: A female guest is allowed to stay overnight on campus only if her host is also on campus. When hosting a female guest, a student should respect the rights of her roommate regarding the behavior and length of stay of the guest. Female guests should be accompanied by a Meredith student. The host should register her guest (female) before 11 p.m. with her residence director, who will issue her a guest pass. If the guest arrives after closing hours, the student must register her with a campus security. The security guard may request identification of any guest coming in after closing hours. A guest will not be permitted onto campus if she does not have a guest pass or is not accompanied by her Meredith host.

Residents are permitted to host the same overnight guest for a maximum of three nights within a 30-day period.

Male Guests, Residence Hall: Except during an Open House for reasons of privacy and security, male guests are allowed in the residence halls only in first floor parlors and only when accompanied by a Meredith student. During Open House hours, male guests may enter through any residence hall door when accompanied by a Meredith student. During non-Open House hours, male guests must enter only through the first floor parlor doors (during hours in which the campus is not closed).

Males are not allowed on campus after closing hours (1:00 a.m. Sunday – Thursday; 2:00 a.m. Friday and Saturday) except to accompany students to their residence halls. Then the male guest must immediately leave campus.

Open House hours for male guests: Beginning the first weekend in September and the weekend after classes start in January, Open Houses are planned for:

- Thursdays 5 p.m.– 9 p.m.
- Fridays 3 p.m. – 1 a.m. Saturdays 10 a.m. – 1 a.m. Sundays 10 a.m. – 9 p.m.

Male guests can be in the 1st floor residence halls parlors until 12:45 a.m. Sunday-Thursday and until 1:45 a.m. Friday and Saturday.

No Open Houses are held during exams or holiday weekends or breaks. All open house weekends are listed in the Student Planner.

Residence directors may grant special permission for male guests to carry heavy items to or from a student’s room (heavy items include: refrigerators, heavy trunks, book shelves,
heavy furniture, unusually bulky or large items). This permission is a privilege; therefore,
men should not linger on the halls after they have completed the task for which they were
granted permission.

The person giving permission to a male to carry things onto the hall is responsible for
checking to make certain the male vacated the hall. Residents are expected to announce
“male on the hall.” They are to escort their helper out of the building within 15 minutes.
Fathers of Meredith students and brothers under the age of 12 are allowed in the residence
halls at any time before closing hours provided they are escorted by the Meredith student to
and from her room.

Males unaccompanied by a Meredith student are not allowed in the courtyard after dark
unless they are en route to a residence hall first-floor parlor for an arranged meeting.
Other campus locations for visiting with male guests:

- Weatherspoon Gymnasium during the hours posted by the department of Health,
  Exercise and Sports Science. Equipment must be returned to its proper place upon leaving.
  (Note: No guests may use equipment in the Margaret W. Parker Fitness Center).

- Cate Center including the Bee Hive Cafe, lounges, and supply store.

- Library

**Safety Restrictions**

- Males unaccompanied by a Meredith student are not allowed in the courtyard after dark
  unless they are on their way to a residence hall first-floor parlor for an arranged meeting.

- Males are not allowed on campus after closing hours (1 a.m. Sunday-Thursday; 2 a.m.
  Friday and Saturday) except to accompany students to their residence halls. Then the men
  must immediately leave campus.

- Use of the lake area at night is discouraged.

- Any questions—call the RD on duty at 919-612-6350 or Campus Security 919-760-8888.

**Open Houses**
Beginning the first weekend of September in the fall and after Martin Luther King, Jr.,
Holiday and the weekend after classes start in the spring, Open Houses are planned for:

- Thursdays 5 p.m. – 9 p.m.
- Fridays 3 p.m.–1 a.m.; Saturdays 10 a.m.–1 a.m.; Sundays 10 a.m.–9 p.m.

No Open Houses are held during exams or holiday weekends and breaks. All open house
weekends are listed in the Student Planner.

**Safety Procedures**
See the Security, Safety and Emergency Procedures section of the Student Handbook. Also see Fire Safety Rules, Miscellaneous Hall Safety Prohibitions and Room Health and Safety.

FAQs

**Can I have a car on campus and where do I park?** At the beginning of each semester, any student may bring a car on campus by signing the appropriate agreement, paying the parking permit fee, and displaying the numbered decal on the car. Decals must be affixed permanently with the decal’s adhesive to the rear bumper or rear window of the car. Decals may not be taped to the rear window or bumper. Adequate parking is provided for all those who qualify. Annual resident permits cost $200. Detailed parking information and regulations are in the College Policies and Regulations section of the Student Handbook.

**What is a CamCard?** All Meredith students are required to have and carry a Meredith picture identification card called the CamCard. CamCards are required of all individuals in order to check out library materials, for student access to residence halls, and for general identification purposes around the campus. Resident students must use the CamCard for Meredith dining services. Camcards are made free of charge in the Campus Police Office. Detailed information on CamCard use policies can be found in the College Policies and Regulations section of the Student Handbook.

**What if I need health services?** The Health Center staff provides clinical care for minor illnesses, health education, emergency care, health protection, and disease prevention services for students. Services are maintained under the direction of the director of health services and the college physician. A student health form, furnished by the College, must be completed and all immunizations documented and updated, if needed, prior to enrollment. Detailed information on health services and health policies are in the Student Handbook.

**What is Meredith Beach?** Meredith Beach is the area surrounded by Faircloth, Brewer, Heilman, and Barefoot residence halls and is the only campus sunbathing area. The sunbathing area is restricted to women only.

**How do I respond if a person comes to my residence hall door selling or soliciting?** Members of the Meredith community enjoy protection of their rights of privacy. Solicitation by persons, organizations, or businesses is strictly prohibited unless authorized by the vice president for college programs or by the director of student leadership and service. Any use of College facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances are off-campus persons allowed to solicit door-to-door. Any religious organization requesting to give a program or presentation is to be referred to the campus chaplain for approval. Students who are approached by individuals violating this policy should immediately contact Campus Police.

**When is Belk Dining Hall open for meals?** See Belk Dining Hall hours.

**When is the BeeHive Café open?** See BeeHive hours.