THE READING HOSPITAL
SCHOOL OF HEALTH SCIENCES

Student Housing • Residence Life • Off-Campus Activities

Residence Life Student Handbook

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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

STUDENT SERVICES COORDINATOR

Scholars Hall	**x235**
SOHS Student Services	**610-741-0104**
Pager	**484-338-9034**

SCHOLARS HALL

Scholars Hall Lobby	**610-371-4468**

EMERGENCY PHONE NUMBERS

Emergency	**911**
Hospital Security	**610-988-8222**
Wyomissing Police	**610-375-6101**

HEALTH SERVICES

Occupational Health Services	**610-988-8557**

SCHOOL PHONE NUMBERS

SOHS Receptionist / Lobby	**610-741-0100**
SOHS Administration	**610-741-0199**
	610-741-0200
SOHS Financial Aid Office	**610-741-0105**
	610-741-0106
SOHS Student Accounts Office	**610-741-0102**

SCHOLAR HALL RESIDENT ASSISTANTS

Kyle Brandt
Jackie Masser
Dalton Nye
Whitney Smith
Mike Welsh

Business and School 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 484-256-6753.

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.

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

To Student:
Students Name
Scholars Hall
The Inn at Reading
1040 park Road
Wyomissing, PA 19611

To School:
The Reading Hospital School of Health Sciences
P.O. Box 16052
Reading, PA 19612-6052

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 financially responsible for placing long distance calls with a personal calling card or other forms of long distance telephone service.

Inbound Calls: An outside line is established for those placing calls to residents. Inbound callers must dial 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.

HEALTH SERVICES

The Occupational Health Department Staff of The Reading Hospital and Medical Center are available to the student for consultation during normal business hours. 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 enrollment Students requiring emergency medical treatment should report to the Emergency Department.
The student's insurance will be utilized for payment for treatment in the Emergency Department. Residents are advised to call 9-1-1 if condition warrants emergency transportation.
Call (610) 988-8557 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 the outside trashcans.

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.

SHUTTLE BUS SERVICE

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, School of Health Sciences and Scholars Hall.** A modified resident student shuttle schedule will be set in accordance with Hospital Security guidelines. Call 610-988-8424 for more information.

For all other transportation requests, residents will need to use BARTA public transportation services or taxi services.

Barta Bus
(610) 921-0601 1700 North Eleventh St., Reading, PA 19604
www.bartabus.com

Grab a Cab
(610) 478-1111 160 Water St. #4, Reading, PA 19605

Reading Yellow Cab
(610) 374-5111 615 Elm St., Reading, PA 19601

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.
- 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.

Student Activities

Are you are 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 may want to take advantage of the following programs and services.

STUDENT ORGANIZATIONS

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.

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ALL STUDENTS

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.

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

Reading Phillies
www.readingphillies.com.

Sovereign Center & Sovereign Performing Arts Center

www.sovereigncenter.com
Sporting Events, Concerts, Family Events

Shopping

Berkshire Mall
www.theberkshiremall.com

Broadcasting Plaza
Barnes & Noble, Target, Dicks Sporting Goods, Weis Market, Fast Food, Restaurants…

Other Activities: http://readingberkspa.com/activities-reading.html

Carmike Cinemas Wyomissing 8 800 Berkshire Blvd, Wyomissing, PA *www.carmike.com*	R/C Reading Movies Eleven & IMAX 30 N 2nd St, Reading, PA *www.rctheatres.com*
Fox East Theatre 4350 Perkiomen Ave, Reading, PA	VF Outlets *(Wyomissing)* Reading Center Outlets *(City)*
Historical Society of Berks County *www.berkshistory.org*	Reading Public Museum *www.readingpublicmuseum.org*
Hawk Mountain Sanctuary, Kempton, PA *http://www.hawkmountain.org*	Blue Marsh Lake Fishing, Boating, Swimming

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. Resident Students should become familiar with all policies and information in the student handbook. Students who violate any rule or regulation will be subject to disciplinary action.

THE FOLLOWING RULES AND REGULATIONS 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. Requests to move the beds should be made to a Resident Assistant or to the Coordinator of Student Services.

BICYCLE AND MOTORIZED VEHICLES
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. Flammable fluids of any kind are **not** permitted inside 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 or 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.

CHECK-IN
Check in will be at Scholars Hall

Check-in procedure
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 or Residential Assistant 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 or Residential Assistant 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 or Residential Assistant.

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 may 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 which may include, but is not limited to permanent removal from the Residence Hall or termination from the educational program.

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 2100 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

Possession and/or use of alcohol and illicit drugs in the residence hall are strictly prohibited (See Substance Abuse Policy NO. 313). Possession can be defined as any evidence that these substances have been used in the Residence Hall. Such evidence may include, but is not limited to, substances found in the Residence Hall, empty containers, pictures of students / guest in possession of a controlled substance that can be identified to have occurred in the residence hall, or any similar evidence. All students involved in any infraction of policy or having knowledge of any infraction are subject to disciplinary action up to and including expulsion from the Residence Hall , termination from the program, as well as referral for prosecution, where appropriate. All actions indicated by this policy are to be coordinated with the program’s 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:

Remove oneself from any imminent danger.

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.

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 during a fire drill or alarm can lead to disciplinary action.

Note: If you are unable to escape from a building during a fire, and a window is nearby, 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.

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

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

Rescue people in immediate danger

Alarm: Pull nearest wall alarm

Contain: Close windows and doors

Extinguish 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!

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
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. The resident student is responsible for informing the guest(s) of rules and regulations. A resident student must accompany 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 or banned from the residence hall. Overnight guest are prohibited Sunday thru Thursday, however students are permitted overnight guests on Friday and Saturday nights.

Overnight guests must be registered with Heather Phillips or a Residential Assistant by the Wednesday before an overnight visit. If a resident student has a roommate the resident student must seek approval from their roommate before permission is granted.

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 lamps, which generate extreme heat when in use. Halogen 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. Violations of any policy may result in a student being removed or banned from the residence hall.

INN AT READING: MAIN FACILITY, RECREATIONAL AREAS AND EQUIPMENT
Resident students are permitted to utilize the recreational facilities of The Inn at Reading. These facilities include onsite gym, pool, and basketball court.

JOINT RESPONSIBILITY
All individuals who are present in the residence hall room where School policies are being violated are subject to disciplinary action. Residents will 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.

MISSING PERSONS
Students who are suspected to be missing persons should be reported immediately to The Reading Hospital and Medical Center's Security Department (610-988-8222) and the Coordinator of Student Services (610-741-0104). If TRHMC Security Department determines a student who has been reported missing has been missing for 24 hours, they will collaborate with The Reading Hospital School of Health Sciences Director or designee to:

- Notify the suspected missing person's emergency contact (MSC);
- Notify a parent or guardian if the student is under 18 years old; and
- Notify appropriate law enforcement officials.

Note: The school may choose to notify parents, guardians, other emergency contacts, or the local police regardless of the missing student's age or the length of time missing. (I.e. nothing precludes an institution from notifying a student's parents, or anyone else they deem necessary, that the student is missing - the FERPA health and safety exception fully permits this.)

NON-COMPLIANCE
Resident Assistants and staff are available 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 who reserves the right to dismiss students from the Residence Hall for any infractions of policy or failure to follow the directions given by any Resident Assistant or Coordinator of Student Services.

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.

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 secure personal covered by insurance if needed.

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.

Right to Entry: 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, emergency, or for any other reason associated with the safety and security of the residents.

Safety Room Inspections: Authorized personnel may and will search students' rooms to remove items that are in violation of the School, federal, state, or municipal law or regulations. Unannounced periodic room inspections will be conducted by school officials to verify compliance with safety inspections.

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 ASSISTANT
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.

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.

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.

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 and Hospital Security 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, Hospital Security, 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 purchasing 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.

SHUTTLE BUS

Resident students will be transported to and from the Hospital and the School of Health Sciences 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

The resident student may hang items on the room wall using only existing hooks or nails. Students are not permitted to use any kind of tape, screws, wall mountings, sticky tack, or anything other than **3M 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 except in the case of fire or emergency. 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.

WITHDRAWN / TERMINATED STUDENTS

Students that withdrawal from their program discipline or are terminated will not be permitted to remain at Residence Hall. Students are required to vacate immediately upon notice.

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.

Name: _____

Signature: _____

Date: _____