

2011-2012

MERCY
COLLEGE

RESIDENCE LIFE & HOUSING HANDBOOK



MercyCollege

Congratulations once again on taking the important step of becoming a Mercy College Residential Student. Executive Towers and Mercy College of Northwest Ohio have joined together to provide affordable and convenient housing to Mercy College students. Mercy College and Executive Towers will strive to make your experience as a part of the resident student community conducive to academic, social, and personal development. We truly believe you will enjoy your experience.

All Mercy College Residential Students are subject to the Student Code of Conduct, as described in the Mercy College Student Handbook, as well as the policies of the Resident Student Handbook, College Catalog and Programs Handbooks. Any violations of policies are subject to disciplinary measures and possible revocation of housing privileges and/or dismissal from the college as determined by the Director of Student Life. 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 Director of Student Life, the Associate Dean of Students, and/or the Vice President of Administrative Services will conduct a preliminary fact-finding investigation. Based on the findings of that investigation, a determination will be made as to whether housing privileges will be revoked and/or if other sanctions are warranted. Proper notification will be given to the student if it is determined housing privileges will be revoked.



Alcohol/ Illicit Drug Use

Mercy College and its associated facilities, including Executive Towers, are considered a “dry” campus. The use, sale, or possession of controlled substances or alcohol on associated Mercy College 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.

Apartment/Roommate Assignments

The Director of Student Life makes the housing assignments based on availability, student needs, and the survey, which the student completes prior to assignments. Students receive their housing assignment, roommate information and move-in date/time at least one month prior to the start of the semester. ***Apartment/roommate changes requested by the residents are rarely allowed and only under extenuating circumstances. All apartment changes must be approved by Director of Student Life.***

Apartment Walls

Walls cannot be painted and any items to be hung on the walls must be done with care as to prevent deep holes. Students may be charged for excessive nail holes at the time of move-out.

Balconies

These areas are to be kept free of all obstacles and debris and are not to be used for storage or garbage. This includes, but is not limited to, bicycles, toys, sporting equipment, indoor furniture, and cleaning supplies. Outdoor furniture and plants are permitted. Clotheslines are not permitted.

Barbeque Grills

Personal outdoor grills are not allowed. Executive Towers provides gas grills in the pool area during summer months. This grill is to be used with care and cleaned before and after each use. If the gas is empty, please notify the Executive Towers Management.

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 or apartment and is offensive to some people.

Christmas Trees

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

Cleaning/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, common living areas and kitchens clean.

Community Room

There is a community room on the basement floor for each resident’s use. The community room is for use by mercy students only and can be accessed by contacting a Resident Assistant (RA). Consumption of illicit drugs/beverages are strictly prohibited in the community room. By accessing the community room, the resident accepts responsibility for any lost, stolen or damaged items, including furniture, TV and electronic equipment. If a resident abuses the room or its policies, s/he may lose the privilege of use.

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. The Director of Student Life will provide students with the wireless access information at time of move-in.

Counseling Services

Mercy College offers free, supportive counseling services to all its students provided by a licensed professional counselor. The counselor is available five days a week from 8:30 am to 4:30 pm. Students are encouraged to seek counseling help when they first experience signs of distress or other issues that they would like to discuss in a confidential setting. The counseling office is located on the 5th floor of the Madison Building in Student Formation. Appointments can be scheduled by phone 419-251-1454 or email at wendy.nathan@mercycollege.edu. Walk-ins are also accepted.

Firearms, Explosives, and Fireworks

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

Food Service

The Mercy Healthcare Center Cafeteria is open Monday through Friday from 6:00 AM until 2:00 PM. Students receive a discount on items purchased at the cafeteria. Most clinical/practicum locations also have cafeterias available for students to purchase items.

Vending machines can be found in the basement and on the first floor of Executive Towers.

Inspections/Searches/Apartment Entry

Occasionally, it will be necessary for Mercy College personnel to enter an apartment. The following measures will be taken when a search will be conducted:

1. Apartments inspected by Mercy College personnel will be cleared through Director of Student Life, Associate Dean of Students, Vice President of Administrative Services or the President.
2. Two Mercy College personnel will be present during any apartment inspected when the occupant of the room is not present.
3. Apartments and rooms will not be entered without knocking first. The master key provided by the Executive Towers 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 inspection and any recommended follow-up action will be filed in the Student Life Office after the inspection is completed.
5. Mercy College reserves the right to inspect room furnishings and confiscate any illegal items or contraband during the search.
6. Mercy College and Executive Towers personnel reserve the right to enter apartments for maintenance repairs, for semi-annual health and safety inspections, during an emergency, to protect life or property from imminent injury, if there is sufficient reason to believe that a violation of policy is occurring in the apartment or for any other reasonable purpose.

Laundry Facilities

The laundry room is available to all residents of Executive Towers 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.

Liability Disclaimer and Rental Insurance

Mercy College of Northwest Ohio is not responsible for money or other valuables left in a student's apartments 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. **Students are required to have and show proof of rental insurance either independently or under a family homeowner policy.**

Lock-out

In case of lock-out anytime between 9:00 AM and 5:00 PM Monday through Friday, contact the Executive Towers office at 419-243-8128 for entrance. After these hours, contact the Executive Towers Loss Prevention and Security Officer (LPS) at 419-708-0903. If you are unable to contact Executive Towers personnel, you may attempt to call the Director of Student Life at (419) 455-4303. You may also dial #231 from the Front Door intercom to be connected to the Director of Student Life. **** Note that lock-outs may be subject to a \$50.00 fee.**

Maintenance

It is the responsibility of each resident student to promptly report any maintenance issues to Executive Towers. Charges for damages resulting from unreported problems can be assessed to the student.

Normal, routine maintenance requests should be sent using the *MyMercy* link at www.mercycollege.edu. Click on "Executive Towers Repair Request". A confirmation email will be sent to you, Executive Towers and Mercy College.

Emergency maintenance service is available 24 hours/seven days a week. If there is an emergency maintenance issue, please call 419-913-7563 and explain the situation to the on call maintenance staff member. If the call is not answered, leave a phone number and brief message. 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

Meningitis Vaccination

All resident students must either receive the meningitis vaccination or sign a waiver prior to moving into their unit. Students may obtain this form from The Director of Student Life by calling (419) 251-1906.

Moving In

Students move in during the week before the start of the semester. The Director of Student Life will designate the move-in days and times and notify students by mail. Students are responsible for arranging assistance with moving their personal belongings into their apartments. The college will not be held responsible for damage to any property during or after the move.

Fob and keys are received during the move-in process. Note: Lost keys and/or swipe cards should be reported immediately to The Director of Student Life and Executive Towers. If the key is not found within 24 hours, the student will be billed for either replacement keys/key fob and/or lock change.

Each student completes an apartment condition form at the time of move-in. At this time, any pre-existing damages are noted on the form. Students are urged to carefully examine the apartments for damages at move-in, as the signed form serves as a reference for future damage assessments. Students pay for any damages done to the apartment during the time of their occupancy beyond what is commonly considered normal wear and tear. If the student fails to return/sign the report, they waive this right.

Moving Out

Students must arrange for a move-out appointment with Director of Student Life. FAILURE TO MAKE AN MOVE-OUT APPOINTMENT WILL RESULT IN IMMEDIATE FORFEITURE OF THE SECURITY DEPOSIT. During the move-out appointment, at which time the apartment condition form completed at move-in will be used to ascertain the condition of the apartment for damages other than basic wear and tear. Upon completion of removing all belongings and completion of the move-out inspection, all keys and fobs must be given immediately to Director of Student Life.

If there are no charges for damages, security deposits will be credited back to the student's Mercy College account. If damages have occurred, the student will receive a charge for the amount of the repair on their student account. The balance, if any, of the security deposit will then be credited to the student's account. Students may receive additional charges above the amount of the security deposit if the move-out condition of the apartment warrants such charges.

List of charges to be assessed at move-out if apartment is damaged or abandoned:

Cleaning/Hauling

- Apartment left unclean-\$95.00
- Bathroom left unclean-\$50.00
- Carpet stains-\$30.00 per stain
- Extraordinary carpet clean-\$95.00
- Refrigerator left unclean-\$50.00
- Kitchen/cabinets left unclean-\$50.00
- Stove left unclean-\$50.00
- Debris removal-\$50.00
- Removal of discarded furniture-\$100.00 per item
- Repair/Removal of stickers & tape-\$40.00

Floor Covering

- Replace studio carpet- \$475.00
- Replace 1 bedroom carpet-\$950.00
- Replace 2 bedroom carpet-\$1425.00
- Replace 3 bedroom carpet-\$1900.00
- Replace tile-\$150.00

Repairs/Replacements

- Blinds-\$75.00
- Blind slats-\$15.00
- Broken light fixture-\$15.00
- Broken or missing door handles-\$40.00
- Broken towel bars-\$20.00
- Damaged door jam-\$100.00
- Damage doors-\$60.00 per door
- Missing toilet paper holder-\$15.00
- Replace smoke alarm (missing or damaged)-\$35.00
- Screen damage-\$50.00
- Patio screen damage-\$120.00

Painting/Drywall

- Studio-full paint due to holes-smoke-wall damage-\$200.00
- 1 bedroom-full paint due to holes-smoke-wall damage-\$300.00
- 2 bedroom-full paint due to holes-smoke-wall damage-\$400.00
- Paint Ceiling-\$100.00

Keys/Garage

- Replace mailbox key-\$15.00
- Replace entry key-\$15.00

- Garage door key-\$35.00
- Replace key fob-\$50.00

Physical Move-out

- Failure to properly check out with Mercy Staff member- \$100.00
- Move-out process-\$250.00
- Garbage bags-\$30.00
- Lock Change-\$100.00

Musical Instruments and Stereo Systems

Individuals or groups may not play amplified musical instruments, loud stereos, or other instruments that disturb others in Executive Towers.

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 apartment.

Parking

Students may park in the lot in the rear of the building. Family member and any other visitors may park in the front lot of the building facing Collingwood Blvd. If guests are going to be staying overnight, they must park in the back lot, as well. Individual leased parking in the Executive Tower's garage is also available on a first-come basis for an additional \$25.00 per month and is handled independently by the student and manager of Executive Towers.

Vehicles must be in acceptable condition as defined below in order to park within the Executive Towers community:

- Valid Registration and Plates
- Operable/Running
- Tires intact/inflated
- Windows in place
- Utilized on a regular basis (cannot 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.

Pets

Students are not allowed to keep animals/pets in their apartments at any time for any reason.

Physical Violence

Attempting or committing acts of physical violence, intimidation, or other threatening behaviors will not be tolerated on Mercy College grounds, including Executive Towers. 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 and college dismissal is possible 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 Director of Student Life at (419) 251-2133 or afterhours at (419) 455-4303. An investigation will occur immediately with the assistance and direction of the Vice President of Administrative Services or the Associate Dean of Students.

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. The pool is open from 10 am – 9pm daily, weather permitting. Stereos are permitted in the pool area only with the use of headphones. No person's with open wounds are allowed in the pool. Running, rough play and excessive noise is

forbidden. Food and alcohol are not allowed next to the pool. Food may only be consumed on the upper deck near the grill. Hazardous objects such as glass are not permitted. Proper swim attire is required. Please do not walk through the building while wet from the pool.

Resident Advisors

Often referred to as an RA, these are seasoned students who have lived in Executive Towers for at least one year. RA's serve to assist The Director of Student Life with a variety of student housing issues, which may include student activities, roommate issues, meetings, and general communications between the resident students and college staff.

Resident Advisors for 2011-2012 are:

For residents on floors 2 through 6:

Deena Cowell dcowell@mercycollege.edu



For residents on floors 7 – 9:

Melissa Wynn mwynn1@mercycollege.edu



For residents on floors 10 – 12:

Megan Nalle mnalle@mercycollege.edu



Security

The front entrance door into the Executive Towers building is to be closed at all times. This is a security feature of the facility. It is also crucial that keys and fobs are not given to others. Sharing keys and fobs with others drastically reduces the integrity of the security system. Keys cannot be duplicated.

The use of the intercom system, along with closed-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 phone number and turning on channel 95 on a television with cable access. 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. If you would like to use this security feature, please visit the Executive Towers Office on the first floor to make arrangements.

Efforts made to assure the safety and security of each Mercy College student, but your cooperation is crucial. 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.

Mercy Health Partners Security is located in the Jefferson Avenue Entrance lobby. 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 Executive Towers. Please provide reasonable notice when requesting a security escort.

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. Please attempt to exit out the front and gather near the Executive Towers sign in order for staff to account for all students.

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.**

Emergency Assistance In case of an emergency:

During office hours, generally 9:00 AM-5:00 PM Monday-Friday:

First attempt: David Crafts, Director of Student Life
at 419-251-2133 or 419-455-4303 or david.crafts@mercycollege.edu

Second attempt: Jennifer Pizio, Associate Dean of Students
at 419-251-1719 or Jennifer.pizio@mercycollege.edu

Third Attempt: Jamie Harter, Vice President of Administrative Services
at 419-251-1786 or james.harter@mercycollege.edu

After office hours and on the weekends:

First Attempt: Contact your Resident Advisors.

Second Attempt: David Crafts, Director of Student Life
at (419) 455-4303

Sinks/Drains

Students are responsible for keeping their sinks/drains flowing. Please avoid allowing clogged drains to occur which may result in expensive maintenance, for which the student will be liable. 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/Tobacco

In compliance with the following Mercy Health Partners (MHP) Tobacco Policy, there will be NO SMOKING OR TOBACCO USE permitted in Executive Towers by Mercy students. Please remember, any violation of the policies listed in the Resident Student Handbook is a violation of the Mercy College Student Code of Conduct and is subject to disciplinary measures.

TITLE: Tobacco Free Campus

POLICY NUMBER: MHP-HR-1545.0

Effective January 1, 2008, all facilities and campuses of MHP will be tobacco-free. This policy applies to all tobacco products including cigarettes, cigars, pipes, herbal tobacco products and smokeless tobacco, none of which will be sold, used, or transferred on campus or at any facility owned, leased or operated by MHP.

Tobacco use is prohibited anywhere on any MHP property and is regulated by law. ***Tobacco use is also prohibited in all facilities used by MHP including*** MHP buildings, property, parking lots, ***company-leased buildings***, vehicle spaces, parking garages, company-owned/leased vehicles, private vehicles used on company business and private vehicles on company property.

There are no designated smoking areas on any MHP properties. Employees will be restricted from use of any designated smoking areas on properties leased by MHP.

This policy applies to everyone, including but not limited to, all employees, patients, medical staff, students, contracted personnel, auxiliaries, volunteers, visitors, vendors, and tenants of MHP.

Sun Deck

Located on the penthouse floor, the Sun Deck is designated as a quiet area for reading, sunbathing, quiet reflection and to enjoy the scenic view. It is open from 9am-11pm, hours may vary by season.

Trash/Garbage Disposal

On each floor, there is a trash closet that is designated for placing all garbage. If the closet is full, you are directed to take your garbage 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 must take their garbage to the outside dumpster when the trash closet is locked. The dumpster is located near the entrance to the garage.

Garbage must be properly bagged and securely held prior to its placement in the trash closet.

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

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.

Overnight visitors are acceptable as long as noise and unruly behaviors are not evident. However, visitors are not permitted to live with Mercy students and overnight stays must be kept to a maximum of two nights.

In addition, if you are sharing your apartment with another student(s), please ask permission of your fellow student(s) prior to having a visitor stay overnight and demonstrate consideration of your roommate(s) if you are considering having an overnight guest.

Windows

Most apartments are equipped 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. Students must properly install window covering hardware. If damage results from improper installation, charges will be assessed to all residents of the apartment.

Mercy College reserves the right to make changes to this Handbook when such changes are necessary for the effective administration of the institution. Mercy College will make every effort to inform all who may be affected by any changes well in advance of implementation.

