Residence Life Policies and Procedures

As a residential student at Wesleyan College, you are the most important part of Residence Life. Please be aware that in a residential community, everything that you do has an impact on others residing around you. It is important that you are respectful and considerate of others in order for your residential community to be a success. All students in the community have rights as well as responsibilities. All residential students are required to know and follow all college policies and procedures including residence hall guidelines at all times. These policies have been implemented for your benefit and protection and also help the Residence Life staff provide and maintain the best possible environment for our communities. As a student, you are bound by the honor code to uphold these policies.

General Policy and Procedures

Babysitting/Children Staying Overnight
Babysitting in the residence halls or apartments is strongly discouraged but allowed on a limited basis, provided it does not occur on a regular and continual basis, and does not become a nuisance to other students on a floor or building. Children must vacate Wesleyan’s residential facilities in accordance with visitation hours. If babysitting causes a problem in any way, Residence Life staff can elect to end babysitting privileges. Children are not to be left unattended at any time. Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment. Children between the ages of 6 – 16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room (i.e., Brother or Sister). Siblings visiting overnight must still follow all visitation policies.

Balconies and Porches
In an effort to be sensitive to the campus community, and for property value reasons, students are not allowed to hang articles from balconies, porches or rails of the residence halls or apartment buildings. No inappropriate furniture or personal belongings are allowed in these areas. Students will be asked to remove belongings immediately. For personal safety reasons, students are prohibited from sitting on the ledges of porches, balconies, or railings. For the protection and safety of all students, objects are not to be thrown over or off of balconies, porches or rails. Students caught throwing objects off balconies, etc. are subject to removal from the residence halls with no refund of fees and full payment of room and board required. In order to respect the rights of others and to keep noise to a minimum, students should refrain from gathering in groups on balconies, etc. Smoking is not permitted on any balcony. Lounge furniture and room furniture is prohibited on the balconies and should not be removed from its respective area.

Bicycles and Bicycle racks
Students who bring a bicycle to campus must register it with the Department of Residence Life. During registration, a bike decal will be issued which must be affixed to the down tube of the bike, facing up, closest to the crank. Bikes without a decal will be removed from campus. Students must store their bike in an appropriate manner as designated below. Students must chain their bicycles to an approved bicycle racks only. Residential bicycle racks are provided in the following locations: Banks, Wortham and Corn South Apartments. Additional racks are located in the academic areas of campus. Bikes may not be stored in the stairwells, hall ways or lounges as this is a fire hazard. Additionally bikes may not be chained to light poles, buildings or porch railings. Any bikes found not appropriately chained to a bike rack will be removed. Students may choose to store their bicycle in their bedroom only during the academic year at their own risk and with approval from their roommate. (Bikes may not be stored in apartment kitchens, living rooms, bathrooms or hallways.) Any damage resulting from indoor bicycle storage will be the responsibility of the residents of the room. Students may leave their bikes chained to the bicycle racks or in their bedrooms during the fall, winter and spring breaks. However, students who are not enrolled for the summer semester must remove their bicycle from campus at the conclusion of the spring semester. Bikes remaining on campus at the conclusion of the spring semester (regardless of location and registration status) will be removed and donated to charity.

Cable
Basic cable television access is provided in each residence hall and apartment room. Students experiencing problems with their cable should report their problem to the Computer Information Resources Office via a Helpdesk Ticket.

Campus Police
The residence halls and apartments are monitored on a regular basis by Campus Police officers. Campus Police is available 24 hours a day, 7 days a week, to assist students with a variety of issues. Campus Police also offers an escort service for students needing to walk across campus during the evening and late night hours. Campus Police can be reached at 478-757-5145.

Candles and Incense
Candles and incense are prohibited in the residence halls and apartment buildings. These objects present extremely dangerous fire hazards and may also produce an odor, which could disturb other residents. Any candles or incense found in the residence halls or apartments will be removed by residence hall staff and the student be reported to Honor Council.

CLEANLINESS/HEALTH AND SAFETY INSPECTIONS
For health and safety reasons residence halls and apartment rooms must be kept in a reasonable state of cleanliness at all times and all trash must be disposed of in the proper receptacles. Residence Life staff will conduct periodic health and safety inspections at least once per semester. When possible, students will be given at least 24 hours notice prior to these inspections (via flyers or emails). However, unannounced inspections may occur if there is information concerning the violation of a Residence Life or College Policy. Students living in rooms not complying with health and safety standards will be given 24 hours to correct the problem at which time if the problem has not been corrected, the student(s) will be fined $25 for non-compliance and will still be required to fix the issue. If a policy violation is in plain sight during a health and safety inspection, Residence Life Staff may confiscate any unauthorized item(s). Additional sanctions may be imposed or a referral to Honor Council could be considered. Continued violations of health and safety inspections may result in a student’s removal from the residence halls by the Director of Residence Life with no refund of fees and full payment of room and board required.

CLOSED STUDY HOURS
A sign indicating closed study hour(s) on any room door signifies that a student is studying and does not wish to be disturbed. These signs must be respected at all times. A closed study hours sign means no admittance except for emergency situations. Residence Life Staff members may disregard a closed study hours sign when acting in an official capacity of their job. This includes but is not limited to the need to address potential policy violations or the need to communicate pertinent or time sensitive information.

COMPUTER PORTS AND INTERNET ACCESS
Computer ports are provided in each residence hall and apartment room. These ports provide students with access to a worldwide computer network for the purposes of academic work and communication. Additionally, wireless access is provided in each residence hall. Any issues or concerns with internet connectivity, printing, computer ports or wireless access should be reported to the designated Computer Resident Assistant.

CONDUCT TOWARD RESIDENCE LIFE STAFF
Students must be respectful of Residence Life Staff members. Abusive language or intimidating behavior of any kind will not be tolerated. Students who feel that they have been treated inappropriately by a Residence Life staff member should report such incidents to the Director of Residence Life (for complete policy regarding conduct toward college officials, see the Campus Policies section).

CREDIT HOURS
Residential students are required to be full time students or taking a minimum of 12 credit hours. Students taking fewer than 12 credit hours per semester must have the approval of the Director of Residence Life to live in campus housing. Students who are approved for part time status are not exempt from the residency requirement.

DARTS AND DARTBOARDS
Darts and dartboards are not allowed in College residence halls or apartments due to the serious safety hazards they present.

DEPOSIT (HOUSING)
All students are required to have a $150 housing deposit on file with the Business Office in order to reside in on-campus housing. Students may request return of their housing deposit from the Business Office upon their completion or withdraw from Wesleyan College. Deposits will not be available until a minimum of 3 weeks after the close of the semester or student withdraw date.

DIMENSIONS
Dimensions of each room and window vary depending on each residence hall and apartment building. Slight variations within each hall occur due to room placement. Average dimensions can be obtained in the Office of Residence Life.
**DRUGS**
If a staff member (Director of Residence Life or other professional Student Affairs staff) has reason to suspect drugs are present in a student’s room, the staff member may conduct a search of the student’s room. This applies whether or not the student is present at time of entry. The staff member conducting the search will call Campus Police as a backup. The staff member will conduct a visual search of the room as well as a search of any closets, cabinets, drawers, dressers, refrigerators or any other closed areas. If drugs are found to be present in any amount, the evidence will be turned over to Campus Police who may then send the evidence to the appropriate agency for processing (for complete policy, see the Campus Policies section). Residence Life Student Staff members who suspect drug use will work in conjunction with the Campus Police and Student Affairs staff member on duty.

**ELECTRICAL APPLIANCES**
Due to the overloading of circuits, no electrical equipment other than small appliances may be used in residence hall rooms. Electrical appliances with heating coils or exposed heating elements are not permitted. The use of extension cords is strictly prohibited. Electrical surge protectors are the only approved appliance for use in residence hall rooms which can extend or multiply electrical outlets.

**AUTHORIZED APPLIANCES** - Electrical appliances must be UL approved and in good working order. The following appliances are approved for use in residence hall rooms: Coffee maker with automatic shut-off, refrigerator (one per residence hall room not to exceed 4.3 cubic feet), vacuum cleaner, alarm clock, clock radio, desk lamp (halogen lamps are not permitted due to the potential risk of fire), hair dryer, curling iron, hot air popcorn popper, stereo, fan, television, VCR/DVD player, computer.

**UNAUTHORIZED APPLIANCES** - The following appliances are not approved for use in residence hall rooms or apartment rooms: halogen lamps, microwave, toaster, toaster oven, George Foreman grill, electric skillet, fryer, gas and charcoal grill, hot plate, hot pot, sandwich maker, waffle maker, hot oil popcorn popper, iron, extension cords, space heaters, multi-plug outlet, percolator coffee maker, coffee maker without automatic shut-off, waterbed, etc. If an appliance has an open eye burner or exposed heating element, it is not allowed. The Director of Residence Life has discretion to declare appliances to be unauthorized that are not on this list. Students are not allowed to store any flammable or combustible materials such as propane, charcoal, paint or lighter fluid in any living area. Any unauthorized appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a $50 fine and reported to Honor Council. Students residing in the apartments may keep the following items in their kitchen only: microwave, toaster, toaster oven, sandwich maker, waffle maker. Approval for other items should be cleared with the Director of Residence Life.

**EXAM WEEK**
Exam week begins at 7:00 p.m. the evening before Reading Day. All rules will be in effect during the week of examinations and 24-hour quiet hours will be enforced. Failure to comply with Exam Week regulations will be considered an Honor Code violation. Exam Week violations may result in immediate removal of a student from housing with no refund of fees and full payment of room and board due. Exam week visitation is restricted and Residence Life will post an abbreviated guest visitation schedule at the start of finals.

**FINES**
All residence hall policy violation fines are to be submitted directly to the Director of Residence Life and will be placed on student accounts. Students must clear all fines before returning to the residence halls.

**FIRE SAFETY**
Wesleyan College fire and safety regulations are set to concur with state laws. Regulations are determined through consultation with the Macon/Bibb County Fire Department. All fire equipment, other than individual portable extinguishers, may only be used by authorized personnel and in emergencies. Tampering with college fire safety equipment is prohibited. Tampering with a smoke detector or alarm in any manner is prohibited. There is a minimum $100 fine for pulling a false alarm or tampering with fire equipment. Tampering with a smoke detector or alarm in any manner is prohibited and is grounds for suspension or expulsion.

Any time a fire alarm sounds in a residence hall or apartment building it is mandatory for all students to evacuate the building. If an alarm sounds, students should follow the guidelines set forth below.
1. Evacuate the building as quickly as possible in an orderly manner
2. Close and lock residence hall or apartment room doors before exiting the building
3. Take a coat, blanket or adequate cover and shoes in case you need to remain outside for an extended period of time
Each residence hall and apartment building has a designated meeting spot at least 50 feet away from the building (meeting spots listed below). The Resident Advisors or their designee will call roll at the meeting spot. No student may re-enter the building until instructed to do so by a Campus Police or a Residence Life staff member. Failure to exit the building when a fire alarm sounds will result in an automatic $100 fine.

**DESIGNATED MEETING SPOTS:**
- **BANKS HALL:** Outside the Wortham Hall door facing Banks
- **HIGHTOWER HALL:** Parking lot between Hightower and Jones
- **JONES HALL:** Parking lot between Hightower and Jones
- **PERSONS:** Fountain (side closer to bookstore)
- **WORTHAM:** Outside the Banks Hall door facing Wortham
- **CORN HALL/SOUTH APARTMENTS:** Parking Lot A between Taylor Hall and Corn Hall

**GRILLS**
Grills, hibachis, and any other device used for cooking over an open flame are prohibited from use in all residence hall and apartment facilities, as well as all balcony and porch areas. This restriction includes open flame fondue pots. Any unauthorized grills or similar appliances found in the residence halls or apartments will be removed by residence hall staff and the student be assessed a $50 fine and reported to Honor Council.

**HALL MEETINGS**
At the beginning of each semester, each residence hall and apartment building will have a mandatory hall meeting. During this meeting, residents will discuss and set community standards (i.e. quiet hours). At this time the RAs will also present important information regarding the regulations and policies governing campus living. Additional mandatory hall meetings will be conducted at the conclusion of each semester to discuss important closing procedures. Other mandatory hall or floor meetings may be scheduled throughout the semester as the need arises. Students will be given at least 24 hours advance notice prior to a scheduled hall or floor meeting. Absences from mandatory hall meetings will be approved only for extenuating circumstances and if requested at least 24 hours in advance. If the student fails to notify the RA or misses the scheduled meeting without an approved absence, a $10 fine will be assessed.

**HOUSEKEEPING/TRASH REMOVAL**
Basic housekeeping services are provided in all residence halls and the apartments and for all hallways, lobbies, lounges, public or community restrooms and all public areas. Students are responsible for the cleanliness of their rooms and bathrooms. Trash should be discarded in the appropriate trash receptacles only. Trash and/or trashcans may not be placed in the stairwells as this is a fire hazard.

**INSECT AND PEST CONTROL**
The College has a contract for pest control in the residence halls and apartments, which includes spraying on a regular basis and in emergency and special circumstances. Students can help reduce pest problems by sealing and storing all food items and bagging all trash. Pest Control services will not enter individual rooms and apartments while they are occupied without prior authorization from the residents of that space. If your room needs additional pest control between routine sprayings, please contact your Resident Advisor to complete a maintenance request. If special extermination procedures are needed, it will be done so at the student’s expense. Students are encouraged to keep a supply of pest control products for their personal use.

**INSURANCE**
The College is not an insurer of students’ personal property. Students are encouraged to determine whether their parent’s property insurance extends to students’ personal belongings while at Wesleyan College. If not sufficient, students should consider purchasing a personal effects insurance policy.

**IRONS AND IRONING BOARDS**
Irons and boards are provided in designated areas of each residence hall and apartment building for the students’ convenience. Students may not remove the college iron or ironing boards from their designated locations. Students may not iron in their rooms or apartments due to the potential risk of fire.
**KEYS**

Students will be issued a key to their residence hall room or apartment upon check-in. Room keys are the property of Wesleyan College and may not be duplicated. Due to safety reasons, if a student loses her key she must notify the Department of Residence Life immediately. If she needs a temporary key until she can locate hers, she may check out a loaner key from Student Affairs. If the student cannot find her room key within 3 days, she will be charged a $25 for the key replacement and lock change for room keys and a $150 fee for an outside door key. If a student should find her original keys after a lock change and charge have been made, a refund cannot be given due to the fact that the necessary supplies have already been purchased and used by the physical plant staff. Any keys not returned upon move out will be treated and charged like a missing key. Students may not loan their keys to anyone for any reason. Students found violating this policy will be reported to Honor Council.

**KITCHEN FACILITIES**

Kitchen facilities including microwaves, stoves, ovens, refrigerators, and sinks are available in all of the residence halls. Students may not cook in their residence hall rooms due to the potential risk of fire. Students utilizing kitchen facilities must never leave cooking food unattended. It is the responsibility of the resident to completely clean the kitchen after each use. If kitchens are not kept clean or kitchen privileges are abused, the kitchen may be closed temporarily or permanently at the discretion of the RA and Director of Residence Life. The housekeeping staff will not clean any public use fridge, oven, or microwave while school is in session.

- Do not leave food unattended while using the stove, oven, or microwave. While in use, the stove, oven, and/or microwave cannot be left unattended at any time. Violations of this policy will result in a $100 fine.
- No personal belongings can be kept in the kitchen (other than food in the refrigerator/freezer). If personal items are found in the kitchen unattended, they will be disposed of immediately without notification. This includes, but is not limited to: clean or dirty dishes, food, appliances, etc. Students who wish to leave appliances in the public kitchens must be approved by the Resident Advisor and do so at their own risk. Wesleyan College is not responsible for any items placed in the community kitchens or lounges.
- All food stored in the community refrigerator/freezer must be labeled with name and date item was placed in the refrigerator/freezer. Food can be stored for up to two weeks. If not labeled or removed after two weeks, food will be disposed of without notice. Under no circumstances should someone remove items belonging to someone else without specific permission.
- After each use the kitchen must be cleaned thoroughly for respect and sanitation purposes. This includes the stove, microwave, refrigerator, walls, floor, sink, etc. Violations will result in a minimum $25 fine.

Consequences for violating the above mentioned policies will result in the individual penalties as listed. If persons cannot be determined, this will result in the closing of the kitchen for all members of the community. Violations may result in a referral to Honor Council or individual loss of kitchen privileges.

**LAUNDRY FACILITIES**

*Residence Halls* - Washers and dryers are provided for students in a central location in all residence halls. Only resident students are permitted to use the facilities. These facilities are available at no direct cost to students.

*Apartments* – Washers and dryers are provided in each individual apartment in both Corn North and Corn South Apartments. Any service related problems related to washers or dryers should be reported through a Residence Life staff member.

**LOCK-OUTS**

It is important that students keep track of their room keys. Students will have three lockouts per semester, to be kept track of by Residence Life staff. After the third lockout, the student will be assessed a fine of $25 per lockout.

**LOCKOUTS DURING BUSINESS HOURS**

If a student gets locked out of her room during normal working hours on a business day (8:30 am – 5:00 pm, Monday through Friday), she should go to Student Affairs to be assisted by one of the staff members. They will complete the lock out by letting a student into their room. Students will only be let into the room to which they have been assigned. No student can give permission or be granted entry into a room which is not their own.

**LOCKOUTS AFTER HOURS AND ON THE WEEKENDS**

If a student gets locked out of her room after business hours, on the weekend or during a College holiday, the student should contact the RA on Duty by calling the Residence Life duty phone at 478-461-7787/478-461-7788. **Students should not contact Campus Police to be let into their rooms.**
LOFTS
Due to potential safety risks, lofts are not permitted in residence hall or apartment rooms.

MANTENANCE
Routine maintenance problems should be reported to the RA through the maintenance request procedure. Maintenance emergencies (i.e. overflowing toilet, electrical problems, door lock problems, etc.) should be reported immediately in person to your RA or the RA on Duty. If it is during normal working hours please contact Student Affairs in order to report the problem. Physical Plant and Residence Life staff reserves the right to enter a student’s room for any requested or necessary maintenance.

MEAL PLANS
Meal plan services are provided by Aramark and each student is assigned a meal plan based upon her housing assignment. Students living in Banks, Wortham, Persons, Hightower and Jones are assigned to the 20 meal plan. Student living in the Corn Apartments are assigned to the 10 meal plan. Meal plans are included in the cost of housing and cannot be reduced or removed. Special dietary accommodations can be met by Aramark. It is the responsibility of the student to communicate any dietary restrictions to the Director of Food Services.

OCCUPANCY
Most residence hall rooms are designated as double occupancy rooms. Students must either declare a private room at the additional cost of $500/semester or have a roommate. If a student does not have a roommate and resides in a double occupancy room or does not comply with the consolidation procedures, she will automatically be charged the private room fee.

PETS
For health reasons, sanitary concerns and space constraints, pets (with the exception of fish) are not permitted in the residence halls or apartments. Fish aquariums cannot exceed 10 gallons and must be cleaned on a regular basis to prevent odor. Stray animals (or animals that no one claims but are being housed or fed by several students) must be reported to Campus Police. A violation of the pet policy will result in the immediate removal of the animal and reporting to Honor Council. Additionally students will be financially responsible for any damages or additional cleaning services required from the violation.

PREGNANCY POLICY
A student who is pregnant may live in the residence halls up to the start of her sixth month of pregnancy provided she has met with the Director of Health Services, has supplied the name and phone number of her physician or obstetrician and remains in good health as deemed by the Director of Health Services. Once a student has entered her sixth month, she will no longer be allowed to live on campus due to health, safety and liability concerns. The student may continue her classes as a day student.

QUIET HOURS AND COURTESY HOURS
Universal quiet hours for all residence halls and apartments are from 12pm – 8am. Buildings or floors may elect to establish more stringent hours at the beginning of fall semester during the opening residence hall meeting. However, no building or floor may elect to shorten or eliminate the universal quiet hours. Students who do not follow quiet hours will be reported to Honor Council.

Out of courtesy and respect for your fellow building mates, reasonable quiet should be maintained in all residence halls and apartments at all times. Reasonable quiet is defined as the state in which noise does not carry from one area of the residence hall to another. This includes hallways, stairwells, restrooms, as well as individual rooms. Residents have the right to ask fellow Wesleyannes to lower their volume even when quiet hours are not in effect.

ROOFS
Students are not allowed on the roofs of any residence hall or apartment buildings due to the danger to personal safety.

ROOMMATE(S)/SUITEMATE(S) CONDUCT
Your enjoyment of life in the residence halls and apartments will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate(s), suitemate(s) and your neighbors. To be a mature adult is to accept responsibility for the welfare of others. Each resident is encouraged to establish a contract with her roommate(s) and suitemate(s) to ensure that the interests of all are considered. The RAs can assist with this process and are available for assistance in settling conflicts.

Basic conduct of roommate(s)/suitemate(s) include the following:
• A clean living area.
• Respect of roommate(s) and suitemate(s) personal belongings.
• Reading and studying while free from undue interference in one’s room.
• Unreasonable noise and other distractions inhibit the exercise of this right.
• Sleep without undue disturbance from noise, roommate(s) and/or suitemate(s), guests, etc.
• Free access to one’s room and facilities without pressure from roommate(s) and/or suitemate(s).
• Personal privacy.
• The right to be free from fear or intimidation and physical or emotional harms.
• The privilege to have guests during open visitation hours with the permission of the roommate. Guests are to respect the rights of the hostess’ roommate(s) and/or suitemate(s) and other hall residents at all times.

ROOM PERSONALIZATION
Students are encouraged to create a comfortable living environment in their room. Residents are not permitted to paint or make any other alteration to any surface within the living space provided to them by the college. Residents may look to the following guidelines when decorating their room.

ADHESIVE
Students should use caution with using adhesive to affix items to their walls and doors. Tape and other adhesives are not permitted as they will pull off paint and damage walls. Any damage cause by adhesive will be charged to the student for repairs. Students are permitted to use Magic Mounts in order to decorate their room. Magic Mounts are available for purchase in the Campus Store, on the Wesleyan College Linens website and on various other online retailers. As designated by the Fire Marshall, wall and door coverings must not cover more than 35% of any given surface.

DECORATIONS
Flame retardant materials are strongly encouraged when purchasing your comforter and window treatments. Items may not be attached to the ceiling (i.e. nets, flags, sheets, etc.). Live Christmas trees are not permitted in any residence hall room or apartment. Decorative lights with low heat bulbs and flame-retardant materials may be used to decorate. Dry erase boards or other message boards may be hung on residence hall doors but students must refrain from posting material that would be considered offensive to others. Material displayed in visible areas is subject to the approval of the Residence Life staff. If deemed unacceptable, the student will be required to remove the unacceptable materials immediately.

FURNITURE
Feel free to arrange the furniture provided by the College in your residence hall room or apartment to your liking. You may add your own furniture to the room but College furniture must remain in your room at all times and cannot be placed in storage or removed from it’s designated area. Upon check-out, all furniture must be put back together and arranged as found upon check-in. Fines will be assessed upon room inspection or checkout for any missing, broken, or damaged furniture. Any furniture that is not assembled in the manner at which it was found will also result a fee assessed to the student (IE disassembled or inappropriately stacked/stored furniture). Residence hall and apartment lounge furnishings are provided for the use and comfort of everyone living in the building. This furniture must remain in these areas at all times. If a student moves furniture out of these areas and into a residence hall room or other location, the student will be fined $50 per offense. Additional sanctions may be imposed if necessary. Students may use appropriate bed risers to raise their bed off of the floor however cinder blocks are not to be used to elevate beds or other furnishings provided by the College. Waterbeds are not permitted in the residence halls or apartments.

NAILS AND THUMBTACKS
Students are permitted to use 1-1 ½ inch finishing nails (penny nails sized 2d, 3d and 4d) to hang posters and pictures on the walls. No more than 10 nails are permitted per wall. If more nails or other materials are used, students will be charged for damages at the end of the year upon checkout. If nails are present in walls after check-out students may be charged additional fees for removal. Students are permitted to use thumbtacks in order to decorate their rooms.

SEVERE WEATHER
All students should be aware of and prepared for hazardous weather conditions including tropical storms, hurricanes, tornadoes, snow, sleet and ice. If severe weather conditions should occur, the Residence Life staff will call hall or floor meetings to advise students of further necessary actions (i.e. evacuation, consolidation to a safe place, etc.). Students are required to follow the instructions of the College staff in such cases.
**Emergency Siren**

If the state emergency siren sounds at any time other than the regularly scheduled monthly test, on the last Wednesday of the month at 11:00 a.m., students should immediately go to the interior hallways of the lowest floor of their residence hall or apartment building and wait for further instruction from a Residence Life staff member or other College official. Students should stay away from windows and exterior doors. Regularly scheduled drills may be conducted as deemed necessary. Failure to leave the building or gather in the appropriate designated area upon alarm sounding will result in a $100 fine.

**Smoke Detectors/Alarms**

Smoke detectors/alarms are provided in each residence hall room and apartment and are maintained by Physical Plant. If you hear an intermittent beep from a smoke alarm, it means the battery is low. **Do not remove the battery or attempt to change the battery!** Please report the problem to your RA to be repaired. Your RA will be sure Physical Plant is notified and a new battery is installed. Decorative items (i.e. banners, posters, etc.) are **not** permitted to be hung from or over smoke detectors or sprinklers.

**Smoking**

Smoking is not permitted in the residence halls or on residence hall balconies and porches. For the complete policy, see the Campus Policies section.

**Solicitation**

Wesleyan College does not allow door-to-door solicitation of products or services in the residence halls or apartment buildings. If you should encounter a solicitor in the residence halls and apartments, notify campus policy immediately.

**Storage**

Due to space limitations and regulations governing fire safety, students may not utilize College facilities for storage.

**Telephone**

Each residence hall room is equipped with a telephone line. However, Wesleyan does not provide local telephone service via landline in the residence halls. Students can access BellSouth at 780-BELL (2355). It is the responsibility of the student to select and arrange for the long-distance service or calling card plan of their choice. Students contacting Bell South should inform the technician that they are a Wesleyan Student in order to have their deposit waived.

**Televisions VCR/DVD Player**

Residence Life provides one television and one DVD/VCR player in a common area of each residence hall. Service problems should be communicated to a Residence Life staff member. This service is provided with the understanding that all students will respect college property. Damaged or missing equipment will be charged to the members of the building and will not be replaced.

**Vandalism and Common Damages**

Destructive behavior of any kind is not tolerated in the residence halls or apartment buildings. Students can be held responsible for damages individually or in a group. Students who participate in acts of vandalism are subject to removal from campus housing with no refund of fees and full payment of room and board required. Additionally, students found responsible for vandalizing college property will be responsible for the repaying of damages. When vandalism or damage occurs on a floor or to any part of a residence hall or apartment building. Residence Life staff will make every effort to determine who is responsible. If the person(s) responsible is identified, the student(s) will be sanctioned according to the nature of the vandalism. In the event that the individual(s) responsible cannot be determined, the residents of the area will be notified of the vandalism or damage and will be given a specified period of time in which to report any information regarding the incident. If this fails to yield any information about the person(s) responsible for the vandalism or damage, a minimum fine or total cost of the repair or replacement value of the vandalism or damage will be split equally among the residents of the affected area.

**Vending**

For the convenience of our students, vending machines (snack and beverage) are located on the Ground Floor of Olive Swann Porter. Vending for the apartments is located on the first floor of Corn North. Service problems should be reported to the Director of Auxiliary Services. Reimbursements for money lost in vending machines can be obtained in the Business Office.
VIOLATIONS
Students who violate any residence hall policy are bound by the Honor Code to report themselves to the Advisor of the Council on Judicial Affairs for further instruction. If a student does not report to the CJA Advisor, any witness to the violation should report the offense to the appropriate judicial board (refer to the Honor Code section).

WINDOWS
In an effort to be sensitive to the Wesleyan community, objects are not permitted to be hung from the inside of windows of which are visible on the outside. Objects are not to be thrown from windows of the residence halls or apartments.

Guidelines for Room Usage and Access

ACCESS TO RESIDENCE HALLS AND APARTMENTS
In order to provide a safe and secure residential environment, all residence hall and apartment buildings are locked 24-hours a day. Students are issued keys by Residence Life staff at check-in and are required to return the keys to Residence Life staff upon checkout. Students are not permitted to use their key to enter a residence hall in which they do not reside and may not loan their key to anyone at any time. Each residence hall and apartment building has several designated entrances that can be opened only by the entrance key of a student living in that particular building. Propping open doors compromises the safety of everyone in the residence hall and is considered a residence hall violation. A fine and/or additional sanction may be imposed depending on the circumstances of the situation. Continually propping open residence hall or apartment doors can result in a student’s removal from campus housing by the Director of Residence Life with no refund of fees and full payment of room and board required. Pounding on residence hall or apartment building doors creates a distraction for students living in the hall and is not permitted.

ACCESS TO STUDENT ROOMS BY COLLEGE STAFF
College staff reserve the right to enter a student’s room at any time to make periodic inspections of residential facilities or when acting in an official capacity on behalf of the College. This applies regardless of whether or not a student is present at the time of entry. If staff should enter a room and notice in plain sight evidence of a violation of College policy, the staff may take that evidence and refer the incident to the appropriate judicial board. If an item is taken when a resident is not in the room, she will be promptly notified.

APARTMENT ELIGIBILITY
The Corn Apartments were built with the specific goal of creating an independent living environment to help start our senior students in their transition to post Wesleyan life. As such priority for the apartments is given to senior students followed by junior students. Eligibility for the apartments is based off of earned credit hours. Meeting the credit hour minimum does not guarantee placement in the apartments. Additionally, new students are not permitted to reside in the Corn Apartments until they have resided in campus housing for a minimum of one full semester.

The following credit hour guidelines will be used for apartment eligibility

**FALL SEMESTER MOVE IN**
Minimum of 55 hours earned at close of previous Summer Semester (IE Student Must have earned 55 credit hours by the close of Summer 2012 for Fall 2012 sign up and Move In)

**SPRING SEMESTER MOVE IN**
Minimum of 70 hours earned at conclusion of previous Fall Semester (IE Student Must have earned 70 hours at conclusion of Fall 2012 semester for Spring 2013 Move In)

**SPRING SEMESTER SIGN UP FOR FALL SEMESTER MOVE IN**
Minimum of 40 hours earned at close of previous Fall Semester (IE Student Must have earned 40 credit hours by the close of Fall 2012 in order to sign up for the apartments during Room Selection Spring 2013. Student would Move in Fall 2013)

BREAK HOUSING (SEMESTER)
Each year the Wesleyan College residence halls and apartment buildings close for the Semester Break in December. These dates are published in the College Catalog and *The Wesleyanne*. 
We encourage students to make travel arrangements that coincide with the College breaks. However, we also understand that extenuating circumstances may arise requiring a student to stay late, return early, or remain on campus during a break period. If a student has special circumstances requiring that she stay late, return early, or remain on campus during a break period she should follow the Semester Break Housing procedure listed below.

1. The student should contact the Director of Residence Life as soon as possible to discuss the special circumstances and request permission to stay late or return early however, requests must be submitted in writing at least three weeks prior to the beginning or ending date of a break date or by the designated deadline set during a break housing application process.
2. The Director of Residence Life will review the request and notify the student if an exception has been granted.
3. Students who need housing during the semester break will be charged a weekly or break rate in order to cover the cost of utilities not normally used during this period. No daily rates are available.

Students remaining on campus during a break period will be required to follow all college and residence hall policies and regulations during their stay. In addition they will be required to sign an early arrival/late stay guideline sheet outlining additional rules for the break period.

For safety and security reasons, in addition to a decrease in staff coverage and minimizing the use of utilities during break periods students may be consolidated to designated locations or may not be able to stay in their regular residence hall rooms or apartments.

CHECK-IN
Upon the beginning of each academic year, every student must check-in to her residence hall or apartment with a Residence Life Staff member. The check-in process requires reviewing and signing the Room/Apartment Condition Form that lists the condition of the room at check-in. Each student is responsible for making sure that the room/apartment condition form is thorough and lists all current damages in the room. Any necessary additions or corrections to the Toom Condition Form must be reported to the RA within 72 hours for review. For more information on the Room Condition Form please view the appropriate information in this section. Students must follow the same check-in procedure during the summer months if applicable.

CHECK-OUT
Before a student vacates her residence hall room or apartment, she must make an appointment with her RA to officially check-out of her room at least 24 hours prior to her desired departure. The RA will compare the room/apartment condition form filled out at the beginning of the year, to the condition of the room at checkout. Any differences or discrepancies will be noted on the room/apartment condition form and will be presented to the student to sign during check out. All changes will be reported the the Director of Physical Plant who will review each case and determine if an actual damage has occurred. In the event of actual room damage the student will be billed at the cost to repair the damage. Damages are applied to student’s account approximately 3 weeks after the conclusion of the semester.

Students must follow the same check-out procedure during the summer months.

Failure to sign up for a check-out time, failure to attend a scheduled appointment, or failure to vacate the residence hall by the designated time will result in a minimum $25 fine being charged to the student’s account. Other fine information related to checkout is listed in the closedown procedures distributed to residents prior to hall closings. Under no circumstances may a student leave their keys in their room upon check out. This will be considered an automatic improper check out and students will forfeit their right to appeal any damages found in their room. Any items left in student rooms will be discarded and the resident(s) may be charged a minimum cleaning fee of $25.

Students who check out during the year due to withdrawal must check out by 5 P.M. on the day of scheduled check out. If the withdrawn student does not check out by the designated time, the student may be escorted off of the campus by Campus Police and may be denied visitation privileges in the future.

HALL CLOSINGS
Following final examinations at the end of each semester, a student is required to vacate her residence hall room or apartment within 24 hours of her last exam or at the designated hall closing time, whichever comes first. Any extenuating circumstances preventing a student from leaving at the designated time must be made according to the exception policy designated at the end of the semester. Additional fees will be charged for late stays. At the conclusion of spring semester, students participating in commencement exercises may remain in their campus residence with permission until 7:00 p.m. on the day of commencement. All other students must vacate their rooms within 24 hours of their last exam, or by 10 a.m. the day following the last day of exams. Any student who has not vacated her room by the time of hall closing will be fined a minimum of $25 per day she has not vacated.
**Nontraditional Housing**
Requests for housing for non-traditional students must be submitted to the Director of Residence Life and will be considered on a case by case basis. A non-traditional community has been set up in Hightower Hall to aid the academic and social needs of Wesleyan Non-Traditional students. Non-traditional students living in campus housing must be registered for a minimum of 9 credit hours and must follow all policies and guidelines as set forth in the student handbook. Nontraditional students desiring to live in a building or room outside of the designated Nontraditional Community, must meet the eligibility requirements as set forth for that area and should secure a compatible roommate or apartment mates.

**Public Area Usage Guidelines**
For facility usage guidelines for all campus facilities, please see the Campus Policies section.

**Porches/Balconies/Breezeways**
- No tape on glass parts of doors
- No signage or advertising covering doors or windows
- No crepe paper on pillars or marble
- No spray painting allowed
- No candles
- No chalking
- Signs may not be hung from porches or balconies without prior permission from the Director of Residence

**Hallways**
- Students wishing to post flyers in the residence halls must have their flyers approved by the Director of Student Activities. All residential flyers must be given to the Director of Residence Life for distribution to the RA Staff who will post flyers for Residential students. Flyers that are posted without following proper procedures will be removed immediately even if they have been approved for posting.
- No tape on glass parts of doors or windows
- No signage or advertising covering doors or windows
- No tape or chalk on carpet
- No candles

Decorations for special events such as Homecoming, Senior Skip, etc. must be removed and cleaned within 24 hours of the end of the event or fines will be imposed.

**Lounges**
- May be used by students, faculty and staff
- Outside groups may use only during summer months
- Furniture may not be removed
- Furniture may be moved to accommodate event, but must be put back in original location at the conclusion of event. Any damage caused by moving lounge furniture, will be assessed to the group utilizing the space.
- Walls may be decorated for special events using the appropriate adhesives as designated in the Room Decorating guidelines.

**Removal from Campus Housing**
Students can be removed from campus housing as deemed necessary by the Director of Residence Life or the Vice President for Student Affairs. Examples include, but are not limited to, the following: multiple minor rule infractions, disrespect to staff, physical violence, vandalism, possession of illegal substance(s), and possession of weapons of any kind. Students who are removed from campus housing receive no refund of fees and must pay in full all tuition, room and board charges. Students will be given a deadline for removal and if they have not vacated their campus residence by the designated deadline the student will be escorted off campus by Campus Police and may be denied visitation privileges in the future.

**Residence Agreement**
New and returning students will not be permitted to move into campus housing until they have been cleared by the Business Office, Financial Aid Office, Registrar’s Office and Health Services. Students should consult with each of these offices prior to move in to ensure a smooth check in process.
RESIDENCE HALL SPACE
Assignments guarantee space (not specific rooms) within the residence halls. The Department of Residence Life reserves the right to assign students to other spaces, rooms or halls, when to doing so appears to be in the best interest of individuals or groups of students, or when it determines that a student is not actually residing in her assigned space. Residence contracts are for entire academic year.

RESIDENCY REQUIREMENT
Wesleyan College believes in the value of the College community and the importance of both the curricular and co-curricular life of students. Therefore, residence hall living is considered an important part of the total education process at Wesleyan College. All full-time traditional undergraduate students are required to live on campus during their enrollment at Wesleyan. Students who are enrolled part time are not exempt from the residency requirement.

The Director of Residence Life must approve any change in resident status. Fifth year seniors who have completed 8 full time academic semesters at Wesleyan College (Fall and Spring Semesters) and students whose immediate family members are local residents may be exceptions to the residency policy. An immediate family member is defined as a mother, father or legal guardian as defined by a court of law. Local residency is defined as a 25.0 mile distance from the college. Documentation includes proof from the Registrar’s office for those claiming 5th year senior privileges and copies of state issued identification for immediate family members for students claiming residency within the local area. Verification of residence includes a copy of both the student and parental drivers' license and a utility bill dated in the last 90 days, all showing the same local address.

All individuals desiring to live off campus and request an exception to the residency policy must submit the appropriate paperwork to the Director of Residence Life by July 1 (Fall Semester) or December 1 (Spring Semester). Requests will not be accepted after this time. If a student wishes to appeal the decision of the Director of Residence Life, she should do so in writing to the Vice-President of Student Affairs. Any student receiving financial aid through the college must notify the Director of Financial Aid when a request is made for change in resident status as financial aid may be affected. If living off campus without permission, the student will be charged the full room and board rate. Submission of a Change of Resident Status Application does not guarantee approval to live off campus. You will receive written notification from the Division of Student Affairs regarding verification of your status.

ROOM ASSIGNMENTS/ROOM SELECTION
Students participate in a room selection process each year during the spring semester. Sign-up order is assigned based on number of earned credit hours as of the previous semester. Students must be registered for classes for the semester in which they are selecting their housing. There are a limited number of private rooms available per building which are granted based on greater number of credit hours earned. If a student does not receive her first choice for room selection, she may elect to be placed on a waiting list in the event that space becomes available in the future. Information regarding the room selection process is distributed to students via campus mail, email, and/or floor meetings during the spring semester. It is the responsibility of the student to attend her Room Assignment appointment. If she fails to attend her appointment time, an assignment will be made for her at the conclusion of the Room Selection process after all additional students have been assigned.

ROOM CHANGES AND CONSOLIDATION POLICY
Students are allowed to make room changes at the designated room-change period, which takes place at the beginning of each semester. Students desiring to move into a new room must follow procedures as directed by the Director of Residence Life. The student requesting a room change is the student who is expected to move. Any student making an improper room change will be fined a $25 improper checkout fee, and may have to return to the appropriate assigned room. Fees will not be pro-rated for room changes.

After the room-change period, all room-change requests will be considered on an individual basis and granted by the Director of Residence Life only after all other attempts to create a suitable living environment have been exhausted. After designated room-change periods, students without roommates are in the consolidation process and have the following options:

1) choose a roommate;
2) choose to remain in a private room and pay the private room fee of $500/semester;
3) accept a change of assignment.

Students will have 6 weeks from the start of classes to choose one of the first two options. At the 6 week mark, the Director of Residence Life will inform all students of their status in the consolidation process and will begin to assign students to their new room or roommate. Students are encouraged to self-select a roommate from the other students going through the consolidation process and choose the room in which they will reside. When students do not self-select a roommate, they will be assigned one at random and the room assignment will be selected based on the student with the highest number of credit hours.

The Office of Residence Life reserves the right to make a room change at any time it is deemed to be in the best interest of the student(s) involved. If the room change is not completed by the specified date, the student is subject to a $25 per day fine for each day past the deadline. Room Change requests will not be honored during the last two weeks of a semester.
ROOM AND APARTMENT CONDITION FORMS
Prior to the arrival of each student, all rooms are inventoried for the current condition of all furniture, walls, flooring, ceiling, fixtures, door, appliances, etc. Resident Advisors document each of these conditions on an official Room Condition Form or Apartment Condition Form and complete the necessary work orders prior to the check-in period. During the Check In Process, each student will sign the appropriate form and will be provided a copy for their records. Students should inspect their rooms or apartments immediately upon move in and notify their RA of any damages or conditions which are not documented on the official Room or Apartment Condition Form. Additions or changes to condition forms must be reported within 72 hours of move in to the appropriate resident advisor. Resident Advisors will inspect the area reported by the student and then add it to the form if necessary. It is the responsibility of the student to make sure that ALL conditions are listed on their Room or Apartment Condition Form. Failure to completely check the room or report additional conditions to the appropriate personnel is not grounds for appeal of any damage fine incurred by the student.

During check out, the room will be inventoried and compared against its original move in condition. Any changes in condition will be reported to the Director of Residence Life and to Physical Plant in order to be assessed for damages. Physical Plant will determine the exact cost to be assessed to a damaged room and the cost will be passed along to the student. Damage fees and Residence Life fines are placed on student accounts approximately 3 weeks after the end of the spring semester and it is the responsibility of the student to check their account on the portal for any applied fines.

ROOMS NOT IN USE
Students are prohibited from storing any belongings in an empty room in the residence hall or apartment. Empty rooms must remain clean and available for room changes and emergency housing situations. Students found in violation of this policy will be fined $25 and will be required to remove belongings immediately. Additional sanctions may be imposed if necessary.

SUMMER HOUSING
Summer housing is available to all current students registered for the fall semester at a reasonable cost. Housing may be made available to recent Wesleyan Graduates in good standing with the college if space is available. Students living in campus housing during the summer months are required to adhere to all Residence Life policies and guidelines stated in the student handbook. Students failing to comply will be subject to sanctions imposed by residence hall staff. Space is limited and priority for housing will be determined by the Director of Residence Life.

SEARCHES AND ENTRY BY COLLEGE OFFICIALS
The College reserves the right for appropriate officials to search individual rooms, suites, apartments, buildings or any area when there is a reasonable suspicion that a policy violation or illegal activity is taking place. The College reserves the right to conduct a search as necessary whether or not a student is present in the room. If a search produces evidence of a policy violation or illegal activity, the resident(s) of the room will be referred to the appropriate College judicial board, administrative procedure, or law enforcement agency. College personnel may also enter a room to conduct routine, requested, or emergency maintenance procedures.

SEARCHES AFTER A FIRE ALARM
It may be necessary to conduct a search immediately following the activation of a fire alarm. If illegal items are discovered during fire safety checks of the building, these illegal items will be confiscated and the appropriate action/fine will be assessed. Any item confiscated during a Residence Life search, which represents a violation of policy, will not be returned to the student.

VACANCIES
Vacancies in the residence halls and apartments that occur after the designated room selection time will be filed by the Director of Residence Life. Students on the waiting list will be considered for all vacancies before other students who are not on the waiting list. Housing assignments may be changed prior to move in to accommodate occupancy requirements. Mid semester vacancies may require a student to go through the consolidation process. Students who do not comply with the consolidation process will be charged for a private room.
Visitation Policy and Procedures

Wesleyan College recognizes that visitation is an important privilege offered to the students. However, with this privilege comes responsibility. Visitation of guests, whether male or female, must not interfere with a roommate, suitemate, or apartment-mate’s right to privacy, study time, sleep, etc. Residents may not exercise their visitation privileges if doing so interferes with the rights of the roommate, suitemate, apartment-mates, or of any other resident. Students may have guests in their room or apartment only with approval from their roommate or apartment-mates according to the following guidelines.

CONDUCT
The resident with whom the guest is staying is responsible for the actions and conduct of her guest at all times. Guests and hosts alike are responsible for knowing and abiding by all regulations and policies.

ESCORT
A Wesleyan College student must escort her guest at all times. In addition, guests may not be left alone in a residence hall or apartment for any period of time. It is the responsibility of every Wesleyan student to inform unescorted guests that they must leave the building and notify Campus Police of this behavior.

OPEN VISITATION HOURS
Wesleyan students are permitted to invite male and female guests to campus during open visitation hours. Open visitation hours are as follows:

- **SUNDAY – THURSDAY**: 10am – 12pm
- **FRIDAY AND SATURDAY**: 10am – 2am (the following morning)

During open visitation hours, a guest registration form is not necessary for guests who are visiting campus. However, Wesleyan students are highly encouraged to complete a guest registration form for any guest visiting campus in order to ensure a smooth visit. Even though guest registration forms are not required during open visitation hours, a student should minimally receive verbal permission from their roommates, suitemates or apartments for any guest entering the residence halls or apartments. All guests visiting campus must register their vehicle with Campus Police regardless of how long they are going to be on campus.

OVERNIGHT GUESTS
Wesleyan students are permitted to host an overnight guest on campus in their residence hall room or apartment as long as they have followed all overnight guest registration guidelines. An overnight guest is defined as any Non-Wesleyan Student on campus after open visitation hours. Wesleyan students staying overnight in a room or apartment which they are not assigned to, are also considered overnight guests and must be registered as such.

Out of respect and for safety reasons, a resident must request and receive approval to host an overnight guest 24 hours in advance from her roommate, suitemates or apartment-mates. Approval of guests with less than 24 hours notice will be approved on a case by case basis with an extenuating circumstance only. After gaining approval, the resident must register the guest with a Residence Life staff member according to the guest registration procedure. Failure to gain approval or to register the guest will result in the guest being asked to leave and referral of the resident host for judicial action.

When visitation is permitted, each overnight guest may stay for a maximum of three consecutive nights and may not spend more than eight nights on campus per month without special permission from the Director of Residence Life. Guests are not permitted to stay with different Wesleyan Hosts in order to extend their stay on campus past the guidelines set above. Students are permitted to have one overnight guest per evening. All other guest policies must be followed at all times for the duration of the guest’s stay. In extenuating circumstances regarding the number of visitors per evening or the number of days permitted, students must gain approval from the Director of Residence Life.

OVERNIGHT VISITATION – FEMALE
Female guests are permitted to visit Wesleyan residents 7 days a week. Any female guest visiting campus must be registered as an overnight guest if they are staying past open visitation hours. Any Wesleyan student staying overnight in a room which they are not assigned to is considered an overnight guest. Because female guests are permitted overnight seven days a week, there are no building specific visitation options.
OVERNIGHT VISITATION - MALE
Male visitation is defined as those times a resident may have male guests in her room, apartment, in the public areas of the residential spaces, or around campus. Specific visitation plans describe the maximum hours during which male guests may visit. Within these plans, all guidelines listed in the visitation policy must be followed and the desires and concerns of the roommate, suitemate, apartment-mate, or other residents are of most importance and govern what are acceptable and unacceptable visitation privileges. The College reserves the right to limit or discontinue male visitation privileges if deemed necessary.

Male visitation options apply to individual residence halls and apartments accordingly:

PLAN A: BANKS HALL, WORTHAM HALL AND PERSONS HALL
Overnight male guests are not permitted in Banks, Wortham and Persons Halls. Male guests may visit Wesleyan students during Open visitation hours as outlined above.

PLAN B: HIGHTOWER HALL AND JONES HALL
Overnight male guests are permitted in Hightower Hall and Jones Hall on Friday and Saturday Evenings. Male visitation begins at 10:00 am on Friday and ends at midnight on Sunday.

PLAN C: APARTMENTS
Twenty-four hour visitation is permitted in accordance with guest registration policies. Any guest staying past open visitation hours must be registered.

OVERNIGHT VISITATION - MINOR
Children under 6 years of age are not allowed to spend the night in a residence hall room or apartment. Children between the ages of 6 – 16 can stay on campus overnight only if they are an immediate relative of the Wesleyan Student occupying that room (i.e. Brother or Sister). Siblings visiting overnight must still follow all visitation policies. Minors staying overnight must follow the guidelines set above as designated by gender.

OVERNIGHT GUEST REGISTRATION POLICY
In order to ensure the highest safety standards possible, the following overnight guest registration policy must be followed by all residents at all times. Male and female overnight guests remaining in the residence hall or apartments past 12:00 a.m. (midnight), Sundays through Thursdays and 2:00 a.m. on Fridays and Saturdays must be registered. During college holidays when classes are not in session (i.e. Labor Day, Fall Break, Thanksgiving etc), guests are permitted to stay overnight the evening before a holiday even if it is not a weekend. This does not include the beginning of each semester prior to the start of classes, finals week, and extended breaks more than four days in length (IE Spring Break).

In order to register a guest, a student must fill out a Guest Registration Form, which can be obtained from Portal under the Student Affairs section of the Wesnet tab. The Guest Registration Form includes Wesleyan host information, guest information, in addition to signatures from all roommates and suitemates or apartment-mates. Permission must be granted from a roommate, suitemates, and apartment-mates which are indicated by signatures on the registration form.

For identification purposes, a copy of the Guest Registration Form must be carried with the guest at all times while on campus. All guests must present their approved guest registration form to any Campus Police Officer, Wesleyan College Administrator or Residence Life Staff Member when requested to do so. Without a completed form, all guests will be escorted off campus.

GUEST HOUSING
Wesleyan College is pleased to offer guest housing options for students who wish to rent a room for their guests. Guest housing is available on a first come, first served basis and students are responsible for all fees associated with renting a room on campus. To reserve guest housing, students should contact the Director of Auxiliary Services. The Department of Residence Life does not offer guest housing.

ELIZABETH TURNER CORN HALL (TOWNHOUSE) AND JONES AUXILIARY SUITES
This facility is available to parents of current students, parents of prospective students, and guests of the college, and is reserved through advanced registration. Students wishing to reserve the townhouse or auxiliary suites must do so a minimum of one week in advance. Rental fees for these rooms can be received at the time of registration. Guest occupancy of the townhouse or auxiliary suites shall not exceed more than seven consecutive days by any one party without special permission from the Director of Residence Life or Director of Auxiliary Services.
Wesleyan College assumes no responsibility for personal property that is lost or stolen. Visitors must observe all College rules while on campus. Guests must be escorted by the Wesleyan College host at all times when outside of their room.

Anyone failing to comply with these guidelines will forfeit guest-housing privileges on campus and may be referred to Honor Council. Wesleyan students will be held responsible for the conduct of their guests and are responsible for any damage to college property caused by their guest.