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 unique 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 that 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 provide interesting, challenging, informative, and entertaining programs 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.

**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 in a community. 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, community assistants and the Residents Housing Association. Director of Residence Life: Heidi LeCount, 219 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 Halls, Caitlyn Riner, 919-760-8870
- Brewer Hall, Savannah Smith, 919-760-8502
- Poteat Hall, Britt Tatum, 919-760-8528
- Faircloth Hall, Rachel Downey, 919-760-8503
- Heilman Hall, Jessica Sharpe, 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 two 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:**

**Brewer**

<table>
<thead>
<tr>
<th></th>
<th>Brewer</th>
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<tbody>
<tr>
<td>1st</td>
<td>Elizabeth</td>
<td>Goodwin</td>
</tr>
<tr>
<td>2nd</td>
<td>Jasmine</td>
<td>Barnes</td>
</tr>
<tr>
<td>3rd</td>
<td>Maddie</td>
<td>Hubbard</td>
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<tr>
<td>4th</td>
<td>Kimberly</td>
<td>Gillenwater</td>
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<tbody>
<tr>
<td>1st</td>
<td>Samantha</td>
<td>Hester</td>
</tr>
<tr>
<td>2nd</td>
<td>Sarah</td>
<td>Ainsley</td>
</tr>
<tr>
<td>3rd</td>
<td>Alexis</td>
<td>Walmer</td>
</tr>
<tr>
<td>4th</td>
<td>Divine</td>
<td>Earth-Dowd</td>
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**Heilman**

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<tr>
<td>1st</td>
<td>Zarrhia</td>
<td>Wilson</td>
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<tr>
<td>2nd</td>
<td>Delaney</td>
<td>Rhodes</td>
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<tr>
<td>3rd</td>
<td>Allison</td>
<td>Kvasnicka</td>
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**Poteat**

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<tr>
<td>1st</td>
<td>Ashleigh</td>
<td>Tew</td>
</tr>
<tr>
<td>2nd</td>
<td>Sophia</td>
<td>Mazzola</td>
</tr>
<tr>
<td>3rd</td>
<td>Hannah</td>
<td>Jones</td>
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3
Stringfield

<table>
<thead>
<tr>
<th>1st</th>
<th>Emma Lee</th>
<th>Bridgers</th>
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<tbody>
<tr>
<td>2nd</td>
<td>Michelle Blaire</td>
<td>Starling</td>
</tr>
<tr>
<td>3rd</td>
<td>Sandra</td>
<td>Taranhike</td>
</tr>
<tr>
<td>4th</td>
<td>Breanna</td>
<td>Harmon</td>
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Vann

<table>
<thead>
<tr>
<th>1st</th>
<th>Carolyn</th>
<th>Saylor</th>
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<tr>
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</tr>
<tr>
<td>4th</td>
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<td>Estrada</td>
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Oaks Student Staff Members

<table>
<thead>
<tr>
<th>Community Assistant</th>
<th>Lynsi</th>
<th>Beers</th>
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</thead>
<tbody>
<tr>
<td>Community Assistant</td>
<td>Katie</td>
<td>Murphy</td>
</tr>
<tr>
<td>Community Assistant</td>
<td>Katelyn</td>
<td>Steadman</td>
</tr>
<tr>
<td>Community Assistant</td>
<td>Carolyne</td>
<td>Grizer</td>
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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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<tbody>
<tr>
<td>Residence Halls Open for Freshmen, 8 a.m.</td>
<td>August 19</td>
</tr>
<tr>
<td>Residence Halls Open for Transfer Students, 8 a.m.</td>
<td>August 19</td>
</tr>
<tr>
<td>Freshman Hall Meetings, 9 p.m.</td>
<td>August 19</td>
</tr>
<tr>
<td>Residence Halls Open for Upperclass Students, 8 a.m.</td>
<td>August 20</td>
</tr>
<tr>
<td>Health and Safety Training for New Students</td>
<td>August 20</td>
</tr>
<tr>
<td>Freshmen Hall Meetings, 9 p.m.</td>
<td>August 20</td>
</tr>
<tr>
<td>Residence Halls Room Changes Begin</td>
<td>September 6</td>
</tr>
<tr>
<td>Residence Halls Close for Semester Break, 12 p.m.</td>
<td>December 15</td>
</tr>
<tr>
<td>Residence Halls Open after Semester Break, 2 p.m.</td>
<td>January 7</td>
</tr>
<tr>
<td>Residence Halls Close, 12 p.m.</td>
<td>May 13</td>
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</table>

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.

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 responsible 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 that getting to know your roommate is 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 does not fulfill her contract is subject to a $500 fee for breaking the contract.

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**
Room keys cannot be loaned to another individual (friend, parent) for use. Only the resident may possess and use the key to her room. 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 when they have caused damage to their own rooms or common areas.

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, all resident students served by the damaged common area can be fined.

**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, 2nd 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 (winter break). For safety purposes:

- Residents who do not stay on campus during breaks other than the winter 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.
- For assistance during a campus break during which the halls are available, contact the RD on duty at 919-612-6350 or Campus Police at 919-760-8888.
- The Residence Director on Duty is not available during winter break.
- Campus Dining Service is not available during any College break.

**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 Changes**
If a student is having issues with her roommate, she is strongly encouraged to discuss with her roommate her concerns in a direct and respectful manner. Residence Life staff is also available to assist with roommate mediations.

If warranted, residence directors are available to assist students with room change requests. Residents requesting a room change are required to meet 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 starting 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. Move.
5. Follow the proper Check-In/Check-Out procedures as outlined earlier in this section.
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**
When a vacancy occurs in a double occupancy room and space allows, the Office of Residence Life has the right to assign a new roommate. 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.

**Private Rooms**
First year students are not permitted to rent a double room as a private room unless approved by the Dean of Students.

Students can rent a double room as a private room for an additional fee of $750 per semester. Private rooms are granted as space allows.

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. A room that is not ready for a second roommate to move into can result in a $50 fine.

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 (not available for freshmen)
- 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.

**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 Other Drugs

The College strongly discourages illegal and irresponsible use of alcoholic beverages by Meredith students. North Carolina State law prohibits the use or possession of alcoholic beverages for persons who are under twenty-one years of age. The possession and/or consumption of alcoholic beverages on campus or in any College building is prohibited except by those of legal age in individual on-campus apartments. Any amount of alcohol possessed or consumed by persons under the age of twenty-one shall be considered “possession.” Memento bottles are not allowed in residence halls. Providing alcohol to any person who is under the age of twenty-one is illegal. A student may not attend class while under the influence of alcohol.

Inappropriate or illegal behavior related to alcohol use will result in disciplinary action. Meredith students are expected to represent the College with dignity at all times. Students who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that would disrupt the living community or endanger themselves or others.

Students shall not possess or consume intoxicants at any College-sponsored functions sponsored by Meredith students or any Meredith student organization. Students participating in any Meredith or Meredith-affiliated study abroad program are expected to follow the laws of the host country and host institution during any study abroad program.

Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a controlled substance or counterfeit controlled substance or possess drug paraphernalia. Paraphernalia shall be considered possession of a drug. The abuse or misuse of any prescription drug by any student also is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed, and/or providing or selling prescription drugs. The terms “controlled substance” and “counterfeit controlled substance” shall be defined in accordance with the definitions set out in the North Carolina General Statutes. Any student suspected of a violation of this policy is subject to a
hearing by the Honor Council of Meredith College. If found responsible, the student will be suspended, given a delay of graduation, or expelled in accordance with this policy as enunciated by the Board of Trustees. The violator is also subject to North Carolina law.

Drivers deemed by campus police to be impaired will not be allowed to operate vehicles on campus. The threshold of impairment is very low (any alcohol or controlled substance previously consumed remaining in the body) for persons under the age of twenty-one. Campus Police will send a report to the Dean of Students in the case of any student deemed to be driving while impaired. In the case of a resident student deemed to be driving while impaired, an immediate report will be made to the residence director on duty or the apartment manager.

**Smoking Policy** All residence halls at Meredith College are smoke-free environments. Out of consideration for members of the College community who choose not to smoke or whose health is negatively affected by smoke, smoking and the use of e-cigarettes or vaporizers is prohibited in all campus buildings. Smoking and the use of e-cigarettes or vaporizers is prohibited on the College campus, except in the following locations:

Smoking is permitted in the paved commuter lots (parking lots 4, 5 and 16 on the Meredith College campus map), the softball field lot (11), lot adjacent to Campus Police (12) the underclassmen lots (13 and 14), Heilman-Barefoot lot (15), the athletic field lot (18), and (the two side parking lots for The Oaks (19—note, this excludes the parking area in front of The Oaks).*

It is the responsibility of each student/faculty/staff member to inform guests of the College’s Smoking Policy.

*These locations were chosen with respect to the College campus fire safety, maintenance, and accessibility.

**Baby Sitting Policy** For health and safety reasons, 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, and includes children in the MAP program and the Ellen Brewer House.

**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. Residents 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. Campus housing is available to undergraduate degree-seeking students, including students in the Wings program.

2. Freshman and sophomore (first and second years at Meredith) 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.

3. 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.

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. Residents are charged for room and board on their student account. All residence hall residents are required to have a meal plan. Freshmen enjoy the unlimited meal plan option. Sophomores, juniors and seniors can opt to change meal plans. All meal plans are the same price and part of the room and board fees.

7. 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.

8. 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.

9. Housing contracts are for the entire academic year.

10. 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).
- Residents are not permitted to affix or otherwise mount televisions to a wall.
- 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. Sunday through Thursday. On weekends, quiet hours begin at midnight on Friday to 10:00 a.m. on Saturday and midnight Saturday to 10:00 a.m. Sunday.

**Noise**

Individuals shall use discretion where and when noise is concerned both in and around the premises. Courtesy hours are always in effect, and both residents and guests shall be considerate of others’ rights to study and sleep, especially between the hours of 10:00 p.m. and 10:00 a.m. daily. Excessive noise or large parties are not acceptable. Residents in violation of courtesy and quiet hours may be fined $15 for the first offense and $25 for the second offense.

**Fire and Life Safety Policies**

For safety purposes,

- Tampering with fire safety equipment including smoke detectors and sprinklers is prohibited.
- Resident shall not hang items from sprinkler pipes or sprinkler heads.
- Candles, incense, tart warmers, electric candle warmers, oil warmers (any product that melts wax or warms oil), or any open flames are prohibited in the apartments. No flammable chemicals are to be kept in the apartments.
- Each outside door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time.
Residents are not permitted to tamper with fire extinguishers or to falsely pull a fire alarm.

No items can hang from sprinkler pipes or sprinkler heads.

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.

Violation of these fire safety policies can result in a $50.00 fine. Individual candles are each a violation and the resident will be fined $50.00 for each candle.

Fire Safety Guidelines

For the safety of all resident students:

- 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.
- Meredith College bans from campus residential spaces the indoor storage, operating, or charging of hover boards and similar products. Neither residents nor their guests are permitted to have to use hover boards within residential spaces on campus. This ban applies to all residential spaces including the residence halls and Oaks apartments both inside room and in public areas.
- Live or cut 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 or other products with circuit breakers may be used. All power strips need to be
plugged into the wall. A power strip cannot be plugged into another power strip. No electrical splitters of any kind may be used in the residence halls.

- 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, drip coffee 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 only be used in the designated area of each residence hall. Irons may be stored in resident rooms.
- One refrigerator is permitted per room and cannot exceed 4.5 cubic feet.
- Halogen and lava lamps of any kind are not allowed in the residence halls.

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

- CamCards cannot be given to other individuals for use including friends and parents.
- 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 with the exception of service animals.
- 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 ($50.00 fine for each item).
7. Tart warmers and electric candle warmers.
8. Items hanging from or secured to the ceiling.


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

11. 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. Exception: There is a $50.00 per candle fine.

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

The residence life staff can 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.

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 between 10:00 am – midnight. Safety precautions should be observed at all times, and students are responsible for cleaning kitchens after using them. Do not leave cooking food unattended.

**Parking** Student must have a parking decal in order to park on the premises. A resident parking decal may be obtained through Campus Police. 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.

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:

- Brewer: 1st and 3rd floors
- Faircloth: 1st and 4th floors
- Heilman: 1st, 2nd and 3rd floors
- Poteat: Ground, 1st, 2nd and 3rd floors
- Stringfield: 1st and 4th floors
- Vann: 1st and 4th 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, CSC Service Works should be called at 800-762-3452 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.

Post Office 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 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
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 the technology services Help Desk at 919-760-2323.

**Cable Services** Meredith College provides cable television to each residence hall room and to apartments in the Oaks. Students should come to campus with a digital-ready television that is equipped with a QAM tuner to receive all of the available channels. Students who have a television that does not have a QAM tuner will need to purchase a set top box in order to receive programming. To find out if your TV is compatible on campus, or if you need advice on picking out a television, call the Cable Administrator at 919-760-2354.

**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 Residence Life MyMeredith page. Facilities Services is not able to make appointments for repairs. Staff will enter a room to complete a work order regardless of whether a resident is present.

**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**

All guests are to be escorted by their Meredith host. Guests cannot be in a student’s room without the student present.

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 and suitemates regarding the behavior and length of stay of the guest. Female guests should be accompanied by a Meredith student. 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 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 weekend after classes start in August and January, Open Houses are planned for:

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

Saturdays 10 a.m. – 1 a.m.

Sundays 10 a.m. – 10 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, holiday weekends or breaks. No Open House hours are available on Cornhuskin’ night, and they are limited during Lil’ Friends Weekend. All open house hours are listed in the Student Planner and on the Residence Life MyMeredith page.

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, male guests 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 on their way 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 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 Police 919-760-8888.

**Missing Student Notification Policy**

Meredith College takes student safety very seriously. If a member of the College community has reason to believe that a Meredith student who resides in on-campus housing is missing, he or she should immediately notify Meredith College Campus Police at 919-760-8888. Campus Police, in conjunction
with College Programs staff (residence life staff, Dean of Students, etc.), will initiate an investigation which will include the following:

- Conduct a welfare check in the student’s on-campus residence.
- Attempt to contact the missing student via her phone numbers on file in the Office of Residence Life and/or the Office of the Registrar.
- Call or speak in person with known contacts such as roommate, suitemates, apartment mates, and friends.
- Contact student employer, if known.
- Contact the student’s professors to gather information about the student’s recent class attendance.
- If the student has a vehicle, Campus Police will attempt to locate the vehicle on campus.

If the student cannot be located after reasonable efforts, the Dean of Students or the Chief of Campus Police will then contact the student’s emergency contacts no later than 24 hours after the student has been determined to be missing. If a confidential contact has been listed by the student and the student is over the age of 18, that person will be contacted. If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students or the Chief of Campus Police will notify the student’s parents or legal guardians. If the investigation indicates that a student is missing, Campus Police will file a Missing Persons Report with the Raleigh Police Department.

In addition to registering an emergency contact with the Office of Residence Life, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Meredith College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact may do so through adding the name and contact information on the emergency contact form completed by the student when moving into the on-campus residence, or by contacting the Office of Residence Life at 919-760-8633. A student’s confidential contact information will be accessible only by authorized campus officials as appropriate.

**Open House**
Beginning the first weekend after classes start in the fall and spring, Open House Hours are planned for:

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

No Open Houses are held during exams or holiday weekends and breaks. No Open Houses are held during exams, holiday weekends or breaks. No Open House hours are available on Cornhuskin’ night, and they are limited during Lil’ Friends Weekend. All open house hours and weekend 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. 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 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. Health fees, which are included in the residence fees, cover the costs of most services. Residents of The Oaks Apartments and commuter students must pay the Health Center fee, $100 per semester, to receive services at the Health Center.

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 designated for students living in campus residence halls. The beach area designated for Oaks residents is the Oaks back patio.

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.