

**Morris College**  
**GUIDE TO**  
**RESIDENTIAL LIVING**  
**2019 - 2020**



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**Dr. Leroy Staggers**  
**President**

**Revised June, 2019**

Morris College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Morris College.

*(Note: Publication of the Commission’s address and contact numbers is designed only to enable interested constituents 1) to learn about the accreditation status of Morris College, 2) to file a third-party comment at the time of the college’s decennial review, or 3) to file a complaint against the institution for alleged non-compliance with a standard or requirement.*

### CONTACT INFORMATION

If you are requesting various kinds of information regarding the college itself, please call the appropriate office listed below using the 803 area code.

Office of Enrollment.....	934-3216 or Toll Free: 1-866-853-1345
Office of Business Affairs .....	934-3223 or 3229
Office of Financial Aid .....	934-3419 or 3417
Office of Academic Affairs .....	934-3213
Office of Student Affairs.....	934-3217
Office of Student Housing .....	934-3175
Office of Counseling Services .....	934-3259
Health Services Office .....	934-3256
Office of Human Resources.....	934-3298
Title IX Coordinator.....	934 -3217

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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 halls. We look forward to working with you and wish for you a successful academic year.

## **MISSION STATEMENT**

Morris College was founded in 1908 by the Baptist Educational and Missionary Convention of South Carolina to provide educational opportunities for Negro students in response to historical denial of access to the existing educational system. Today, under continued ownership of its founding body, the College opens its doors to a culturally and geographically diverse student body, typically from the Southeast and Northeast regions. Morris College is an accredited, four-year, coeducational, residential, liberal arts and career-focused institution awarding baccalaureate degrees in the arts and sciences and in career-based professional fields.

The College serves the needs of its students, alumni, and community.

It serves its students by:

- Providing sound liberal arts and career-based programs with a particular emphasis on teacher education.
- Providing an intensive program for mastering basic social, thinking, listening, speaking, reading, writing, mathematical, technological, and leadership skills.]
- Providing services and programs to assist in their academic, social, professional and personal development.
- Promoting an ethical and religious environment which complements the student's total development,

It serves its alumni by:

- Promoting a relationship that is mutually beneficial to the alumni and the institution.

It serves its community by:

- Providing continuing education and services to clergy and laity.
- Promoting the growth and development of the larger community through public service program.
- Providing research services facilities in the solution of academic and community problems.

Morris College is primarily a student-centered institution which seeks to fulfill this mission by:

- Evaluating the academic performance of students to ensure competence in communication, problem solving, critical thinking, and the use of informational technology.
- Emphasizing a broad understanding of the liberal arts and sciences.
- Emphasizing specific professional and technical skills necessary to meet societal demands.
- Emphasizing total development of the student for responsible citizenship in a global society.

This student-centered commitment embraces the College's motto, "**Enter to Learn; Depart to Serve.**"

### **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 demand 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 Morris College Honor Code each student is expected to:

- (1) Show complete integrity in both work and deed.
- (2) Do his or her own school work.
- (3) Refrain from plagiarism (copying written words without giving proper documentation), cheating and stealing.
- (4) Apply this Honor's code to himself or herself and confront any other student who violates it.
- (5) Treat everyone at the College with respect.

Consequently, deliberate violation of the Morris College Honor Code can result in:

- (1) Social probation, the duration of which is determined by the severity of the offense.
- (2) Failure.
- (3) Suspension from the College for a period of time determined by the authority.
- (4) Expulsion.

## **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.

### **MISSION STATEMENT**

The mission of Residential Life is to provide for students housing facilities that foster a safe living environment which is conducive to learning. This is achieved by providing qualified staff, policies, procedures, and activities for meeting the needs of all residents.

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 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 assist students in solving personal problems.
- 7) To develop in each student a sense of individual responsibility and self-discipline.
- 8) To interpret college objectives, policies, rules and regulations to students, and to interpret student attitudes, opinions, and actions to the administration and faculty.
- 9) 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.
- 10) 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.

- 11) To work closely with security in providing protection of the students, their property, and Morris College property.
- 12) To work closely with the Health Center in providing for the medical and emotional needs of the students.

## **DESCRIPTION OF RESIDENTIAL LIFE DIRECTOR**

**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.

## **RESIDENTIAL LIFE STAFF**

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.

**RESIDENCE HALL DIRECTOR** – Assists students in their personal growth, coordinates the entire residence hall programs and provides direction and guidance to the Residence Hall Staff. Supervise the housekeeping and general cleaning of the residence hall. Provides individual and group counseling to residents. Organizes and advises Residence Hall Senate. Makes periodic checks of the cleanliness of student rooms. Plan and implements the Living-Learning Program in each residence hall. Encourages students to attend religious services regularly. Maintains personal records and forms for each student in the residence hall. Receives parents and visitors as official residence hall host. Requisitions cleaning and maintenance supplies. Ensures that all housing regulations designed to protect the health and safety of students is properly enforced and that no unauthorized persons are permitted to enter the residence halls. Maintains regularly scheduled office hours in the residence hall, and supervises the work of work-study students. Secures professional medical services for students in the absence of the College Nurse. Attends all meetings scheduled by the Director of Residential Life. Performs any other duties that may be assigned by the immediate supervisor.

**Assistant Residence Hall Director** – Assist with supervising the housekeeping and general cleaning of the residence hall. Assists with scheduling and supervising of work-students. Assures that adequate supplies are available in the residence halls. Assist with new residents with regards to all aspects of the housing program. Assist in completing a residence hall inventory. Render counseling services to residents. Reports to the

immediate supervisor regarding problems, need and concerns of students that arose during the supervisor's absence. Ensure that all housing regulation designed to protect the health and safety of students are properly enforced and that no unauthorized persons are permitted to enter the residence halls. Attends all meetings

scheduled by the Director of Residential Life. Secures professional medical services for students in the absence of the College's Nurse. Assumes the duties and responsibilities of the Residence Hall Director during the director's absence. Performs any other duties that may be assigned by the immediate supervisor.

**Residence Hall Assistant** – May be assigned to the residence hall for an eight-hour work shift five days per week or for a twelve-hour work shift on Saturday and Sunday. Ensure that all keys are safeguarded and accounted for. Ensure that all housing regulations designed to protect the health and safety of students are properly enforced and that no unauthorized persons are permitted to enter the residence halls. Coordinates with college security officers, the Director of Health Services, local Emergency Medical Services, the Residence hall Director, and the Director of Residential Life to ensure that all emergency situations that threaten residents receive quick and appropriate response. Distributes memorandums, information bulletins, and notices directed to all individual students residing in the residence halls, and post on bulletin boards those items that are delivered during the work shift. Attend all meetings scheduled by the Director of Residential Life. Ensure that all mechanical or structural breakdowns that occur during the work shift are properly reported and that emergency breakdowns are dealt with immediately. Certifies the timesheets of work-study students assigned to work shift. Performs any other duties that may be assigned by the immediate supervisor.

**Student Staff (R.A.'s)** - Student Staff members are upper-class 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 and secure atmosphere conducive to learning. Performs any other duties that may be assigned by the immediate supervisor.

### **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 halls.
- (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 seven residence halls: Three for male residents, three for female residents and one assigned as needed.

Anna D. Reuben - Mamie N. Coker – Magnolia Lewis – Alberta Simmons (AMMA) Residence Hall (Freshman Females Building)

J.O. Rich - S.C. Cureton - Ed F. Johnson (RCJ) Residence Hall (Freshman Males Building)

Daniels Hall (As needed)

Dobbins - Keith - Whitener (DKW) Residence Hall (Upper-Class Males)

Adams - Daniels - McLester – Sanders (ADMS) Residence Hall (Upper-Class Females)

Daisy B. Alexander – Lewis P. Graham, Sr. (Alexander - Graham) Residence Hall (Senior Males Building)

Annie B. Bowman – Audree A. Clark (Bowman - Clark) Residence Hall (Senior Females Building)

### **OPENING AND CLOSING HOURS**

The earliest that a student may leave the residence hall is 6:00 a.m. All residence halls 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 p.m. - 10:00 p.m. Sunday through Thursday. Visitors may enter the residence hall lobbies at other hours only for transaction of urgent business.

### **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. Staff is available, however, 7 days per week 24 hours per day.

### **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. Eating, drinking, and loitering in the residence halls front lobbies are prohibited.

### **COMPUTER LABS**

Each residence hall has computer labs which are designed to enhance the living and learning environment. In each computer lab is a minimum of two fully wired computers, and one printer.

## 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 Residence Hall Director, the Director of Residential Life, or Campus Security immediately.

## CURFEW HOURS

Anna D. Reuben - Mamie N. Coker – Magnolia Lewis – Alberta Simmons (AMMA) Residence Hall (Freshman Females Building). Students are not permitted to leave the building after 12:00 midnight unless leaving the campus for overnight.

**Sunday – Thursday 2:00 a.m.**

**Friday and Saturday 2:30 a.m.**

J.O. Rich - S.C. Cureton - Ed F. Johnson (RCJ) Residence Hall (Freshman Males Building). Students are not permitted to leave the building after 12:00 midnight unless leaving the campus for overnight.

**Sunday – Thursday 2:00 a.m.**

**Friday and Saturday 2:30 a.m.**

Dobbins - Keith - Whitener (DKW) Residence Hall (Upper-Class Males)

Daisy B. Alexander – Lewis P. Graham (Alexander & Graham) Residence Hall (Senior Males Building)

- **Honor System**

\* Daniels Residence Hall

Adams - Daniels - McLester – Sanders (ADMS) Residence Hall (Upper-Class Females)

Annie B. Bowman – Audree A. Clark (Bowman & Clark) Residence Hall (Senior Females Building)

- **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 having signed out for overnight absence from the campus.

## **YARD CURFEW (All Residents)**

- Students are prohibited from loitering on the yard after 1:00 a.m. Sunday-Thursday. Upon returning to campus after 1:00 a.m., students are required to enter their residence halls. Yard curfew ends at 2:30 a.m. on Friday and Saturday.
- Violations of curfew will be documented by the residence directors and reported to the Office of Student Affairs. Upon two (2) curfew violations an official letter will be sent to the resident and his/her parents. Residents who incur three (3) curfew violations during a semester are subject to eviction from campus housing and will be advised to secure off campus housing.

**\*The Curfew Policy will apply to all freshmen.**

## **ADMISSION TO THE RESIDENCE HALLS**

To be admitted to the residence halls, students must 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, the student will be charged as a residential student for the current semester or agreement period.

## **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 request. **NOTE:** Returning students will have already paid room reservation fees.

## **WHAT TO BRING**

We encourage students to bring any personal items, with a few exceptions, that will make them feel at home. Although the residence halls are comfortable, space is limited. Remember, the residence halls are furnished, so there is no need to bring furniture, carpets, or draperies. We suggest that students bring the following items:

**Room:**

Pillow	Towels	Bed Linen	Blanket and /or bed spread
Broom	Dust pan	(Regular twin size sheet)	Trash can

**Personal:**

Toothpaste	Toothbrush	Soap	Deodorant	Etc.
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**Church Wear:**

Appropriate dress for church, to include, a dark dress for females and a dark suit for males.

**School Supplies:**

Pens	Pencils	Paper	Notepads	Etc.
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**Books:**

Money for books per semester

**WHAT NOT TO BRING!**

The following items are **not allowed** in any residence facility:

- Microwave Ovens
- Weapons of any kind including guns, knives and martial arts equipment
- Darts and dart boards
- Pet of any kind
- Fireworks
- Candles or lightning fixtures with open flames
- Exterior aerials or antennas

**APPLIANCES**

Television sets and radios with self-contained antennas, VCR-DVD players, stereos, electric razors, clocks, hair dryers, lamps, heating pads, electric blankets and humidifiers are permitted in rooms provided their does not disturb other residents and their state of repair is not a fire hazard. All appliances must be UL listed. General safety, fire codes, and insurance standards require that certain restrictions be placed on the use of electrical appliances in the residence hall (i.e. only one refrigerator is permitted per room).

**Potpourri kettles, coffee makers, crock pots, hot plates, grills, electric skillets, toasters and toaster ovens may NOT be used in residence rooms.**

**MOTOR VEHICLES**

Limited parking is available on campus. Freshman students are not permitted initially to bring automobiles or other motor vehicles to campus unless prior permission has been granted by the Dean of Student Affairs. After mid-semester examinations of the fall term, freshmen will be able to register vehicles on campus.

**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. **Housing staff can open a door for a resident no more than twice (2) in a single semester or single summer session. All residents are urged to carry their keys at all times. Lost keys must be replaced by the resident.**

## **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 staffs 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) Report 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.

**SPECIAL ATTENTION: Morris College cannot accept responsibility in the event of theft, loss, and/or damage in a resident's room, car, personal effects and property. Residents should check to make sure that all clothing and other valuables are covered under parent's 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:
  - 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;
  - Instruct the guest to wait in the lounge until the resident arrives to join him/her; or inform the guest that 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 returns 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 resident's 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 in each residence hall from 7:00pm through 10:00pm Sunday through Thursday. During quiet hours, there will be no paging or visitation other than in case 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 and requires its students to dress appropriately and in a manner that will 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 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, crop tops, tank shirts (wife beaters), 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, do-rags, bandanas or any head cover for men are also inappropriate in the dining hall, classroom, offices, or at formal College activities, including assemblies.

**Students are not allowed to wear pajamas/lounge pants or other items classified as sleep wear to class, the dining hall, library or any areas of business on campus. Women are not allowed to wear bed or sleep bonnets to class, the dining hall, the library, assemblies and other College functions. When in doubt concerning appropriate attire, consult with residence hall directors or the Office of Student Affairs. Each student is requested to respect and comply with the dress code.**

## ROOM RESERVATION DEPOSIT

Students wishing to reserve a room in one of the residence halls for the regular academic year (fall and/or spring semesters), summer sessions included, must submit a one-time refundable room deposit of **(\$100.00)** with a **completed Housing Agreement Form** to **THE OFFICE OF BUSSINESS AFFAIRS, MORRIS COLLEGE, 100 WEST COLLEGE STREET SUMTER, SOUTH CAROLINA 29150-3599. Do not send cash. Send money order or cashier's check payable to Morris College.** This one-time payment of **(\$100.00)** deposit will give the student the right to reserve a room by **annually** completing the **Housing Agreement Form**. The deposit will be refunded upon the student's graduation or separation from the college. If the student returns to college after separation, the **(\$100.00)** deposit must be paid again. The **Housing Agreement Form** should be returned by **June 30th** for the regular academic year (fall and/or spring semesters) summer sessions included.

## 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 College Official will contact the parents. Residents should not call parents of other 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 College Office.

**INCENSE** - The burning of incense is prohibited in all residence halls. Burning candles incense, or having an open flames is prohibited in all residence halls.

**ELECTRICAL APPLIANCES** - Electric irons, TV's, radios, VCR/DVD players, electric razors, clocks, hair dryers and lamps are permitted in the residence halls. Potpourri kettles, coffee makers, crock pots, grills, toaster ovens, 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. Refrigerators are permitted (**i.e. only one per room**).

**WOMEN VISITORS TO MEN'S RESIDENCE HALLS** - Female 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 and in the residence halls front lobby. 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. Overnight guests should be no younger than 17 years of age.

## **MORRIS COLLEGE**

### **Missing Student Notification Policy and Procedures**

This policy is established by Morris College in compliance with the Higher Education Opportunity Act of 2008 and applies to residential students at the college. For the purpose of this policy a student may be considered to be a "missing person" if the person's absence from campus is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include but not limited to, a report of suspicion that the person may be a victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life threatening situation, has been with persons who may endanger the student's welfare, or is overdue to return to campus and is unheard from after giving a specific return time to friends and family.

#### **Designation of emergency contact information**

a. Students age 18 and above and emancipated minors

Students will be given an opportunity during the annual registration process to designate an individual to be contacted by the college no more than 24 hours after the time that the student is determined to be missing. The designation will remain in effect until changed or revoked by the student.

b. Students under the age of 18

If a student under the age of 18 is determined to be missing, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing.

c. All residential students (both a. and b. above)

If a student is determined to be missing, the college will notify the appropriate law enforcement agency not later than 24 hours after the determination has been made.

## **Missing Student Procedure**

- a. Any individual on campus who has information that a Residential student may be a missing person must notify the Dean of Student Affairs and Campus Security immediately.

**Note:** In order to avoid jurisdictional conflicts when a commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. Campus Security and the Office of Student Affairs will assist external authorities with these investigations as requested.

- b. Campus Security and the Office of Student Affairs will gather all essential information about the missing resident student from the reporting person, from the student, the student's acquaintances and from college personnel and official college information sources. Such information will include a physical description, cellular phone number, clothes last worn, where the student might be, who the student might be with, vehicle description, information about the physical and emotional wellbeing of the student, an up-to-date photograph, a class schedule, when last attended class, etc.
- c. Appropriate campus staff, including the Director of Residential Life and Residential Life staff will be notified to aid in the search and location of the student. Contact with the student should be attempted using text messages, cellular phone calls and e-mail.
- d. If search efforts are unsuccessful in locating the student in a reasonable amount of time or it is apparent immediately that the student is a missing person (e.g., witnessed abduction), or it has been determined that the student has been missing for more than 24 hours, Campus Security will contact the Sumter Police Department (appropriate local law enforcement agency) to report the student as a missing person. The Sumter Police Department will take charge of the investigation with assistance of the college officials.
- e. No later than 24 hours after determining that a Residential student is missing, the Dean of Student Affairs will notify the emergency contact previously identified by the student (for students 18 and over) or the custodial parent/guardian (for students under the age of 18) and advise that the student is believed to be missing.

### **Communications about missing students**

- a. In accordance with established college emergency procedures, the Director of Public Relations will be a part of the college administrative response team and is the designated spokesperson to handle media inquiries concerning a missing student.
- b. The local law enforcement agency in charge of the investigation will be consulted by the Director of Public Relations prior to any information released from the college so as not to jeopardize the investigation.

Information provided to the media to elicit public assistance in the search for the missing student will be handled by the local law enforcement agent.

**MORRIS COLLEGE**  
Missing Student Notification Form  
Emergency Contact Information

Name of Student: \_\_\_\_\_

Student's Phone Number: Local \_\_\_\_\_ Cellular \_\_\_\_\_

- I decline the option to provide emergency contact information
- I will provide emergency contact information. (Please complete information below.)

In the event of an emergency, please contact the follow individual(s).

**Primary:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone (    ) \_\_\_\_\_

(List all that apply)

**Alternates:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone (    ) \_\_\_\_\_

(List all that apply)

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone (    ) \_\_\_\_\_

(List all that apply)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **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 Hall Director.
- E. Turn in keys to the Residence Hall Director.
- F. Sign out on the proper form before vacating the building.

## **VACATION PERIODS**

Residence halls close during the following vacation periods:

### **Christmas and 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 once the replacement fee of \$20.00 is made payable to Morris College at the Business Affairs Office. 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 ID.

## **VEHICLES**

Each student must register the motor vehicle he/she owns or operates and pay the necessary registration fee by the last day of class registration. Freshman resident students are not permitted initially to bring automobiles or other motor vehicles to campus. After mid-semester examinations in the fall term, all freshmen will be able to register vehicles on campus. Every vehicle must meet all stipulations for on-campus registration such as being registered to a parent, guardian, spouse, or the student, as well as meeting the other guidelines as outlined on the Vehicle Registration forms.

If a freshman is seeking to register a vehicle prior to the end of the mid-semester examination period, he or she 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 Decal in order to park their cars on campus. Individuals register their vehicles with Campus Security and pay their vehicle registration fee in the Office of Business Affairs. Parking Decals must be mounted on the passenger side of the vehicle's windshield.

**Students must park in assigned parking areas only.** Parking is not permitted behind residence halls or in other restricted areas. A vehicle parked in restricted areas will be towed at the owner's expense.

## **SPECIAL REMINDER!**

**All vehicle operators must park their vehicles immediately upon arrival on campus. Vehicles must remain parked and locked while on campus. Sitting in parked vehicles is not permitted. Violators of the parking policies will be denied on-campus parking privileges.**

## **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 relationships 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 College uses various means of defining and clarifying the expected conduct of students. A system of academic and non-academic counseling is provided to prevent violation of regulations essential in the educational development of students. **The Student Handbook and the Guide to Student Rights and Judiciary Procedures** contain policies pertaining to student conduct. Policies regarding student conduct apply to both campus residents and day students.

As a student at Morris College, you are expected at all times to show respect for older, morality, and the rights of others, and to exemplify in daily living a high sense of personal honor and integrity. Morris College adheres to the philosophy that its students are mature adults and as such will assume certain responsibilities for their fellow students.

**Any student conduct that impacts the image of Morris College, occurring on or off campus, is subject to the code of conduct regulations (disciplinary actions). Every member of the Morris College family is authorized to exercise such control as necessary to carry out the spirit of these policies.**

### Student Rights

Each student investigated for misconduct shall have the following rights:

- 1. He/she shall have the right to be clearly informed of charges brought against him/her and to refute or appeal such.*
- 2. He/she shall have the right to a hearing by a judiciary committee or some duly authorized college personnel.*
- 3. 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.*
- 4. 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.*
- 5. He/she shall have the right to be given a written statement of the decision of the hearing committee.*
- 6. 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.*
- 7. He/she shall have the right to appeal within twenty-four hours the findings of an Administrative Hearing or a College Judiciary Committee's Findings.*

## 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. Disciplinary Warning
- D. Probation (non-academic)
- E. Termination of housing contract/eviction

### Disciplinary Probation

Disciplinary probation is a formal notice to the student that the activity in question is unacceptable within the College community and that if continued or other inappropriate behavior follows, more severe action may be taken including the possibility of suspension or expulsion from Morris College. The term of the probation may be fixed or indefinite. A student on disciplinary probation is not eligible.

1. **To participate in extracurricular activities**
2. **To represent the College in any official capacity**
3. **To hold any position held prior to the probationary period**
4. **To attend social events of the campus**

**A student on social probation may also be required to attend special counseling sessions and all assemblies.**

Upon termination of the Probationary period, the lost privileges are restored automatically provided the student has lived up to the terms of the probationary period. Official notice will be provided to the student and also to the campus officials on a need to know basis.

**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. However, the student's right to eat meals in the Dining Hall remains in effect for the remainder of the semester or summer or summer term. Students evicted from the residence hall do not receive a refund of their room fee regardless of the length of time during the semester or summer term that they occupied their residence hall room.

Within 24 hours of eviction from a residence hall, a student must deliver to the Dean of Student Affairs a completed copy of the Exit Form for a Student Evicted from Campus Housing. This form will identify where the student will be residing and other necessary information that the College must have. If the student is a dependent student a copy of the form will be sent to the parent or guardian.

**When a student is evicted from a residence hall and is seeking reinstatement, he/she must submit a letter to the Dean of Student Affairs requesting such reinstatement.** The student may return to the Residence Hall only after receiving a notification from the Dean of Student Affairs of an affirmative decision.

**Suspension or expulsion:** A student who is suspended or expelled because of disciplinary action must vacate the college premises within twenty-four (24) hours after notification of his/her suspension. 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 Dean of Student Affairs. **When a student has been suspended for disciplinary**

**reasons and is seeking reentry to the College, he/she must submit a letter to the Dean of Student Affairs requesting reinstatement and provide evidence that he/she has satisfied the terms of the suspension.** The student may return to the College only after an affirmative decision.

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

## **FOOD SERVICES**

### **STUDENT CENTER**

The Student Center houses offices for the Coordinator of Student Activities, Student Government Association, and the bookstore. The Center also provides recreation and food service, and 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 A.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. Food services for all boarding students are included in their fees.

Dining hall serving hours during the academic year are:

Breakfast	7:00 A.M. - 9:30 A.M.	-	Monday through Friday
Brunch	10:00 A.M. - 2:00 P.M.	-	Saturday – Sunday – Holidays
Lunch	11:30 A.M. - 2:00 P.M.	-	Monday thru Friday
Dinner	4:00 P.M. - 7:00 P.M.	-	Daily
	5:00 P.M. - 6:30 P.M.	-	Saturday - Sunday

The Hornets Nest (Student Center):	12:00 P.M. - 10:00 P.M.	-	Monday through Friday
	3:00 P.M. - 10:00 P.M.	-	Saturday and Sunday

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. A staff member will be responsible for picking up the sick tray from Food Service.

## **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.

## **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.

**ID's 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) 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.

A student who plans to bring his/her computer to the college and wishes to have access to the Internet from his/her room, the computer must be equipped with the following minimum hardware and software:

Desktop/Apple Mac Computer

Hardware:

8GB memory  
256 Gig disk space 50 Gig free disk space  
Wi-Fi Adapter 2.5 GHz or above  
2.6 GHz processor or above  
Security Cable or software

Software:

Mac 10.10 and above  
Windows 8.1 Windows 10  
Microsoft Explorer or Edge  
Chrome, or Fire Fox current versions  
Office Application 2013 or above  
Licensed updated virus software

Laptop Computer

Hardware:

8GB memory  
256 MB free disk space 50 Gig free disk space  
Wi-Fi Adapter 2.5 GHz or above  
2.6 GHz processor or above  
Security Cable or software

Software:

Mac 10.10 and above  
Windows 8.1 Windows 10  
Microsoft Explorer or Edge  
Chrome, or Fire Fox current versions  
Office Application 2013 or above  
Licensed updated virus software

**INTERNET SERVICE**

Morris College offers high-speed wireless Internet to enrolled students throughout the campus. Freshmen students will be issued Wi-Fi information, Email, LMS information and Print Codes from their Freshman Seminar instructor. Transfer students will pick up their information, from the Office of Student Affairs. All students should reference the College’s website (Home » Campus Resources » Information Technology » Connecting to the Network/ Computer Use Policy) for information regarding the Computer Policy as well as information on protecting yourself against prosecution for violating federal copyright laws.

## MORRIS COLLEGE EMERGENCY NOTIFICATION SYSTEM

### About the system

As part of Morris College's ongoing efforts to ensure the safety of the campus community, the College has implemented an Emergency Notification System. The system will send time-sensitive text and voice messages, email and an outdoor siren alarm in the event of an emergency.

### How it works

In order to receive text and voice mail message alerts, all students, faculty and staff must register to receive the emergency alerts. While participation in the text and voice messaging system is voluntary, when the system is ready for use we strongly encourage everyone to register. The information that you supply is considered confidential and will not be shared. The Emergency Notification System will only be used in the event of an emergency.

### To register, faculty, staff and students should:

- Go to the Morris College Homepage ([www.morris.edu](http://www.morris.edu))
- Go to the **Quick Links Section** and click **Emergency Notification**
- Read the information on the page to create an account
- Once you have created and validated an account, click the log on link at the bottom of the page

You are responsible for keeping your information up to date. If you wish to be removed from the system, it is your responsibility to delete the account.

## TELEPHONES

Office telephones are located in each residence hall. The office telephone may be used by residents only in cases of emergencies. The telephone numbers in the residence halls are:

J.O. Rich - S.C. Cureton - Ed F. Johnson Hall (RCJ Hall)  
Office - (803) 934-3610

Dobbins - Keith - Whitener Hall (DKW Hall)  
Office - (803) 934-3600

Anna D. Reuben - Mamie N. Coker - Magnolia (AMMA Hall)  
Lewis - Alberta Simons Hall  
Office - (803) 934-3000

Daniels Hall  
Office - (803) 934-3300

Charles G. Adams - C. Mackey Daniels – Marion (ADMS Hall)  
W. McLester - Beatrice G. Sanders Hall  
Office - (803) 934-3761

Daisy B. Alexander – Lewis Graham, Sr. Hall (Alexander-Graham Hall)  
Office- (803) 774-4900

Annie B. Bowman – Audree A. Clark Hall (Bowman-Clark Hall)  
Office (803) 774-4919

## **SEARCH AND SEIZURE POLICY**

### **OVERVIEW**

Being that Morris College is an educational community with distinct behavioral requirements, the courts upheld a college's right to enter and search student rooms and suites with just cause. However, the entry and search must not be done in a subjective and impulsive manner, which unnecessarily deprives a student of his/her fundamental constitutional protection.

Currently, the College's housing staff can and will make periodic inspections of students' rooms and suites for safety and health reasons. Violations observed during routine inspections and /or building evacuations will be referred to the Office of Student Affairs for further actions.

The intent of this policy is to provide protection for the rights of each student while at the same time providing staff members and college officials the means to maintain and protect our educational environment necessary for the College to fulfill its primary goal of education.

### **RIGHTS OF ENTRY**

Morris College reserves the right to enter any room or suite and should be made only when the college has reasonable and fair cause to believe that such items are present in the room:

- a) With or without notice for the purpose of inspection, maintenance or repairs.
- b) Without notice to or permission of the resident thereof, for the purpose of
  - a. Checking for alcohol, illegal drugs and /or narcotics, or dangerous drugs.
  - b. Check for firearms, fireworks, explosives, weapons (knives, brass knuckles, etc.)
  - c. Any other substance, materials, or goods that would breach of the College's Housing Agreement, the standards and regulations of Morris College.
  - d. When there is articulated reason to believe that the occupants of the room are in serious physical or psychological distress.

# NOTES