

## **RESIDENCE LIFE AND HOUSING INFORMATION AND POLICIES**

The Office of Residence Life and Housing does not discriminate in its application, assignment, or discipline procedures; in access to its programs or activities; or in treatment or employment of individuals on the basis of race, creed, color, national origin, ancestry, disability, age, sex, sexual orientation, or nationality.

### ***Welcome***

Welcome to New England College campus living! We hope that during the coming year you will take advantage of the opportunity to become a productive and responsible member of your residential community. The experience of on-campus living is a valuable part of the College education. Students gain independence, obtain knowledge, and develop lifelong relationships. Making the best use of this experience requires a commitment to a few basic principles including:

- Consideration for the rights of others for privacy and quiet
- Respect for the community and for others' personal belongings
- Discussion of differences with roommates or neighbors in a timely and constructive manner.

New England College offers you a living experience based on a community structure that supports the College's commitment to a culturally diverse residential environment. In order to maintain a strong community with an atmosphere conducive to academic excellence, there must be guidelines for appropriate behavior. These guidelines encourage student accountability and responsibility, and have been established with the intention of benefiting the community as a whole. All students are responsible for abiding by all College policies and procedures, including those stated in this handbook and in the housing contract.

### ***Residence Life Staff***

The Office of Residence Life and Housing is responsible for developing and implementing the New England College housing policies. The office includes a director, a housing coordinator, two live-in area coordinators, two live-in graduate hall directors, and 22 resident advisors (RAs).

During the academic year, the Office of Residence Life and Housing is open Monday through Friday from 8:30 a.m. to 4:30 p.m. The staff strives to provide assistance, offer educational opportunities, and answer questions regarding housing policies and procedures. Students are encouraged to stop by and meet the various staff members who supervise their areas, and to become familiar with the Office of Residence Life and Housing.

Each residential area is supervised by a full-time, live-in area coordinator (AC). These ACs will be available in their areas for regular office hours during the business day. The graduate hall directors (GHDs) are part-time, live-in professionals completing coursework for a master's degree in higher education. The GHDs support the ACs in supervision of the residential areas and student staff. Resident advisors are on duty Sunday through Thursday from 7 p.m. to 8:30 a.m. each night and have 24-hour shifts on Friday and Saturday. The staff encourages residents to be responsible and independent in their living areas. Individuals are expected to take responsibility for creating and preserving a positive community. Residents are expected to respect the rights of others, to be considerate, to take care of property, and to act as responsible adults in the community.

### ***Resident Advisors***

Resident advisors (RAs) are students who have successfully completed extensive selection and training programs. Their primary role is to work with you as a peer advisor to make your stay in on-campus housing a positive living-learning experience. The RA is available to:

- help students meet other residents and build a community within each living environment
- provide support with social, personal, and other issues
- assist in the resolution of conflicts with room/suite/apartment mates
- plan activities to address students' needs and interests
- uphold the rules and expectations of the College Code of Student Conduct and Residence Life policies and procedures
- educate residents regarding academic programs, career services, health services, counseling services, intramurals, and other campus resources
- enforce safety and security measures in cooperation with Campus Safety
- assist the AC/GHD with administrative tasks.

Applications for RA positions are available November 1<sup>st</sup> of each year. Students interested in applying to be an RA are strongly encouraged to attend information sessions held throughout the fall semester.

### ***Customer Service Representatives***

Customer service representatives (CSRs) are work-study students who have successfully completed extensive selection and training programs. Their primary role is to provide excellent customer service and to support the functions of the Office of Residence Life and Housing in the central office.

### ***Residence Life and Housing Staff Contact Information***

The most updated information about the Office of Residence Life and housing staff, policies, and important deadlines is listed on our website: [www.nec.edu/student-life/residence-life-and-housing](http://www.nec.edu/student-life/residence-life-and-housing)

Students can also contact the Office of Residence Life and Housing by e-mail at: [reslife@nec.edu](mailto:reslife@nec.edu). Staff can also be reached at the following numbers and locations:

#### **Residence Life Central Office**

Simon Center, Room 314 - 603.428.2242

#### **Area Offices**

Colby 193 - 603.428.2879

Quad/Houses, Charter 124 - 603.428.2334

West 113 - 603.428.2315

### ***Residential Living Areas***

The residential living areas provide students with the opportunity to develop skills they can use throughout their lives, including the ability to resolve conflicts, make compromises, understand another person's point of view, take responsibility for community activities, and develop a community that is as safe and secure as possible for all its members. By living and working together, the residents give their living area a distinct personality through the activities they plan and the friendships they develop. Colby Hall, conveniently located next to dining services and the Simon Center, is one of the first-year housing options and is the largest residence hall on campus. It is a co-ed residence hall that houses approximately 180 students in five connecting towers. West Hall, another first-year housing option, is centrally located on the Simon lawn. West is also a co-ed facility that houses approximately 100 students. Both Colby and West halls house students in double rooms. The quad area is comprised of three traditional style residence halls. These buildings house upper-class students in double rooms with a few singles rooms as options. Sanborn, Rowe, and Union are the three buildings that make up the houses area. These buildings are a mix of single and double rooms, suites, and apartments. The Rowe apartments have been designed to provide campus housing for upper-class students who want the additional privacy and independence of apartment living and are willing to accept the responsibility of cooperative housekeeping.

### ***Student Rights***

As a resident of New England College housing, you possess specific and individual rights that should be respected by your roommates/suitemates, by those living around you, and by the Office of Residence Life and Housing. These rights are balanced by reciprocal responsibilities, which everyone must uphold to maintain the residential community. As a resident, you have the right to:

- sleep and study in your room free from undue interference
- have control over your personal belongings
- have free access to and from your place of residence
- enjoy a clean, safe environment in which to live
- entertain guests when it does not infringe upon roommate or community rights or conflict with housing policies
- confront another's behavior when it infringes upon your rights
- be free from all forms of intimidation, including verbal, physical, and/or emotional harm
- bring forward issues and grievances
- seek aid of staff in resolving conflicts
- be afforded due process.

### ***Community Standards***

At the beginning of each semester, students will be expected to participate in a suite/floor/apartment standards meeting facilitated by an RA. Community standards are the agreements made by the residents concerning how floor/suite/apartment mates will relate to and treat each other. Community standards can be seen as a list of agreements made by members of a given community. Community standards are a process by which individuals begin forming a community through dialogue, compromise, and commitment. Community standards evolve; they should not be thought of as a task to be completed, but as a means by which community interaction occurs.

An important aspect of community standards is discussing and deciding how to enforce the agreements. Discussing the issue of responsibility and accountability of each floor/suite/apartment member to every other member can be difficult. The thought of holding someone accountable can be equally difficult, so the RA is available to help residents have these discussions. Community standards are an ongoing process that defines mutual expectations for how the community will function on an interpersonal level. Community standards further provide the mechanism for the community to deal with behaviors that violate standards.

### ***Roommate Agreements***

Within the first week of school, first-year students will complete a roommate agreement with the assistance of their RA. While the community standards apply to the entire suite/floor/apartment, the roommate agreement is a separate document that opens the door for communication between residents of the same room. Many incoming students have never had to share a room with another person, so the agreement serves to facilitate open dialogue between roommates. In the event of a conflict, the agreement will be used to remind roommates of the values and guidelines they chose to uphold.

### ***Get Involved***

Attending classes is only part of a college education. A complete college education includes a rich assortment of activities, which are made readily available in the New England College living-learning community. Part of our mission in the Office of Residence Life and Housing is to provide opportunities for community involvement, giving you a chance to help shape the community in which you live. Involvement in campus activities offers many rewards: new friendships, a broadened awareness of the rich diversity found in the New England College student body; a greater appreciation for scholarship, art, and community building; and a chance just to relax, have fun, and build memories that will last a lifetime. So get involved! Among your options are both paid positions and volunteer opportunities that will enable you to develop and improve your communication and leadership skills.

### **Housing Eligibility and Assignments**

#### ***Housing Eligibility***

New England College requires all students to live in on campus for a minimum of two academic years or four semesters. Students who are 21 years of age or older, veteran status, married, civil-unioned, have a child(-ren), or have a permanent home address within a 30 mile radius of campus may be exempt from the housing requirements. Exceptions are made on an individual basis through the Petition to Move Off-Campus. To be eligible for on-campus housing, students must maintain full-time status by carrying at least 12 credit hours per semester. Students who fall below full-time status and wish to remain in on-campus housing must request permission in writing from the Director of Residence Life and Housing or designee.

### **Assignments Process**

#### ***New Students***

Housing is assigned for the full academic year. Applications submitted after College housing is filled to capacity will be placed on a waiting list in order of the date on which it was received. If residence halls are filled, we reserve the right to place students temporarily in overflow accommodations until standard occupancy space is available.

#### ***Returning Students***

Housing is assigned for the full academic year. If you decide to withdraw from this housing contract, you must notify the Office of Residence Life and Housing in writing by July 1. After this deadline, students will be responsible for housing and meal plan charges for the entire academic year. Returning students choose their housing assignments for the following year during the room selection process in April. Priority is given to current residents first by number of credits, then by GPA order. Students must be registered for fall classes before room selection to be eligible to participate and choose a room for the following academic year.

### ***Housing Waiting List***

Students who do not pay the room reservation deposit by the April room selection, and students whose status number did not permit participation in the room selection process, will be placed on the waiting list with no guarantee of housing. Students must complete a request for housing form in the Office of Residential Life.

### ***Break Period Housing***

During Thanksgiving, winter break, and spring break all residential facilities will be closed. Only those students enrolled in Winterterm or Summerterm classes may apply to remain in residence during the winter/summer breaks. No students are permitted to be in the halls during these break periods.

### ***Housing and Meal Plan Contract***

All students living on campus must sign a housing and meal plan contract prior to moving into their assigned room. All students are responsible for abiding by all College policies and procedures, including those stated in this handbook and in the housing contract. Please refer to the Housing and Meal Plan Contract for specifics regarding dates and deadlines related to contract release and termination. Gilmore Dining Hall provides cafeteria-style service, with two segments of seating in a bright, open floor plan. Students may use their meal plan allowances or pay in cash. The Simon Center houses the Café which is a “to-go” option. At the Café, students may use their Flex Cash or pay in cash. All meals are planned and prepared under supervision of a contracted food service provider.

Resident students are required to select one of four meal plans - a 19, 15, 10, or 7 meals per week, each of which have an allotment of Flex Cash. The maximum number of meals per week is 19 (3 meals per day Monday – Friday and 2 meals per day Saturday – Sunday). All undergraduate resident students in their first academic year at the College are required to purchase a 19 or 15 meal plan. Students can request to have their meal plan increased during the year; however, students may not decrease their meal plan after Fall semester Add/Drop period.

### ***Flex Cash***

Each meal plan includes a starting balance of Flex Cash. The amount is added to each student’s I.D. card and may be used in either Gilmore Dining Hall or the Simon Center Café to purchase additional meals for the meal plan participant or a guest. Any unused Flex Cash from the fall semester will “roll over” into the spring semester. Any unused Flex Cash funds will be lost at the end of the spring semester.

### ***Contract Termination***

The College may terminate this agreement and take possession of the room at any time for violation(s) of: the terms and conditions of the Housing Contract, health reasons, failure of the student to contract for or continue on the board plan without authorization, failure to pay room and board costs, or violations of published College policies. Residents may request termination of their housing and/or meal contract as indicated in the section titled “Housing Contract Release Process.” At the close of the academic year, or upon withdrawal or dismissal from the College, the student must remove all personal belongings from the room, return his/her keys, sign the check out and room condition forms, and check out with the appropriate residence hall staff within 24 hours after his/her last exam, or 24 hours after the date of his/her discontinuance with the College.

### ***Housing Contract Release Process***

Your housing contract is binding for the entire academic year. Releases from the housing contract are granted only under exceptional circumstances, for example:

- medical reason with documentation
- financial reason with documentation
- marriage
- withdrawal from the College
- transfer to another institution.

If you wish to petition for release from your housing contract, you must email your request to the Office of Residence Life and Housing. All petitions are reviewed by the Director of Residence Life and Housing or designee.

### ***Late Occupancy***

A student planning to occupy his/her room after the opening of the residence halls should notify the Office of Residence Life and Housing in writing prior to the assigned arrival date. A room will not be held later than the first

day of classes unless the student has notified the office of the late arrival. Failure to do so may result in a loss of the room and forfeiture of refunds related to the housing contract.

### ***Administrative Moves***

The College expressly reserves the right at any time during the academic year for the Director of Residence Life and Housing, or his/her designee, to reassign a student to other housing accommodations as the College, in its absolute discretion, deems necessary for maximum utilization of the College's housing facilities and for situations that are in the best interest of the residential community, in which event charges will be adjusted accordingly. Charges may be decreased when reassignments are made, but not increased without the agreement of the student affected, unless the reassignment is a room change initiated by the student. All available measures will be taken to ensure that the student is given adequate time to move, but establishing this time frame for such administrative moves is the sole responsibility of the Residence Life and Housing administrator involved in the situation. Failure to comply with such requests may result in student conduct action and/or cancellation of the student's contract for College housing.

### ***Consolidation***

When the number of vacancies in any residential area reaches a determined level, the Office of Residence Life and Housing will implement its consolidation policy. Students may be asked to move out of a given area, or may be required to move to a different assignment within that area. Students not complying with the consolidation policy will be assessed an additional room charge and may face a referral to the Office of Student Conduct.

### ***Room Changes***

Requests for room changes will not be honored during few weeks of the semester, except under rare and extenuating circumstances. Students who desire a room change must follow the procedures outlined by the Office of Residence Life and Housing by contacting the appropriate area coordinator or graduate hall director. When appropriate, mediation between room/suite/ apartment mates may be required before a room change is granted. All room change requests are subject to approval based on space availability. If there is a vacancy in your living unit as the result of a room change, the Office of Residence Life and Housing reserves the right to check the condition of the room and to assign a student to the vacancy. Students are expected to maintain the prepared condition of any vacancy in the living unit. Any student involved in an unauthorized room change, or who fails to maintain a prepared vacancy, may be charged a minimum of \$150 in addition to possible judicial action. Any student who fails to properly check out of their old room may face an additional \$150 improper check out fee.

### ***Removal from Housing***

When it becomes clear that a student has caused extensive and/or repeat damage to the College housing facilities and/or repeat student conduct violations, the area coordinator or graduate hall director may recommend removal from housing. The Director of Residence Life and Housing or his/her designee will make final removal decisions. Students appealing those decisions must notify the Director of Residence Life and Housing of the intent to appeal immediately and must submit this appeal to the Director of Residence Life and Housing within five (5) academic days. All communications must be in writing.

### ***Housing Operations***

#### ***Entry***

The College respects and appreciates the student's right to privacy. Your room/suite/apartment is considered your private domain and will not be entered without your permission, except but not limited to the following circumstances:

- if there is reason to believe that a threat to the health, welfare, or safety of any person or property exists
- enforcement of College policies as stated in this publication and the College Code of Student Conduct
- performance of maintenance/custodial services and inspections
- health-and-safety inspections
- closing inspections prior to all break periods
- when a search permit is issued for the search and/or seizure of property
- for nuisance noise (e.g., alarm clock, unattended stereo, etc.).

If there is a vacancy in your living unit, the Office of Residence Life and Housing reserves the right to check the condition of the room and to assign a student to the vacancy. Students are expected to maintain the prepared condition of any vacancy in the living unit. Failure to do so may result in a referral to the Office of Student Conduct.

### ***Damages and Damage Appeals***

Students are responsible for the condition of their room at the time of check-in until they are officially checked out of their assignment by a Residence Life staff member. The condition of the room is noted in detail on the room condition report (RCR) issued to each student during check-in. Damages are assessed throughout the academic year and after the close of the residence halls in the spring semester. All damage appeals must be made in writing to the Residence Life and Housing Office within 14 days of notification of charges. The cost of damage to common areas (halls, bathrooms, lounges, TV rooms, etc.) and false fire alarms are the shared responsibility of each resident. If the responsible individual(s) cannot be determined, the entire community will share the cost of the damage, whether that is the section, floor, or the entire building. Community damage charges are NOT subject to appeal. Students who choose for the express check out option during closing at the end of the semester waive their right to appeal any damages associated with their room.

### ***Health-and-Safety Inspections***

Approximately once per month, the Office of Residence Life and Housing staff will be examining the rooms/suites/apartments. These inspections will be announced in writing to residents via the New England College e-mail system at least two days prior to the inspection. During inspections, each room/ suite/apartment will be examined for cleanliness, damage, health- and-safety concerns, and fire hazards. Examples of health-and-safety violations include, but are not limited to:

- items that violate the Code of Student Conduct and Housing Contract
- fire hazards
- excessive trash
- ceiling hangings
- inappropriate or offensive material in the common area
- lofts
- failure to maintain an appropriately sanitary living space as determined by the Office of Residence Life and Housing

Unauthorized appliances, lamps, candles, ceiling hangings, and other health and safety hazards and policy violations may be removed from the room by residence life staff or campus safety officers. Residents who fail the inspection may face disciplinary or misconduct charges. Failure to maintain each residential area in a satisfactory condition could result in a student conduct violation. In addition, residents will be assessed for damages found during inspections. Staff will conduct follow-up visits to ensure problem areas are brought up to standard. Items that are confiscated will be stored, destroyed, or discarded, as appropriate.

### ***Keys, Combinations, Swipe Cards***

Each student is issued a combination(s) to his/her room/suite/apartment and/or building at the time of check-in. It is mandatory that key(s) be returned when the student checks out. Keys may not be duplicated, nor may they be transferred or given to other persons. Lost keys should be reported immediately to the Office of Residence Life and Housing. Combinations and swipe cards may not be transferred or given to other persons.

In order to ensure that our residence halls are safe and secure, lock/combination changes will occur any time a key or combination is reported lost. Students will be charged appropriately for any lock/combination change(s) necessary as a result of the lost key(s)/combination. The cost is begins at \$50 for a combination change and increases if a lock needs to be changed. When a student changes rooms, the combinations to each room involved in the move will be changed as standard procedure by the College and will NOT be charged to the residents.

### ***Locking Doors***

For your own personal safety and security, you should keep your doors locked at all times and not prop open any suite, stairwell, or apartment doors. Propping open any doors is potentially dangerous and a violation of housing policies. If you do experience a loss by theft, immediately notify your RA and report the loss to Campus Safety.

### ***Lockouts***

Students who become locked out of their rooms should first attempt to locate a resident advisor to gain access to the room/suite/apartment. If an RA is unavailable, students should contact the Office of Residence Life and Housing. There is no fee imposed the first three (3) times a student is locked out of his/her room. Subsequent lockouts will be

billed to the student's account, starting at a rate of \$25 per lockout. Students will be required to present their student ID or otherwise prove their identity.

### ***Room Check-in and Checkout***

When you move into your room/suite/apartment, you will be given the opportunity to complete a room condition report (RCR). This report is kept on file and updated when you move out. An inspection for damages is also made when a student changes rooms. Failure to follow appropriate check-in or checkout procedures or to leave by the officially stated time may result in a \$150 fee for improper checkout. Students will be notified of the check-in and checkout procedures by the RAs, GHD, or AC of their residential area. Students are also directed to view their e-mail daily to stay informed of important dates.

The resident is responsible for reviewing and comparing the condition of the room to the condition noted in the RCR. Discrepancies must be emailed to the AC/GHD of the area within 48 hours of check-in. During checkouts, each resident of the room must schedule an appointment with his/her RA at least 24 hours prior to departure to be officially checked out of the room. Students must remove all personal belongings when checking out of the room and have the room returned to its original condition. The college will dispose of any abandoned personal belongings after 10 business days. Keys, where applicable, must be returned and the RCR signed at the time of check out. Students must officially check out within 24 hours of last final exam or cancellation of housing contract. Failure to properly check out will result in a \$150 improper check-out fee.

### ***Search Permits***

A search permit that involves the search and/or seizure of property must be secured from a professional Office of Residence Life and Housing staff member when entering a student room/suite/apartment for the enforcement of any regulation/policy as stipulated in this publication, the Code of Student Conduct, and the Housing Contract. In searching an area, closets and drawers may be opened. Improper or illegal items, in plain view, may be taken during health-and-safety inspections without a search permit.

### ***Emergencies***

To call for help in an emergency (e.g., cases of acute illnesses or accidents) or to report any serious threat to safety or security, call the Department of Campus Safety at 603.428.2323. This office, located on Union Street, is open 24 hours a day. Resident advisors (RAs) are on duty Sunday through Thursday from 7 p.m. to 8:30 a.m. each night and have 24-hour shifts on Friday and Saturday.

### ***Fire Drills and Alarms***

The College conducts biannual emergency evacuation drills. Students are required to exit the buildings immediately and may not re-enter the building without the direction of authorized College personnel. During the drill evacuation, College staff will re-enter the buildings and check all resident spaces for students who have failed to evacuate. Failure to comply may result in misconduct charges. In order to best protect yourself from the dangers of a fire on campus, adhere to the following policies and protocol:

- Always evacuate the building if an alarm sounds. Your life could depend on this
- If you see, smell, or hear fire, call out loudly, pull a fire alarm, and evacuate the building immediately. When you have vacated, call Campus Safety emergency number at x2323.
- In the event of a fire, do not use elevators.
- When an alarm sounds, vacate the building immediately upon hearing the alarm, and then proceed to the designated evacuation point. At that time, you would report to a residence life staff member for further instructions.
- Gases and smoke in a fire rise so keep low and crawl if you need to. Cover your nose and throat with a damp cloth if possible.
- If your clothing catches on fire, you need to “stop, drop, and roll.” Running will cause the fire to increase.
- If you cannot evacuate during a fire, hang and/or wave a sheet or other item from the window so rescue personnel know you need help.
- If smoke is entering the room where you are, stuff fabric materials that are preferably wet under the door, and try to seal the cracks between the door and door frame.
- Do not tamper with smoke or heat detectors.
- Do not overload electrical outlets.
- Familiarize yourself with the items and appliances that are not permitted in the residence halls, and comply with this policy.

- Do not smoke in or near the building.
- Do not burn candles, incense, or any other item with an open flame.
- Do not run electrical cords under rugs or furniture or over nails. Check all of your electrical cords on appliances and do not use them if the cords are frayed or damaged.
- Sleep with your bedroom and suite or apartment doors tightly closed. Doors are generally fire rated and will help keep a fire out. If they are open, the fire will come in.
- Learn the location of fire extinguishers and leave them alone so they are charged when you need to use them
- Know the location of fire exits
- Do not vandalize fire exit signs. Report missing or damaged fire signs immediately.
- Know the location of fire alarm pull stations. Use them only in an emergency.

## **Property Loss or Damage**

### ***Personal Property***

The College is not liable for the loss of money, clothing, or other valuables, or for any loss or damage to property belonging to the student, or any personal goods stored in College housing facilities. The College does not provide insurance for personal property. Students are strongly advised not to bring to campus any items of extraordinary value. Students are urged to inventory all personal belongings, to record serial numbers whenever possible, and to make arrangements through their parents' own insurance agents for adequate coverage. Thefts should be reported immediately to Campus Safety. Campus Safety offers the Operation ID service to assist in the identification of personal property.

### ***College Property***

The student is liable for any damage to College property and agrees to pay for the restoration of the property to its original condition, "act of God" or reasonable wear and tear excepted. Liability for any damage to the apartment or to the public area within any one of the residential units beyond reasonable wear and tear will be assigned to students of the particular building, apartment, suite, or room whenever the damage cannot be assigned as the responsibility of identified persons. Property belonging to the College must not be moved or taken from areas designated for its specific use. Students are encouraged to have Pilgrim Pride in their residential communities and help reduce damage by reporting issues and keeping their space clean.

### ***Air-Conditioning Units***

Students are not permitted to bring their own air-conditioner units. Window air-conditioning units are not permitted under any circumstances.

### ***Alcohol Policy***

For information on the residential alcohol policy, refer to the alcohol policy stated in this handbook or contact your RA, GHD, or AC. Residence Life staff will educate students concerning College and state policies and will intervene when a student's alcohol use negatively affects him/her or the community.

### ***Alterations to College Property***

Residents shall not make any changes or alterations to an apartment or room, or disassemble or dismantle any piece of equipment or furniture, or place, affix, or attach any articles to the floor, walls, ceilings, furniture, or fixtures without the written consent of the College. This shall include, but not be limited to, the addition or changing of any locks, removal of window screens, the alteration of the heating or light fixtures, painting of any surface including window panes, installation of any television or radio antenna, and all other changes, repairs, and additions. College furniture may not be removed from the residence hall at any time.

### ***Appliances***

Authorized appliances include, but are not limited to

- televisions
- compact personal microwaves
- compact personal refrigerators (maximum 4.2 cubic ft. and 2.5 amps.)
- coffee pots
- blenders
- stereos

- hair dryers
- fans
- hot-air popcorn poppers
- irons with auto shutoff

Unauthorized personal appliances include, but are not limited to

- air conditioners
- any open-coil heating device
- dishwashers
- drug paraphernalia, including but not limited to pipes, water bong, etc.
- electric frying pans/griddles
- extension cords and multi-outlet plugs
- George Forman grills or other electric grill
- halogen lamps
- hot plates (including those used for oil or candle warmers)
- hot pots
- oil-based popcorn poppers
- ovens
- space heaters
- toaster ovens
- washing machines

Residence Life staff will confiscate illegal or misused appliances, and individuals responsible will be subject to disciplinary sanctions. All appliances should be UL listed. Residence Life staff and Facilities personnel may check frayed or broken cords. During break periods, all appliances not provided by the College must be unplugged.

### ***Bicycles***

Bicycles may be stored in student rooms. Bicycles are not to be stored in the basements, lounges or lobbies of the residential areas, hallways, stairwells, balconies, laundry rooms, or near exits. It is strongly recommended that you lock your bicycle at all times and that you register it with Campus Safety.

### ***Ceiling Hangings***

Due to the potential threat to personal safety in the event of fire, tapestries and other room decorations may not be affixed to or suspended from the ceiling, exits, sprinkler heads, or pipes.

### ***Commercial Enterprises, Solicitations, and Unapproved Activities***

It is understood that residential facilities and the campus in general are for the use of registered students, College guests, and College conferees only. Any other use, including commercial enterprises, unapproved activities, and solicitations by external agents, is prohibited.

### ***Courtesy Hours/Quiet Hours***

Residents and staff are responsible for maintaining an atmosphere that is conducive to study and sleep. Therefore, courtesy hours are in effect 24 hours a day. Residents are expected to observe common courtesy and to respond positively to requests to reduce or minimize the noise they are making. As a general rule, musical instruments should not be played in rooms/suites/apartments. Stereos are not permitted to be amplified to outside areas.

Quiet hours are as follows:

**Sunday–Thursday 10 p.m. – 8 a.m.**

**Friday–Saturday 12 a.m. – 8 a.m.**

Residents may vote to extend quiet hours in their house//building/quad during their community standards meeting, but may not reduce them. All areas must adhere to 24-hour quiet policies beginning at 9 p.m. on the last day of classes and continuing through the semester close of the residence halls. Students violating 24-hour quiet hours or causing any disruption will be directed to leave the residence hall immediately and not be permitted to return until the close of final examinations.

### ***Defacing College Property***

Defacing College property in and around the residential facilities will not be tolerated. Violators are subject to disciplinary action and restitution payment.

### ***Extension Cords and Surge Protectors***

Extension cords and multi-plug outlet adapters are prohibited in all residential facilities. Only UL-approved, surge-protected power strips and power squids are permitted. Violators will be subject to disciplinary action.

### ***Flammable Materials***

Flammable liquids are not permitted in any of the residential areas. Cloth and other flammable materials may not be hung on walls or ceilings. Flammable or wet materials may not be hung above heaters due to fire hazard. Storing or possessing gasoline, including gasoline-powered machines, or other combustibles or explosive chemicals, lighter fluid, fireworks, candles, incense, oil lamps, oil/candle warmers, or other flammables is not allowed in any residential area.

Producing an open flame in or around the residence halls is not permitted. Grills that are used for outdoor grilling are not allowed in, near, or around the residence halls due to fire codes in Henniker. Unauthorized grills will be confiscated and discarded. A member of the Residence Life staff will address violations of the fire codes on an individual basis, and students may be subject to misconduct charges.

### ***Furniture***

Furniture provided by the college must remain intact, assembled and in its assigned room. The college will not store any furniture assigned to a room, which a resident does not want. Students are NOT permitted to bring additional furniture to their rooms. For safety reasons, lofts and waterbeds are not permitted. Some beds are "bunkable" with provided lofting pins that residents must request from Campus Facilities. All furniture arrangements must be made in such a way that all exits are free from obstruction.

Common areas are furnished for the comfort and convenience of all. Furnishings in lounges or other common areas are college property and must remain in the common areas where placed and are not permitted in students' rooms. Misuse of common area furniture, including but not limited to stacking the furniture, moving it to stairwells, or blocking hallways or doors is prohibited. A life safety charge of \$1000 will be assessed to those responsible or to the entire building/floor if an individual cannot be identified.

### ***Garbage Removal***

Students must maintain clean rooms/suites/apartments. The living space must not be susceptible to insect and pest infestation, and the property must not be damaged in any way. Food must be stored and disposed of properly. Residents are responsible for the removal of all garbage and trash from their rooms/suites/apartments. Garbage cans may not exceed the 13-gallon (kitchen garbage can) size, to ensure that garbage is removed in a timely fashion. Excessive trash in a residential area may result in a health and safety violation and if not corrected could result in a referral to the Office of Student Conduct.

### ***Guest and Visitor Policy***

While New England College does not restrict the hours during which residents may have guests and visitors in their rooms, the College has the responsibility to provide policies which allow for the safety of its community and ensure consideration for individual resident student rights. As such, the College reserves the right to modify, restrict, or revoke the privilege of the guest and visitor policy at any time.

### ***Guests (any non-student)***

All residents are responsible for their non-student guests and, therefore, for their guests' behavior. If a guest is displaying inappropriate behavior, the host will be held responsible. All guests must comply with College rules and regulations. The host/hostess must escort all guests to and from the front entrances and at all times while the guest is present in the residential area. Any unescorted guests in a residence hall will be considered in violation of the Guest and Visitor policy. Such violations may result in guests' removal from the residence hall and judicial action for the guests and their host/hostess. No guest is permitted to be in a student room without a resident of the room present. No guest and/or overnight guest under 18 years old is allowed in the residence halls without the expressed written permission of the Area Coordinator as confirmed through the host's/hostess' NEC e-mail account

Overnight guests (both student and non-student) are permitted only with permission of your room/suite/apartment mates. Guests are normally limited to a stay of two consecutive nights. If agreements with roommates cannot be reached, the rights of the roommates supersede those of the guest. The occupants of that suite/apartment may determine visitation hours for each suite/apartment.

***Visitor (any New England College student)***

A visitor refers to any New England College student who is not assigned to the room s/he is visiting. All residents are responsible for their visitors and, therefore, for their visitors' behavior. If a visitor is displaying inappropriate behavior, both the visitor and host will be held responsible. No visitor is permitted to be in a student room without a resident of the room present.

***Overnight Guests or Visitors:***

Visitors may stay overnight in another resident's room. While they do not need an overnight guest pass, prior permission from all residents of the room is required. Overnight guests are not permitted in residence hall rooms, suites, or apartments without advance permission of all residents of that room. All students hosting overnight guests must register their guest and their guest's car with Campus Safety. An Overnight Guest Pass will be issued by Campus Safety Dispatch and the Residence Life staff will be notified of the presence of a guest. Failure to obtain an authorized guest pass may result in the removal of the guest(s) and subject the host/hostess to judicial action. The overnight guest must carry the guest pass at all times and present it to any College official when requested to do so. Overnight guests or visitors may not stay in a residence hall room for more than four nights during any given month without the expressed written permission of the roommate(s) and Residence Life staff as confirmed through the host's/hostess' NEC e-mail account. Overnight guests MUST obtain their overnight guest pass PRIOR to the start of quiet hours of the overnight stay – 10 p.m. Sunday through Thursday and 12 midnight on Friday and Saturday.

***Occupancy Restrictions***

Due to safety and fire-code regulations there is a limit to the number of visitors/guests allowed in the living units on campus. A resident is allowed no more than a total of two guests or visitors at any one time; however, the total numbers of people in a room at any given time may be restricted further based on the existing local, state, and federal fire regulations.

***Holiday Decorations***

Residents may decorate their rooms during holiday periods, provided such decorations do not restrict access to and from residents' rooms and public areas. Do not attach anything to or tamper with light fixtures, sprinkler heads, or exit signs. No live or cut trees are allowed in the residential areas; however, artificial trees may be used. Candles and incense are not permitted in the residence halls for any reason.

***Offensive Odors***

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is bothersome to others. Any odor can become offensive when it is too strong. Some examples are perfume, air-freshening spray, large amounts of dirty laundry, or body odor. Residence Life staff will address offensive odors when complaints are received. Residents identified as being responsible for the odor will be asked to eliminate the cause of the odor. Incense is not permitted, as it is a fire hazard and can easily set off the smoke detectors.

***Pets***

Only fish, aquarium size, are allowed in residential rooms/suites/ apartments. Fish must be properly maintained. The maximum size for an aquarium is 20 gallons. Aquariums and other equipment needed to maintain fish may not be plugged into electrical outlets during vacation periods. Violation of the policy will result in immediate removal of the animal, misconduct charges, and full replacement cost for damaged property. Repeated violations may result in immediate removal from housing.

***Postings***

Contact the Office of Residence Life and Housing if you would like to post material in the residential areas. No postings will be permitted without approval of the area coordinator of that area. Postings that have been approved will be posted in designated areas only. Each posting is allowed for one week. All unapproved postings will be removed. It is the responsibility of the individuals posting to use approved adhesives.

### ***Roofs***

Any person on the roof of any residential facility or throwing anything onto the roof of any residential facility will be subject to disciplinary action. The roofs, window ledges, and balconies of all buildings are off limits to students.

### ***Smoking***

The residence halls and academic buildings are smoke free. Smoking is not permitted in any building. Due to health and safety concerns, campus community members must stay at least 25 feet from the entrance to any building when smoking. Proper disposal of cigarette butts and other trash is required.

### ***Sports***

Playing basketball, wrestling, hockey, lacrosse, baseball, rollerblading, Frisbee or other sports in residence halls is prohibited.

### ***Tampering with Fire Equipment***

Any student found tampering with fire equipment, including but not limited to smoke detectors and fire extinguishers, activating a false alarm or attaching any items to the sprinkler pipes is subject to disciplinary action and/or arrest and will likely be removed immediately from on-campus housing. Any student found tampering with an exit sign will be referred to the Office of Student Conduct.

### ***Unauthorized Use and/or Possession of College Property***

Students may not have un-issued College property in their rooms/ apartments/suites. Violators will be subject to fines and referral to Student Conduct Administration, and/or will be charged for the full replacement value of said item(s). This action also covers the misuse of College property.

### ***Weapons***

Potential lethal weapons, including firearms, hunting bows, knives, paintball guns or paraphernalia, and pellet and air-soft guns are prohibited, along with instruments legally classified as dangerous weapons. Anyone possessing any of these items may be suspended from housing pending a disciplinary hearing, and the weapons will be confiscated.

### ***Windows***

Throwing items out windows presents a safety hazard and does not constitute appropriate methods for disposing of trash. Throwing items at windows for any reason is likely to result in broken windows and/or screens. Using windows for egress to or from an area presents a safety risk, may result in damage to the window and/or screen, and is prohibited. Individuals entering or leaving a room/apartment through a window will be subject to misconduct charges and responsible for the cost of any damage that results from this action. Damaged or punctured screens will result in residential damage charges.

### **Other Useful Information**

#### ***Cleaning***

College custodians are responsible for the upkeep of common areas within the residential areas, such as stairways, hallways, lounges, laundry rooms, and study rooms. Custodial staff members also clean common area bathrooms within the halls on a weekly basis. It is the residents' responsibility to clean their rooms/suites/apartments and maintain any supplies in their bathrooms, such as soap. Residents will be held accountable for charges incurred as a result of cleaning that is necessary due to resident abuse. Residents are responsible for disposing of trash that has been stored in bathrooms and rooms.

#### ***Driving on the Walkways/Service Roads***

Walkways and service/emergency accesses located in front of the residence halls are off limits to all but service vehicles. Cars using these areas are subject to ticketing or towing by Campus Safety.

#### ***Food Service***

All residential students must purchase a Premium Plus, Premium, Flex, or Freshman Exclusive meal plan each semester for the period of their housing contract (see Dining Services, page 68).

#### ***Laundry Facilities***

Washers and dryers are provided for your convenience in various locations within the residential areas. These washers and dryers operate on a cashless system. To use the cashless system, the student must have money placed on a laundry card which is available for purchase via vending machines in the Simon Center and Charter Coffeehouse.

### ***Mail***

Before school starts, each resident student will receive a mailbox number combination. Be sure that this mailbox number appears on all mail being sent to you in order to avoid delays. Mailboxes are located on the lower level of Simon Center. Mail Services, open from 8:30 a.m. to 3:30 p.m., Monday through Friday, is also located on the lower level of the Simon Center. You may mail or pick up packages and buy stamps there. Any problems related to your mail should be brought to the attention of Mail Services.

### ***Maintenance/Work Order Requests***

Should you have any maintenance problems in your room/suite/apartment, report them immediately to your RA, GHD, or AC so that they may submit a work order request. Emergencies during the day should be reported directly to the Facilities office at 603.428.2254. In the evenings and on weekends, residents must report emergencies to Campus Safety at 603.428.2323. Under no circumstance should residents attempt to repair their own maintenance problems. Residents are required to allow Facilities personnel to enter their room/suite/apartment to repair problems once a request has been submitted. Failure to do so will result in delay of repairs and an increase in the cost of repairs. The College is responsible for the cost of normal wear-and-tear maintenance repairs. Repairs necessary as a result of vandalism or student abuse in a room/suite/apartment will be billed back to the students who reside in that space. Routine cleaning of the residential space or rooms is the responsibility of all students who reside in the apartment, suite, or room.

### ***Services for Students with Disabilities***

Located in the Center for Educational Innovation (CEI), room 210 (603.428. 2302) the Director of Disability Services is the coordinator for students with medical, physical, or psychological disabilities. The Director of Disability Services provides advocacy, advice, and service for students with physical and psychiatric disabilities.

### ***Storage***

The college does not provide storage during the academic year or during the summer.