

*KCMA*



*Handbook 2009-10*



**KETTERING COLLEGE**

OF MEDICAL ARTS

---

KETTERING MEDICAL CENTER

# ***WELCOME TO THE RESIDENCE HALL***

One of the most exciting experiences a college student may have is living in a Residence Hall. An individual has opportunities to form many interpersonal relationships. Respecting the rights of other people, and a willingness to contribute to an atmosphere of cooperation and mutual respect can provide for a successful residence life experience.

Kettering College recognizes the need for students to have as much freedom as possible while seeking their educational goals. The following information and suggestions are aimed at ensuring support, security, and protecting the rights and privileges of all residents.

## **Residence Hall Community Statements**

1. Entering KCMA is to become a member of a community.
2. Becoming a member of the KCMA community implies a commitment to maintaining an environment in which these goals may be attained.
3. Being a member of this community is a privilege.
4. Sharing in this community is a responsibility.

## **PLEASE KEEP THIS BOOK FOR REFERENCE**

Please keep the *Residence Hall Handbook* for future reference. This information is provided to acquaint students with the Residence Hall, and operational regulations of the Residence Hall. **It is the responsibility of each Residence Hall student to be acquainted with the information contained in this handbook.** For additional questions, contact the Resident Dean's Office or a Resident Assistant. We wish you the greatest success as a resident student at Kettering College of Medical Arts.

The information in the *Residence Hall Handbook* is designed to be as accurate as possible, and students admitted for or during the school year are admitted under, and are subject to the provisions of the *Residence Hall Handbook*. The College reserves the right to make changes as circumstances require.

# TABLE OF CONTENTS

## Residence Hall Administration & Staff

Residence Deans .....	1
Housing Monitor .....	1
Resident Assistants .....	1
Desk Receptionists.....	1

## General Information

Auto Registration .....	2
Cafeteria & Atrium Grille.....	2
Classroom Off-Hour Use .....	2
Credit Union .....	2
Guest Rooms .....	2
I.D. Cards (Student) .....	2
Loans.....	2
Lost and Found .....	2
LRC (Library).....	2
Mail.....	3
Motorcycles .....	3
Parking .....	3
Stamps .....	3
Student Lounge .....	3

## Housing Facilities

Air Conditioning .....	4
Bunk Beds .....	4
Christmas Trees .....	4
Concessions.....	4
Cooking .....	4
Cooking Appliances.....	4
Guests .....	4
Hazardous Materials .....	5
Ironing .....	5
Keys .....	5
Laundry .....	5
Lobby, Main.....	5
Lobbies (other) .....	5
Noise Control.....	6
Posters .....	6
Reception Desk .....	6
Refrigerators.....	6
Room Refrigerators .....	6
Room Furniture .....	6
Telephones.....	6
Unwanted Pests .....	6
Windows.....	6
Standards of Conduct .....	7
Storage.....	7

**Activities**

Activities ..... 8  
Bicycles ..... 8  
Fitness Center ..... 8  
Gymnasium ..... 8  
Roller Blades ..... 8

**Spiritual Opportunities**

Campus Ministries ..... 9  
Churches ..... 9  
Spiritual Emphasis Fridays ..... 9

**Residence Hall Policies**

Alcohol and Drug-Free Campus ..... 10  
Campus Dress ..... 10  
Child Care ..... 10  
Clutter Free Zones ..... 10  
Conduct ..... 10  
Fines ..... 11  
Friday Night and Saturday (Sabbath) ..... 11  
Kitchen (lobbies) ..... 11  
Lease Agreement ..... 11  
Leaves, Overnight ..... 12  
Lobby, First Floor ..... 12  
Moving Out ..... 13  
Night Room Check ..... 13  
Noise ..... 13  
Opposite Gender ..... 13  
Pets ..... 13  
Property Damage ..... 14  
Renter's Insurance ..... 14  
Room Condition ..... 14  
Room Deposit ..... 14  
Smoking ..... 14  
Weapons ..... 14  
Withdrawing From KCMA ..... 15

**Campus Security**

Fire and Disaster Drills ..... 16  
Manual ..... 17  
Outside Doors ..... 17  
Security ..... 17

**Student Health**

Campus Ministry/Counseling Services ..... 18  
Emotional/Behavioral Issues ..... 18  
Illness ..... 18  
Substance Abuse ..... 18  
Vaccination ..... 19

# RESIDENCE HALL ADMINISTRATION & STAFF

## RESIDENT DEANS

The Resident Deans are available for support and resident life concerns. A **Resident Dean is on-call 24-hours a day**. After hours or **in an emergency, you may dial 1299 from any dorm room for Hospital Security**. During office hours 1299 goes to the front desk but after hours it is transferred to the Security department. Security can contact the Dean on-call. Resident Assistants can also contact a Dean for emergencies.

You may call the Housing Dean's Office from your room by dialing (937) 298-3399, and enter 55665. The Assistant Housing Dean's Office phone is (937) 298-3399, extension 55601. Both offices have voice-mail.

## HOUSING MONITOR

The Housing Monitor lives on the far west wing of the third floor. The Housing Monitor may be reached in the evenings for emergencies by dialing 53600 from any hallway or in-house phone, or by calling (937) 298.3399, extension 53600 from any room phone.

## RESIDENT ASSISTANTS

The College hires students to serve as Resident Assistants (RAs). They have varied responsibilities which include working at the Front Desk, nightly room checks, reporting maintenance concerns, and to personalize student-staff relationships. Resident Assistants live on campus and have the responsibility of maintaining a setting that encourages student academic success and good will. The Resident Assistants work with resident administration in planning and implementing residence life activities. They are available to answer questions and assist in various ways. Please get to know them. The RAs are not responsible for cleaning lobbies or other common areas in Student Housing.

## DESK RECEPTIONISTS

College Receptionists are on duty weekday and weekend hours to welcome and direct visitors, attend to phone requests, and various other responsibilities. Student workers cover breaks, evening hours, and weekends.

# GENERAL INFORMATION

## **AUTO REGISTRATION**

All student cars parked on the Hospital, College or Church property must have a KCMA vehicle decal. The decals are available at the Reception Desk weekdays from 9 a.m. to 5 p.m. They are free, and **ALL vehicles are REQUIRED to have one.**

## **CAFETERIA & ATRIUM GRILLE**

The Medical Center Cafeteria is located on the ground floor of the Hospital. The Atrium Grille is on the first floor of the Hospital, on the north wing. The hours are posted at the entrance of locations and in elevators. Students receive a discount when using their Student ID Card for payment.

## **CLASSROOM OFF-HOUR USE**

Please see your instructor for classroom and lab hours.

## **CREDIT UNION**

The KMCN Federal Credit Union is located on the ground floor of the Hospital. They offer full-service banking, and ATM services to employees and students.

## **GUEST ROOMS**

**Unfortunately, we do not have guest rooms.** All rooms at KCMA are for Student Housing. The Reception Desk has a list of area hotels for guests.

## **I.D. CARDS**

Students receive a Student I.D. Card during orientation. Contact the Student Services Department for replacements or lost cards. There is a fee for replacement cards. Your I.D. card may be used at the Cafeteria, Atrium Grille, Apothecary, and College Bookstore. A discount is offered in the Cafeteria and Atrium Grille when the Student I.D. Card is used.

## **LOANS (Student)**

The Student Finance Office is available for questions on financial needs.

## **LOST AND FOUND**

Found items at the College should be taken to the Reception Desk. Found items at the Hospital may be taken to the Environmental Service Department or Security.

## **LRC (LIBRARY)**

The LRC hours are posted in the library. Library books should be returned to the checkout desk of the LRC or their book drop after hours. Do not leave books or LRC items at the College Reception Desk.

## **MAIL**

Each Residence Hall student has an assigned mailbox and combination. Problems with mailboxes should be reported to the Reception Desk. Mail usually arrives between 11:30 a.m. and 2:30 p.m. A mail drop off is also available at the mailbox located outside the Hospital Front Entrance that faces Southern Boulevard.

## **MOTORCYCLES**

Motorcycles may be parked in designated areas of the Employee Polen Plaza Parking Garage. As with other vehicles, KCMA parking stickers are required for motorcycles.

## **PARKING**

Students may park in the lot on the east side of Southern Boulevard. All guests should use the same parking lot.

Please note: *Students may park in "Faculty" spaces after 6:00 P.M. on Friday, to midnight on Sunday only.* Do not park in "Faculty" spaces at other times unless the parking signs are covered, (e.g., during some holidays or vacations).

Students will be fined for parking in "Faculty" spaces. Fines not paid, will be added to student accounts along with a \$5.00 processing fee. The fines are:

- \* \$10 for first violation if paid within 72 hours
- \* \$20 for first violation if paid after 72 hours
- \* \$20 for violations thereafter
- \* Chronic violators will be subject to discipline

All parking fines are paid at the Hospital Security Office located by the Hospital Emergency entrance on the first floor.

*Never park in handicapped spots* unless you have a state handicapped permit displayed on your vehicle. The Kettering Police can issue \$250 tickets to violators, in addition to the above hospital fees. (See the *KCMA Student Handbook* for complete details.)

## **STAMPS**

Postage stamps are available in the College Bookstore.

## **STUDENT LOUNGE**

The lounges on the second and third floors are for dormitory students and guests only. The second-floor lounge by the elevator is for both male and female dorm students.

# HOUSING FACILITIES

## AIR CONDITIONING/HEAT

Please keep windows shut when the room air conditioning or heat is on. Open windows overload the air/heat units, causing possible breakdowns of the system. Maintenance needs can be reported by filling out a repair request. These can be found at the front desk and the Deans offices. **Please note: The window curtains must be fully open before opening the window.** Damage to room curtains and hardware is billed to the students occupying the room. (See Windows.)

## BUNK BED

Please keep all bed parts in your room. We do not have additional storage. Broken beds are expensive to repair, and may be charged to the student's school bill.

## CHRISTMAS TREES

Only artificial fireproof-Christmas trees are allowed in Student Housing. Lights for trees must be the small-bulb variety with UL approved labels attached. Door decorations may not extend more than six inches into the hallway. Fire regulations prohibit lights on the doors in Student Housing.

## CONCESSIONS

Food and drink vending machines are by the elevator on the ground floor of the college:

1. If you lose change in the pop machines, please contact the Volunteer Office (Ext. 55438) for refunds.
2. If you lose change in the other machines, please contact the cashier in the cafeteria for refunds.

## COOKING

1. Ohio Fire Code requires all cooking be confined to the lobby kitchens, and not in student rooms.
2. Please remember: **Cooking food must never be left unattended.**
3. Use the disposal with caution. (Waste disposals will not accept large items.)
4. When leaving for vacation, please discard all perishable food, and items stored in lobby and/or room refrigerators.
5. You are responsible for keeping the kitchen area clean after use. **We reserve the right to dispose of dishes and utensils left in the kitchen.** (See Kitchens on page 12)

## COOKING APPLIANCES

No cooking appliances or microwaves may be used in dorm rooms. Cooking appliances found in rooms will be impounded.

## GUESTS

If you wish to have a same gender guest stay in your room, arrangements **must be made with the Residence Dean or the Housing Monitors between 9 A.M. and 4 P.M.** Please inform guests of the college regulations. Approved guests may stay one weekday night or two weekend nights a month at no charge if properly registered. **Please note,** students will be billed \$15 per night for guests that are not approved. Visitors who are not

approved as overnight guests should leave the Residence Hall by 10 p.m. All Residence Hall facilities are reserved for Residence Hall Students and approved guests only. *Guests may not stay or use college facilities if the host is not present.*

## HAZARDOUS MATERIALS

Candles, incense, fireworks, lanterns, toaster ovens, electric blankets (sheets or pads), sun lamps, electric skillets, hotplates, popcorn poppers and any similar heated electrical devices **may not be used** or stored on the college property. First offense generates **a \$20 fine**; the second offense may forfeit the students' privilege to live in the Residence Hall.

## IRONING

Ironing boards are provided in the Laundry Rooms. You must use your own iron, but because of fire code regulations, students are not allowed to iron in dorm rooms. Do not leave irons in laundry rooms after use.

## KEYS

1. When getting keys from the Reception Desk, be sure to sign the key book. Temporary keys should be returned promptly. There is a \$25 charge for any lost keys.
2. If you want another person to pick up your room key, written notification must be left at the Reception Desk.
3. For lost key(s) contact the Residence Dean's Office for replacement. (See item #1 for charges.)
4. If moving to another Residence Hall room, do not switch dresser or desk drawers.
5. All keys must be exchanged through the Dean's Office when changing rooms. **Do not pass keys from one person to another.**
6. **Remember to always lock your room for security reasons.**

## LAUNDRY

Please note the following procedures:

1. Washers and dryers are located on each floor. Do not leave laundry unattended.
2. Do not put another student's laundry into a washer or dryer; it could ruin their clothing.
3. Laundry left in laundry rooms will be donated to charity.
4. Laundry facilities are closed from Friday sundown to Saturday sundown.
5. Please place the room number magnets on the washer and dryer while you use the machine.

## LOBBY, MAIN

The first-floor lobby in the dorm building is for students, faculty, staff, and invited guests, and is not for general public use. **Lobby hours are 6:00 a.m. to 1:00 a.m.** If wishing to use the lobby for a special function, make arrangements with the Residence Dean's Office. Please use the area between the two pillars with the round tables for snacks and discard all food items and containers when finished. **The lobby is not a fitting place for public displays of affection.**

## LOBBIES (other)

The Second-Floor Lobby/Kitchenette that is located by the main elevator is available for **Dorm Students only**. Men and women may use this kitchenette and lobby at any time. All students should

feel comfortable using this lobby/kitchenette. Couples may lose visiting privileges in this area if behavior is deemed inappropriate.

The Third-Floor Lobby/Kitchenette is for female dorm students only. The West Second-Floor Lobby/Kitchenette is for male dorm students only, except during open dorm.

## **NOISE CONTROL**

There is no designated study period. However, it is expected that the halls should be quiet enough for others to study at any time. It should be **quiet enough for students to sleep or study between 10 p.m. to 8 a.m.**

## **POSTERS**

Posters may be hung on walls with two-sided poster tape. Posters with nudity and/or risqué messages, alcoholic or tobacco advertisements and/or alcoholic beverage containers may not be displayed.

## **RECEPTION DESK**

The KCMA Reception Desk serves to welcome visitors, and various other functions. **Please note**, students are not allowed behind the Reception Desk unless employed as Desk Workers.

## **REFRIGERATORS**

Keep items you place in the lobby and laundry room refrigerators to a minimum. Mark each item with **your name, room number, and the date**. When leaving for vacation or break, clean out your items in the refrigerators. The RAs clean the refrigerators once a month, and discard items that are not identified or the date is not current.

## **ROOM REFRIGERATORS**

Personal dorm-size refrigerators should be cleaned out during breaks and vacations. **Never unplug room refrigerators for long periods of time unless the refrigerator door is fully open.** Refrigerators and all other personal items may not be stored in the laundry rooms at any time. Personal items in the laundry rooms or lobbies will be discarded or given to a charity organization.

## **ROOM FURNITURE**

We do not have space to store furniture from the Residence Hall rooms. Please do not remove furniture or beds from the room. **The College will charge to replace or return furniture or beds removed from the rooms.** Any items left in the room after a student moves out will be disposed of and disposal fees will be charged to the room deposit. (See next page)

Using furniture in a manner that is not intended may result in injury, or damages. The student assumes responsibility for injuries or damages if furniture is used improperly.

## **TELEPHONES**

The College provides telephone service to each dorm room and students provide their own phones. **Charges may not be generated using the Residence Hall phone number.** Students may use pre-paid phone cards, calling cards, or cell phones for calls outside the local calling area.

Any charges generated to a dorm room phone number will be billed to the student's account, plus handling charges.

## UNWANTED PESTS

If insects appear in your room, leave a detailed note at the Reception Desk or contact the Deans of the Housing Monitor. (Food and crumbs invite bugs and critters.)

## WINDOWS

**Please be very careful when you open a window.** Curtains need to be fully open before opening the window. Damage to room curtains and hardware is billed to the students occupying the room.

**Students entering or exiting the building through a window may be asked to leave the Residence Hall.** This is hazardous and violates the security of other students.

## STANDARDS OF CONDUCT

KCMA subscribes to Christian and professional standards of conduct. Students are responsible for upholding these standards while on campus, in clinical settings, or when participating in any college-related activity. Misconduct may be cause for disciplinary action, ranging from oral reprimand to dismissal. Misconduct includes, but is not limited to:

- Violating college/departmental policies or regulations
- Using profane language
- Possessing or displaying obscene literature
- Accessing, downloading or trafficking pornographic material using college or personal computers
- Gambling
- Vandalism
- Using alcohol, tobacco or illegal drugs on campus
- Cheating, theft or any form of dishonesty
- Possessing or using firearms or other weapons
- Physical injury or intimidation of others
- Physical or verbal harassment of anyone based on sex, race, age, disability, ethnicity or religious belief

## STORAGE

Student Housing has no storage facilities for storage outside of the space provided in each room. There are numerous self-storage units one can rent from local businesses. **Please note**, personal items may not be stored at KCMA outside of student rooms. **Personal items found in other areas of the college become the property of the college, and will be discarded.**

# ACTIVITIES

## **ACTIVITIES**

KCMA Student Life, Campus Ministry, and the Seventh-day Adventist Church provide activities and outings for students. The College sends an on-line newsletter called, *This Week at KCMA*, and Student Housing prints a newsletter called, *KCMA Dorm Life News* for various announcements. Flyers are also posted throughout the dorm for various activities.

## **BICYCLES**

The College owns a number of bicycles that can be signed out through the Physical Education Department.

## **FITNESS CENTER**

The Fitness Center is located in the gymnasium. The Fitness Center may be used by KCMA students, college and hospital employees. The hours are posted on the Fitness Center door. Student/Employee ID Cards are required to use the Fitness Center.

## **GYMNASIUM**

The gymnasium is open to students, faculty, and staff of Kettering College of Medical Arts. All children 15 years and under must be accompanied by a parent, guardian or instructor. Student/Employee ID Cards are required to use the gymnasium.

## **ROLLER BLADES**

Roller blades should not be worn in campus buildings.

# SPIRITUAL OPPORTUNITIES

## CAMPUS MINISTRIES

Campus ministries seek to encourage and support students in their personal growth and create a community of Christian values. In addition to Spiritual Emphasis Friday's, Small Groups, Friday Evening programs and weekend social activities, Campus Ministries also offers counseling services (see "Student Health"). For events on campus, look for posters around campus and on the "KCMA Campus Life" information board.

## CHURCHES

Churches in this area are listed in the phone book, and the Housing Deans are happy to assist students find the closest locations. The Seventh-day Adventist Church across the street meets on Saturday as follows:

FirstServ (Contemporary worship) 9:30 am

FreshBread (Sabbath School) 10:30 am

Second Service (Traditional worship) 11:30 am

The church office may have other programs, and special events, please call them at 298-2167.

Everyone is welcome regardless of religious affiliation.

## SPIRITUAL EMPHASIS FRIDAYS

In addition to the Campus Ministries events, the College seeks avenues for students, faculty, staff and administration to collectively worship together. Several such events are planned each academic year during the fall and winter semesters. **Students are required to attend these designated Student Development appointments. All college offices are closed so faculty and staff may also attend.**

Attendance will be taken and recorded. Upon request of the student, exemptions will be given to students who do not have classes before 11:30 a.m. on Friday morning and for students who have clinical requirements on Friday. The request for exemption must be made to the respective program chair. Students must submit their request for exemption preferably before, but no later than one week after, the scheduled Student Development appointment. (See the *Student Handbook* for details.)

# RESIDENCE HALL POLICIES

## ALCOHOL AND DRUG-FREE CAMPUS

KCMA is an alcohol, drug, and tobacco-free campus. The use of alcohol, tobacco, and illicit drugs is strictly prohibited in Student Housing or anywhere on campus, which includes inside of vehicles in the parking lots. (See *Student Handbook* under “Alcohol and Drug-Free Campus.”) Hospital Security will become involved with any occurrence of alcohol and illicit drugs in the dormitory or on campus.

## CAMPUS DRESS

Clothing appropriate for a Christian college is requested at all times. While in the main lobby, hospital, or classrooms, do not wear the following clothing styles: pajamas, house slippers, short-shorts, spaghetti-strap tank tops, bare midriffs, short shirts, bare feet, or tank tops for men. Instructors may have dress codes for their classrooms. The Medical Center must be treated as a professional place at all times.

## CHILD CARE

Childcare is not allowed in the College or Residence Hall, because of insurance mandates. Children under 16 may not visit student rooms or lobbies without a parent or legal guardian present.

## CLUTTER FREE ZONES

In an effort to keep clutter under control and make the dorm a nicer place for all, we have “Clutter Free Zones” in the common areas of the dormitory. These areas are:

- All Hallways
- All Kitchenettes
- All Laundry Rooms
- All Lobbies
- All Restrooms

Personal items left in these areas will be discarded or given to a charity serving the community. This includes dishes and cookware left in sinks or tables (clean or not cleaned), clothing left in laundry rooms

## CONDUCT

Behavior that is disruptive to Residence Hall Students and disrupts the operation of the Residence Hall will not be tolerated. The Housing Deans, Housing Monitors, and Resident Assistants (RAs) are available to assist students. Verbal or physical abuse is not acceptable for any reason. All persons are expected to cooperate fully in the operation of the Residence Hall. Uncooperative behavior is subject to disciplinary action. Students creating disruption may be asked to leave the Residence Hall. The Residence Deans have the right to ask a student to move out of Student Housing. If you believe an RA or staff has displayed unacceptable behavior towards you or others, please contact one of the Housing Deans.

**If a student is required to leave Student Housing because of behavioral problems, the privilege of visiting the Residence Hall facilities will be forfeited.** Violation of this policy may lead to expulsion from the college.

## FINES

Students should be aware of the following fines as outlined in parts of the *Residence Hall Handbook* and/or *Student Handbook*:

Fines must be paid before students are allowed to register for the next semester or receive official transcripts or diplomas.

**Guest(s) (unauthorized)** -- \$15 per night.

**Moving Out of Residence Hall** – See “Lease Agreement.”

**Hazardous Materials** -- \$20 first offense; second offense could forfeit Residence Hall privileges.

**Parking** -- \$10 if paid within 72 hours or \$20.00 after 72 hours.

**Lost Keys** -- \$25 to re-key door lock.

**Violating “Opposite Gender” policy** – See “Opposite Gender.”

## FRIDAY NIGHT AND SATURDAY (SABBATH)

Kettering College of Medical Arts is administered by the Seventh-day Adventist Church. They observe Sabbath from sunset Friday to sunset Saturday, a sacred time for many in Student Housing. This means activities in all public areas such as the laundry rooms, lobbies, gym, classrooms, offices, labs and library will be curtailed. TV sets in the lobbies will also be turned off. **Please respect the Sabbath of others by keeping room TVs and stereos volume turned down or off during this period.**

## KITCHENS (lobbies)

The lobby kitchens are for dormitory student use. Food, dishes, cookware, and food **may NOT be left** in the kitchenettes after the student leaves the area. Dishes and cookware must be stored in student rooms, and not in the kitchen cupboards or shelves or left in sinks to dry. Food may be stored in the kitchen and laundry-room refrigerators if the student’s name and date is on each item.

**All dishes, cookware (clean or dirty) and food left in the kitchens after the student leaves may be discarded by the college staff.**

## LEASE AGREEMENT

All KCMA Dormitory Students must sign the *KCMA STUDENT HOUSING LEASE* before moving into Student Housing. This lease is for the current academic year that and terminates at the end of Summer Semester or when one of the following conditions is met:

- student’s course or clinical work is completed before the end of Summer Semester
- student withdraws from the college
- student is dismissed from KCMA

**Returning Students, please note:** Dormitory students taking summer classes **must move out of student housing at the end of the Summer Semester** if they have not completed registration as students for the following Fall Semester. Registration for current students returning for fall classes usually takes place during the month of June. Students who have not completed registration for Fall Semester before the end of Summer Semester **must move out of Student Housing by the end of Summer Semester. Non-**

**registered students will lose their spot in the dorm.** They may reapply for Student Housing at any time thereafter, if housing is available.

**First time Housing Students** have a one-academic week grace period to void the Housing Lease if a student moves out of Student Housing within this period. A \$20.00 per night fee will be added to the student's account during this period. First-time Housing Students moving out of the dormitory after this grace period are responsible for the remaining terms of the Housing Lease as indicated under "Housing Students".

New students must be enrolled in classes at KCMA before a room in Student Housing can be assigned to them.

**Housing Students** Housing Students are responsible for the following fees if moving out of Student Housing before the lease ends:

- Students moving out 1 to 60 days within the semester will be charged for the full semester.
- Students moving out after 60 days will be charged for 1.5 semesters.
- Students moving out at the end of a semester and before the next semester starts will be charged half the remaining semester.

Returning students must be enrolled in classes at KCMA before a room in Student Housing can be assigned to them.

**Dismissed from the Dorm Students** are responsible for the same fees as noted under "Housing Students". The date of dismissal will determine the fee category for expelled dorm students.

The fees for breaking the Student Housing Lease or for Dismissed Dorm Students shall not exceed the full lease amount, excluding the Housing Deposit.

**Room Inspections:** Because this is a dormitory setting, it is necessary to enter student rooms for repairs, inspections, student-room checks, summer cleaning, etc. Dorm rooms should be locked at all times, and will be locked after a room is entered by college or hospital employees.

## **LEAVES, OVERNIGHT**

If you are staying off campus overnight or for a weekend, give your completed Leave Slip to the Reception Desk. The reason for this request is so you can be reached in case of emergency.

## **LOBBY, FIRST FLOOR**

We ask all students and guests to be appropriate in conduct and dress. Please do not put your feet on the furniture or use the lobby for sleeping.

## **MOVING OUT**

When moving out of the Residence Hall, the following procedures

must be followed:

1. Pick up the *Residence Hall Check-Out Form* at the College Front Desk.
2. Fill out your forwarding address information and tape the room key(s) to this form.
3. Make certain this form is turned in to the Residence Dean's Office, or the Reception Desk. **FAILURE TO COMPLETE THIS PROCEDURE, OR NOT RETURNING THE ROOM KEYS, WILL CREATE ADDITIONAL CHARGES.**

**Housing rent is not prorated.** If you are staying during any part of a month, you will be charged for the entire month, except during summer semesters.

## **NIGHT ROOM CHECK**

Resident Assistants (RA) do nightly room checks. This is a way for RAs to get to know the students and facilitate communication between the students and the dorm staff.

## **NOISE**

In the interest of all students, the Residence Hall must maintain an atmosphere conducive to study. **Excessive noise will not be permitted. If stereo speakers can be heard outside of the room, the volume is too loud.** The Resident Dean and RAs will contact students causing disturbance in the dormitory.

## **OPPOSITE GENDER**

For the security and privacy of all students, no one is permitted in the living and common areas of the opposite gender without first obtaining immediate permission of a Residence Dean or Reception Desk employee. (See exceptions below.) **Each person violating this policy will be fined \$100.00 for the first offense, and will be required to move out of Student Housing for the second offense.** However, the Deans reserve the right to ask students to move out of campus housing or charge the fine for the first violation of this policy. If you are required to leave the Residence Hall because of behavioral problems, the privilege of visiting the Residence Hall facilities will be forfeited.

### **Intimate Partners:**

Intimate partners of opposite or same gender may not use Student Housing for intimate relationships.

### **Exceptions:**

- **Men and women dorm students** may visit on the second-floor lobby and kitchenette by the main elevator at any time.
- Men and women may visit during times posted in Student Housing as "Open Dorm", with doors opened.

## **PETS**

**Pets, other than fish, are not allowed in Residence Hall rooms.** Aquariums and/or fishbowls are subject to removal if not properly cared for.

**PROPERTY DAMAGE** Students are held financially responsible for all damages to their rooms.

**RENTER'S INSURANCE** **It is the responsibility of students to obtain insurance that covers personal belongings. The College is not responsible for personal belongings in the rooms or on the property.**

**ROOM CONDITION** Any damage done to the room will be charged to the student's account. A fee will be incurred for the following reasons: damage to room or furniture, failure to check out after moving out, and room keys not returned.

If a student's room creates sanitary problems for the College and/or other students, the student may be asked to move out of the Residence Hall, and charged for room cleaning.

**ROOM DEPOSIT** All Residence Hall students pay a room deposit before moving into KCMA housing. A maintenance inspection will be done when a student moves in and out of the Residence Hall. If damages occurred, and/or excessive cleaning is needed, charges will be added to the student's account. The Room Deposit is applied to the student account once a student moves into Student Housing.

**SMOKING** **Absolutely NO SMOKING is allowed by Employees, Students, Residence Hall Occupants and their Guests anywhere on the College/Hospital facilities or on the grounds. This includes the walkways/street in front of the College/Hospital, and parking lots.** Violation of this policy may result in expulsion from Student Housing and/or the College.

The Hospital offers FREE Smoking Cessation Classes to students and employees through Community Health Services. They may be reached by calling (937)395-8162.

**WEAPONS** Students may carry or have "pocket knives." However, any knife with a blade 3 inches or larger is considered a dangerous weapon, and is not permitted on campus.

The Ohio Conceal Carry Law: The law allows for private businesses and schools to prohibit firearms on their property. **Please note:**

**All employees, students, visitors, patients, physicians, volunteers, contract employees, and all others should know that firearms and dangerous weapons of any kind are prohibited on the hospital and college properties, which includes dormitory rooms. Any person seen with a firearm or dangerous weapon will be asked to leave the premises. Employees and students should know they are subject to discipline if they are found with a firearm or other dangerous weapon.**

The only exception to carrying a firearm on the hospital or college properties will be our Security Officers and on-duty Police Officers.

**Report any violations of this policy to the Student Housing Deans or Security Department.** Please contact the Housing Deans or Hospital Security if there are questions about this policy.

**WITHDRAWING FROM  
KCMA**

Students withdrawing from KCMA classes automatically withdraw from the Residence Hall unless other arrangements have been made with the Housing Dean's Office.

# CAMPUS SECURITY

## FIRE AND DISASTER

Fire drills are held in accordance with the Ohio Fire Code laws, and will take place before 9 p.m. **Refusing to evacuate the building during a fire drill is against the law.** Each room has an emergency exit drawing located above the ceiling light switch. It is important to know the exits located by your room.

Never assume that a fire alarm is only a drill. When the alarm sounds close doors and windows, and leave the building immediately. **DO NOT USE THE ELEVATOR.** Vacate to the Physicians' parking lot, the first parking lot on your left when exiting the building. Do not block the front driveway. Do not re-enter the building until the "All Clear" signal is given.

Students refusing to exit the building during a fire alarm may be asked to move out of Student Housing!

### **BUILDING SPRINKLER SYSTEM:**

The sprinkler system is designed to activate when temperatures reach 155 degrees. If that happens, the sprinkler heads measuring 155 degrees will activate. The other sprinklers will remain off.

Hitting or bumping a sprinkler head can also activate that head. As a result, balls and other items may not be thrown anywhere in the dormitory. **Absolutely NOTHING may be hung from the sprinkler pipes!** Any student that causes a sprinkler to go off because of mistreatment will be asked to leave the dormitory, and be responsible for damages to the building and contents.

### **IN THE EVENT OF AN ACTUAL FIRE:**

- 1. Pull any Fire Alarm located by any exit door.**
- 2. Evacuate and wait for the "All Clear" announcement.**

If the fire is confined to a room, close all doors around it.

If smoke or fire is present in the hall, close the door(s), page or call the Front Desk (1299), put wet towels along cracks and vents, open windows, and watch for rescue. If necessary, open or break the room window.

If you touch a door and it is hot, do not open it! Go to a window.

### **TORNADO ALERT (Code Grey):**

Walk immediately to the Tunnel area. Stay away from windows. Remain until "All Clear" signal is given.

### **EARTHQUAKE:**

Do not go outdoors.  
Protect yourself by crawling under a heavy item.  
Stay away from windows and breakable items.

### **BOMB SCARE (Code Black):**

Report to Front Desk, call 1299. ALL bomb threats MUST BE TAKEN SERIOUSLY, and all threats must result in immediate action.

## **MANUAL**

The Fire and Safety Manual is located in the Reception Desk. The Hazardous Material Manual is located in the College Chemistry Office.

## **OUTSIDE DOORS**

For security reasons, some doors to the College are locked from the outside all of the time and others locked at posted times. **If for any reason these doors are tampered with in any way, the student or students responsible may be asked to leave the Residence Hall.** Security doors must be locked at all times.

## **SECURITY**

The hospital Security is responsible for maintaining order and security at the Medical Center as well as KCMA. Residents should keep their doors locked at all times. In the event of theft, vandalism, assault, or personal injury it is the responsibility of the student to notify the Residence Deans and Security. Security will notify the local police for major violations. Security is on-call 24 hours a day. Security can be reached by calling 395-8695. They can also be reached from the lobby phones by dialing 55095. The front desk phone is transferred to the Security department after hours and can be reached by calling 1299.

KCMA does not insure student's personal property against loss or damage resulting from any cause including, but not limited to, fire, theft, water, etc. **It is each student's responsibility to obtain insurance for his or her property.** It is the responsibility of the **student to lock their doors and secure valuables** at all times.

Student I.D. cards are provided to all students at KCMA. Students should carry their I.D. cards with them while on campus. Security may require identification from students or guests.

Campus crime statistics are available through hospital Security in compliance with the "Students Right to Know Act" of the U.S. Congress. The Campus crime statistics are also available in the *Student Handbook*. For your safety, Security is available to assist

with escort services, mechanical failures, etc.

# STUDENT HEALTH

## **CAMPUS MINISTRY/ COUNSELING SERVICES**

The purpose of Campus Ministry is to build a community at KCMA by helping to meet spiritual, emotional and social needs of students through: chapels, retreats, workshops, groups, individual and family counseling, individual spiritual guidance, social mixer, and community outreach.

## **EMOTIONAL/BEHAVIORAL ISSUES**

Students are responsible to report any health problem that prevents full participation in Residence Hall, classroom, and/or laboratory/clinical activities or significantly threatens the student's or another's health. (Refer to the "Restrictive Health Policy" in the *Academic Bulletin*.)

KCMA provides a confidential counseling and support program for students who might benefit from short-term counseling with a licensed professional. There is no charge to the student. The only requirement is that a teacher or staff member of the college makes a referral. If you are interested in this service, please see one of the Housing Deans or contact a faculty or staff member. The program is confidential, and the referring member is not informed of follow-ups or the nature of the visits.

When the College becomes aware of students involved in life-threatening situation, those students will be required to receive psychiatric evaluation and/or counseling. Life-threatening situations include, but are not limited to, suicide attempts, clinical dependency, anorexia nervosa, bulimia nervosa, and psychotic behavior. The College and the student may enter into an agreement to establish conditions regarding required treatment. Students may choose to utilize the services offered by the College or may elect to receive treatment outside KCMA at their own expense. When treatment is received outside the College, periodic review by the College (refer to "Restrictive Health Policy" in the *Academic Bulletin*) will be required to confirm that agreed upon conditions are being met. For the welfare of the student, circumstances warranting treatment more intensive than can be offered through the College services may require a temporary medical withdrawal from the College. Students may be readmitted to the College upon acceptable completion of agreed upon conditions. In a life-threatening situation, the College assumes the position that the parents/guardians/next-of-kin of the student should be notified and will initiate such notification if the student has not done so within a specified amount of time. Life-threatening situations involving minor students are cause for immediate notification to parents/guardians by the College.

## **ILLNESS**

If you find that you are too ill to attend classes, it is your responsibility to notify the instructors, and work with them concerning the time you have lost while ill.

If in a clinical lab at the hospital, it is your responsibility to notify the supervisor you are assigned to. If you need medical assistance, contact your primary care physician. In the event of an emergency you may seek assistance in the hospital's Emergency Department. The student is responsible for all fees.

## **SUBSTANCE ABUSE**

The Mission Statement of Kettering College of Medical Arts specifically states a commitment to provide opportunity for students to develop concurrently in spiritual, intellectual, physical, and social dimensions necessary for wholeness. The development and maintenance of health is central to the mission. There is strong emphasis on the maintenance of an ethical lifestyle and enhancement of social skills.

Dorm students who are in possession of illegal substances or alcohol or suspected can be required to leave the dorm and/or suspended from school. They are also subject to a drug screening test. If a student is required to leave the dorm, they are not allowed to visit or be a dormitory guest.

In keeping with this philosophy, the College accepts the responsibility of providing an educational, counseling, and referral program targeted toward prevention, treatment of substance abuse among students, faculty, and staff. Any counseling or treatment will be kept in strict confidence. See the *Student Handbook* for the Substance Abuse Policy.

## **VACCINATION**

KCMA requires all students living in Student Housing to be vaccinated for **meningococcal meningitis**. The reasons for this requirement are as follows:

- Meningococcal disease is transmitted from person to person through the air or by contact saliva (like sharing a glass or kissing).
- About 10 to 15% of young adults getting the disease will die, and another 10% will suffer serious permanent damage to their health.
- College students living in dorms have a higher risk of getting this contagious disease. Freshmen living in dorms are up to 6 times more likely to get the disease than other people.
- Immunization can prevent up to 80% of meningococcal meningitis cases in young adults.
- The vaccine is safe and effective against 4 out of 5 types of the bacteria responsible for meningococcal meningitis in the United States, as well as for the majority of cases in the college-age population.
- Protection lasts approximately 3 to 5 years.

The Centers for Disease Control and Prevention, American College Health Association, and American Academy of Pediatrics recommends that young adults living in dormitories be vaccinated

for meningococcal meningitis.