

MORRIS COLLEGE



Guide To Residential Living

2009-2010

Morris College Honor Code

The philosophy and tradition of Morris hold that the precepts of Christianity prevail in every aspect of the College life. These precepts establish a code of honor which is specific in its demands and clear in its content. This code belongs to each generation of students at Morris College, and upholding it is the responsibility of each student.

The Honor Code is a cherished principle of the college community. The Code of Honor does not condone or tolerate lying, cheating, stealing or plagiarism. Therefore, under the Code of Honor at Morris College, the student is expected to:

- (1) Show complete integrity in both work and deed.
- (2) Do their own work in and out of class.
- (3) Refrain from plagiarism, cheating and stealing.
- (4) Apply this code to oneself and confront any other student who violates it.
- (5) Treat all students with respect.

Consequently, deliberate violation of The Honor Code can result in:

- (1) Placing the violator on social probation, the duration of which is determined by the severity of the offense.
- (2) Suspension from the College for a period of time determined by the proper authority.
- (3) Expulsion.

Morris College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097; telephone number 404-679-4501) to award baccalaureate degrees.

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-INTRODUCTION-

Welcome to Morris College. We are happy that you have decided to live in college housing. During your years at Morris College, you will develop socially, physically, academically, and spiritually. This growth will be the result not only of your classroom experiences, but also your experiences involving every facet of your college life, both on and off campus.

Once you assume occupancy of a room in a residence hall, you become a member of an interesting community. As a result of living in this community, you will have an opportunity to identify with many people, to participate in government, and to exercise citizenship responsibilities. We hope that you will take every opportunity to be active and to participate in the variety of educational programs which will be offered.

This booklet is designed to acquaint you with the services provided in the residence halls, and the regulations governing the hall. Please read this booklet thoroughly and keep it for handy reference. The procedures and policies stated herein are binding to you as a resident. They must be followed for your safety and health, for the care of the building and facilities, and for the efficient operation of the residence hall.

The Student Affairs staff is always interested in your ideas and suggestions for improving life in the residence hall. We look forward to working with you and wish for you a successful academic year.

THE MORRIS COLLEGE RESIDENTIAL LIFE PROGRAM

The Division of Student Affairs is responsible for the operations and programs in all residence halls. The staff is dedicated to assisting the student in creating a positive, educational living experience.

The Residential Life Program at Morris College, as well as the total Student Affairs program, is designed to provide staff, facilities, methods, and activities for understanding and meeting the needs of all residents so that each will be provided the maximum opportunity for deriving full benefit from the housing experience.

One of the ways in which one learns to assume responsibility is by living in an atmosphere of freedom and responsibility; hence, housing provisions for students are intended to promote mature social growth and responsible self direction.

The objectives of the Residential Life Program are as follows:

- 1) To work closely with the Maintenance Department to see that the residence halls are maintained properly.
- 2) To provide leadership through the Residence Hall Senate and Residence Hall staff which promotes the creation of an atmosphere conducive to good health habits, social interaction and development, and academic pursuits.
- 3) To make a conscious effort to inspire students to create and participate in educational and social programs sponsored by the staff.
- 4) To work closely with the Counseling Center and

the College Minister in providing for the emotional and spiritual needs of students.

- 5) To promote and encourage out-of-class contact among faculty to facilitate or conduct residence hall programs or seminars in their field of expertise.
- 6) To place the individual student in a desirable hall situation through an effective room assignment program.
- 7) To assist students in solving personal problems.
- 8) To develop in each student a sense of individual responsibility and self-discipline.
- 9) To interpret college objectives, policies, rules and regulations to students, and to interpret student attitudes, opinions, and actions to the administration and faculty.
- 10) To provide an effective training program for the housing staff so that they will confidently be able to reach out to students in their areas.
- 11) To provide staff meetings on a regular basis where the staff may discuss problems in their area, receive additional training, and further develop into a team striving for the same basic goals.
- 12) To work closely with security in providing protection of the students, their property, and Morris College property.
- 13) To work closely with the Health Center in providing for the medical and emotional needs of students.

RESIDENTIAL LIFE STAFF

DIRECTOR OF RESIDENTIAL LIFE - Serves as a member of the faculty and as a member of the Advisory Council on Student Affairs. Recommends the appointment or reappointment of all Residence Hall Directors, and coordinates the training and development of such staff. Meets periodically with Residence Hall Directors and students who are campus residents to ensure the effectiveness of the Residential Life Program. Counsels individual students with problems relating to their living environment on campus, makes referrals as necessary, and contacts parents under circumstances not in violation of the Buckley Amendment. Participates in the College's orientation program for new students and parents, informs students regarding college regulations on student conduct, and ensures full enforcement of the College's restrictions on the use of non-prescription drugs and alcohol within the campus area. Receives all reports on violations of the College's regulations on student conduct, and is responsible for the proper disposition of such cases. Develops and coordinates the Living-Learning Program that is carried out in each residence hall. Inspects the residence halls periodically to ensure that Residence Hall Directors are properly reporting structural, mechanical or custodial deficiencies. Performs any other duties that may be assigned by the immediate supervisor.

RESIDENCE DIRECTORS - In each residence hall, there is a Residence Director who is selected, trained, supervised, and paid by the College. It is the responsibility of the Residence Director to provide and maintain a living environment in his/her hall that is conducive to the learning and personal growth of the individuals living in the residence hall community.

The Residence Director provides a continuous program of educational, social and recreational events for the residents.

The Residence Director utilizes other hall staff, Student Staff members and Senate members for planning, participating, and encouraging others to take part in residence hall programming.

It is the Residence Director's responsibility to report needed repairs to maintenance personnel. Keys to residents are issued and collected by the Residence Director.

The Residence Director, with the help of other hall staff, Student staff and Senate members, is responsible for ensuring that the Morris College residential life policies are not abused. This includes reporting violations and misconduct to the Dean of Student Affairs and/or the appropriate judicial body for further action.

Finally, the Residence Director serves as a counselor, a resource person, and a facilitator of growth. Residents should use the Residence Director if they have problems to discuss, questions about the college community, or need other support or assistance while they are enrolled at Morris College.

Student Staff - Student Staff members are upperclass students who have been selected for the position on the basis of responsible and conscientious behavior, leadership ability, and interest generated in helping fellow students learn and grow in the residence community. They are in charge of the halls in the absence of the Residence Director or Residence Hall Assistant. They assist the directors in providing for residents a healthy, secure atmosphere conducive to learning.

THE RESIDENCE HALL SENATES

Student Senates in men and women residence halls have been established by the College for the following purpose and functions:

- (a) To provide for meaningful and effective student participation in the administration of each residence hall.
- (b) To provide a channel for expressing student opinion regarding policies and/or problems of residence hall.
- (c) To provide the opportunity for and utilization of student leadership in sharing the responsibility for developing a residence hall atmosphere conducive to effective study and learning. Residence hall senates also serve as a judicial body to handle certain disciplinary problems of the halls. (See *Guide To Student Rights and Judiciary Procedures* for details.)

Senate officers for upper-class residence halls are elected each April during the annual all-campus elections. Presidents, secretaries and treasurers of freshman and sophomore hall senates are elected in April. Other officers are elected in September from among new residents.

THE RESIDENCE HALLS

Morris College has five residence halls: Two for male residents, two for female residents and one assigned as needed. Students are housed according to personality groupings, academic pursuit and class level. The halls are:

Anna D. Reuben - Mamie N. Coker - Magnolia Lewis - Alberta Simmons (AMMA) Hall	Females
J.O. Rich - S.C. Cureton - Ed F. Johnson (RCJ) Hall	Males
Daniels Hall	Males (As needed)
Dobbins - Keith - Whitener (DKW) Hall	Males
Adams - Daniels - McLester - Sanders (ADMS) Hall	Females

OPENING AND CLOSING HOURS

All residence halls will close at 12:00 midnight.

Visitors may enter the lobbies of residence halls at 8:00 a.m. for business transactions.

Visitation hours in the residence halls are 1:00 p.m. - 12:00 midnight. Quiet hours in the residence halls are from 7:00 - 10:00 p.m. Sunday through Thursday.

OFFICE HOURS

The residence hall office is open from 8:00 a.m. to 12:00 midnight to provide information to the students and guests.

LOUNGES

Residence hall lounges are for the use of the residents of each hall. Residents share in the responsibility for the lounges in regard to damages and behavior. If a hall resident needs an area for group use, he/she should reserve the space with the Residence Hall Director. Residents are responsible for the conduct of their guests.

LEARNING CENTERS

Each residence hall has a learning center which is designed to enhance the living and learning environment. In each learning center is a minimum of two fully wired computers, a mini-library which contains a set of *The World Book Encyclopedia*, daily newspaper and other appropriate publications, and seating space for individual or group studying.

LAUNDRY FACILITIES

Each residence hall has a laundry room located in the building. The washer and dryer machines are operated using the debit card system.

- Students may pick up their initial debit card from the Office of Business Affairs.
(Replacement cards cost \$5.00 each and may be obtained from the Office of Business Affairs.)
- Students may place any dollar amount on the debit card. The campus location to add money to your card is at the Campus Security booth.

The cost to wash a load is \$1.00 and the cost to dry is .50 cents for the first 30 minutes and .25 cents for each additional 15 minutes.

- Students are to remain with their clothes at all times. The College will not be responsible for the loss or theft of clothes.
- Any problems with operating the machines,

please contact the Hall Director, the Director of Residential Life, or Campus Security immediately.

CURFEW HOURS

Anna D. Reuben - Mamie N. Coker -
Magnolia Lewis - Alberta Simmons (AMMA) Hall
 Sunday - Thursday 1:30 a.m.
 Friday - Saturday 2:30 a.m.

Dobbins - Keith - Whitener (DKW) Hall
 Daily Honor System

Adams - Daniels - McLester - Sanders
(ADMS) Hall
 Daily Honor System

J.O. Rich - S.C. Cureton - Ed F. Johnson
(RCJ) Hall
 Sunday - Thursday 1:30 a.m.
 Friday - Saturday 2:30 a.m.

Daniels Hall
 Daily Honor System

The Honor System is based on personal respect that campus residents have for themselves. Residents are not expected to remain out all night unless making overnight visits.

The curfew policy will apply to all freshmen through the mid-semester examinations of the fall term. After mid-semester examinations, **ALL** students will be on the Honor System in the residence halls.

ADMISSION TO THE RESIDENCE HALLS

To be admitted to the residence halls, the student should present a housing permit from the Office of Business Affairs verifying that they have cleared all previous financial and other obligations to the College. New students are admitted to the residence halls beginning at 8:00 a.m. on the day of Parents/New Students Orientation. Returning students are admitted beginning at 1:00 p.m. on the day designated for returning students to occupy residence halls or at 1:00 p.m. on the day prior to resuming classes after a holiday period.

Room reservations are made by currently enrolled students between February 1 and May 1 in the Office of the Residence Director for the approaching summer session, fall semester and/or spring semester.

Upon entering the residence hall, each resident completes, with the Residence Director, a "Room Inventory Form." The form is filed in the office of the Director and is used to assess losses or damages at the time that the student checks out of the hall.

Once a room key is signed for and received, you will be charged as a residential student for the current semester or agreement period. Students who move off campus during the semester for any reason other than withdrawal will not receive any refund of their room and board charges.

ROOM ASSIGNMENTS

Room assignments are made for newly admitted students who have paid the room reservation fee prior to August for the fall semester, November-December for the spring semester and early May for summer sessions. Hall assignments are based on classification and date of request. Roommate assignments for new students are based on information received from the Confidential

Form and the Housing Agreement Form. Requests for specific roommates are honored whenever possible, but the College reserves the right to make whatever assignments are considered to be in the best interest of the institution and the student body.

Returning students' roommate requests are usually honored for students who have made advance reservation requests and have paid the room reservation fee.

ROOM CHANGES

An occupant must not move from a room or residence hall without prior approval from the Residence Director. At the end of the late registration period, room changes are made. Residents having roommate problems should contact the Residence Director or a College Counselor. Should, after counseling, a change of roommate is or become necessary one or both residents will be reassigned by the Residence Director.

KEYS

Each student is responsible for his or her room key. If the key is determined to be lost, the student is charged the cost of replacing the lock. A loan key is available at the hall office if the key is temporarily misplaced.

CARE OF ROOMS

All students are asked to exercise reasonable care of their room and property located therein. Each resident must check the room upon moving into it and complete, with the Residence Director, a Room Inventory Form. Residents are not permitted to remove furniture from the room without the permission of college officials. Should property of a room become damaged, the resident(s) is required to pay for the repair or replacement. All damages should be reported immediately to the Residence Director. Residents will

be responsible for any damages beyond normal wear and tear in their rooms.

All rooms should be cleaned daily. Rooms will be inspected weekly by the Residence Director. Trash should not be swept from rooms into halls or bathrooms. Food should be kept in closed metal containers. Empty food cans and bottles should be disposed of immediately.

TRASH

Residents are responsible for keeping their rooms and the public areas clean and free from litter. When an area is determined to be littered or dirty over and beyond the normal range of expected usage, a contract violation will be filed with the Residence Director and/or damages charged to the responsible individual or prorated among the residents.

VANDALISM AND HALL DAMAGES

Vandalism will not be tolerated and will result in judicial charges being filed against those responsible.

The Maintenance Office will assess and bill/charge the residents of a floor or hall the expense of repair or replacement of any property damages in common areas used by those students and their guests, unless the individual responsible for the damage is identified.

Security of personal property should be the concern of each resident. Residents are provided door locks and keys, and staff are assigned to reception desks to keep unauthorized individuals out of residence halls. To assure further security, each resident is asked to adhere to the following basic practices:

- a) Keep valuables out of sight, locked away.
- b) Lock the door and make sure windows are locked when leaving the room.

- c) Support efforts to keep exterior hall doors locked.
- d) Challenge strangers in the halls or students who carelessly ignore security measures.
- e) Call the security officer or residence hall staff for assistance in unusual circumstances.

Morris College cannot accept responsibility in the event of theft, loss, and/or damage in a resident's room or car of personal effects and property. Residents should check to make sure that all clothing and other valuables are covered under Parents' Homeowner's or Renter's Insurance prior to bringing their possessions to campus. If something has been stolen, the resident should contact the Residence Director immediately. The Residence Director will immediately notify Campus Security and/or the police.

RESIDENCE HALL VISITATION POLICY

The safety and welfare of each resident are major concerns of Morris College. The College, therefore, takes every precaution to provide maximum security in its residence halls and other areas of the campus. In an effort to provide such security, the College has instituted the following regulations:

1. Each visitor to the residence hall must register in the office of the Residence Director.
2. After the guest has registered, the Residence Director or the person in charge will notify the resident that he/she has a guest and will wait for instructions.
3. Upon receiving instructions from the resident, the Director will do one of the following:
 - A) Permit the guest to visit with the resident in his/her room. Only guests of

the same sex are permitted, and the guest must be escorted to the room by the resident;

- B) Instruct the guest to wait in the lounge until the resident arrives to join him/her; or
 - C) Inform the guest that the resident is absent from the building. No visitor is permitted in the room of a resident who is absent from the room.
4. Residents should not leave guests in rooms during their absence. During class sessions, the resident may leave his/her guest in the lounge of the residence hall upon the approval of the Residence Director.
 5. Residence halls close at 12:00 midnight nightly. Residents who return after 12:00 midnight will be allowed entry by the Residence Director.
 6. Child care is also prohibited in the residence halls. Children accompanied by a non-student adult may visit briefly in residence hall lounges only. Children are not permitted to visit residents' rooms or loiter in hallways.

A student unofficially housing guest(s) on campus will be evicted and/or placed on probation, fined or suspended. Students desiring to have overnight guests must file a guest application. Guest applications may be picked up from the Office of Student Affairs.

QUIET HOURS

Quiet hours will be observed Sunday through Thursday in each residence hall from 7:00 p.m. until 10:00 p.m. During quiet hours, paging of

residents nor visitation is permitted other than in cases of emergencies.

The residence halls, however, must be relatively quiet at all times. Singing, radio/stereo playing, whistling or use of any musical instrument should not disturb others. At no time should a radio or television be played loudly enough to be heard outside the room.

DRESS AND GROOMING

DRESS CODE

Morris College expects its students to dress appropriately and in a manner to project the social image that their status suggests. Neatness in appearance and personal cleanliness are most important in determining what impression the student will make on fellow students and professors as well as on visitors who may be in the buildings. Understanding and employing these attributes not only improve the quality of one's life and contribute to optimum morale, they also play a major role in instilling a sense of integrity and an appreciation for values and ethics.

Clothing will be properly worn (belts buckled, shirts buttoned, pants must be worn above the hips, i.e., where undergarments are not visible) and must be decent and clean at all times. Clothing with derogatory, offensive and/or lewd messages either in words or pictures are inappropriate academic attire.

Halter tops, tank shirts, and shorts, skirts or dresses (with splits) higher than three inches above the knee in the front and back are inappropriate academic attire and should not be worn while attending classes, performing work-study assignments, and attending assemblies and other college functions. In addition, biker shorts, spandex shorts, or any excessively tight clothing is considered improper

attire. Hats and other headcover for men are also inappropriate in the dining hall, classroom, offices, or at formal College activities, including assemblies. Bedroom slippers or shower shoes should not be worn outside of one's residential area.

Students are encouraged to wear traditional church attire to dinner on Sunday. When in doubt concerning appropriate attire, students are encouraged to consult with their Residence Director or the Office of Student Affairs.

Each student is expected to respect and comply with the dress code.

GENERAL RESIDENTIAL LIFE POLICIES

SMOKING - Smoking is prohibited in all residence halls. (*See Student Handbook for full policy*)

CARD PLAYING - Card playing is prohibited in all lobbies.

ROOM REPAIRS - Room repair needs should be reported to the Residence Hall Director.

ILLNESS - The illness of any student should be reported immediately to the Residence Hall Director or Residence Hall Assistant. The appropriate staff member will contact the parents. Residents should not call parents of ill residents.

VACATING ROOM - Any student vacating his/her room for any reason must notify the Residence Hall Director. Students vacating rooms must leave rooms clean and in good condition. Clean means trash emptied, furniture dusted, floors cleaned and the general surroundings left neat and orderly. Residents vacating a room left disorderly will be assessed and billed by the Maintenance Office.

ROOM RESERVATION FEE -Send a one-hundred-dollar (\$100.00) room reservation fee with the completed "Housing Agreement Form" to **THE OFFICE OF BUSINESS AFFAIRS, MORRIS COLLEGE, SUMTER, SOUTH CAROLINA 29150.** Do not send cash. Send money order or cashier=s check. The "Housing Agreement Form" should be returned by August 1 for the regular academic year (fall and spring semesters). If a student did not reside in campus housing for the fall semester but wishes to live on campus for the spring semester, he or she should submit a room reservation fee in the amount of \$50.00 with the completed "Housing Agreement Form" by December 1. The room reservation fee is \$50.00 for each summer session. The "Housing Agreement Form" should be returned by May 1 for Summer Session I and by June 1 for Summer Session II. **(Note): Students who submit a room reservation fee either before or after the deadline date and then decide after the same deadline date that they do not wish to attend Morris College or that they do not wish to occupy campus housing shall forfeit their room reservation fee entirely. However, students who reside on campus during the fall semester and who do not occupy on-campus housing for the spring semester may receive 50% of the room reservation fee if applied for on or before December 1. All requests for refunds must be made in writing to the Office of Business Affairs.**

AN EXPECTANT MOTHER - must inform the Residence Hall Director immediately after the pregnancy is confirmed. She is permitted to live in campus housing only during the first trimester of her pregnancy, after she has signed a release that waives the College of all liability associated with the pregnancy.

INCENSE - The burning of incense is prohibited in all residence halls.

ELECTRICAL APPLIANCES - Electric irons, small TVs, radios and record players are the only appliances permitted in the residence halls. Refrigerators, hot plates, electric coolers and electric fryers are not

permitted (since the halls cannot safely support them). All electrical appliances must be registered in the office of the Residence Director.

WOMEN VISITORS TO MEN'S RESIDENCE HALLS - Women students visiting men's residence halls may visit in the lounges only at the invitation from residents or Residence Directors from 1:00 p.m. to 12:00 midnight, **except during quiet hours.**

MEN VISITORS TO WOMEN'S RESIDENCE HALLS - Male visitors may visit only in the lounges of women's residence halls from 1:00 p.m. to 12:00 midnight daily at the invitation of a resident or Residence Director, **except during quiet hours.**

SIGNING IN AND OUT - Any resident who leaves the campus must sign out with the Hall Director giving the full address of their destination. Each student is responsible for signing out and in for himself/herself. Any falsification of the record is a serious violation of college regulations.

PETS - No pets are allowed in the residence halls at any time.

EXCESSIVE NOISE - Relative quiet should be observed in the residence halls at all times. Singing, radio playing, whistling or use of any musical instrument should not disturb others. At no time should a radio or television be played loudly enough to be heard outside the room.

ABSENCE FROM THE CAMPUS - Students who plan to leave the campus for overnight or weekend stay are to notify the Residence Hall Director by signing out on appropriate forms.

INAPPROPRIATE CONDUCT - Loudness, boisterous conduct, public display of affection or "Necking," or profane language indicate a lack of self-respect and respect

for others and should be avoided.

ALCOHOLIC BEVERAGES - Students are prohibited from the use or possession of alcoholic beverages on campus. Disorderly conduct resulting from the use of intoxicants is grounds for disciplinary action regardless of whether consumption has taken place on or off campus.

LOITERING - Students are requested to refrain from loitering on the steps or at the entrances of buildings. Loitering in front of residence halls is strictly forbidden.

GUESTS - Students must obtain permission from the Dean of Student Affairs to have overnight guests. Guests are expected to observe college policies and regulations. The student host or hostess is responsible for his or her guest's conduct. Guests of the same sex are permitted to stay in the residence halls on Friday and/or Saturday nights except for the first week of classes each semester and during examination periods. Any student who aids or attempts to aid anyone to live illegally in a residence hall will be subject to disciplinary action by the College. A student unofficially housing guest(s) on campus will be evicted and/or placed on probation, fined or suspended. Students desiring to have overnight guests must file guest application at least seventy-two hours prior to the visit. Guest applications may be picked up from the Office of Student Affairs.

CHECK OUT PROCEDURE

Upon checking out of the residence hall, the resident should:

- A. Remove all personal property.
- B. Clean the room thoroughly.
- C. Check the room for damages.
- D. Complete the Room Inventory Form with Residence Director.

E. Turn in keys to the Residence Director.

VACATION PERIODS

Residence halls close during the following vacation periods:

Christmas
Spring Break

Residents must arrange for their housing off-campus during these periods.

IDENTIFICATION CARD POLICY

Identification cards (IDs) are made during registration for new students and validated during registration for returning students.

Duplicate or replacement ID cards are made each first Wednesday between 2:00 P.M. and 5:00 P.M. The replacement fee is \$10.00 payable to Morris College at the Business Office prior to the replacement of the ID card.

A student who has lost an ID card may be admitted to college activities by presenting the current student class schedule form together with a valid picture.

VEHICLES

Freshman students are not permitted initially to bring cars to campus unless prior permission has been granted by the Dean of Student Affairs. After mid-semester examinations of the fall term, all freshmen will be able to register their vehicle on campus.

The vehicle must still meet all stipulations for registration, such as being registered to a parent, guardian, spouse or the student, as well as other guidelines as outlined on the Vehicle Registration forms.

If a freshman is seeking to register a vehicle prior to the conclusion of the mid-semester examination period, they must first obtain a letter of permission from the Office of Student Affairs.

PARKING

Limited parking is available on campus. All faculty, staff and student drivers are required to purchase a Morris College parking permit in order to park their cars on campus. Parking permits may be obtained from the Security Office and the vehicle registration fee is paid in the Office of Business Affairs. Students must park in assigned parking areas only. Students are not permitted to park behind residence halls or in other restricted areas. Vehicles parked in restricted areas will be towed away at the owner=s expense.

THE RESIDENT'S BILL OF RIGHTS

To be a mature adult is to accept responsibility for the welfare of others. Your enjoyment of life in college housing will depend, to a large extent, on the thoughtful consideration you demonstrate for your roommate and your neighbors. Basic rights of residents include the following:

- * The right to a clean building in which to live.
- * The right to expect that a roommate will respect one's personal belongings.
- * The right for redress of grievances. The housing staff is available for assistance with conflicts.

- * The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- * The right to sleep without the undue disturbance from noise, roommate's guests, etc.
- * The right to free access to one's room and facilities without pressure from a roommate.
- * The right to personal privacy.
- * The right to be free from fear of intimidation and physical or emotional harm.
- * The right to host guests of the same sex during weekday visiting hours or on weekends. Guests are to respect the rights of the host's/hostess's roommate and other hall residents. The host/hostess, however, must take responsibility for his/her guest's behavior.
- * The right to expect reasonable cooperation in the use of the room and hall telephones.
- * **ONLY YOU CAN ASSURE THAT YOUR ROOMMATE ENJOYS THESE RIGHTS.**

HELPFUL HINTS FOR ROOMMATES

Sharing a room with someone - particularly if you do not know the other person very well - can be a great (and at times interesting) experience. The rule of thumb is to treat your roommate as you want to be treated.

Remember that your roommate is an individual; he/she may have different interests and values than you. Just because you are different does not mean you are the better person or vice versa.

Be friendly. No one likes to get the cold shoulder from the person he/she lives with. Chances are, your friendliness will be reciprocated.

Be understanding. Even you can or may act irrationally at times. Try to see the motives behind your roommate's actions and help out if you can. Roommates have a unique opportunity to help each other through rough spots.

Respect your roommate's privacy. Give your roommate a little peace and quiet sometimes. Congenial conversation is good but it can become excessive. Everyone needs time alone.

Talk to your roommate about whatever is on your mind. If there is something about him/her that is bothering you, get it out in the open in a positive manner. Do not let it linger, but be tactful!

Be ready for a little healthy give and take. There will be times when neither you nor your roommate will be the ideal person with whom to live. Try to recognize each other's moods. Do not get upset over the little things.

Do not use your roommate's belongings as if they were yours. If there is something you would like to borrow, always ask.

Do your part to keep the room clean. It is no fun for anyone to live in filth or to trip over dirty clothes on the floor.

Respect your roommate's territory. Place your

things only in your portion of the room.

Remember that the Residential Life staff is there to help if you and your roommate need a mediator or an objective third party. A staff member can suggest alternatives and help you to identify and resolve your problem.

Remember that you are your roommate's roommate!!!

WAYS TO NOURISH A FRIENDSHIP

PERMIT YOUR FRIENDS TO BE THEMSELVES

Accept them as they are. Be grateful for what is there, not annoyed by what friends can't give. Accept each one's imperfections and individuality, and don't feel threatened if their opinions and tastes sometimes differ from yours.

GIVE EACH OTHER SPACE

We are entitled to our private feelings and thoughts. Friends who try to invade the inner space of one another risk destroying the relationship.

BE READY TO GIVE AND TO RECEIVE

Be eager to help and able to ask for help as well; but don't be over demanding or let yourself be used.

MAKE YOUR ADVICE CONSTRUCTIVE

When a friend needs to talk, listen without interruption. If advice is asked for, be positive and supportive.

BE LOYAL

Loyalty is faithfulness. It means honoring confidence. It means neither disparaging a friend in their absence nor allowing others to do so.

GIVE PRAISE AND ENCOURAGEMENT

Tell your friends what you like about them, how thankful you are for their presence in your life. Delight in their talents, applaud their success, and always be genuine in your compliments.

BE HONEST

Open communication is of the essence for friendship. Express your feelings, good and bad, instead of bottling up your anger and anxiety. Clearing the air helps a relationship grow; but be aware of what is better left unsaid.

TREAT FRIENDS AS EQUALS

In true friendship, there is no number one, no room for showing off how smart and successful you are, no room for envy or for feeling superior or inferior.

TRUST YOUR FRIENDS

We live in an imperfect world made up of imperfect people. Trust can be betrayed, but it is essential in friendship. Make the effort to believe in the intrinsic goodness of your friends.

BE WILLING TO RISK

One of the obstacles of a close relationship is the fear of rejection and hurt. We don't want to reveal our vulnerability, but unless we dare to love others, we condemn ourselves to a sterile life.

_____Adapted

POLICIES REGARDING STUDENT CONDUCT

The purpose of these regulations is to ensure order in the whole institution. A Morris student is expected at all times to show a respect for order, morality and the rights of others and to exemplify in daily living a high sense of personal honor and integrity. Morris adheres to the philosophy that its students are mature adults and as such, will assume certain responsibilities for their own conduct and that of their fellow students. All officials, faculty, staff and students are authorized to exercise such control as is necessary to carry out the spirit of these regulations.

It is recognizable that certain behaviors are incompatible with the standards of student conduct that are expected in this community. Such behaviors are unacceptable in the College community and are subject to disciplinary action by the College.

Examples of such behaviors attempted or exhibited for which a student may be subject to disciplinary action that may include suspension or expulsion:

Violations	1st Offense	2nd Offense	3rd Offense	4th Offense
Forgery	Suspension	Expulsion		
Cheating/Plagiarism	Warning / No Credit for Work	Probation/No Credit for Work	Removal from Class – No Credit	
Falsifying document	Probation	Suspension	Expulsion	
Fraud	Suspension	Expulsion		
Failure to attend classes (after allotted days)	Removal from class WP or WF			
Damage, mutilation of property	Restitution / Counseling	Suspension	Expulsion	
Defacement of Property	Probation / Restitution	Eviction	Suspension	Expulsion
Gambling	Warning / Research Paper	Counseling / Community Service	Probation	Suspension
Indecent Exposure	Suspension	Expulsion		

Inappropriate Public Display of Affection	Reprimand	Counseling	Warning / Research Paper	Probation
Illicit Sexual Activity on Campus	Suspension	Expulsion		
Hazing or Harassment	Probation / Paper	Suspension	Expulsion	
Sexual Assault	Expulsion			
Verbal Abuse/Assault	Warning / Counseling	Probation / Paper	Suspension	Expulsion
Physical Abuse/Assault	Probation / Counseling	Suspension	Expulsion	
Sexual Harassment	Suspension	Expulsion		
Aggravated Assault	Expulsion			
Possession of Drugs	Suspension	Expulsion		
Sale, Manufacture or Distribution of Drugs	Expulsion			
Possession of Firearms/Weapons (Real or Toy)	Expulsion			
Arson	Expulsion			
Consumption or Possession of Alcohol	Probation / Alcohol 101	Eviction	Suspension	Expulsion
Sale of Alcohol	Alcohol 101	Suspension	Expulsion	
Issuing Bomb Threats	Expulsion			
Interfering with the Safety of a Member of the College (Non-injury)	Warning / Counseling	Probation/ Community Service	Suspension	Expulsion
Unauthorized Guest Visitation	Eviction / Probation	Suspension	Expulsion	
Irresponsible Use of Fire Equipment	Probation / Counseling	Eviction	Suspension	Expulsion
Failure to Follow Fire Drill	Warning	Eviction		
Extortion or Attempt to Extort	Suspension	Expulsion		
Threatening a Person	Warning / Counseling	Probation	Suspension	Expulsion
Unauthorized Entry	Probation	Suspension	Expulsion	
Disturbance on College Grounds	Warning	Counseling	Probation	Suspension
Misuse of Telephone	Warning	Community Service	Probation	Suspension
Disruptive Behavior	Warning / Counseling	Community Service	Probation	Suspension
Public Use of Profanity	Reprimand	Warning	Counseling / Paper	Probation
Stealing or Possessing Stolen Property	Eviction up to Suspension	Suspension	Expulsion	
Failure to Comply	Warning	Community Service	Counseling / Paper	Probation
Repeated Minor Violations	Probation	Eviction	Suspension	Expulsion
Reckless Driving	Warning / Vehicle Restriction	Probation/ Vehicle Restriction	Permanent loss of Driving Privileges	
Loitering	Warning	5 Hrs. Community Service	Probation / Counseling	
Littering on Campus	Warning	5 Hrs. Community Service	Probation	
Deeds that Violate Federal, State, County or Municipal Laws	Notice is hereby given that the violation of any of these code regulations could result in one being arrested by civil authorities.			
Any Acts Not Specified on/off Campus	Will be subjected to the <i>Guide to Student Rights and Judiciary</i> .			

Note: Any violations listing disciplinary probation as a 4th offense will result in suspension for a 5th violation and expulsion for a 6th violation.

The above examples are illustrative rather than exhaustive. In the event that there arises some ambiguity, inconsistency or need for clarification in this statement, such definition, interpretation or clarification shall be determined by the Dean of Student Affairs.

Disciplinary Action

Student(s) found guilty of any violation of the policies of the institution may be subject to the following actions according to the nature and circumstances of the infraction.

- A. Reprimand
- B. Restrictions: e.g., campus or residence hall bound
- C. Fines, work duties
- D. Disciplinary Warning
- E. Restitution
- F. Probation (non-academic)
- G. Termination of housing contract/eviction
- H. Suspensions for a period of time
- I. Expulsion

Eviction. A student who is evicted from the residence halls must vacate the building within twenty-four (24) hours after notification of his/her eviction. If a student fails to evacuate in this allotted time, he/she may be subject to physical removal from the campus by authorized personnel. An evicted student is restricted from entering or being in the surrounding areas of all residence halls on campus.

Reinstatement from Residence Hall Eviction: When a student has been evicted from a residence hall and is seeking reinstatement, he/she must submit a letter to the President of the College requesting such reinstatement. The President shall immediately submit the letter to the Committee on Disciplinary Reinstatement, and that committee shall render a final decision regarding the request for reinstatement. The student may return to the residence hall only after an affirmative decision has been made by the committee.

Suspension or expulsion. A student who is suspended or expelled must vacate the college premises

within twenty-four hours after notification of the suspension/expulsion. A suspended student may not re-enter the campus or use any of the College's facilities unless written permission has been granted by the President.

Reinstatement from Disciplinary Suspension: When a student has been suspended for disciplinary reasons and is seeking reentry to the College, he/she must submit a letter to the President of the College requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension. The President shall immediately submit the letter and any supporting documentation to the Committee on Disciplinary Reinstatement, and that committee shall render a final decision regarding the request for reinstatement. The student may return to the College only after an affirmative decision has been made by the committee.

Details pertaining to student discipline can be found in *Guide to Student Rights and Judiciary Procedures*.

Student Rights

At the beginning of the hearing, the charged student will be advised that he/she has the rights listed below. Students with any questions about their rights are encouraged to contact the Office of Student Affairs.

- * *He/she shall have the right to be clearly informed of charges brought against him/her and to refute or appeal such.*
- * *He/she shall have the right to a hearing by a judiciary committee or some duly authorized college personnel.*
- * *He/she shall have the right to know all evidence and testimony against him/herself and the opportunity to testify and present*

evidence and witnesses.

- * He/she shall have the right to remain silent (i.e., not to testify against him/herself), but must be informed that if silence is maintained, the case will be determined on the evidence presented.*
- * He/she shall have the right to be given a written statement of the decision of the hearing committee.*
- * He/she shall have the right to appeal to the President of the College whose decision shall be final. In the absence of an appeal, the decision of the hearing committee or the Dean of Student Affairs shall be final.*

FOOD SERVICES

STUDENT CENTER

The Student Center houses offices for the Student Government Association and the bookstore. It is also a Center which provides recreation and food service. The Student Center is operated for the use and benefit of students of Morris College and their guests.

Guests of students are expected to observe the policies and regulations of the College. Each student is responsible for his/her guest. A guest must show proper identification upon request of a security officer or college official.

Student Center Hours:

10:00 a.m. - 11:00 p.m. -Monday through Friday
(except during
Assemblies)
4:00 p.m. - 11:00 p.m. -Saturday
4:00 p.m. - 11:00 p.m. -Sunday

THE DINING HALL

The dining hall is located on the first floor of Daniels Hall. Nutritionally balanced meals are provided for all students, staff, and faculty who desire to have meals there. Meals for day students may be purchased in the dining hall.

Dining hall serving hours during the academic year are:

Breakfast	7:00 a.m. - 8:15 a.m. - Monday through Friday
	8:00 a.m. - 9:15 a.m. - Saturday, Sunday & Holidays
Lunch	11:00 a.m. - 1:15 p.m.- Monday through Friday
	12:00 noon - 1:15 p.m.- Saturday
	12:00 noon - 2:15 p.m.- Sunday
Dinner	4:00 p.m. - 6:15 p.m. - Daily

Special social dinners are served monthly. Social dinners are centered around major holidays or current campus events.

SICK TRAY PERMIT

In case of illness, a resident may obtain a sick tray permit from the Residence Director or the Residence Hall Assistant in charge.

A sick tray form must be submitted to the Food Service Director for each tray requested.

LATE PLATE

Residents who have classes during the scheduled dining hall serving hours should report the concern to the Dean of Student Affairs, who in turn will arrange for the resident to receive a late plate.

FOOD SERVICE COMMITTEE

Meetings of the College's Food Service Committee are held monthly each first Wednesday at 12:00 Noon. Residents desiring to offer suggestions for the Food Services supervisor may submit a Food Service Concern and Suggestion Form to the Food Service Committee prior to the meeting of the committee.

MEAL TICKETS

Students eating in the dining hall must present their color-coded Identification Cards at each meal. The Division of Student Affairs issues each student an Identification Card (ID) at registration. IDs are validated during the academic year in the Office of Student Affairs. Lost IDs should be reported to the Office of Student Affairs where replacement IDs may be obtained.

IDs are not transferable. The use of an ID by anyone other than the owner will result in a policy violation and subject both the owner and the user to disciplinary action. The identification card is to be carried by the student at all times.

Day students may purchase meals in the dining hall.

DINING HALL DECORUM

Students eating in the dining hall should avoid the following:

- 1) Removing trays, silverware, glassware, or other dining hall property.
- 2) Cutting line while waiting to be served.
- 3) Entering the dining hall improperly dressed.
- 4) Calling attention to oneself through actions which constitutes unacceptable behavior.

COMPUTERS

Information technology is an essential tool at Morris College that will contribute to effective learning. Morris College provides Internet access from every residence hall for all students who bring their personal computers to the college.

If you plan to bring your computer to the college and wish to have access to the Internet from your room, your computer must be equipped with the following minimum hardware and software:

Desktop/Apple Mac Computer

Hardware:

1GB memory
80 MB free disk space
10/100 Network Card

Software:

Windows 2000XP or VISTA
Microsoft Explorer or
Netscape

Laptop Computer

Hardware:

1GB memory
80 MB free disk space
PC Card Adapter

Security Cable

Software:

Windows 2000XP or VISTA
Microsoft Explorer or
Netscape

A student desiring to connect the Internet service to their personal computer must complete the Student Request for Internet Connection Form. The student may request this form from their respective Residence Hall Director. After completing the form, the student should return the form to the hall director, who will then notify the Computer Center of the requested service. Upon receipt of the form, a staff member from the Computer Center will connect the Internet service to the student's individual computer jack and assign them an Internet IP address. The Residence Hall Director will contact the student to let them know that the Internet service is available. The student will receive connecting and set-up instructions from the Hall Director, as well as a copy of the institution's Computer Policy and information on protecting yourself against prosecution for violating federal copyright laws. In addition, the student will receive a computer cable that they must return at the end of each semester. Failure to return this computer cable will subject the student to a \$10.00 replacement fee.

TELEPHONES

Limited telephone services will be provided in each residence hall room. However, residents will be required to supply the telephone unit.

Residents are able to place calls anywhere on campus or receive calls from on or off campus directly to their rooms. The College will take disciplinary action when it appears that telephone services are being used for illegal purposes or in an illegal manner.

Coin-operated telephones and an office telephone are located in each residence hall. The office telephone may be used by residents only in cases of emergencies. Residents are asked to limit their calls on the pay stations to a maximum of fifteen minutes if someone is waiting to use the telephone.

The telephone numbers in the residence halls are:

J.O. Rich - S.C. Cureton - Ed F. Johnson Hall
Office - 934-3610
1st Floor - 778-9862
2nd Floor - 778-9809

Dobbins - Keith - Whitener Hall
Office - 934-3600
1st Floor - 775-9819
2nd Floor - 778-9782

Anna D. Reuben - Mamie N. Coker - Magnolia
Lewis - Alberta Simons Hall
Office - 934-3000
1st Floor - 775-9961
1st Floor - 775-9994
2nd Floor - 775-9860
2nd Floor - 778-9769

Daniels Hall
Office - 934-3300
2nd Floor - 775-9931
3rd Floor - 773-5260

Charles G. Adams - C. Mackey Daniels - Marion
W. McLester - Beatrice G. Sanders Hall
Office - 934-3761
1st Floor - 418-0630
2nd Floor - 934-9510
3rd Floor - 773-4060
4th Floor - 775-3390

NOTES