

Mercy College /Executive Towers Residence Student Community Handbook

Alcohol/ Illicit Drug Use

Mercy College and its associated properties are considered a “dry” campus. The use, sale, or possession of controlled substances or alcohol on associated Mercy College campus grounds is prohibited and is reason for disciplinary action, including immediate loss of housing and possible dismissal from the college.

This policy applies to all students living in campus sponsored housing, regardless of age.

Balconies, Porches, and Sidewalks

These areas are to be kept free of all obstacles, personal belongings, and debris. These areas are not to be used for storage of any kind. This includes, but is not limited to, bicycles, toys, sporting equipment, furniture, and cleaning supplies. Clotheslines are not permitted.

Barbeque Grills

Personal outdoor grills are not allowed.

Candles and Incense

Due to the danger of fire, the burning of candles or any open flame is strictly prohibited. Incense is also prohibited because the odor cannot be contained within a single room and is offensive to some people.

Check-In

Students typically move in during the week before or the 1st part of the week, just prior to the start of the semester. The Housing Officer will designate the check-in days and times and will notify students by mail or phone call. To ensure a smooth process, check in must be done by appointment only. Please be on time. It is the responsibility of the student to cancel and reschedule the appointment if the time/date is not convenient.

Christmas Trees

No live or cut Christmas trees are allowed on the property for fire safety reasons.

Community Room

There is a community room on the basement floor for each resident's use. Use of the community room is scheduled at the office of Executive Towers. Smoking and or consumption of illicit drugs/beverages are strictly prohibited.

Computers

Students will be responsible for their own computers and computer hook-ups in their apartment. Wireless internet service is available in the lobby and "café" area of Executive Towers to all residents at no additional cost.

Custodial Service

Students are responsible for the upkeep of their apartment and the community areas. When sharing a room, it is the responsibility for each student to share the cleaning chores of their rooms and keep the bathroom and kitchens tidy and clean.

Discipline

All Mercy College residence hall students are subject to the Student Code of Conduct, described in the Mercy College Student Handbook, under policies and procedures in addition to the policies of the Resident Hall Handbook. Any violations of behavior will be subject to disciplinary measures and possible revocation of housing privileges and/or dismissal from the college. Specific examples of conduct violations include, but are not limited to: *violations regarding alcohol or controlled substance usage on college or associated properties, disruptive behaviors, academic dishonesty, theft, and violent acts.*

When a suspected behavior violation occurs, the Housing Officer, Director of Enrollment Services, and/or the Vice President of Administrative Services will conduct a preliminary fact-finding investigation. Based on the findings of the investigation, a determination will find if housing privileges will be revoked with proper notification to the student.

Emergency Assistance

In case of an emergency or if you need assistance:

Resident Advisors: available on call. These students live in the residence hall and are available during non-office hours.

During office hours:

First attempt: Doreann Vogel, Admissions Officer-Residence Life. Office number (419)251-1906. Second Attempt: Shelly McCoy-Grissom, Director of Enrollment Services. Office number (419)251-1203.

After Regular office hours:

Contact one of the resident advisors. Their names and numbers will be given to you. If they are not able to address your concern, they will contact The Director of Enrollment Services, the Coordinator of Student Services, or the Vice President of Administrative Services.

Firearms, Explosives, and Fireworks

The possession of firearms, explosives, and fireworks, or any other flammable or dangerous materials on college property, including the residence hall is prohibited and will be grounds for revocation of housing privileges.

Liability Disclaimer

Mercy College of Northwest Ohio is not responsible for money or other valuables left in a student's room or for damages to student belongings. Therefore, the college will not take responsibility for the loss of valuables of any person, or for the loss or damage of any student property for any cause. It is highly recommended that students secure rental insurance either independently or under a family homeowner policy. The housing officer has information regarding renter's insurance available for students.

Laundry Facilities

The laundry room is available to all residents of Executive Towers, including resident hall students at all times and is located on the basement floor. The equipment is coin operated. Students are expected to pick up and remove all clothing immediately after each use. All clothing, which is left in the laundry room, will be at risk of being removed by others.

Lock-out

In case of lock-out during regular 8am-5pm office hours, contact the Executive Towers office for entrance. After office hours, contact one of the RA's.

Maintenance

It is the responsibility of each resident student to promptly report any maintenance problem. Charges for damages resulting from unreported problems can be assessed to the student. Emergency maintenance service is available 24 hours/seven days a week and these numbers will be given out at check in. Examples of emergency maintenance include:

- Gas leak/smell
- No heat or air conditioning per seasonal situation
- No electricity
- No running water
- Broken door/lock
- Leaking toilet

Meals/Food

There are no meal plans provided. Students are responsible for providing their own meals. During the week (Monday-Friday) breakfast and lunch can be purchased in the Mercy Health Partners Cafeteria on the *ground level*, for a reduced rate with proper college ID displayed. Clinical students may also purchase reduced meals in any of the area MHP cafeterias with proper student ID.

Meningitis Vaccination

All residence hall students must either receive the meningitis vaccination or sign a waiver prior to moving into their unit. Students may obtain this form from the Housing Officer by calling (419) 251-1906.

Move-Ins

Students are responsible for making all arrangements for assistance with moving their personal belongings into their units. The college will not be held responsible for damage to any property during or after the move. Move-ins and move-out inspections are only done by prior appointment.

Our Commitment to Equality

Mercy College of Northwest Ohio admits qualified students of any race, color, national and ethnic origin, religion, disability, sex and marital status to all rights, privileges, programs, and activities generally accorded or made available to students of the College. The College upholds the same commitment to equality in the administration of its policies, scholarship and loan programs, and athletic and other school related activities.

Parking

Executive Towers offers free lot parking in the rear of the building for all residence students. Family member and any other visitors are encouraged to park in the front lot of the building facing Collingwood Blvd. Individual leased parking in the Executive Tower's garage is also available on a first-come basis for an additional charge and is handled independently by the student and manager of Executive Towers. For those students, individual garage door openers will be issued and must be returned upon check-out. Vehicles must be in acceptable condition as defined below in order to park within the Executive Towers community:

Vehicle Acceptability:

Valid Registration and Plates

Operable/Running

Tires intact/inflated

Windows in place

Utilized on a regular basis (Can not be parked for one month without use)

Not used for storage purposes

Not leaking fluids/oil

Any vehicle not meeting the above criteria will be considered abandoned and may be subject to towing at the owner's expense.

Vehicles parked improperly in loading or emergency zones will be towed at the owner's expense.

Oil changes, cleaning, and repairs are not to be done on the premises.

Parking lot/garage is not to be used as a gathering place.

Pets

Students are not allowed to keep pets in the resident hall property.

Physical Violence

Attempting or committing acts of physical violence, intimidation, or other threatening behaviors will not be tolerated on Mercy College grounds, including the Residence Hall. Students suspected of violating this regulation will be subject to immediate inquiry. If the student is found to be in violation, housing privileges will be revoked immediately according to the policies set forth in the Mercy College Student Handbook under Student Code of Conduct. If individuals are suspected of inciting violence or intimidation, a report should be submitted immediately to the Housing Officer at (419) 251-1906. An investigation will occur immediately with the assistance and direction of the Vice President of Administrative Services or the Director of Enrollment Services.

Pool

The swimming pool is located next to the parking lot area near the back of the building. It is accessed only through the parking garage for privacy purposes. Each student is allowed two (2) guests at a time and all guests under the age of 18 must be accompanied by an adult/student at all times. Lifeguards are not available, so swimming is at your own risk.

Quiet Hours

Musical Instruments and Stereo Systems

Individuals or groups may not play amplified musical instruments, loud stereos, or other instruments that disturb others in the apartment building.

Stereo speakers and stereos must not be directed out windows. Repeated disregard for the noise and use of sound equipment may result in the removal of the equipment from the student's room.

Resident Advisor

Often referred to as RA, these are seasoned students who have had residence hall experience and have lived among other students. RA's serve to assist the Housing Officer with a variety of student housing issues, which may include student activities, roommate

issues, meetings, and general communications between the residence students and Enrollment Services staff.

Room Assignments

The Housing Officer makes the room assignments based on student needs, the survey, which the student completes prior to assignments, and availability. Assignments are made prior to the beginning of each semester. Students are notified several weeks prior to move-in and a date and time appointment is made. Room changes are rarely allowed and only under extenuating circumstances and must be approved by the Housing Officer.

Room Damages

Each student completes a room condition form at the time of check-in. At this time, any pre-existing damages are noted on the form. Students are urged to carefully examine the interior of their rooms for damages at this check-in, as the endorsed form serves as a reference for future damage assessments. Students pay for any damages done to the room during the time of their occupancy beyond what is commonly considered normal wear and tear.

Room Deposit

A deposit of \$100 is required when the student completes the housing application/contract. Housing contracts will not be processed without this deposit. Students giving proper advance notice of move out by making an appointment with the Housing Officer, will be refunded their room deposit after an inspection has been completed, using the room condition form. If it has been determined that no damages have been done to the room, and all keys have been returned to the office, the deposit will be refunded after the student account has been balanced.

Room Inspections/Searches

Occasionally, it will be necessary for college personnel to enter the student rooms. The following measures will be taken when a search will be conducted:

1. Rooms searched by college personnel will be cleared through the Housing Officer, the Director of Enrollment Services, or the Vice President of Administrative Services
2. Two college personnel will be present during any room search when the occupant of the room is not present.
3. Rooms will not be entered without knocking first. The master key provided by the front office will be used to gain entry when admittance is denied, or when the occupant is apparently absent.
4. A written report describing the reason for the search and any recommended follow-up action will be filed in the Vice President of Administrative Services Office after the search is completed.
5. The college reserves the right to inspect room furnishings and confiscate any illegal items or contraband during the search.

Room Keys

Fobs and room keys are received during check-in weekend. Keys should be returned to Executive Towers. Note: Lost keys and/or swipe cards should be reported immediately to Executive Towers. If the key is not found within two weeks, the student will be billed for either replacement keys/key fob and/or lock change.

Room Check-out Procedures

Room deposits are refunded according to the following procedure. The student must arrange for an official checkout date with the Housing Officer or other member of Enrollment Services. The student is responsible for making the appointment to check out, at which time the room condition form will be used to ascertain the condition of the room for damages, other than basic wear and tear. Upon completion of moving all belongings out the day of checkout, all room keys and key fobs must be returned immediately and all personal belongings must be removed.

Room Walls

Walls cannot be painted and any items to be hung on the walls must be done with care to prevent deep holes.

Students shall not damage or disturb any part of the ceilings, walls, doors, or floors in any way with hooks, nails, or other objects.

Safety/Security

Every effort is made to assure the safety and security of each Mercy College student. Your cooperation is also crucial and safety and common sense always begins with you. Mercy Health Partners Security mans the front desk located at the Jefferson Avenue Entrance and the security staff is available 24 hours/day, seven days a week. The phone number is **(419) 251-4444** or ext. **1-4444** if you require an escort from the college campus to the resident hall. Please provide reasonable notice when requesting a security escort. It is important to remember that safety begins with you. You must take precautions and use common sense. Do not jeopardize your safety by placing yourself in a dangerous situation.

Fire

Any person discovering smoke or fire shall immediately sound the alarm by means of the pull type alarms located on the wall near the exit doors. Then, use the stairs to leave the building immediately. Do not use the elevators when there is a fire. Close all doors as you leave. After reaching a point of safety, remain there until an all clear is given.

Smoke Detectors Each apartment is equipped with smoke detectors according to the size of the unit. Students are prohibited from tampering or removing this equipment. If the detector "beeps" or seems not to be working, please contact the office. Do not disable or disconnect the detectors yourself.

Fire Drills State laws require periodic fire drills. When an alarm is activated, students must leave the building in an orderly and quiet fashion. ***Elevators are not to be used during a safety drill of any type.***

General Security Information

The front entrance door into the Executive Towers building must be closed at all times. This is a security feature of the facility. It is also crucial that key fobs and room keys are not given to others who are not Mercy College resident hall students. Sharing keys and key fobs with others drastically reduces the integrity of our security system.

The use of the intercom system, along with close-circuit television monitoring is a safety feature. You can access the intercom system by having visitors type in your 3-digit code, which will be made available at the front entry panel. A closed-circuit camera is activated by dialing the student's local phone number and turning on channel 95 on a television. This will allow students to see who is in the foyer entrance. You can then buzz the visitor into the building by pressing "9" on your phone. **YOU MUST HAVE A LOCAL TELEPHONE NUMBER IN ORDER TO UTILIZE THIS SECURITY FEATURE!** (The number cannot be long distance from Toledo.)

Sinks/Drains

Students are responsible for keeping their sinks/drains flowing. Please avoid allowing clogged drains to occur which may result in expensive maintenance, which the student will be liable for. Examples that cause clogged drains, and should be avoided, include but are not limited to: hair, grease, large food items, personal hygiene products, toys, and diapers.

Smoking

Management maintains a *strict non-smoking policy within* all common areas of the building, including the lobby, café, pool area, exercise room, hallways, stairwells, and elevators. Smoking is only permitted within the apartment unit. However, if sharing your apartment with other Mercy College students, please be considerate in choosing not to smoke inside. Do not dispose of tobacco products on the grounds or parking area.

Trash/Garbage Disposal

On each residential floor, there is a trash closet that is designated for placing all trash. If the closet is full, you are directed to take your trash to the dumpster, located in the back parking lot. The trash closet is locked from Friday morning until Monday morning to prevent the overflow of garbage. Residents should take their garbage to the outside dumpster when the trash closet is locked.

Trash must be properly bagged and securely held prior to its placement in the garbage receptacle.

Trash should not be left outside of your apartment door, in the hallways or stairwells. If Executive Towers determines you have left trash in an inappropriate area, you will be charged \$25.00 for each bag of trash.

Visitation

Visitors are welcome as long as they do not disturb other residents. Keep in mind that your visitors' actions and behaviors will be your responsibility and their actions are a direct reflection on you. Inappropriate behaviors within and outside of Executive Towers will be a direct reflection on you and Mercy College as well.

Overnight guests are acceptable as long as noise and unruly behaviors are not evident. However, guests are not permitted to live with Mercy students and overnight stays should be kept to 1-2 nights maximum.

In addition, if you are sharing your apartment with another student, please demonstrate consideration of your roommate if you are considering having an overnight guest, and be sure that this is acceptable to your fellow student.

Windows

Management has equipped the apartments with window treatments. Do not remove the window coverings. These must be maintained and be kept in good condition. The office staff must approve any window coverings. If students obtain prior authorization to use other coverings, any resulting damage from improper installation will be assessed damage costs.