

**METHODIST COLLEGE OF NURSING**

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**Residence life**

2010-2011

# Residence Life Manual



Real World. Real Life. Real Learning.



**Welcome to the Methodist College of Nursing Residence Hall!**

**Methodist College of Nursing strives to encourage a community living environment in which all students can feel comfortable. We hope your experience is one that provides an opportunity for you to learn about accepting responsibility and having fun while in college. It is important for you to be responsible for your studies, activities, and lifestyle.**

**The effectiveness and well being of the residence community is directly related to the community's ability to meet the needs of the individual and vice versa. The effectiveness and well being of the residence community is best achieved when all individuals are aware of their personal rights and responsibilities to the community environment. This manual provides important information that will assist residents in living in a residential life community.**

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# METHODIST COLLEGE OF NURSING

## **Vision Statement**

Methodist College of Nursing will be the premier college of choice for excellence in nursing and health sciences education within Central Illinois.

## **Mission Statement**

Provide quality educational programs that promote the holistic development of the student to become a healthcare provider.

The college is also committed to community service and to meeting the diverse healthcare needs of the population it serves.

## **Core Values**

### *Human Dignity:*

Unconditional respect for the inherent worth, uniqueness, and autonomy of individuals.

### *Integrity:*

Displaying strong moral character and acting in accordance with accepted standards of behavior and an appropriate code of ethics.

### *Inquiry:*

An active process of exploration and investigation that leads to understanding and construction of knowledge throughout one's life.

### *Social Justice:*

Acting in accordance with fair treatment regardless of gender, economic status, race, religion, ethnicity, age, citizenship, disability, or sexual orientation.

## **I. Residence Hall Staff**

The Residence Hall employs five Methodist College of Nursing students to serve as Resident Assistants (RA's). RA's hold scheduled office hours daily during the week as well as hold scheduled duty hours during the weekend. RA's are responsible for ensuring that Residence Hall policies are enforced. In addition, they are responsible for facilitating appropriate activities for hall residents. RA's are generally the first person for you to use as a resource. Residents are encouraged to solve their problems among themselves first, however the RA is available as a next resource.

## **II. Methodist College of Nursing Hall Policies**

Listed below are Residence Hall policies. The College does reserve the right to change and amend the list when it is deemed necessary. All residents and guests are expected to comply with all MCON and MMCI rules and regulations. Failure to comply with policies can result in disciplinary action.

### **A. General Residence Hall Information**

1. The Residence Hall accommodates individuals who are College of Nursing students. Special requests for room accommodations should be referred to the Director of Student Services.
2. All housing requests must be submitted at the designated times each semester. Students will be notified of these times by email and through the SAKAI system.
3. Housing requests for the spring semester are submitted in October, and request for fall semester are submitted in March. Requests will be taken into consideration when assignments are made.
4. Room Assignments will be made according to the following priority;
  - All assignments are dependent upon space availability.
  - First priority is extended to current residents.
  - Continuing senior residents have priority over continuing junior residents; continuing junior residents have priority over continuing sophomore residents; continuing sophomore residents have priority over continuing freshmen residents.
  - Continuing residents from farther away from the campus have priority over continuing residents from the local areas.
  - Incoming students (i.e., semester of admission) have priority over continuing students who do not currently reside on residence life floors.
  - Incoming students from farther away from the campus have priority over incoming students from the local area.
  - Incoming freshmen students have priority over incoming sophomores; incoming sophomores have priority over incoming juniors; incoming juniors have priority over incoming seniors.
  - Continuing students who are not current residents have the lowest priority.

5. Each room provides a shower, bathtub, and lavatory facilities. To ensure the safety and health of each resident, adherence to the following procedures is required:
  - a. Outlet extenders or extension cords are not allowed.
  - b. Glass, aerosol cans, razor blades, and similar items must be put in the container marked "Glass" in the kitchen.
  - c. Beverage cans must be put in the recycling bins.
  - d. Paper items must be put in the appropriate containers.
  - e. Personal trash should be bagged, tied and placed in the appropriate place in Laundry room for pick up.
  - f. Loose hair should be removed from the drain.
  - g. Space heaters are not allowed.
  - h. Residents are responsible for cleaning their own rooms.
  - i. Plastic Tac or a similar product may be used to secure pictures or other articles to the walls or doors. Residents are not allowed to change the rooms. As a result, residents are not allowed to paint rooms, attach items to the walls, floors, or ceilings (such as nails, tape, wallpaper, borders, tile).
6. Residence Hall facilities not functioning properly should be reported promptly to the Resident Advisor. In the event of an emergency contact 4444.
7. Use of lighted candles, oil lamps, kerosene lamps, incense materials, or similar items are not permitted in the Residence Hall.
8. Window treatments are provided and must remain intact.
9. All electrical appliances brought into the Residence Hall must meet standard safety regulations. Electric blankets, curling irons, and hair dryers may be used in the resident's room. Cooking appliances must be used only in the kitchen.
10. Residents may have a small refrigerator, under 36 inches, in their room. The following regulations must be followed:
  - a. One refrigerator per room is allowed.
  - b. The maintenance staff will check all refrigerators for safety.
  - c. Refrigerators must be plugged into the designated electrical outlet.
11. East Campus is a public area and proper attire and conduct should be utilized in public. Residents must abide by the following dress code when in public areas (other than the Residence Hall locations):
  - a. Must be fully dressed in street attire
  - b. No bare feet
  - c. No sleepwear

12. Alcoholic beverages and/or illegal drugs are prohibited on Methodist College of Nursing grounds. Immediate dismissal from the Residence Hall and/or College of Nursing, as applicable, may result upon violation of this regulation.
13. All MCON and MMCI facilities are smoke-free environments. No smoking is allowed on any MCON or MMCI property. This includes parking lots and sidewalks.
14. No pets are allowed in the Residence Hall at any time.
15. Maintenance personnel will attempt to schedule work in the residence areas after 9:00AM, unless an emergency arises. Personnel will knock on the room doors loudly and announce themselves before they enter a room.

## **B. Room and Community Area Cleaning and Maintenance**

1. Each occupant of an assigned room is personally responsible for any and all damage to the rooms and furnishings without regard to "fault" with exception to ordinary and customary wear and tear. Each resident is responsible for room upkeep including their bathroom and community areas. Cleaning supplies are provided by the residents.
2. Residents will work together to ensure that the community areas are cleaned on a daily basis.

## **C. Keys**

1. A room key, elevator key and mailbox key are issued to the resident at the beginning of the rental period. The resident signs for the keys.
2. Residents are not allowed to make duplicate keys nor are they allowed to give their keys to other individuals.
3. A replacement fee must be paid in the event any key is lost.

## **D. Building Access**

1. The students MCON identification badge provides access to the East campus building. The I.D. badge may not be given to anyone other than the individual to whom the card is issued.
2. A replacement fee must be paid in the event an I.D. badge is lost.

## **E. Mail**

1. Residence Hall residents are assigned a campus mailbox that is located in the first floor lobby.

2. Mail to residents should be addressed as follows:  
Methodist College of Nursing  
ATTN: Resident's Name and Room Number  
415 St. Mark Ct.  
Peoria, IL 61603
3. Outgoing mail may be deposited in the box across the street.

## **F. Telephones**

1. Each room is equipped with a phone that provides local phone access. Residents are required to ensure that their phone is hooked up at all times.

## **G. Parking**

1. Parking is available in the East Campus parking deck. Parking spots are available to residents on a first come first served basis.

## **H. Cancellation of Residency**

The resident must adhere to the following procedures:

1. Notify the Resident Assistant of intent to move out of the Residence Hall.
2. Prior to moving out, the resident must schedule a time to complete an inventory of the room with the Resident Advisor.
3. Please refer to the Residence Life Lease Agreement for information concerning the Methodist College of Nursing cancellation refund policy.
4. Return the room key, elevator key, mailbox key, and i.d. card (if withdrawing from Methodist College of Nursing) to the Resident Advisor upon check out.
5. Prior to the scheduled room-check with the Resident Advisor, the floors should be cleaned/vacuumed and furniture dusted and arranged similar to when room was occupied.
6. The security deposit or portion thereof will be returned to the resident within 30 days after vacating the room, assuming no room damage is identified during check-out.

**NOTE:** The room deposit will be withheld when room is left dirty and/or damaged due to examples such as: nail holes in walls; tape, stickers and contact paper on surfaces; damage to carpet; wallpaper border in place; items on or hanging from ceiling; and damage to furniture, counter-tops, bathroom fixtures.

## **I. Right to Inspect Room**

The College of Nursing Administration reserves the right to enter rooms and make such inspections as it, in its sole prerogative, deems proper. MCON administration are not required to provide any advance notice to residents prior to entering rooms.

## **J. Move-In/Move-Out Dates and Residence Hall Closings**

The Residence Hall is available during Fall Semester, Spring Semester, and the Summer Semester for students who are enrolled in Methodist College of Nursing courses. The Residence Hall closes at various times during the year. Please review the academic calendar for specific dates.

## **K. Community Facilities**

1. A kitchen is available on the Residence Hall. The residents who use the kitchen are responsible for leaving the area clean. Counter tops, tables, and sinks must be cleaned after using. Residents must stay in the kitchen when cooking.
2. A Refrigerator and freezer are available in the kitchen. Food must be clearly marked with the owner's name and room number.

The kitchen refrigerator must be cleaned weekly and spoiled food discarded. All residents who use the refrigerator share this responsibility as assigned by the Resident Advisors. The stove, oven, and microwave must be cleaned weekly by the designated resident.

3. The Residence Hall community facilities include television lounge that is equipped with a television.
4. The Residence Hall provides Wireless service.

## **L. Laundry**

1. Residents may do personal laundry in the facilities, which are provided on the lower level. Coin-operated automatic washers and dryers, ironing board, and irons are located in the laundry room. Ironing must be done only in this room. Clothing or personal items should not be left in the laundry room.
2. Laundry products must be provided by the resident.
3. Residents are to remember to watch the time to allow others to use the facilities in the laundry room.

**NOTE:** The College of Nursing is not responsible for lost or damaged items.

## M. Residence Hall Activities

The Resident Assistants will facilitate various activities throughout the semester. Residents with ideas for activities should contact their appropriate Resident Assistant

## N. Cafeteria Debit Plan (Meal Plan)

The College of Nursing offers a Cafeteria Debit Plan through the Methodist Medical Center cafeteria, which is located in the hospital. The Cafeteria Debit Plan is available to all students and can be purchased for \$250.00/semester (minimum meal plan value). The Cafeteria Debit Plan application is available in the Office of the Bursar.

**NOTE:** Any unused funds on the Cafeteria Debit Plan do not roll over from semester to semester. The funds must be used in the semester they were purchased for, and cannot be refunded to the student.

## O. Guests

Having a guest at East Campus is a privilege as well as a responsibility. The resident must know the guest as well as they would know someone they would bring into their own home. The privilege may be revoked if it is abused.

1. General Information
  - a. The resident will meet the guest at the front door to the East Campus. The guest must be in constant company of the host/hostess.
  - b. The resident is responsible for making sure the guest is out of the residence area by the designated time.
  - c. A guest will observe quiet hours. Sunday through Thursday 9:00 p.m. - 7:00 a.m. Friday and Saturday 10:00 p.m. – 7:00 a.m.
  - d. A guest not complying with Residence Hall regulations may be asked to leave.
  - e. A guest may visit the room of their host/hostess during these hours:  
9:00AM to 11:00PM on Sunday through Thursday  
9:00AM to 12:00AM on Friday and Saturday

All guests must vacate the residential area before the designated visitation hour ends.

  - f. Any guideline infraction will be processed by the Resident Assistant and could result in suspension of the individual's visiting privileges throughout the present semester. If violations are deemed severe enough, the resident could be subject to expulsion from the college per the Student Code of Conduct.
2. Overnight Guests – No overnight guests are allowed at any time.

## P. Residence Hall Safety

1. Security Checks - Security officers make periodic checks of the premises throughout the evening and night hours.

In the event you see any unusual activities inside or outside the building, contact security. The security number for reporting EMERGENCIES is 3333 (in-house phone).

2. Fire and Fire Safety Instructions
  - a. If a fire occurs, the Smoke and Trouble Alarm will automatically sound. There are two fire alarms on each floor of the Residence Hall, one at each end of the corridor. The sound of the alarm in the Residence Hall is a continuous, very loud "buzzing" noise. The smoke detector in the 4<sup>th</sup> floor kitchen is connected directly to the main fire alarm panel. Residents need to be aware of monitoring the kitchen closely when using it, so not to cause any amount of smoke that will set off the smoke alarm unnecessarily. In this case the fire dept. will automatically respond.
  - b. Fire extinguishers are located on each floor and are appropriate for all fires.
  - c. Residents must place the green door hanger on the outside door handle each time they leave their room to indicate that their room is empty. A green door hanger is supplied to each room.
  - d. Fire drills in the Residence Hall are held monthly. Stairs are to be used for evacuation of the building during a fire.  
The elevator is not to be used.
    - a. The building MUST be evacuated for either a fire or a fire drill. Residence Hall occupants must report to the Methodist College of Nursing sign located at the entrance to the East Campus parking lot.
    - b. Residents may return to the building when the "all clear" is ordered by the Safety Officer, the Security Department, or the Peoria Fire Department.
3. East Campus Tornado Alert Procedure - This plan is applicable in the event of a tornado warning.

A tornado warning is issued by the Peoria Weather Bureau when very severe weather conditions have produced an actual tornado or a funnel cloud which, if it touches the ground, could become a tornado.

Peoria Weather Bureau defines a Severe Thunderstorm as having winds of at least 58 miles per hour or hail of at least  $\frac{3}{4}$  of an inch in diameter. A tornado can rapidly develop from severe thunderstorms.

- a. Procedure

1. The announcement will be made on overhead page. Residents should turn off the lights before leaving the rooms.
  2. All occupants must evacuate to the lower level (basement) of the East Campus.
- b. All Clear  
Occupants are to remain in the lower level until notified of the "All Clear" announcement by an authorized individual.
  - c. Tornado Damage  
Should a tornado strike the building or should the building incur damage from high winds, occupants may not return to their rooms until the building has been deemed safe by the appropriate MMCI representatives.

#### 4. Disaster Plan

In case of an external disaster or a disaster drill, the following procedure will be implemented:

- a. Residents "may" be asked to report to the hospital to assist as needed.

**NOTE:** Methodist College of Nursing reserves the right to make changes as deemed necessary. Residents will be informed of any changes.