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On behalf of the entire Housing and Residence Life Staff, welcome to the shared campus of Fairmont State University and Pierpont Community & Technical College!

Being a member of a living and learning community 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 outside of the classroom academic, social, and cultural programs. You will have the opportunity to meet faculty members and build relationships with other students. We will provide you 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 from around West Virginia and 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 schools. 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
Director of Housing and Residence Life / Campus Judicial Officer
Welcome! We are here to provide a living and learning environment for a diverse student population. Our desire is to make your residence hall a refuge encompassed with warmth and respect for everyone who enters through its doors. Ultimately, we strive to provide an essential educational experience by:

- Teaching life skills
- Encouraging personal growth and development
- Fostering cultural awareness and embracing diversity
- Promoting a sense of self-worth
- Aiming to develop community consciousness, an idea of citizenship, and leadership skills
- Recognizing your responsibilities and autonomy as an adult
- Creating a safe and secure environment
- Providing a professional staff to assist you in the attainment of your academic, personal, and career aspirations
- Developing educational, social, recreational, cultural and spiritual programs

Residence Halls and Staff

**Central Office**
Phone: 304.367.4216  
Fax: 304.367.4789

**Morrow Hall**
Residence Director: 304.368.7230  
Duty Phone: 304.612.2054

**Prichard Hall**
Residence Director: 304.368.7230  
Duty Phone: 304.612.7035

**Pence Hall**
Residence Director: 304.368.7230  
Duty Phone: 304.612.4738
Bryant Place
Residence Director: 304.368.7253
Floors 1-3 Duty Phone: 304.694.4984
Floors 4-6 Duty Phone: 304.288.9596

University Terrace and College Park
Residence Director: 304.367.4949
Duty Phone: 304.290.2904

Staff Roles
Each residence hall is staffed by full-time professional and para-professional staff members as follows:

Residence Directors
Residence 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.

Assistant Residence Directors
Assistant Residence Directors (ARDs) are para-professional staff members that live in the residence halls. The ARDs are typically upperclassmen students who have experience in the RA role. ARDs are seen as a “lead” RA. To our residents, ARDs are seen as another RA that can help you at any time.
Resident Assistants (RAs) are para-professional staff members that live in each residence hall. RAs are full-time undergraduate 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.

Getting to know your RA will greatly improve your residence hall experience. If you simply need someone to talk to, stop by and see your RA (but remember: they are not a parent or a police officer). If you need assistance and no one is available; stop by or call your Desk Monitor. The Desk Monitor can assist you in quickly finding an RA. You may also contact your duty phone, available on pg. 6.

Desk monitors play a critical role providing customer service to residents and helping to maintain security for the halls. Monitors must be able to communicate effectively with a variety of constituents including but not limited to residents, guests, residence hall staff, and employees. Monitors provide customer service to residents by answering questions and being resources.
Your First Time Away

What to Bring

- Alarm clock
- Rainwear and umbrella
- Room decorations
- Bathrobe, shower shoes, shower caddy, towels, and washcloths
- Prescribed medications
- Two sets of linens (mattresses are 36” x 80” or “XL Twin”), blankets and pillow
- Headphones or earbuds
- Surge protectors
- School supplies and a backpack

All apartments and suites should also bring:
- Plunger
- Bathroom cleaning supplies

Things You May Want to Bring

- Mini refrigerator (maximum size is 4.2 cubic feet)
- Computer / Television / Portable audio devices
- Coffee mugs and plastic cups
- Extra lamp
- Stackable crates / Moving carts / Dollies to make move-in easier
- Keurig or any single cup coffee brewer.
- Overnight bag
- Clothes hangers
- Cookware, especially in apartments
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/disciplinary matter.

- Free weights over 20lbs. (All weights under 20lbs. must be housed on a mat)
- Electric devices such as a hot plate, toasters, ovens, popcorn popper, 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) and candle warmers
- 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
- Motor bikes, Segways, Hoverboards, etc.
- Decorations attached to light fixtures, fire equipment, etc.
- Any item hung outside the window.

**Apartments Only:**
Cookware listed here does not apply to any University Terrace Apartment. It still applies to University Terrace semi-suites.

This list is not comprehensive and is subject to change. Residents may be asked to remove any item considered unsafe or disruptive.
Housing and Residence Life Lease Agreement 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 FSU Residence Hall Guide to Success, the University 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. Fairmont State University require that all students reside on campus for two academic years (4 semesters).

Students will be able to apply for housing for the upcoming academic year beginning September 15th.

In order to complete a housing application, log into myFairmontState or Pierpont Portal and click on the housing icon (🏠). Begin the process by clicking “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 lease agreement, as well as pay the $200 deposit. Accepting or signing the lease 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 generally 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 30 for the spring semester, and prior to May 31 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).

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.
Below is a list of topics that we suggest you discuss with your roommate. These topics should prompt conversation and help you and your roommate better understand how you will be sharing your living space.

1. The right to expect that one’s personal property will be respected and that reasonable security of one’s room will be maintained, and the responsibility to afford such respect and security to one’s roommates.

2. The right to a reasonably clean environment and the responsibility to do one’s fair share in maintaining such an environment.

3. The right to free access to one’s room and the responsibility to afford the same courtesy to one’s roommates.

4. The right to a reasonable level of personal privacy and the responsibility to respect one’s roommates’ privacy.

5. The right to host guests in accordance with the residence hall rules and regulations and the responsibility to ensure one’s guests and oneself demonstrate respect and courtesy for roommates.

6. The right to expect that residence hall rules and regulations will be followed in the room such that no person is put at risk of harm and the responsibilities to follow rules oneself and report violations appropriately.

7. The right to be free from pressure, intimidation, physical or emotional harm, and behavior that demeans or disrespects one’s identity and the responsibility not to engage in any such behavior towards others.

8. The right to address grievances and needs constructively, privately or with the assistance of an RA, and the responsibility to participate in norm-setting to conflict resolution measures whenever necessary.

9. The right to expect compromise in the negotiation of standards and the settling of conflicts and the responsibility to demonstrate compromise.

10. The right to timely, respectful communication of any concerns and the responsibility to respond in an open, approachable manner.

11. The right to experience and to appropriately articulate one’s feelings when desired and the responsibility to respect other’s feelings.

12. The right to make mistakes and the responsibilities to be honest about those mistakes and to work to learn from them.
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 above) and you still want to move, you will need to contact the housing office. Our office will initiate the room change request. Room change requests are not approved during the room freeze time period. Room freezes are 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.

The Housing and Residence Life Office 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 / 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 or be assessed a $150.00 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 for a mailbox key) and/or an improper check-out.
Vacation Periods

All students in traditional housing are required to leave campus during designated FSU and Pierpont Holidays (i.e. Thanksgiving Break, Winter Break, and Spring Break). Before students leave for break, they should unplug all electrical appliances (including refrigerators), prop refrigerators open, 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.

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.

Residence Halls

Residents of any apartments and 11.5 month lease semi-suites are permitted to reside in the apartments during holiday break sessions, (i.e. Thanksgiving Break, Winter Break, and Spring Break).
The Room Condition Report (RCR) is one of the forms each student will use upon checking into the residence halls. This report states the current condition of the room and everything contained within the room.

Housing and Residence Life keeps this form on file for a student’s entire stay on campus and uses it when he or she checks out (as part of the Damage Assessment Process). It is extremely important for each student to complete this form immediately.

Your residence hall is your home away from home. We expect you to keep your room clean and maintained throughout the year. Damages to institutional property may result in a student conduct hearing.

We understand that accidents may happen. It is your responsibility to report any damage or broken item immediately. Please follow the directions below to complete a work order. All major damages should also be reported immediately to the RA.

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

1. Go to www.fairmontstate.edu
2. Select Campus Life at the top of the site
3. Select Residence Life at the top of the page
4. Select Work Request on the left panel
In the work request, be sure to include your name, student email, phone number, building, and the room the issue is in. 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, unlock, 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 work request. Not being detailed regarding the maintenance concern will delay the repair.

**Guidelines for Damage Billing**

These are the charges to repair damaged residence hall items. Student conduct fines are independent of these charges.

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Blind</td>
<td></td>
</tr>
<tr>
<td>Bryant</td>
<td>$71.00</td>
</tr>
<tr>
<td>Morrow</td>
<td>$64.00</td>
</tr>
<tr>
<td>Prichard</td>
<td>$64.00</td>
</tr>
<tr>
<td>Pence</td>
<td>$52.00</td>
</tr>
<tr>
<td>College Park</td>
<td>$71.00</td>
</tr>
<tr>
<td>Service Description</td>
<td>Cost</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Replace Cable Box</td>
<td>$7.00</td>
</tr>
<tr>
<td>Replace Ethernet Box</td>
<td>$7.00</td>
</tr>
<tr>
<td>Replace Damaged Mattress</td>
<td>$127.77</td>
</tr>
<tr>
<td>Damaged Microwave</td>
<td>$100.00</td>
</tr>
<tr>
<td>Replace Microwave</td>
<td>$100.00</td>
</tr>
<tr>
<td>Damaged/ Replace Window Screen</td>
<td>$12.00</td>
</tr>
<tr>
<td>Damaged Smoke Detector</td>
<td>$50.00</td>
</tr>
<tr>
<td>Discharged Fire Extinguisher</td>
<td>$300.00</td>
</tr>
<tr>
<td>Misuse of Fire/Safety Items</td>
<td>$300.00</td>
</tr>
<tr>
<td>Replace Shower Curtain</td>
<td>$10.00</td>
</tr>
<tr>
<td>Replace Shower Curtain Rod</td>
<td>$16.00</td>
</tr>
<tr>
<td>Dirty Toilet Area</td>
<td>$20.00</td>
</tr>
<tr>
<td>Lost Key to Room</td>
<td>$150.00</td>
</tr>
<tr>
<td>Lost Mailbox Key</td>
<td>$25.00</td>
</tr>
<tr>
<td>Replace Chair</td>
<td>$127.00</td>
</tr>
<tr>
<td>Replace Plastic Chair</td>
<td>$45.00</td>
</tr>
</tbody>
</table>
### Paint

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paint 1 Wall (double room)</td>
<td>$11.00</td>
</tr>
<tr>
<td>Paint 1 Wall (single)</td>
<td>$22.00</td>
</tr>
<tr>
<td>Paint 1 Wall (triple/quad)</td>
<td>$7.33</td>
</tr>
<tr>
<td>Paint 2 Walls (double room)</td>
<td>$22.00</td>
</tr>
<tr>
<td>Paint 2 Walls (single)</td>
<td>$44.00</td>
</tr>
<tr>
<td>Paint 2 Walls (triple/quad)</td>
<td>$14.67</td>
</tr>
<tr>
<td>Paint 3 Walls (double room)</td>
<td>$33.00</td>
</tr>
<tr>
<td>Paint 3 Walls (single)</td>
<td>$66.00</td>
</tr>
<tr>
<td>Paint 3 Walls (triple/quad)</td>
<td>$27.00</td>
</tr>
<tr>
<td>Paint 4 Walls (double)</td>
<td>$44.00</td>
</tr>
<tr>
<td>Paint 4 Walls (single)</td>
<td>$88.00</td>
</tr>
<tr>
<td>Paint 4 Walls (triple/quad)</td>
<td>$29.33</td>
</tr>
<tr>
<td>Extra Painting Charge</td>
<td>$44.00</td>
</tr>
</tbody>
</table>

### Furniture

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replace Closet</td>
<td>$317.00</td>
</tr>
<tr>
<td>Replace Desk</td>
<td>$245.00</td>
</tr>
<tr>
<td>Replace Large Dresser</td>
<td>$192.00</td>
</tr>
<tr>
<td>Replace Small Dresser</td>
<td>$119.00</td>
</tr>
<tr>
<td>Replace Towel Rack</td>
<td>$8.00</td>
</tr>
</tbody>
</table>

### Miscellaneous

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pool Stick Broken</td>
<td>$16.00</td>
</tr>
<tr>
<td>Hole in Wall</td>
<td>$32.00</td>
</tr>
<tr>
<td>Improper Checkout</td>
<td>$150.00</td>
</tr>
<tr>
<td>Mirror</td>
<td>$8.00</td>
</tr>
<tr>
<td>Biohazard Clean Up</td>
<td>$300.00</td>
</tr>
</tbody>
</table>
Residence Life staff will conduct regular health and safety room inspections in our residence halls. Room inspections are required in all Residence Halls and every month. 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 RA or Housing Facility staff will conduct a non-invasive scan of the room. They do not open drawers, refrigerators, or closets, but may move (or ask the resident to move) items blocking outlets. 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 Housing and Residence Life staff in every residence hall. Refrigerators are expected to already be emptied and propped open. If the refrigerator is not prepped for closing the RA staff will open and dispose of any food left.

Keys are Housing and Residence Life property 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.

Those who do not return his/her room key at the time of check-out or if the room key is lost, will be assessed a fee of $150.00 to re-core the lock. Mailbox keys that are not returned or are lost are charged a fee of $25.00.

If a resident believes that his/her key is missing or stolen, s/he should report this immediately to a Resident Assistant or Residence Director.
The three (3) categories of violations are as follows: 1) Extraneous offenses which may by-pass a Residence Life Judicial Board in lieu of the Campus Judicial Board; 2) Major offenses which are grounds for expulsion from the residence hall; and 3) Minor offenses which are not usually grounds for expulsion from residence areas unless the violations are in conjunction with major offenses.

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

1. During the hearing, the Campus Judicial Officer, or RD reviews the police reports, informational reports, and 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 CJD or RD would 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 Alicia M. Kalka, Campus Judicial Officer and Director of Housing and Residence Life, for potential disciplinary suspension. Disciplinary suspension would remove the alleged offender from classes and ban him/her from campus.
When a policy violation has occurred, students have the right to a student conduct hearing. Hearing Notices will be sent to the students 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 Director of Housing, RD, or Campus Judicial 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 Director of Housing, RD, or Campus Judicial 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.

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.
In cases involving a disciplinary housing removal, the student has two business days to submit a written appeal to the President of Student Services. 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

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, CJO, or Student Conduct Board. Requests for an appeal must be made within two days of receipt of the outcome letter. Appeal request forms are located in each Residence Director’s office or in the 3rd floor of the Turley Center (Student Service Center). An appeal is limited to a review of the proceedings before the Residence Director, CJO, or Student Conduct Board and any evidence that first became available after the student conduct meeting.

Appeals for cases involving all student conduct sanctions except for residence hall removal will be made to the Director of Housing and Residence Life (or designee) who will review requests for appeals and determine if grounds exist. The Vice President of Student Services will consider appeals for cases involving residence hall removal. An accused student shall not be at risk of more consequences simply by exercising his/her 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 the student desires, s/he may appeal the Director of Housing and Residence Life. S/he will need to submit an appeal form to the Vice President of Student Services of their respective institution. Based upon the written documentation, s/he may uphold the Director’s decision, or modify the decision. The Vice President’s decision will be final and binding.
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.

Behavioral Contract

A document that stipulates specific behavioral expectations and consequences for failure to adhere to those expectations.

Community Service

Mandated service assignments

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.

Fines

Fines will be imposed for failing to complete assigned sanction items. Any fines imposed will be assessed to FSU & Pierpont student account. Fines not paid may result in a hold being placed on the student’s account, preventing him or her from registering for classes.

Restitution

Compensation for loss, damage, etc., which may include monetary or property replacement.
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; Diversity Office or other appropriate offices or University resources.

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

Housing 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.

Housing Deferred Suspension
Stipulation that subsequent disturbances to the residence hall community will typically result in removal from all institution-supervised housing. Students will not be eligible to return to the residence halls in subsequent academic years. Deferred suspension will be imposed, minimally, until the end of the academic year.

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).

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.

Residence Hall Reassignment
A mandatory change of room assignment within University-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.
Recommendation for Other Institutional Sanction

Students who commit serious and/or chronic violations of the residence hall policies will be referred to the Campus Judicial Officer for further action.

Residence Hall Contract Termination & 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 Fairmont State, Pierpont and Residence Life policies, rules and regulations may result in removal from the residence hall/apartment and forfeiture of all residence hall and dining fees for the remainder of the academic year.” Students who are removed from Campus housing are not prevented from returning in subsequent years.

Discretionary Sanctions

Other sanctions may be imposed to achieve specific educational outcomes.

Students are responsible for completing assigned behavioral items regardless of whether or not they are separated from FSU and Pierpont at the time the sanction is due (i.e., the student withdraws from FSU and Pierpont or campus housing prior to the sanction deadline).
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<tr>
<th>Type of Violation</th>
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<td>Alcohol Possession/Use</td>
<td>Residence Hall Probation, 10 Hours of CS, Reflection Exercise, Alcohol Education/ CDCU</td>
<td>Housing Deferred Suspension, 15 Hours of CS, Reflection Exercise, Alcohol Counseling (6 Sessions)</td>
<td>Residence Hall Probation, 15 Hours of CS, Reflection Exercise, Alcohol Counseling</td>
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<td>Alcohol Paraphernalia</td>
<td>Notice of Policy Violation/ Written Warning</td>
<td>Residence Hall Probation, 5 Hours of CS, Alcohol Education/ CDCU, Reflection Exercise</td>
<td>Housing Deferred Suspension, 10 hours of CS, Alcohol Counseling, Reflection Exercise</td>
<td>Residence Hall Probation, 15 Hours of CS, Reflection Exercise, Alcohol Counseling</td>
<td>Residence Hall Probation, 15 Hours of CS, Reflection Exercise, Alcohol Counseling</td>
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<td>Computer Use Policies</td>
<td>Notice of Policy Violation/ Written Warning</td>
<td>Residence Hall Probation, Loss of Network Access for 1 week, Reflection Exercise</td>
<td>Housing Deferred Suspension, Loss of Network Access for 4 weeks, Reflection Exercise</td>
<td>Residence Hall Probation, 15 Hours of CS, Reflection Exercise, Alcohol Counseling</td>
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<td>Housing Deferred Suspension, 10 Hours of CS, Reflection Exercise</td>
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<td>Littering</td>
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<td>Notice of Policy Violation, 5 hours CS, Reflection Exercise</td>
<td>Residence Hall Removal</td>
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<td>Misuse of Student ID Cards/Keys</td>
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<td>Misuse of University Property</td>
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<td>Notice of Policy Violation/Written Warning, Reflection Exercise</td>
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<td>Pets</td>
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<td>Residence Hall Removal</td>
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<td>Safety &amp; Security (Room Safety, Fire Safety, Decorating a Room)</td>
<td>Notice of Policy Violation, Reflection Exercise, and Creative Sanction</td>
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<td>Housing Deferred Suspension, 10 Hours of CS, Reflection Exercise, Creative Sanction</td>
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<td>Smoking &amp; Tobacco Use</td>
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<td>Failure to Complete CS Hours</td>
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<td>Failure to Complete Alcohol Education</td>
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<td>Failure to Complete Creative Sanction</td>
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**Alcohol Possession / Use**

Use, possession, in presence of, manufacturing, or distribution of alcoholic beverages or public intoxication is prohibited in the residence halls and on campus. Alcoholic beverages may not, in any circumstances, be used by, possessed by or distributed to any person in the residence halls. Students are not permitted to come back to the residence halls overly intoxicated.

**Alcohol Paraphernalia**

This includes 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.
24-Hour Courtesy Hours

At all times, it is required that a reasonable noise level be maintained. This requirement applies to the entire hall, including the lobby, lounge areas and computer rooms. 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. Television or radios must be kept at a low volume at all times. 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.

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. Courtesy hours are in effect 24 hours a day. Therefore, any disruptive behavior, regardless of when it occurs will be treated as a violation of the Disruption and/or Noise policy. Any noise should not be heard more than three doors down in a hallway.

Drug Possession / Use

Use, possession, or distribution of any drug is strictly prohibited. Students may not enter the residential facilities in an intoxicated manner. Students who are alleged to distribute any drug or narcotic will face University/College sanctions.
Drug Paraphernalia

Students may not possess any type of drug paraphernalia. This may include any of the following: rolling papers, baggies, scales, grinders, bongs, or home-made bongs. This list is not exhaustive.

Tobacco Use

The Fairmont State University and Pierpont Community & Technical College campus is tobacco, vapor, and smoke-free. Tobacco related products according to the Board Policy #60 is considered to be the following: Cigarettes, e-cigs, chewing tobacco, dip, pipes, cigars, cigarillos, hookah, water pipe smoking, snus, and snuff. No smoking or use of any tobacco is permitted in any area of the residential facility, including residents' rooms. All use of tobacco or any related product listed above must be done away from campus.

Firearms and Other Weapons

Possession, storage, use, or manufacturing of firearms and weapons is strictly prohibited. These items include but are not limited to knives, bows, arrows, ammunition, guns, BB guns, slingshots, nunchakus, stun-guns, paintball guns, and launching devices such as potato guns, or any items modified or adapted so that they may be used as a weapon. You may not make, possess, or threaten to make or use a bomb, explosive incendiary device, or fireworks. Items of this nature will be confiscated, and other appropriate behavioral plans may be imposed. Depending on the severity of the violation, the resident may be removed from housing and referred to the Campus Judicial Officer.
When a fire alarm sounds, residents and guests must immediately evacuate the building via the nearest exit. Staff will be present outside of the building to direct students to the safest location. Upon approval from Residence Life Staff or authorized personnel, students may re-enter the building. Failure to vacate the residence halls during a fire drill may result in disciplinary action, such as dismissal from the residence hall or a sanction. Pulling an unauthorized fire alarm may result in automatic removal from the residence hall and/or prosecution by local authorities.

**Door-to-Door Canvassing**

Fairmont State University Housing will follow the residence hall solicitation policy outlined below. We have outlined in this the policy specifically regarding door-to-door canvassing:

No solicitation for a commercial service or product will be allowed at any time. University Housing residents and Housing Staff may engage in door-to-door canvassing in their respective residence hall, consistent with normal residence life interactions. Students not residing in the residence hall are restricted from door-to-door canvassing in the hall.

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

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

Representatives of the above groups must follow established procedures for scheduling access to halls and apartment buildings, and checking in with building staff. For inquiries about scheduling access for canvassing in the residence halls, please contact the Housing Coordinator or call 304.367.4216.
For security reasons, residents must enter and exit each building (during non-emergency periods) through the main entrance. Emergency exit doors are secured and only intended for use during an emergency. Residence hall main entrances will be locked and secured between 12:00AM until 6:00AM, daily. The desk monitor in each building will admit residents after the doors have been locked. Security alarms are installed on the emergency doors of each residence hall. Door propping, tampering, and intentionally “setting off” such an alarm will be considered a violation and breach of security. Non-approved use of emergency doors is also considered a violation. Those involved will be subject to disciplinary sanctions. Revisions to security procedures may be implemented if deemed essential for the safety and security of our residents.

Each student’s living area should be locked at all times, including when s/he is just down the hall, showering, or while sleeping. A locked door is the main deterrent to theft. Should a theft occur, report it to a Housing and Residence Life staff member and the Department of Public Safety, located on 3rd floor Falcon Center. The institutions are not responsible for stolen property.

Other Safety and Security violations include room safety, fire safety, decorating a room with prohibited items, or storing prohibited items in a room. Please refer to page 8 for a list of prohibited items.

Pets are not permitted with the exception of fish (limited to one ten-gallon tank per room). Failure to maintain a safe and secure environment for the community and pet is prohibited. Housing reserves the right to remove any pet from the premises. Please call 304.367.4216 regarding service animals.
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 Fairmont State University campus in order to reach all students. Please visit the following sites to review availability, terms, and scheduling opportunities:

- Falcon Center Main Street
- 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.

Residents and their guests may not dispose of trash, food, cigarette butts, etc., anywhere other than designated areas, or "spit" 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 room during a break period, excessive room 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.
In order to provide safe and secure residence halls, visitors are required to register their presence with an approved photo ID after 8:00PM on any given day.

When a resident (host or hostess) has a guest, s/he 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 the goal of Housing and Residence Life to make the residence halls secure at all times. The policy exists for the safety and welfare of all residents and guests.

**Lock-Outs**

Students are permitted to have five (5) lock-out requests per year. A lock-out consists of a resident being locked-out of his/her room/suite/apartment/etc. A staff member will assist the student with obtaining entrance back into his/her living area. On the fifth lock-out students will receive a warning letter. On the sixth lock-out and every lock-out following, the student will receive a $25.00 fee charged to his/her student account.

**Misuse of University Property**

Residents and guests 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 or possessing items in one’s room such as trays, plates, cups, utensils, etc., from dining facilities. Typical sanctions will be determined based on the severity of the incident and impact on individuals and the residential community.

**Visitation**

In order to provide safe and secure residence halls, visitors are required to register their presence with an approved photo ID after 8:00PM on any given day.
Visitation is a privilege, not a right. Housing and Residence Life reserves the right to refuse, restrict, and/or revoke visitation privileges. Possible grounds to deny someone visitation privileges are below:

- The guest does not have proper photo ID;
- The guest is a minor (under 18 years of age) and the host has not received the approval of the Resident Assistant with a note from parent/guardian.
- The guest is suspected to be under the influence of alcohol or other drugs or the guest was involved in a violation of another residence hall policy;
- The guest attempted previously to enter the residence hall without authorization or has previously violated the visitation policy; and/or
- The roommate of the host or hostess is opposed to having the guest in his/her room.

This list is not all-inclusive. 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 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).

**Daytime Visitation**

Daytime visitation is allowed between 5:00AM and 7:59PM without registration. Students must obtain verbal consent of roommate(s). No host may have more than two guests at any time.
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 proper photo 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 in Visitation by Nonresidents (see above) must be followed at all times;
- Guests under the age of 16 will not be permitted to register as overnight guests;
- 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);
- Visitation may be restricted during Finals Week for all students.
Visitation by a Minor

Guests who are under 18 years of age will be required to present documentation from his/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 and residence hall being visited
- date of visitation
- statement to acknowledge that the college is not responsible for guests 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, including University Terrace;
- 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.
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 campuses of FSU and Pierpont 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 24-hour 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.

Services Provided to Campus

- Unlocking and jump-starting vehicles
- Security escorts
- Traffic enforcement
- Locking and unlocking of buildings
- Event security
- Constant security patrols throughout the campus
Every student who parks a vehicle on campus is responsible for securing and displaying a valid parking pass (issued by Student Services). 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 (new and replacement passes are issued from Student Services Offices).

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).

Fairmont State University and Pierpont and Community and Technical College are committed to assisting all members of the community providing for their own safety and security. The annual security and fire safety report is available on the FSU 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 the Falcon Center or you can request that a copy be mailed to you by calling 304-367-4157.
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 on 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.
The Title IX Coordinator for Fairmont State University is Cindy Curry, who also serves as the institutions’ Human Resources Officer. She is located in 324 Hardway Hall, at 304.367.4386, or at cindy.curry@fairmontstate.edu. There are also six Deputy Title IX Coordinators:

- Dr. Jack Kirby, Associate Provost, FSU
- Dr. Gwendolyn R. Jones, Associate Professor, FSU School of Education
- Patrick Snively, Assistant Professor, PE, FSU School of Education
- Linda S. King, Associate Professor, Academic Skills, Pierpont
- Jessica Kropog Furgason, Program Specialist, FSU
- Ginger Burns, Manager of Benefits, FSU

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 at:

http://www.fairmontstate.edu/adminfiscalaffairs/human-resources

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:

http://www.fairmontstate.edu/adminfiscalaffairs/human-resources/title-ix-information-report-sexual-discrimination-assault-or-misconduct
If someone has reason to believe that a Fairmont State or Pierpont student is missing, s/he should immediately notify the Department of Public Safety (DPS) 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, Fairmont State or Pierpont 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.

Both institutions 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.

Students residing in on campus residential facilities may provide confidential contact information by contacting the Office of Housing and Residence Life at reslife@fairmontstate.edu.
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 Pirates games, and community service events are held weekly in the buildings.

Attending these activities is a great way to become acquainted with the other students on your floor, 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 Residence Life via Twitter (@Residence_Life) or Facebook (FSU/Pierpont Office of Residence Life).

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. Cost is already included in room and board fees.
Mail is delivered to and sorted inside of the residence halls Monday-Saturday. In Morrow, Pence, and Prichard Halls a student can pick up his/her package(s) by seeing the duty RA between 7:00 PM and 12:00AM. In Bryant Place, packages can be picked up at the following times only: 7:30PM, 8:30PM, 9:30PM, 10:30PM, and 11:30PM. College Park packages can be picked up anytime between 9AM and 10PM in the College Park Apartment Manager’s office or University Terrace main desk.

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 address examples are provided in the adjacent chart.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Student’s Name</th>
<th>Building</th>
<th>Room #</th>
<th>Address</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryant Place</td>
<td>Student’s Name</td>
<td>Bryant Place</td>
<td>Room# 1120 Bryant Street</td>
<td>26554-1521</td>
<td></td>
</tr>
<tr>
<td>College Park Apartments</td>
<td>Student’s Name</td>
<td>College Park Apt #</td>
<td>17 East Garden Lane</td>
<td>26554</td>
<td></td>
</tr>
<tr>
<td>Morrow Hall</td>
<td>Student’s Name</td>
<td>Morrow Hall</td>
<td>Room # 100 Falcon Crest Lane</td>
<td>26554-2486</td>
<td></td>
</tr>
<tr>
<td>Pence Hall</td>
<td>Student’s Name</td>
<td>Pence Hall</td>
<td>Room # 700 Falcon Crest Lane</td>
<td>26554-2488</td>
<td></td>
</tr>
<tr>
<td>Prichard Hall</td>
<td>Student’s Name</td>
<td>Prichard Hall</td>
<td>Room # 300 Falcon Crest Lane</td>
<td>26554-2487</td>
<td></td>
</tr>
<tr>
<td>University Terrace</td>
<td>Student’s Name</td>
<td>University Terrace</td>
<td>Room# 20 Squibb Wilson Blvd</td>
<td>26554</td>
<td></td>
</tr>
</tbody>
</table>
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 tenants may opt to secure a plan, but it is not required. A description of each plan is available online by selecting ‘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 cafeteria staff will have a box ready for you to pick up at a time that works better with your schedule.

Dining Service Office Manager: 304.367.4119
Office located within Dining Hall, 3rd Floor Falcon Center (ask directions from Dining Hall cashiers)
Student ID Cards

A student’s ID card is his/her official FSU or Pierpont 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*
- Parking garage access: only bottom levels (one – five) are open to students
- Residence hall access (varies by building)
- Admittance into certain campus activities and athletic events
- Meal plan access in Dining Hall (3rd Floor Falcon Center). Note: College Park tenants have the option to purchase a meal plan, while those residing in other halls must have selected a plan at time of application.
- Flex Dollars, which can be used only in the dining hall and at campus fast-food locations, are associated with meal plans and are also accessed via the ID card.
- Other (Pre-Paid ID Dollars)**

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, features RN, LPN, and FNP staff. 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 or
www.pierpont.edu/studentaffairs/health-service
*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 ID 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 fast-food locations, select Pepsi vending machines, etc.). To load money onto your card, please contact the Student/Enrollment Services Center.

For more details, access the ID Card site and FAQ link by selecting ‘ID Card Office’ from the ‘Campus Life’ homepage menu.

**Copyng 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.
The Teaching & Learning Commons (TLC), located on Library 1st Floor, is a student’s single point of contact for issues with the Internet, online tools such as Blackboard, and more. Please visit the TLC website to obtain help and for further information:

www.fairmontstate.edu/it/teaching-learning-commons or

www.pierpont.edu/it/tlc

Connecting to Wifi

Using Android Devices

1. Settings → Wireless and network settings → WiFi
2. Turn on Wi-Fi
3. Make the following selections
   a. Campus_User
   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
1. Click “Connect”
2. Accept certificate (wireless.fairmontstate.edu)
3. Enter your UCA for the User name and your password
   a. Note: Students MUST enter username as: UCA@students

Using Apple Devices

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: Campus_User
   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-Enterprise
   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 Campus_User
15. Enter your UCA for the User name and your password
   a. Note: Students MUST enter username as: UCA@students

Using 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: Campus_User
   b. Security type: WPA2-Enterprise
   c. Encryption type: AES
5. Make sure “Start this connection automatically” is checked
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14. View available wireless networks and connect to Campus_User
15. Enter your UCA for the User name and your password
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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 Retention website:
www.fairmontstate.edu/retention or
www.pierpont.edu/retention

Using Gaming Consoles

1. The campus network current security model does not support gaming on the wireless network. If you live in College Park Apartments you will not be able to connect your gaming system to the network.
2. Contact the TLC in person at 126 Ruth Ann Musick Library, via email at help@fairmontstate.edu or help@pierpont.edu, or over the phone at 304.367.4810.
3. 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
Student / Enrollment Services

Current students in need of the following types of services* should visit the offices noted below for initial assistance and further direction:

FSU Students: Visit the Turley Center, 3rd Floor
Pierpont Students: Visit suite 248 in Hardway Hall

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

*This list of services is in no way exhaustive, but is intended to help steer students to the appropriate point of intake when it comes to some of their most common needs.
All students are encouraged to connect with the institution 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 in and around campus. One of the most efficient ways to engage and remain in-the-know is to connect via social media. Many offices and entities now have a presence online (through outlets such as Facebook, Twitter and Instagram) and can be liked, followed, etc. using any number of different devices, from personal smartphones and tablets to computers made available in labs around campus.

Please visit the Office of Retention website (www.fairmontstate.edu/retention or www.pierpont.edu/retention) to access the recommended social media list.
### Fall 2016

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<td>Friday, August 12, 2016</td>
<td>All Residential Facilities Move-In</td>
</tr>
<tr>
<td>Thursday, September 15, 2016</td>
<td>Housing Application Open for Academic Year 2017-2018</td>
</tr>
<tr>
<td>Thursday, September 15, 2016– Monday, October 3, 2016</td>
<td>Renew Current Bed Online for 2017-2018</td>
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*Any student wishing to stay in his/her current room for the 2017-2018 academic year may do so during this time.*

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*Any student who would like to move rooms for the next academic year or any new student for 2017-2018 may participate in this selection process. Instructions on following page.*

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**2016-2017 Calendar**

**Fall 2016**

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**Spring 2017**

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</tr>
</thead>
<tbody>
<tr>
<td>Friday, January 13, 2017</td>
<td>Residence Halls Open at 1:00PM</td>
</tr>
<tr>
<td>Friday, March 10, 2017</td>
<td>Residence Halls Close at 6:00PM</td>
</tr>
</tbody>
</table>

**Summer 2017**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday, May 21, 2017</td>
<td>Residence Halls Open for Summer</td>
</tr>
<tr>
<td>Tuesday, May 31, 2017</td>
<td>Last Day to Notify of Withdraw, Transfer, or Cancellation for Fall 2017*</td>
</tr>
<tr>
<td>Saturday, July 15, 2017</td>
<td>University Terrace Move-Out</td>
</tr>
</tbody>
</table>
Depending on your classification, you may begin room selection on the following day:

- **Tuesday, October 4th, 2016** | Room Selection for Seniors Only
- **Tuesday, October 11th, 2016** | Room Selection for Juniors Only
- **Tuesday, October 18th, 2016** | Room Selection for Sophomores Only
- **Tuesday, October 25th, 2016** | Room Selection for Freshmen Only
- **Tuesday, November 1st, 2016** | Room Selection Opens to All Students

Please note that all students who do not complete room selection before the next group begins will need to wait until room selection opens to all students.

*Any student who is no longer attending the institution(s) must cancel in writing by the deadline (November 30th for spring semester and May 31st 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 times and dates indicated above (whichever comes first).*