

# Residence Hall Living Guide



## INTRODUCTION

# Residence Life

### *THE MAJORITY OF OUR STUDENTS LIVE ON CAMPUS...*

Goshen offers a variety of housing options for students who are single, married or have families.

One way that residence hall life at Goshen really stands out — in addition to diversity and depth of friendships — is that the college has expectations for living in a campus community, the Goshen College Commitment to Community Standards. These guidelines for living ask us to respect ourselves and one another through the choices we make.

### RESIDENTIAL LIVING REQUIREMENTS

\*All full time students enrolled at GC must live in campus housing unless they have 112 credit hours, turn 23 years of age in a given semester or live with parents or immediate family member. Full restitution of room and board fees will be expected if students bypass the residency requirements.



Welcome to the residential facilities at Goshen College! We are glad you are here and hope you will find living on campus an enjoyable and enriching experience.

Goshen College is a residential college. 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.

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 in the residence hall 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 our residence hall facilities, services, policies and programs. We hope it will help orient you to residence hall 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, resident director or the associate dean of students if you have questions or concerns. Have a good year!

-Residence Life

# Structure

Residence life is supervised by the Director of Residence Life and is located on the first floor of the Administration Building in Room 14.



## **Director of Residence Life**

Represents Student Life's interest in the daily operation within the Residence Life program areas. Represents residence hall concerns to Student Life. Supervises resident directors, apartment manager, and resident assistants. Provides live-in administrative leadership for one or more residence halls.

## **Resident Director (RD)**

Provides live-in administrative leadership for one or more residence halls. Supervises resident assistants. There are three full-time resident directors who are in charge of the residence halls and represent the college administration in the halls. One RD is responsible for Yoder Hall, one for Kratz/Miller, and one for Kulp/Coffman and small group housing. Represents Student Life's interest in the daily operation within the Residence Life program areas. Represents residence hall concerns to Student Life.

## **Apartment Manager (AM)**

Provides live-in administrative leadership for the Student Apartments. Supervises apartment residents; Apartment Advisory Committee. Participates as a member of the residence life leadership team. Represents residence life interests to apartment residents. Represents student apartment concerns to residence life.

## **Resident Assistant (RA) / Resident Leader (RL)**

The RA/RL is a student living on your floor 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. Do not hesitate to contact the RA/RL with your questions or concerns.

## **Contact Persons**

Contact people serve as a liaison for small group housing, suites and apartment units. Contact people have regular meetings to receive accurate information, convey any concerns and plan programming events.

# Housing Options

## Residential Living Requirements

The residence halls are an integral part of campus life and contribute in many ways to the education students receive. Students live and work in groups in residence halls 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 or more credit hours
- Turn 23 years of age during a given semester
- live with parents or immediate family member

Note: Full restitution of applicable room and board fees will be expected if students bypass the residency requirements.



## **Residence halls**

All full-time single students younger than 25 are welcome to live in one of three traditional residence halls. Kratz, Miller and Yoder Halls each house both men and women on separate floors. Additional housing options are available for students who have graduated from high school at least 2 years prior to the first day of classes.

## **Junior/senior floors**

Kulp Hall provides housing for juniors and seniors. This facility is designed to offer increased independence with the convenience of on-campus locations. Eligible students 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 residence life lottery system for room selection. See residential hall description of selection process in section entitled Room Selection.

## **Small group housing**

Students who 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. There are currently 10 units.

## **SGH Options:**

**Adelphian House** (single gender), 6-7 persons

**East Hall** (co-ed or single gender), 9-12 persons

**Hospital House** (single gender), 5-6 persons

**Howell House** (co-ed or single gender)  
9-12 persons; 1 single, 4 doubles, and 1 triple room

**Kenwood** (co-ed or single gender),  
8-10 persons; 5 double rooms

**Valesco House** (co-ed or single gender)  
10-12 persons; 1 quad, 3 doubles and 2 single rooms

**Vita House** (single gender), 4-5 persons

**Kulp West** (single gender), 8-10 persons

**Kulp South** (single gender), 6-8 persons

## **Coffman Suites**

Students who graduated from high school two years prior to the first day of classes are eligible to live in the suites. Students live in self selected groups and choose the suite through the residence life room selection process. Students are required to meet the capacity of the suite. The contact person will report to the Kulp/Coffman RD. There are 2 suites available for the 2012-2013 academic year:

**Coffman 2 North:** (single gender), 4-5 persons

**Coffman 2 South** (single gender), 8-10 persons

## **Student Apartments**

Apartments are available for students who graduated from high school at least two years prior to the first day of classes. Students must be enrolled a minimum of 9 credit hours. Each apartment is configured with a kitchen, living area, 1-2 baths and 2-4 bedrooms. The fourth floor features a loft area for additional lounge space. Apartments offer increased independence and flexibility within the proximity of campus. Students live in self selected groups and select the apartment through the residence life room selection process.





# Dining Hall

## **Dining plan options**

All meal plans are for the sole use of the individual who purchases the plan. Meals cannot be transferred or shared.



## Carte Blanche

The best of everything; unlimited entry into the dining hall whenever we are open. Come for a full meal or just a snack...you never run out of meals. Includes \$30 Munch Money.

## 14 Plan

Gives you 14 entries into the dining hall per week. Your balance resets to 14 every Sunday morning. Designed for those who only have time to eat a few meals per day. Includes \$30 Munch Money.

## 80 Block

A perfect complement for those who live off campus, in small group housing or on senior floors. Provides 80 dining hall meals plus \$185 Munch Money per semester. Balances carry over from week to week until gone.

## 45 Block

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.

	Carte Blanc \$2125 (\$30 MM)	14 Meal Plan \$2005 (\$30MM)	80 Block Plan \$1120 (\$185 MM)	45 Block Plan \$650 (\$110 MM)
KMY	X	X		
Kulp Jr/Sr	X	X	X	
CO Suites & SGH	X	X	X	
Apartments	X	X	X	X

## Munch Money

Munch Money can be used at the Leaf Raker Snack Shop, the Dining Hall, to buy grocery specials from the dining hall web site and at Java Junction. For those who do not need a meal plan, but still want to enjoy the convenience of campus dining. Munch Money can be purchased from AVI, and works as a debit card using your College ID...no need to carry cash.

Munch Money users also enjoy discounted prices at the Dining Hall and pay no tax at the Snack Shop.

## Pack outs

Pack out meals may be available for Carte Blanche participants leaving campus to go on college-related activities. Groups must obtain authorization from the student life office to verify that it is a college-related function. Arrangements must be made three days prior to the day of the event (by Tuesday afternoon for weekend events).

## 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:

- Grants access to all entry controlled areas on campus based on residential living assignments in addition to computer lab access after hours.
- Dining Hall Your ID card must be presented every time you enter the Dining Hall. Should you lose or misplace your

card, report it to the Dining Office immediately. A temporary card will be issued until a replacement card can be obtained. Your ID card can also be used in the Leaf Raker snack shop to purchase meals with Munch Money.

- Recreation Fitness Center ID cards with current validation are required to access the Rec Fitness Center. In addition your card will be needed to check out specific athletic equipment.
- Library Your ID card serves as your library card for the Harold and Wilma Good Library on campus.
- Convo/Chapel Your ID card must be presented when attending chapels and convocations in order to receive attendance credit for those events.
- Other Campus offices 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](mailto:media@goshen.edu)" or through the website at [www.goshen.edu/itsmedia](http://www.goshen.edu/itsmedia)



# Room Selection



## Room selection

The **SGH process** begins in January and involves self-selected groups completing an application and group interview. The \$200 deposit is refunded if groups are not selected. Find details [here](#) or call the Residence Life office at X7543.

In March all students planning to live within a residence hall including junior/senior floors, suites and student apartments, participate in a lottery for room selection. Students interested in junior/senior floor or traditional halls are required to pay a room deposit of \$50, refundable until July 15th.

**Student apartments** and **Coffman Suites** require a deposit of \$200 prior to room sign-up.

**Selection order** is as follows:

Seniors select first in the order of their individual lottery number. Once seniors have finished their selections, students with junior status will follow in the order of their lottery numbers, and so on, in order of classification.

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

## If you do not have a roommate

At the beginning of a semester, a student may find that he or she does not have a roommate for several reasons:

- 1) the student failed to select a roommate,
- 2) the selected roommate did not return to school
- 3) no roommate was assigned by the residence life office.

During the first week of the semester, students without a roommate are expected to move in with other students who are alone in a two-person room. The fee for living in a double room alone is \$500 per semester.

## Roommates

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. Resident 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.



## Policy on room changes

### ***Rationale:***

1. Residence life encourages students to select a room and/or roommate for the complete academic year. Students are urged to communicate about 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.

2. Room changes have hidden costs by increasing labor for the resident assistant, resident director, residence life secretary, the accounting office and physical plant.

Therefore,

- 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 which coincides with the transition from fall to spring semester only:  
Requests for room changes at other times during the school year will not be granted.
- Assignments for all room changes will take into consideration seniority by classification and age, date of request, and keeping with predetermined floor classification numbers.

- 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 students who move out of campus housing mid-semester or who consolidate after roommates vacate.
- Students leaving or returning from SST or a GC program, which takes them off-campus, are also exempt. Procedure:
  - Obtain a room change request form from the RA during the second week of November..
  - Individual \$25 charges will be assessed to your student account. For those change requests received after after Thanksgiving Break, the room change fee is \$100.

## Room deposits

Continuing students must make a room deposit to reserve a room for the following year. The deposit for residence halls and junior/senior floors will be applied towards your housing cost at the beginning of the fall semester. The deposit for small group housing, suites and student apartments serves as both a room deposit and a security deposit. It will be refunded after the school year has ended and the facilities have been found to be in satisfactory condition. Residence Hall sign-up requires a \$50 deposit prior to selection day. All Student Apartments, Small Group Houses, and Coffman Suites require a \$200 deposit due at signup.

# Residence Life Housing Selection

## Frequently Asked Questions

### 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 are found to be bypassing the residency requirements.

### How does the lottery system work?

A couple weeks prior to room/suite/apartment selection date, there is a lottery drawing in the student union. Each student planning to live on campus the following Fall semester draws a number that will determine the order of the housing selection. The lottery numbers are sorted first based on how many years you have been out of high school, then by the lowest number drawn. Lottery numbers are recorded by name; the numbers are non-transferable.

EXAMPLE: A student who graduated from high school in 2010 and drew the number 150 would still pick ahead of a student who graduated in 2011 and held the number 7.

### What if I couldn't draw a number the day of the lottery drawing?

You can stop in the Student Life office in the Administration building, (AD14), Monday-Friday between 8am-5pm to draw a number until the day of room selection. Or you can give handwritten permission or signed email permission to a friend to draw a number for you.

### If my roommate drew a higher lottery number than I, can he/she sign me up when our room is selected?

Yes, in any case, whether it is Student Apartment sign-up, Coffman Suites, or Kratz/Miller/Yoder, the roommate with the best number can sign-up all of his/her roommates when the room is selected provided each person has submitted their deposit and signed the community standards agreement.

### What do I need in order to select a room on housing sign-up night?

(1) You must first be registered full-time for classes in the subsequent fall semester. (2) Standards Agreement: While KMY and Kulp residents will demonstrate their support for the Standards at room selection, Suites and Apartment groups will need to prepare a 3-paragraph response indicating their support for the Standards. Specific requirements are outlined by housing program from the Residence Life home page. (3) You must bring the receipt for your housing deposit made prior to room signup.

**Note: You must submit your room deposit by 12:30pm on the day of room signup night in order to select a room when your number is called.**

### How do I make a housing deposit, and how much is the deposit?

You can visit the accounting office 9:30 a.m.-12:30 p.m. or submit the deposit online at the accounting office website located on the Goshen College homepage. A link to online deposits is also available on the left hand side of the Residence Life home page. Housing deposits for apartments and Coffman Suites are \$200 and while rooms in KMY are \$50.

### What if I am out-of-town or on SST during the housing selection?

You can email or hand-write a note to a friend to make your room selection for you provided they have proof that you have paid your housing deposit, and have your signed standards statement.

### My friends and I want to sign-up for an apartment that is suited for four people, however one of us is going to be gone for SST in the fall, can three of us live in a four person apartment for one semester?

In cases where someone is on SST, graduates early, or participates in an off-campus Goshen College academic program, your apartment must maintain at least 2/3 capacities for both fall and spring semester. You will not be allowed to sign-up for an apartment without meeting the minimum apartment capacity when all students in your group are on campus for both semesters.

### We only have 3-people but are still looking for a fourth roommate to fill an apartment. Can we sign-up for an apartment now and have time to find a fourth roommate or be open to a transfer?

If you do not know a specific person at the time of sign-up you will be permitted to *hold/reserve* a 4-person apartment only if one is available after all other groups meeting capacity have chosen their apartments. This **hold/reserve** will only be good for a determined number of days/weeks (usually 4-weeks) before it becomes available again to students who can meet capacity. If you can't meet capacity by the provided deadline you will need to select an alternative housing assignment. You may also opt to pay a premium rate for the additional space of \$500 (per resident) a semester. This would guarantee you the apartment with no expectations to add additional residents provided the apartment remains at 2/3 capacities.

### **Do we need to have 6-people to choose a 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 this cost; however, it is not an expectation to have students sharing rooms.

### **I am a second year with enough credit hours to be considered a junior, can I sign-up for the Student Apartments or the Coffman suites?**

You must be at least two years removed since your high school graduation date at the start of the Fall semester of the upcoming school year in order 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.

### **Does it cost more to live in the Student Apartments?**

The pricing outline for 2012-2013 for individual apartment complex units is \$2,875/semester. This cost includes living in the student apartments with your own bedroom. Those sharing a room in the 4-6 person apartments will see a reduction in this cost. For a complete breakdown of housing prices visit the accounting web site at <http://www.goshen.edu/accounting/>

### **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) at \$2125/semester, 14 meals per week at \$2005/semester, 80 meals per semester at \$1120/semester, 45 meals per semester at \$650/semester.

### **Quad/Triple Scenarios: Three of us want to select a quad in Kratz/Miller or 2 persons in a Yoder triple. We are open to living with a transfer student who might be coming to GC in the fall. Can we sign up?**

If you know a student who is transferring and has been accepted to GC, yes; you can select a room. You will need to include their name and ID number at Sign-up. If you do not know a specific person but are open to having a transfer live with you, you will be permitted to select a quad in Kratz/Miller or a triple in Yoder only if one is available after all other groups have chosen their rooms. You would then be subject to paying an additional \$250 per semester for the extra space.

### **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 the unlimited plan or the 14 meals a week plan.

### **What are the differences in costs between Coffman suites and the Student Apartments?**

The Coffman suites are priced the same as the Small Group Houses on campus. The cost for Small Group Housing next year is \$2625 per semester, while the Student Apartments are \$2875 if you have your own bedroom.

### **If I have special needs and require my own room next year what do I have to do?**

You must present a doctor's recommendation prior to or at the time of room selection to guarantee your own room. There are several single rooms reserved and held for students with special circumstances.

### **I would prefer my own room next year in Kratz/Miller/Yoder. Can I do this, and how much more does it cost?**

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.

### **Which living spaces on campus are ADA handicap accessible?**

Kratz/Miller/Yoder as well as the student apartments all feature elevators and ADA accessibility.





## MAINTENANCE FEES AT CHECK-OUT

Failure to have room checked out by dorm lock-up time (per hour)	\$25	_____
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	

### Notes:

\*Damaged items will be repaired when possible and may warrant a "moderate" charge. Some items will be replaced if more than minor damage occurred. Resident Directors in consultation with Physical Plant assess all room charges for damages.

\*\* Any items encountered during the hall close out that constitutes a Standards violation, will result in an automatic fine assessed to room resident's student accounts.



Description	Major	Moderate	Minor
Bookcase	250	125	25
Carpet stained, torn, or damaged (minimum of \$2.50 per stain)	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 minimum, \$10 ea. additional tile)			
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

# Facilities



## **Kitchenettes**

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

## **Laundry rooms**

Coin operated laundry facilities are available in the connector of KMY and in the basement of Kulp, Coffman and the student apartments. Students are expected to keep the laundry rooms clean and neat. Unclaimed items left in the laundry room will be donated to a local charity. Laundry facilities are reserved for the residents of the building.

## **Telephones**

Each residence hall room has a telephone jack but students are responsible to bring their own phones. Local service is provided along with voice mail. For each student it is optional to initialize their voice mail and regularly check for messages left on their campus voicemail. Further information about the campus telephone and voice/mail system can be found on GC's on campus [web site](#).

Long distance calls can be made using a calling card. Student cell phone numbers are not published, but are collected as an emergency number. Prank calls can be tracked and will be addressed.

## **Television**

The college provides television sets with commercial cable service in some of the public lounges. Personal televisions are permitted in student rooms and can be connected to the college cable system, which provides local channels, foreign language channels and on-campus educational programming. No external antennae are permitted.

## **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.

## **Rooms and furnishings**

The college does not provide or launder linens. Bring your own sheets and pillowcases for an 80" (extra long) single bed. Also, bring your own pillow.

Students are responsible for the condition of rooms and furnishings. College furniture may not be removed from student rooms. Mini-blinds may not be removed. 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 if the involved parties do not assume responsibility.

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.

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 for any damages to the room finishes or furnishings.

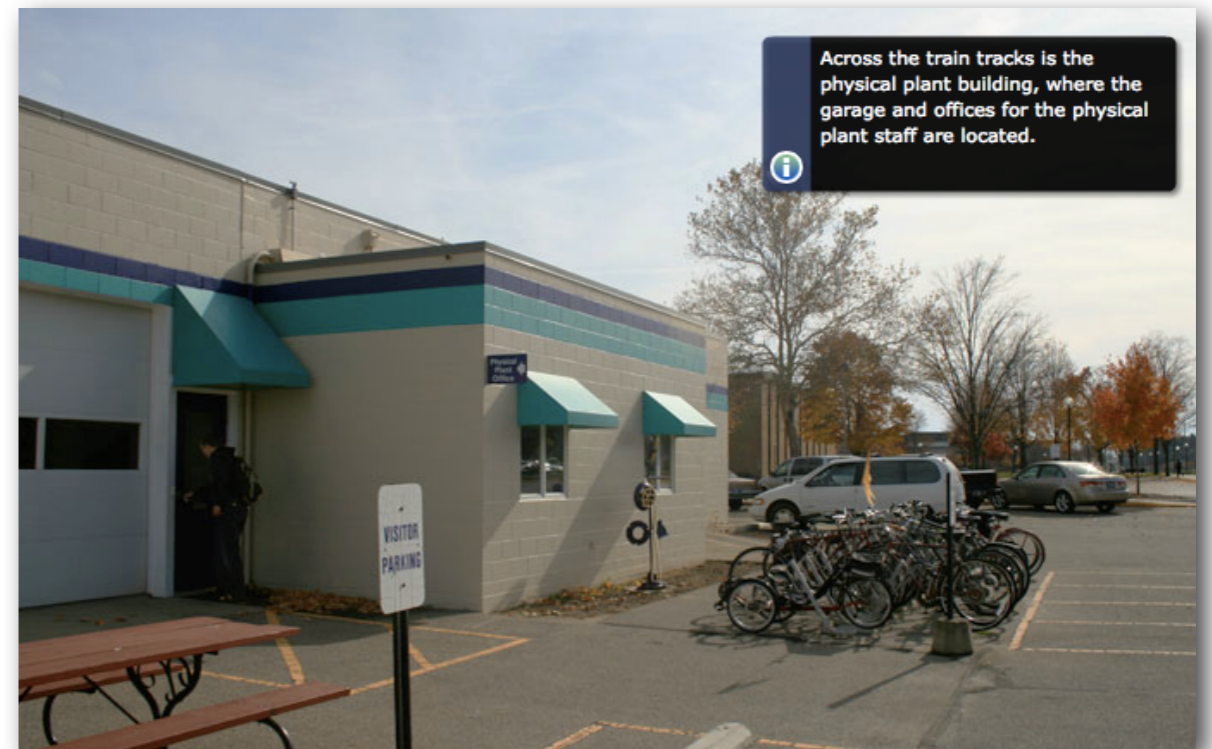
## Appliances

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.

Window screens. Screens must be kept on the windows at all times. A fine 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 fee up to \$55 will be charged for each screen that is missing or damaged at check out. Items may not be placed on the window ledge at any time.

## Painting

The college assumes responsibility for painting student rooms, hallways and lounges. Students may not paint their own rooms.



# Safety & Security

Student safety and security is a shared venture among Goshen College and students. Prevention and appropriate response both aid in the overall well-being of students' safety and security.



## **Campus security**

GC facility security staff is on duty at all times. They can be reached by calling ext. 7599 or 535-7599. In case of an emergency contact the police or an ambulance by dialing 9-911. If you feel there is an area of campus which reflects some risk for harm, please bring it to the attention of a Student Life staff member.

## **Locking of residence halls**

Residence hall floor entry doors are locked at approximately midnight each night. For security reasons, hallway doors must not be propped open. Students can use their keys to enter 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, all hallway entry doors will be kept locked 24 hours a day, seven days a week... For the security of the few people who will be present during the break as well as for the security of everyone's personal property, 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 RD. All monies collected will be recorded in

the disciplinary fine account directly benefiting student programming.

## **If you lose a key**

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 RD. 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 the RD. 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.

## **Absences from campus**

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

## **Hallways**

For safety and cleaning purposes, hallways and lounges must be kept clear of all personal belongings.

## **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 per item fine for the possession of candles, incense, or oil lamps, and a \$25 fine plus referral to Residence Hall Council for subsequent violations.

In cooperation with the Goshen City fire department, unannounced fire drills will be conducted periodically. 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.

### **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.

### **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. RDs 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).

## **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.

Emergency weather radios are located in most buildings and whenever possible, emergency notifications will be sent through the campus computer network to all computers that are on-line, as well as the campus siren. 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. Each storm shelter has a telephone. Wait for the all clear message before leaving the shelter.

## **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 staff 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, your resident director, or the associate dean of students. 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. 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.



# Emergencies

## Health Emergency Contact Information

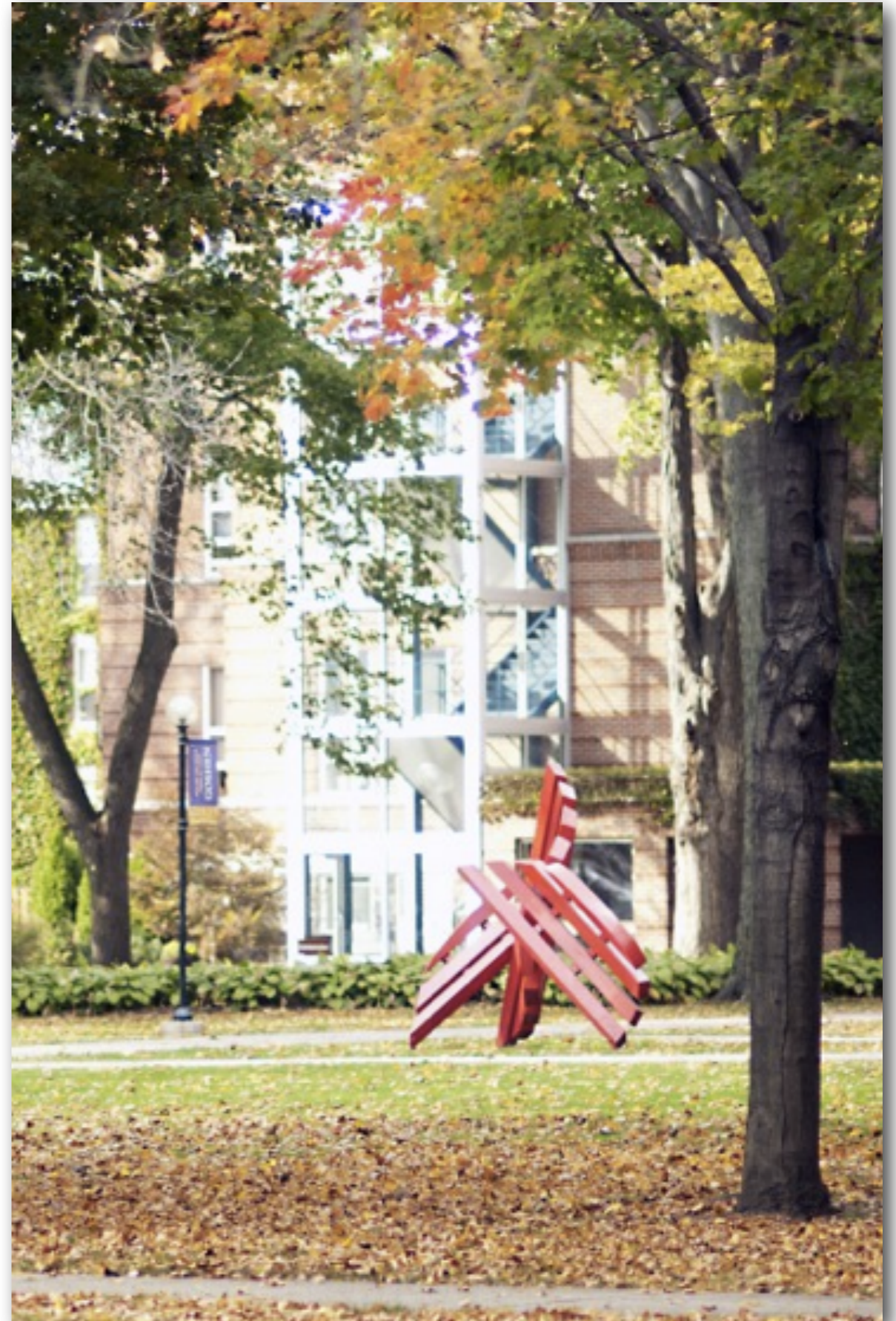
- Goshen First Aid Ambulance 911 or 9-911  
(from a campus phone)
- Goshen General Hospital ER 533-2141
- Wellness and Health Center 535-7474

If the Wellness and Health Center is closed and you need medical help, contact a residence life via the on-call number at 535- OCRD (6273).

Confidential Helpline 293-8671

## Emotional Emergency Contact Information

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



# Residence Hall Regulations

Attendance at Goshen College is a privilege, not a right, and carries with it the obligation to observe college regulations.



## 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 [here](#). A complete listing of the student handbook is located [here](#).

### 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. Consult your student handbook or community standards document on the GC Website for the complete policy.

### Tobacco use

All forms of tobacco use are prohibited on campus and strongly discouraged elsewhere. Consult your student handbook for the complete 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.

### Courtesy 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:

Monday-Thursday Noon-11 p.m.

Friday, Saturday, Sunday Noon-midnight

Members of the opposite gender are allowed to be on the residence hall floors *only* during these hours. Students must have permission from the resident 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 Residence Hall Council.

Resident directors will occasionally be on floors of the opposite gender outside of visitation hours. 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 \$25 fine and meeting with the Residence Hall Council or Standards Response Team for subsequent violations.

## **Posters in public areas**

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. These begin no later than the end of visitation hours and end no earlier than 10 a.m. 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.

## **Rollerblading, skateboarding and scooters**

Anyone is permitted to rollerblade on Goshen College campus sidewalks, roadways and parking lots. Skateboarding and scooters are permitted only for Goshen College students who have signed a “waiver of responsibility” form available in the Student Life office. 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 park-

ing 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.

## **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.

## **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.

## **Window coverings**

Mini-blinds are provided for all rooms and the alteration or removal of this equipment is not permitted. No personal instal-

lation 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 RD 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 the RD. 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 RD, 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 dust-

ing. 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 and charged to the person(s) responsible by the resident director.

### **\*Refer to the last page 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 RD.



# Miscellaneous



## 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 are not permitted. Students are responsible for their guest's behavior. All guests are expected to observe residence hall visitation hours and all other campus regulations. The resident assistant should be informed of plans to host a guest.

## 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.

Physical plant will be clearing bikes from the bike racks during the summer months. Any bicycle left there after June 1 will be considered abandoned and will be impounded.

## 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 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, resident director and the associate dean of students 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.





# CAMPUS MAP



- 1. Adelphian Fountain
- 2. Adelphian House
- 3. Administration Building
- 4. Admission Office
- 5. Alumni, Parent and Church Relations
- 6. Aurora House
- 7. Avon House
- 8. Baseball Field
- 9. Basketball Courts
- 10. Bookstore
- 11. "Broken Shield" Sculpture
- 12. Campus Center for Young Children
- 13. Center for Intercultural Teaching and Learning (CITL)
- 14. Community School of the Arts

- 15. Chairman Building
- 16. Church-Chapel
- 17. Coffman Residence Hall
- 18. Computer Lab
- 19. Connector
- 20. East Hall
- 21. Eigsti Track and Field Complex
- 22. Good Library / Art Gallery
- 23. Health and Wellness Center
- 24. Heating Plant
- 25. Hershberger Art Gallery
- 26. Hospital House
- 27. Howell House
- 28. Human Resources
- 29. Hymnal House

- 30. International Education Office
- 31. Java Junction Coffee Shop
- 32. Kenwood House
- 33. Kratz Residence Hall
- 34. Kulp Residence Hall
- 35. Leaf Raker Snack Shop
- 36. Maple City Greenway Bike Trail Connection
- 37. Miller Residence Hall
- 38. Music Center
- 39. Newcomer Center
- 40. Physical Plant / Maintenance Building
- 41. Printing and Mailing Services
- 42. Radio Station: 91.1 FM - The Globe
- 43. Rieth Recital Hall
- 44. Roman Gingerich Recreation-Fitness Center

- 45. Sand Volleyball / Outdoor Basketball Courts
- 46. Sauder Concert Hall
- 47. Schrock Science Annex
- 48. Schrock Plaza
- 49. Science Hall
- 50. Student Apartments
- 51. "Sky Rhythms" Sculpture
- 52. Soccer Field
- 53. Softball Field
- 54. Tennis Courts
- 55. Umble Center
- 56. Union
- 57. Valesco House
- 58. Vesperian House
- 59. Visual Arts Building

- 60. Vita House
- 61. Welcome Center
- 62. Westlawn Dining Hall
- 63. Wyse Hall
- 64. Yoder Residence Hall

**PARKING:**

**S** - Students   **V** - Visitors   **F** - Faculty / Staff

