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# DIRECTOR'S WELCOME

On behalf of the entire Residential and Student Life department, welcome to the shared campus of Fairmont State University!

Being a member of a Residence Hall can help strengthen both your personal growth and academic success. Our staff will strive to help you through this amazing transitional experience! We will provide you with the opportunity to attend various academic, social, and cultural programs outside of the classroom. You will have the opportunity to meet faculty members and build relationships with other students. We will provide you with an on-campus living experience that fosters relationships and encourages personal growth.

National research has proven that students who live on campus perform better academically and graduate earlier than their off campus counterparts. It is each student's responsibility to take full advantage of the amazing resources that we have to offer! Living on campus will provide you with many new freedoms and personal choices through which you can meet students not only from West Virginia but from around the world. You will have the opportunity to develop life-long friendships, and establish a connection to a diverse population on our campus.

It is my hope that through this living experience you will develop the skills necessary to succeed on a communal and national level. We are excited that you have chosen to attend our school. If there is anything you need, feel free to give us a call at 304.367.4216 or stop by and see your RA!

Sincerely,  
Alicia M. Kalka  
Executive Director of Residential and Student Life

# RESIDENCE LIFE MISSION

The Office of Housing and Residence Life works to provide an inclusive residential living learning environment with programs, services, and experiences that build comfortable communities where students can live, learn, grow, and inspire.



# RESIDENCE HALLS AND STAFF

## Central Office

Phone: 304-367-4216

Fax: 304-333-3693

## Morrow Hall

RD: 304-368-7230

Duty Phone: 304-612-2054

## Prichard Hall

RD: 304-368-7230

Duty Phone: 304-612-7035

## Pence Hall

RD: 304-368-7230

Duty Phone: 304-612-4738

## Bryant Place

RD: 304-368-7253

Duty Phone I: 304-694-4984

Duty Phone II: 304-288-9596

## University Terrace

RD: 304-367-4949

Duty Phone I: 304-290-2904

Duty Phone II: 304-612-4619



# STAFF ROLES

Each residence hall is staffed by full-time professional and paraprofessional staff members.

## **Residence Hall Directors**

Residence Hall Directors (RDs) are full-time, live-in professional staff members who oversee the daily operations of the residence hall. They supervise the Resident Assistants, Assistant Residence Directors, and Desk Monitors. RDs ensure that the residence halls maintain a safe community by upholding residence hall policies and procedures. RDs are trained in crisis management, emergency response, safety and security, and student and program development. The RD is here to ensure that your residence halls are conducive to academic success.

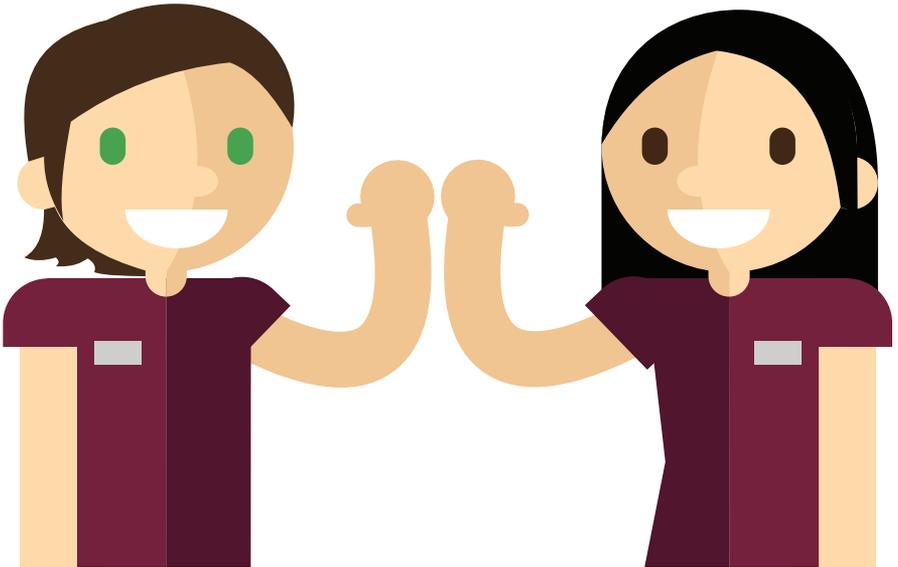
## **Resident Assistants**

Resident Assistants (RAs) are paraprofessional staff members that live in each residence hall. RAs are full-time students and will likely be one of the first people you meet on campus. They are the first contact person for students that have questions or concerns of any nature in Housing. RAs are aware of a wide range of campus resources that are available to students. They are here to ensure that the residence halls maintain a safe community by upholding residence hall policies and procedures. RAs are trained in crisis management, emergency response, safety and security, and student and program development. RAs ensure that your residence halls are conducive to academic success.

## Assistant Resident Directors

Assistant Resident Directors (ARDs) are paraprofessional staff members that live in the residence halls. The ARDs are typically returning RAs who have experience in the residence halls. ARDs are seen as a “lead” RA. To our residents, ARDs are just another RA that can help you at any time.

Getting to know your RA will greatly improve your residence hall experience. If you need to talk to someone, stop by and see your RA. Remember: RAs are not parents or police officers; they are students just like you. If you need assistance and no one is available, try calling the duty phone (numbers available on page 4-5). RAs will promptly report important information to their superiors.



## Stocking Your Nest

### What you should bring:

- Rainwear and umbrella
- Room decorations (see Decoration Policy on page 20)
- Bathrobe, shower shoes, shower caddy, towels, and washcloths
- Prescribed medications
- Two sets of linens (mattresses are 36" x 80" or "XL Twin"), blankets and pillows
- Headphones, earbuds, phone chargers
- Surge protectors
- School supplies and a backpack
- Garbage can
- Moving carts/ Dollies to make move-in easier

### *SPECIAL NOTE*

Those in Bryant Place and University Terrace should bring a plunger, toilet paper, and bathroom cleaning supplies.



## What could be fun to bring:

- Mini refrigerator (maximum size 4.6 cubic feet; must be plugged directly into an outlet)
- Computer/ Television/ Portable audio devices
- Extra lamp
- Stackable crates
- Keurig or any single cup coffee brewer (without a hotplate)
- Overnight bag
- Clothes hangers
- Cookware, especially in apartments

### *SPECIAL NOTE*

Remember you are responsible for your items, we recommend you get Renter's Insurance. You can apply for this from our provider in the housing application.



## ITEMS NOT PERMITTED:

For health and safety reasons the following items are not permitted in student rooms. Failure to comply with these restrictions will result in the item being confiscated and will be considered a student conduct matter.

- Free weights over 20 lbs. (all weights under 20 lbs. must be housed on a mat)
- Electric devices such as a hot plates, toasters, ovens, popcorn poppers, air conditioners, dehumidifiers, electric grills, portable heaters, sandwich makers, crock pots, etc.
- Alcohol, drugs, alcohol or drug paraphernalia, empty alcohol containers (even for decoration)
- Microwaves (except Micro-Fridges rented through our contact)
- Any open-flame object (e.g., candles or incense, even unlit) and candle warmers with hot plates
- Drums, amplification equipment for stereos, electric guitars, etc.
- Weapons or Fireworks
- Gasoline, lighter fluid, charcoal grills, or any combustible, explosive, or flammable material



- Pets of any kind, except for a fish in tank (no more than 10 gallons)
- Supplies used to stack or loft beds
- Paintball, BB, or pellet guns
- Wireless routers (unless wireless connectivity is disabled)
- Extension cords or multi-receptacle outlets
- Motorbikes, Segways, Hoverboards, etc.
- Decorations attached to light fixtures, fire equipment, etc.
- Anything outside the window.
- Power-strips, Christmas lights, etc. are permitted, but may not be plugged into one another; commonly known as piggy-backed or daisy-chained

This list is not comprehensive and is subject to change. Residents may be asked to remove items considered unsafe or disruptive.

## *SPECIAL NOTE*

Cookware listed here does NOT apply to any University Terrace Apartment.



# Housing Application Process

## HOUSING CONTRACT

The Housing and Residence Life Terms and Conditions is a legally binding agreement between you and the institution. **As long as you are enrolled, the contract is in effect until the end of the academic year.** Returning your room key to a Residence Director or Resident Assistant and/or moving out does not cancel your housing contract. Your housing contract obligates you to follow all of the rules in the Residence Hall Guide to Success, the Student Code of Conduct, and any other institutional policies. If a student is held responsible for violating any policies and is removed from campus housing, the student is still responsible for paying room and board fees for the entire academic year. Our institution requires that all students reside on campus for four (4) consecutive semesters. Failure to complete an application does not waive the four (4) consecutive semester requirement. Our institution reserves the right to assign a room for any students who has not met the requirement.

## ON-CAMPUS HOUSING AGE POLICY

The Office of Housing and Residence Life does not offer non-traditional housing; students who are married, students with children, etc. Students over the age of 25 may not reside in traditional residence halls. Those students over the age of 25 are asked to seek housing off campus, but may be considered for on-campus housing on a case by case basis. Cohabitation is not permitted by romantic partners.

## APPLICATION PROCESS

Students will be able to apply for housing for the upcoming academic year beginning September 16, 2019. In order to complete a housing application, log into your myFairmontState then click on the housing icon. Sign in using your UCA@students and your password. Begin the process by clicking "Housing Application" (located on the top left side of the page), selecting your application type, and then clicking "Begin Application". You will be able to place yourself in the room you prefer. In order for you to receive a housing

assignment, you must agree to the Terms and Conditions, as well as pay the \$200 deposit. Accepting or signing the Terms and Conditions obligates you to the lease.

## DEPOSIT

It is not necessary to pay a second deposit when applying for housing for a future academic year unless your deposit has been previously returned. Each student's deposit is rolled over to the next academic year; however each student will be responsible for any damage charges that are posted to his/her student account. If a student is not planning to return to the institution(s), he/she must notify the Office of Housing and Residence Life in writing (prior to November 30th for the spring semester, and prior to May 31st for the fall semester) in order to receive a deposit refund. Any/all deposit refunds are issued less any account balance owed the institution(s).

## WAITING LIST

In the event you are not placed into a room that is your highest preference, we can help! With our waitlist you can relax while we work to get you your desired placement. Our staff will move you once your desired room type becomes available. Our waitlist is first-come-first-serve so take advantage of it today! Limitations apply.

## *SPECIAL NOTE*

When you are added to the waitlist; we will move you to the room type you requested once available. IF you decide while waiting that you no longer wish to be on the waitlist, you must contact our office as soon as possible. You can check you room assignment by logging back into your housing application. It will redirect you to the application status page. Scroll to the bottom to see your room assignment and roommates.

## LEARNING TO COMPROMISE

This may be the first time you have to share a living space with another person. You and your roommate are very different. Learning how to live with someone who is different than you is one of the best experiences you will be able to take with you throughout life. Chances are, you may have some differences or disagreements throughout the year. It is our hope that you learn how to handle these situations maturely. The only way to work out differences with your roommate is to sit down and talk. Remember, many times people are completely unaware they are bothering you. If you and your roommate are still having difficulty communicating, we would encourage you to get

your RA involved. The RA will sit down with you, mediate the conversation, create a roommate agreement, and talk with you about ways to communicate more effectively. Our goal is for you to have a positive housing experience.

## Room Changes

A room change should NOT be seen as an easy fix to a roommate disagreement. Remember the saying, "The grass isn't always greener on the other side." If you have followed all the steps (outlined in Learning to Compromise) and you still want to move, you will need to contact the housing office.

Room change requests are not approved during the first two weeks of the Fall and Spring semesters. The freeze allows the Office of Housing and Residence Life time to ensure all students who have reserved a room have checked into rooms. We do NOT approve room changes based on race, age, disability, veteran status, religion, sexual orientation, color, or national origin.

### *SPECIAL NOTE*

The Office of Housing and Residence Life reserves the right to initiate administrative moves made in the best interest of the student and building operations. Roommates who cannot resolve issues or come to a mutual understanding may be administratively moved to different rooms, floors, or halls.

## WITHDRAWAL OR NON-ATTENDANCE

Residents who withdraw from all classes during a semester are required to vacate the residence hall within 24 hours after the withdrawal is completed. Also, any resident who stops attending classes may have his/her residence hall contract canceled and will be given notice to vacate housing.

All residents must check out properly with Residence Life staff members to be assessed a \$75.00 fine for improper check out. Replacement key costs are also applied if keys are not returned at the conclusion of the move out process. Students will not be assessed more than \$175.00 for lost keys (\$150.00 for a room key and \$25.00 for a mailbox key) and/or for an improper checkout.

# Vacation Periods

## ACADEMIC YEAR

All residents in academic year housing are required to leave campus during designated institutional holidays (i.e. Thanksgiving Break, Winter Break, and Spring Break). Before students leave for break, they should unplug all electrical appliances (excluding refrigerators), close and lock all windows, store valuables or remove valuables from the residence halls, remove all perishables from the room, empty trash, and lock the room door. Please note, refrigerators will be checked during breaks to avoid rotting or spoiling food.

You must vacate your room according to the dates and times included in the institutions' Holiday Break Schedule. Please consult with your RA for more information.

## EXTENDED ACADEMIC YEAR

Residents in extended academic year housing are permitted to reside in their rooms during vacation periods (i.e. Thanksgiving Break, Winter Break, and Spring Break). If you are interested in an extended academic year application, please contact the housing office at 304-367-4216.



# INVENTORY INSPECTIONS

The Inventory Inspection is one of the most important tasks that each student will complete upon checking into the residence hall. The inspection is completed through your housing application. Each piece of inventory will be assigned a condition as noted by our staff. It is your responsibility to complete your own inspection of the inventory. This inspection is used as part of the damage assessment process completed after a student moves out.

# MAINTENANCE AND ROOM SAFETY

Although this is your home away from home today, in the years following, this room will be someone else's new home. For this reason, please remember that you will be billed for damages, lost or stolen property, or additional service costs caused while you are in this room. All damages to university owned property must be reported promptly either to a staff member or via a maintenance request. You will be responsible for damage to or within your room and for damaged or missing furniture, IT equipment, etc. based on the current cost of labor, materials, and/or replacement cost of item(s). If two or more students occupy the same room and individual responsibility for damage or loss cannot be ascertained, charges will be divided and assessed equally among the residents of the room. Any charge from damage or loss must be paid in accordance with the established billing schedule. If a student is identified as purposefully damaging or removing university property, the student may be charged with vandalism or theft, under the crimes code of West Virginia, and may also face Residence Life and/or University student conduct charges. We understand that accidents may happen. It is your responsibility to report any damage or loss

immediately. Please follow the directions below to complete a maintenance request. All major damages should also be reported immediately to your RA.

## MAINTENANCE REQUESTS

If something should break, submit a maintenance request using the online submission form by following these instructions:

1. Go to [www.fairmontstate.edu](http://www.fairmontstate.edu)
2. Select Campus Life at the top of the site
3. Select Housing and Residence Life at the top of the page
4. Select Maintenance Request on the left panel

In the maintenance request, be very detailed in describing the issue. For example, “My door doesn’t work” is not specific enough. Clarify if the door does not lock, does not unlock, does not close, scrapes the floor, does not latch properly, etc. For example, write “My door does not close all the way”. In this instance, the carpenter, rather than a locksmith, would be sent specifically to examine the maintenance request. Not being detailed regarding the maintenance concern will delay the repair.



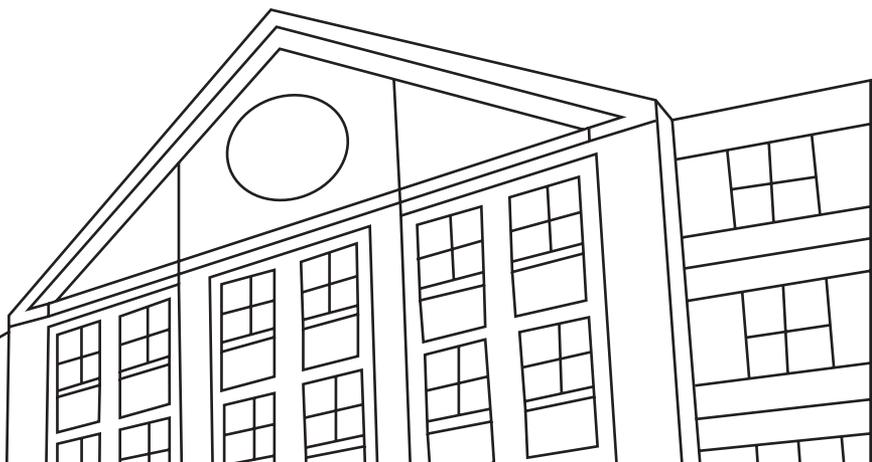
You will be able to follow this maintenance request's status by logging back into your housing application. Depending on the priority of the work being requested, the maintenance staffs will address your concerns. Security, safety, plumbing, and electrical issues are assigned highest priority. For example, repairing a towel bar (although important), will be considered a lower priority item than a smoking electrical outlet. Please note that you do not have to be present for the maintenance staff to enter your room and check or repair an issue.

## HEALTH AND SAFETY INSPECTIONS

Housing and Residence Life staff will conduct regular health and safety room inspections in our residence halls. These are required in all residence halls. These checks are conducted to increase safety within our residence halls by timely identification and removal of prohibited items. At this time the staff will also address policy violations and maintenance concerns within student rooms. These checks also allow our staff an opportunity to educate residents through positive, personal contact.

During the check the staff will conduct a noninvasive scan of the room. We do not open drawers, refrigerators (with the exception of break periods to check for moldy or spoiled foods), or closets. We may move (or ask the resident to move) items blocking outlets or AC units. Our staff may ask for the resident to open refrigerators, closets, or drawers if we have reasonable suspicion of policy violations or major maintenance concerns.

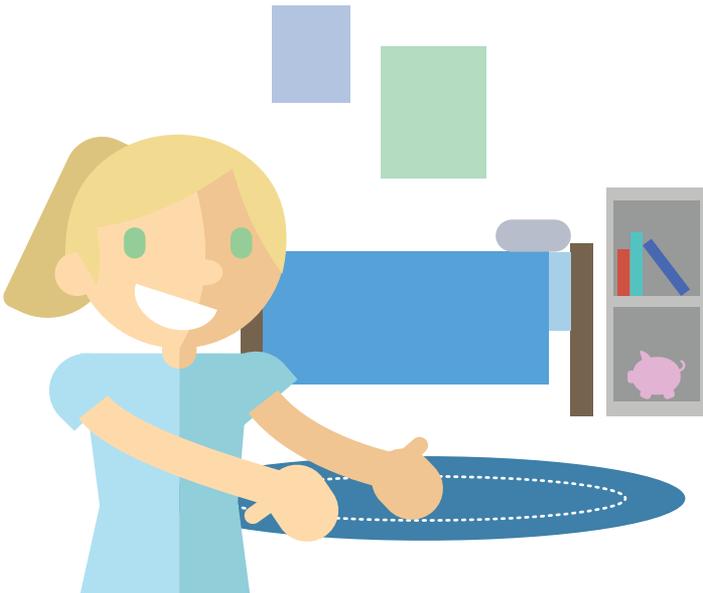
During all institutional breaks (Thanksgiving Break, Winter Break, and Spring Break) inspections are conducted by the Housing and Residence Life staff in every residence hall.



## DECORATION POLICY

Please keep the following policies in mind when decorating your room.

- Residents will be responsible for any damages that are caused by decorations. Residents will be billed accordingly.
- Curtains and drapes are permitted, but cannot be mounted to the wall or ceiling. Curtains and drapes may be placed on a tension rod. Either must be fire resistant.
- There are to be no stickers, flags, or other items displayed in windows.
- No sticky tack, tape, command strips or command hooks are permitted to decorate the suite/apartment.
- No nails or screws are to be used to mount decorations.
- The Office of Housing and Residence Life recommends that residents use thumbtacks to decorate, but please be mindful about how many items are being hung.
- Alcohol paraphernalia may not be used as a form of decoration, i.e. empty bottles, shot glasses, etc.
- No wall or door may decorated with more than 30% coverage.



# KEYS

Keys are the property of the Office of Housing and Residence Life and may not be loaned or duplicated. Lending a room key is a safety and security violation and will be referred to the Residence Director for a student conduct hearing.

Residents are responsible for locking their doors and keeping them locked. If a resident leaves a door open, Fairmont State is NOT responsible for any damage done to the resident's belongings.

Those who do not return his/her room key at the time of check-out or those who lose their room key, will be assessed a fee of \$150.00 to re-core the lock. Mailbox keys that are not returned or are lost will result in a \$25.00 fee charge to your account.

If a resident believes that his/her key is missing or stolen, he/she should report this immediately to a Resident Assistant or Residence Director.

## LOCK-OUTS

Students are permitted to have three (3) lock-out requests per year. A lock-out consists of a resident being locked-out of his/her room. A staff member will assist the student with obtaining entrance back into his/her living area. On the third lock-out, the student will receive a warning letter via email. On the fourth lock-out, the student will receive a \$25.00 fee charged to his/her student account. For each following lock-out, the student will receive a scaled (+\$10) charge to his/her student account using the scale as follows: \$25, \$35, \$45, etc.



# RULES AND REGULATIONS

The three (3) categories of violations are as follows:

- 1) Extraneous offenses which may by-pass a Residence Hall Director in lieu of the Campus Judicial Officer
- 2) Major offenses which are grounds for expulsion from the residence hall
- 3) Minor offenses which are not usually grounds for expulsion from residence halls unless the violations are in conjunction with major offenses.

## THE PROCESS

When a student has a conduct incident, receives a Campus Judicial Referral, and/or receives a Magistrate Citation, he/she is first scheduled to attend a Student Conduct Hearing conducted by the Conduct Officer

1. During the hearing, the Conduct Officer reviews the police reports, informational reports, and/or witness statements, plus talks directly to the alleged offending person. At the conclusion of this conduct hearing, the student will plead responsible or not responsible for the violation.

a. If the student pleads responsible, behavioral sanctions could be imposed, including an educational training program or students may be required to complete community service hours.

b. If the student pleads not responsible to the alleged incident, the CJO or RD will take the information the student has presented into consideration and make a final determination.

2. If a student conduct violation is considered to be a major policy violation (armed robbery, drug distribution, sexual assault, stalking, theft, harassment, arson, physical assault, etc.) the student may be referred to the Campus Judicial Officer for potential disciplinary suspension. Disciplinary suspension would remove the alleged offender from classes and ban him/her from campus.

## STUDENT CONDUCT HEARING

When a policy violation has occurred, students have the right to a student conduct hearing. Hearing Notices will be sent to the **student's campus email** with 48 business hours notice. During this hearing, the student has the opportunity to present the case regarding the alleged policy violation(s). The Conduct Officer will conduct the hearing. During the hearing, all relevant information, witnesses, and evidence should be presented to the administrator. The technical rules of evidence applicable to civil and criminal cases shall not apply. The Conduct Officer has the right to limit the number of witnesses. All student conduct decisions are based on a preponderance of the evidence, i.e. the allegations more likely than not occurred as charged. Students are responsible for any violation that occurs in his/her room by a guest or another student.

The residential student conduct process is designed to be educational and encourage responsible behaviors. It is expected that residents and their guests do not allow themselves to be present for situations that may potentially disrupt the larger residential community. If you or your guest(s) are present for policy violations, or violations occur in your assigned room, you will typically be held responsible for the violations, and appropriate behavioral plans will be imposed. It is expected that students will immediately separate themselves from policy violations, and report violations to appropriate staff members. If information supports that students or their guests are aware of a policy violation(s) and fail to report the incident and immediately separate themselves from the situation, students will most likely be found responsible for the alleged policy violation(s) and the minimum behavioral plans outlined in this section will be imposed.

### *SPECIAL NOTE*

In certain circumstances, a student may be removed from the residence halls before a student conduct hearing has been held or following the hearing where removal was imposed and an appeal is pending. An interim removal from the residence halls may be imposed to ensure the health, safety, or well-being of members of the residential community or to preserve property.

## STUDENT CONDUCT APPEALS PROCESS

Students are entitled to request an appeal for each incident; however, requests should not be submitted just because a student does not agree with the decision of the Residence Director. Requests for an appeal must be made within five (5) business days of receipt of the outcome letter. An appeal is limited to a review of the proceedings before the Residence Director and any evidence that first became available after the student conduct meeting.

Grounds for an appeal are:

1. New information or evidence is available that supports a change in the current decision which was not present at the time of the original hearing
2. The judicial process was biased
3. The sanction was too severe for the violation

Appeals for cases originally adjudicated by an RD will be made to the Assistant Director of Residence Life (or designee) who will review the request for an appeal and determine if grounds exist. The Vice President of Student Affairs and Athletics will consider appeals for cases originally adjudicated by the Executive Director of Residential and Student Life. You will not be at risk of more consequences simply by exercising your right to an appellate review. While an appeal is pending, student conduct sanctions are suspended until the Appellate Reviewer has acted upon the request and a final resolution has been reached. An exception may occur to ensure the health, safety, or well-being of members of the residence hall community or to preserve property.

A student's request for an appeal will generally be granted if at least one of the following conditions is met:

1. New information that was unavailable at the student conduct meeting can be presented that would change the outcome of the case.
2. Established procedures were not followed and these errors affected the outcome of the case.

3. The outcome of the case is not supported by a preponderance of the evidence.

The Appellate Reviewer may:

1. Uphold or modify the original decision;
2. Uphold or modify the student conduct sanction(s);  
and/or
3. Remand the case back to be reheard or reconsidered in cases where there is new information or a procedural error.

## THE FINAL APPEAL

If you desires you may appeal the Assistant Director of Residence Life. You will need to submit an appeal in writing to the Executive Director of Residential and Student Life. Based upon the written documentation, the Assistant Director's decision may be upheld or modified. A final appeal of the Executive Director of Residential and Student Life may be made to the Vice President of Student Affairs and Athletics. The Vice President's decision will be final and binding.

## SANCTIONS

### **Notice of Policy Violation/Written Warning**

Given to inform the student that a specific behavior does not meet minimum expectations for residence hall living. It is generally imposed following isolated and less serious incidents of misconduct or contract violations. It is not imposed for a specific length of time, but further misconduct may lead to other consequences.

### **Residence Hall Probation**

A resident is not considered in good standing within the residence hall program. Any further violation may result in additional consequences. Residence hall probation will be imposed, minimally, until the end of the academic year.

### **Residence Hall Deferred Suspension**

Stipulation that subsequent disturbances to the residence hall community will typically result in removal from all institution-supervised housing. Deferred suspension will be imposed, minimally, until the end of the academic year.

### **Residence Hall Reassignment**

A mandatory change of room assignment within institution-supervised residence halls for inappropriate behavior or disruption to the residential community. Further behavior will generally result in more serious action including residence hall removal.

### **Residence Hall Contract Termination and Removal**

Removal from the campus residence hall community for conduct which is a serious violation of residence hall rules or regulations. Removal may also result from less serious, but repeated incidents of misconduct. Serious violations are generally considered those behaviors that are dangerous or highly disruptive. Separation may range from the remainder of a given semester (regardless of the days remaining) to permanent removal. The housing contract states, "Failure to abide by the residence hall policies and procedures may result in contract termination, removal from the residence hall, and forfeiture of all residence hall and dining fees for the remainder of the academic year." Students who are removed from campus housing may be prevented from returning in subsequent years.

### **Residence Hall Ban**

Total separation from any or all residence halls. This includes all property surrounding the residence hall, all porches, all steps, etc. A banned student will not be eligible to reside, visit, or otherwise participate in activities in the residential facilities. Failure to abide by this sanction will often result in the notification of campus and local law enforcement and criminal trespassing charges being filed. Further behavior will generally result in more serious sanctions, include up to expulsion from the institution.

## **Behavioral Contract**

A document that stipulates specific behavioral expectations and consequences for failure to adhere to those expectations. Failure to adhere to the contract will generally result in more serious action including residence hall removal.

## **Community Service**

Mandated service assignments. Failure to complete this sanction will result in a fine of \$20 per hour of service not completed.

## **Creative Sanction**

An exercise designed to allow the student to reflect on residence hall violations and the impact those violations have on oneself and others. Students may be required to research a specific topic, design and/or present community awareness programs, hall presentations, bulletin boards, or make restitution for damages through restorative work. The student conduct meeting administrator will review assignments to determine if the student has successfully met the educational goals of the assignment. Failure to complete this sanction will result in a fine of \$150.

## **Discretionary Sanctions**

Other sanctions may be imposed to achieve specific educational outcomes.

## **Online Reflection Exercise**

An exercise designed to allow the student to reflect on residence hall violations and the impact those violations have on oneself and others. Failure to complete this sanction will result in a fine of \$100.

## **Parental Notification**

Notification of a policy violation, student conduct meeting outcome (i.e., finding of responsibility, sanctions, etc.), to a parent, guardian, or other designated contact in compliance with the Family Educational Rights and Privacy Act (FERPA).

## **Referral**

A consequence which may require coordination with the counseling center (alcohol and drug referrals, online educational activities, assessments, and individual or group sessions), Campus Judicial Officer, other appropriate offices or University resources.

## **Common Referrals:**

Alcohol Education.....	\$150
Alcohol Counseling .....	\$300
Anger Management .....	\$150
Drug Education.....	\$150
Drug Counseling.....	\$300
Mandated Counseling.....	\$300

## **Fines:**

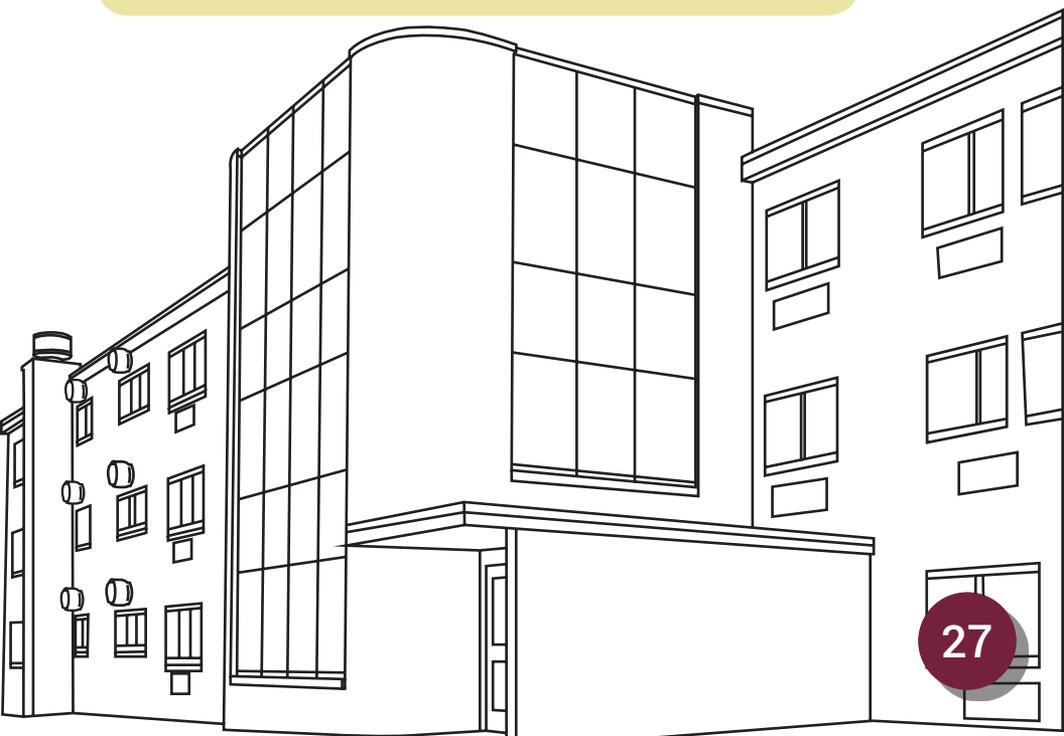
## **Restitution**

Compensation for loss, damage, etc., which may include monetary or property replacement.

## **Suspension of Privileges**

A resident may lose residence hall privileges. This includes but is not limited to loss of visitation, computer/network access, etc.

Students are responsible for completing assigned behavioral items regardless of whether or not they are separated from the institution(s) at the time the sanction is due (i.e., the student withdraws from the institution(s) or campus housing prior to the sanction deadline).



# POLICIES

## Abuse

Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person, oneself included.

First Offense:	Residence Hall Removal
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## Alcohol Paraphernalia

Students may not possess empty alcohol containers, alcohol containers used as decoration, beer pong tables, shot glasses, public posters containing alcohol endorsements (i.e. your room door), and empty alcohol boxes.

First Offense:	Notice of Policy Violation/Written Warning Residence Hall Probation
Second Offense:	5 hrs. Community Service Online Reflection Exercise Alcohol Education
Third Offense:	Residence Hall Deferred Suspension 10 hrs. Community Service Online Reflection Exercise Alcohol Counseling
Fourth Offense:	Residence Hall Removal

## Alcohol Possession/Use

Use, possession, manufacturing, furnishing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Students may not furnish alcohol to a person under the age of twenty-one. Students may not operate a motor vehicle under the influence of alcohol or while impaired by the consumption of alcohol. Students may not return to the residence halls in an intoxicated manor.

First Offense:	Residence Hall Probation 10 Hours Community Service Online Reflection Exercise Alcohol Education
Second Offense:	Residence Hall Deferred Suspension 15 Hours Community Service Online Reflection Exercise Alcohol Counseling
Third Offense:	Residence Hall Removal

## Decoration

Please keep the following policies in mind when decorating your room:

- i. Residents will be responsible for any damages that are caused by decorations. Residents will be billed accordingly.
- ii. Curtains and drapes are permitted but must be flame resistant and cannot be mounted to the wall or ceiling. Curtains and drapes may be placed on a tension rod.
- iii. there are to be no stickers, flags, or other items displayed in windows.
- iv. No sticky tack, tape, command strips or command hooks are permitted to decorate the suite/apartment.
- v. No nails or screws are to be used to mount decorations. The Office of Housing and Residence Life recommends that residents use thumbtacks or painters' tape to decorate, but please be mindful about how many items are being hung.
- vi. Alcohol paraphernalia may not be used as a form of decoration, i.e. empty bottles, shot glasses, etc.
- vii. No wall or door may decorated with more than 30% coverage.

First Offense:	Notice of Policy Violation/Written Warning
Second Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise
Third Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise Creative Sanction
Fourth Offense:	Residence Hall Probation 5 Hours of Community Service Online Reflection Exercise Creative Sanction
Fifth Offense:	Residence Hall Deferred Suspension 15 Hours of Community Service Online Reflection Exercise Creative Sanction

## Disorderly Conduct

Conduct which is disorderly, lewd, or indecent; breach of peace.

First Offence	Residence Hall Probation 10 hrs. Community Service Online Reflection Exercise
Second Offence	Residence Hall Deferred Suspension 15 hrs. Community Service Online Reflective Exercise
Third Offence	Residence Hall Removal

## Disruption/Noise

Behavior that unreasonably obstructs, disrupts, or interferes with another person's free exercise of academic or residential activity is not permitted. This includes conduct that is loud, indecent or disorderly, or behaviors that may be construed as a nuisance and thereby disrupt the residential community. Residents are not permitted to create disturbances from the windows or by using any audio device in the window area. Stereos and other listening devices with speakers are not permitted in the windows. Residents who cannot comply and violate this policy will be sanctioned and requested to remove the stereo, listening device, TV, or radio from their room for the remainder of the year.

Residents and guests must abide by the quiet hours as outlined below both inside the residence halls and in the vicinity.

**Quiet Hours:** During this time noise should not be heard outside of a resident's room including voices, music, etc. Hours are 8:00PM to 8:00AM Sunday through Thursday and from 11:00PM until 11:00AM on Friday and Saturday.

**Courtesy Hours:** Courtesy hours are in place 24 hours a day. Residents should be respectful of others and maintain a reasonable noise level as determined by housing staff. Excessive disturbances will not be tolerated.

During Finals week, there will be 24- hour quiet hours during that week and weekend to provide residents with an atmosphere conducive to preparing for exam.

First Offense:	Notice of Policy Violation/Written Warning
Second Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise
Third Offense:	Residence Hall Probation 10 Hours of Community Service Online Reflection Exercise
Fourth Offense:	Residence Hall Deferred Suspension 15 Hours of Community Service Online Reflection Exercise
Fifth Offense:	Residence Hall Removal

## Drug Paraphernalia

Students may not possess any type of drug paraphernalia. This may include any of the following: rolling papers, baggies, scales, grinders, bong, home-made bong, etc.

First Offense:	Residence Hall Probation 10 Hours Community Service Online Reflection Exercise Drug Counseling
Second Offense:	Residence Hall Deferred Suspension 15 Hours Community Service Online Reflection Exercise Drug Counseling
Third Offense:	Residence Hall Removal

## Drug Possession/Use

Students may not possess, use, be in the presence of, or distribute controlled substances. Students may not use any prescribed drug in a manner inconsistent with the prescription, nor may a student distribute drugs to others. Students may not intentionally or recklessly inhale or ingest substances (e.g., nitrous oxide, glue, paint, etc.) that will alter one's mental state, or use products in a manner inconsistent with their intended and lawful use. Students may not enter the residential facilities in an intoxicated manner or smelling of any drug.

First Offense:	Residence Hall Deferred Suspension 15 Hours Community Service Online Reflection Exercise Drug Education
Second Offense:	Residence Hall Removal Drug Counseling

## Failure to Comply; Uncooperative Behavior

Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/ or failure to identify to these persons when requested to do so.

First Offense:	Residence Hall Probation 5 Hours Community Service Online Reflection Exercise
Second Offense:	Residence Hall Deferred Suspension 10 Hours Community Service Online Reflection Exercise
Third Offense:	Residence Hall Removal

## Fire Safety

Actions which cause or attempt to cause a fire or explosion, falsely reporting a fire, explosion or an explosive device, tampering with fire safety equipment or intentionally failing to evacuate university buildings during a fire alarm.

First Offense:	Residence Hall Probation 5 Hours Community Service Online Reflection Exercise
Second Offense:	Residence Hall Deferred Suspension 10 Hours Community Service Online Reflection Exercise
Third Offense:	Residence Hall Removal

## Federal, State, or Local Law Violations

A violation of any federal, state, or local law.

First Offense:	Residence Hall Removal
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## Harassment

Repeated, unwelcomed, verbal, written, physical, or any other conduct that disrupts or interferes with a student's rights to a healthy environment.

First Offence	Residence Hall Probation 10 hrs. Community Service Online Reflection Exercise
Second Offence	Residence Hall Deferred Suspension 15 hrs. Community Service Online Reflective Exercise
Third Offence	Residence Hall Removal

### Littering

Improper disposal of trash, food, cigarette butts, etc., anywhere other than designated areas, or “spitting” on personal or public property. This includes disposing of personal trash in areas or receptacles not intended for such use. This may also include not removing trash from a residence hall during a break period, excessive trash, odors created by not maintaining a hygienic environment, and not returning dining hall items such as trays, plates, cups, utensils, etc., to designated areas (e.g., conveyer belt) after meals.

First Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise
Second Offense:	Notice of Policy Violation/Written Warning 5 Hours of Community Service Online Reflection Exercise
Third Offense:	Residence Hall Probation 10 Hours of Community Service Online Reflection Exercise
Fourth Offense:	Residence Hall Deferred Suspension 15 Hours of Community Service Online Reflection Exercise
Fifth Offense:	Residence Hall Removal

### Misuse of University Property

Residents may not misuse or remove property or furniture. This includes possessing common area furniture from lounges or lobbies, signs, etc., in student rooms. This also includes but is not limited to taking items, possessing items in one’s room, or misusing university owned property of any kind.

First Offense:	Notice of Policy Violation/Written Warning
Second Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise Residence Hall Probation
Third Offense:	10 Hours of Community Service Online Reflection Exercise Residence Hall Deferred Suspension
Fourth Offense:	15 Hours of Community Service Online Reflection Exercise
Fifth Offense:	Residence Hall Removal

## Misuse of Student ID/Keys

Unauthorized possession, duplication, use, or misuse of keys to any University premise or unauthorized entry to or use of University premises with a key or student ID.

First Offense:	Residence Hall Probation 5 Hours of Community Service Online Reflection Exercise
Second Offense:	Residence Hall Deferred Suspension 10 Hours of Community Service Online Reflection Exercise
Third Offense:	Residence Hall Removal

## Pets

Pets are not permitted with the exception of fish (limited to no more than one ten gallon tank per room). Failure to maintain a safe and secure environment for the community and fish is prohibited. Housing reserves the right to remove any pet from the premises. **Please call 304-367-4216 regarding service animals.**

First Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise
Second Offense:	Residence Hall Probation 5 Hours of Community Service Online Reflection Exercise
Third Offense:	Residence Hall Deferred Suspension 10 Hours of Community Service Online Reflection Exercise
Fourth Offense:	Residence Hall Removal

**Prohibited Items**

The presence of any item listed as “prohibited” in the residence halls.

First Offense:	Notice of Policy Violation/Written Warning
Second Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise
Third Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise Creative Sanction
Fourth Offense:	Residence Hall Probation 5 Hours of Community Service Online Reflection Exercise Creative Sanction
Fifth Offense:	Residence Hall Deferred Suspension 15 Hours of Community Service Online Reflection Exercise Creative Sanction

**Smoking and Tobacco Use**

Use of tobacco-related products on campus or in any building according to the Board Policy #60 including the following: Cigarettes, e-cigs, chewing tobacco, dip, pipes, cigars, cigarillos, hookah, water pipe smoking, snus, and snuff. All use of tobacco or any related product listed above must be done away from campus.

First Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise
Second Offense:	Residence Hall Probation Online Reflection Exercise Creative Sanction
Third Offense:	Residence Hall Deferred Suspension 10 Hours of Community Service Online Reflection Exercise
Fourth Offense:	Residence Hall Removal

## Solicitation

Because the entire residential facility is considered home to our students, we ask those seeking to promote their program or event to consider the non-residential, public options available on the campus in order to reach all students. Please visit the following sites to review availability, terms, and scheduling opportunities: Falcon Center Main Street and The Columns. Please note that commercial and non-housing affiliated advertising and delivery of flyers is prohibited and can result in student conduct sanctions or the Department of Public Safety being contacted.

### *Door to Door Canvassing*

No solicitation for a commercial service or product will be allowed at any time. Housing residents and Housing Staff may engage in door-to-door canvassing in their respective residence hall, consistent with normal residence life interactions.

The following organizations may be permitted to engage in scheduled and pre-approved door-to-door canvassing in residence halls:

- Student representatives of SGA and
- Student candidates for office in SGA.

Representatives of the above groups must follow established procedures for scheduling access to halls, and check in with building staff. For inquiries about scheduling access for canvassing in the residence halls, please contact the Office of Housing and Residence Life at 304-367-4216.

First Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise Residence Hall Probation
Second Offense:	5 Hours of Community Service Online Reflection Exercise Residence Hall Deferred Suspension
Third Offense:	10 Hours of Community Service Online Reflection Exercise
Fourth Offense:	Residence Hall Removal

## Student Conduct Violations

- i. Failure to obey the notice from a Student Conduct Office or University official to appear for a meeting or hearing for violations of the Student Code of Conduct.
- ii. Falsification, distortion, or misrepresentation of information during a student conduct hearing.
- iii. Disruption or interference with the orderly conduct of a judicial proceeding.
- iv. Institution of a student conduct code proceeding in bad faith.
- v. Attempting to discourage an individual's proper participation in, or use of, the judicial and other proceedings associated with the Student Code of Conduct.
- vi. Attempting to influence the impartiality of the conduct officer prior to, and/or during the course of, the judicial proceeding.
- vii. Harassment (verbal or physical) and/or intimidation of a member of a conduct officer prior to, during, and/or after a judicial proceeding.
- viii. Failure to comply with the sanction(s) imposed under the student code.
- ix. Influencing or attempting to influence another person to commit an abuse of the judicial system.

## Theft

Attempted or actual theft of and/or damage property.

First Offense:

Residence Hall Removal

## Technology Violations:

- i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- ii. Unauthorized transfer of a file.
- iii. Unauthorized use of another individual's identification and password.
- iv. Use of computing facilities to improperly interfere with the work of another student, faculty member, or University official.
- v. Use of computing facilities to send obscene or abusive messages.
- vi. Use of computing facilities to improperly interfere with normal operation of the University computing system.
- vii. Use of personal routers.[2]
- viii. Any violation of the University Computer Use Policy.

First Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise
Second Offense:	Residence Hall Probation Loss of Network Access (1Week) Online Reflection Exercise
Third Offense:	Residence Hall Deferred Suspension Loss of Network Access (4 Weeks) Online Reflection Exercise
Fourth Offense:	Residence Hall Removal

## Unauthorized Presence/Entry

Entering any property without permission. This includes but is not limited to occupying any restricted, locked, or closed campus facility (including roofs and housekeeper's closets, offices, dining hall, computer labs, mechanical areas, fitness centers, student rooms, or elevators). Students may not enter the restroom of the opposite sex, enter a facility through a window, or any other unauthorized entrance, and are not permitted to prop or use (except in an emergency situation) an exterior, emergency exit, or alarmed door. Students are strictly prohibited from entering a construction area or safety zone without authorization. Furthermore, residents may not enter a residence hall or campus property after having been evicted or restricted from a residence hall or campus property, or allow access to others who have been restricted from a residence hall or campus property. Department of Public Safety will be contact for reported or suspected cases of trespassing.

First Offense:	Residence Hall Probation 5 hrs. Community Service Online Reflection Exercise
Second Offense:	Residence Hall Deferred Suspension 10 hrs. Community Service Online Reflection Exercise
Third Offense:	Residence Hall Removal

## Visitation

When a resident (host or hostess) has a guest, he/she assumes full responsibility for the guest's behavior and well-being. Therefore any violation committed by a guest will be the responsibility of the host. Each resident is only permitted to have two guests at a time. Hosts or hostesses should consult with his/her roommate concerning any possible objections. It is our goal to make the residence halls secure at all times. The policy exists for the safety and welfare of all residents and guests. Visitation is a privilege, not a right. We reserve the right to refuse, restrict, and/or revoke visitation privileges.

### All Residence Halls

#### Visitation by Residents of Your Hall:

Visitation by residents from within the assigned residence hall is allowed 24 hours a day with verbal consent of roommate(s).

#### Visitation by a Minor:

Guests who are under 18 years of age will be required to present documentation from his or her parent or guardian indicating that the minor has permission to visit. All minors will be signed into the residence hall by the on-duty Resident Assistant. The documentation provided by the parent or guardian must contain the following information:

- guest's name
- resident's name
- residence hall being visited
- date of visitation
- statement to acknowledge that the college is not responsible for the minor during their visit
- telephone number where the parent/guardian may be reached to verify approval
- parent or guardian's name and signature

**The parent or guardian will be called to verify the authentication of the note**

## **Guests under the age of 16:**

- will not be permitted to stay as overnight guests in any residence hall at any time
- must be escorted by the host at all time in the residence hall

Guests between the age of 16 and 18 will be permitted to stay as overnight guests, only when the above conditions are met.

## **Morrow Hall, Prichard Hall, Pence Hall, and Bryant Place**

### **Visitation by Non-Residents:**

From 8:00PM until 11:59PM, non-residents must register for visitation upon entering the building by the following process:

- Present a photo ID with a birthdate or campus ID
- ID(s) will be checked before entrance is allowed into any residence hall (this means that if the guest and host leave the residence hall, they will need to present their IDs to gain re-entry)

### **Overnight Visitation:**

All procedures laid out above must be followed at all times.

The guest must be registered with the host between 8:00PM and 11:59 PM (midnight). If a guest should enter the building after 12:00AM (midnight), the guest must be preregistered before 12:00AM (midnight).

No host may have an overnight guest stay the night more than two (2) consecutive nights. No host may have an overnight guest stay the night more than three (3) nights (total) throughout the week (Sunday to Saturday).

**The Office of Housing and Residence Life reserves the right to deny visitation privileges if it believes such action is in the best interest of the residential community. Visitation may be restricted during finals week.**

First Offense:	Notice of Policy Violation/Written Warning
Second Offense:	Notice of Policy Violation/Written Warning Online Reflection Exercise
Third Offense:	Notice of Policy Violation/Written Warning 5 Hours of Community Service Online Reflection Exercise
Fourth Offense:	Residence Hall Probation 10 Hours of Community Service Online Reflection Exercise
Fifth Offense:	Residence Hall Deffered Suspension 15 Hours of Community Service Online Reflection Exercise

## Weapons

Using, possessing, or storing of firearms, explosives, other weapons, or dangerous chemicals on any campus property.

First Offense:	Residence Hall Removal
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All sanctions are subject to change based on the severity of the situation. It should not be expected to the sanctions listed will be followed in each situation.

**Remember, your friendly RA staff is always around to answer any questions you might have!**

## DRUG AND ALCOHOL AMNESTY POLICY

Student health and safety are of primary concern at Fairmont State University. In the event of significant intoxication as a result of alcohol or drug related symptoms, we encourage individuals to seek medical assistance for themselves or for their fellow students.

If medical assistance is sought, we will not pursue conduct related charges for violations against the intoxicated student or all student(s) actively involved in assisting the intoxicated student.

### **Actively assisting an intoxicated student requires that an individual:**

- Calls Department of Public Safety (304-367-4157) or 911.
- If the individual seeks out an individual qualified to assess the student's condition such as an RA (Resident Assistant) or any Residence Life professional.
- Monitor the intoxicated student's condition while professional medical services arrive.

### **Student(s) will not be considered covered by the Amnesty Policy if:**

- Student(s) wait until campus police or emergency medical assistance arrive prior to seeking assistance.
- Action is taken by campus police or other law enforcement personnel
- There are violations of the Student Code of Conduct other than the alcohol/drug policy
- Possession of drugs/controlled substance with the intent to distribute

# RESIDENCE HALL SAFETY

## Department of Public Safety

The Department of Public Safety (DPS or Campus Police) was created to maintain law and order on the campus by working to prevent crime and apprehending violators when crimes do occur. In addition to law enforcement and parking control, the department is also responsible for emergency management preparedness efforts.

The department is staffed with full and part time sworn and non-sworn police officers. All sworn police personnel are certified by the State of West Virginia as law enforcement officers and exercise full arrest powers. Uniformed officers provide patrol protection throughout the campus including residence halls, parking lots and other facilities. Officers on duty maintain continuous two-way radio communication with City Police who are quick to respond to the requests for assistance.

For emergencies, please note that you may use any of the emergency call boxes stationed around campus (yellow in color with blue light on top).

### DPS Services Provided on Campus:

- Unlocking and jump-starting vehicles
- Security escorts
- Traffic enforcement
- Locking and unlocking of buildings
- Event security
- Security patrols throughout the campus

## Parking

Every student who parks a vehicle on campus is responsible for securing and displaying a valid parking pass. In order for the parking pass to be valid, your vehicle must be registered with the Department of Public Safety. Students who fail to do so will be ticketed. Should a parking pass be lost or stolen, it will be the responsibility of the student to purchase a replacement pass. Additional parking permits can be purchased from the Department of Public Safety.

## Clery Reporting

Fairmont State University is committed to assisting all members of the community in providing for their own safety and security. The annual security and fire providing for their own safety and security. The annual security and fire safety report is available on the DPS website at:

<http://www.fairmontstate.edu/campuspolice/jeanne-clery-act>

If you would like to receive a hard copy of the Annual Security and Fire Safety Report which contains this information, you can stop by the Department of Public Safety in Wallman Hall or you can request that a copy be mailed to you by calling 304-367-4157. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, university police law enforcement authority, crime reporting policies, fire safety, disciplinary procedures and other matters of importance related to security on campus. They also contain information about fire statistics in residence halls and crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by the institution and on public property within, or immediately adjacent to and accessible from the campus.

## TITLE IX

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Moreover, litigation in the 40+ years since Title IX became law has served to expand the concept of “sex” to include sexual orientation as well as gender identity and affiliation.

Title IX has been most recognized for creating more opportunities for women in sports over the past 40 years, but its impact and scope are actually far greater, reaching into every corner and program of academics. But the intent and outcomes of Title IX are also more than just a good idea or suggestion; and those educational institutions that receive federal funds of any kind are charged to comply with Title IX or face serious consequences. It is very important that all of us who are enrolled at or who are employed by or who act of behalf of our institutions be aware of the requirements and implications of Title IX compliance in regard to students and employees—not only for the betterment of our students and programs and our workforce, but also to ensure the protection of our institutions. If you are a student who believes you have been subjected to (1) sexual harassment by institutional faculty or staff; or (2) any other form of gender discrimination under Title IX, you may report such misconduct or file a formal complaint with the Title IX Coordinator. Complaints must be submitted in writing not more than 300 days after the incident(s) in question. For good cause and at the Coordinator’s discretion, EOP may waive the writing requirement or the 300 day time limitation. The entire complaint procedure and complaint form can be found on the Title IX web pages.

If you are a student who believes you have been or are the victim of sexual harassment, including sexual assault, sexual violence or other sexual misconduct by another student, you may report such conduct or file a complaint under Title IX with the Title IX Coordinator for adjudication by the Student Conduct Office, which addresses complaints of student sexual misconduct. More information on this can be found on the web page:

[www.fairmontstate.edu/titleIX](http://www.fairmontstate.edu/titleIX)

## MISSING PERSON

If someone has reason to believe that a student is missing, he/she should immediately notify the Department of Public Safety at 304-367-4157. Campus Police will generate a missing person report and initiate an investigation.

After investigating the missing person report, should DPS determine that the student is missing and has been missing for 24 hours, then within 24 hours the following notifications will be made:

- DPS will notify the Fairmont City Police Department or the agency that has jurisdiction in the area that the student is missing, regardless whether the student has confidential contact, is above the age of 18, or is an emancipated minor;
- If the missing student is under the age of 18 and is not an emancipated individual, the institution will notify the student's parent or legal guardian immediately after DPS has determined that the student has been missing for more than 24 hours as well as their confidential contact.

The institution will maintain registered confidential contact information provided by students in a confidential manner and it will only be available to authorized campus officials or law enforcement and it may not be disclosed outside of a missing person investigation.

# CAMPUS SERVICES

## Residence Hall Programs

In each of the residence halls, activities and events are hosted by the RA staff. These programs are designed to meet the needs and interests of our students. Activities including, but not limited to, game nights, Kennywood trips, Pittsburgh Penguin games, and community service events are held weekly.

Attending these activities is a great way to become acquainted with the other students on your floor and in your building and is a great way to get to know your RA. In order to stay in-the-know regarding upcoming activities within the halls, connect with us on social media.

## Laundry Facilities

Each residence hall has at least one central laundry facility. Each facility is outfitted with washing machines and dryers. Students may utilize the washers and dryers at no additional cost. The cost is already included in room and board fees.



### Postal Services

Mail is delivered to and sorted inside of the residence halls Monday-Friday. Packages can be picked up by seeing an RA between 4:00PM and 12:00AM at the designated area. Due to our delivery system, you may not receive your mail or package when you receive a "delivery notification" from your carrier. Please allow an additional three business days.

When sending a package to the residence halls, it is very important to utilize the exact mailing address. Students and families are encouraged to purchase a tracking code for important letters and packages. This will aid staff in tracking down any lost or stolen items. When sending a letter or package, please include the entire zip code, which is building-specific.

Mailing addresses can be found below:

#### Pence Hall

Student Name  
 Pence Hall Mailbox #  
 700 Falconcrest Lane  
 Fairmont, WV  
 26554-2488

#### University Terrace

Student Name  
 20 Squibb Wilson Blvd.  
 Apt. (Building Room #)  
 Fairmont, WV  
 26554-6343

#### Bryant Place

Student Name  
 Bryant Place Mailbox #  
 1120 Bryant Street  
 Fairmont, WV  
 26554-1521

#### Morrow Hall

Student Name  
 Morrow Hall Mailbox #  
 100 Falconcrest Lane  
 Fairmont, WV 26554-  
 2486

#### Prichard Hall

Student Name  
 Prichard Hall Mailbox #  
 300 Falconcrest Lane  
 Fairmont, WV  
 26554-2487

## Falcon Center

The Falcon Center, centrally located on campus, provides an environment where students and employees can comfortably interact with one another while enjoying a variety of fitness and wellness programs, eating areas, and study lounges. The Falcon Center is comprised of the campus bookstore, health center, copy center, dining hall, computer labs, a food court, aquatics area, indoor track, gymnasiums, and weight room.



## Dining Options

Dining options are available to students. Details and hours may be located online by selecting 'Dining Services' from the 'Campus Life' homepage menu.

All students living in the residence halls are required to select a meal plan (which is accessed with your student ID card) and are prompted to do so when applying for housing. Apartment residents may opt to secure a plan, but it is not required. A description of each plan is available online by selecting 'Housing and Residence Life' from the 'Campus Life' homepage menu.

Dining Services will provide special accommodations to any student who has a food allergy/ dietary restriction. The student must contact Dining Services directly to make arrangements. If the cafeteria hours do not work with your class or extracurricular hours, please contact the office below and the dining hall staff will have a box ready for you to pick up at a time that works better with your schedule.

Please remember, students are not able to eat in the dining hall unless they purchase food from the dining hall. If you are eating with friends who have outside food, please use the tables near the elevator or in seating area on the second floor.

Dining Service Office Manager: 304-367-4119

Office located within Dining Hall, 3rd Floor Falcon Center (ask directions from Dining Hall cashiers).

## Student Health Services

Student Health Services works to remove or modify health related barriers to learning and to promote optimal levels of wellness. Student Health Services is located on 3rd Floor Falcon Center. For more information on how to use Student Health Services and what services are provided, please visit the website:

[www.fairmontstate.edu/studentaffairs/health-service](http://www.fairmontstate.edu/studentaffairs/health-service)

## Copying and Printing

While logged-in on any of the printer-equipped campus computer labs, students can print to the connected network printer. Print charges are then assessed to and payable from the student's account (in the FELIX system).

The campus Copy Center, located on 3rd Floor Falcon Center, can provide students with many copying and finishing services, including those which help students deliver the best presentations and final projects. Students may also use a copy machine in the library. Students are welcome to visit the Copy Center in-person to discuss any needs.

## Student ID Cards

A student's ID card is his/her official institutional identification. It is required for many functions around campus, including those listed below. A fee of \$20 exists for the replacement of lost, damaged, or stolen cards.

- Book and/or other media check-outs from the Library
- Recreation/fitness amenity access\*
- Admittance into certain campus activities and athletic events
- Meal plan access in Dining Hall (3rd Floor Falcon Center).
- Flex Dollars, which can be used in the dining hall and at campus fast-food locations
- Pre-Paid ID Dollars (Falcon Dollars)\*\*

*\*Access dependent on class registration/fee assessment (students enrolled in at least one on-campus class – online classes excluded – may access noted amenities by swiping card; students enrolled in off-campus and/or online classes only may opt to secure a membership at a cost). See main desk, 1st Floor Falcon Center near elevator for details and to swipe into the fitness/recreation areas.*

*\*\*ID Cards can be 'loaded' with Pre Paid Falcon Dollars (different from meal plan Flex Dollars), which are funds issued to your card to use for various services/products around campus (such as campus food locations, Pepsi vending machines, etc.). To load money onto your card, please contact the Student Services Center or log onto your One Card Portal.*

## Computer Related Needs

The Information Technology Help Desk, located on the first floor of the library, is a student's single point of contact for issues with the Internet, online tools such as Blackboard, and more. Please visit the Information Technology Commons website to obtain help and for further information:

<https://www.fairmontstate.edu/it/tech-commons>

## CONNECTING TO WIFI

### Android Devices

1. Settings » Wireless and network settings » WiFi
2. Turn on WiFi
3. Make the following selections
  - a. Select Network– Student
  - b. Security: 802.1x EAP
  - c. EAP Method: PEAP
  - d. Phase 2 Authentication: MSCHAPV2
  - e. Identity: Enter your UCA for the User name

**Note: Students MUST enter username as: UCA@students**

  - f. Anonymous ID: Blank
  - g. Password: UCA Password
4. Click Connect

### Apple Devices

1. Select Network– Student
  2. Click “Connect”
  3. Enter UCA for Username and your password
- Note: Students MUST enter username as: UCA@students**

### Windows 7+

1. Go to Start » Control Panel » Network and Internet
2. Click “Manage Wireless Networks” on the left, then click “Add”
3. Click “Manually create a network profile”
4. Enter the following information:
  - a. Network name: “Student”
  - b. Security type: WPA2-Enterprise
  - c. Encryption type: AES
5. Make sure “Start this connection automatically” is checked

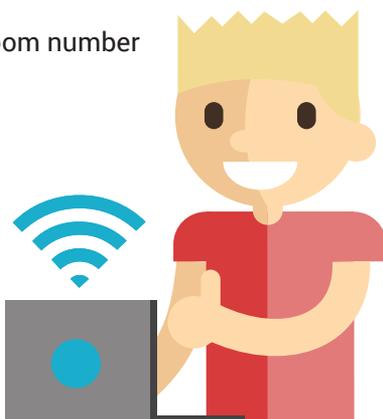
6. Click “Change connection settings,” then click the Security tab
7. Ensure setting are
  - a. Security type: WPA2-Enterprises
  - b. Encryption type: AES
8. Click the “Settings...” button, then uncheck “Validate server certificate”
9. Click “Configure...” button
10. Uncheck “Automatically use my Windows logon name and password” then click “OK”
11. Click “Advanced settings”
12. Check “Specify authentication mode:” » “User Authentication”
13. Click “OK” » “OK” » “Close”
14. View available wireless networks and connect to “Student”
15. Enter your UCA for the User name and your password

**Note: Students MUST enter username as: UCA@students**

### Gaming Consoles

**Note: Gaming consoles, wireless printers and wireless smart devices are unable to authenticate to our network at this time. These must be connected via the Ethernet.**

1. Plug in your device with a working wired network (Ethernet) port.
2. Leave your device on overnight or until the device is registered to the network.
3. If that does not work, contact the HelpDesk in person at 126 Ruth Ann Musick Library, via email at [help@fairmontstate.edu](mailto:help@fairmontstate.edu) or over the phone at 304-367-4810.
4. Provide the following information:
  - a. Your name
  - b. Your UCA
  - c. Your residence hall and room number
  - d. Your phone number
  - e. Your email address



## Public Transportation

Fairmont, WV, located in beautiful Marion County, is proud to offer basic public transit to students and citizens alike. The Fairmont Marion County Transit Authority helps to connect students with the local community, while the Mountain Line Transit Authority links to Fairmont at dedicated times in order to help students make further-reaching connections (such as to Morgantown, WV, as well as the international airport and Greyhound Bus Station located approximately an hour and half north of Fairmont, in Pittsburgh, PA).

To learn more about the transit schedules and all public transportation offerings, please visit the Office of Student Success website at:

<https://www.fairmontstate.edu/student-services/retention/about-student-success>

## Student Services

Current students in need of the following types of services\* should visit the Turley Student Service Center.

- Enrollment & Registrar Services (such as parking passes, major changes, applying for graduation, changing/canceling enrollment, and bill payment)
- Financial Aid & Scholarships
- Student Employment
- Advising for Undeclared Students
- Counseling Services and Disability Services (including special accommodations such as alternative testing formats and environment, note-taking support, sign language interpreting, and much more)
- Career Development & Student Employment
- The Office of Student Success

Some other offices that may be helpful are:

- The Office of Residential and Student Life, Colebank Hall 3rd Floor
  - Housing and Residence Life
  - Student Activities
  - Greek Life and Student Organizations
  - Intermural Sports and Recreation
- Veterans Services, Hardway Hall 230
- Title IX and Student Conduct Office, Hardway Hall 208A

\*This list of services is in no way exhaustive, but is intended to help guide students to the appropriate point of intake when it comes to some of their most common needs.

### Getting Connected

All students are encouraged to connect with the institutions and its constituents. Doing so will ensure that each student is fully up-to-date regarding opportunities to get involved, featured activities, timely updates/notifications, deadlines and more, both on and around campus. One of the most efficient ways to engage and remain in-the-know is to connect via social media. Many campus offices have a presence online (through outlets such as Facebook, Twitter and Instagram) using any number of different devices, from personal smartphones and tablets to computers made available in labs around campus. Please visit the Office of Student Success website to access the recommended social media list.

<https://www.fairmontstate.edu/studentservices/retention/about-student-success>

# 2019-2020 HOUSING CALENDAR

## Fall 2019

Thursday, August 1, 2019	Extended Academic Year Move-In
Wednesday, August 14, 2019	Early Arrivals (Honors)
Thursday, August 15, 2019	All Residential Facilities Move-In
Monday, September 16, 2019	Housing Application Open for Academic Year 2020-2021
Monday, September 16, 2019	Renew Current Bed Online for 2020-2021

**Any student wishing to stay in his/her current room for the 2020-2021 academic year may do so during this time.**

Monday, October 7, 2019	Room Selection Begins Online for Students
Monday, October 7, 2019	Renew Current Bed Closes

**Any student who would like to move rooms for the next academic year or any new student for 2020-2021 may participate in this selection process. Instructions on following page.**

Friday, November 22, 2019	Residence Halls Close at 6:00PM For Thanksgiving Break
Friday, November 30, 2019	Last Day to Notify Housing of Cancellation for Spring 2019
Sunday, December 1, 2019	Residence Halls Reopen at 1:00PM
Friday, December 13, 2019	Residence Halls Close at 6:00PM For Winter Break

## Spring 2020

Friday, January 10, 2020	Residence Halls Open at 1:00PM
Friday, March 6, 2020	Residence Halls Close at 6:00PM For Spring Break
Sunday, March 15, 2020	Residence Halls Reopen at 1:00PM
Wednesday, April 15, 2020	Last Day to Notify of Returning Students' Cancellation
Friday, May 8, 2020	Residence Halls Close at 6:00PM

## Summer 2020

Sunday, May 17, 2020	Residence Halls Open for Summer
Sunday, May 31, 2020	Last Day to Notify of Withdraw, Transfer, or Cancellation for Fall 2020
Wednesday, July 15, 2020	Extended Academic Year Move-Out

**Any student who is no longer attending the institution(s) must cancel in writing by the deadline (November 30th for spring semester and April 15th for fall semester) in order to have his/her deposit returned.**

**Students must have a completed application in order to select a room for the next academic year.**

**All students are expected to vacate their rooms within 24 hours of their last exam or by the closing dates indicated on the calendar (whichever comes first).**





