

Questions and Answers about Andrew College Residence Life

How do I reserve a private room? Private Rooms are awarded on a first come first serve basis, and the additional private room charge of \$750.00 must be paid before the student is awarded the private room. Students who wish to pay for the private room must contact Mrs. Peggy Moore in the Business Office to make payment arrangements as well as Ms. Desi Frazier to make an official request.

When will I know my room assignment? Room assignments will be completed during the month of July and students will be notified via their Andrew College email accounts. Freshman students will also be notified via USPS at their address on file.

May I have visitors? Inter-hall visitation is permitted from 12:00 p.m. - 12:00 a.m. At other times, persons of the opposite sex must not enter for any reason. In co-ed residence halls, the first floor lounges are open to all residents of that building on a 24-hour basis; however, other guests are restricted to visitation hours. Off campus visitors must sign into ACPD and receive a guest pass and a parking pass. Guest passes must remain with the visitor, and the guest must remain with the Andrew College host at all times during their presence on campus. Off Campus visitors may spend only two nights on campus and must abide by all visitation rules. Andrew College students are responsible for the conduct of their guests while on campus.

Are the halls quiet so I can study in my room? Andrew College has quiet hours that are in effect every night and they are as follows: Sunday - Thursday 9:00 p.m. - 10:00 a.m. and Friday - Saturday 11:00 p.m. - 10:00 a.m. During these hours, all members of the residence hall community are entitled to as few disruptions and distractions as possible. Also, we have what is called "courtesy hours," in place which means students have the right to reasonable quiet and freedom from unusually loud music or other disruptions in the hall. During exam periods at the end of each semester, a 24-hour quiet period will exist in the residence halls. This period will extend two days prior to the beginning of exams and remain in effect until the last exam.

May I stay on campus during breaks? The only break students are able to remain on campus is during Fall Break. All other breaks and holidays students MUST vacate campus on the stated days and times found on the Andrew College website and on your campus closure form. Students who fail to leave campus by the designated time will be charged a fee. Please see the *Andrew College Student Handbook* for more information.

What are an "RA" and an "RD"? An "RA" is a Resident Assistant. These individuals are Andrew College student-employees whom have been hired by the Residence Life Office to help maintain order and safety in the halls as well as to be there for students as they have questions or needs throughout the year. An "RD" is a Resident Director. These individuals live in the residence halls and are employed by the college to aid in maintaining order and safety in the residence halls and assist students throughout the year. Resident Assistants report to the Resident Directors.

Is there someone available if I have an emergency in the Residence Hall? All residence halls are staffed with one Resident Director and multiple Resident Assistants. If a student needs assistance in the residence halls, he/she may contact the hall RA or RD. All campus Resident Directors have duty days and can be reached on the RD duty phone at 229-310-0266. If an RD cannot be reached, students may also contact the Andrew College Police Department at 229-310-9799.

Can I bring my pet to school? Pets of any kind are not allowed with the exception of aquarium fish. Aquariums are allowed up to a maximum of 10 gallons and must be cleaned regularly.

What happens if I lose my key or get locked out of my room? It is illegal to have the key duplicated, and if the key or mag card is damaged, stolen, misplaced, or lost, the Resident Director must be notified. If keys or mag cards are damaged, stolen, misplaced, or lost and/or not returned, a \$50.00 fine is assessed. Abuse of any residence hall key or security door system creates a serious breach of security and may jeopardize the safety of other residents. Through the last day of drop and add, students who lock themselves out of their rooms will not be charged. After this date, students will be charged \$10.00 per occurrence. Students must contact ACPD if they are locked out of their rooms.

How many roommates will I have? Each student will have one roommate, unless they have a private room. Most students will share a bathroom with the room next door or their suite-mates.

How do I get a room change? Room changes are allowed and welcomed during your time here at Andrew College. Room changes may take place three weeks after the start of fall semester and three weeks after the start of spring semester. Any changes made without prior written approval may be assessed a fine of \$25.00 and be required to return to their original room as assigned. Students are only allowed one (1) room change per semester. Additional room changes are available for a fee of \$25.00. Please consult the *Andrew College Student Handbook* for more information.

What if my roommate does not come? Andrew College has a roommate consolidation policy for situations just as these. The consolidation process is a time of matching up residents who are without roommates. A person may be without a roommate for any number of reasons, including their former roommate's decision not to return to Andrew College or to change a room. While we understand that some students will leave their roommate with little or no warning or explanation, anyone left in a double occupancy room without a roommate is expected to find a roommate or pay for single occupancy. More information on this policy can be found in the *Andrew College Student Handbook*.

What do I do if something in my room breaks? Maintenance requests can be made to the RAs in the hall lobbies duty from 9 PM-12 AM, they will record the request and it will be processed the next day if reported on Monday-Thursday and first thing Monday morning if it is a weekend. If there is an emergency repair, please contact the RD on Duty at 229-310-0266. If a request is not fulfilled, the student will need to contact their Resident Director or file a report to the Director of Residence Life.

Can a resident arrange beds in a bunk or loft? No, moving of the room furniture, lofting and bunking beds is prohibited in our residence halls.

If I have a physical disability that requires special housing, what should I do? Please contact the Residence Life office and we will work with you to find a situation which will best accommodate your needs.

What is my mailing address? 501 College Street Cuthbert, GA 39840 The sender will need to write your name on the address label. All students will be issued a mailbox at the beginning of the semester. Mail is not distributed on the weekends.

Where do I pick up a package? When a student receives a package it is logged into a notebook in the

Student Life Office. It is the students' responsibility to check the notebook for packages. Package pick up is Monday-Friday from 1 PM-4 PM. Packages will not be available for pickup on the weekends.

Are there telephones in the rooms? No, we do not have landline phones in the residence halls.

Are there laundry services on campus? Yes, each residence hall is equipped with a laundry room containing washers and dryers. We currently use Mac Gray's "Students First" laundry program. This program gives the students at Andrew College the freedom to wash laundry at any time. A laundry fee will be included in their tuition for use of the program.

Are smoking and tobacco use allowed on campus? Smoking and tobacco use are individual rights; however, in order to protect the right to live and work in a smoke-free environment and for health and safety reasons, all buildings on the Andrew College campus are tobacco free. Smoking and the use of tobacco products is strictly prohibited in residence hall buildings (including rooms, lounges, hallways, and stairways) and academic, administrative, and athletic buildings. College vehicles, offices, and recreational facilities including the gym, weight rooms, and student center are also tobacco free. Smoking is prohibited within twenty feet of entrances to all campus buildings.

Is alcohol allowed on campus? The use, possession or distribution of alcohol on the Andrew College campus, at the Hord Athletic Fields, or during a student event or activity sponsored by the College is prohibited. Public intoxication, consumption, or display of alcoholic liquors, wines, or beer on campus is prohibited. Driving on campus while intoxicated is prohibited. Empty or full alcoholic beverage containers (including collectibles) and/or paraphernalia for use or abuse of alcohol are not allowed. Violators of this policy will receive disciplinary sanctions. Please refer to the *Andrew College Student Handbook* for more information.