



2023-2024 Undergraduate Student Handbook

RESIDENCE LIFE

Residence Hall Guide to Community Living

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Mission Statement

In response to the ever-changing needs of college students, the residence life staff provides a program of student services designed to enrich the quality of life of Meredith students. By offering programming, maintaining safety, and intervening in crisis situations, we provide an environment conducive to student success at Meredith.

Philosophy

The philosophy of the residence life staff is one that recognizes and affirms the unique worth of each student and her potential for growth. To enhance and supplement the classroom experience, the residence life staff promotes activities, programming, and community building that contribute to the holistic development of the student. The residential setting, as a living & learning dimension of campus life, is perhaps the single most important synthesis of classroom learning and college experience.

A commitment to the living & learning environment provides the motivation for community building that serves students and provides opportunities for intellectual, physical, social, emotional, and professional growth. The Residents Housing Association provides the structure for the governance of residence halls and apartments and is instrumental in planning and monitoring campus communications as well as special housing and campus programming. Residence representatives, Resident Assistants (RAs), and Residence Directors (RDs) assess and respond to the particular interests and needs of their students. and provide interesting, challenging, informative, and entertaining programs and events. The residence life staff provides a program of student services designed to enrich the quality of life of Meredith students.

We're Here to Help

Resident students at Meredith enjoy many opportunities while living on campus. Enjoyment of these opportunities depends upon personal involvement as well as personal commitment to the welfare and needs of residents living in a community. Each resident must take personal responsibility to abide by the rules and regulations, so the group as a whole can function effectively and benefit from the creative interaction of campus living.

The residence life staff provides a program of student services designed to enrich the quality of life for Meredith students. The residence life staff includes the director of residence life, residence life administrative assistant, residence directors, apartment manager, resident assistants, community assistants and the Residents Housing Association.

Director of Residence Life, 219 Park, 919-760-8633 or reslife@meredith.edu.

Residence Directors

Residence directors (RDs) are full-time staff members who live in the residence halls on campus. RDs are trained in the areas of student development, crisis intervention and coaching

skills. RDs are available to assist students with social, emotional, and academic concerns. They perform a variety of duties on campus, work in the Office of Residence Life, and are available to assist students with questions or concerns. Residence directors supervise the resident assistants of the building and serve as a resource to their residents and students on campus. Emergencies should be reported immediately to the residence director on duty, who maintains contact with security. Residence Directors serve on the College’s Incident Management Team to respond to resident emergencies.

If you have an emergency and need to contact a professional staff member to respond, call the Residence Director (RD) on Duty at 919-612-6350 (if there is no answer, leave a voicemail message with your name, message and contact number). You may also contact your RA on Duty in addition to leaving a message on the RD on Duty phone.

Residence Directors’ Office Phone Numbers:

- Vann and Stringfield Halls, Samantha DiStefano, 919-760-8870
- Brewer Hall, Launa Steward, 919-760-8528
- Faircloth Hall, Brittany Kilgore, 919-760-8503
- Heilman Hall, Vanessa Gutierrez, 919-760-8027

Resident Assistants

Resident assistants (RAs) are student staff who live on each floor of the residence halls. They are supervised by the residence director of the building. Primary responsibilities include:

- To be accessible to the residents on the floor for assistance and guidance.
- To uphold and enforce the Honor Code.
- To encourage student participation in campus activities. To facilitate campus communication.
- To create a positive living & learning environment on her floor, which will enhance and facilitate maximum community interaction and encourage accelerated personal growth.

Resident Assistants

	Brewer	Stringfield	Heilman	Faircloth	Vann
1st	Willa Harrington	Wanjiru Mambo	Adeline Whittington	Hailey Martin	Bella AlleIn
2nd	Jillian Jackson	Kelsey Lancaster	Matt Martinez	Madison Bell	Lydia Bonecutter
3rd	Myan Ortiz	Atiqua Prithu	Grace Dunn	N’Shiyua Tatum	Cara Nelson
4th	Emily Wood	Kennady Clark	N/A	N/A	Wynter Henderson

Oaks Student Staff Members

Community Assistants			
Kaelyn Coleman	Shae-Lynn Henderson	Tiani Hinnant	Kasey Wilkins

Contacting Residence Life

- TBA
Director
919 -760-8633
reslife@meredith.edu
- Mary Bryant
Administrative Assistant
919-760-8633
reslife@meredith.edu
- Samantha DiStefano
Residence Director, Vann and Stringfield
919-760-8870
sdistefano@meredith.edu
- Brittany Kilgore
Residence Director, Faircloth
919-760-8503
bkilgore@meredith.edu
- Launa Steward
Residence Director, Brewer
919-760-8528
lasteward@meredith.edu
- Vanessa Gutierrez
Residence Director, Heilman
919-760-8027
vygutierrez@meredith.edu
- Kelsey McKelvey
Oaks Apartment Manager
919-760-8506
kjmckelvey@meredith.edu

On-Duty Residence Life Staff

Residence life team members are here to assist you. Staff members serve on a rotating schedule to be on duty to assist resident students who need assistance. Residents are encouraged to communicate concerns, questions or issues to the Resident Assistants (RA) on their floors and then contact the Residence Director (RD) in their building if additional assistance is needed. If a student has an issue and their own RA or RD is not available, the RA on Duty or RD on Duty may be contacted, depending upon the situation. Residence Life staff will provide

additional information about when to call on-duty staff during floor and hall meetings, on building and floor signs, and through communications sent to resident students.

RA (Resident Assistant) on Duty

For situations that are not major emergencies or issues and when the RA on floor is not available or not on duty, contact the RA on Duty for your building (see chart below). Examples of when to contact the RA on Duty include routine floor or room questions, roommate or suite conflicts, minor medical issues, minor facility requests, residence life policy questions, how to use campus resources, how to get involved in floor and residence life activities, assistance with transition to campus and living on campus, etc. Depending upon the situation, the RA on Duty will contact the RD on Duty for assistance.

Resident Assistant (RA) on Duty Phone Numbers

Resident Assistant (RA) on Duty Phone Numbers	
RA1 - Stringfield, Vann	(919) 214-8985
RA2 - Brewer, Heilman, Faircloth	(984) 242-9278
CA - Oaks	(919) 532-4815

5:00 p.m. to 8:00 a.m. on weekdays and 5:00 p.m. Friday - Monday at 8:00 a.m.

Residence Director (RD) on Duty

If you have an emergency situation such as a a major medical or mental health emergency, flooding in your room or bathroom, major electrical outage, etc., that needs immediate response, contact the RD (Residence Director) on Duty at 919-612-6350 (leave voicemail message if there is no answer) or Campus Police at 919-760-8888. If a resident has an unresolved issue in their living situation and has already worked with the RA on the floor to resolve this, the resident should contact their own building RD for additional assistance.

For medical emergencies, call 911 and then call Campus Police at 919-760-8888 so they can direct EMS to the correct location. For medical emergencies, also call the RD on Duty at 919-612-6350.

Getting Involved in Your Residence Hall

Hall Meetings

Freshman hall meetings are held during the week of freshman orientation and throughout the year. upperclass hall meetings are held during each semester as necessary. Hall meetings are used as times to discuss community issues, upcoming programs, and other campus information. Attendance is required at all hall meetings. Residents who are not in attendance for a hall meeting will be required to meet individually with their RD.

The staff of each residence hall sponsors a variety of social, cultural, educational, recreational, and community service programs and activities. At the beginning of the year, your RA may ask for suggestions about the types of programs and activities that interest you.

Getting involved in the programs and activities that occur on your floor and in your building will help you to learn about yourself, your community, and the world around you.

Personalizing Your Space

Each resident is provided a standard size twin bed, dresser, desk, chair and closet. Some students coordinate bedding and discuss color schemes with their roommates before even setting foot into their room of bare walls and stripped beds. Others let the room evolve. All students find a way to make their room a home away from home for themselves. Decorating a residence hall room can be one of the most creative “budget” efforts a student ever undertakes. The key to residence hall decorating is learning to incorporate existing furniture with flexible items you add like rugs or free-standing shelves. Posters and personal items can warm up your room. Just remember to keep it safe (no candles or possessions that are fire hazards—see Fire Emergency Procedures for complete fire hazard information) and keep it temporary (you’ll have to leave the room as you found it). Have fun!

All furniture provided in each room is required to stay in the room. The college does not provide furniture storage. Furniture cannot be removed from a room. Residents will be fined for missing furniture.

Roommates

Students will say that some of the biggest unfounded fears about college relate to having a roommate. It is true that it is rare for roommates to agree on everything, however, when roommates take the time to learn about each other and to talk about each other’s likes and dislikes, they quickly pave the way for positive living experiences. It helps to begin thinking about how you can be a good roommate to someone else. Here are some tips about being a good roommate:

- Communicate – have open lines of communication
- Be open and friendly – respect other residents on in your building
- Set boundaries – determine how you will share items
- Be understanding – everyone can have a bad day.
- Respect privacy – allow opportunities for personal care
- Ask before you borrow – ask for permission before using others’ items
- Resolve conflicts – communicate early; don’t let things linger

Remember: Give your roommate the courtesy of **speaking directly about any problem** before your roommate hears it from someone else.

Roommate Agreement

Each pair of freshman roommates will complete a roommate agreement during their first few weeks together as roommates. This Roommate Agreement should be helpful to students as they negotiate the guidelines they want to follow in their roommate relationships. The Roommate Agreement may also be used for suitemates to discuss negotiating shared space in the suite. The Roommate Agreement document is available on the Residence Life MyMeredith site.

Roommate Bill of Rights and Responsibilities

As a Meredith College residence hall community member, following are the rights you can expect and have a responsibility to maintain.

- The right to read and study free from undue interference in one's room (unreasonable noise and other distractions inhibit the exercise of this right).
- The right to sleep without undue disturbance from noise, guests of a roommate, etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean and safe environment in which to live.
- The right to free access to one's room and bathroom without pressure from a roommate.
- The right to responsible personal privacy.
- The right to address grievances. Residence hall staff (RAs and RDs) are available for assisting in settling conflicts.
- The right to be free from fear of physical and/or emotional intimidation.

How to Make It Work

Once roommates have talked about each other's likes and dislikes, they will read through the Roommate Agreement and complete the form. Remember, you should directly talk with your roommate and suitemates if something is bothering you. The sooner the concern is talked about, the sooner it can be resolved. Resident Assistants and Residence Directors are very helpful resources to students as they work through their differences. Once your roommate relationship has developed past the adjustment period, you'll find that getting to know your roommate and suitemates is one of the most rewarding experiences of your college years.

Residence Hall Procedures

Housing Contract

A student who lives on campus signs a contract for student housing. The contract is binding for one academic year, consisting of fall and spring semesters of the same academic year.

Students are responsible for meeting all terms of the contract. Any student who does not fulfill the contract is subject to a \$500 fee for breaking the contract.

Check-in Procedures

Each resident student must secure a room key, sign a housing contract and complete a Room Condition Report. If room changes occur during the academic year, all keys must be returned and exchanged for keys to the new room within 48 hours of receiving their new key. If a resident does not return their old key within 48 hours they will be charged for a lock change.

Check-Out Procedure

1. Make an appointment with the RA to complete room check-out or use Express Check-Out.
2. Remove all belongings from the room.
3. Put all trash and recyclables in appropriate containers.
4. Clean and sweep room and bathroom and clear walls (do not sweep trash into the hall).
5. Be sure all college furniture is in the room.
6. Meet with the RA for room check for cleanliness and damages.
7. Both the student and the RA sign and date the Room Condition Report.
8. Leave room key and Room Condition Report with the RA. For Express Check-Out, the room key is to be put in an Express envelope and dropped in the lock box next to the Residence Director's office.
9. The last occupant to check-out locks the bathroom connecting door, then locks the door to her room before turning in her Room Condition Report and key.
10. Students vacating the residence halls must do so within 24 hours after terminating their housing contract. Failure to check out properly will result in a \$50 improper check out fee and \$60 lock and key replacement fee.
11. The room must be in the same condition it was upon arrival. Fines can be issued to residents who do not leave their room in an acceptable condition.
12. A student who withdraws or takes a leave from the college must move out within 24-48 hours. Students who are suspended from the College also need to make immediate plans to move out of their on-campus residence.

Withdrawing or Taking a Leave of Absence from the College

A resident who is withdrawing from the College should make an appointment or contact the office of the Dean of Students to complete a withdrawal form. A resident who is applying for a leave of absence may access the leave form in the Office of the Registrar. Both fillable forms are also found on the web site for the Office of the Registrar at <https://www.meredith.edu/registrar/official-forms/> and can be emailed to the Office of the Dean of Students (withdrawal form to deanofstudents@meredith.edu) or the Office of the Registrar (leave of absence form to registrar@meredith.edu). A student not planning to return to school following the semester break must remove all belongings from the residence hall before leaving for break. A resident who decides not to return to school for the spring semester must remove all belongings from the residence hall prior to the date residents return to campus.

A resident who withdraws or takes a leave of absence from the college must move out within 24- 48 hours or, if extenuating circumstances exist, to discuss with the dean of students or director of residence life a reasonable timeline for move out. A student who has been involuntarily removed or withdrawn from the College should follow instructions from a College official about the timeline for move out.

Keys

Room keys cannot be loaned to another individual (friend, parent) for use at any time. Only the resident may possess and use the key to her room. Keys are not to be duplicated and are to be

returned when the room is vacated. Lost keys are to be reported immediately to the Office of Residence Life with a request for a lock change.

A charge will be assessed for a lock replacement and new key. The charge for a loaner key is \$10. The charge for a new lock and two new keys is \$60.

Responsibility for Damage

Residents are held responsible for damage to residence hall buildings or furniture and will be charged cleaning and damage fees when they have caused damage to their own rooms or common areas.

The cost of repairs for damage of campus areas will be shared by the students responsible or, if no one takes responsibility for the damage, all resident students served by the damaged common area may be fined.

Lock-outs

Students should keep their doors locked and carry their keys at all times. If a resident is locked out of their on-campus room, the resident should contact the following staff depending upon the time of day:

- 8:00 a.m. – 5:00 p.m. Any resident who is locked out of their on-campus room should call 919-760-8633 to reach a Residence Life staff member. The staff member will provide assistance and unlock a resident's door to reduce the touch points of loaning and returning a key.
- 5:00 p.m. – 11:00 p.m. Contact the RA on duty for assistance. If necessary, the RA will inform the RD on Duty that a student is locked out of their room and needs access.

RA on Duty Phone Numbers	
RA - Stringfield, Vann	(919) 780-0547
RA - Brewer, Heilman, Faircloth	(984) 242-9278
CA - Oaks	(919) 532-4815

- 11:00 p.m. – 8:00 a.m. Contact Campus Police at 919-760-8888.
- A \$10 fine will be charged for door opening. For bathroom lock-outs, suitemate(s) will be fined.

A \$10.00 fine will be charged each time a master key must be used to open a locked door which will be added to a student's account. A student will be required to show her Meredith CamCard before the door will be unlocked. For repeat lock-outs a student may be charged a higher fine.

A \$10.00 fine may be charged to open a suite bathroom door.

Residence Hall Closings Over Breaks

Residents are permitted to stay in the residence halls during Fall Break, Spring Break, and Easter break. During these breaks, Campus Dining (BeeHive, Belk Dining Hall, and the Library POD) are closed while the residence halls remain open. Residence halls will be closed for

winter break during the time between fall and spring semesters meaning residents are unable to access their rooms. For safety purposes:

- Residents who do not stay on campus during breaks other than the winter break are encouraged to unplug their room belongings in case of severe weather or electrical surges. The college is not responsible for damages for items left plugged in during a campus break.
- Residence hall staff will check rooms to ensure that everything is turned off and the doors are locked.
- For assistance during a campus break during which the halls are available, contact the RD on Duty at 919-612-6350 or Campus Police at 919-760-8888.
- The Residence Director on Duty and the RA on Duty are not available during winter break.
- Campus Dining Service is not available during any College break. Students who remain on campus for campus breaks may access food items at the Daisy Trade.

Housing Assignments

The College reserves the right to move a student to a different room at any time if a reassignment is deemed appropriate by the director of residence life and/or the dean of students. While it is ideal for a student to be given notice before another student is assigned to a residence hall room or Oaks apartment, this is not always possible if there is a compressed time frame, such as right before a new semester begins.

Grievance Procedures for Housing Concerns

A student who experiences a housing problem during the academic year should discuss the problem with the resident assistant responsible on the floor or the residence director responsible for the student's residence hall. If the problem cannot be resolved through discussion with the resident assistant or the residence director, the student may make an appointment with the director of residence life for further consideration.

Roommate Communication

Students who have issues or concerns with roommates or suitemates are strongly encouraged to discuss these in a civil and respectful manner. Use these tips for productive civil communication:

1. Listen to understand.
2. Be aware of your own biases and assumptions.
3. Speak from your own unique experience.
4. Use "I" Statements.
5. Talk about ideas, not people.
6. Words matter; be careful how you use them!

Residence Life staff is also available to assist with roommate and suite mediations.

Room Changes

If warranted, residence directors are available to assist students with room change requests. Residents requesting a room change are required to meet with their RD to discuss their request and options for changing rooms.

Students may move from one room to another with permission from their RD or the RD of the building requested building. Students who are approved may change rooms without charge. Room changes may be requested starting the 10th class day of each semester.

In order to make a room change:

1. Meet with residence life staff to discuss your request and to obtain a Room Change Form.
2. Once approved for a room change, complete and secure the signatures of all involved.
3. Move from your former room to your future room.
4. Follow the proper Check-In/Check-Out procedures as outlined earlier in this section and either meet with an RA or do Express Check-Out.
5. Return the former room key to RD within 48 hours of receiving the new key.
6. A resident who moves and does not turn in her old room key within 48 hours will be billed \$60 for a lock change and new keys.

Follow check-out procedures for the old room and check-in procedures for the new room. Residents who do not follow proper room change procedures will be charged \$50 for an improper check-out.

Private Rooms

Residents can rent a double room as a private room for an additional fee of \$750 per semester. Private rooms are granted as space allows.

A student may move into an unoccupied room if the private room fee is paid, which is an additional \$750 per semester. The private room option is only available if there is space and with approval of the director of residence life. A room that is not designated as a private room must be ready for a second roommate to move into or result in a \$50 fine.

If one student occupies a double occupancy room, that individual has the following options:

- move to another room with another student
- have another student move in with that individual
- pay the private room fee so that a roommate will not be assigned
- be randomly assigned a roommate at any time a space is needed

The College reserves the right to consolidate rooms when needed.

Vacancies

When a vacancy occurs in a double occupancy room and space allows, the Office of Residence Life has the right to assign a new roommate at any time. A student who lives in a double room with a vacancy must keep her room available to receive a roommate at any time by leaving one

dresser, desk, bed, and closet empty. The College reserves the right to assign a student to a vacant space. While the Office of Residence Life will strive to provide notice before assigning a student to a vacant room/space, it is not always possible to give advance notice, especially before the start of a semester. A room that is not ready for a second roommate to move into can result in a \$50 fine to the resident.

Insurance Claims

The College is not responsible for the loss or damage of personal property in the residence halls. In most cases, a student's personal property is covered under their family's homeowner's insurance. When this coverage does not apply, students should secure insurance coverage under a renter's policy.

Residence Life Policies

Note: Any modifications to residence life policies are communicated by residence life staff and through Meredith email.

Honor Council

The Honor System is a long-cherished tradition and a basis for all life at Meredith. It is essential that each student commit to abide by and uphold Meredith's Honor Code and system of self-government. A student violating college policies included in the "Residence Hall Guide to Community Living" or the Student Handbook will be obligated to report herself to the solicitor general of the Honor Council. See detailed information about the Honor Council on the Honor System page.

Ignorance of a rule or regulation shall not be accepted as a defense by the Honor Council as every student is responsible for understanding the Honor Code.

Residence Hearings Committee

The Residence Hearings Committee is a branch of the Honor System. The solicitor general assigns hearings to the Residence Hearings Committee. Students appealing a residence hall fine should contact the clerk of the Residence Hearings Committee. See detailed information about the Residence Hearings Committee in the [Honor System section of the Student Handbook](#).

Alcohol and Other Drugs

The College strongly discourages illegal and irresponsible use of alcoholic beverages by Meredith students. North Carolina State law prohibits the use or possession of alcoholic beverages for persons who are under twenty-one years of age.

- The possession and/or consumption of alcoholic beverages on campus or in any College building by students or their guests is prohibited except by those of legal age in individual rooms in residence halls and in The Oaks on-campus apartments.
- Any amount of alcohol possessed or consumed by persons under the age of twenty-one shall be considered "possession."
- Providing alcohol to any person who is under the age of twenty-one is illegal.

- Memento bottles are permitted for those who are at least 21 years of age and reside in residence halls or The Oaks on-campus. Memento bottles are containers that have previously contained alcohol.
- A student may not attend class while under the influence of alcohol.
- Open containers of alcohol are not permitted in any common or community area including parlors, hallways, breezeways, the Courtyard, and outdoor areas.
- Kegs of any volume of alcohol are not allowed in the Residence Halls or The Oaks on-campus apartments.
- Residents who are 21 years of age or older may consume alcohol inside individual residence hall rooms in residence halls and individual apartments in The Oaks on-campus apartments. As the resident you are responsible for:
 - NOT providing/ selling/enabling access to alcohol to underage students and guests
 - NOT permitting your ID to be used by others
 - NOT driving any vehicle (including bikes or electric scooters) while impaired
 - NOT consuming alcohol in public areas of the residence halls or The Oaks on-campus apartments (parlors, hallways, breezeways, stairwells, the back patio, the Courtyard, surrounding areas, etc.).
- The Residence life staff can require residents and guests to provide a valid photo identification in addition to a Meredith issued identification.

Inappropriate or illegal behavior related to alcohol use will result in disciplinary action. Meredith students are expected to represent the College with dignity at all times. Students who choose to possess and consume alcohol are encouraged to do so responsibly and not in a manner that would disrupt the living community or endanger themselves or others. Misuse of alcohol will not be tolerated. Misuse shall include but is not limited to:

- Compromising personal health and safety
- Endangering or damaging the reputation of the College
- Infringing upon the rights of others
- Disrupting the life of the community (e.g., public intoxication)
- Possessing or consuming alcohol under the age of 21
- Aiding and abetting a minor in the consumption or possession of alcohol
- Use of fake ID
- Alcohol abuse

Students shall not possess or consume intoxicants at any College-sponsored functions sponsored by Meredith students or any Meredith student organization. Students participating in any Meredith or Meredith-affiliated study abroad program are expected to follow the laws of the host country and host institution during any study abroad program.

Meredith believes it essential to the well-being of students to make every effort to maintain a campus environment free of such influences as illegal drugs. In view of this belief, the Board of Trustees has articulated the following policy related to illegal drugs. The policy simply stated is as follows: Meredith College students shall not illegally manufacture, possess, sell or deliver a

controlled substance or counterfeit controlled substance or possess drug paraphernalia. Paraphernalia, as defined by the [North Carolina General Statutes](#), shall be considered possession of a drug. The abuse or misuse of any prescription drug by any student also is prohibited. Abuse and misuse of prescription drugs includes taking medication in ways other than prescribed, and/or providing or selling prescription drugs. The terms “controlled substance” and “counterfeit controlled substance” shall be defined in accordance with the definitions set out in the [North Carolina General Statutes](#).

Any student suspected of a violation of this policy is subject to a hearing by the Meredith College Honor Council. If found responsible, the student will receive sanctions – both punitive and educational. Depending upon the nature and severity of the violation, punitive sanctions may range from probation to suspension, delay of graduation, or expulsion. In addition to a punitive sanction, appropriate educational and counseling sanctions will be levied. The violator may also be subject to North Carolina law. Drivers deemed by campus police to be impaired will not be allowed to operate vehicles on campus. The threshold of impairment is very low (any alcohol or controlled substance previously consumed remaining in the body) for persons under the age of twenty-one. Campus Police will send a report to the Dean of Students in the case of any student deemed to be driving while impaired. In the case of a resident student deemed to be driving while impaired, an immediate report will be made to the residence director on duty or the apartment manager.

Medical Amnesty

Student health and safety are of primary importance to the Meredith College community. The essence of the Medical Amnesty policy is that each individual has an ethical responsibility to help those in need. The Medical Amnesty policy encourages students to seek or request immediate medical assistance for themselves or others when there is concern about extreme intoxication, alcohol poisoning and/or sexual misconduct that threatens a student’s health and safety. When a student requests medical assistance (for 13 herself or another student) because she or another student has consumed too much alcohol, or is at risk of being a victim of sexual misconduct, neither student will be subject to Honor Council action for the consumption. This policy does not preclude Honor Council actions regarding other violations of College policies and does not protect the intoxicated students from actions taken by local, state, or federal authorities.

When seeking immediate medical attention, contact 911 (or 9-911 from a campus phone), then call Campus Police at 919-760-8888 (or ext. 8888 from campus phone). First responders will assess the need for next steps in medical attention, treatment, or hospitalization.

Animals and Pets

Service Animals: Service Animals are highly trained to perform specific tasks that create equal access to the College for individuals with disabilities. Service Animals are allowed everywhere the student goes on campus. While not required, students with Service Animals are invited to complete the Voluntary Service Animal Identification form (<https://bit.ly/MCvolSAreg>) so the Disability Services staff can facilitate appropriate accommodations and promote a smooth

transition for the student and Service Animal. Refer to the Meredith College Service Animal Policy (<https://bit.ly/MC-SA-Policy>) for more information.

Emotional Support: Animals Emotional Support Animals (ESAs) are not required to have formal training and provide passive support to individuals with disabilities. Approved ESAs are only allowed in students' assigned residence rooms and prohibited from all other College facilities. ESAs are not allowed on campus unless they have been approved through the ESA approval process. Students requesting an ESA accommodation must contact Meredith College Disability Services, submit documentation of the disability, and follow the established procedures for ESA requests. Learn more by referring to the Meredith College ESA Policy (http://bit.ly/MC_ESA_Policy).

ESAs may not be brought to campus prior to official approval by Disability Services.

Unapproved ESAs in on-campus housing will result in a **\$100/day fine** and referral to the Director of Residence Life, Residence Hearing Committee (RHC), and/or the Office of the Dean of Students. Even if the individual with a disability establishes necessity for an ESA and it is allowed in a student's on-campus housing room under the Fair Housing Act (FHA), the ESA is not permitted in other areas of the College (e.g. parlors, common areas in residence halls, dining facilities, libraries, academic buildings, athletic buildings and facilities, classrooms, labs, offices, etc.).

The College reserves the right to order removal of any Service Animal or ESA if (1) the animal creates an unmanageable disturbance or interference with the college community, (2) the animal poses a direct threat to the health or safety of others or causes substantial property damage, or (3) the animal's presence results in a fundamental alteration of a College program. For more information, refer to the [Meredith College Emotional Support Animal Policy and Agreement](#).

Pets: Residence hall residents are not permitted to house, host or otherwise have a pet (besides fish) in their room including pet-sitting for family members or pay. This includes pet sitting approved ESAs on campus. Any unauthorized animal will result in a \$100 fee per day. For questions about emotional support animals and service animals, refer to the [Meredith College ESA Policy and Agreement](#).

Resident students are permitted to have fish as pets in a maximum 10-gallon tank. Dimensions cannot exceed 20" x 11" x 12". One tank/aquarium is permitted per bedroom. Tanks are required to be housed in an individual bedroom. Residents will be responsible for any charges incurred from pet damages, cleaning or replacement of furniture/carpet.

Visiting pets must remain outside with their owners.

Smoking Policy

All residence halls at Meredith College are smoke-free environments including balconies and breezeways. Individuals who smoke or vape must do so outside in designated areas, which are

outlined in the [College Policies](#) section of the Student Handbook. If an individual is found to be smoking inside (including e-cigarettes and vaporizing), the action will result in the resident being referred to the Residents Hearings Committee for disciplinary action. See College Policies for more information on the smoking policy.

Babysitting Policy

For health and safety reasons, babysitting is not permitted on campus regardless of the age of the child. The residence halls and apartments are not appropriate communities for young children, especially infants, and includes children in the MAP program and the Ellen Brewer House.

Bicycle Policy

Bicycles are to be registered with campus police and registration is free. Bicycles are to be stored in the bike racks outside the residence halls or campus apartments unless they can be disassembled and stored in the student's room in such a way as not to create a fire hazard or infringe on a roommate's space. The penalty for violation of this policy is a \$15 fine. Bicycles that appear to be abandoned may be subject to removal by Campus Police.

Married Students

Married students who meet the residence requirements may live in the Meredith residence halls under the following conditions:

- On-campus housing for a married student must be approved by the director of residence life.
- All student government regulations apply to married students according to their academic classification.
- All residence hall rules and regulations apply to married students.
- Spouses are not eligible to reside with the student.

Residence Requirements

Campus residence halls are living & learning environments that provide supportive communities for student development. Residents are encouraged to take advantage of the opportunities for building friendships, developing interpersonal and communications skills, and participating in programs and activities that are all part of the residential living experience.

1. Campus housing is available to undergraduate degree-seeking students, including students in the Wings program.
2. First and second year students under the age of 21 (regardless of hours completed) must live in the residence halls or reside off campus and commute from the primary residence of their parents, spouses, or (with special permission) another close relative. Freshman and transfer students who enter the College over the age of 21 may apply to live off campus.
3. Continuing juniors and seniors (students in their third and fourth years at Meredith) with at least a 2.0 GPA may request to live off campus by a designated deadline in the spring semester. Along with at least a 2.0 GPA, students must have at least 60 hours or have resided at least four semesters in the residence halls. Transfer students who meet

established eligibility requirements as stated on the transfer application for admission may apply as commuting students under the off-campus housing option.

4. Resident students must be enrolled as full-time (at least 12 hours) students while living in the residence halls. If a student drops below full-time, the resident will not be eligible to live on campus unless approved by the Dean of Students.
5. Students interested in housing in The Oaks apartments during the summer terms should check with the Office of Residence Life for housing options and stipulations.
6. Residents are charged for room and board on their student account. All residence hall residents are required to have a meal plan (Oaks residents may opt into a meal plan). Freshmen enjoy the all-access meal plan option. Sophomores, juniors and seniors can opt to change meal plans. All meal plans are the same price and part of the room and board fees. For more information, contact campus dining.
7. The cost of health services and meals in the dining hall are included in the payment for room and board for the residence halls. Oaks residents pay a Health Center fee. Meal plan information for Oaks residents can be found on the campus dining website.
8. Students who do not meet the requirements to live off campus but choose to do so can be charged the full amount of room and board for the academic year.
9. Housing contracts are for the entire academic year.
10. Residential policies will be reviewed annually.

Right of Entry

Authorized college personnel, including but not limited to the dean of students, director of residence life, security officers, residence directors, resident assistants, and facilities staff, may enter student rooms at any and all times to assure that college policies are being upheld, to inspect, and to make such repairs to the space as the College may deem appropriate.

Room Regulations

- Each room will be inspected by the resident assistant before the resident moves into the room. If rooms are changed during the year, the proper check-in/check-out procedure must be followed.
- Students may not be destructive of college property when decorating rooms. They may not paint furniture, rooms, walls, or doors (see Responsibility for Damage for more information).
- Residents are not permitted to affix or otherwise mount televisions to a wall.
- For health reasons, all dishes should be properly cleaned after use. No dirty dishes should be left in kitchens. Dishes and glasses are not to be removed from the dining hall.
- All cooking must be done in the residence hall kitchens.
- Bed risers are not permitted.
- Ceiling fans are not permitted.
- Using any parlor furniture or other college furnishings in residence rooms is prohibited.
- Entry or exit through windows is prohibited, including moving items in through a window or having a friend announce his/her arrival by knocking on a window.

Quiet Hours

Quiet hours are from 10 p.m. – 10 a.m. Sunday through Thursday. On weekends, quiet hours are 12:00 midnight – 10:00 a.m. Friday and Saturday.

Noise

Individuals shall use discretion where and when noise is concerned both in and around the premises. Courtesy hours are always in effect outside of quiet hours, and both residents and guests shall be considerate of others' rights to study and sleep, especially between the hours of 10:00 p.m. and 10:00 a.m. Sunday - Thursday. Excessive noise or large parties are not acceptable. Residents in violation of courtesy and quiet hours may be fined \$15 for the first offense and \$25 for the second offense. Further offenses may be referred to Honor Council for possible disorderly conduct violation.

Fire Safety Policies

- Candles, incense, wax warmers, electric candle warmers, oil warmers (any product that melts wax or warms oil), or any open flames are prohibited in the residence halls.
- No flammable chemicals are to be kept in the residence halls.
- Tampering with fire safety equipment including smoke detectors and sprinklers is prohibited.
- Residents shall not hang items from sprinkler pipes or sprinkler heads.
- Each outside door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time.
- Residents are not permitted to tamper with fire extinguishers or to falsely pull a fire alarm. Residents are required to exit the building during any and all fire drills or when the fire alarm is sounding.
- Each residence hall room door is equipped with an automatic door closure for fire safety. These closures are not to be tampered with at any time. Dismantling the closure is considered tampering with fire equipment and will result in a \$50 fine.
- All electrical extensions appliances are required to have an on/off switch.

Violation of these fire safety policies can result in a \$50.00 fine. The fine for each individual candle is \$50 each. Fire safety violations are not eligible for appeal through the Honor System. Students who wish to appeal fire and life violations may contact the director of residence life.

Fire and Life Safety Guidelines

For the safety of all resident students:

- Candles, incense, or any open flames are prohibited in the residence halls. No flammable chemicals are to be kept in residence halls.
- Electric holiday lights or decorative string lights (with the exception of battery-operated lights) may not be used anywhere in the residence halls. All decorations must be nonflammable or treated with fire retardant chemicals.
- Wax warmers are not permitted in the residence halls
- Meredith College bans from campus residential spaces the indoor storage, operating, or charging of hover boards and similar products. Neither residents nor their guests are permitted to have or use hover boards within residential spaces on campus. This ban

applies to all residential spaces including the residence halls and Oaks apartments both inside rooms and in public areas.

- Live or cut holiday trees are not permitted.
- Metal trash cans are recommended.
- All hallways and exit ways are to be kept clear of obstructions with complete access available at all times. Students who leave items in the hall may be fined. "Welcome mats" are prohibited.
- All students must exit the building immediately when fire drills are conducted or the fire alarm sounds.
- Smoking in any resident room or residence hall is prohibited.
- No tissue paper or other flammable materials may be placed on walls or doors except on designated bulletin boards.
- Posters and notices cannot be placed on exit doors, stairwell doors or walls. Use only hall bulletin boards and the bulletin boards that are provided for you on your door.
- Draperies must be made of fire resistant material.
- Residents are not permitted to hang or affix any items to the ceiling.
- All types of extension cords are prohibited in the residence hall. Only UL-approved surge protector power strips or other products with on/off switch may be used. All power strips need to be plugged into the wall. A power strip cannot be plugged into another power strip. No electrical splitters of any kind may be used in the residence halls.
- Electrical appliances of any kind (i.e., hair dryer, curling iron, curlers) must be Underwriters' Laboratories (UL) approved. Students are expected to use all appliances with utmost safety.
- One single-cup coffee brewer is permitted per room. Coffee makers with a hot plate are not permitted.

Electrical cooking appliances or food preparation appliances are not permitted (deep fryers, toasters, toaster ovens, sandwich makers, drip coffee makers, indoor grills, anything with a hot plate, etc.), sun lamps, personal microwave ovens and space heaters may not be used in the residence halls. Any cooking appliances found can be confiscated by the residence director and returned to the resident when it can be taken home.

- Personal-size blenders are permitted in the residence halls for student use. A personal blender is defined as an appliance that blends a drink in its own container and does not have a pitcher and lid. Residents who choose to have personal blenders in their rooms are responsible for:
 - Disposing of food waste accordingly to personal trash cans and/or on campus compost locations
 - NOT disposing of food waste down individual sink drains
 - NOT disposing of food waste in toilets
 - NOT disposing of food waste in shower drains/tubs

Residents will be held responsible for damage to sinks, toilets and showers if food waste is found to be the cause of damages. Damage fees will apply when they have caused damage to their own rooms or common areas.

- Irons must only be used in the designated area of each residence hall. Irons may be stored in resident rooms.
- One refrigerator is permitted per room and cannot exceed 4.5 cubic feet.
- Halogen and lava lamps of any kind are not allowed in the residence halls.

Fire safety violations are not eligible for appeal through the Honor System. Students who wish to appeal fire and life violations may contact the director of residence life.

Miscellaneous Residence Hall Safety Prohibitions

Residents should refer to the Security, Safety and Emergency Procedures section for more complete information.

- CamCards and keys cannot be given to other individuals for use including friends and parents.
- Use of sporting equipment such as skates, skateboards, roller blades or other similar items within residence halls is prohibited.
- Running in halls is prohibited.
- Laser pointers, spotlights, and other similar devices should not be used to target another student or their residence hall room.
- Residents and guests are not permitted to bring animals into their room or residence hall unless necessary for an individual requiring the assistance of service animals or the animal is an approved emotional support animal (ESA).
- Sleeping overnight in hallways and parlors is prohibited.
- Climbing on any campus roof or ledge is prohibited.
- Throwing any item(s) off of or up to a balcony or window is prohibited. Violation if any of these policies will result in a \$15 fine.

Violation of any of these policies will result in a \$15 fine. A second violation is \$25.

Room Health and Safety Inspections

The residence life staff will conduct inspections once a semester and at campus closings in each residence hall room. The inspection will include a check for health and safety hazards such as:

1. Covered or blocked smoke detectors.
2. Electrical, heating, halogen lamps, lava lamps and cooking appliances.
3. Combustibles.
4. Housekeeping, health hazards, excessive and perishable trash.
5. Extension cords, non-surge protector power strips, electrical adapters with multiple plugs, and electrical extensions that do not have an on/off switch.
6. Surge protector extension cords plugged in to one another.
7. Candles and incense (\$50.00 fine for each item).
8. Wax warmers and electric candle warmers or anything that warms oil or melts wax.
9. Items hanging from or secured to the ceiling or sprinkler pipes.
10. Electric holiday lights.
11. Dismantled door closures (see "Fire Emergency Procedures").
12. College-owned parlor furniture.

Each violation of these policies will result in a \$15 fine, Residence Hearings Committee action, or the total cost of the damaged item. A second violation of the same type will result in a \$25 fine. Exception: There is a \$50.00 fine per candle or covered smoke detector.

Also see Security, Safety and Emergency Procedures for other fire safety regulations.

The residence life staff can confiscate items found in violation of College policies. Inspectors entering a student's room will leave a notification of the inspection. Violations are to be corrected within two working days. Fines issued for violations will be added to a student's account. Follow-up inspections will be conducted to determine if corrective action has been taken. Failure to correct safety violations will result in disciplinary action, and item(s) will be confiscated. Candles or other items may be confiscated during the first round of inspections. Any confiscated items that are not retrieved within four weeks will be thrown away. If a student is allowed to retrieve a confiscated item, the item must be permanently removed from campus living spaces.

Room Searches

Meredith reserves the right to inspect all rooms in the residence halls at any time and as often as deemed necessary. Attention will be given to maintenance, safety, health hazards, room damage, and compliance with college policies. A student will be responsible for any damage she does to college property. A residence director has the responsibility and the authority to conduct an immediate room search if deemed necessary. The College also reserves the right to conduct room searches and motor vehicle searches with reasonable suspicion of a violation of college policies. Procedures will be followed to ensure the protection of the student and her property.

If a report is made to the solicitor general of the Honor Council that one or more students are suspected of violating the Honor Code (i.e., possession of alcohol, possession of drugs, male guests in residence hall rooms, theft of personal property), and no specific information is given about a particular room, a warning may be given to the entire hall by the solicitor general. If there is reason to believe that a violation has previously occurred in a specific room but there is no evidence of a current violation, a personal warning may be given to the student(s) involved. If a hall warning or a personal warning is given and the problem persists, the residence life staff can conduct a search.

Theft of Personal Property

Residents are encouraged to secure sensitive documents, valuables, and medications. Residents who experience a theft or loss of personal property should alert Campus Police as soon as possible. Meredith is not responsible for the personal property of students. Families are encouraged to make sure that homeowner's insurance policies cover the student's residence hall property or consider obtaining renters' insurance. If a student has evidence that another student is responsible for theft, the student should immediately alert the Campus Police and solicitor general of the Honor Council.

Removal from Campus

The College may require a student to move off campus if they are exhibiting behavior and have taken actions that have put others at significant risk. Reasons may include a student who has repeatedly or significantly violated College or residence life policies; a student who has a communicable disease and must move off campus to protect the health and safety of others; a student who has been required to move off campus as a result of a decision by the Honor Council or campus administrator.

Facilities & Services

Kitchens

Kitchens for student use are located on the first floors of Vann, Brewer, Stringfield, and Faircloth; on each floor of Poteat and Heilman, and may be used between 10:00 am – midnight (Poteat Hall is not available for use in the 2023-24 academic year). Safety precautions should be observed at all times, and students are responsible for cleaning kitchens after using them. Residents who are using the kitchen should not leave cooking food unattended. If a kitchen is continually left in a dirty condition the RD has the authority to close it until further notice. Any dirty dishes left unattended in the kitchen may be thrown away.

Parking

Students must have a parking decal in order to park on the premises. A resident parking decal may be obtained through Campus Police. The parking decal should be displayed at all times while the vehicle is parked on campus. Permit is only for the parking areas adjacent to the residence halls.

Parlors

Parlors are located on each floor of the residence hall for the enjoyment and use of every resident. Please treat the parlor as you would the living room of your own home. Try to keep the parlors tidy, and respect the rights of others sharing the parlor. Do not use the parlor for any kind of painting project or construction project, i.e., Cornhuskin' props, organization banners, etc. Note: Residents are required to adhere to posted occupancy limits.

Microwaves

Microwaves are available on each floor of the residence halls. Residents using the microwave should never leave it unattended. Residents are not permitted to have microwaves in their rooms. Residents should use precautions when using the microwave and wipe down the handle before and after use.

Laundry Rooms

Automatic washers and dryers can be found in the following locations:

- Brewer: 1st and 3rd floors
- Faircloth: 1st and 4th floors
- Heilman: 1st, 2nd and 3rd floors
- Poteat: 1st, 2nd and 3rd floors (not available for use in 2023-24 year)

- Stringfield: 1st and 4th floors
- Vann: 1st and 4th floors

The cost of laundry services is included as part of the student room fee. Washers and dryers should not be used to wash and dry shoes or rugs. If a machine malfunctions, CSC Service Works should be called at 800-762-3452 to report the issue. Ironing boards are provided, but students must supply irons. Irons left on the ironing boards should be unplugged when unattended. No ironing is to be done in students' rooms. Irons may be stored in resident rooms. To reduce wait times and occupancy in the laundry rooms, students will sign up for laundry times. Residents should use precautions when using the laundry machines and wipe down the handles before and after use.

Post Office

The Willie J. King Postal Center, named for a long-time Meredith employee, is located on the first floor of Cate Center. The mail room is not an official U.S. Post Office, but stamps and supplies are available for purchase and packages will be accepted to send out via USPS or UPS. These services are available between the hours of 8 a.m. and 5 p.m., Monday through Friday, while classes are in session. Outgoing mail that requires special handling such as registered mail may be taken to any post office, including the Method Road branch of the U.S. Post Office, which is located within walking distance of the campus.

Student mail is available for pick-up Monday through Friday, during regular business hours. Students who receive packages by U.S. Mail, United Parcel Service (UPS) or FedEx will receive an email letting them know their package and/or letter mail is ready to be picked up. Students are required to bring their CamCards in order to receive mail and packages. Only the student to whom the letter/package is addressed may pick up the item.

Outgoing mail pickup is 5:00 p.m. Monday through Friday.

The following example shows the proper format for a student mailing address:

First and Last Name
 Room or Apartment Number, Residence Hall or Apartment Name
 Meredith College
 3800 Hillsborough Street
 Raleigh, NC 27607-5298

Technology Services

A campus-wide network provides e-mail and Internet access. All residence halls have wireless technology for access to the campus network. For information concerning residence hall room hook-up to the campus network, contact the technology services Help Desk at 919-760-2323.

Maintenance Requests

Requests for maintenance, housekeeping, and grounds-keeping may be made to the facilities services office, 919-760-8560 or by completing a service request form on the facilities services web site: <https://www.meredith.edu/facilities-services/service-requests/>. Facilities Services is not

able to make appointments for repairs. Staff will enter a room to complete a work order regardless of whether a resident is present.

Guests

Meredith students are responsible for the appropriate behavior of their campus guests. A guest is expected to observe the same regulations as the Meredith student. Guests will be responsible for paying for all meals eaten in the dining hall. Meredith students are expected to escort their campus guests at all times while in the residence halls. Guests are not permitted to be in a student room when the student is not present. Guests should carry a photo ID while visiting campus.

Residence Hall Guests

All guests are to be escorted by their Meredith host. Guests cannot be in a student's room without the student present.

Female Guests, Residence Hall: A female guest who is at least 16-years old is allowed to stay overnight on campus only if her host is also on campus. When hosting a female guest, a student should respect the rights of the roommate and suitemates regarding the behavior and length of stay of the guest. Female guests should be accompanied by a Meredith student. If the guest arrives after closing hours, the student must register her with campus security. The security guard may request identification of any guest coming in after closing hours. A guest will not be permitted on to campus if she does not have or is not accompanied by her Meredith host. Residents are permitted to host the same overnight guest for a maximum of three nights within a 30-day period.

Male Guests, Residence Hall: Except during Open House, for reasons of privacy and security, male guests are allowed in the residence halls only in first floor parlors and only when accompanied by a Meredith student. During non-Open House hours, male guests must enter only through the first floor parlor doors (during hours in which the campus is not closed. During Open House hours, male guests may enter through any residence hall door when accompanied by a Meredith student. Males are not allowed on campus after closing hours (1:00 a.m. Sunday – Thursday; 2:00 a.m. Friday and Saturday) except to accompany students to their residence halls but may not enter. Then the male guest must immediately leave campus.

Open House hours for male guests: Beginning on Tuesday following Labor Day weekend in the fall semester and after first day of classes in January, Open Houses are planned for:

- Mondays: 5:00 p.m.- 10:00 p.m.
- Tuesdays: 5:00 p.m.- 10:00 p.m.
- Wednesdays: 5:00 p.m.- 10:00 p.m.
- Thursdays: 5:00 p.m.- 10:00 p.m.
- Fridays: 3:00 p.m. – 1:00 a.m.
- Saturdays: 10:00 a.m. – 1:00 a.m.
- Sundays: 10:00 a.m. – 10:00 p.m.

Male guests can be in the 1st floor residence halls parlors until 12:45 a.m. Sunday-Thursday and until 1:45 a.m. Friday and Saturday.

No Open Houses are held during exams, holiday weekends or breaks. Open House Hours are also limited during Lil' Friends Weekend (if scheduled). All open house hours are listed on the Residence Life MyMeredith page.

Residence directors may grant special permission for male guests to carry heavy items to or from a student's room (heavy items include: refrigerators, heavy trunks, book shelves, heavy furniture, unusually bulky or large items). This permission is a privilege; therefore, male guests should not linger on the halls after they have completed the task for which they were granted permission.

The person giving permission to a male to carry things onto the hall is responsible for checking to make certain the male vacated the hall. Residents are expected to announce "male on the hall." They are to escort their helper out of the building within 15 minutes. Fathers of Meredith students and brothers under the age of 12 are allowed in the residence halls at any time before closing hours provided they are escorted by the Meredith student to and from her room.

Males unaccompanied by a Meredith student are not allowed in the courtyard after dark unless they are en route to a residence hall first-floor parlor for an arranged meeting. Other campus locations for visiting with male guests:

- Weatherspoon Gymnasium during the hours posted by the department of Health, Exercise and Sports Science. Equipment must be returned to its proper place upon leaving. (Note: No guests may use equipment in the Fitness Center).
- Cate Center including the BeeHive Café, lounges, and campus store.
- Library

Safety Restrictions:

- Males unaccompanied by a Meredith student are not allowed in the courtyard after dark unless they are on their way to a residence hall first-floor parlor for an arranged meeting.
- Males are not allowed on campus after closing hours (1 a.m. Sunday-Thursday; 2 a.m. Friday and Saturday) except to accompany students to their residence halls. Then the men must immediately leave campus.
- Use of the lake area at night is discouraged.
- Any questions—call Campus Police 919-760-8888.

Missing Student Notification Policy

Meredith College takes student safety very seriously. If a member of the College community has reason to believe that a Meredith student who resides in on-campus housing is missing, immediately notify Meredith College Campus Police at 919-760-8888. Campus Police, in conjunction with College Programs staff (residence life staff, Dean of Students, etc.), will initiate an investigation which will include the following:

- Conduct a welfare check in the student's on-campus residence.
- Attempt to contact the missing student via their phone numbers on file in the Office of Residence Life and/or the Office of the Registrar.
- Call or speak in person with known contacts such as roommate, suitemates, apartment mates, and friends.
- Contact student employer, if known.
- Contact the student's professors to gather information about the student's recent class attendance.
- If the student has a vehicle, Campus Police will attempt to locate the vehicle on campus.

In the event a student under 18 years of age and not emancipated, Meredith College must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, Meredith College will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

If the student cannot be located after reasonable efforts, the Dean of Students or the Chief of Campus Police will then contact the student's missing person contact no later than 24 hours after the student has been determined to be missing. If a confidential missing person contact has been listed by the student and the student is over the age of 18, that person will be contacted. If the missing student is under the age of 18 and is not an emancipated individual, the Dean of Students or the Chief of Campus Police will notify the student's parents or legal guardians, in addition to notifying any additional contact person designated by the student. If the investigation indicates that a student is missing, Campus Police will file a Missing Person's Report with the Raleigh Police Department.

In addition to registering an emergency contact with the Office of Residence Life, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Meredith College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, the College will notify that person no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact may do so through adding the name and contact information on the emergency contact form completed by the student when moving into the on-campus residence, or by contacting the Office of Residence Life at 919-760- 8633. A student's confidential contact information will be registered confidentially and this information will be accessible only by authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation as appropriate.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Meredith College will inform the Raleigh Police Department that the student is missing within 24 hours.

Safety Procedures

See the Security, Safety and Emergency Procedures section of the Student Handbook. Also see Fire Safety Rules, Miscellaneous Hall Safety Prohibitions and Room Health and Safety.

FAQs

Can I have a car on campus and where do I park?

At the beginning of each semester, any student may bring a car on campus by signing the appropriate agreement, paying the parking permit fee, and displaying the numbered decal on the car. Decals must be affixed permanently with the decal's adhesive to the rear bumper or rear window of the car. Decals may not be taped to the rear window or bumper. Adequate parking is provided for all those who qualify. Detailed parking information and regulations are in the College Policies and Regulations section of the Student Handbook.

What is a CamCard?

All Meredith students are required to have and carry a Meredith picture identification card called the CamCard. CamCards are required of all individuals in order to check out library materials, for student access to residence halls, and for general identification purposes around the campus. Resident students must use the CamCard for Meredith dining services. Camcards are made in the Campus Police Office. Detailed information on CamCard use policies can be found in the College Policies and Regulations section of the Student Handbook.

What if I need health services?

The Health Center staff provides clinical care for minor illnesses, health education, emergency care, health protection, and disease prevention services for students. Services are maintained under the direction of the Director of Health Services and the College Physician. A student health form, furnished by the College, must be completed and all immunizations documented and updated, if needed, prior to enrollment. Detailed information on health services and health policies are in the Student Handbook. Health fees, which are included in the residence fees, cover the costs of most services. Residents of The Oaks Apartments and commuter students must pay the Health Center fee, \$100 per semester, to receive services at the Health Center.

What is Meredith Beach?

Meredith Beach is the area surrounded by Faircloth, Brewer, Heilman, and Barefoot residence halls and is the only campus sunbathing area designated for students living in campus residence halls. The beach area designated for Oaks residents is the back patio of The Oaks.

How do I respond if a person comes to my residence hall door selling or soliciting?

Members of the Meredith community enjoy protection of their rights of privacy. Solicitation by persons, organizations, or businesses is strictly prohibited unless authorized by the Vice President for College Programs or by the Director of Student Leadership and Service. Any use of College facilities by off-campus persons for purposes of solicitation, even those sponsored by campus organizations, must also be approved. Under no circumstances are off-campus persons allowed to solicit door-to-door. Any religious organization requesting to give a program or

presentation is to be referred to the campus chaplain for approval. Students who are approached by individuals violating this policy should immediately contact Campus Police.

When is Belk Dining Hall open for meals?

[See Belk Dining Hall hours.](#)

When is the BeeHive Café open?

[See BeeHive hours.](#)