RESIDENCE LIFE
GOSHEN COLLEGE

Residence Life

Living Guide

2014-2015

GOSHEN COLLEGE

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Introduction

GOSHEN COLLEGE

Residence Life at a Glance

Welcome to Residence Life at Goshen College! We are glad you are here and hope that you find living on campus an enjoyable and enriching experience. Residence Life seeks to provide safe and hospitable living spaces for students in which our facilities, programs, and services inspire academic achievement, spiritual growth, inclusive communities, and engaging opportunities.

The residence halls are often the place where students first meet friends and begin to feel a sense of belonging. Here students are exposed to individuals from a rich variety of educational, social, cultural, ethnic and religious backgrounds and experiences. Students are challenged to understand others who are different than they are and to address conflicts that may arise. As students live, work and play together on a daily basis they learn more about themselves and what it takes to live in harmony with others. We hope your experiences living on campus will contribute in a positive way to your growth and development.

At Goshen College the Residence Life office is one department in Student Life. The primary mission of Student Life is to clarify and promote the vision for the development of each student as a total person. In cooperation with other faculty and staff, Student Life develops programs, policies and services that foster personal development. More specifically, our task is to help students achieve an appropriate level of self-direction and interdependence, while making meaningful and purposeful choices regarding their religious faith, occupation and lifestyle. Our goal is to provide students with a balance of challenge and support, enabling them to grow toward physical, emotional, spiritual, intellectual and interpersonal maturity.

This booklet provides information about campus housing, services, policies and programs. We hope it will help orient you to campus living as you settle in and can serve as a reference book for questions that may arise later. Do not hesitate to talk with your Resident Assistant, Residence Life Director, Housing Contact, or Director of Residence Life if you have questions or concerns. Have a great year!

Experience Living on Campus

Goshen College offers a variety of housing options for students that include traditional Residence Halls, Apartments, and Small Group Houses. Campus housing is primarily designed for single students enrolled full-time and younger than 25 years of age. We consider the residential experience a vital part of the education we have to offer. We believe students who live on campus have the greatest opportunities for learning and growth when living in close proximity to their peers while having easy access to campus activities, services and facilities.

Options and Requirements

The standards held by Goshen College are based on Christian ideals, educational goals, expectations needed for good group living, or guidelines needed to insure proper care of the housing facilities. Some regulations are necessary to protect the rights of the individual while others are designed to protect the community.

Attendance at Goshen College is a privilege and carries with it the obligation to observe college regulations. While attending Goshen College, a student is subject to the laws of Indiana as well as those of the local community outside the campus.

Campus housing is an integral part of campus life and contributes in many ways to the education students receive. Students live and work in groups and get to know people of various backgrounds.

All full time students enrolled at GC must live in campus housing unless they meet any of these requirements:

- Have 112 + credit hours
- Turn 23 years of age during a given semester
- Live with parents or immediate family member

Kratz, Miller, & Yoder Residence Halls

All full-time single students younger than 25 are welcome to live in one of four traditional residence halls. Kratz, Miller, Yoder, and Kulp Residence Halls each house both men and women on separate floors. Most rooms are double rooms, but there are a limited number of single rooms, triples, and quads available. Laundry, kitchens, lounges and recreation facilities are located in the Kratz-Miller-Yoder connector. Students interested in these accommodations will make their selections in accordance with the residence life lottery system for room selection in April of spring semester.

Yoder Hall

Kratz & Miller Hall

Kulp Hall (Junior/Senior Floors)

Kulp Hall provides traditional residence hall housing for juniors and seniors. Kulp facilities are designed to offer increased independence with the convenience of on-campus living. Eligible students would have graduated from high school at least two-years prior to the first day of classes. Students interested in these accommodations will make their selections in accordance with the college's lottery for room selection in April of spring semester.

Kulp Hall

Coffman Hall

Coffman Hall, when not used for Small Group Housing, is used for Christmas Housing for Athletes and International Students and Summer Housing for GC student workers. When available during the school year, suites are are offered as part of Small Group Housing. Students interested in these accommodations who have graduated from high school at least two-years prior to the first day of classes can participate in the Small Group Housing application process in March.

Coffman Hall

Student Apartments

The Student Apartments are available for students who have graduated from high school at least two-years prior to the first day of classes and are enrolled for at least 9 credit hours. Designed primarily for 4-students, each apartment is configured with a kitchen, living area, 1-2-baths and 2-4 bedrooms. The fourth floor features unique townhouse loft apartments with spiral staircases. Apartments offer increased independence and flexibility within the proximity of campus. Each apartment features Air Conditioning, Cable-TV, and both wired and wireless internet connectivity. Students interested in these accommodations will make their selections during an online sign-up process beginning in late March of Spring Semester.

Small Group Housing

Students who have graduated from high school at least two-years prior to the first day of classes can live in small group housing. This program offers an opportunity to deepen friendships in a largely self-governing environment. Small groups are responsible for cleaning their own facilities. Students apply as a group during the spring semester for space the following year. Groups are evaluated on several criteria including campus involvement, GPA, standards compliance, group capacity, and classification.

Small Group Housing Units

East Hall

Designed for 9-12 Students (Co-ed or Single Gender)

This small group home is located on the college campus. East Hall is located just east of Kratz Dorm. This is currently our only small group house that is handicapped accessible. The house has 6-double rooms to sleep 12 people. Three rooms are on the main level. One of these rooms is equipped with a private handicapped restroom. The other two rooms on the main level share one bathroom situated between the two bedrooms. The rest of the bedrooms are located on the lower level and are very spacious. There is also a lower level bathroom with two showers and two stalls. There is a dining room and living room on the main level. The lower level also has a sitting area. There is no parking directly beside this house. Guests would park in the Music Center parking area. East Hall features free laundry machine use, air conditioning, Cable TV access, wired and wifi internet access.

Howell House

Designed for 9-12 Students (Co-Ed or Single Gender)

This small group home is located on South 8th Street, about one block north of the College campus. It is just across the street from Kenwood House. This is one of our most spacious small group homes. It was fully renovated during the Summer of 2003. Howell house has 12 beds: one single room, four double rooms, and one triple room. There is a dining room and living room on the main level. Howell features free laundry machine use, air conditioning, Cable TV access, wired and wifi internet access.

Kenwood House

Designed for 8-10 Students (Co-ed or Single Gender)

This small group home is located on South 8th Street, one block north of the college campus. It is just across the street from Howell House. Kenwood has beautiful woodwork all throughout the house, including a beautiful open wooden staircase. Kenwood has five double rooms for a total of 10 beds. Four of the five bedrooms are located on the upper level along with one bathroom. There is one small bath on the main level. The home has a dining room and a living room. Free laundry facilities are located on the main level. The house has a front porch complete with a swing. Parking is available next to the house. Kenwood features free laundry machine use, air conditioning, Cable TV access, wired and wifi internet access.

Kulp South

Designed for 6-8 Students (Single Gender)

Featuring 4-Double Rooms, Hardwood floors, full kitchen and laundry on the basement level. This housing unit is fully furnished with a large bathroom comprising of multiple toilettes, sinks, and showers. Kulp South is located on the first floor of Kulp Hall in the southeast corner. Students living in Kulp South enjoy close proximity to the dining hall and academic buildings on campus. Cable TV access and wifi are both available in this living space. Laundry facilities are located in the basement of Kulp Hall.
There is no air conditioning in this unit.

Each available Coffman Small Group Housing Unit features Air Conditioning, Cable-TV, and wireless internet connectivity. Each unit features carpeting and customizable bedroom furniture. In the basement of Coffman you'll find the laundry facility as well as a game room and TV Lounge.

Coffman 3 North

Designed for 5-6 Students (Single Gender)

C3N features 2-Double Rooms, 2-Single Rooms, one large bathroom, small kitchen, and a spacious dining room and living space.

Coffman 3 South

Designed for 7-9 Students (Co-Ed and Single Gender)

C3S features 3-Double Rooms, 3-Single Rooms, and a large kitchen and dining space. This unit also features 2-large bathrooms.

Coffman 4 North

Designed for 5-6 Students (Single Gender)

C4N features 2-Double Rooms, 2-Single Rooms, one large bathroom, small kitchen, and a spacious dining room and living space.

Coffman 4 South

Designed for 7-9 Students (Co-ed and Single Gender)

C4S features 3-Double Rooms, 3-Single Rooms, and a large kitchen and dining space. This unit also features 2-large bathrooms.

Residence Life Leadership

Director of Residence Life

Provides administrative leadership for one or more residence halls, supervises the Assistant Directors of Residence Life, and oversees the day-to-day operation of campus housing and programs. The Director of Residence Life helps formulate and interpret policies and regulations and represents residence hall concerns to Student Life as well as serve as chairperson of the Standards Response Team. The Director of Residence Life also directs and oversees the campus Intramural Sports program.

Chad Coleman
Director of Residence Life

Assistant Director of Residence Life (RLD)

Provides live-in administrative leadership for Kratz, Miller, and Yoder residence halls. This RLD supervises all student resident assistants (RAs) and participates as a member of the Residence Life leadership team. RLDs provide support for the Director of Residence Life by interpreting policies & regulations and representing student concerns in the daily operations of our residence halls. The Assistant Director of Residence Life plays a critical role processing student violations of the community standards.

Neal Friesen
Asst. Director

Assistant Director of Residence Life & Student Activities

Provides live-in administrative leadership for the Student Apartments and oversees the Campus Activities Council in coordinating all campus-wide co-curricular student activities. This RLD supervises the student Apartment Community Council, Campus Activities Council members, and participates as a member of the Residence Life leadership team. RLDs provide support for the Director of Residence Life by interpreting policies & regulations and representing student concerns in the daily operations of our residence halls. The Assistant Director of Residence Life & Student Activities plays a critical role in designing and marketing campus-wide student programming.

Katie Dwyer-Zeman
Asst. Director & Student Activities

Graduate Assistant Resident Director

Provides live-in administrative leadership alongside the Assistant Director Residence Life for Kratz, Miller, and Yoder residence halls. Provides leadership in coordinating all KMY centric co-curricular student activities. Participates as a member of the residence life leadership team. Formulates and interprets policies and regulations and represents student concerns to Residence Life. The Graduate Assistant RD plays a critical role supporting the Assistant Director of Residence Life during nights and weekends.

Leanna Teodosio

Grad Asst. RD

Resident Assistant (RA) / Resident Leader (RL)

The Resident Assistant (RA) or Resident Leader (RL) is a student living on a residence hall floor in Kratz, Miller, Yoder, or Kulp Hall who is hired by the residence life office to provide leadership and supervision. The RA/RL is to be a friend, leader, and resource person. He or she can provide assistance and guidance for the various aspects of college life. The primary role of the RA/RL is to build community in the residence halls. Do not hesitate to contact the RA/RL with your questions or concerns.

Contact Persons

The Contact Person serves as the liaison between Residence Life and their respective Small Group Housing unit or Student Apartment. Contacts have regular meetings with Residence Life Directors to receive accurate information, convey any concerns, and plan programming events. Contacts are also responsible for submitting work orders to the Physical Plant for any physical problems with their housing space as well as request cleaning supplies when needed. The Small Group Housing Contact is a paid position and comes with added responsibility and tasks specific to the Small Group Housing program.

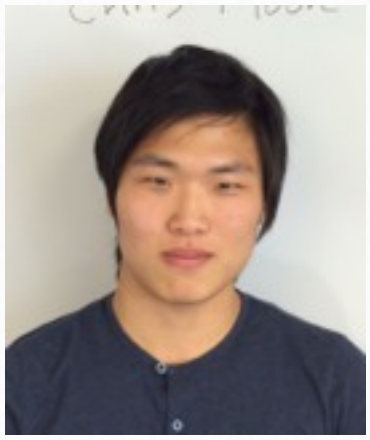
Apartment Community Council

The Student Apartment Community Council (ACC) are paid positions and supervised by the Assistant Director of Residence Life & Student Activities (RLD). The ACC is comprised of three members whose primary responsibility is promoting a strong and vibrant apartment community. Responsibilities of the ACC include planning activities for apartment residents, managing storage, and communicating apartment community concerns to Residence Life.

Resident Assistant Team 2014-2015

Andrew Snyder
Yoder 1

Zach Zimmerman
Yoder 2 North



Chris Moon
Yoder 2 South

Laura Hochstetler
Yoder 3 North

Kayla Gray
Yoder 3 South

Anya Kreider
Yoder 4 South

Sadie Gustafson-Zook
Yoder 4 North

Barbara Hernandez-Walton
Kratz 1

Molly Zook
Kratz 2

David Leaman-Miller
Kratz 3

Jacob Roth
Kratz 4

Landon Slabaugh
Kulp 2

Hannah Sauder
Kulp 3

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Dining & Facilities

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Dining Plan Options

All meal plans are for the sole use of the individual who purchases the plan. Meals cannot be transferred or shared. All students participating in a meal plan must have an ID card, validated for dining services. Food may not be taken out of the cafeteria without permission from AVI Staff.

Carte Blanche

Carte Blanche allows you to enter the dining hall as many times as you wish during our extensive service hours and includes $30 of Munch Money. You never run out of meals. This meal plan is available to all students living on campus.

14-Meal Plan

The 14-meal plan offers a choice of 14 out of the 21 meals offered each week and includes $30 of Munch Money. The plan holders may enter the Alumni Dining Hall up to three times per day, once per meal at their discretion, until the 14 meals that week are all used up. Meals are renewed every Sunday morning. Unused meals do NOT carry over from week to week, and no refunds are given for unused meals. This meal plan is available to all students living on campus.

Semester 80 Block Plan

This plan provides 80 meals per semester (16 meals in May term) plus $155 in munch money ($30 in May term). Unused meals do carry over from week to week but unused meals at the end of the semester are forfeited. This meal plan is available to students living in the Student Apartments, Kulp Hall, and Small Group Housing.

Semester 45 Block Plan

Designed for students living in the Student Apartments only. Provides 45 dining hall meals plus $110 Munch Money per semester. Balances carry over from week to week until gone. This meal plan is only available to students living in the Student Apartments.

Munch Money

Munch money is available to all GC students. Meal plan holders save 10 percent at time of purchase. Purchasers never pay taxes on the purchase of munch money. Munch money can be used in the Westlawn Dining Hall, Java Junction, or the Leaf Raker.

Pack Outs

Pack-out meals are available for participants leaving campus to go on college-related activities. Arrangements must be made with AVI Fresh 7-10 days prior to the day of the event.

Westlawn Dining Hours

Monday - Friday	**Breakfast**	**7:30am - 9:30am**
	Continental	**9:30am-10:30am**
	Lunch	**11:00am - 1:15pm**
	Dinner	**5:00pm - 7:00pm** ****Friday Dinner 5:00pm-6:30pm**
Saturday & Sunday	**Continental**	**10:00am - 12:00pm**
	Brunch	**12:00pm - 1:00pm**
	Dinner	**5:00pm - 6:00pm**

Leaf Raker Diner Hours

Monday - Thursday	**Breakfast & Lunch**	**8:30am - 2:30pm**
	Dinner	**5:30pm - 9:00pm**
Friday	**Breakfast & Lunch**	**8:30am - 2:30pm**
Saturday & Sunday		**Closed**

Facilities

Kitchenette

Each residence hall has a least one kitchenette. Students are expected to use the equipment with care and to clean up after each use.

Laundry Rooms

Laundry facilities are free to use and are available in the connector of KMY and in the basement of the Student Apartments, Kulp, and Coffman Halls. Students are expected to keep the laundry rooms clean and neat. Laundry facilities are reserved for the residents of the building.

Telephones

In order to have a phone extension in a residential room or apartment a request must be made by a student during check-in, or by sending an email to glenn@goshen.edu. Extension numbers for students will no longer be listed in the campus on-line directory. Each residence hall room has a telephone jack but students are responsible to bring their own phones; local service is provided. Prank calls can be tracked and will be addressed.

Televisions

The college provides television sets with commercial cable service in most public lounges. Personal televisions are permitted in student rooms and can be connected to the college cable system, which provides a variety of HD-Programming, local channels, foreign language channels, and on-campus educational programming.

Storage Space

Storage space for small items (not including carpets, electrical items and furniture) is provided in KMY, Kulp, Coffman and Student Apartment storage areas. The college is not liable for loss or damage to personal possessions which results from water, fire, theft or any other cause. Students are encouraged to purchase rental insurance to cover their personal items in the event of a loss. Unmarked items or those left past the stated pick-up date will be removed and disposed. If no pick-up date is identified, items will remain for up to 1 semester after a student has been enrolled at GC. GC is not responsible to remove or ship personal items left in storage to students. Special storage for bicycles is in Howell House basement. The storage schedule can be found on page 17.

Rooms & Furnishings

The college does not provide or launder linens. Please bring your own pillows, sheets, and pillowcases for an 80” (extra long) single bed. Students are responsible for the condition of rooms and furnishings. Each student will be provided a Room Condition Report at the time of their check-in. College furniture and mini-blinds may not be removed from student rooms. Students are also responsible for the common living areas of their floor or house. If damage occurs in the hallway, lounge or kitchen areas, each student on the floor or in the residence hall may be charged Community Billing if the involved parties do not assume responsibility.

Use of Paint & Nails

The college assumes responsibility for painting student rooms, hallways and lounges. Students may not paint their own rooms. Nails and other objects are not to be used in the walls, ceiling, or doors. Guidelines are posted on each floor with details about how to hang things on the wall. Charges will be assessed to students at checkout for any damages to the room or furnishings.

Trash & Custodial Care

Some cleaning equipment is provided on each hall floor. Custodians are available if assistance is needed in finding equipment or supplies. Promptly requesting help in cleaning a stain or a spill may help to avoid room damage charges later.

Small group houses, Suites and Student Apartments are responsible for cleaning their own units. All students in campus housing are responsible for removing their own trash and recycling. Please place trash in the nearest dumpster. Custodians are not responsible for personal student trash.

Appliances

Small refrigerators (three cubic feet/three amperes or less) are permitted in student rooms; small microwaves are permitted; George Forman type grills or appliances with coils are not permitted in student rooms.

Campus Storage Hours

KMY Storage

Saturday, August 16th	3:00PM – 5:00PM
Tuesday, August 19th	12:00PM – 3:00PM
Sunday, August 24th	2:00PM – 8:00PM
Monday, August 25th	2:00PM – 3:00PM
	9:30PM – 10:30PM
Wednesday, August 27th	9:00PM – 10:00PM
Sunday, August 31st	9:00PM – 10:00PM
Monday, October 27th	9:00PM – 10:00PM
Sunday, December 7th	9:00PM – 10:00PM
Tuesday, December 9th	9:00PM – 10:00PM
Thursday, December 11th	9:30PM – 10:30PM
Monday, January 5th	9:00PM – 10:00PM
Tuesday, January 6th	9:00PM – 10:00PM
Sunday, January 11th	9:00PM – 10:00PM
Monday, March 2nd	9:00PM – 10:00PM
Sunday, April 19th	9:00PM – 10:00PM
Monday, April 20th	9:00PM – 10:00PM
Thursday, April 23rd	9:00PM – 10:00PM
Sunday, April 26th	9:00PM – 10:00PM
Tuesday, April 28th	9:00PM – 10:00PM
Sunday, May 17th	9:00PM – 10:00PM
Monday, May 18th	9:00PM – 10:00PM
Tuesday, May 19th	9:00PM – 10:00PM
Wednesday, May 20th	3:00PM – 4:00PM
	9:00PM – 10:00PM
Thursday, May 21st	8:00AM – 9:00AM

Kulp & Coffman Storage

Saturday, August 16th	3:00PM – 5:00PM
Tuesday, August 19th	12:00PM – 3:00PM
Sunday, August 24th	2:00PM – 8:00PM
Wednesday, August 27th	9:00PM – 10:00PM
Sunday, August 31st	9:00PM – 10:00PM
Monday, October 27th	9:00PM – 10:00PM
Tuesday, December 9th	9:00PM – 10:00PM
Thursday, December 11th	9:30PM – 10:30PM
Monday, January 5th	9:00PM – 10:00PM
Sunday, January 11th	9:00PM – 10:00PM
Monday, March 2nd	9:00PM – 10:00PM
Thursday, April 23rd	9:00PM – 10:00PM
Tuesday, April 28th	9:00PM – 10:00PM
Sunday, May 17th	8:00PM – 9:00PM
Wednesday, May 20th	3:00PM – 4:00PM
Thursday, May 21st	8:00AM – 9:00AM

Bike Storage (Howell House)

Monday, August 25th	4:00PM – 5:00PM
Wednesday, August 27th	10:30AM – 11:00AM
Tuesday, December 11th	1:00PM – 2:00PM
Wednesday, March 18th	10:00AM – 11:00AM
Monday, April 20th	10:00AM – 11:00AM
Wednesday, April 29th	1:00PM – 2:00PM
Tuesday, May 20th	1:00PM – 2:00PM

Apartment Storage

(For 2015-2016 Apartment Residents)

Sunday, May 10th	8:00PM – 9:00PM
Tuesday, May 12th	8:00PM – 9:00PM
Wednesday, May 13th	8:00PM – 9:00PM
Wednesday, May 20th	9:00PM – 10:00PM

GUIDELINES:

All stored items must be in boxes, storage bins, hampers with lids, or suitcases. No laundry baskets, garbage bags, furniture, carpet, or bikes. (There is separate storage in Howell basement for bikes) Please check with your RA or Residence Life Director if you are uncertain whether an item is storable.

PLEASE work to adjust your schedule to make your trips to storage during these hours. There will be no additional openings under any circumstance.

Storage space is limited. Please take as much as you can home with you - especially if you live locally or within 4 hours of campus.

Maintenance Fees at Check-Out

Failure to have room checked out by dorm lock-up time (per half-hour)	$15
Failure to have room checked out	$50
Failure to remove personal carpet	$60
Failure to clean kitchen	$40
Key not returned	$50
Occupant's items not removed (furniture, poster, etc.)	$20 - $60
Room not cleaned (dusted, vacuumed, trash removed)	$20 - $60
Tape not removed from walls or doors	$5 per mark

Description	Major	Moderate	Minor
Bookcase	250	125	25
Carpet stained, torn, or damaged (min $2.50 per)	300	150	25
Carpet tape not removed from floor	50	25	20
Ceiling damage	100	50	20
Ceiling cloud cover missing or damaged (2X4)	120		25
Ceiling cloud cover missing or damaged (2X2)	45		10
Wall light fixture missing or damaged			
Chair damaged	100	50	10
Closet (rod, guides broken/tracks damaged)	20		10
Desk (marred/scratched/chipped)	300	200	30
Desk top carrel (marred/scratched/chipped)	300	150	25
Dresser	300	150	25
Dry wall damage		50	
Floor tile damaged ($20 Min or $10 Per Sq)			
Ladder damaged or missing	100	50	10
Lamp globe missing or damaged	30		15
Mattress	155		16
Mattress cover not removed			10
Mattress Deck/Frame	200	100	25
Mini-blinds damaged	70	50	10
Mini-blind wand missing or bent	10		
Mirror damaged or broken	50		10
Nail or screw holes in walls or doors	50		25
Network jacks/wiring	75	30	10
Room, floor or directional signs	50		
Safety Rails	75	30	5
Screens off or damaged	55		20
Smoke Detector tampered with	50	25	10
Tack board	50	25	10
Towel bar damaged or removed	25		10
Walls or doors damaged	330	50	25

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Policies & Standards

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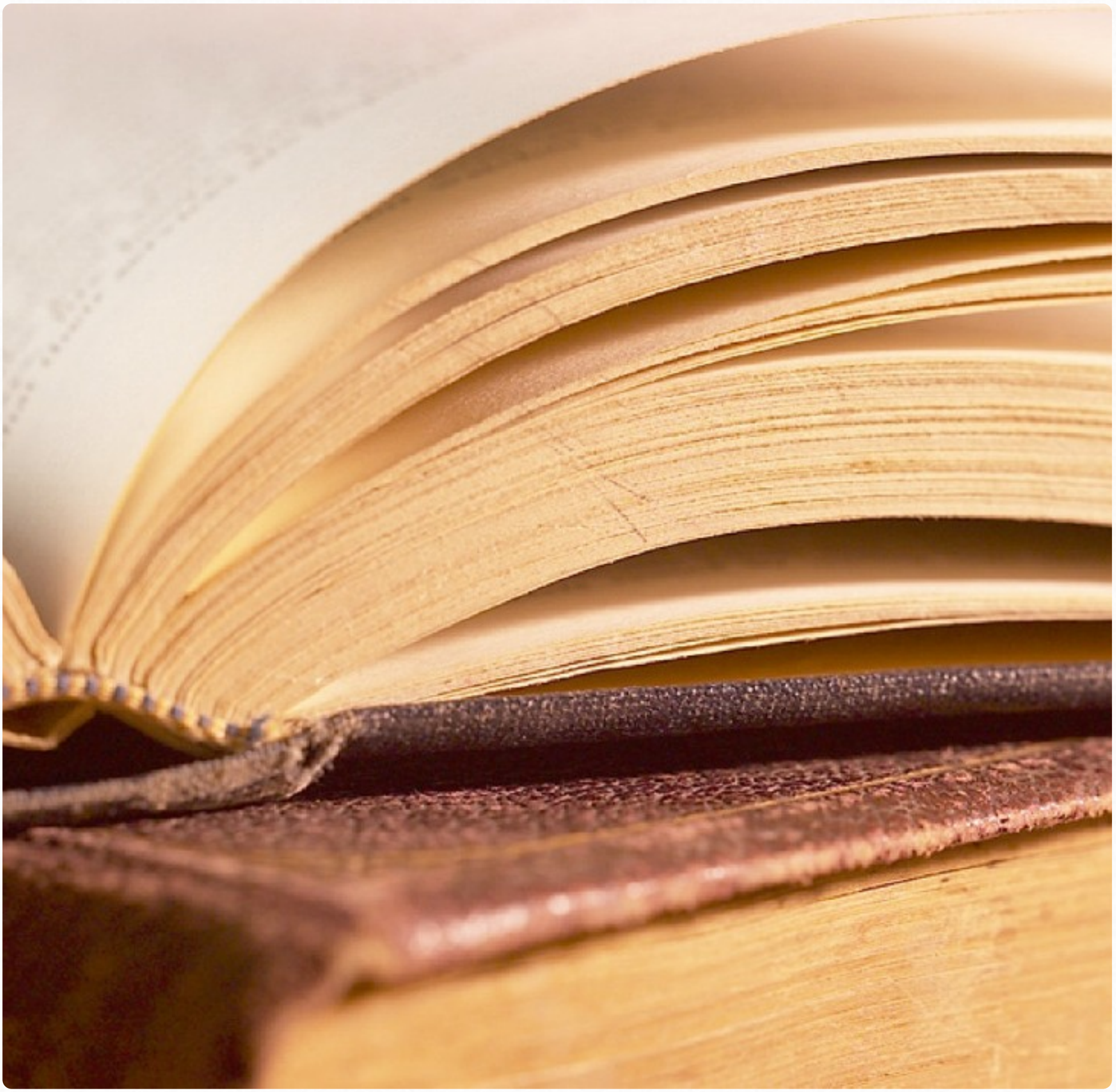

Residence Hall Regulations

While attending Goshen College, students are subject to the laws of Indiana and the city of Goshen. Violations to the laws of Indiana and the city of Goshen are considered a violation to the "GC commitment to community standards." The standards of Goshen College are based both on Christian ideals and on expectations that are necessary for cooperative group living. The statement of community standards and an explanation of the restorative judicial process can be found on the Residence Life Homepage.

Open House Visitation Hours

At the beginning of each semester, students on each residence hall floor will meet to review the visitation hours and policy. Unless there is a desire for fewer visitation hours, the following visitation hours will be implemented:

Sunday -Thursday 10:00AM - 11:00PM
Friday - Saturday 10:00AM - 1:00AM

Members of the opposite gender are allowed to be on the residence hall floors only during these hours. Students must have permission from a Residence Life Director before family members of the opposite gender may be taken to their rooms during non-visitation hours.

All floor members agree to respect the posted hours. Roommates are expected to come to an agreement on use of visitation hours. Each floor member is responsible to encourage others to observe the policy. Any violations will result in a referral to the disciplinary process. Residence Life Directors will occasionally be on floors of the opposite gender outside of visitation hours for specific purposes.

Alcohol Possession and Use

Alcohol possession or use on campus is prohibited. Returning to campus intoxicated is a violation of the community standards on alcohol. Please reference the Community Standards Section for more on this policy.

Tobacco Use and Smoking

All forms of tobacco use are prohibited on campus and strongly discouraged elsewhere. This includes vapor based e-cigarette smoking devices. Consult your student handbook for the complete policy. Please reference the Community Standards Section for more on this policy.

Firearms & Fireworks

Firearms (including BB, pellet and air guns) are not allowed on campus. Possession or use will result in confiscation of guns and a disciplinary fine. Fireworks are a safety concern and also are not permitted.

Street Signs and Alcoholic Containers as Room Decorations

Alcoholic beverage containers and street signs are not permitted as decorations in student rooms. Alcohol containers in residence halls make it more difficult to enforce college policy on alcohol possession and gives mixed messages about college standards. Street signs have sometimes been stolen from local or home communities and their display can communicate disregard for the broader communities of which we are a part. Violations of this policy will result in confiscation and a $25 fine for the first violation and a referral to Standards Response Team Chairperson for subsequent violations.

Posters in Public Spaces

Posters in public places (halls, room doors) must reflect the spirit of GC standards. Residence Life staff may request that inappropriate posters be removed.

Noise

Respect and consideration for other hall residents necessitates that excessive noise not be tolerated. Students are subject to a fine or further disciplinary action for excessive noise. Each living unit establishes quiet hours. For traditional residence hall floors these begin no later than the end of visitation hours and end no earlier than 10AM. During quiet hours, every resident should be as quiet as possible within all areas of the residence hall. Doors should be closed, discussions in the hallway should be limited, and radios, stereos and TVs should not be heard in the hallway.

Pets

Pets, except for fish, are not permitted in any of the college-owned housing units. Fish must be removed over vacation periods when college housing is closed.

Carpet tape

Do not use carpet tape to fasten carpet on tile since it may pull the tile up at the end of the year when you remove it.

Rollerblading, Skateboarding and Scooters

Anyone is permitted to rollerblade on Goshen College campus sidewalks, roadways and parking lots. Pedestrians always have the right-of-way. Rollerblades, skateboards and scooters may not be used or worn inside of buildings. Please wait to put on your roller blades until you are at the exit of your residence hall. Campus architecture (steps, ledges, benches, etc.) may not be used for stunts. Special maneuvers should be confined to unused parking areas away from the public. No special structures may be built for stunts or maneuvers. Campus Security has been asked to assist the college in enforcing these regulations.

Roof Access

To avoid damage to roofs and for safety and liability reasons, students are not allowed on any building roofs. Roof access without permission is considered a category 3 violation of intentional vandalism and will likely result in a fine for the first violation and a referral to the Standards Response Team Chairperson for subsequent violations.

Decorating Your Room

Do not drive nails, screws, push pins, staples or other objects into the walls, door or ceiling. Products are available in the bookstore that may be used to decorate your room. Use sticky putty as much as possible since it is easy to remove and does not damage walls. Mounting hooks, mini-hooks and wall hangers are strongly discouraged because they are difficult to remove and tend to leave a residue or remove paint or varnish. The use of any type of sponge tape or duct tape is strongly discouraged. You are expected to remove all residue from wall surfaces when you leave at the end of the year. Check with your RA to see if a cleaner is available. Walls and doors that are damaged or not cleaned will be charged to your account.

Window Coverings

Mini-blinds are provided for all rooms and the alteration or removal of this equipment is not permitted. No personal installation of mini-blinds or curtains, which require the use of screws or nails, is permitted.

Window screens

Screens are to be kept on the windows at all times. A charge of $25 per incident will be charged to occupants of rooms where screens are not in place during the year. As noted on the “Room Condition Report,” a charge of up to $55 will be assessed for replacement or damage to the screen found at the time of checkout. Items may not be placed outside the window on the window ledge.

Open Windows and Frozen Water Pipes

Opening windows during the winter may result in cracked, frozen pipes and potential water damage. Do not attempt to regulate heat by opening windows. Contact your RA or Residence Life Director to report temperature problems.

Furniture

Residents are responsible for the furniture provided by the college. Furniture may not be removed from student rooms without authorization from a Residence Life Director. Waterbeds are not permitted in student rooms.

Lounges

Students are not to remove furnishings from the lounges without permission from the resident director. A fine of $25 will be charged for violations of this policy. Sleeping overnight in lounges is not permitted.

Room Checkout.

When vacating a room, the Residence Life Director, RA, or contact person must check out each resident. It is the responsibility of the resident to properly complete checkout procedures and to leave the room clean, including vacuuming and dusting. All residents must check out within 24 hours after their last exam unless granted permission to stay longer. Charges will be assessed for damages to the room such as carpet stains, tape marks or residue on walls, etc. All room charges will be finalized by a Residence Life Director and charged to the person(s) responsible. Please refer to page 18 of this manual for a breakdown of specific charges.

End-of-Year Clean-Up and Junk Removal

- ☑ Trash/recycling is not to be disposed of in custodial closets, lounges, hallways or left in rooms. Near each residence hall there will be a dumpster in which to dispose of trash. Each student is expected to dispose of his/her own trash.
- ☑ Do not dispose of furniture, carpet, appliances or clothing in dumpsters. Any furnishings or carpet left in student rooms at the end of the year will become the property of the college.
- ☑ It is illegal to dispose/throw refrigerators in the dumpster due to environmental reasons.
- ☑ Furniture, carpet, working appliances clothing and other small items: These items can be donated to the Depot Thrift Shops. A truck will be available for pickup at the end of May term. You can also take items to Goodwill located on US 33 east. Garbage bags may be obtained from an RA/RL or Residence Life Director.

ID Cards

All Goshen College students are required to have an ID Card validated for the current school year. Campus services requiring your ID card include:

- Access to all entry controlled areas on campus based on residential living assignments in addition to computer lab access after hours.
- Checking into the Dining Hall for meals. Your ID card can also be used in the Leaf Raker snack shop and Java Junction to purchase meals or beverages with Munch Money.
- Entrance to the Recreation Fitness Center facility and access to athletic equipment.
- Serves as your library card to the Harold and Wilma Good Library on campus.
- IDs are required for receiving attendance credit for attending chapels and convocations.
- Other campus offices may request to see a valid ID card before assisting you with specific services.

Should you lose or misplace your card please contact the ITS Media offices for a replacement. A fee will be charged to your account to cover the costs of replacing your ID. A replacement card fee will not be refunded should you find your lost card, as your old card is now invalid and will not work with any of the above listed campus services.

The ITSMedia offices are located on the South side of the Union building and can be reached by phone at 7727, by email "media@goshen.edu" or through the website at www.goshen.edu/itsmedia

Overnight Guests

Invited guests are welcome in the residence halls. Students may host a friend or family member of the same gender in their room at no additional charge. Extended visits of more than three nights per-semester are not permitted. Unless approved by a Residence Life Director in advance, non-compliance of this policy could result in fines to the host student or restitution costs to a visiting student if enrolled at Goshen College. Students are responsible for their guests behavior. All guests are expected to observe residence hall visitation hours and all other campus regulations. The resident assistant or housing contact person should be informed of plans to host a guest overnight.

Visitation Policy for Small Group Housing & Student Apartments

Residents of Small Group Housing and Student Apartments are asked to observe the following guidelines for visitation hours.

- There are no restrictions on visitation hours in the public areas of the small group living units and Student Apartments (living room, lounge, kitchen, hallways, etc).
- Visitation in student bedrooms involving non-residents of the group is limited to the hours between 10AM-Midnight for members of the opposite sex. All overnight stays must be approved in advance by the Director of Residence Life.
- In co-ed Small Group Housing units, there are no restrictions on hours when members of the group are permitted to visit one another in their rooms. However, it is expected that group members will be accountable to each other and to the college to insure respect for one another's privacy and upholding of GC standards related to sexual behavior.
- Group members are expected to support one another in upholding these guidelines. Disregard for these guidelines or conflict and tension resulting from visitation should be the concern of the group and handled within the group. Difficulties in resolving problems or repeat offenses should be brought to the attention of the Director of Residence Life or Apartment Manager.

Policy for Room or Apartment Changes

Residence Life encourages students to select a room and/or roommate for the complete academic year. Students are urged to communicate and resolve possible conflicts instead of moving to avoid confrontation. Remaining in the same room and with the same roommate can contribute to deepening roommate and floor relationships, and lessen the confusion associated with moving belongings. Room changes have hidden costs by increasing labor for the Resident Assistant, Residence Life Director, administrative assistant, accounting office, and physical plant. A room change request fee of $25 will be charged for each formal written request submitted by a student. The fee is not refundable if the student cancels the request at a later time. Requests will be received only during the official room change request period between Mid-October and Thanksgiving Break. You may request a yellow application form from your Residence Life Director during this time period. Requests for room changes at other times during the school year will not be granted. Residence life reserves the right to make all final decisions about changes and allocation of available space after discussing students' roommate situations and requests. The $25 fee does not apply to who consolidate after roommates vacate. Individual $25 charges will be assessed to your student account. For change requests received after after Thanksgiving Break, the room change fee is $100.

Christmas Break

All students are expected to leave campus during Christmas break and summer vacation. International students who need to stay in Goshen over Christmas break due to special circumstances will be accommodated in college housing. Arrangements must be made in advance with the Residence Life office.

Bicycle Registration

City ordinance requires that all bicycles owned and operated by students, faculty and staff on campus be registered and licensed with a current Goshen city license. Register all bicycles at physical plant. The registration fee is $5, payable to the city of Goshen. Bicycles already registered with the Goshen City Fire Department and with current licenses affixed need not re-register.

For ease of snow removal, bikes should either be stored for the winter or parked and locked in the bike rack nearest your residence during the winter months. Bikes left for more than 48 hours in racks not located by the residence halls will be considered abandoned and are subject to removal and assessment of the $10 impoundment fee.

Parking and Operating Bicycles

Lock your bicycle and park it in a bicycle rack or rack area when not in use. Do not park within 15 feet of any building entrance. Do not park or store bicycles in lobbies, hallways, storage rooms or public areas. Bicycles found in these areas are subject to impoundment. Non-operative bicycles will be impounded. They can be redeemed at the Physical Plant for $10 and the repair of the bike. Ride slowly and cautiously on sidewalks where people are walking. If your bike is stolen, please notify the Goshen Police Department and Campus Security immediately.

Impounded Bicycles

The physical plant department will store impounded bicycles. Any impounded bicycle stored 30 days or more will be sold. If your bicycle has been impounded you must pay $10 to get your bicycle back. We are not responsible for locks that have been cut.

Liability

Goshen College is not liable for the loss from any cause, hazard or peril of any person's private property, money or valuables. This includes property of resident and nonresident students and their guests. Students are strongly encouraged to purchase renters or personal property insurance if their belongings are not covered by their parent's homeowner's policy. Students are responsible to secure their personal belongings from theft and are encouraged to keep vehicles and personal valuables locked at all times when not in use.

Your Responsibility

Occasionally, each of us has concerns about things around us. For instance, you may feel it's too noisy, you may see someone violating standards, or you may know who has damaged the facilities in which you live. You are encouraged to raise such concerns directly with those involved. Although it's very easy to "let someone else report it," taking personal responsibility is the most effective way to ensure a quality living environment.

Your Resident Assistant, Residence Life Director and the Director of Residence of Life would like to hear your concerns and work with you at finding appropriate resolutions to problems. Residence life is also open to any suggestions for change, which you may have regarding policies, program and facilities.

Community Standards

A Spirit of Hospitality

Goshen College is dedicated to fostering a spirit of hospitality on our campus, including all students, faculty and staff and college guests, as part of maintaining a healthy living and learning community. We welcome all students as God's creation regardless of color, gender, religion, ethnicity or nationality, sexual orientation and social or economic class. In order for a diverse community to thrive, we must recognize our differences and seek understanding and integrity in our relationships. Students and faculty at Goshen College are expected to support an environment of mutual respect and accountability, to care for the personal dignity of others and to have integrity in their conduct and communication.

The spirit of respect and hospitality at Goshen College reflects our character as a Mennonite-Anabaptist liberal arts community of scholarship, teaching, learning and service. We believe that the expression of hospitality is best understood in the life and character of Jesus Christ, who welcomed the Gentile and the Jew, women and men, the poor and the wealthy, the slave and the free, the sick and the healthy. The Mennonite Church promotes a community founded on love and justice in which all persons possess inherent dignity as children of God. Our search for truth and our understanding of complex modern challenges is informed and transformed by the life and teachings of Jesus and the tradition of Anabaptist Christians to be accountable to each other in the context of the church.

Individual Commitments Within Community Life

Goshen College is committed to encouraging students in intellectual, social, moral and spiritual growth. Students are invited to engage in a dynamic and life-giving community here and to mature as individuals through respectful relationships in the classroom, the local community, in the broader Christian church and in among other cultures. All are expected to demonstrate sensitivity for others' convictions, perspectives and struggles. Within the context of a Christ-centered community, we seek to become:

- Christ Centered
- Passionate Learners
- Global Citizens
- Servant Leadership
- Compassionate Peacemakers

Expectations

Members of the Goshen College community are expected to demonstrate individual responsibility by showing consideration for the beliefs and feelings of others; abiding by federal, state and local laws; and demonstrating exemplary conduct. When a student's behavior has direct implications for others and/or the well-being of the campus community, there is cause for community involvement, regardless of where the situation occurs (e.g. home or abroad).

Academic Honesty

As an academic community that expects integrity, we seek for truth and knowledge by requiring intellectual and personal honesty in learning, teaching, research and service. As an academic community of integrity, we uphold personal accountability and take action against wrongdoing. Examples of academic dishonesty include, but are not all inclusive of, the following: plagiarism, cheating on assignments or exams, falsification of data, sabotaging the work of another and aiding in academic dishonesty of another. The Academic Dean's Office holds students accountable for their academic work. Please reference our procedures for addressing complaints of "Academic Honesty" on our website at http://www.goshen.edu/aboutgc/community/

Firearms-Fireworks

The possession or use of firearms, including pellet, BB or air guns is prohibited on campus. Fireworks are also a safety concern and are not permitted.

Fire & Safety Equipment

Fire & Safety Equipment Tampering with any fire and safety equipment on campus is unacceptable. It is also both a federal and state offense.

Fraud & theft

Students are expected to respect the identity and property of others. Examples of fraud or theft include, but are not all inclusive of, the following: dishonesty on time cards, theft of and other misuse of personal or college property, and identity theft.

Honesty

Students are expected to cooperate with integrity and honesty during an investigation.

Alcohol

Goshen College is an alcohol free campus. The use of alcohol is illegal for minors as defined by state and federal law, and alcohol also may create dependencies, invite an unhealthy escapism, waste money, abuse health and take lives. Abuse of alcohol can also lead to offensive behavior impacting others. Alcoholic beverages are prohibited from the campus and all college-related functions. Students are expected to be responsible for themselves and their peers regarding the use and presence of alcohol.

Drugs and Illegal Drugs

Goshen College is a drug free campus. The possession, distribution or use of any illegal drugs, including synthetic substances (i.e. K2, "Spice," etc…) is prohibited. Drug paraphernalia (e.g. bongs, wrappers, etc.) is also prohibited. In accordance with state law, use of prescribed medications outside the supervision of medical professionals is also prohibited. The misuse of any drugs may create dependencies, invite unhealthy escapism, waste money, abuse health and take lives. Misuse can also lead to behavior negatively impacting others. Students are asked to be responsible for themselves and their peers regarding the possession and use of illegal drugs, prescription medications and paraphernalia. Student found in violation of this expectation may be asked to submit to random searches and drug testing. Searches and testing will be determined by reasonable suspicion based on behavioral observations or information from others regarding use or possession determined at the sole discretion of appropriate Goshen College officials.

Racial Prejudice

Racial prejudice is a set of attitudes or beliefs that hold particular racial or ethnic groups superior to others, often resulting in justification of discriminatory treatment or other acts of racial prejudice. Racial prejudice denies the humanity of others and denies the truth that all human beings are made in the image and likeness of God. Goshen College creates a social and academic environment where students develop awareness of issues of race, sensitivity to minority populations and intercultural understanding. The campus reflects God's world: multicultural, multiracial and multiethnic. We believe attitudes and actions of racial prejudice do not demonstrate the love of Christ, and violate the inclusive intention of the mission of Goshen College. As an institution of the Mennonite Church, Goshen College believes that racial prejudice is contrary and inconsistent with the life and teachings of Christ. Therefore, we will resist the pervasive racial prejudice of our society by identifying and confronting its evidence. Please reference our policy and procedure for addressing complaints of "Racial Misconduct" on our website at http://www.goshen.edu/aboutgc/community/.

Tobacco & Smoking

The use of tobacco imposes a serious and unnecessary burden upon the health of the user and community. It also constitutes a fire hazard in some cases. Use of tobacco and paraphernalia (e.g. pipes, hookahs, etc.) in any form is prohibited on campus or at any off-campus official college activity and strongly discouraged elsewhere. This includes vapor based or e-cigarette branded smoking devices.

Sexuality

Sexuality is an integral part of our personalities, reflecting who we are as individuals. To care for another person includes honoring and respecting that person as a sexual being. Sexuality cannot be separated from the other dimensions of our lives. It is our understanding that sexual intercourse is to take place within the covenant of marriage. **Sexual misconduct** includes, but is not limited to discrimination, coercion, exploitation and abuse. These destructive behaviors are detrimental to both relationships and to individual self-esteem; these also violate the caring nature of our community. Goshen College is firmly opposed to sexual discrimination, sexual harassment, sexual exploitation and sexual abuse. The **goal of accountability** in these matters, as in all others, will be for well-being, reconciliation, repentance, forgiveness and redemption. Our counseling and health-service personnel are available to students wishing to discuss issues regarding sexuality or sexual behavior. These conversations will be held in strict confidence. Please reference our procedures for addressing complaints of “Sexual Misconduct” on our website at http://www.goshen.edu/aboutgc/community/

Violence or Threats of Violence

An act or threat of violence against another individual, whether verbal or physical, is unacceptable.

Vandalism

Any vandalism on campus will be considered offensive behavior. Responsibility for restitution will be expected.

Serious Intent

While it is difficult to determine a framework of community standards that completely matches the ideals of each individual, clear expression of commonly held expectations is vital to productive, positive life and work together in a diverse campus setting. Every Goshen College student is expected to show serious intent to live according to these standards

Judicial Process

As a community of higher education, Goshen College seeks to center its campus life on the Core Values. Christ-centered, passionate learners, servant leaders, compassionate peacemakers, and global citizens are what we seek to become and emulate in our relationships with each other. Similarly, values and principles inform program, policy and relationships within Student Life.

Five Ethical Principles in Student Life

Student development theory reflects the typical developmental tasks commonly engaged by young adults during the point in their lives when most students decide to pursue higher education. Most are making decisions and investing in relationships that will impact them for years to come. Student development theory provides a framework for empowering students in these life tasks.

The five ethical principles that inform our work as student life professionals are **1) Autonomy, 2) Prevent Harm, 3) Do Good 4) Justice 5) Fidelity.**

In the goal of *autonomy*, we recognize the need for students to become increasingly independent. With a clearer sense of self, students develop an increased sense of confidence and self-direction. Students must answer the question, “What does it mean to become independent and responsible? Secondly, within this increased sense of autonomy, we must prevent harm. Safety policies (e.g. Community Standards) are designed to prevent harm to individuals and groups; safety plans (e.g. fire drills) are in place to respond to harmful situations should they occur. However, avoiding *harm* is not an end in itself; we want to provide the opportunity to *do good*. Student Life promotes positive modeling, direction and leadership opportunities. Student groups, clubs, and events provide opportunities for students to contribute to a life-giving campus life. Interacting within a campus context, we treat each other with equity. Student Life professionals value *justice*; recognizing that individuals are different, we retain objectivity in our perception of each other. We also understand that trust is critical for developing relationships. *Fidelity* is reflected in our commitment to confidentiality, professionalism and knowledge of our abilities and limitations. To be most meaningful, trust and confidentiality is embraced by both faculty and students when engaging sensitive issues.

Process for Responding to Violation of Standards

As a means to achieve restorative outcomes, primary principles of restorative justice must be understood. They include the following:

- Clarity and agreement among all parties regarding the facts in a given incident.
- Clarity and understanding regarding the roles and responsibilities of individuals and Goshen College in a given incident if deemed appropriate.
- Willingness by involved to accept responsibility for their actions.
- Communication by those involved regarding desired steps to make right the wrongs experienced.
- Willingness by those involved to respond and work to make right the wrong experienced.
- Agreement on restorative steps and outcomes between all involved.
- Honored confidentiality throughout the process.

Violations against Community Standards are indicators of offenses against people, relationships and the community. A witness to the violation should confront the violator or violators and together work out a resolution in keeping with the standards. If the violators refuse to work out an agreement, then a member of the Residence Life Team will be brought into the discussion. One of these persons will process the allegation to determine the facts and present them before the appropriate response team. The Resident Assistant and Resident Leader play an important role in confronting, listening to and supporting those involved in standards violations. RAs & RLs serve to repair the relationship and integrate those involved and the community as much as possible.

It is hoped that students will self-manage and resolve conflicts on an individual level. Student Life professionals are available to empower students to deal cooperatively and constructively with conflicts, disputes and offenses.

For those incidences that are not resolved individually, or there is a lack of responsibility for the violation, the situation moves to a more formal process. Students involved in a first time violation of a community standard will meet with a Residence Life Director to reach a common understanding and attempt to reach a restorative outcome and disciplinary response. All standards violations are processed on a case-by-case basis. The incident report will be moved to the Standards Response Team if a Residence Life Director is unable to reach a common understanding with the student, the facts of the incident are unclear, or the student involved is on disciplinary probation.

Community Standards Response Flow Chart

Category 1 Incidents	Category 2 Incidents	Category 2 & 3 Incidents	Category 2 & 3 Incidents
Featuring Student(s) First Standards Violation	Featuring Student(s) First Standards Violation	Featuring Student(s) with Previous Standards Violations	Featuring Student(s) on Disciplinary Probation
Assistant Director of Residence Life meets with students involved to process the incident.	Assistant Director of Residence Life meets with students involved and works toward shared understanding and outcome utilizing Restorative Procedures.	Director of Residence Life meets with students involved and works toward shared understanding and outcome utilizing Restorative Procedures.	Standards Response Team meets with student involved to review the facts of the incident.
Review Facts & Agree On Restorative Outcome.	Review Facts & Agree On Restorative Outcome.	Review Facts & Agree On Restorative Outcome.	Student presents position and clarifies their understanding of the incident.
Complete & Document Memo of Understanding.	If unable to reach to reach a common understanding the incident is moved to a Standards Response Team (SRT) Hearing. SRT is a committee comprised of one student, one teaching faculty member, and the Director of Residence Life.		Question and Answer between the student and members of the SRT.
Memo of Understanding Reviewed by Director of Residence Life.	Complete & Document Memo of Understanding	Complete & Document Memo of Understanding	SRT meets without the student to review the incident and agree on a Restorative Outcome.
MOU Distributed to Student, Advisors, & Coaches.	Memo of Understanding Reviewed by Director of Residence Life	Student Meets with Director of Residence Life to review the MOU and Restorative Outcomes.	Director of Residence Life Documents Memo of Understanding
Appeal Option to Dean of Students as communicated in MOU.	Student Meets with Assistant Director of Residence Life to review the MOU and Restorative Outcomes.	MOU Distributed to Student, Advisors, & Coaches.	Student Meets with Director of Residence Life to review the MOU and Restorative Outcomes.
	MOU Distributed to Student, Advisors, & Coaches.	**Appeal Option** to Dean of Students as communicated in MOU	MOU Distributed to Student, Advisors, & Coaches.
	Appeal Option to Dean of Students as communicated in MOU		**Appeal Option** to Dean of Students as communicated in MOU

Standards Response Team

The Standards Response Team is comprised of three members: the Director of Residence Life, one teaching faculty member approved by the Vice President for Academic Affairs and one student approved by the Student Senate. As members of the broader community, the Standards Response Team meet with students who are involved in specific violations of college standards and makes decisions about appropriate disciplinary responses. Standards violations addressed by the Standards Response Team tend to be more serious in nature, resulting in more serious responses. Such responses may include but are not limited to fines, parental notification, community service hours, restitution, disciplinary probation and dismissal.

Appeals Process

Decisions made at the conclusion of the disciplinary process are documented as a Memo of Understanding (MOU) and distributed to the student, their academic advisor, and athletic coaches. All disciplinary responses and restorative outcomes can be appealed to the Dean of Students in writing within 48 hours of communication to the student. The Dean of Students will hear the appeal and respond in writing within 7 days. Primary criteria for appeal include new evidence or concern regarding due process. The appeal ruling is final.

Community Standards Categorical System

The following categories provide a framework of understanding around the violations of the Community Standards. Factors such as safety, impact on others, and personal responsibility within community, influence the category and in turn the response team that meets with the student. The categories assist in defining and clarifying the risks as well as possible consequences for certain behaviors. The framework grew out of a process informed by focus group discussions and data from Student Satisfaction Inventory.

Category 1

Student(s) meet with an Assistant Director of Residence Life.

- Violation of quiet hours
- Violation of open house hours
- Fire hazards (candles, lighters, tampering with equipment)
- Smoking or tobacco use in residence halls (includes e-cigarette use)

Possible responses/combination of responses of a Category 1 violation include:

- Written Response
- Fines ($25-$100)
- Community service (up to 4 - 8 hours)

Category 2

Student(s) typically meet with an Assistant Director of Residence Life. Students who have a previous standards violation will meet with the Director of Residence Life or the Standards Response Team.

- Any repeated Category-1 violation
- Possession, use or misuse of prescription medication or illegal drugs
- Possession of drug paraphernalia
- Possession or use of alcohol on campus
- Returning to campus while intoxicated or under the influence of drugs
- Unintentional vandalism (e.g. unauthorized roof access, etc.)
- Disorderly conduct while under the influence
- Fraud or theft
- Dishonesty during an investigation
- Racism, Harassment, Discrimination

Possible responses/combination of responses of a Category 2 violation include:

- Written response
- Brief Alcohol Screening
- Millennial Classrooms Alcohol Education Online Education Course.
- Group discussion with members of housing unit
- Fines ($65–$250)
- Community service (8-36 hours)
- Unannounced searches and drug testing
- Reflection Paper or Research Composition
- Counseling Sessions
- Financial Restitution
- Referral for addictions evaluation. Cost of evaluation and follow-through is the student's responsibility
- Research project related to chemical use/abuse
- In instances of alcohol and or misuse or use of prescription medication and illegal drugs, parents are notified if student is less than 21 years of age according to the Parental Notification Policy
- Disciplinary probation (withdrawal from participation of co-curricular and leadership positions for next semester)

Category 3

Student(s) meet with the Director of Residence Life or the Standards Response Team pending on the incident and student's prior history with the standards.

- Repeated behaviors from Category 1 or 2
- Providing alcohol to minors
- Reducing or distributing synthetic, prescription or illegal drugs
- Arrest by the police
- Firearms, weapons
- Intoxication or altered state with other violations
- Racism, Expressions of Hate
- Vandalism, intentional; misuse of college property
- Violence or threats of violence
- Threat of fire
- ITS code violations
- Felony Charges**

Possible responses/combination of responses of a Category 3 violation include:

- Reflection Paper or Research Composition
- Fines ($65-$300)
- Disciplinary probation (withdrawing from leadership and co-curricular positions for remainder of current and up to next 2 consecutive semesters.)
- Financial Restitution
- Parental notification
- Faculty adviser involvement
- Community service (8-40 hours)
- Referral for addictions evaluation. Cost of evaluation and follow-through is the responsibility of the violator
- Unannounced searches and drug testing
- Counseling or special projects
- Student not able to register for a new term of classes until resolution in both civil and institutional process
- Suspension (up to one, two or three semesters)
- Dismissal

**Students facing felony charges may not re-enroll for classes at the outset of a new term. Students facing felony charges may be allowed to complete an existing term pending the nature of the charges. Students who face felony charges may re-enroll only after the legal and institutional standards response processes have been completed. Enrollment may be dependent on the outcome of those processes.

Drug Testing Policy

Drug testing is managed through Goshen Family Physicians. All legal "chain of custody" expectations for testing are defined and in place through carefully followed procedures. Drug testing can be implemented by way of outcomes to community Standard violations, through the Athletic Department Random Testing Process in accordance with NAIA drug education and testing protocols as a result of reasonable suspicion determined at the sole discretion of appropriate Goshen College officials.

Drug Search Policy

Goshen College reserves the right to conduct random drug searches of personal possessions both in rooms and vehicles on campus property based on outcomes related to Standards violations or reasonable suspicion based on behavioral observations or information from others regarding use or possession determined at the sole discretion of appropriate Goshen College officials. Searches will be conducted in the presence of the student and may include canine detection services when deemed appropriate.

Alcohol and Illegal Drug Notification Policy

Goshen College communicates with parents/guardians of students under 21 years of age who are found to be in violation of the institutions policy on alcohol and illegal drugs as outlined in the college's "Commitment to Community Standards." This policy is in accordance with the 1998 Warner Amendment of the Family Educational Rights and Privacy Act (FERPA) which regulates the degree to which schools can release student records and information. This amendment allows institutions of higher education to communicate with the parents or guardians of students under 21 years of age who commit alcohol and drug offenses.

Goshen College's "Commitment to Community Standards" in addition to providing other guidelines for behavior that is respectful of the campus ethos and relationships with the surrounding community, asks all students to refrain from using alcohol or illegal drugs. We believe that most students at Goshen College do not engage in the use of alcohol and/or illegal drugs. At the same time, it is important to acknowledge that some students do and that those behaviors affect the campus environment and our relationship with the Goshen community.

Goshen College's policies are intended to encourage mature decision-making among students. When their actions violate community standards, out goal is to encourage learning and growth, and to facilitate ways in which they may make appropriate restorations. We will continue to strongly encourage students to be in communication with their families regarding their actions in relationship to the standards. In addiction, we need to have clear policies and procedures that facilitate communication among students, their families and the college's Student Life department.

Partnership with Families

The notification policy is based on the following beliefs about the role that both the college and parents/guardians have in nurturing student development.

- It is important for parents and the college to partner together in ways that encourage healthy personal, intellectual, spiritual and social growth for each student.
- It is valuable for parents to be informed and included as the college processes violations of its standards concerning the use of alcohol and illegal drugs, with the expectation that parents/guardians will offer support to students in helping confront unhealthy behaviors. We will continue to encourage helpful conversation between the student and the parent/guardian about the behaviors and incidents that have occurred. Bringing parents into the process can serve as a deterrent for further violations.
- The policy will help students think through multiple consequences of their actions – whether a certain behavior might put them in a situation of risk or affect the broader campus and other communities of which they are a part.
- The policy further underscores Goshen College's philosophy on personal development while living in community and contributes to the process of calling students to be accountable to one another an the college and to take responsibility for their actions.

Process of Notification

Following a disciplinary action, students who have been found to be in violation of campus standards concerning alcohol and illegal drug use will receive a summary of the understanding of the conversations and the conclusions of the process. They will also be informed about a letter to be sent to their parents/guardians regarding the incident. After receiving notification about the letter, the student will have five days to appeal to the Student Life office, regarding our intent to send the parental notice.

If no appeal is made within five days, Student Life will send the letter to the parent/guardian notifying the about the nature of the violation and its consequences; parents will be invited to be in contact with the Student Life division. If parents want to discuss a student's complete disciplinary file at any time, their son or daughter must sign a release of information waiver for the Student Life office.
It should be understood that parental notification is not a sanction. Rather, it is a step in the restorative process intended to lead to student growth and accountability.

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Housing Selection

GOSHEN COLLEGE

Housing Selection

Small Group Housing

The SGH process begins in late February and involves self-selected groups completing an application and submitting a group video. Applications are evaluated by the Residence Life Director Team and awarded in late March. Houses are awarded based on capacity and a designated scoring system factoring in group size, classification (Jr/Sr), GPA, and past standards compliance and community involvement. Students applying for Small Group Housing are required to submit a $200 deposit at the time of their application. The deposit is refunded if groups are not selected. Eligible students would have graduated from high school at least two years prior to the first day of classes.

Student Apartments

Beginning in mid-March students planning to live in the Student Apartments can self-select groups and reserve an apartment through an online application form on the Residence Life webpage. Students applying are required to submit a non-refundable $200 deposit at the time of their application. Eligible students would have graduated from high school at least two years prior to the first day of classes.

Traditional Residence Halls

In April all students planning to live in the Kratz/Miller/Yoder Residence Halls including junior/senior floors in Kulp Hall will participate in a lottery for room selection. Students interested in these spaces are required to pay a room deposit of $50, refundable until July 15th. Find details for KMY and Kulp Hall at https://www.goshen.edu/studentlife/residence_life/dorms

Note: Student classification order is determined by one's years out of high school by the beginning of fall semester.

Roommates

Returning students may choose their roommates during the room selection process in the spring. Changes in room or roommate during the school year are discouraged. In the middle of a semester, this will only be done in situations of serious incompatibility. Residence Life Directors are available to offer assistance and to ultimately approve any changes. An administrative room change fee is charged for any room changes requested during the course of the school year.

Residence Life Housing Selection FAQ

Who is eligible to live in campus housing?
All full-time students who are single without dependents and who are younger than 25 years of age. Unless students have more than 112 credit hours, turn 23 during a given semester, or live with parents or immediate family member, they are expected to live on campus. Full restitution of applicable room and board fees will be expected if students attempt to bypass residency requirements.

How do I make a housing deposit, and how much is the deposit?
You can submit your deposit online at http://www.goshen.edu/services/Housing_Deposits from Goshen College homepage or in person at the Student Life Office in AD14. Housing deposits for Student Apartments and Small Group Housing are $200, while rooms in KMY and Kulp are $50.

What should I do if I plan to off-campus next semester?
You'll need to fill out our "Off-Campus Housing Confirmation" application online at the following address, http://www.goshen.edu/campuslife/residence_life/off-campus-housing-confirmation/. You may also submit an exemption request if you are not yet eligible to live off campus but wish due to unusual circumstances.

Which living spaces on campus are ADA handicap accessible?
Kratz/Miller/Yoder as well as the student apartments all feature elevators and ADA accessibility.

Kratz, Miller, Yoder, & Kulp Hall (Lottery System)

How will the lottery system work and who is it for?
Each student planning to live in Kratz, Miller, Yoder, or Kulp Hall for the fall semester should plan to attend room signup night in early April (check the campus calendar for the official date). On that night each student will participate in a lottery draw to determine the order of room selection. Priority will be given to upper class students in the order of selection. Students wishing to live in Kulp Hall will be called first.

I will be a second year student next year with enough credits to be considered a junior, am I eligible to live in the student apartments or a small group house?
No, you must be at least two-years removed since your high school graduation date at the start of the Fall semester to qualify for Junior /Senior housing options. Current traditional first year students regardless of credit hours must choose a space in Kratz, Miller or Yoder Residence Hall.

What do I need in order to select a room on housing sign-up night?
(1) You must be registered for classes full-time for the upcoming fall semester and present your Student ID at sign-up. (2) You must submit a $50 deposit by 12:30pm on the day of room signup. (3) You must demonstrate your support for the community standards at room selection by signing a poster document provided by Residence Life staff.

What if I am out-of-town or on SST during the housing selection?
You can provide a written note or email granting permission to a friend who may serve as your proxy at sign-up. You will still need to submit the required $50 deposit to be eligible for selection. If you are unable to find a substitute you should make alternative arrangements with a Residence Life Director prior to room signup.

Quads and Triples: Three of us would like to sign up for a Quad (or two of us would like to sign up for a triple room), can we do so and be open to a transfer student?
No, you must be able to fill a quad or triple to capacity at room signup. Students unable to do so will need to choose a standard double room.

I am living in Kratz/Miller/Yoder next year and would prefer not to have a traditional meal plan, but instead a block plan similar to students living in apartments or small group houses, can I do this?
No, all students living in KMY must choose either an unlimited plan or the 14 meals a week plan.

I have special needs and require my own room, what do should I do?
You must present a doctor's recommendation at the time of room selection to guarantee your own room. There are several single rooms in Kratz/Miller that are reserved for students with documented needs outlined by a physician.

I would prefer my own room next year in Kratz/Miller/Yoder. Can I do this, and how much more does it cost?
While everyone needs to be open to living with a roommate, students who prefer a room alone may note this preference; private rooms are granted as space allows. However, a double room alone is an additional $500 per semester.

Can I room with an incoming transfer student next year?
Yes, provided the incoming transfer has already been admitted to Goshen College for the fall and has been assigned a student ID number. You will need to acquire that information from that incoming transfer along with their permission to assign them a room with you.

I do not have a roommate lined up for next year. What should I do?
You may select a double room to yourself at signup and proceed to fill out a Residence Life Housing Form. This housing form will be available at room signup and will help us find you a suitable roommate based on your common interests before the fall semester. If possible we will pair you with an incoming transfer or current student in a similar position.

I will be away on SST next fall; will I be able to sign up for a room on selection night?
No, only students planning to live on campus in the fall will select a room on selection night. Someone from Residence Life will contact students away on SST to determine their spring housing assignment.

Student Apartment Application

Where can I find the online Student Apartment application?
The online application for student apartments will be linked on the Residence Life portion of the Goshen College website. http://www.goshen.edu/campuslife/apartment-application-process/

Does it cost more to live in the Student Apartments?
For a complete breakdown of housing prices visit the accounting web site at http://www.goshen.edu/accounting/

When can our group apply for a student apartment for next fall?
The Student Apartment online application goes live in late March. During the first three days we will accept only applications from students considered to be 5th-year seniors. In the second phase we will accept applications from students entering their fourth year since high school graduation. During the third phase we will accept applications from students entering their third year since high school graduation.

Do we have to submit our housing deposit before filling out the online application?
Yes, and No. We will process all applications in the order that we receive them based on the seniority outlined in the previous question. However, groups that have students who have not yet submitted deposits at the time of their application will be withheld until accounting confirms that all deposits have been made? This could cost you your spot in line.

What should I do if my chosen roommates are not on campus when the application goes live?
Students away on SST, internships, or transferring in will still need to submit their housing deposit before your application will be processed. Plan ahead, students away for spring can submit their deposit anytime online from the GC website. http://www.goshen.edu/services/Housing_Deposits

What are the capacity requirements for the student apartments?
Your apartment group must meet the capacity for the apartment in which you are applying for. For example, if the apartment is designed for 4-students, then you must have a minimum of 4-students in your group. We do make concessions for student groups where SST, GC academic programs, or early graduation affects capacity for one semester. If one of the aforementioned programs affects your group's capacity you may still apply for an apartment provided there is only one person missing from your group for either fall and spring semester.

I am planning to be married this summer (or already married) to another student and we would like to still live on campus in the fall at the student apartments. Is this possible?
For a married couple to be eligible for the student apartments they must be (1) of traditional age 18-25, (2) both husband/wife must be enrolled for a minimum of 9 credit hours, (3) pay the normal fee structure equivalent to single residential students that includes a required meal plan, (4) must maintain all college furnishing in the provided apartment. We will give priority to couples that agree to these terms and place them in a two-person apartment if available.

We were told that there weren't any 3-person apartments left. We only have 3-people in our group currently; can we apply for an apartment and have time to find a fourth roommate or be open to a transfer?
No, if you can't meet capacity for an available apartment you will need to select an alternative housing assignment elsewhere on campus. You may also opt to pay a premium rate of $500 (per resident/per semester) with no obligation to add additional residents provided the apartment remains at 2/3 capacities. Please note all two-person apartments must be at capacity for both spring/fall semesters to be eligible.

Do we need to have 6-people to apply for a listed 4-6 person capacity apartment?
No, all apartments listed as 4-6 capacity are optimally designed for four students. Those sharing a room in the 4-6 person apartments will see a reduction in price of $500 per semester; however, it is not an expectation to share the double rooms.

Am I required to have a meal plan if I am living in the Student Apartments?
All students living on campus are required to have a meal plan; plans for apartment students include Carte Blanc (unlimited), 14 meals per week, 80 meals per semester, or 45 meals per semester.

Small Group Housing Application

What Small Group Houses are available next fall?
We will be accepting SGH Applications for East Hall (9-12), Howell House (9-12), Kenwood House (8-10), (5-6), Kulp South (6-8), Coffman 3 North (5-6), Coffman 3 South (7-9), Coffman 4 North (5-6), and Coffman 4 South (7-9). *Subject to Change*

When can my group apply for Small Group Housing?
We will be accepting applications beginning in the middle of February and announce assignments in the middle of March. For the exact date and details on the application process please visit our SGH Application website at http://www.goshen.edu/campuslife/residence_life/sgh-application-process/.

What are the qualifications for Small Group Housing and how does the application work?
Students must be two-years out of high school before the beginning of upcoming fall semester. Qualifying groups must submit an online application at http://www.goshen.edu/studentlife/residence_life/small_group/application. The second portion of the application includes a video submission that outlines: Group History, Group Goals, Cleaning Strategy, and a Community Standards & Conflict Management plan. All videos should be uploaded to YouTube and shared privately with the Director of Residence Life.

How do we upload and send our group video to complete our application?
Small Group Housing videos should be uploaded using your Goshen College Google account connected to YouTube. You may share your video link privately if you wish. To complete your Small Group Housing Application you will need to forward a link to your video to the Director of Residence Life before the SGH application deadline.

Who evaluates SGH Applications and by what criteria?
The Director of Residence Life along with two Assistant Directors of Residence Life evaluate each application. We use a scoring system to assign a point value to each application. The score is comprised of both subjective and objective data. Examples include group size meeting capacity, classification, GPA, campus involvement, standards compliance, group goals, and group collaboration evident throughout the application and video submission. The groups with highest scores are more likely to receive their first or second choice of house stated in the application.

What are the expectations for our group video and will my group be penalized for low production values?
Video submissions should be no longer than 7-10 minutes. The group video is an opportunity to highlight your group's chemistry and demonstrate what sets your group apart from the rest. Only the content of your video will be judged. While you have the freedom to be creative in your video, it will have no bearing on your overall score. It can be a simple laptop/smartphone/tablet camera aimed at your group as you outline your group goals, group history, cleaning plan, conflict resolutions, and how you would handle a breach in community standards. Your video should be both informative and collaborative.

Our group is interested in a co-ed small group house, what are our options? And what are the gender breakdown requirements?
Co-ed groups can apply for one of the following small group houses: Coffman 3 South (3 singles, 3 doubles), Coffman 4 South (3 Singles, 3 Doubles), East Hall (6 double rooms), Kenwood House (5 double rooms), and Howell House (1 single, 4 double, 1 triple). The gender breakdown for co-ed groups should be near equal and congruent to a house's bedroom configuration. For example Kenwood House features five double rooms. Men and woman cannot share a room; therefore the male/female breakdown would need to be 60/40 if the house were filled to capacity.

What are the capacity requirements for Small Group Housing and what if someone(s) from my group vacates our house between semesters and we fall below capacity?

Students are encouraged to occupy units at their full capacity when submitting an application. However, the primary requirement for all groups is to remain at least 3/4 of the house's total capacity even if affected by SST departures. Following the SGH selection process, if your group agrees to a housing contract you will be expected to maintain your given capacity at the time of your original application. Should your group fall below 3/4 capacities at any time you will be given three options: (1) Your group will be allowed to remain in the house but instead forfeit your housing deposits submitted at the time of your application. (2) You'll be allowed to add new students to your group to meet capacity. (3) You'll be asked to relocate to another campus housing location where you can meet capacity requirements.

Student Apartment Amenity Breakdown

Apt. #	Type	Capacity	Notes
101	Flat: 4 Bedrooms 2 Baths	4-6	2 Bedrooms feature 2 Beds to accommodate 6
102	Flat: 4 Bedrooms 2 Baths	4-6	2 Bedrooms feature 2 Beds to accommodate 6
103	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy, ADA Assessable
104	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy, ADA Assessable
106	Flat: 4 Bedrooms 1 Baths	4	All Rooms are Single Occupancy
107	Flat: 2 Bedrooms 1 Bath	2	Both Rooms are Single Occupancy
108	Flat: 3 Bedrooms 1 Bath	3	All Rooms are Single Occupancy
109	Flat: 4 Bedrooms 1 Baths	4	All Rooms are Single Occupancy
110	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
111	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
201	Flat: 4 Bedrooms 2 Baths	4-6	Two Bedrooms feature 2 Beds to accommodate 6
202	Flat: 4 Bedrooms 2 Baths	4-6	Two Bedrooms feature 2 Beds to accommodate 6
203	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
204	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
206	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
207	Flat: 3 Bedrooms 1 Bath	3	All Rooms are Single Occupancy
208	Flat: 3 Bedrooms 1 Bath	3	All Rooms are Single Occupancy
209	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
210	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
211	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
301	Flat: 4 Bedrooms 2 Baths	4-6	Two Bedrooms feature 2 Beds to accommodate 6
302	Flat: 4 Bedrooms 2 Baths	4-6	Two Bedrooms feature 2 Beds to accommodate 6
303	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
304	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
305	Flat: 2 Bedrooms 1 Bath	2	Both Rooms are Single Occupancy
306	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
307	Flat: 2 Bedrooms 1 Bath	3	Features One Single and One Double Room.
308	Flat: 3 Bedrooms 2 Bath	3	All Rooms are Single Occupancy
309	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
310	Flat: 5 Bedrooms 2 Baths	5	All Rooms are Single Occupancy (5 Bedrooms)
311	Flat: 4 Bedrooms 2 Baths	4	All Rooms are Single Occupancy
401	Loft: 2 Bedrooms 1 Bath	4-5	2 Double Rooms, Loft could be used for 5th person
402	Loft: 2 Bedrooms 1 Bath	4-5	2 Double Rooms, Loft could be used for 5th person
403	Loft: 2 Bedrooms 1 Bath	4-5	2 Double Rooms, Loft could be used for 5th person
404	Loft: 2 Bedrooms 1 Bath	4-5	2 Double Rooms, Loft could be used for 5th person
405	Loft: 2 Bedrooms 1 Bath	4-5	2 Double Rooms, Loft could be used for 5th person
406	Flat: 2 Bedrooms 2 Bath	4	2 Double Rooms, Cathedral Ceiling, Baths built inside bedrooms.
408	Loft: 2 Bedrooms 1 Bath	4-5	2 Double Rooms, Loft could be used for 5th person
409	Loft: 2 Bedrooms 1 Bath	4-5	2 Double Rooms, Loft could be used for 5th person
410	Loft: 3 Bedrooms 1 Bath	4-5	1 Double Room, 2 Singles, Loft could be used for 5th Person
411	Loft: 2 Bedrooms 1 Bath	4-5	2 Double Rooms, Loft could be used for 5th person

Breakdown:
(2) 2-Person Apartments
(5) 3-Person Apartments
(18) 4-Person Apartments
(9) 4-5 Person Apartments
(6) 4-6 Person Apartments

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Safety & Security

GOSHEN COLLEGE

Campus Safety and Security

Campus Security

GC facility security staff is on duty at all times. They can be reached by calling 574-535-7599. In case of an emergency contact the police or an ambulance by dialing 911. If you feel there is an area of campus which reflects some for harm, please bring it to the attention of a Student Life staff member.

Al Mackowiak
Director of Safety & Security

Locking of Residence Halls

Residence hall floor entry doors are locked Sunday - Thursday at 11PM and at 1AM on Fridays and Saturdays. For security reasons, hallway doors must not be propped open. Students can use their IDs to enter floors and leave when they choose. You are strongly encouraged to lock your room door and carry your key with you when you leave, as well as to lock your room when you are sleeping. During vacation periods when the residence halls remain open during break we ask that you please cooperate to insure that all locked hallway doors remain secured and un-propped.

Carry Your Key

Students are encouraged to carry their room keys and student ID's with them at all times. Room keys provide access to individual student rooms, while student ID's provide access to residential buildings and floors. Students who do not carry their keys are frequently locked out of their rooms; this leaves their personal belongings at a greater risk for theft. A $5 fee will be assessed to student accounts to gain access to a student room by a RA, RL or Residence Life Director (RLD). All monies collected will be recorded in the disciplinary fine account directly benefiting student programming. A lost room key is a threat to security, not only for a student's room but for the student's floor as well. Please report lost keys to the RLD. Students will be charged $50 to replace a lost key. If the key is found before the end of the semester, turn it in to your RLD. The student will be reimbursed $40 for returning the key before the end of the semester and $25 if returned within the current academic year. No refund will be issued if a key is returned in a subsequent academic year.

Health Emergency Contact Information

Goshen First Aid Ambulance .....911 or 9-911

Goshen General Hospital ER.....574-533-2141

Please contact your Residence Life Director or the on-call director number at 574-535-OCRD (6273) if you need further assistance.

Emotional Emergency Contact Information:

Contact your Residence Life Director or the Director of Counseling Services in the Wellness and Health Center. At night and over weekends a Residence Life Director will contact an on-call counselor. In the case of an emotional emergency and campus help is not available, contact Oaklawn at 574-533-1234.

Fire Safety Precautions

The possession of halogen lamps, candles, incense or oil lamps in student rooms and lounges is prohibited. Flammable gases or liquids should not be stored in any residence housing building. Live Christmas trees are not permitted. No open-coiled appliances, such as hot plates or toaster ovens, are allowed. Any extension cords used in residence halls must meet the following criteria.

- Must be UL listed and be 14 gauge wire or heavier (it should say 14AWG on the cable)
- Must have a three-prong grounded plug
- Must be terminated with a single outlet OR a power strip with a maximum 15-amp rating and an integral circuit breaker.
- Cannot exceed 12 feet in length and should not be strung together with other extension cords
- Must not be frayed, spliced or have worn insulation
- Should not be strung under rugs or carpets, mattresses, or woven through bed springs

Any alteration of the electrical wiring, switches, or receptacles is prohibited. Multiple outlet devices without built-in circuit breakers, such as adapters or cubes are prohibited. Students are required to remove and replace any inappropriate extension cords or multiple outlet adapters at their expense.

In addition to being a federal offense, there is a $50 fine for tampering with fire fighting equipment, fire extinguishers, smoke detectors, or sprinkler heads or sounding a false fire alarm. If the guilty person cannot be determined, all members of the housing unit may be charged.There is a $25 fine for the possession of candles, incense, or oil lamps, and a $25 fine plus referral to Standards Response Team for subsequent violations.

In cooperation with the Goshen City fire department, unannounced fire drills will be conducted each semester. All fire alarms should be treated as if they are actual emergencies. Residents should evacuate the building quickly, using the nearest exit, leaving their room doors closed and unlocked. In a crisis situation, residents of the KMY complex, student apartments, or SGH east of the railroad tracks, are to gather in the Music Center; residents in Kulp, Coffman and SGH west of the railroad tracks should meet in the church-chapel.

Tornadoes

In most situations, there is a designated storm shelter in every building on campus. Yellow sheets are posted prominently in the building identifying these locations as well as alternative locations in adjacent buildings. Everyone should make it a priority to become familiar with where these storm shelters are located in buildings where they work, live, or study. Tornadoes usually provide very little warning, so knowing where to go in the case of a tornado warning is one of the best ways to be prepared. A tornado watch indicates that weather conditions could form a tornado. A tornado warning indicates a tornado has either been directly observed or identified by Doppler radar. In addition to media warnings, public sirens will sound in the event of a tornado warning in the immediate area. Because it is not always possible to hear the siren inside buildings, everyone should make an effort to spread the word as quickly as possible if they become aware of a warning.

Students will be alerted in several ways when a Tornado Warning is issued. The City of Goshen Tornado Sirens will sound during a warning. All students registered for GC alerts will receive a text message about the tornado warning. Whenever a tornado warning has been sounded, everyone should immediately report to the nearest designated storm shelter where they should remain until the storm has passed. Wait for the all clear all message before leaving the shelter.

Absences from Campus

Students who plan to be gone from campus overnight should inform their roommates, RA or Residence Life Director and leave a phone number where they can be reached in case of an emergency.

Hallways

For safety, honoring the fire code and cleaning purposes, hallways and lounges must be kept clear of all personal belongings. This includes shoes, luggage, furniture, storage boxes, etc.

Room inspections

Residence Life personnel can enter a student's room, locked or unlocked, at any time if it is deemed necessary for immediate resolution of problems such as policy enforcement, maintenance problems, illness or other emergencies. Residence Life Directors will enter each student's room at lock-up time at Christmas for security reasons. Residence Life staff will conduct an electrical/fire safety inspection of students' rooms at least once each semester. Safety inspections will be done when a resident of the room is present, unless arrangements are made with the student(s).

Air Conditioners and Electrical Space Heaters

Portable air conditioners and electrical space heaters are prohibited in residence hall rooms and small group houses. The Residence Life office may make exceptions for an air conditioner if prescribed by a doctor for medical purposes. Appropriate documentation must be submitted to the Residence Life office and then GC will provide the a/c unit.

Responding to Unfamiliar People

Be aware of unfamiliar people on your floor and in your residence halls. Please welcome prospective students, invited community people or college guests. In the past, we have infrequently been bothered by people who are not welcome. If you are concerned, contact your Residence Life staff as soon as possible to provide a description of an unfamiliar person. Solicitation is not permitted on campus. Report solicitors to your Residence Life Director or RA immediately.

Reporting Crimes and Harassment

If you experience personal threats or harassment, receive harassing phone calls, or are the victim of a theft, assault, or other crime, report it immediately to campus security. In certain cases, it may also be appropriate to file a report with the Goshen Police Department.

Personal Safety Tip Summary

Protect Your Property

- Personal property (backpacks, computers, electronic technology) should never be left unattended or accessible. Keep these items with you or secure them in your residence hall room.
- Do not leave valuables in plain view. Take valuable items with you over academic calendar breaks.
- Lock your door whenever you leave your residence hall room.
- Do not loan your key to others.
- Never prop exterior or floor doors open.
- Never open exterior residence hall doors for strangers.

Protect your Car

- Always lock your car.
- Avoid leaving personal property visible in your car

Protect your Bike

- Park your bike in the designated bike racks on campus.
- Use a quality bike lock at all times when storing or parking your bike.
- Register your bike at the Physical Plant.

Protect Yourself

- Avoid walking or jogging alone at night in dark areas such as the millrace, dam, bike path and Witmer Woods.
- Be alert of your surroundings. If you suspect you are being followed, seek a well-lit area or group of people as quickly as possible. If a well-lit location is not readily accessible, yell and scream and create a commotion.
- Always have your keys ready as you come and go from your vehicle and residence hall.
- If you choose to drink alcohol off campus, please do so in moderation and do not return to campus alone or intoxicated. Many instances of personal, physical, and emotional harm are related to excessive alcohol use.
- Take seriously and respond to any fire or weather related alarms on campus.

Be Aware and Report

- Be aware of suspicious persons in and around college buildings. Call security or a residence life staff member to report the individual(s) regardless of any “cover story” they may provide.
- Door to door solicitation is prohibited on campus and should be reported to security or residence life staff immediately.
- Report all thefts or property loss/damage to residence life staff or campus security immediately.