

# W&M Residence Life Resource Guide

## 2023-2024

*The University reserves the right to make modifications to this Resource Guide. If changes are made to this document during the academic year, contracted residents will be notified.* Residence Life has overall responsibility for the management of the University's student residences.

### *Policies*

The Associate Vice President, Director of Business Operations, Director of Housing & Residence Life, Associate Directors, Assistant Directors, Area Directors and the staff of residences (Community Directors, Head Residents, Resident Assistants, and Housing Assistants) are responsible for enforcing regulations as outlined in the current edition of the [Student Handbook](#) and [Use of Campus Facilities Policy](#).

It is expressly understood that violation of policies in the [Student Handbook](#) and [Use of Campus Facilities Policy](#), Residence Life Resource Guide or of the terms of the [Housing Contract](#) by the resident may result in penalties ranging from a warning to the resident being discharged from the University's residence halls to permanent dismissal from the University. The University is under no obligation to house a resident whose Contract has been previously terminated due to a failure to abide by the conditions of the Contract and Residence Life Resource Guide.

### *William & Mary Community Expectations*

William & Mary values include personal & academic integrity, concern & appreciation for the rights of others, self-determination, acceptance of personal responsibility, honor, and community care. To guide our community in meeting and achieving these values, we expect that each member of our community adhere to the residential expectations included in this document.

**Residential Life** The purpose and objective of living in residence-is to engage meaningfully in a living learning community. At William & Mary, the goal of the residential community is to support the educational mission and objectives of the university and create an environment where students will flourish both personally and academically. All residential students have the opportunity to participate and benefit in this experience.

In order to engage in our living learning communities, students must *enter* William & Mary Residence Life communities able to complete various functions, either with or without reasonable accommodation, and must maintain these abilities throughout their residential experience in order to remain living on campus and/or within any of affiliated campus and abroad programs. These functions, known as *technical & behavioral standards*, are listed and described below.

#### **Description of Technical & Behavioral Standards**

- Residential Technical and Behavioral standards are not waivable and consist of minimum required qualifications for continued residence in any of our campus living learning communities. If a student cannot meet these requirements independently with or without reasonable accommodation (including a personal care assistant), then a student may not be able to contract with Residence Life and/or continue living within the William & Mary residential environment.

#### **To meet this objective all residential students must:**

- Be able to adhere to the University Community Standards & Housing Policies
- Be able to adhere to the behavioral expectations of living in community defined below.

#### **Behavioral expectations of living in community:**

**Each residential student must be able to successfully:**

- Care for themselves independently, with or without reasonable accommodation. This includes a demonstrating a reasonable level of:
  - Personal hygiene
  - Building & common space care and cleanliness
  - Ability to care for one's own basic medical and mental health needs, including medication management, independent self-regulation and distress tolerance
- Participate in, benefit from, and meaningfully engage in the residential environment. This includes:
  - A reasonable level of community participation (floor meetings, workshops, meetings with staff as requested or otherwise required)
  - Allowing others to participate in and benefit from this environment without creating unreasonable disruption or interference.
  - Being actively engaged in pursuit of their educational degree. Leaving the residence to reasonably engage in all academic commitments.

## ***Check In and Check Out Procedures***

**Checking into a Room** Students are required to officially check-in with staff through the official check-in line and present their QR code to confirm they received their room key(s) upon their arrival to campus. Failure of a student to officially check-in and retrieve their key(s) by the first day of classes may result in a referral to their Area Director and a \$150 improper check-in fine.

**Room Key** Each resident will receive a room key and, where applicable, a front door key. ID card readers are available on most residence hall exterior entrances. Residents officially check-in with staff and have their QR Code scanned indicating that they have obtained their key(s). Residents may not change or add locks (including chain locks, deadbolts, etc.). Duplication of room keys is prohibited.

**Room Condition** Residence Life staff members conduct pre-occupancy readiness inspections of all resident rooms prior to check-in. In addition, residents will be provided an opportunity to submit information about the condition of their room via the Housing Portal on-line once they have checked in. This form must be completed within two weeks of check-in. After two weeks the resident may be held financially responsible for damages or loss to the assigned space.

**Early Check-In** Residents must abide by the appointed schedule for arrival. Early arrivals will be very limited. Only those student leaders and groups designated as critical to University activities in advance of the official opening and the few individual residents who are approved by Residence Life to arrive early will be assessed an additional charge that will be charged to their student account of \$50.00 per night. All early arrivals must abide by all University rules, regulations and policies. Early arrival approvals apply only to the individual being approved by Residence Life and does not extend to friends, roommates or apartment-mates and includes not storing belongings for another student, this will result in a Community Values & Restorative Practices referral.

### **Checking out of a Room**

**Keys** Residents who are approved for a room change, withdraw or otherwise leave University housing must return their keys to a Residence Life staff member or the Residence Life Office within 48 hours. If a key is lost or not returned by the stated deadline, a \$60 per key and \$80 per apartment charge will be assessed. Unauthorized copies of keys will not be accepted. A resident will receive one complimentary lockout, and any subsequent lockouts will be assessed \$40 to the student's account. At final checkout in the spring semester, keys must be received by the Area Director by 10AM on closing day. Once a student has returned their key(s) they must also check-out via the [Housing Portal](#).

**Late Check-Out** At the end of the fall semester residents should plan to leave campus housing by 10AM on the day the residence halls close. This does not apply to residents of apartment units/complexes such as the Evans Complex, Nicholas, Ludwell, and Tribe Square. Late check-outs in December will not be approved. For the spring, non-graduating residents who are approved by Residence Life to remain beyond the stated deadline may be billed an

additional charge if the stay is beyond the contract dates.

**Withdrawals/Room changes during the semester** When a resident changes rooms, withdraws or is separated from the University or its residences for any reason, the resident will remove all personal belongings from the University premises, vacate the housing assignment return key(s) within 48 hours. Residents must check out with a Residence Life staff member or may choose an Express check out option. Once the resident has removed all their belongings from their room, the room will be inspected by Residence Life staff. The staff member will collect the room key(s) and evaluate the condition of the room, noting any damages, missing items or cleaning concerns. Residents who choose Express check out are subject to charges for any or all damages/loss or cleaning of the room. Exceptions to the 48-hour provision may be authorized for good cause by Residence Life. Contact a staff member in your building or [myroom@wm.edu](mailto:myroom@wm.edu) for assistance with check out procedures. Once a student has returned their key, they must also check-out via the [Housing Portal](#) regardless of how they check-out. If a student fails to check-out with a staff member or complete an express check-out process, an improper check-out fee of \$250.00 will be assessed to the student's account.

**Withdrawals at the end of the Fall semester** Students who will not continue to live in the same room during the spring semester are required to remove all their belongings from their room at the end of the fall semester and check out with a Residence Life staff member or may choose an Express check out option. Once the resident has removed all of their belongings from their room the room will be inspected by Residence Life staff. The staff member will collect the room key(s) and evaluate the condition of the room, noting any damages, missing items, or cleaning concerns. Residents who choose Express check out are subject to charges for any or all damages/loss or cleaning of the room. Once a student has returned their key(s) they must also check-out via the Housing Portal regardless of how they check-out. If a student fails to check-out with a staff member or do express check-out an improper check-out fee of \$250.00 will be assessed to the student's account.

**Abandoned Property** The University will retain abandoned property in accordance with state laws. Should items remain unclaimed they will be stored at the departing resident's expense minimum cost of \$150 up to 120 days. A room-cleaning charge will also be assessed to any student who fails to remove their items or personal property within 48 hours of withdrawal or separation.

## *Damages*

**Room Damage/Loss** The resident (and roommate(s) where assigned) is responsible for damages to the assigned room, as well as damage and/or loss to the furnishings and fixtures the University has provided. The resident agrees to pay for the restoration of the property to its condition at the time of occupancy or for repairs or replacement (except normal wear and tear) unless the identity of others responsible for the damage or loss is established and proven by the resident(s). Resident(s) are responsible for any damage or loss to the premises caused by their guests (if permitted). This responsibility extends until the resident is officially checked out of the assigned space by a Residence Life staffmember. Charges for damages, cleaning, replacement of furniture, etc. shall be divided by the number of students assigned to the room. If one or more roommates assume responsibility for damages, cleaning, replacement of furniture, etc., a written statement must be emailed to [living@wm.edu](mailto:living@wm.edu) indicating who specifically should be charged which must be forwarded to the Area Director. Charges will not be assessed to one roommate based solely on another roommate's claim. Students should ensure all windows and doors to the room are locked and secured before their final departure at check-out.

**Common Area Damage/Loss** Residents may be held responsible for any damage or loss caused or non-routine cleaning or trash removal required to the common areas of the residence halls and their furnishings, including vending machines and other equipment placed in the residence halls as a convenience to the residents. Common areas include hallways, stairwells, recreation rooms, kitchens, study rooms, living rooms, laundry rooms, common bathrooms and lounges. When damages, extra cleaning or trash removal occurs, the responsible student(s) will be billed directly for the repairs. If no individuals are identified as the responsible parties, individual Community Councils and Residence Life staff has the authority to assess and assign charges to students for these damages. Common Area charges that are assigned by the Community Councils or Area Director will be collected directly by Community Council representatives prior to the end of the semester. Residents are expected to provide payment to the Community Council representative, in absence of a Community Council the Area Director will receive the

payment. If at the end of the year charges assigned by the Community Council have not been paid, Residence Life will bill the student directly for Community Council charges plus an additional \$15 administrative charge. Damages may also result in action through the Code of Conduct. Those students who are responsible for vandalism or theft may be removed from and/or denied future housing in University residence halls.

**Procedures for appealing damage charges** In the event the resident wishes to contest charges for damages or loss, the following procedure is prescribed:

1. Contact the Area Director via email for the building in which the alleged damage occurred. For Community Council levied damage billing, appeals may be heard by the Community Council or the Community Council's designees prior to the last day of classes in the spring semester. After the last day of classes in the spring semester the Area Director will hear all appeals.
2. Residents may appeal the decision of the Area Director by contacting the Director of Business Operations via email. The decision of the Director of Business Operations is final. Appeals of Community Council levied damages will be forwarded automatically to the Appeals Board.
3. Community Council damage appeals will be heard by the Appeals Board consisting of three representatives from the Residence Hall Association (RHA). The decision of the Appeals Board is final.
4. Charges must be appealed in writing within 30 days of the date of the bill. Bills received during the summer must be appealed in writing before the end of the first full week of classes in the fall semester.

**Insurance/Damage to Personal Property** The University is not responsible or liable for any loss or damage to personal property resulting from fire, theft, flood, casualty or any cause, or for personal injury occurring within the leased premises, except as may be required by Virginia law. Residence Life and the University are not permitted to directly reimburse residents for any damages or claims per Virginia law. It is strongly recommended that personal property insurance be carried by each student.

## ***Emergency Readiness***

**Personal Evacuation Plans** All students in campus housing are required to have two valid and realistically implementable personal evacuation plans on file with the University prior to the first day of classes. Failure to submit valid and realistic plans is a violation of the Code of Conduct and will result in a referral to Community Values & Restorative Practices or potential holds on the student's account.

In the event the University determines evacuation of the residence halls is necessary, all students in housing will be required to vacate their rooms and will not be allowed to return until the University officially reopens. This also includes residents of Tribe Square, Ludwell, Nicholas and the Evans Complex.

**Winter Break Preparedness** Students should pack carefully when leaving for winter break, taking care to bring all essential and important items such as passports, IDs, laptops, medications, clothing, instruments and critical academic items (notes, textbooks, etc.). Refrigerators should be emptied, cleaned, and unplugged. Do not leave fish or plants in rooms over winter break.

**Shelter-In-Place Policy** When emergency conditions do not warrant or allow time to evacuate campus, students may be asked to take shelter inside their residence hall. A shelter-in-place alert will be given by William & Mary's Emergency Management Team (EMT) to limit student and employee exposure to apparent life-threatening, hostile or hazardous situations. To prepare for an emergency, residents are encouraged to keep a supply of required medications along with snacks and bottled water in their rooms.

If a shelter-in-place alert is communicated:

- Follow the instructions provided by the EMT
- Stay where you are until an 'all clear' notice is given. Do not go outside for any reason.
- Close and lock all windows and close your window blinds/shades.
- If instructed, turn off all air conditioners, heaters and fans. Close all vents.
- Stay inside. If instructed, stay out of lounges and hallways as much as possible.
- Gather essential supplies like your mobile phone, ID, medications, bottled water and snacks.
- Wait for further instructions.

## *Facilities Management and Maintenance*

Maintenance, repair and housekeeping services are provided by Facilities Management and can be accessed by calling 757-221-2270 for emergencies or through the [on-line service request system](#). Students who need assistance should submit [online service requests](#) or contact a member of the Residence Life staff.

**Building Services/Trash Removal** Building Services staff is responsible for routine cleaning of common areas, such as hallways, stairwells, common area bathrooms and lounges. Hallways, stairwells, bathrooms, kitchens and lounges must be kept free of personal belongings that could impede the ability of Building Services staff to maintain these areas. No cleaning services are provided for apartments or suite/private bathrooms. Students are expected to maintain their rooms in an orderly and sanitary condition. This includes removal of personal trash (ex: trash bags, pizza boxes, etc.) to a University dumpster and recycling to University approved recycling areas. Residents may be charged a fee for the removal of personal trash from common areas.

**Extermination** Residents must take care in keeping their rooms and common areas clean to prevent insect infestation. The University is under contract with an extermination service to respond to specific insect and pest problems. This service must be requested through Facilities Management by calling directly to 757-221-2270 to make an appointment.

**Maintenance** While the University is responsible for the routine maintenance, the resident is responsible for reporting maintenance concerns in their assigned spaces (room, apartment, suite/private bathroom, etc.). The University will provide electrical power, heat and water and maintain these utilities under controllable conditions. As a condition of the housing contract, the University shall not be responsible or liable for any damage or loss to personal property caused by the cessation or failure of such utilities, no matter the reason. Moreover, the University will not be in breach of this Contract if such utility service is suspended for any reason. If the premises are rendered unsafe or unfit for occupancy the University will offer alternate campus housing if it is available or provide a prorated refund of the unused portion of the rent according to the schedule printed in the most recent edition of the William & Mary Catalog.

**Repairs** Requests for repairs should be filed by the resident on the [Facilities Management web site](#). Submitting this [online request](#) provides official authorization for University staff to enter the student room/apartment. If the repair is not made within a reasonable amount of time the resident should contact Facilities Management to determine the status of the service request using the service request number provided. If the repair is still not made, the Area Director should be notified of the situation and given the opportunity to resolve the problem.

**Emergency Repairs** Emergencies such as no water, no hot water, no heat or electricity residents should contact the Emergency Call Center, 757-221-2270, operates Monday through Friday, 4:30 p.m. to 7:30 a.m. and 24 hours a day on weekends and holidays. Routine facilities issues should be reported through the [on-line service request form](#).

**Furnishings/Fixtures** The following is provided in each room: one bed, mattress (typically 36"x 81"), chest of drawers, closet/wardrobe, desk, and desk chair per student and one recycling container per room. Other furnishings will vary according to the individual residence hall. Residents in One Tribe Place, Richmond Hall and Tribe Square have full size mattresses. Furniture provided by the University will not be removed or stored by the University.

- Room and apartment furniture may not be switched between rooms or with lounge furniture. Room furniture may not be placed in common areas. University provided furniture may not be taken outside.
- Window screens may not be removed. Students who have a window air conditioner will have their screen removed and stored by Facilities Management.
- To maintain positive air pressure in the buildings, the windows in One Tribe Place and Richmond Hall are inoperable.

## *Guests/Visitation*

**Guests in the Hall** In order to meet safety best practices the following residence hall visitation policies will be in effect:

- Residents will have ID access to their assigned residence hall only.
- Off campus students will not have ID access to residence halls.

- Residents will have access to the building housing their area Duty Office during normal duty office hours of operations – 6 p.m. to 10 p.m.
- Fraternity and Sorority members will have ID access to their chapter houses during the hours defined by each chapter.
- Students may visit each other in residence halls and must be escorted by resident host throughout the visit. Guests are expected to abide by all rules and regulations of William & Mary, Residence Life as well as individual building Community Agreements.
- Non-resident visitors and guests must be met at the building entrance for access, escorted by resident host throughout the visit, and are expected to abide by all rules and regulations of William & Mary, Residence Life as well as individual building Community Agreements. The resident is responsible for the behavior of all guests, including restitution for damage to University facilities.
- Visits of more than three consecutive days and cohabitation (residency with someone other than an officially assigned roommate) are not permitted. Residents are strongly encouraged to discuss guests in the room as part of their roommate agreement.

**Inspections/Room Entry/Searches** Authorized personnel may enter a student room:

1. For the purpose of assuring fire protection, life safety, sanitation or scheduled maintenance and use of the University's furnishings, fixtures and facilities. Any such inspections or entry, *except in the case of emergencies*, shall be announced in advance by the posting of a notice in the residence hall or via e-mail notification unless there is an emergency need to access the room. The resident's absence will not prevent the carrying out of such maintenance or safety inspections.
2. When an occupant has requested repairs by completing an on-line service request form, authorized maintenance personnel may enter in the resident's absence for the sole purpose of making the repairs as requested.
3. When an occupant has requested extermination by completing an on-line service request form, authorized extermination will be scheduled when the occupant(s) are available as they need to be present for extermination of the room.
4. To ensure the buildings are secured, Residence Life staff may enter and check resident rooms during closing for the semester break or during an evacuation event. Visible violations of University policy may result in a referral to Community Values & Restorative Practices.
5. If a roommate moves out of a room, Residence Life staff may enter the room following the completion of the move to inspect for damages/loss and ensure space is available for a new occupant.
6. To verify that all vacancies are prepared for new occupants for the spring semester. A referral to Community Values & Restorative Practices and/or cleaning charges may be imposed on a resident if their room is not ready for a new occupant.
7. If noise (unattended loud music, alarms, etc.) is coming from a room where the occupants are not present is causing a disruption to the community.
8. To unlock a suite bathroom door if it is reasonable to assume that suitemates will be gone overnight and/or being locked out of the bathroom creates a major inconvenience or safety hazard to locked-out residents.
9. To retrieve necessary items for residents who may be hospitalized or out of town.

Residence Life policy prohibits staff members from unlocking room doors for anyone other than the assigned occupant(s) (except in those cases outlined in the Statement of Rights and Responsibilities found in the [Student Handbook](#) and [Use of Campus Facilities Policy](#)).

It is understood and agreed that a resident's room or possessions on campus will not be searched by University authorities for violation of University rules and regulations or applicable law unless there is reasonable administrative cause to believe that a resident is using their room for purposes in violation of University rules or regulations, or in violation of the Housing Contract and unless a certificate authorizing the search has been issued and signed by the Vice President of Student Affairs or their designee. The certificate shall state the source of information, the violation, the location of the search, the materials to be seized or information sought and the name(s) of the person(s) authorized to conduct the search. The foregoing does not apply to searches conducted by local or William & Mary Police. Such searches are governed by the Code of Virginia.



## ***Room Changes and Room Selection***

Residents may not move from one room to another without prior written approval from Residence Life. Violation of this requirement will result in a \$150 charge (the resident will be required to move back into the original assignment) and is a violation of this Contract which may result in a referral to Community Values & Restorative Practices.

**Room Change Dates** The room change process begins one week after the first day of classes in the fall and spring semesters until the last day of classes. No room changes will be processed after the last day of classes. All room change requests will be processed via the [Housing Portal](#) Room Change Request form.

**General Room Changes** Students interested in changing rooms should submit a Room Change Request form via the [Housing Portal](#). Changes are typically approved as vacancies become available on a first-come, first-served basis, but maybe made based on the individual circumstances involved. Once a change has been granted students should complete their move within 48 hours. Exceptions to the 48-hour provision may be authorized for good cause by the Director of Housing & Residence Life.

**Person for Person Swap** A person for person swap is when two residents exchange room assignments. Room changes into vacant spaces or into another residence hall area must follow the general room change guidelines. Person for person swap requests are accepted throughout the summer, prior to move in and during the academic year. All students involved must submit a Room Change Request form via the [Housing Portal](#). Providing the rooms are not in Special Interest Housing (other than Fraternity/Sorority Housing) and there are no vacancies involved in the switch, the request is usually approved. Person for person swaps involving special interest housing will require approval from the academic department that administers the house. Otherwise, requests for room changes will not be accepted until one week after the first day of classes at the beginning of the fall and spring semesters.

**End of Fall Semester Room Changes** At the end of the fall semester, there are a substantial number of room changes. Individuals who change rooms must officially vacate and check-out of their fall assignment before the halls close for the winter break. Residents will be provided with instructions at the time they submit the room change request. Residents may not pass keys on to other residents and must individually complete the room change process as outlined. Personal belongings may not be moved to the new location until the room change has been authorized and a move-in date provided.

**Unauthorized Use Of An Additional Space** Students are only permitted to occupy the specific bed space to which they are assigned. This includes the specific bed space within a suite or apartment. Occupying any additional bed spaces not officially assigned to the resident will result in charges up to \$300 for unauthorized use of space and a referral to Community Values & Restorative Practices.

**Currently Enrolled Students** To request a room in a University residence for the following academic year, a currently enrolled student or a student readmitted by the Dean of Students must sign and electronically accept the [Housing Contract](#) with the University prior to the annual room selection process prior to selecting or being offered a space in housing. This Housing Contract serves as the student's indication that they wish to reside in University housing. It is non-refundable except in the event the resident officially withdraws from the University, is academically dropped, is selected to participate in an approved Semester Study Away program, is unable to enroll due to illness, or is temporarily wait-listed from the Room Selection Process. A person who is waitlisted from the Room Selection Process can take one prospective roommate with them to move off campus as long as they request a refund together and apply by the stated deadline. The student has 24 hours to cancel from initially signing the housing contract, after this time the scheduled cancellation fees outlined in the [Housing Contract](#) go into effect.

**Transfer/Returning/New Students** Prior to receiving an on-campus housing assignment students must electronically accept the Housing Contract indicating they have read and agree to the terms and conditions of housing. Students who are required to live on campus as part of the [2 Year Live On Requirement](#) will be assigned and billed for a space even if they do not complete the Housing Contract.

**Room Safety and Security** Residents are responsible for the security of their assigned space. Residents should keep their room doors locked when they are away from the room and when in for the evening.

**Subletting** Students may not transfer their Housing Contract or sublet the assigned room to another party.

**Vacancies/ Space Consolidation** Residence Life reserves the right to fill all vacancies and consolidate space. If a space becomes available in a room because a roommate has not been assigned or a roommate moves out, Residence Life reserves the right to fill the vacancy.

If Residence Life determines space is available, students may be offered the opportunity to buy out a double room as a single. An additional fee, not to exceed \$2,000, will be charged per semester to retain the room as a guaranteed single for that semester only. Students who choose to keep the room as a double must willingly and graciously accept any assigned roommate over the course of the year or may be back charged when not accepting a roommate.

**Unwelcoming to Potential Roommates** Residents who engage in conduct to discourage or intimidate other students from moving into a room or who otherwise attempt to manipulate the housing assignment process may be subject to referral to Community Values & Restorative Practices. This includes not responding to phone calls, e-mail or other attempts to make contact.

## ***Safety and Security***

### **General Safety**

1. The University cannot guarantee the safety and security of the premises. Residents are responsible for their personal security and that of their belongings within University facilities.
2. Because of the risk of injury and property damage, residents are prohibited from planning and/or participating in events and activities that involve the use of water and water devices within or adjacent to campus residences, i.e. swimming pools, water balloons, water guns, or slip-n-slides. Residents are also prohibited from engaging in sports indoors within campus residences; this includes but is not limited to football, soccer, bikes, electric bikes, skateboards or hover boards.
3. Residents should lock their bedroom doors every time they leave the room, and while sleeping. Safety is a mutual responsibility and residents are expected to follow safety protocols to protect themselves and their belongings.
4. A valid William & Mary ID (Tribe Card) is required to access the residence halls. While the University is in session the exterior doors to the residence halls will be controlled to restrict access to residents of assigned halls only. Residents should not allow others to follow them into their building unless they are their personal guest.
5. Residents may not engage in any activity that creates a safety risk or that jeopardizes the security of the premises, including but not limited to, **the propping of exterior doors** and the removal of window screens.
6. For safety reasons, the roofs, porches, window ledges, unfinished attics and mechanical equipment rooms of all residential facilities are restricted areas and may not be accessed.
7. Individuals observed in the residential facilities who are not residents should be reported immediately to a Residence Life staff member or William & Mary Police.

### **Electrical and Fire Safety**

1. Permanent electrical circuits cannot be altered by occupants or anyone not authorized by the University.
2. Appliances and any other electrical equipment with damaged, worn, spliced, cracked or frayed cords and plugs must be replaced and may not be used in the residence halls.
3. All lighting fixtures must use only light bulbs of type and wattage as recommended by the manufacturer. Lamp shades must also meet manufacturer specifications for the specific fixture.
4. Please refer to the list of prohibited items below.
5. Grounded re-locatable power taps or surge protectors with a "reset" switch are the only allowable receptacle extensions from wall outlets. Each power tap must be plugged directly into a wall receptacle and they must not be plugged into one another. Non-fused extension cords and flexible cords are prohibited in residence hall rooms.
6. No power cord, of any type, shall be extended through walls, ceilings or floors, or under doors or floor coverings, nor shall any cord be subject to environmental damage or physical impact.



7. Combustible items may not be stored within 24” of the ceiling (18” for buildings with sprinkler systems).
8. Charging electric bikes, electric scooters, electric skateboards, hoverboards and any similar item is prohibited inside residence life buildings. Devices approved by SAS as disability accommodations are permitted.

### **Fire Safety**

1. Open flames (from any source) and burning materials of any kind are absolutely prohibited in the residence halls.
2. The integrity of all ceilings, floors and walls must remain intact and not be disturbed. Ceiling tiles are not to be removed, disturbed or broken, nor should items be stored above a drop ceiling. Light fixtures must have a proper globe or deflector in place. Any open bulb fixture is a fire hazard and should be reported.
3. Additional permanent wall coverings (*i.e.* paneling, wallpaper, large tapestries, etc.) may not be installed by occupants.
4. According to Virginia State Fire Code, candles and incense are prohibited in residence halls, even if such items are unlit or being used for decorative purpose only. Decorative candles that do not have a wick are permissible.
5. According to Virginia State Fire Code, no more than 10% of a residence hall room’s wall surface area may be covered by potentially flammable objects. This includes but is not limited to posters, framed pictures, photos, flags, tapestries or any other decorative objects that are mounted on the wall. Residents in residence hall rooms that approach or surpass this 10% level may be required to remove items as necessary to comply with state fire safety requirements. In addition, wall hangings cannot contact electrical outlets or come closer than 12 inches to the heating unit. Some ceiling decorations are prohibited if they interfere with mounted ceiling lights, fire alarm and detection equipment or sprinkler systems.
6. Window decorations other than University furnished shades, drapes or blinds may be used but must carry a recognized fire rating and be constructed of fire-retardant material. Documentation may be required.
7. Living areas must be kept uncluttered and access to the doors clear. Hallways and stairways must remain clear and unobstructed. No student belongings may be left in these areas.
8. At no time may the maximum capacity restrictions of a room or apartment, be exceeded. (See *Capacity Numbers* in the *Policies* section)
9. Fireplaces: working fireplaces in the following locations may be used under conditions as noted: DuPont, Evans Complex lounge, Willis, and Tazewell.
  - a. Residents must be trained in proper fireplace safety procedures by a Campus Fire Safety Officer. Once trained, residents may be issued fireplace equipment.
  - b. There should always be a fire extinguisher present in the vicinity when there is an attended fire in the fireplace.
  - c. The use of chemical fire starters is prohibited.
  - d. Residents wishing to use a fire pit (commercially designed or ground installed) must obtain a “Burn Permit” from a Campus Fire Safety Officer prior to each activity using a fire pit.
10. When cooking, residents must remain physically present in the kitchen at all times to monitor the cooking process and ensure that nothing is burning or that excessive smoke does not set off the fire alarm.

### **Prohibited Items in the Residence Halls**

Listed below are examples of items not permitted in the residence halls. This list is not all-inclusive.

- air conditioners - unapproved air conditioning units, including portable units
- air fryers
- animals (excluding fish and pre-approved assistance, support and service animals)
- bicycles, electric bikes, electric scooters, electric skateboards and hoverboards
- candles
- resident installed ceiling fans
- chain locks
- curtains that are not fire rated – all curtains must be fire-retardant and must have the tag intact to confirm the fire rating or the curtains have been treated with a fire-retardant spray. It is the responsibility of the resident to keep documentation regarding either the curtains or the spray to present to the State Fire Marshal if requested.
- resident installed dead-bolt locks or door chains

- explosives
- firearms
- fireworks
- fog or smoke machines of any kind
- gasoline and combustible liquids
- gasoline-powered or motorized vehicles (motorcycles, scooters, etc.)
- incense
- LED strip lights
- live-cut Christmas trees
- non-fused extension cords and multi-plug adapters – all extension cords and multi-plug adapters must be surge protected with a resettable internal circuit breaker. This includes plug-in air fresheners, desk lamps and bed risers that have built-in adapters.
- oil lamps including ‘tiki’ torches
- outside antennas
- open flames
- scented plug-in devices of any kind
- space heaters – if one is required then Facilities Management will supply a space heater
- rollerblades
- halogen lamps
- waterbeds
- weapons (see [College Code of Conduct for definitions of weapons](#))
- The following kitchen appliances are prohibited in student rooms but may be stored and used in residence hall kitchens if the kitchens are in use: air fryers, bread machines, crock pots, immersion coils, hotpots that are not thermostatically controlled, rice cookers, hot plates, toaster ovens, broilers, George Foreman Grills, electric skillets/woks and other portable electric cooking devices.

**Prohibited Activity in Student Rooms** Assigned residence halls are to be used strictly as the student’s residence and for no other purpose. Residents are prohibited from using the residence hall, assigned room, or any equipment or facilities found in the hall or the room (i.e. Ethernet or wireless connection) for purposes of conducting a personal business or engaging in illegal activity of any kind. Exemptions for limited-term class projects for academic credit that involve conducting a personal business may be requested from the Associate Vice President for Campus Living.

**Smoke-Free Community** Complying with the requirements of the Commonwealth of Virginia and according to William & Mary’s smoking policy, all residence halls, apartments, and houses are smoke-free. Residents, guests (if permitted), and employees must refrain from smoking at any time they are physically present in the building, including private residence rooms and within a 25-foot radius surrounding all University owned and operated facilities. This includes the use of e-cigarettes, vaping, and medically prescribed cannabis.

**Storage** Residence Life will not store University furnishings outside the resident’s room. A student’s personal property may not be stored in any area outside the resident’s room including common areas such as lounges and corridors. William & Mary does not provide storage of personal items over the summer or after students have checked out their room.

## ***Additional Policies and Procedure***

### **Air Conditioning**

Our buildings are cooled and heated much differently than a typical residential household. Most homes use a system of ducts to move air throughout the house after it is cooled or heated in a central location. Our buildings use a complicated system of chilled or heated water that is piped throughout the building to individual fan coil units in student rooms.

Some of our buildings have older cooling systems with fewer features, while some of our more recently updated buildings have systems that allow residents limited control over their climate year-round.

Some systems operate seasonally, and are either in cooling or heating mode. They are cooling from April through October, and heating November through March. They cannot operate in both modes simultaneously, and the mode is controlled from a central location.

Recently constructed and/or renovated buildings have systems that allow each student room to choose either heating or cooling year-round. There is a thermostat in each room allowing residents to control the climate (within a set temperature range) as their preference dictates.

Within both systems there are separate fresh air intakes that work in the hallways to bring fresh air into the building – often that air is *tempered* to remove moisture from the air that is coming into the building; but there is no *filtration* of the outside air. We recommend that students who desire filtered air bring an air purifier for their personal in-room use.

Students assigned to rooms equipped with window-unit air-conditioners can control their room temperature at will year-round, and window units do provide an added level of air filtration.

**Cooling cycle:** Air conditioning will be turned on in the spring on or about April 15. The following guidelines will be used to determine the exact date of start-up: three consecutive days of daily high temperatures higher than 70 degrees and/or night-time temperatures no lower than 60 degrees. All air conditioning will be turned on no later than April 20 regardless of weather.

**Heating cycle:** All air-conditioning in the residences will be turned off on or about October 15 of each year, The following guidelines will be used to determine the exact date of shutdown: three consecutive days of daily temperatures no higher than 68 degrees and/or nighttime temperatures no higher than 50 degrees and a downward or stable trend forecast for seven days. All air conditioning will be turned off by November 1st regardless of weather.

**The following chart identifies our buildings AC systems:**

<b>Building</b>	<b>AC in Lounges</b>	<b>AC in Rooms</b>	<b>Type of Air Conditioning</b>
Barrett	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Dinwiddie	Yes		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings 3 <sup>rd</sup> floor rooms only – window units
Fauquier	Yes		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings 3 <sup>rd</sup> floor rooms only – window units
Gooch	Yes		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings 3 <sup>rd</sup> floor rooms only – window units
Nicholson	Yes		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings 3 <sup>rd</sup> floor rooms only – window units
Spotswood	Yes		1st floor rooms only - chilled water system - either cooling or heating, no on-demand settings 3 <sup>rd</sup> floor rooms only – window units
Bryan	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Camm	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Dawson	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Madison	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Stith	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Chandler	Yes	Yes	chilled water system - on demand heating and cooling
DuPont	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Fraternity Houses	Yes	Yes	chilled water system - on demand heating and cooling

Evans Complex	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Griffin A,B,C,D&E	Yes		3 <sup>rd</sup> floor rooms only – window units
Eagle F,G,H&J	Yes		3 <sup>rd</sup> floor rooms only – window units
Lion K,L&M	Yes		3 <sup>rd</sup> floor rooms only – window units
Hunt	Yes	Yes	each room has a window air conditioner, heating is via heated water
Hardy	Yes	Yes	chilled water system - on demand heating and cooling
Jefferson	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Lemon	Yes	Yes	chilled water system - on demand heating and cooling
Landrum	Yes	Yes	chilled water system - on demand heating and cooling
Ludwell Apartments	Yes	Yes	external heat pumps with ducted air - each apartment has full control over heating and cooling modes
Monroe	Yes	Yes	chilled water system - on demand heating and cooling
Old Dominion	Yes	Yes	chilled water system - either cooling or heating - no on-demand settings
One Tribe Place	Yes	Yes	chilled water system - on demand heating and cooling
Giles	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Harrison	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Nicholas	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Page	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Pleasants	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Preston	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Reves	Yes	Yes	chilled water system - either cooling or heating, no on-demand settings
Richmond Hall	Yes	Yes	AC / heat units in each room - each room has full control over heating and cooling modes
Sororities (all but House 5)	Yes	Yes	each room has a window air conditioner provided
Sorority House 5 (Phi Beta Pi)	Yes	Yes	AC / heat units in each room - each room has full control over heating and cooling modes
Willis	Yes	Yes	each room has a window air conditioner provided
Tribe Square	Yes	Yes	external heat pumps with ducted air - each apartment has full control over heating and cooling modes

### Requesting Air Conditioning

A request for air-conditioning is a request for an accommodation due to a diagnosed disability that can be processed only through Student Accessibility Services. Students who have a diagnosed disability and need air conditioning as an accommodation must register with [Student Accessibility Services](#). If approved, and depending on individual need, the University will assign the student to a chilled air system residence hall or the University will provide and install a window unit at no cost to the student.

**Alcohol** Alcohol is not permitted in common areas of residence halls, unless an event has been approved through the university's event registration process. Common areas include lobbies, lounges, bathrooms, kitchens and hallways of residential spaces.

#### Freshman Residence Halls

1. Alcohol is not permitted in any individual room in a freshman residence hall unless one of the residents is at least 21 years of age and the alcohol belongs to that resident. In freshman residence halls, guests of underage residents, regardless of the guest's age, may not possess alcohol in any freshman residence. If the room is shared by underage student the of age student may not consume alcohol in the presence of an underage student.
2. Alcohol is not permitted in the public areas of freshman residences nor may functions with alcohol be scheduled in freshman residence halls.

## Upper-level Buildings & Apartments

1. Residents over 21 may consume and/or store alcohol in their individual rooms.
2. If the room/apartment is shared by underage student the of age student may not consume alcohol in the presence of an underage student.

Empty alcohol containers in residence hall facilities may constitute evidence of alcohol consumption or possession, and may, therefore, be subject to inspection and seizure, and residents may be subject to referral to Community Values & Restorative Practices.

Any person who desires to host and have alcohol available in his or her private residence hall room, or apartment must register the event with the Office of Student Leadership Development if the number of individuals present is more than eight over the room, or apartment occupancy. Maximum occupancy restrictions of the room, or apartment cannot be exceeded. [2]

Students and guests (if permitted) must adhere to the University [Alcohol Beverage Policies](#).

**Animals/Pets** To preserve the health and safety of the residents, only fish in bowls or aquariums (no larger than 20 gallons) and service animals/pre-approved assistance animals through Student Accessibility Services are permissible in student rooms or student apartments. Unapproved pets are not permitted to enter or visit the even on a temporary basis.

**Appliances** The University's residence halls are of varying design and construction type. The University reserves the right to impose reasonable requirements with respect to the type and use of appliances, equipment and other items students bring into the residence halls. Residents are strongly urged to use appliances that are Energy Star compliant. (Refer to the *Housing Contract Terms and Conditions: Prohibited Items* for specific listing of items.)

- **Refrigerators** - Refrigerators no larger than 4.5 cubic feet and Energy Star rated are permitted in residence hall rooms.
- **Microwave Ovens** - Microwave ovens (without convection oven options) are permitted in residence hall rooms. Only one per room will be permitted.
- **Other Approved Appliances** - Hot air popcorn poppers and thermostatically controlled (switches the power off if the appliance overheats) coffee/tea makers are permitted.
- **Appliances in Apartments** - Apartments are furnished with refrigerators and stove/oven units. Apartment units with kitchens may be furnished with other kitchen appliances.

**Bicycles** All students are required to register their bicycles with W&M Parking Services. Bicycle registration is free and takes only a few minutes. Visit the [Parking Services website](#) for registration information. Bicycles must be parked in bicycle racks and should always be locked, even when left for a short period, to reduce the potential for theft. Bicycles found locked to stairways, handicap ramps, in common areas or in violation of fire code are subject to being ticketed and immediately impounded at the owner's expense. Bicycles may not be kept in buildings when school is in session; however, students may store their bicycles in their residence hall rooms during breaks in the school year.

**Capacity Numbers for Fire Code** Based on fire safety; maximum room and apartment capacities are as follows and should never be exceeded. These capacities may be reduced as needed during pandemic or other emergent situations.

Single rooms	9
Double rooms	10
Cabell apartments	20
Evans double apartments	15
Evans triple apartments	20*
Evans quad apartments	15
Ludwell apartments	20
Nicholas apartments	30
Tribe Square	20

\* Evans triple apartments have a different capacity level due to apartment square footage.

**Decorations Policy** Residents are permitted to decorate rooms, hallways and common areas as long as they adhere to the following policies:

1. Smoke detectors, sprinklers, fire alarms and light fixtures must remain uncovered. Residents must not drape or attach decorations to these items.
2. Decorations must not obstruct hallways, fire exits, exit signs and access to fire safety equipment.
3. Free-standing or table top decorations are permitted. When hanging items in common areas or on the exteriors of fraternity or sorority houses, the use of tape, tacks, nails or staples to attach decorations to walls, ceilings and doors (including room doors) is not permitted. Decorations may be applied to bulletin boards as long as they comply with the other policies listed here.
4. All light bulbs and light strings generate enough heat to ignite paper and cloth. Residents must ensure that light bulbs and light strings do not come into contact with anything flammable.
5. All lighting to decorate trees or rooms must be UL approved. String lights or light ropes can be used to decorate student rooms. Decorative lights must either be plugged directly into an outlet or into a surge protector. Residents may run decorative light strings in series up to three strings per outlet. The use of string lights in common areas is prohibited unless they are being used on a tree or they are battery powered. No crimping of cords may occur, so don't run cords under doorways or windows.
6. For everyone's safety, lights must be turned off when the area is unattended.
7. Use of live garland, greenery, wreaths, leaves, twigs, bamboo, branches, hay or sand as decoration is prohibited. Floors must not be covered with any material other than carpet or rugs.
8. Artificial trees may be used in residence hall rooms, lounges, lobbies or living room areas; however, live, cut trees are prohibited by state fire code.
9. All decorations must be removed after the specific function or, in the case of holidays, prior to residence halls closing for winter break. Decorations left during the winter break in common areas will be removed and discarded and the hall/group responsible for the decorations may be billed.

**Fundraising, Solicitation, Distribution and Sale Policies** Students and guests (if permitted) must adhere to the University policies regarding [fundraising, solicitation, distribution and sale policies](#).

### **Locks and Keys**

- **Bathroom Locks** – Based on Virginia Code 1008.1.9, *except as specifically permitted by this section egress doors shall be readily openable from the egress side without the use of a key or special knowledge or effort*. Students are prohibited from installing any type of device to lock a bathroom door from the room.
- **Lockouts** - Students locked out of their room should contact a Residence Life staff member for admittance to the room or follow other instructions as provided. Students must provide proof of residency (student I.D. number). Students will only be admitted to their assigned rooms and apartments. If a student's room or apartment key(s) is temporarily misplaced, a 7-day loan key is available at the Duty Office. Replacements for lost or temporarily misplaced keys may also be obtained at Residence Life, 230 Gooch Drive, during normal weekday working hours (8 a.m. to 5 p.m.) or by calling 757-221-5625 on weekends. A resident will receive one complimentary lockout, and any subsequent lockouts will be assessed \$40 to the student's account.
- **Lock Changes** - An email will be sent to the residents before a lock change is submitted. On the day of the lock changes, usually on Wednesdays, a note will be left by the locksmith indicating that the new key(s) will be available at Residence Life until 4 p.m. the day of the change or after 6 p.m. the day of the change in their area duty office.
- **Lending Key Out** Students are not permitted to give their room(s) key to someone else (parent, friend, partner, etc) for them to gain entry when student is not in the room.
- **Non-Emergency Lock Changes** – Temporary key(s) not returned to the duty office or Residence Life office by the end of the 7-day loan period will result in a non-emergency lock change. The student account of the resident who checked out the temporary key(s) will be billed the \$60 per core for the change, \$80 for apartments where the front door and bedroom door locks are changed. Non-emergency lock changes are done on Wednesdays except during finals.
- **Emergency Lock Changes** – An emergency lock change may be requested at the Residence Life office or in their duty office by the student if their original key(s) is lost or stolen and changing the lock cannot wait until the next scheduled lock change day. The student account of the student requesting the emergency lock change may be billed the \$60 per lock for the change, \$80 for apartments where both locks are changed.

**Lofts** Only approved rental lofts are permitted in residence halls though Dorms Direct.

**Non-Discrimination Clause** Residence Life adheres to [William & Mary's non-discrimination clause](#).

**Painting Rooms** Student rooms are painted in an off-white color on a rotating schedule. Students may not paint their rooms in any other color nor add murals nor border designs to their room walls or ceilings.

**Posting Policy** Students and guests (if permitted) must adhere to the University [Posting on Campus policies](#).

**Quiet Hours** Under the policy of Self-Determination, quiet hours are determined by each community and approved by the Community Council.

**Registering Events in Residential Areas** Students or recognized student groups who are interested in hosting large scale non-alcoholic events in or adjacent to campus residence halls must do the following.

1. Obtain an Event Registration Form from Student Leadership Development, Sadler West.
2. Have the Area Director sign to approve the Event Registration Form and discuss proper procedures related to reserving space in and around campus residence halls.
3. Return the signed Event Registration Form to Student Leadership Development at least one week prior to the event.
4. Forms for approved events must be picked up and displayed at the event or the event is considered "unauthorized".
5. Refer to the campus [Alcohol Policy](#) for information on registering events with alcohol.

**Shared Living Agreement:** The shared living agreement worksheet serves as the foundation for roommates to begin to develop shared expectations of their room space and negotiate areas of concern on a small scale. Residents who engage in these conversations can mitigate difficulties by discussing potential concerns and negotiating space expectations before they develop into conflicts. Through completing this worksheet, residents will examine each other's personal living style and preferences, and will also help to ensure that the rights of each individual resident are respected. Learning to accept each other's differences without infringing upon one another is an important skill to learn and makes residence hall living easier.

Some questions to consider as you think about living with a roommate:

- Everyone has different thoughts about how their room should feel throughout the year. What type of space do I want my room to be (e.g. social, lively, quiet, studios)?
- What are my hopes for my relationship with my roommate? What do I need from them in order to live successfully together?
- What are some of my pet peeves? How might they show up when living with someone new?
- How do I like to receive feedback? How do I typically give it?
- What do I need from a roommate when I am stressed or upset?
- How much alone time do I typically need in a week?
- Do I have any allergies or special accommodations needed to live in the room?
- How will we communicate with one another? How will we communicate when things get tense?
- What will we do when we can't reach an agreement?

**Roommate Conflict/Mediation** When conflicts arise, Residence Life urges roommates to try to resolve the conflict themselves through open, respectful direct communication. In a situation where that does not work Residence Life can help mediate conflicts. While strongly encouraged, Residence Life does not require roommates to participate in roommate mediations.

There must be willingness from both roommates for a mediation to be successful.

If a conflict does occur between roommates, they have several options that can be explored:

1. discuss the concern directly with the roommate(s),
2. request a mediation with the RA or another member of the Residence Life staff or



3. request a room change via the [Housing Portal](#).

On extremely rare occasions when the current living situation is deemed unhealthy for the residents and the residence hall community and mediation has not been successful or is not an option for both roommates and neither resident is willing to consider a room change, both residents may be required to change rooms.

**Self-determination** The Self-determination theory asserts that every person has three underlying, basic needs; Autonomy, Relatedness, and Competency. The Office of Residence Life provides support and opportunities that allow students ultimately to determine what it means to be in community with others and their responsibility in its development and evolution as empowered leaders. Staff partners with students living in residence halls to meet the needs assumed by self-determination theory while grappling with the essential questions of “who am I”; “how do I know”; and “how do I want to construct relationships with others” (Baxter Magolda).

Understanding that “self determination is a combination of skills, knowledge, and beliefs that enable a person to engage in goal-directed, self-regulated, autonomous behavior” (Field, Martin, Miller, Ward, & Wehmeyer, 1998, p. 2), Residence Life constructs community within our halls to honor the University’s commitment to liberal arts education and guides students through that construction accordingly.

Students engage with learning strategies such as community agreements, shared living expectations conversations, and community council engagement to exercise and develop a self-determined sense of self, and have clarity of beliefs, identity, and social relationships within the context of community (Baxter Magolda).

**Community Agreements** A Community Agreement is a working document that details the ways in which we will be in community with one another throughout the year. This agreement will initially be discussed during your first community meetings with you and the other members living on your floor, and will be a continued conversation over the course of the year with revisions made as needed.

**Non-Negotiables:**

- All residents of a floor/living area are expected to participate in the development of the community agreement and sign the completed agreement. The community agreement may be amended at any time. Any resident of a living area may call a meeting to discuss modification. Amended community agreements will be distributed as stated below.
- A copy of each community agreement shall be posted in the living area and an electronic copy kept on file in Residence Life. One copy will be distributed or emailed to each resident. Electronic copies are to be sent to the Area Director and the Council advisor.
- Residents are expected to maintain the condition of the facility and safety of its occupants. Residents will refrain from the willful destruction or damage to property in and of the residence hall. The standards adopted by the Community Council and through individual community agreements must be compatible with University and Residence Life policies, and State and Federal laws.

**Negotiables:** Minimally the community agreement will address:

- Issues of common area use and cleanliness (lounges, study rooms, kitchens, bathrooms, hallways, laundry rooms, etc.)
- Expectations for reasonable quiet including appropriate hours and what are acceptable noise levels
- Acceptable and unacceptable behaviors that may infringe on the rights of other residents
- Assurance of reasonable levels of safety and security
- The process for resolution of problems associated with community agreement standards
- Use of community funds
- Any other topics that are of concern to residents.

**Community Councils** Community Councils are the resident-elected governing bodies that exist in each of the residential areas and are established at the start of the academic year. Anyone living in that area can be a member of Community Council! Councils meet weekly and act as a governing board for that area to create connections and provide opportunities for the student voice. Typical functions include setting a budget for the hall funds, purchasing equipment for the hall, determining rules and guidelines governing common areas both for residents and for outside

groups requesting to use residence hall space, discussing and offering solutions to problems occurring within the halls, and planning and implementing hall events.

**Hall Dues** Hall dues are the collective funds provided by the students in the hall to pay for activities and events planned by Resident Assistants and Community Council! Community Council can also use them to purchase items for the hall, such as sports equipment, cooking utensils, games, etc. Help support community development in your hall by paying dues!

## Housing Options

**Gender Inclusive Housing** Residence Life is committed to offering gender inclusive housing options to ensure inclusive communities. Residence Life offers two options of housing preferences based on gender. For more information visit the [Gender Inclusive](#) website.

**Africana House** Africana House promotes awareness of Africa and provides an informal setting where students are introduced to African history, cultures, and current events. For more information visit the [Africana House](#) website.

**Housing Accommodations** Students needing housing accommodations due to a medical condition must request an accommodation online from [Student Accessibility Services](#).

**Fraternity/Sorority Housing** The University offers housing to a number of fraternities and sororities. For more information about fraternity and sorority housing, contact the Area Director assigned to Fraternity and Sorority housing.

**Evans Housing** The Lettie Pate Whitehead Evans Complex, conveniently located next to the Law School, features single occupancy housing in two, three and four bedroom apartments that are specifically designed and constructed for graduate students. Each occupant of the apartment has their own bedroom and shares the common areas, which include a kitchen, living room and bathroom.

**Language Houses** Language Houses provide opportunities for residents to speak foreign languages and to learn about other cultures. The Arabic, Chinese, French, German, Hispanic, Italian, Japanese, and Russian Houses each admit approximately 20 students. Each community is staffed by a native-speaking International Fellow who functions as a resource for students to enhance both the proficiency in the host language, as well as their knowledge of culture. For more information about applying to a Language House, contact the Department of Modern Languages and Literatures at (757) 221-3634.

**Monroe Scholars** Freshman students who have been selected as Monroe Scholars may elect to live in designated Monroe Scholar housing in Monroe.

**Mosaic House** Mosaic House provides students with a living center that encourages and supports serious dialogue about cultural and social difference. For more information contact Tom Linneman at [tjlinn@wm.edu](mailto:tjlinn@wm.edu).

**Sharpe Community Scholars** The Sharpe Community Partnership Program is a freshman residential initiative that extends William & Mary's longheld tradition of public and community service. Nurturing both responsible citizenship and energetic involvement in the community is part of the University's mission. In the spirit of our mission and traditions, students who participate will live in the Sharpe program residence, enroll in program sponsored seminars, take part in public forums and work together on community projects as a way of encouraging freshmen to explore issues in our national life and become directly involved in these issues through public service. For more information about applying to the Sharpe Program, contact the Charles Center at (757) 221-2495 or [sharpe@wm.edu](mailto:sharpe@wm.edu).

# Resources and Information

**Carpet** Since few of the residence hall rooms are carpeted, students may consider bringing rugs.

**ID Cards** ID cards are prepared for each entering student by Tribe Card Services (Campus Center, (757) 221-2105). StudentID cards, Tribe Card, provide access to the residence halls equipped with ID card readers. Academic and administrative building access is maintained by Tribe Card Services. In addition, the Tribe Card provides access to meals, vending machines, Swem Library, Campus Recreation Center, Student Health Center, and the W&M Express Account. Lost or stolen Tribe Cards must be reported immediately to Tribe Card Services during normal business hours or to the William & Mary Police (757) 221-4596 after 4:30 p.m. or on the weekends.

## **Information Technology**

- **Telephones** Students living in William & Mary residence halls who wish to have landline phone service in their rooms will need to request the service, pay a small activation fee, and provide their own telephone. All resident students will be able to make local calls from the landline phones available in the hallways or living rooms of on campus residences. Long distance calling is available through the use of an authorization code which may be obtained from the [Information Technology](#) (757-122-HELP). A voice mailbox and instructions for use are provided by Information Technology to each resident who has requested phone service at the [IT home page](#)
- **Cable TV** Cable television access is available in all University residence halls except One Tribe Place.
- **Internet Access** Each residence room has a high-speed data network that allows students to access University resources, the library's on-line card catalog, e-mail, and the Internet. Wireless connections are available in the residence halls.

**Kitchens** Most buildings are equipped with kitchens. Please refer to posted use policies in your residence hall. Specific policies regarding kitchen use/cleanliness can be addressed in Community Agreements.

## **Laundry**

- Most residences are equipped with coin operated and/or ID card access washers and dryers. Machines can be operated via W&M Express from your Tribe Card or coins. Cost is \$ 2.00 per wash or dry cycle.
- Laundry facilities are managed by Residence Life and contracted to an outside vendor.
- Problems with machine malfunction can be reported by phone (1-800-927-9274), e-mail [service@caldwellandgregory.com](mailto:service@caldwellandgregory.com) or on the [web](#).
- The University is not liable for any damage or loss caused by the washers or dryers.
- Please note that high efficiency front loading washers are used in the residence halls. Manufacturer's guidelines recommend liquid detergent instead of powdered detergent. Detergent 'cakes' should not be used in these machines.
- Liquid pods/pacs are great for use in both front load machines (it is HE type detergent) and top loading machines! For front loading washers, make sure you put them in the DOOR NOT the drawer.

**Meals** Questions or information regarding meal plans should be directed to Dining Services at (757) 221-7856, [dining@wm.edu](mailto:dining@wm.edu) or via the [Dining Services website](#).

## **Parking**

- Motorcycles and other motorized vehicles are not permitted in the residence halls.
- Eligibility for parking decals is determined by Parking Services, visit their [web site](#) for more information.
- Parking off campus is by City of Williamsburg permit only.
- Medically necessary exceptions to the parking policy are handled by the Dean of Students (757) 221-2510.
- For more information concerning parking contact Parking Services at (757) 221-4764 or [parked@wm.edu](mailto:parked@wm.edu)

## **Postal Service/Mail**

**Evans Complex Graduate Student residents only:** Are provided a mailbox at the Evans Complex. Postal Services has a Student Services window in Sadler Center for delivery of USPS/FedEx/DHL/UPS and other express mail parcels to provide students with a contact point for any questions.

**All other residents:** All residential students are provided with a campus post office box number. The William & Mary Post Office utilizes a virtual mailbox system and you will not have a physical mailbox to check. You will receive an email notification anytime from the Postal Services office that you have received mail and whether it is a letter or a package. One hour after you receive the email, please go to the Postal Services window in Sadler Center with your Tribe ID to pick up your mail.

Visit the [Postal Services web page](#) for hours of operation and more information.

**Recycling** Recycling receptacles are available in each residence hall room. Residents are responsible for removing their recyclable materials to one of the dumpsters labeled for recycling only.

**Transportation** The Williamsburg Area Transport (WAT) provides bus services for William & Mary and the surrounding area. The campus bus system is designated the Green Line, with a bus dedicated to providing daily transportation throughout the campus for students, faculty and staff in a circuit loop every 30 minutes. Riding any of the bus lines serviced by WAT is free of charge with your William & Mary ID. For more information, contact Transportation Services at (757)259-4093 or visit their [web page](#).

**Vending Machines** Vending machines are located in many residence hall areas. The vending machines will accept both coins and the W&M Express account (Tribe Card). For questions about refunds, contact Tribe Card Services at (757) 221-2105 or [tribecard@wm.edu](mailto:tribecard@wm.edu).

## *Residence Life Staff and Offices*

The **Associate Vice President for Campus Living** oversees all functions of the Residence Life and Student Transition Engagement Programs offices. The Associate VP is responsible for the direction, coordination and management of all aspects of these programs, including long-term facilities and financial planning.

The **Director of Business Operations** has primary responsibility for all matters concerning the physical environment of the residence halls including maintaining an inventory of all furnishings and equipment, residence hall safety and security, key control and serves as liaison to Facilities Management, the laundry contractor and Auxiliary Services.

The **Director for Housing and Residence Life** provides leadership, direction, and supervision to professional staff in regard to daily and long-term operations for housing and residence life. Primary responsibility for the overall vision and direction for Residence Life community development, living and learning programs and overall vision and direction for housing assignments.

The **Associate Director(s) for Residence Life** has primary responsibility for providing leadership for the student residential learning experience and student staff learning aspect of the residence life program including community development, special interest housing, residential curriculum, and residential learning communities. The Associate Director ensures all levels of staff maintain a commitment to the department's philosophy of self-governance known as Self-Determination.

The **Associate Director(s) for Residence Life** has primary responsibility overseeing residential area management. Assistant Director responsibilities include counseling support, referrals, advising, community and leadership development, crisis intervention, facilities management, adjudication of higher-level student conduct cases, and student care management. These major tasks are accomplished through the supervision of up to 6 full time Area Directors, and indirect supervision of graduate students and student staff.

The **Assistant Director for Residence Life** has primary responsibility for developing, implementing, and overseeing two major departmental processes: Student Staff Recruitment & Selection and Student/Professional Staff Training. In addition, the role will provide oversight for training and on-boarding of the department's full time professional staff.

The five **Area Directors** (ADs) are full-time live-in staff members who are responsible for the day-to-day management and administration of a specific group of buildings, considered their area. The responsibilities of Area Directors include advising, counseling referrals, community development and adjudication of student conduct cases. They also select, train, supervise and evaluate the student staff assigned to their residential area, as well as coordinate maintenance and custodial issues for their buildings.

The **Senior Housing Coordinator** is responsible for coordinating campus-wide student housing processes including room selection, occupancy management, and running all reporting required to develop the departmental budget.

The **Housing Coordinator** reporting to the Senior Housing Coordinator, the Housing Coordinator is responsible for supporting the day-to-day assignment and occupancy processes necessary for the success of W&M Residence Life.

The **Housing Operations Coordinator** manages all aspects of operations, security, and access for more than 43 buildings and this position is crucial to support completion of this work to provide students with safe and functioning accommodations. Provides administrative support for Residence Life.

The **Facilities Coordinator** has primary responsibility overseeing and conducting inspections of the interior and exterior of all Campus Living facilities, including furniture and fixtures in the halls.

The **Fiscal & Administrative Coordinator** creates and maintains accurate accounting records for Residence Life including damage billing, collections, purchases, and payments for Campus Living and residential facilities.

The **Residence Life Student Support Coordinator** serves as the primary referral resource for students needing follow-up support in residence halls. Residence Life, Care Support Services, and Community Values & Restorative Practices offices serve as the primary referring agents.

#### **Graduate and undergraduate student staff members:**

The graduate **Community Directors** (CDs) supervise and evaluate the Resident Assistants in the buildings to which they are assigned. They advise Community Council, oversee administrative tasks, coordinate the duty office and assist the Area Director with administrative and community development support.

The **Head Residents** (HRs) advise Community Councils and coordinate duty office procedures and duty responsibilities for the Resident Assistants in their area. In addition, they assist the Area Director with administrative and community development support.

The **Resident Assistants** (RAs) are assigned a hall, wing, section of a building, or a cluster of apartments. They live with the residents and work to develop community. They are responsible for community development and assist the Area Director with administrative tasks as assigned.

The **Housing Assistants** (HAs) assist with safety and security inspections in the fraternity and sorority houses. They assist the Area Director with administrative tasks in the houses and communicate with the residents.

The **Facilities Assistants** provide support for operational functions of Residence Life such as but not limited to conducting inventories, safety inspections, and providing contractor escorts through the halls.

The **Graduate Assistant for Community Development** as a member of the Office Residence Life and part of the Campus Living Thematic Area, is responsible for assisting professional and student staff developing community across the undergraduate experience within the Center for Community Development and reporting to the Assistant Director for Residence Life.

**Duty Offices** Residence Life operates fifteen Duty Offices throughout campus. These locations will be shared at opening community meetings and posted in each residence hall. A staff member is on duty each night while school is in session from 6 p.m. to 7:30 a.m. Duty office hours are 6 p.m. to 10 p.m. Sunday – Thursday and 6 p.m. to 11:30 p.m. Friday and Saturday nights. These staff members are available to answer questions, check out area equipment and do periodic rounds of the residence area. Duty Offices have student room keys, extratoilet paper and helpful

information. In addition, some Community Councils have purchased TVs, vacuum cleaners, and games that residents can check out from the Duty Office using their W&M Tribe Cards.

During the summer session, a staff member is on duty every night from 6 p.m. to 7:30 a.m. and available in the Duty Office from 6 p.m. to 8 p.m.

## ***Opportunities for Involvement and Leadership***

Residence hall staff members plan activities and events in the halls throughout the year to foster community development. These activities are supplemented by the events and activities planned by individual Community Councils and the Residence Hall Association (RHA).

**Community Councils** Community Councils are established at the start of the academic year in every hall. Anyone living in that area can be a member of Community Council! Councils meet weekly and act as a governing board for that area to create connections and provide opportunities for the student voice. (See *Self-Determination* under the *Policy* section.)

**Community Council Dues** Community Councils request dues from each resident at check-in. Hall dues are the collective funds to pay for activities and events planned by your Resident Assistant and Community Council! Community Council can also use them to purchase items for the hall, such as sports equipment, cooking utensils, games, etc.

**National Residence Hall Honorary (NRHH)** NRHH is the recognition branch of the National Association of College and University Residence Halls (NACURH). Chapter membership is restricted to the top 1% of residence hall leaders. Membership is by nomination only. <https://tribelink.wm.edu/organization/wmnrhhc>

**Residence Hall Association (RHA)** RHA is the representative governing body for all William & Mary residence Community Councils. This group offers opportunities for leadership across the state, region and nation. All residents are welcome to participate. To learn more visit our [TribeLink](#).