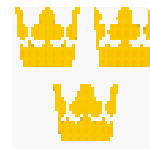


GUSTAVUS



GUSTAVUS ADOLPHUS COLLEGE



Residential Life Handbook and Contract 2010-2011

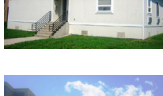
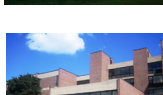
Housing Units

Arbor View Apartments
Carlson International Center
College View Apartments
Gibbs Hall
Norelius Hall
North Hall
Pittman Hall
Prairie View Hall
Rundstrom Hall
Sorensen Hall
Southwest Hall
Uhler Hall

Intentional Learning and Service Programs

Carlson International Center: Crossroads
Walker House: Asian Cultures
Johnson House: Greens
Ten-O-Nine House: Pan Afrikan
Norelius/Prairie View: PLEDGE Substance Free
Lundgren House: Proclaim
Adolphson House: Queers and Allies
Swedish House: Swedish Immersion
Peterson House: Theatre and Dance
Sjostrom House: Wellness

Gustavus Residential Life



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Residential Life Important Dates 2010-2011

June 1	Contract/Preference Form due for Priority Placement
Late July	Students Notified of Housing Assignment and Roommate
September 3	Residence Halls Open for New Students Only (Students report to assigned hall)
September 3 - 6	Orientation and Testing of New Students
September 6	Residence Halls Open for Returning Students (Students report to assigned hall)
September 7	First day of Fall Term classes, Opening Convocation
October 23 - 26	Fall Reading Break: Residence Halls Remain Open
November 24 - 28	Thanksgiving Break: Residence Halls close at 9:00 AM on November 24 and re-open on November 28 at noon. (Students needing to remain past 9:00 AM closing should contact the Residential Life Office)
December 21 - January 2	Christmas Holiday Break: Residence Halls close at 9:00 AM on December 21 and re-open on January 2 at noon. (Students needing to remain past 9:00 AM closing should contact the Residential Life Office)
January 3 - 28	January Term: Residence Halls Remain Open. (Entering students report to Residential Life Office)
January 29 - February 6	Touring Week: Residence Halls Remain Open
February 6	Residence Halls Open for Spring Term (Entering students report to Residential Life Office)
February 7	First day of Spring Term classes
March 26 - April 3	Spring Break and Easter Recess: Residence Halls close on March 26 at 9:00 AM and re-open on April 3 at noon. (Students needing to remain past 9:00 AM closing should contact the Residential Life Office)
May 24	Residence Halls close at 6:00 PM for all students not involved in Commencement weekend.
May 29	Commencement: Residence Halls close at 6:00 PM for those involved with commencement.

Welcome to Gustavus Adolphus College and the Gustavus Residence Halls

Welcome to Gustavus Adolphus College and the College's residence halls. The college values the unique gifts each person brings to the community which is created and fostered at a variety of levels on campus: within the classroom; in co-curricular activities and organizations; and within the residence halls. Each person has something unique, special, and distinctive to give to others in the residence hall community and the campus community at large.

The residence hall staff is dedicated to providing you a quality living environment intentionally designed to support and assist you in your learning and personal growth. This is accomplished through activities and programs presented on your floor, the daily interactions you have with persons different than you, and conversations and discussions you may have with faculty and administrators living in the halls with you as well as those who will be visiting. Specifically, the Residence Hall program at Gustavus seeks to help you feel you belong here, challenge your thinking, provide you information on a wide variety of topical areas, and assist you to continue to accept personal responsibility for your learning and your life. All of these are designed to enhance your collegiate experience and support your learning and development.

This Housing Contract and Handbook is another step to joining the community. As with any community there are policies and procedures intended to establish agreed upon parameters for living. Please read and review this information carefully, then go to the website listed at the end of this booklet and complete the Housing Contract and Preference Questionnaire Form, print it, and return it to the Residential Life Office. Placements for incoming students for fall will begin to be made after June registration and continue throughout the summer. Returning students request their rooms through the Housing Selection Process which is held during Spring Semester. In late July, all students receive a letter which details your room assignment, roommate, and various aspects of personalizing your room. Placements for student beginning in January term will be sent in late December. For those students beginning in February, placements are sent in January.

If you have any questions about housing at Gustavus Adolphus College, please do not hesitate to either contact the Residential Life Office at (507) 933-7529 or visit the Gustavus Residential Life web site at:

<http://www.gustavus.edu/reslife>

On behalf of the Residential Life staff, WELCOME. We are very pleased you have chosen Gustavus to further your education. We look forward to your arrival and welcome you to the unique community that is Gustavus Adolphus College

Charlie Strey,
Assistant Dean of Students and Director of Residential Life



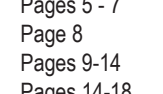
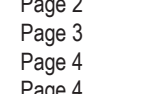
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Gustavus Residential Life



Residential Life at Gustavus

Gustavus is a residential college. As a residential college, Gustavus is committed to residence hall living as a vital component to its academic program. Living within a community of peers, interacting with a wide array of individuals, learning from one another, assuming individual and corporate living responsibilities, and developing interpersonal skills and lifelong friendships are all aspects of residence hall living that support personal education, growth, and development.

This being the case, all full-time students, first year through senior, are required to live in College-operated residences. Due to recent class sizes, some junior and senior students are granted specific permission by the Director of Residential Life as College housing may not be available.

The mission of the Residential Life Office at Gustavus Adolphus College is to complement the academic mission of the institution by providing a living environment for students conducive to learning and development. Residential Life staff members are committed to fostering communities in which students respect and affirm the dignity of all persons and develop the responsibility and values that will allow them to assume roles of leadership and service in society.

Each residence hall has a variety of staff members, both professional and paraprofessional, to assist students in an assortment of ways. These include adjusting to the college experience, developing a positive community within the hall, and implementing the various components of the Gustavus and Residential Life Mission Statements on a daily basis. The various staff members include Collegiate Fellows (CFs), Head Residents, and Assistant Directors/Area Coordinators.

Each floor or section of a residence hall is assigned a Collegiate Fellow (CF). CFs are upper-class students selected on the basis of scholarship, leadership, experience, and their desire to help other students. They are responsible for informal counseling, assisting their section residents in planning activities and programs, maintaining the standards of the community and serving as a resource person in academic advising. Their responsibilities extend to all students in their living unit, but in particular to first-year students. Collegiate Fellows report to professional staff members trained in hall administration. Head Residents are faculty or staff members who live in a residence hall and, through formal and informal interactions, provide students with an adult mentor and encourager as well as interesting and fun programs.

These staff members as well as all the administrative processes associated with living in the residence halls, then, are coordinated by the Residential Life Office. The Director, Assistant Directors, Area Coordinators, and Administrative Assistant collaborate to provide a positive, equitable, educational, and fun residence hall experience for each student. The Residential Life team is poised and willing to assist Gusties in a variety of ways. Please feel free to seek them out for any concerns, questions, or issues.

We look forward to working, living, and learning with you.

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Description of Residences

Below is a short description of each of the residence halls and special options. Student rooms are furnished with a bed, dresser, wardrobe/closet, desk and chair, and computer network outlet for each resident as well as a shared telephone and cable television capability. Information on the following pages should assist students who wish to state a preference for a particular residence hall assignment. Students wishing to request a particular hall assignment or roommate must note such preferences on the Housing Contract and Preference Questionnaire. Again, please be aware that roommate requests can be honored only when the requests are mutual. **For more detailed information including pictures, floor plans, and 3-dimensional renderings of each room, please visit the Residential Life Office web-site at**

<http://www.gustavus.edu/reslife>

Arbor View Apartments: Purchased by the College in the summer of 1998, the Arbor View Apartments house 59 upper-class students in apartment-style living in two eight unit buildings. Each apartment contains a living room, two bedrooms, two bathrooms, a dining room, and kitchen. The apartments are furnished with a sofa, chair, dining room table and chairs, and a bed, dresser, desk, and desk chair for each occupant. A washer and dryer are provided in each building while computer access is available in each apartment.

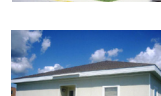
Carlson International Center: The Carlson International Center brings together three separate programs: the Crossroad Program, Swedish House, and International Education Office. Completed in 2000 the Carlson Center houses 70 students in suite-style units with 4 people per suite and 10 students in the Swedish House. Single and double occupancy bedrooms occur within the suite structure. Each suite contains a bathroom for the four occupants. A large community room and kitchen as well as floor lounges provide ample gathering space for the residents of the building. The building, also, contains a laundry room and computer room. Please see the Swedish House description on page 7.

College View Apartments: The College View Apartments house 137 upper-class students in furnished apartments, each with two bedrooms, a kitchen, living room, and ample storage. The apartments are furnished with a sofa, chair, dining room table and chairs, and a bed, dresser, desk, and desk chair for each occupant. Most have two bathrooms as well. The building, also, contains 2 laundry rooms, a computer room, and several common lounge and study spaces.

Gibbs Hall: Gibbs Hall, formerly called "The Link" was built in 1966 to "link" North and Sorensen Halls. It was renamed Gibbs Hall in 2003 to honor Karen Gibbs, a Gustavus Alum and Tennis player. Gibbs Hall accommodates 84 upper-class students in double occupancy rooms on four floors. The ground level houses the Gibbs Lounge, computer room, and kitchen and provides access to the study lounge of North Hall and recreational area of Sorensen Hall.

Norelius Hall: Dedicated in 1967, Norelius Hall was the first residence hall to be opened to both male and female residents at Gustavus. The building houses 374 first-year men and women in 17 sections of 23 students each. Each section of 12 double-occupancy rooms has its own bathrooms and lounge facilities. The hall also has a large lounge with fireplace and conversation pit, an in-hall computer lab, and two large study areas. Norelius Hall is located on the north side of the campus, near Lund Center and across the main parking lot from the Student Union/Campus Center complex. Four sections in A Tower as well as 1C are reserved for the PLEDGE Program, a "substance-free lifestyle" living environment. (See page 7 for further information on the PLEDGE Program.)

North Hall: North Hall was built in 1962 and has four floors of double-occupancy rooms arranged along corridors. A spacious study lounge, kitchen, computer room, and TV room are available in North. North Hall houses 190 upper-class students on alternate floors. Located on the northeastern side of the campus, near the Student Union/ Campus Center, North Hall overlooks the Gibbs Tennis Courts. It, along with Gibbs and Sorensen Halls, comprise "The Complex".



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Pittman Hall: The southernmost hall, Pittman is located near the Schaefer Fine Arts Center, Confer-Vickner Hall, and the Nobel Hall of Science. Its 190 first-year men and women live in double-occupancy rooms, each equipped with a vanity and sink. Residents enjoy a large lounge and television room on the lower level, and a smaller lounge on each floor. Named Valley View when it was completed in 1963, the hall was rededicated in May 1987 in honor of Delmar and Jean Pittman of Stewart, MN, who, in 1986, provided the single largest personal gift ever given to Gustavus.

Prairie View Hall: Built in 1998, Prairie View Hall is the smallest residence hall on campus. Its 59 occupants reside in double occupancy rooms arranged along common corridors. The hall contains a computer room, lounge, and study room for its predominantly upper-class residents. Prairie View provides substance-free living for upper-class students. (See page 7 for further information on PLEDGE Substance-Free Lifestyle Living.)

Rundstrom Hall: Dedicated in 1938, Rundstrom Hall is a college landmark due to its unique architecture and location near the main entrance to the campus. The two-story building, named for a former professor at the college, houses 92 upper-class men and women in double-occupancy rooms on alternate floors. Residents enjoy a large lounge, television room, computer room, kitchen, and a small chapel—the only one located in a residence hall.

Sohre Hall: Completed in 1961, Sohre Hall has a floor plan nearly identical to Pittman's, featuring double-occupancy rooms arranged along corridors. It houses 190 students with first-year students and upper-class students within the building. It contains a large lounge, television room, kitchen, computer room, and study room. It is located on the south side of the campus adjacent to Pittman Hall.

Sorensen Hall: Sorensen Hall was built in 1955 and houses 190 upper-class men and women. The four floors have double occupancy rooms arranged along corridors. The hall contains a large recreational lounge in the basement, a television room, and a kitchen. Sorensen is located on the northeastern edge of the campus overlooking the Gibbs Tennis Courts and is a part of "The Complex" with North and Gibbs Halls.

Southwest Hall: Southwest Hall is a 190-person residence hall housing students in 4 and 6-person suites and 4-person apartments. Suites contain single occupancy bedrooms around a living room and bath. Apartments include 2 bedrooms, living room, kitchen/dinette, and bathroom for 4 persons. Students residing in apartments may choose whether or not to have a meal plan. The hall contains several lounges, common area kitchen, and flexible housing space. It is located on the west side of campus with easy access to the Arboretum.

Uhler Hall: Uhler Hall was dedicated in 1929 and named for a longtime professor. It was originally designed on the "Harvard plan", with six stairwell/entrances (one serving each "house") opening to a common interior courtyard. In the early 1980s, it was remodeled, and now its 190 upper-class men and women live in suites accessed from corridors on each of the three floors in both wings. Three different sizes of suites accommodate two to four students. The lower level contains a kitchen, study room, computer room, television room, laundry and lounge.

Intentional Learning and Service Programs:

ILS Houses: The College owns and manages a variety of houses adjacent to the campus. These houses are requested by upper-class students with an interest in serving the campus community by providing programs and activities around specific themes. The themes for the coming year are determined through a student application process. While serving the community, these students, also, learn about their special interest area. Application for and participation in these houses is accomplished through a special process held during Spring Term.

Asian Cultures and Pan Afrikan Student Houses: Two houses on campus are reserved for students wishing to explore their heritage as well as to educate others in Asian and Pan Afrikan cultures. Working with the Director of Multi-Cultural Programs, upper-class students commit to provide an environment welcoming to all persons. Upper-class students interested in residing in one of these houses must contact the Director of Multi-Cultural Programs.

Gustavus Residential Life



PLEDGE Program: Substance Free Lifestyle Housing: Students may choose to participate in the PLEDGE program, a substance-free lifestyle living environment. Upper-class students choosing to participate in the PLEDGE program live in Prairie View Hall and other halls on campus through a personal substance-free lifestyle contract. First-year students in the PLEDGE program live in A Tower and section 1C of Norelius Hall. PLEDGE participants agree to refrain from any and all possession or use of tobacco, alcoholic beverages, and other controlled substances and illicit drugs. It is expected that these areas will be free from potential and residual effects of use and/or possession occurring in other locations. Students failing to abide by the agreement will be re-assigned to another available space on campus. A PLEDGE council is created each fall to discuss issues and create substance free activities and programs for the campus community.

Crossroads Program: The “Crossroads” program is a living/learning center for upper-class students, established to serve as a gathering place for students of all classes, faculty, and friends who share common international and intercultural interests. The Crossroads program encourages the study of languages, history, and global issues with residents as key players in facilitating discussion. Members of Crossroads share an interest in world culture, languages, and contemporary global issues. The programming goals are twofold: 1) designing and leading intercultural programs for the campus community and 2) communicating and working with various other international groups on campus including foreign language clubs, International Cultures Club, Asian Cultures Club, Pan-Afrikan Student Organization, and the International Education Office. Crossroad programs have included an open house dinner, a Latino dance in Minneapolis, study abroad student presentations, and an International Festival. The Crossroads program was founded in 1996 and resides in the Carlson International Center with the Swedish House and International Education Office. The size of the Crossroads program (70 students) facilitates the building of a friendly, close-knit community.

Swedish House: The Swedish House has a long standing tradition at Gustavus. Originally located on 7th Street in a very distinctive yellow and blue house, it was moved into the Carlson International Center following the house’s destruction in the tornado of 1998. The original door and pictures can be seen at the entrance to the new Swedish House. Residents of this house are selected due to their particular interest in providing a glimpse into Swedish Culture through the programs and activities they provide to the campus community such as the weekly



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Frequently Asked Questions

As a first-year student, how is my roommate chosen? Roommates are assigned by the Residential Life Office beginning in June using the information provided on the Housing Contract and Preference Questionnaire.

Do I have any say in where I live? Through the Housing Contract and Preference Questionnaire, you may indicate a variety of preferences including asking to live in a specific hall. Residential Life, though, makes placements with regard to preferences, available spaces, and roommate compatibility. Sometimes, the Residential Life Office is unable to accommodate your initial request. This is why several preferences are requested.

What furniture will I be able to use in my room? Rooms are furnished with a bed, dresser, closet, desk, and desk chair for each resident. Each residence hall is equipped, also, with common areas where furniture is provided. With the exception of a bed and mattress, furniture must remain in the space/room where it is assigned. Students may request to store their bed/mattress by contacting their Area Coordinator.

Can I remove the furniture from my room and have it stored at home? No. All furniture - with the exception of bed and mattress - assigned to a student room must remain in its assigned location. Please do NOT send furniture home for storage. Students are held accountable for the presence of the furniture assigned them.

Other than at home, where can I wash my clothes? Washers and dryers are available in each hall and use is free for the residents of that hall. Ironing boards are also supplied; however, you must bring your own steam iron.

How do I make long-distance calls? Your room comes equipped with a telephone. You will be able to receive incoming calls and make both local and long-distance calls. Each Gustavus student receives a confidential Personal Authorization Code from the Telecommunications Office for long-distance calling. Charges are billed directly for use. Room occupants are responsible for all use of the phone in their assigned room. Also, each resident is provided a voice mail box. It is expected that each student will set up and check that message system daily.

Can I bring my pet to campus? Yes, if it is a fish. Animals are not permitted in the residence halls at any time for health reasons with the single exception being fish kept in aquariums not to exceed a 15 gallons capacity.

What if I can't go home during one of the scheduled breaks? The halls are closed during the Thanksgiving, Christmas, and Spring break periods. Students who are not able to leave campus for the vacations due to distance only may be housed on campus with permission from the Residential Life Office. Students must schedule off-campus work so as to not conflict with these vacations. Check with the Residential Life Office for further details.

Can I have a single room? Single rooms are provided for upper class students in Southwest Hall suites. Due to the occupancy of residence halls, doubles as singles are usually **NOT** considered until Spring Term.

Do I need to bring sheets and, if so, what size sheets should I bring? As Gustavus has a variety of sizes of beds you may wish to wait until you have arrived on campus to purchase the appropriate size sheets or purchase extra long ones.

Is there computer access in my room? What do I need to make this happen? All student rooms have computer access. Students must purchase an Ethernet card which is available through the Book Mark in the Campus Center. Also, each residence hall room has wireless internet capability.

Where do I go to complete the Housing Contract and Preference Form? Please go to the back page (Page 20) of this Residential Life Handbook for the website address. Remember, you will be held accountable for the information in this Handbook.

Terms and Conditions of Residence

(Please read prior to signing contract and keep for reference)

This Handbook is incorporated in and binding as part of the Gustavus Adolphus College Housing Contract. The terms and conditions of residence listed below supersede and replace any previous terms of assignment.

Section One Occupancy Requirements

As a residential college, Gustavus Adolphus requires that all full-time (i.e., enrolled in the equivalent of three or more full semester courses) students live in college housing unless:

1. the student lives at home (15 mile radius of Gustavus) with parents or legal guardians;
2. the student personally owns a house (name is on deed and mortgage) in St. Peter or 15 mile radius of Gustavus.
3. the student is a veteran of military service;
4. the student is married or living with and responsible for dependent children;
5. the student has achieved senior or junior status AND has obtained prior and proper permission from the Director of Residential Life to seek off-campus housing.

Students who have special needs and do not qualify under the listed exemptions should refer to the Residency Requirement Waiver section of this Handbook (see Terms of Assignment Section Four , part 15).

Because the College anticipates full occupancy each semester, a resident student contracts for a space in the residence halls but not for a specific room or roommate assignment. The College reserves the right to:

1. assign roommates unilaterally;
2. reassign students who are without roommates;
3. use a room when it is unoccupied;
4. assign single rooms; and
5. reassign to different rooms or residence halls in the event such reassignments are determined necessary.

Under no circumstances may a student sell, transfer, or sublet his/her contract to another person, including another student.

Section Two Agreement Period

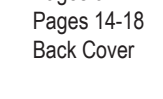
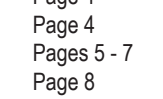
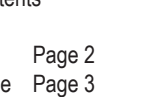
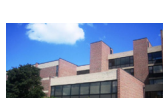
1. The residence halls officially open to receive new students at 9 A.M. on the first day of New Student Orientation preceding the Fall Semester. Students may not occupy or leave personal belongings in any student room or hall before the time the halls officially open unless they are participating in a College-scheduled program or have prior approval from the Residential Life Office AND pay an additional fee for each day preceding the opening. Because College personnel may still need to enter rooms to perform maintenance or otherwise prepare for the Fall opening, early arriving students are not considered to permanently occupy their rooms prior to the official opening.
2. Residence Halls are closed during officially designated vacation periods. These include Thanksgiving, Christmas, and Spring Break. Limited space may be arranged for students required to stay for College-scheduled programs and for others who are unable to leave due to distance and who make prior arrangements with the Residential Life Office. All other rooms are to be vacated for the announced duration of the vacation period. Students with rooms in closed buildings may not re-enter their room until the hall officially re-opens.
3. Interim: Students who are enrolled for both Fall and Spring semester automatically retain their spaces during January, regardless of their status or residence during the month, and need not



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remove possessions from their rooms. However, a student may **not** occupy his/her campus housing assignment during January unless enrolled for an approved course or granted a written exception from the Director of Residential Life. Students that are granted an exception and violate the Student Code of Conduct will be asked to vacate their housing until the beginning of Spring term. On occasion, the College may need to house Interim exchange students using the space of students enrolled for both semesters but gone from the campus during January. This occurs only when all open spaces are already exhausted and a space will be assigned only if the resident student agrees. The student will receive a credit to his/her account for moving personal belongings to accommodate the visitor.

4. Students must vacate their rooms within 24 hours of their last examination each semester, or by 6 P.M. on the last day of scheduled final examinations, whichever comes first. Graduating seniors and others approved to participate in Commencement may stay until 6 P.M. on Commencement Sunday. All exceptions must be approved in advance by the Residential Life Office.

Section Three Termination of Contract

This contract remains in effect until the end of the contract period, but may be terminated under the following conditions:

1. If a student cancels enrollment at Gustavus in writing prior to the first day of classes and prior to moving into a residence hall;
2. If a student violates the terms of this contract; College regulations; or local, state, or federal laws, under which circumstances the College reserves the right to cancel the contract with no refund of room payment.
3. If the residence requirement is waived by the Residential Life Office (see Section Four Part 15.); or
4. If, within contract period, a resident student applies for and is granted a Housing Contract Release (see Section Four Part 17).

Section Four Terms of Assignment/Community

1. **College Policies:** It is the student's responsibility to become familiar with College regulations, including, but not limited to, those in this Housing Handbook; the Statement of Student Rights, Responsibilities, and Judicial Procedures; and the Gustavus Handbook; as well as other published rules, policies, and procedures of the College and all city, state, and federal laws. In signing the accompanying contract, the student agrees to abide by all such rules and regulations.
2. **Policy Amendments:** The College reserves the right to make rules, regulations, or policies as may be necessary for safety, health, or care of the residence halls and the resident, or to help further the educational objectives of the institution.
3. **Room Assignment and Reassignment:** The College reserves the right to reassign students to other campus housing or to deny on-campus housing to any student(s) whose actions are detrimental to the welfare of the residence hall or campus community. Please be aware that College regulations do not permit room-sharing (in which, for example, the assigned occupants of two or more rooms establish shared sleeping arrangements in one room and use the other for recreational space) and the subleasing or unauthorized transfer of room space. If a student(s) refuses to accept a roommate or, in the judgement of the Director, attempts to force a roommate out of a shared premises, the College may require such student(s) to relocate or be responsible for the total rent of the premises. Residential Life works with roommates in conflict through informal and formal mediation processes to assist students in appreciating differences and in learning life skills.
4. **Right of Privacy:** Students are guaranteed the reasonable privacy of their room and belongings. However, under specific guidelines established in accordance with the Statement of Student Rights, duly authorized agents and representatives of the College shall have the right to enter student rooms. These

guidelines include, but are not limited to, cases of emergency, need for repairs, health and safety inspections, and when College officials are in “close pursuit” of a rule or policy violation. Rooms are inspected monthly and during vacation periods for health and safety hazards.

- 5.0 **Fire Marshal's Directives:** The College is concerned about the safety and welfare of the students living in the residence halls and has both a legal and moral responsibility to see that the State Fire Marshal's directives are met. Gustavus cannot and will not play games with fire and safety standards, policies, and procedures. The intent of these directives is very clear: to make Gustavus residence halls as safe as possible.

Students may not do anything or keep anything in the residence halls that will increase the risk of fire or explosion or that is contrary to the directives of the State Fire Marshal's office or the terms of the College's insurance policies. Misuse of fire and safety equipment including, but not limited to, fire extinguishers and fire alarms is a violation of both College regulations and state laws. The State Fire Marshal's Office has notified Gustavus Adolphus College that the following cannot be allowed in students' rooms.

- A) **Carpeting and Carpet Pad:** Carpeting and carpet pads are permitted. Due to the concern of fires, all carpet and pad must be cut to allow the door to open freely.
- B) **Construction or Modification that Increases the Risk of Fire or Decreases Safety** (paneling, platforms, wood floors, and other projects that make use of wood or other flammable materials): The Deputy State Fire Marshal has OK'd the bunking of beds using a minimum of 2x4s and 4x4s. Barn board, paneling, 1x12s, platforms, plywood, particleboard, etc., cannot be allowed. If students choose to loft their beds, they are to use the bed frame and must not set the mattresses on a plywood platform. Use of wood and other flammables MUST be kept to an absolute minimum.
- C) **Door Obstructions:** Doors must be able to easily open to their full capacity. There must be a clear and easy exit from each room that may be readily located in the case of fire, smoke, sleepiness, intoxication, dark, or the confusion of an actual emergency.
- D) **Flammable Materials Hanging From or Draped Across Ceilings:** The Deputy Fire Marshal has specifically banned any and all flammable materials hanging or draped from the ceiling, including hanging room dividers (whether hanging from the ceiling or suspended below it). He has agreed to allow wall hangings (flat against the wall) but has suggested these be made of a fire resistant material.
- E) **Residential Sprinkling System:** The residence hall hallways and each room contain sprinklers that will activate either through the presence of fire or misuse. Should a student set off the sprinkler system, whether within or outside their room, s/he will be held liable for all damages plus a \$700 fine.

Residents violating these directives are legally liable for both civil and criminal negligence should a fire or other related problem occur. Additionally, should violations be discovered by the College, the student(s) responsible are subject to formal disciplinary action.

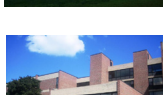
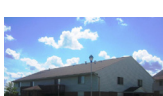
6. **Checking In/Room Condition Report:** Upon moving in, each student is required to review and sign a Room Condition Report indicating and attesting to the condition of the room and its furnishings. Signing the report constitutes agreement that the conditions are as noted. The room is checked against the report when the student moves out and the student charged, as appropriate, for damages.
7. **Checkout:** Residents are expected to return their rooms to the College in a good and clean condition, ready for the next residents. Those residents officially assigned to the room during the year will be held responsible for all damages and losses beyond normal wear that are not individually assigned, regardless of the cost of repair or replacement, and for charges where extra cleaning is necessary.
8. **Room Alterations:** Occupants are not permitted to paint, physically alter or remodel any student room or public area in the residence hall (except pre-approved decorative painting of public areas). Damages will be assessed to violators.



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- Damage and Prorations:** Students will be charged for damage to or loss of College-owned furnishings and equipment, and repairs and/or necessary maintenance or rooms and common areas (normal wear and tear excepted). If individual responsibility for such loss or repair cannot be determined, charges may be prorated among residents of the affected room, floor, section, or hall. Prorations are billed at the end of each academic year by the Finance Office, along with end-of-the-year room charges. Damage charges are subject to an appeal process.
- Room Changes:** Student initiated changes in room assignment must be approved in writing by Director of Residential Life (or designee) using an official Room Change Request form, BEFORE any changes are made. Room changes will not be considered during the first 3 weeks of class of each semester unless required as determined by the Director of Residential Life (or designee). Upon approval, the student will be provided a room change deadline and issued a new key. Students involved in an unapproved room change will be subject to disciplinary action (including fines, not to exceed \$50) and/or return to original room assignment.
- Limitations on Use of Hallways:** For health and safety reasons, no ironing or cooking (including popping corn) may be done in residence hall hallways. Similarly, hallway sport activities such as floor hockey, Frisbee, pranks that may harm the facility or occupants (e.g. excessive use of water), etc., may not be staged. Finally, hallways or stairwells may not be used for storing items.
- College Furnishings:** The College furnishes each student with a bed and other room furnishings (which vary depending upon hall). College furniture or furnishings may not be removed from student rooms nor moved from one hall to another without permission from the Director of Residential Life/his designee. However, students may request to store their bed and/or mattress by contacting their Area Coordinator. Removal of College furniture or furnishings from residence hall lounges and other public areas to student rooms or otherwise is expressly forbidden. Students involved in unauthorized furniture removal will be subject to disciplinary action including fines and/or eviction from halls.
- Keys:** All keys issued to resident students remain the sole property of the College and may not be duplicated. Keys are issued at the beginning of the year (or to a new occupant during the year) at no charge. Students must promptly return all keys whenever their contract is terminated or their room assignment changes during the academic year. When a room key is lost and reported, or if the student fails to return the key after vacating the room, a new lock will be installed, and the student will be billed \$100 (\$150 if at the end of the term) to cover the installation. (The College assumes that the student's insurance will cover expenses relating to key theft.) A student who illegally possesses, uses, or duplicates any College key will be subject to disciplinary action.
- Personal Property:** The College will make every reasonable effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat and/or other natural disasters. Students are strongly encouraged to purchase insurance to cover loss of or damage to personal property or to inquire into the extension of parent's insurance for this purpose.
- Residency Requirement Waiver:** Students who have special needs that cannot be met in the residence halls, but who do not qualify under the exemptions for living off-campus listed in Section 1 of this Handbook, may apply to the Residential Life Office to request a waiver of the Colleges' residency requirement. Because the College is committed to the role of residential living as an integral part of the student's educational experience, such waivers will be granted only in cases of exceptional need or hardship. Application to waive the residency requirement does not automatically release a student from contractual obligations.
- Prohibited Possessions:** The following are prohibited in student rooms: exterior antennae, air conditioners, firearms (including antique weapons), other dangerous weapons (including but not limited to archery equipment, crossbows, large knives, and swords), firecrackers and other explosives, and electrical appliances noted below. Heating or cooking appliances (including but not limited to, toaster ovens, hot plates, space heaters, sunlamps, halogen lamps without metal protective cage and electrical blankets) may not be used in student areas, with the exception of electric coffee/hot pots, pop-up toasters, microwave ovens (smaller than 700 watts), torchiere/halogen lamps with protective cage, and

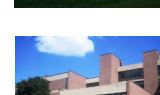
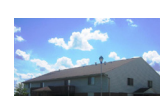
popcorn poppers with automatic heat control in good condition. Irons may be stored in student rooms but must be used in an ironing room or similar public area. Students may use the following electrical appliances in student rooms: radio, fan, tape recorder, television, sewing machine, personal computer, and compact refrigerator (not to exceed six (6) cubic feet), as well as coffee pot, toaster, microwave, and popcorn popper. Prohibited items will be confiscated by hall staff; confiscated items which a student may legally possess off-campus will be stored and returned at the end of the school term.

17. **Housing Contract Release:** Students qualified to live off-campus (as listed in Occupancy Guidelines section of this Handbook) but choosing to sign a housing contract are committed to the contract for the entire academic year UNLESS special permission is granted through the Residential Life Office.
18. **Placement/Assignment:** First-year students who accept the College's offer of admission by returning their Advance Registration Deposit will be mailed this Residence Hall Contract and Handbook. Included in this booklet are 1) a Housing Contract and Preference Questionnaire, and 2) a copy of this Gustavus Adolphus College Housing Contract and Handbook. Placement in a residence hall of choice cannot be guaranteed, but the Residential Life Office will attempt to honor the preferences of incoming students whenever possible. In many cases, however, demand for a particular hall exceeds the space available. Incoming students that BOTH return their Advance Registration Deposit and their housing request form to the College by June 1, therefore, are given priority in terms of their housing preferences. A priority system according to the date when the student's Advance Registration Deposit AND the Housing Contract and Preference Questionnaire were received is used in placement. Housing requests received after the deadline will be assigned on an on-going basis thereafter. Requests for particular roommates are honored if they are mutual, but specific roommates cannot be guaranteed if either request is received after the June 2 deadline. Incoming students who do not state a preference for housing will be assigned at the discretion of the Residential Life Office. Roommate assignment, where no preference is given, will be based on the information provided on the Housing Contract and Preference Questionnaire. This form may be returned by mail to the Finance Office, 800 W. College Ave., St. Peter, MN, 56082-1498.

Upper-class students are provided their handbook through the Residential Life web site.

Section Five Residence Hall Policies

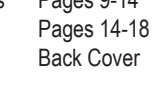
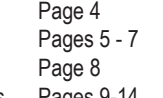
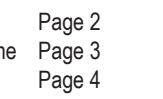
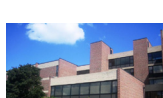
1. **Cable Television:** MediaCom Cable Television cooperates with Gustavus Adolphus College to provide cable television and FM service in student rooms. Students contract directly with MediaCom for the service they desire and are billed for the service by the cable company. Unauthorized reception of cable service is illegal and will be prosecuted. TV reception in student rooms only occurs with the use of this service. Each hall is equipped with cable in a TV lounge.
2. **Candles/Flammable Materials/Incense:** Any item with a wick or flame or consuming flammable material (including but not limited to candles, incense, oil lamps, potpourri simmer pots, and gas or Sterno cans) are NOT allowed in residence hall rooms or College-owned apartments or houses. Students possessing or utilizing these items are subject to a fine and confiscation of item.
3. **Controlled Substances:** Possession, use, sale, distribution, or solicitation of restricted or illegal substances is prohibited. The use, possession, sale, or distribution—or assistance in any way to anyone so involved—of any illegal and/or dangerous drugs, narcotics, or acids is strictly prohibited on the campus and in the residence halls. Prohibited substances will be confiscated and disposed of by College staff members in cooperation with local law enforcement officials and the offender subject to disciplinary action by both the College and civil authorities.
4. **Alcoholic Beverages:** The use or possession of alcoholic beverages on campus and in the



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residence halls is strictly regulated. "Alcohol and Drug Policy: Gustavus Adolphus College is concerned for the well-being of all members of its academic community and for the quality of their relationships. One area of that concern involves the use of alcohol and other drugs. The College does not condone the use of alcohol when prohibited by law. On the contrary, it seeks to foster an atmosphere in which abstinence from alcohol is accepted, respected, and supported. The College also expects individuals and groups of legal age to make responsible choices with regard to alcohol use. Careful consideration must be given if alcoholic beverages are to be available at College-sponsored off-campus activities or at events where underage individuals are present. While the alcohol and drug policy makes provisions for the consumption of alcohol in conjunction with some special events, participants of all ages should be able to participate in all planned activities. Activities with alcohol may segregate those not of legal age from those who are, and this could be counterproductive to the development of community. The College takes the position that chemical abuse is neither socially nor morally acceptable. It also recognizes the reality of chemical dependency and is aware of its presence in the academic community. We are obliged to help those who could be harmed or inconvenienced as a result of the irresponsible behavior of others. As a part of encouraging responsible lifestyles, Gustavus will strive to provide education about alcohol and other drug use, to encourage responsible choices, and to intervene in situations where it has knowledge of misuse and abuse of chemicals. The College will encourage and provide reasonable help for members of the community who seek treatment for chemical dependency. The College expresses the following objectives with regard to alcohol and other drugs:

1. To support and encourage those who choose to abstain from the use of alcohol and other drugs.
2. To undertake to educate members of the College community regarding the effects of use, misuse, and abuse of alcohol and other drugs.
3. To formulate and maintain guidelines for appropriate response to the misuse and abuse of alcohol and other drugs.
4. To expect individuals who use alcohol to make responsible choices and respect the rights, needs, and lifestyles of other members of the community.
5. To sensitize Collegiate Fellows, Head Residents, Peer Assistants, faculty, staff, and students to the implications of chemical use, and especially to the needs of those who misuse or abuse alcohol or other drugs.
6. To provide direct assistance and/or referral for those with substance abuse problems. Each member of the community is encouraged to support the objectives of this policy. The Dean of Students shall have the primary responsibility for monitoring it for the student body, with primary enforcement provided by Safety and Security and the Residential Life staff. The Dean of Students shall continue to study, develop, and evaluate the program of education for the campus community dealing with the implications of alcohol and drug use. Refer also to the section titled "Specific Policies for Alcohol and Other Drugs in the Residence Halls" for further information on the application of this policy for residence hall living.

GENERAL POLICIES

Statement of Rules: Any violation of the following rules shall be considered an offense subject to disciplinary action by the appropriate authorities. The College reserves the right to request assistance from law enforcement officials where State or local laws are being violated.

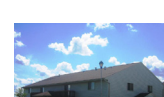
1. Minnesota law and College policy prohibit the possession or consumption of alcoholic beverages by persons under the age of 21. Providing alcohol to a minor, or assisting a minor in any way in obtaining alcohol, is specifically included as inappropriate behavior and is also a violation of State law.
2. Possession, use, sale, or solicitation of illegal substances is prohibited.
3. Possession of drug paraphernalia is prohibited.
4. State and local laws prohibit the purchase and resale of alcoholic beverages without a license. College policy prohibits the sale of alcoholic beverages on campus.
5. Promotion on campus (including, but not limited to, circulars, posters, and campus publications) of consumption of large amounts of alcohol, or of events where drinking is the primary focus, is prohibited.
6. Alcohol advertisements are prohibited in student media publications and broadcasts.
7. Consuming or possessing alcohol in an open container in any public campus location is not permitted. Serving of alcoholic beverages on campus may occur only under conditions listed in the Gustie Guide.

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8. Driving under the influence is prohibited.
9. Transportation of alcoholic beverages to and from designated areas and/or private rooms must be in closed and opaque containers, not to include parts of clothing.
10. No college funds may be expended for the purchase of alcohol without prior approval.
11. Controlled Substances: Possession, use, sale, distribution, or solicitation of restricted or illegal substances is prohibited. The use, possession, sale, or distribution—or assistance in any way to anyone so involved—of any illegal and/or dangerous drugs, narcotics, or acids is strictly prohibited on the campus and in the residence halls. Prohibited substances will be confiscated and disposed of by College staff members in cooperation with local law enforcement officials and the offender subject to disciplinary action by both the College and civil authorities.
12. LIMITED IMMUNITY: The College realizes that students may hesitate to call for help in situations involving alcohol or other drugs for fear of facing judicial action. In the interest of health and safety, Gustavus provides limited immunity for those who seek assistance for themselves or others in need of medical attention. While policy violations cannot be overlooked, in situations such as these, the College will provide educational sanctions only and no disciplinary file will be maintained for this incident if the sanction is fulfilled. Should the student be found responsible for subsequent alcohol or other drug violations, notation of the educational sanction will be entered in the student's judicial file

While the College has adopted the policy above for addressing the consumption of alcoholic beverages on campus (see Gustavus Guide for), guidelines set forth in that policy are further defined below for residential situations:

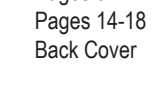
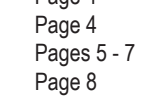
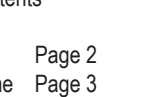
- A. By Minnesota law, students must wait until their twenty-first birthday before they can legally possess, consume, or distribute alcoholic beverages. Underage students who possess, consume, or distribute alcohol are subject to appropriate disciplinary measures. Confrontation of underage students may occur either in public areas or student rooms when the staff member has knowledge of a possible violation. Possession presumes consumption in the eyes of the State of Minnesota and is illegal for individuals under the legal age. Legal age may not be assumed and must be verified by ID; all resident students will be expected to produce Gustavus identification and proof of age if requested by College staff.
- B. Resident students and their guests of legal drinking age may possess and consume alcoholic beverages in residence hall sleeping rooms only. Possession of open or opened containers of alcohol is not permitted in residence hall corridors, lounge areas, bathrooms, stairwells, or any other public spaces and may result in disciplinary action as specified in the documents entitled Student Rights, Responsibilities, and Judicial Procedures.
- C. In rooms where none of the assigned occupants are of legal drinking age, alcohol and/or alcohol containers either full or partially full OR used as decoration (boxes, cans, bottles, etc.) is not allowed and the occupants may be held jointly responsible for violations. Alcohol will not be permitted in these "underage rooms" even when guests of legal age are present; alcoholic beverages discovered in such situations are subject to confiscation and disposal, regardless of claimed ownership. Alcohol will be allowed in student rooms where at least one occupant is of legal age. In such cases, a legal-age occupant must be present and assumes responsibility as host if guests are present. Underage students, whether occupants or guests, remain restricted from possession or consumption of alcohol in these rooms. When a gathering where alcohol is present violates other residential life guidelines or when it comes to the attention of College officials that a legal host is not able to control consumption, underage guests will be instructed to leave (and cited for possession if appropriate) and the host will be subject to further sanctions.
- D. Disciplinary measures may be taken when underage students possess, consume, or distribute alcohol, and, also, when legal age students either distribute alcohol to underage students or possess or consume alcohol in an inappropriate location. (Simple knowledge of underage possession or consumption of alcohol, either by staff or other students of the College, can result in significant legal liability for those people.)
- E. State and local laws prohibit the purchase and resale of alcoholic beverages without a license. College policy prohibits any sale of alcoholic beverages on campus.
- F. No kegs of beer (including, but not necessarily limited to, "party balls," ponies, or kegs of any size) or large quantities of alcoholic beverages or mixtures are permitted in residential hall rooms. Pre-mixed punches and concoctions such as "waps," "garbage can punch," and other similar mixtures are



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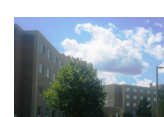
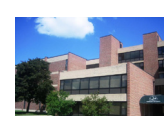
considered excessive regardless of actual quantity and are prohibited. (Students are advised to contact their CF, Head Resident, or the Director of Residential Life before staging a party involving alcohol, as a number of contributing factors can affect a determination of "excess".)

- G. Transportation of alcoholic beverages to and from private rooms (and designated areas) must be in closed and opaque containers, not to include parts of clothing.
- H. Display of alcohol-related advertising materials (including bottles/cans/boxes) in residence hall windows or areas outside residence hall rooms is not permitted. Students are expected to promptly dispose of trash such as cans, bottles, and boxes from all hallways.
- I. The possession, consumption, or sale of alcoholic beverages at any public event is prohibited.
- J. No College or hall funds may be expended for the purchase of alcoholic beverages.

Gustavus Adolphus College has adopted and implemented a program, consistent with Federal Guidelines, to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program, mandated by the "Drug-Free Schools and Communities Act of 1989" (Public Law 010226, an amendment to Title XII of the Higher Education Act of 1965), requires that the following information be distributed annually to each student and employee. Please find this information in the Gustie Guide.

- 5. **Food:** Careless storage of food in student rooms may violate public health regulations and become offensive to other students. Students are responsible for maintaining an environment that does not violate public health regulations. In order to minimize risk, students are restricted from preparing foods in their own room and should use hall kitchens available for that purpose.
- 6. **Laundry Facilities:** Each residence hall has free laundry facilities. Use of these facilities is restricted to the residents of the hall.
- 7. **Linen:** Each student must provide their own bed linen. Buildings with newer furniture, listed below, have mattresses that require extra long sheets. Other buildings, generally, utilize extra long sheets but students may wish to move into their space before purchasing bed linens to ascertain correct size.
- 8. **Lofting:** Loft safety is of paramount concern to the College. Gustavus Adolphus College does NOT formally approve lofts or bunk beds. In Southwest, Sorensen, College View, Arbor View, Uhler, Carlson International Center including Swedish House, and Prairie View Hall, college furnished beds may be bunked using the units within the room. The following guidelines are offered for the safety of residents and to minimize the potential costs incurred by damage or loss as a result of loft construction.
 - A. The loft must be free-standing. Bolts, nails, etc., are not to be sunk into walls to support the lost. Pressurized lofting units are not permitted.
 - B. Lofts should not incorporate existing room fixtures (curtain rods, light switches, phones, other furniture) - with the exception of bed frames.
 - C. The State Fire Marshal's directives specify that beds must not be set on plywood platforms but that the metal frame/spring should be incorporated. Use of wood and other flammables must be kept to a minimum. Use of 2x4s and 4x4s is acceptable while barn boards, paneling, platforms, particle boards, and plywood are not.
 - D. Lofts are to be completely dismantled and removed from the room when the occupants vacate the room, either by changing rooms during the year or upon final check-out at the end of the term. At that time, the room should conform to the original check-in inventory.
 - E. Loft materials may not be stored on-campus during the summer.
 - F. Residents who build lofts are responsible for any damages to the room caused by the loft and will be billed accordingly. The College is not responsible for any injuries to the occupants of the room or their guests as a result of the loft's presence.
 - G. Lofts must be located and constructed in such a way that they do not interfere with access to windows, heating units, plumbing, and other items needing periodic maintenance. The loft must not interfere with or obstruct entry into or exit from the room in case of emergency. The loft should be at least 18" from heating covers and lights.
 - H. The College's bed frame and mattress should be incorporated into the loft.
 - I. Tubular loft kits are available for rent or sale from a contracted supplier.

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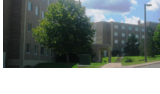
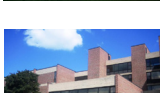
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9. **Noise:** Residents may not make or allow any improper or disturbing noises in the halls. Singing or playing any musical instrument(s), television, stereo, or radio in a way, or at any time, that is objectionable to others is a violation of residential life policy. Stereo systems are to be used for the listening enjoyment of students within the confines of their own rooms; placing speakers on or near window ledges to project sound from open window is not permitted. Repeated violations may result in the removal of the item(s) causing the noise. Courtesy hours: 24 hours per day. Enforced quiet hours: 10 PM - 8 AM Sundays through Thursdays, Midnight - 8 AM Friday and Saturdays.
10. **Pets:** Fish in aquariums smaller than 15 gallons are permitted in residence halls. All other pets, exotic or wild animals, fowl, reptiles and amphibians, and other fauna are **not permitted** in student rooms, lounges, or hallways. This prohibition also applies to laboratory animals and specimens as well as pets visiting.
11. **Solicitation:** Solicitation of funds or services, distribution of material, and/or sales by any outside business or organization (i.e. one that is not a campus organization) are not permitted on campus, except as provided below.
 - A. Business or organizations whose services or materials are determined to be in the interests of the College or for College purposes may operate tables in the Campus Center after obtaining express approval from the Directors of Student Activities.
 - B. Political candidates or their representatives may set up tables in the Campus Center with the authorization of the Director of Student Activities and may canvass the residence halls, provided prior arrangements have been made with the Director of Residential Life. No solicitors, sales people, or agents - whether students or others - are permitted to personally contact students in the residence halls (i.e., go door to door or use hall lounges) for commercial purposes, except if a campus group's activity has been approved in advance by the Director of Residential Life and the Director of Student Activities using the "Sales and Solicitation Application" available at the Student Activities Office. In those cases, the students representing the approved group will carry written authorization forms which they are to show upon demand. Violations of the hall solicitation restrictions should be referred to the Office of Safety and Security (x8888).

When offering sales or services off-campus, students may not use the College's name to imply endorsement or guarantee without the written permission of the Dean of Students. Gustavus students representing an off-campus business or organization are not permitted to use their assigned residence hall room as a place of business. Questions concerning this policy should be directed to the Residential Life Office.
13. **Smoking and chewing tobacco:** All public facilities at Gustavus, including residence hall rooms, corridors, and lounges, are designated "tobacco-free" as provided by Minnesota's Clean Air Act. Use of tobacco is NOT permitted within student rooms anywhere on campus. Students who smoke or use chewing tobacco may live in any residence hall (except Prairie View and Norelius a Tower) but must smoke/use "chew" outside the residence hall. "Butt stops" are provided outside each campus building for smokers to utilize in disposing of cigarette butts.
14. **Storage:** Subject to the limitations of space, each residence hall has areas where students may store suitcases, trunks, and other belongings during the year. Students who live outside a 350-mile radius from St. Peter may store personal belongings in the hall storage rooms during the summer. However, loft materials, furniture, wood, bicycles, and refrigerators cannot be accommodated. While the College attempts to maintain secure storage rooms, please be aware that it is not responsible for damage to or loss of materials stored. Belongings must be boxed and labeled.
15. **Substance Free Lifestyle Housing (PLEDGE Program):** Students may choose to participate in the PLEDGE Program, a substance-free living environment. Substance-free areas are designated for first-year men and women in Norelius Hall and for upper-class students in Prairie View Hall. Substance-free living participants agree to refrain from any and all possession or use of tobacco, alcoholic beverages, and other controlled substances and illicit drugs. It is expected that these areas

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will be free from potential and residual effects of use and/or possession occurring in other locations. Students failing to abide by the agreement will be reassigned to another available space on campus.

16. Telephone Service: The Telecommunications Department provides basic telephone service, including voicemail, to all students in College-owned housing. Each room or group of rooms has a standard touch-tone telephone and local service. Students are responsible for any damages to telephones caused by abuse and will be charged for all repairs at standard time and material costs. Long distance is available to all students by placing calls using their personal authorization code and are billed by the Telecommunications Department. Also, each student is expected to set up and check daily their personal voice-mail system within their room. The Telecommunications Department reserves the right to deny any of these services to any student who abuses the telephone system. Occupants are responsible for all use of the phone in their assigned room; individuals whose assigned phones are used improperly are subject to campus judicial proceedings, even if the misuse was perpetrated by unidentified guests or visitors..

17. Waterbeds, hot tubs, etc.: Because of undue stress that waterbeds place on the structure of the residence hall and because of the danger, inconvenience, and potential for damage that ruptures of such beds present to other residents, the use of waterbeds in residence halls is prohibited. Other devices or appliances exceeding 15 gallons (e.g. hot tubs, water coolers, large aquariums) are prohibited for similar reasons.

18. Window Screens: Student are not permitted to remove the window screens from the windows, not only because of College insurance requirements but also because of the safety risk removal represents. Students removing a window screen are subject to a fine.

19. Visitation and Guests: The Gustavus Adolphus College Visitation and Guest Policy is informed by the Mission of the College and its five core values. As an institution of higher learning, the College's primary concern is the education of its students. For education and learning to occur each student's well-being - both physical and emotional - is of paramount importance. Imbedded in the Gustavus mission and core values is a fundamental concern for the well-being of and respect for each individual within the context of the campus community. Balancing the sometimes competing interests of students as individuals and members of community is at the heart of the visitation and guest policy.

To be welcoming, to permit your residence hall space and your routine to be re-arranged temporarily for a guest or visitor, and to treat each person with dignity and respect are fundamental traits of hospitality. Equally important are the concerns for the common good of all who call the residence hall home. Gustavus residence halls are neither hotels nor private apartment buildings. They are buildings in which vibrant communities of students, Collegiate Fellows, Head Residents, Custodians, and Physical Plant workers form and function. Individual residents are expected to extend hospitality to guests within the context of the community's interests and standards. Communities that are not welcoming of guests and individuals who abuse a community's hospitality do not reflect the Gustavus values.

Behavior within Gustavus residence halls must be predicated on the essential and elemental value of respect for oneself and "the other". This respect is far deeper than mutual tolerance of one another. It affirms the dignity of each person and refuses to treat others as objects to be disregarded or ignored, used or abused, or manipulated. It recognizes the unique gift that is each person.

Policy Statement on Visitation and Guests
General Items

- A. Definitions
 - a. Guest: any person not directly affiliated with Gustavus as a student or employee.
 - b. Visitor: any Gustavus students or employee who is not an assigned resident of the particular room, suite, apartment, or house. NOTE: Employees who enter student units for the purpose of fulfilling job responsibilities (i.e. custodial, physical plant, Residential Life staff, Safety and Security Officers, etc.) are not considered visitors.
 - c. Visitation hours: the time period during which resident students may host visitors and guests

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of the opposite sex in their individual rooms. Visitation hours apply to all residence hall rooms and units.

- B. A student's privilege to have a guest or visitor is always superseded by any other assigned resident's right to uninterrupted use of the room, suite, apartment, or house to support their educational endeavor. The privacy as well as ability to sleep or study of the roommate(s) will take precedence over a guest or visitor. Therefore, a roommate should neither be compelled to leave a room, apartment, suite, or house in order to accommodate a guest or visitor NOR be placed in situations that might cause embarrassment or inconvenience.
- C. Frequent visits and/or visits of excessive length can create an uncomfortable environment for the roommate as well as other community members. Each hall resident has a right to privacy, sleep, and study which outweighs a roommate's or neighbor's privilege of visitation. If the presence of a guest or visitor is an inconvenience or distraction, the guest/visitor must leave.
- D. Gustavus students and employees are responsible for knowing and understanding the Gustavus Code of Conduct and Residence Hall policies that are enforced in all residence facilities. Community members may be held responsible and sanctioned for any Code violations.
- E. Student hosts are responsible for the behavior and conduct of their guests. Students are to inform guests of the Gustavus Code of Conduct and Residence Hall policies.
- F. Residents are to accompany guests at all times within the residence halls. This includes meeting guests or visitors at the front entrances to buildings and escorting them within the building. Guests and visitors should be instructed to use the phones located in the vestibules to call hosts for an escort.
- G. Guests and visitors are required to use bathroom facilities appropriate to their sex.
- H. Any guest who violates College policy or state/federal law may be asked to leave the college immediately and/or may be notified in writing through a no trespass letter that s/he is banned from College property until further notice.

Visitation Hours: Resident students are permitted to have visitors and/or guests within the following guidelines:

First-year student areas according to the Adjusted Year in Residence

- A. Visitation hours in sophomore, junior, and senior campus residences are:
 - a. Sunday through Thursday: 9:00 AM to 1:00 AM.
 - b. Friday and Saturday, visitation is permitted from 9:00 AM to 2:00 AM.
- B. Twenty-four hour visitation is permitted in the lobby, recreational space, TV lounge, study areas, computer lab, and kitchen of each residence hall.

Sophomore, Junior, and Senior student areas according to the Adjusted Year in Residence

- A. Visitation hours in sophomore, junior, and senior campus residences are:
 - a. Sunday through Thursday: 9:00 AM to 1:00 AM.
 - b.; Friday and Saturday, visitation is permitted 24 hours a day.
- B. Twenty-four hour visitation is permitted in the lobby, recreational space, TV lounge, study areas, computer lab, and kitchen of each residence hall.

Overnight Guests and Visitors: Resident students are permitted to have overnight guests and/or visitors on Friday or Saturday nights only. Guests/Visitors may stay for no more than 48 hours consecutively. Any policy violation may result in the loss of guest privileges.

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Instructions for completing the Residence Hall Contract and Preference Questionnaire

***Please access it on-line in a fill-able PDF file
located in the Quick Links Section of the
Residential Life homepage.***

<http://gustavus.edu/reslife/>

1. Complete the Residence Hall Contract and Preference Questionnaire form that can be accessed through the Quick Links Section of the Residential Life homepage listed above..
2. This form should be completed by the student (rather than a parent, friend, etc.). Honest answers will increase your chance for placement with a compatible roommate. Answer all questions being as complete and honest as you can. It is much easier to make a good roommate match with more information than less.

****Please Note: Incoming students that BOTH return their Advance Registration Deposit and their housing request form to the College by June 1 are given priority in terms of their housing preferences. A priority system according to the date when the student's Advance Registration Deposit AND the Housing Contract and Preference Questionnaire Form were received is used in placement. Housing requests received after the June 1 deadline will be assigned on an on-going basis thereafter. Requests for particular roommates are honored if they are mutual, but specific roommates cannot be guaranteed if either request is received after the June 1 deadline.**

3. Print the Contract and Preference Questionnaire Form (3 pages), sign and date the contract page, and mail them to:

Residential Life Office
Gustavus Adolphus College
800 West College Avenue
St. Peter, MN 56082 USA

by June 1, 2010.

WELCOME TO GUSTAVUS

WE ARE GLAD YOU ARE JOINING THE COMMUNITY