The Reading Hospital School of Health Sciences

Residence Life
Student Handbook

A Guide to a Successful Residence Hall Experience

Table of Contents

Welcome
Letter from Faculty and Staff…….. 4

Important Phone Numbers
List of Contacts……. 5

Auxiliary and School Services
Cable TV/Internet Services…….…. 6
Financial Aid……..…….. 6
Food Service Card (Inn at Rdg)……..6
ID Card (TRHMC)……6
Mail…… 6
Mailing Addresses……6
Health Services……7
Housekeeping……7
Laundry…….……7
Maintenance……7
Student Accounts……7
Student Records……..7
Shuttle Bus Services…….. 8
Telephone Services……8
Vending Machines……8

Getting Involved
Residence Hall Meetings……9

All About Roommates
Helpful Hints……..9

Academic Advisement and Counseling Programs
Advisor or Counselor Relationship……..……10
RHSN Tutor Program……..……..10

Student Activities
Student Nurse Activities……11
RT Student Activities……..11
Berks and Beyond…….…..12

Residence Rules and Regulations
Purpose…….……13
Beds…….…..13
Bicycle/Motorized Vehicle……..13
Candles/Incense……..13
Card Access System…….…13
Check-In……14
Check-Out……14
Cooking and Appliances……15
Conduct……..15
Cook Outs……..15
Courtesy/Quiet Hours……..…15
Damages……15
Drugs and Alcohol……16

Emergency Response…….16
Fire Safety……..…16
Fire Response……..16
Firearms/Weapons/Destructive Devices...……..…..17
Furnishings……17
Guests/Visitation……...17
Halogen Lamps…….18
Harassment……18
Holiday Tree and Decorations…….18
Immunizations……18
Incident Reports……19
Inn at Reading: Main Facility/Recreational Areas/Equipment……19
Joint Responsibility…… ……..19
Lounge and Common Areas……19
Non-Compliance……19
Noise and Disruptive Behavior……19
Painting……20
Parking…….20
Personal Property……..20
Pets……..20
Privacy…….20
Propped Doors……21
Refunds……21
Resident Assistants……21
Room Assignments and Selection……..21
Room Changes……..22
Room Consolidation……..22
Roommate Bill of Rights……22
Safety/Security……...…23
Shuttle Bus……..……..23
Smoking……..…23
Space Heaters……...24
Solicitation……..24
Wall Decorations……..…24
Windows……24

Inclement Weather Reporting
RHSN reporting…….……25
RT reporting…….……..25

Statement of Understanding.....25

Welcome

Dear Resident:

Welcome to Scholars Hall. We are happy to be working with the Inn at Reading to provide you with a rewarding residence life experience. Making the best of your residential experience will take an effort on your part. We hope that you will take advantage of opportunities to make your residence hall experiences an important part or your growth while enrolled in the program.

Living in a residential community requires that you be aware of, and respectful of, the needs of your fellow residents. It may mean that you will need to make some alterations in your attitude as well as personal and social habits. Each resident has a responsibility to create and maintain a safe and healthful living environment.

It is important that you take time to become familiar with the information in the handbook. If you need further clarification on any of the operations or rules and regulations, please talk with a faculty or staff member.

We hope you find Scholars Hall a comfortable place to live.

Sincerely,
Faculty and Staff

IMPORTANT PHONE NUMBERS

Coordinator of Student Services	X235 (Scholars Hall) 610-988-5034 (Campus)
Emergency	911
Financial Aid	610-988-8958
Scholars Hall Lobby	610-371-4468
M 1 Lobby	610-988-8360

Resident Assistants

▪ Ashley Cobb	X223
▪ Ashley Olock	X246
▪ Vanessa Jean-Phillipe	X250
▪ Chrisy Ninehouser	X242
▪ Anthony Perfetto	X261
▪ Donald Dissinger	X281

RHSN Administration Office	610-988-8396
RHSN Student Accounts	610-988-4070
RHSN Student Records	610-988-8396
RT Administration Office	610-988-5396
Student Health Nurse	610-988-8355

Security/Safety

Reading Hospital	610-988-8222
Wyomissing Police	610-375-6101

AUXILIARY
AND BUSINESS SERVICES

CABLE TV/ INTERNET SERVICES

Every room is equipped with an outlet for cable TV/Internet services. The Inn at Reading will provide basic cable service to each room. Students will have to contract with Comcast to provide cable/premium channels and cable modems needed for Internet access. The cable company will bill directly to the student's home address. Students should contact the cable company directly when problems arise. Comcast number is 1-800-266-2278

FINANCIAL AID

Students desiring financial aid consideration must submit a completed Free Application for Federal Student Aid (FAFSA) each year. Students need to be aware of all financial aid deadlines when attending school. Financial Aid Office is located in M 105. Call 610-988-8958 for all you financial aid needs.

FOOD SERVICE (INN AT READING)

Students will receive a discounted rate on food purchases from the Inn at Reading menus. Room service is not available for resident students.

ID CARD (TRHMC –OPTIONAL FOOD SERVICE)

Each student will receive a Reading Hospital and Medical Center student identification card. The ID card also serves as an optional meal card. Resident students can take advantage of the Hospital "badger" debit program. Students are responsible for keeping their badger account current. Checks and cash payments can be made to The Reading Hospital and Medical Center and forwarded to the Coordinator of Student Services.

MAIL

Resident students have mail pick up and delivery through The U.S. Postal Service at the Inn at Reading. Resident Assistants will distribute mail to each student's room. Outgoing mail should be dropped off at the Inn at Reading Lobby.

***Please make sure that incoming mail is addressed to you and to Scholars Hall, otherwise, the Inn at Reading will assume the responsibility of opening daily mail.**

MAILING ADDRESSES

Student Name: Scholars Hall
Inn at Reading: The Reading Hospital School of Nursing

1040 Park Road	G 1 Administration Office ** or ** M 1 Lobby
Wyomissing, PA 19610	P.O. Box 16052
	Reading, PA 19612

The Reading Hospital School of Radiologic Technology
P.O. Box 16052
Reading, PA 19612-6052

HEALTH SERVICES

The Student Health Nurse and Physicians on the Medical Staff of The Reading Hospital and Medical Center are available to the student for consultation in the event of a physical illness. The student is responsible for all medical charges for treatment of an illness or accident. Health insurance must be current throughout a student's course of study.

Student Health Nurse is located in M103. Call 610-988-8355 for your health needs.

HOUSEKEEPING

Cleaning: The Inn at Reading will provide weekly housekeeping for the bathroom area only.

Trash Removal: There will be daily pick up of trash. Students are responsible for bagging and placing trash in hallway each morning. Any items in the hallway will be considered trash and will be removed by housekeeping!

LAUNDRY

Coin-operated clothes washers and dryers are located on the lower level of the residence hall. Problems with the equipment, including refunds, should be reported to the Caleco Washing/Drying company. Toll free number is 1-800-662-7444.

MAINTENANCE

The Inn at Reading will provide ongoing maintenance of the facility. Any requests for maintenance repairs should be forwarded to the Resident Assistant and/or Coordinator of Student Services.

STUDENT ACCOUNTS

If the student has difficulty meeting financial obligations, it is the student's responsibility to arrange for financial aid assistance well in advance of the due date. In some cases, students may request to set-up a payment plan by contacting Student Accounts at 610-988-4070 or by stopping in the office located in G1-administrative suite.

STUDENT RECORDS

The Student Records Office compiles and disseminates information about course schedules and clinical rotations. The staff registers current students, maintains education records, issues transcripts, processes grades, verifies enrollment and graduation of students, and provides other services as needed.

RHSN Student Records Office: Monday through Friday from 7:30 am – 4 pm in G1

RT Student Records Office: Monday through Friday from 7:00 am – 3:30 pm in K3

SHUTTLE BUS SERVICES

Resident students commute to and from campus via the Hospital shuttle bus. Transportation is available Monday through Friday (no weekends). Pick up and drop off locations are at **C lobby and Scholars Hall.** A modified resident student shuttle schedule will be set in accordance with Hospital Security guidelines. A shuttle schedule flyer is available for your use.

Call 610-988-8424

For all other transportation requests, residents will need to look up BARTA public transportation services.

WWW.bartabus.com

TELEPHONE SERVICES

Every room is equipped with a telephone jack and phone activated and ready for students to use for placing local calls and 800 numbers only! Each student will be responsible for placing long distance calls with a personal calling card.

Inbound Calls: An outside line is established for those placing calls to residents. Inbound callers must dial the **number 610-371-4468** then enter the room extension (ACTUAL ROOM NUMBER) to reach intended party.

Outbound calls: **Dial 9 then** the number.

Voicemail: One voicemail box is available for room occupants.

VENDING MACHINES

Vending areas are located near the kitchen and lounge areas of the residence hall. Requests for refunds should be made to the Resident Assistant and/or Coordinator of Student Services.

GETTING INVOLVED

Residence Hall meetings provide a great opportunity to become involved. Hall meetings are scheduled every month and on an as needed basis. The residence hall members discuss issues and concerns that affect all members of the residence community.

ALL ABOUT ROOMMATES

Living with roommates can be a fun and rewarding experience. Whether your roommate is a close friend or whether you're meeting for the first time, your roommate relationship is a relationship that requires work. For many, sharing a room is a new experience and can sometimes result in a few disagreements. Learning to be tolerant of each other's differences can be a valuable part of your living experience.

Helpful Hints:

- Seek clearance from the Coordinator of Student Services before moving in.
- Discuss things with your roommate, and if necessary, with a Resident Assistant.
- Respect your roommate's class schedule and study habits.
- Identify pet peeves.
- Acknowledge each other's privacy concerns.
- Share your likes and dislikes.
- Take phone messages and relay them.
- Review rules and regulations.
- Pay your bills.
- Educate your guests on rules and regulations.
- Share your social habits.
- Make the best of it. The most successful roommate relationships are those that require work!

Roommate Bill of Rights located in Rules and Regulations section.

ACADEMIC ADVISEMENT AND COUNSELING PROGRAMS

Many students, like you, think schooling is about change and transition… all two or three years! How can you expand and explore your outlook of yourself and what you truly want to accomplish in school? One way is to make time to connect with your advisor/counselor. Your relationship with your advisor/counselor is an important one, one that will help prepare you for experiences during and after your schooling.

The advisor/counselor monitors student progress and facilitates student achievement of the student's success through referral for supportive services.

Develop a good relationship with your advisor/counselor by doing the following:

- Make every effort to meet with your advisor/counselor on a routine basis.
- When you make an appointment, be sure to keep it or let your advisor/counselor know when you must cancel.
- Reschedule your appointment.
- Recognize that support and advice will come from many other resources on campus that serves as part of your academic support team.
- It is you who must seek the support that will enhance your educational experiences. Remember, it is a sign of a successful student to do so.

Meetings with your advisor/counselor are confidential and are designed to offer you the guidance you need for a positive and successful academic experience.

RHSN TUTOR PROGRAM

The RHSN Tutor Program is designed to assist those nursing students who may be facing academic challenges while enrolled. If you are in need of this service or would like to lend your time as a peer tutor, please contact the Coordinator of Student Services at 610-988-5034 for more information.

STUDENT ACTIVITIES

Are you looking for an active learning experience outside the classroom? Why not get involved, get fit, develop leadership skills, or just relax at the local café! As a student, you will want to take advantage of the following programs and services.

Student Nurses:

The Student Government Association (SGA), The National Student Nurse Association (NSNA), and Nurses Christian Fellowship (NCF) make every effort to support a busy campus life. All three organizations advocate student leadership development, student activity involvement, and diverse and culturally sensitive workshops. In addition, each organization strives to create an optimistic atmosphere of fun and respect for all students.

RT Students:

RT students are afforded the opportunity to become members of the yearbook or slide show committees, The RT faculty encourage students to pursue class officer roles. For details, please see Melissa Reinard, Office Coordinator, on K3.

BERKS AND BEYOND

To help you learn more about **Reading and Berks County** we have organized a list of information for you:

Newspaper:

Reading Eagle/Reading Times Berks County's Newspaper
www.readingeagle.com

Recreation

Berkshire Mall
www.theberkshiremall.com

Broadcasting Plaza

Carmike Cinemas Wyomissing 8
www.carmike.com

Historical Society of Berks County

Hershey Entertainment & Resorts
www.hersheypa.com

Reading Phillies
www.readingphillies.com

Reading Public Museum
www.readingpublicmuseum.org

Sovereign Center
www.sovereigncenter.com

PA Dutch Country/Lancaster County
VF Outlets (Wyomissing) & Reading Center Outlets (City

RESIDENCE LIFE RULES AND REGULATIONS

Purpose:

The residence life program has a diverse set of standards that are meant to meet the needs of the residents and to enhance each student's academic and resident life experiences. It is each student's responsibility to respect the rights of all resident community members regardless of backgrounds, beliefs, values, and attitudes.

If residing in Scholars Hall, students will be expected to abide by all local, state, federal, and School rules and regulations at all times. Students who violate any rule or regulation will be subject to disciplinary action.

The following rules and regulations will apply:

Beds

The use of any other mattress or altering the structural components of the beds is not allowed. All rooms are equipped with beds that can be turned into bunk beds. Maintenance will arrange the beds as requests are made. Requests to move the beds should be made to a Resident Assistant or to the Coordinator of Student Services.

Bicycle and Motorized vehicle

If a resident brings a bike into the residence hall, it should be stored in the residence hall main lobby. Motorcycles and mopeds are not permitted inside the residence hall. No flammable fluid of any kind is to be in the building.

Candles/Incense

The burning of candles, incense, or any other material is not permitted in the residence hall. Electric potpourri pots are prohibited. Burning substances, in any form, creates a fire and health hazard.

Card Access System

Each resident will be issued one access card when he or she checks in the residence hall. Your card will allow you access to the residence hall and to your room. In the case of a lost or deactivated card, it is important for the student to inform the Inn at Reading lobby attendant as quickly as possible. The card will be replaced/reactivated with proper id. If a card is being replaced, both resident students occupying the room may need to receive a replacement card that has been programmed to the room.

Semester Breaks/Holiday Recess

Housing is not available during breaks between class semesters/terms lasting longer than a week. Resident's belongings will remain and re-entry will be granted during a scheduled time prior to the start of the next semester/term. Residents can remain in

the hall during shorter recess periods (i.e. holiday recess, spring break, etc.). Some housing exceptions are made for particular student situations. Students seeking exception should plan in advance and contact the Coordinator of Student Services.

Access cards will need to be dropped off and picked up at the Coordinator of Student Service's Office in Scholars Hall.

Check-In

Check –in will be at Scholars Hall

Check in is as follows:

- Show identification and verify resident status with the Coordinator of Student Services or Resident Assistant. If it is determined that a student has not achieved appropriate move-in status, student may be referred to the Coordinator, Student Services for clarification or to Student Accounts for payment arrangement.
- Complete form that signifies receipt of Access Card and Residence Life Student Handbook.
- Move in personal belongings.

Check-Out

When checking out of a room, at any time during the year, the student must make arrangements with the Coordinator of Student Services to complete a proper checkout. Checkout includes:

- Meet with the Coordinator of Student Services to review check out procedure.
- Remove all personal items from room and bathroom.
- Make sure room is clean.
- Make sure all furniture and fixtures are in room. The Student will be charged for any damaged, altered, or missing items.
- Make arrangements with the Coordinator of Student Services prior to your desired departure date so he/she can check the room when resident who is leaving is present.
- Turn in access card to the Coordinator of Student Services.

By following the steps above, a student will ensure that he/she has completed a proper checkout of the residence hall. A student who does not complete a proper checkout will have their grades, transcript, and/or diploma withheld.

Conduct

Residents are expected to conduct themselves in a manner that does not interfere with other resident's rights to a positive living experience. Physical, verbal, mental and written threats, insults or any form of abusive behavior directed toward another resident or a staff member will not be tolerated. Abusive behavior will be considered by the School to be sufficient grounds for disciplinary action.

Cooking and Appliances

Due to concerns for fire and safety standards, cooking in rooms is prohibited. Microwaves are not allowed in the residence hall rooms. Small appliances can be stored in the room and can be carried to the kitchen area for use. Each room will be equipped with a small refrigerator. Resident students are responsible for keeping the refrigerators clean and odor free.

The hall kitchen areas will be equipped with microwaves and refrigerators.

Cook Outs

Cooking out on open grills is prohibited unless authorized by the School and the Inn at Reading and is supervised by a school official.

Courtesy/Quiet Hours

Residence community members are responsible for maintaining an environment conducive to sleep and study.

The School defines "courtesy hours" as hours during which noise should be kept at a minimum. Courtesy hours are in effect at all times.

Quiet hours are enforced inside and immediately outside of residences.

Quiet hours begin at 2200 hours (seven days a week).

Unnecessary noise is to be reported to the Resident Assistant. If deemed necessary, security will be called. Students are expected to respond to staff and Resident Assistants who make a request for quiet. Any electronic or other equipment that may be causing the noise disturbance may be removed from a room and/or hall and will be returned at the end of the semester or upon the student's withdrawal from the program.

Damages

Residents will be charged for all damages/losses that occur during the student's occupancy in the hall.

Charges for room and public area vandalism of property, for which individual responsibility cannot be determined, will be divided among all resident students in the room and/or in the hall. The Inn at Reading will determine damage fees. The School will charge the students' accounts accordingly.

Drugs and Alcohol

No student or guest of a student shall possess any alcoholic beverage or controlled substance (illicit drugs) in the residence hall or as part of any school activity, whether for personal consumption or distribution to any other person.

Any infraction constitutes grounds for disciplinary action up to and including expulsion for students as well as referral for prosecution, where appropriate. All actions indicated by this policy are to be coordinated with the Director.

In the state of Pennsylvania, it is illegal for anyone under the age of 21 to drink alcohol and for anyone over the age of 21 to provide alcohol to a minor.

Federal Tracking Penalties, State Law of Pennsylvania on Alcoholic Beverages, and Substance Abuse Policies can be found in your student handbook.

Emergency Response

In the event of an emergency or issue related to safety and security and the student is unable to immediately contact a Resident Assistant or the Coordinator of Student Services, the student is to respond by doing the following:

- Remain calm and in control of the situation.
- Dial 911
- Give student name, location and description of problem.
- Seek out nearest Resident Assistant and wait for police and call The Reading Hospital and Medical Center security at 610-988-8222.

Students will be required to file an incident report with the Resident Assistant or Coordinator of Student Services.

Fire Safety

Fire codes prohibit anyone from tampering with or misusing of fire safety equipment. Fire safety equipment includes: fire alarms, fire extinguishers, smoke detectors, and sprinklers.

Electric lights and equipment:

- Avoid electrical cords near heat source or flammable articles or under rugs.
- Make sure to call maintenance to check faulty outlets.
- Avoid overloading outlets.
- Be sure to turn off all appliances before leaving the room.

Every student is responsible for knowing where the emergency doors are for exiting the building in the event of a fire alarm. Failure to evacuate can lead to disciplinary action and possible police involvement.

Follow these emergency procedures:

- Know the location of the fire extinguisher, fire exits, alarm systems in your area and know how to use them.

RACE

- **R**escue people in immediate danger
- **A**larm: Pull nearest wall alarm
- **C**ontain: Close windows and doors
- **E**xtinguish small fires at the base of the flame
- Pull fire alarm when appropriate. When the alarm sounds, walk quickly to the nearest emergency exit and alert the others to do the same. Assist handicapped people in exiting the building.
- Use a wet towel or blanket to cover yourself and stay low to the floor where the air will be less toxic.
- Once outside, remain there until you are given approval to return. Never return to an evacuated building!

Note: If you become trapped in a building during a fire, and a window is near by, place an article of clothing (shirt, blanket, etc) outside the window as a marker for rescue crews. If there is no window, stay near the floor where air is less toxic and shout out to alert emergency crews where to find you.

Firearms, Weapons, and Destructive Devices

Residents are not permitted to possess or store firearms, weapons, ammunition, fireworks, or explosives of any kind in their rooms or in any other place in and around the building. Anyone caught violating the policy is subject to severe disciplinary action –which would include removal from housing or permanent dismissal from the program.

Furnishings

Since furniture has been inventoried, each student is responsible for the loss of or damages to furniture and other equipment his/her room. The School does not allow removal of room furnishings or equipment from the residence hall rooms. Furniture in the lounge areas is not to be moved from those areas under any circumstances.

Guests/Visitation

Guests visiting the residence hall are subject to the School rules and regulations. Guests may stay in the hall for a maximum of two day(s) and two night(s). The resident student or host is responsible for informing the guest(s) of rules and regulations. A resident student must escort guests at all times while in the hall. All resident students are responsible for their guests and their actions. Guests may not infringe on the rights of a roommate or other

students. Any violation of the guest/visitation rules and regulations will be the responsibility of the guest as well as the student host and both will be removed/banned from the residence hall.

Prior to arriving at the residence hall, guests are to call the resident student to announce arrival time. Resident will be required to greet their guest(s) by opening the lobby door and accompany the guest(s) to the door when leaving.

Halogen Lamps

There is a great potential of fire hazards associated with halogen floor lamps, which generates extreme heat when in use. Halogen floor lamps are not permitted in the residence hall.

Harassment

The School is committed to maintaining a respectful educational setting, free from harassment. Harassment of any kind is unacceptable and is subject to disciplinary action up to and including criminal prosecution under appropriate federal, state and municipal law. Harassment includes, but is not limited to:

- Verbal or physical behavior that creates a hostile or offensive environment.
- Prank calls, or harassing another individual through electronic means.
- Conduct that intimidates or threatens the health and safety of any person.
- Behavior that causes physical, financial, educational hardship, or emotional harm to any person.
- Nonconsensual physical contact of a sexual nature is sexual harassment.

Holiday Trees and Decorations

Most decorations and lighting present a potential fire hazard. The following restrictions will apply:

- Only artificial trees can be used in residence hall lounge areas. The tree is to be placed away from any heat source.
- Decorations of any type are prohibited on light fixtures, ceilings, and exit doors.
- Electrical lighting (string, rope or other types) is not allowed in the residence hall.

Immunizations

It is the policy of the School to require all resident students to be vaccinated against meningococcal disease prior to move-in day. Students must provide documentation of immunization (Menactra) to the Student Health Office.

Incident Reports

Incidents that occur in the residence hall are documented on an Incident Report form. These incidents are Residence Hall's policy and regulation violations that have occurred. The student will be given an opportunity to make a written statement and forward it to the Coordinator of Student Services. When a student is accused of violating a policy or regulation, he/she will be expected to meet with the Coordinator of Student Services and Director if need be. Multiple violations may result in a student being removed/banned from the residence hall.

Inn at Reading: Main Facility, Recreational Areas and Equipment

Resident students are expected to enjoy the comforts of the residence hall only. With the exception of food and mail service, resident students and guests of residents will not be permitted in the main facility of Inn at Reading. Resident students are responsible for seeking clearance before utilizing recreational facilities.

Joint Responsibility

All individuals who are present in the residence hall room where School policies are being violated are subject to disciplinary action. Residents may be held responsible for guest violations that occur in their rooms, whether they are present or not.

Lounge and Common areas

Lounges are for the use of residents and their guests but are not to be used for the accommodations of overnight guests. Residents are responsible for the condition of lounges and common areas, such as laundry, lobby, hallway and kitchen.

Charges for lounge and common area vandalism of property, for which individual responsibility cannot be determined, will be divided among all resident students in the room and/or in the hall. The Inn at Reading will determine damage fees. The School will charge the students' accounts accordingly.

Non-Compliance

Resident Assistants and staff are trained to respond to emergency situations and policy violations to maintain a safe resident life program. Students are expected to respond to all directives from Resident Assistants, Coordinator of Student Services, Hospital security, and the Inn at Reading staff. Non-compliance issues will be forwarded to the Director.

Noise and Disruptive Behavior

The School expects all students to conduct themselves in a manner that would allow others the quiet enjoyment of the residence hall. Residents are to avoid creating excessive noise and/or disruptive behavior. Certain measures will be taken to eliminate excessive noise and disruptive behavior that includes, but is not limited to:

- Requiring resident to use ear phones
- Remove stereos, radios, TVs, musical instruments/equipment from rooms

- Reassigning existing occupants

The resident student who is creating excessive noise and/or disruptive behavior is subject to disciplinary action and increased room rates should he/she be assigned a single room at the single room rate.

Painting

No painting of any surface is allowed in the residence hall. Students will be charged with having any item(s) repainted.

Parking

Students and guests of students are responsible for parking their automobiles in the designated student parking area. Parking will be monitored and parking violations will be issued to those residents and guests parking in a non-designated parking area.

Each student will be required to hang a residence hall parking tag on his or her rear view mirror. Automobiles that are not tagged properly will be subject to violations and possible removal from the premises.

Personal Property

The School and the Inn at Reading shall not be responsible for any theft, loss, or damage of personal property. Students are encouraged to keep their valuables in locked area and covered by insurance if need be.

Pets

Only freshwater fish are allowed in the residence hall. Each student must receive clearance from the Coordinator of Student Services to bring in a freshwater fish and tank.

Privacy

All due respect is given to the privacy that residents deserve in their own room. Occasionally, situations arise which necessitate that authorized personnel enter a student's room. The following Right to Entry rule applies:

> Right to Entry:
>
> If practical, the School will not enter a student room unless accompanied by the student, Hospital security, or a second authorized School representative. However, The School reserves the right of entry into student rooms for purposes of inspection, improvements or repairs, semester break checks, preparation of rooms for incoming room occupant, to control the room in case of emergency, or for any other reason associated with the safety and security of the residents.
>
> Authorized personnel may search students' rooms to remove items that are in violation of the School, federal, state, or municipal law or regulations. The School will make a reasonable effort to have the students in questions present if their rooms are to be searched. "Reasonable effort" is defined as consulting with a Resident

Assistant and Coordinator of Student Services, checking class schedules to locate students or providing prior notice.

Propped Doors

To insure the safety and security of the building and the residents, exterior and hall doors are not to be propped open. When doors are propped open, it puts everyone who resides within the facility at risk. Students found responsible for propping doors open will be subject to disciplinary action.

Refunds

Resident room charges are considered non-refundable after the start of each semester in which the student chooses to occupy a room.

Resident Assistants

Resident Assistants (RAs) are students who are trained and available to assist residents while living in the residence hall. They serve as an immediate resource for student concerns and enforce hall rules and regulations.

Room Assignments and Selection

The School will assign each room for double occupancy. Triple occupancy is limited and requests will be considered. The School will make every effort to assign accommodations according to student preference and mutual roommate requests, but the School reserves the right to make and/or change room assignments.

The following priority system is established to guide housing assignments:

- All housing is based on availability of space.
- Payments made on student account prior to move in day.
- The School does not guarantee housing for years a student is enrolled in a program of study.
- Room selection is first based on current residency status.
- The School makes room assignments without consideration to race, color, national origin, ancestry, age, sex, religious creed, sexual orientation, disability, or economic means.

Private Rooms: A limited number of private rooms are available at the single occupancy rate. All private room requests will be considered but are not a guarantee. Priority is given to special-needs students and Resident Assistants. The School will evaluate all room requests and render a decision. All private room requests must be validated though official documentation from the resident and the Coordinator of Student Services.

Room Changes

There may be a time when problems arise and a room change is necessary. If a problem arises, the Resident Assistant and the Coordinator of Student Services will help students to work on roommate conflicts and to reach compromises. Room changes are not a guarantee and no room change can be made without approval from the Coordinator of Student Services. Unauthorized room changes are not permitted.

Room Consolidation

When a student chooses to move out of a residence hall room, leaving one remaining occupant, the remaining occupant, at the discretion of the Coordinator of Student Services, may:

- Retain the room with a new roommate of his/her choice.
- Be assigned to another room.
- Remain in the room alone at the double room rate if a roommate cannot be assigned.
- Be granted a private room in accordance with the room assignments and selection policy.

The school has the right to coordinate housing accommodations to maintain the double occupancy rule.

Roommate Bill of Rights

As a resident student, these are the rights you can expect and have a responsibility to maintain:

- The right to read and study in your room free from undue interference.
- The right to personal privacy.
- The right to be free from fear and intimidations, physical, emotional and/or sexual harassment.
- The right to live in a clean environment.
- The right to sleep without undue disturbance from noise, guests of roommates, etc.
- The right to access the room and facilities without pressure from a roommate(s).
- The right to confront and resolve situations. Resident Assistants and staff members are available to help mediate the resolution of conflicts.
- The right to house a guest. We expect that guests respect the rights of the host's roommate and other hall residents.

Safety /Security

All residents should assume responsibility for insuring safety and security in the residence hall. To ensure safety, The Wyomissing Police, Inn at Reading, and residents work as a team. Each student can assist the police by being aware of what is happening around the hall and by promptly notifying the Wyomissing Police of suspicious persons or activities.

Safety Tips:

- Never prop residence hall or room doors open. Close any door you find open.
- Do not let others in through the main hall door unless you know them. Notify a Resident Assistant if you see anyone letting strangers in.
- Always lock your room door when you leave.
- Report suspicious persons and activities to the Wyomissing Police, a Resident Assistant and/or to the Coordinator of Student Services.
- Never leave your access card, keys, and possessions unattended in a lounge area, laundry room, or other common space.
- If you are a victim of crime, report the incident to the Wyomissing Police, Coordinator of Student Services and to a Resident Assistant.
- Secure valuables in a locked place. Consider personal property insurance.
- The School and the Inn at Reading advocate student safety above all else. Students are advised to close and lock all windows every night and when leaving the building. When windows are left open, it puts everyone who resides within the facility at risk.

Police/Hospital Security Numbers:

Wyomissing Police……911 in emergency or 610-375-6101

Hospital Security……...610-988-8222

Wyomissing Fire Department……...911

Shuttle Bus

Resident students will be transported to and from the Hospital via the free shuttle bus. Pick-up and drop-off will be at the residence hall main entry. Residents are responsible for knowing the routine schedule and phone number for shuttle bus service.

Smoking

The residence hall is a smoke free building. Students wishing to smoke are required to smoke outside of the building. Students are asked to refrain from smoking at the front

entrance of the building that requires non-smokers to pass through for entry into the building.

The Coordinator of Student Services will make every effort to honor any requests for smoking/non-smoking roommate assignments. Any student or guest found to be smoking in the building would be subject to disciplinary action.

Space Heaters

Space heaters are not allowed in residence spaces due to the fire danger they present.

Solicitation

No sale or solicitation of material or any type is allowed in the residence hall. Residents should immediately report any solicitation activities to the Resident Assistant and to the Coordinator of Student Services. Individuals wishing to sell or promote items at the residence hall must obtain prior permission from the Coordinator of Student Services.

Wall Decorations

Using only existing hooks or nails, the resident student may hang items on the room wall. Students are not permitted to use any kind of tape, screws, wall mountings, sticky tack, or anything other than *Command Adhesive*. Command Adhesive is removable, should not damage surface areas and can be purchased at most national discount retailers. Residents wishing to hang posters and flyers on the residence hall bulletin boards must receive approval from the Coordinator of Student Services.

Windows

Windows are not to be used for exiting or entering the rooms. Screens and curtains are not to be removed. Throwing any objects, including garbage and trash, from the windows is hazardous and shows a lack of respect for the Inn at Reading and The Reading Hospital School of Health Sciences. Disciplinary action will be taken for those residents and guests caught violating this rule.

The School and the Inn at Reading advocate student safety above all else. Students are advised to close and lock all windows every night and when leaving the building. When windows are left open, it puts everyone who resides within the facility at risk.

INCLEMENT WEATHER REPORTING

Messages regarding inclement weather/emergency decisions on class/clinical attendance will be reported as follows:

RHSN STUDENTS:

- Instructor's Voicemail
- Local TV: 69 News
- Website: www.wfmz.com (69 news)
- Local Radio:

  WEEU 95 AM Reading
  WY 102 FM Reading

RT STUDENTS:

- Administration Office Voicemail: 610-988-5396
- Local Radio:

  WEEU-95 AM Reading
  WRAW- 1340 AM Reading
  WY 102 FM Reading

Statement of Understanding

I have been provided a copy of *The Reading Hospital School of Health Sciences* Residence Life Student Handbook. I have read it, reviewed it, and have asked or understand I may ask for clarification on the information set forth in the handbook.

I have been informed that I must abide by the rules and regulations in the Residence Life Student Handbook as a condition of continued residency and enrollment in my program of study.

I acknowledge that a violation of the rules and regulations in the Residence Life Student Handbook is grounds for discipline, up to and including being removed and/or banned from the residence hall as well as dismissed/terminated from my program of study.

While this handbook provides a review of rules and regulations, guidelines, and resources, *The Reading Hospital School of Health Sciences* reserves the right to change statements, rules and regulations when necessary and appropriate.