



**Pennsylvania  
College of Technology**

A Penn State Affiliate

<https://www.pct.edu/student-life/campus-housing>

## COMMUNITY LIVING HANDBOOK

Welcome Wildcats!

As you embark on your journey at Penn College of Technology, living within the residence halls, it is our pleasure to present the Community Living Handbook, a vital resource designed to guide you through your experience and help you make the most of your time here. This handbook is more than just a collection of policies and procedures; it is a roadmap to creating a vibrant and supportive community where everyone can thrive.

Living in a residence hall is an opportunity to engage with a diverse group of individuals, build lifelong friendships, and develop skills that will serve you well beyond these walls. Our primary goal is to foster an environment where every resident feels welcome, respected, and empowered to succeed.

The guidelines and policies outlined in this handbook are designed to create a harmonious living experience, encourage personal responsibility, and promote a sense of belonging among all residents.

We believe that a thriving community is built on mutual respect, open communication, and active participation. We encourage you to familiarize yourself with the contents of this handbook and to reach out if you have any questions or need further assistance. Your engagement and contributions are vital to the success of our community, and we are here to support you every step of the way.

Ashley Hunter & Residence Life Staff

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# Residence Life at Penn College

This Community Living Handbook answers many questions about living within the PCT community. Keep this handbook in an easily accessible place in your apartment to refer to when questions arise during your stay at PCT. If you have any further questions, feel free to contact the Residence Life office or any staff member.

## Residence Life Staff

The Residence Life staff is composed of students and professionals who conduct the day-to-day operations within the department.

*Below is a list and description of the different staff positions:*

### Director of Residence Life:

This professional staff member oversees the entire Residence Life department, including office operations, professional staff supervision, and budget management.

### Coordinator of Residence Life Operations and Facilities:

This professional staff member coordinates the department's operations and maintains Residence Life facilities and grounds. They also handle room assignments and the selection process, supervise Residence Life Office Assistants, and assist with paraprofessional staff training.

### Coordinator of Residence Life:

This professional staff member manages the operations of a specific residential area and performs administrative tasks within the department. Responsibilities include supporting resident students with academic, housing, and personal concerns, overseeing residence hall activities, providing educational programs, supervising and training paraprofessional staff, maintaining facilities, and serving as a campus judicial officer.

### Residence Life Assistant:

This professional staff member works in the Residence Life Office, handling many clerical tasks. Responsibilities include serving as a front-line receptionist, preparing department communication, processing room assignments, and managing financial transactions.

### Senior Resident Assistant (SRA):

SRAs are experienced student staff members who serve as leaders among the Resident Assistant team. In addition to fulfilling all standard RA responsibilities, SRAs provide guidance and mentorship to other RAs, assist in training efforts, and help ensure consistency across residential communities. SRAs often serve as the first point of contact for RAs with questions or concerns and support the professional staff with administrative tasks, incident response, and community development initiatives. They help foster a positive residential experience by modeling leadership, supporting peer accountability, and promoting student success.

## Resident Assistant (RA):

These student staff members live in the residence halls and are knowledgeable about department and campus policies. RAs receive extensive training to assist students with concerns and help create a healthy community that fosters a sense of belonging. They are responsible for organizing programs and activities in line with the College's educational model and serve as the day-to-day point of contact for their residents.

## Residence Life Office Assistant (Student):

These student staff members are familiar with departmental and campus policies, assisting students, potential students, and families. They handle clerical tasks and serve as the point of contact between central office hours and RA duty hours.

## Need Assistance?

Monday – Friday	Saturday & Sunday
<b>8 a.m. - 4:30 p.m.</b>	Contact the Residence Life Office, Dauphin Hall 1039 at (570) 320-8023
<b>4:30 p.m. - 8 p.m.</b>	Contact the Residence Life Office, Dauphin Hall 1085 at (570) 320-5322
<b>8 p.m. - 8 a.m.</b>	Resident Assistants are on duty in each residential area from 8 p.m. to 8 a.m. Monday through Thursday and from 8 p.m. Friday through 8 a.m. Monday on weekends.

**Resident Assistants on call can be reached at the following numbers:**

**Campus View – (570) 494-6033**

**Rose Street North- (570) 772-4811**

**Rose Street South– (570) 560-2356**

**The Village – (570) 772-5163**

# Housing Contract Information

The contract is an agreement between Pennsylvania College of Technology (the "College" or "PCT") and the student. The contract outlines the terms and conditions for living in on-campus Residence Halls. Please read carefully before signing.

## TERMS & CONDITIONS

### 1. Contract Agreement:

- By signing, you agree to follow the rules in the Student Handbook, Residence Life website, and College Catalog. The contract is legally binding once the College approves it and can only be changed with written approval from the College.

### 2. Contract Period:

- This contract covers both the **Fall and Spring semesters** (August-May). You agree to live in College housing for the full academic year.

### 3. Occupancy:

- This contract gives you the right to live in an assigned housing unit. It does not create a landlord/tenant relationship. College housing is closed during vacation periods, and early arrivals or late departures are not permitted.

### 4. Housing Fees & Payments:

- Housing and Residence Life fees will be set by the College each year. A \$100 Damage Deposit and \$100 non-refundable Housing Deposit are required when signing the contract. These fees must be paid by the deadlines set by the College.

### 5. Meal Plan:

- A meal plan is required for all students living in College Residence Halls. You can choose between a 14 meal/week or 19 meal/week plan when signing this contract. Returners have a 10 meal / week option.

### 6. Housing Status:

- Your housing status can be Assigned (housing is available) or Waiting (on a waiting list). Assignment to housing is not guaranteed, even if you pay the deposit.

### 7. Refunds:

- Refunds are only provided in specific situations, such as if the College cannot provide housing. Damage deposits are refunded at the end of your housing contract if there are no outstanding fees or damages, and you do not return to on-campus housing for the following academic year.

### 8. Immunization Requirements:

- All students must meet the College's immunization requirements before moving in.

### 9. Housing Eligibility:

- Housing is typically available only for full-time (Min. 12 credits), degree-seeking students. If you are no longer a full-time student, the College may cancel your contract, and you will have 72 hours to move out of the residence hall after notification.

### 10. Housing Assignments:

- The College assigns housing units. Preferences are considered; however, they are not guaranteed and are based on availability.

**11. Student Responsibility for Housing:**

- You are responsible for any damage to your assigned housing unit. Damage costs will be deducted from your \$100 Damage Deposit, and any excess charges will be billed to you.

**12. Liability:**

- The College is not responsible for theft, loss, or damage to your personal belongings. You are encouraged to have personal property insurance.

**13. Room Entry:**

- The College reserves the right to enter and, if necessary, search your room for health, safety, or policy enforcement reasons.
- Dates of inspections:
- 

**14. Legal Enforcement:**

- The contract is governed by Pennsylvania law, and you are responsible for any legal fees the College incurs in enforcing the contract, including unpaid fees.

## Summer Housing

Penn College offers on-campus housing during the summer term for students who are enrolled in at least one class or an internship. To be eligible, students must complete a summer housing contract after scheduling their summer classes.

### Eligibility & Enrollment

- **Class/Internship Requirement:** Students must be enrolled in a summer course or internship through Penn College to qualify for housing.
- **Mini-mester Students:** If you are participating in a mini-mester, you are still required to complete the summer housing contract.

### Summer Housing Contract

- **Submission:** The summer housing contract becomes available once you have registered for summer courses.
- **Specific Dates:** Students are responsible for knowing the exact dates they need housing. These dates must be entered in the contract to ensure proper accommodation and planning.

### Relocation for Summer Housing

- All students requiring summer housing will be relocated to the designated summer housing complex prior to the start of classes.
  - Information about this complex and move-in dates will be provided by the Residence Life Office.

## Room Changes

There are three opportunities during the academic year for students to request a room change. During each room change process, students can move to available spaces on campus. No room changes are allowed during the first two weeks of the semester, known as the "room freeze," to confirm occupancy and identify vacancies.

**Submitting a Room Change Request Form does not guarantee or imply that your request will be accommodated.**

### Fall Semester

#### **Room Change Process: September 8<sup>th</sup> at Noon - October 3<sup>rd</sup> at Noon**

Students interested in changing rooms must report to the Residence Life central office to complete a Room Change Request Form. You will be contacted by a staff member within **72 hours** (3 business days) of submitting the form.

#### **October 4<sup>th</sup>- December 13<sup>th</sup>**

No room change requests will be approved during this period, except in the case of an emergency as determined by Residence Life.

#### **Spring Semester Room Changes: December 1<sup>st</sup>-December 5<sup>th</sup>**

This process allows students to express interest in moving to an open space with a preferred roommate before that space is assigned for the spring semester. Interested students must complete a Room Change Request Form at the Residence Life central office. You will be contacted within **72 hours** (3 business days) regarding your request.

- If the move is approved, residents must **completely vacate** their current assignment during finals week, take all belongings home, and return in January to pick up keys and move into the new assignment.

### Spring Semester

#### **Third Room Change Process: February 2<sup>nd</sup> – March 2<sup>nd</sup>**

Students interested in a room change must visit the Residence Life central office to complete a Room Change Request Form. You will be contacted within **72 hours** (3 business days) regarding your request.

#### **March 3<sup>rd</sup> – End of the Semester**

No room change requests will be approved during this period, except in the case of an emergency as determined by Residence Life.

# Break Closing Procedures

At various times throughout the academic year, the residence halls will close for Thanksgiving, Winter, and Spring breaks. It is essential that all residents follow the outlined procedures to ensure a smooth and organized departure.

## Closing Dates and Times

Residence halls will close at **10 AM** at the start of each break period. Residents must vacate their rooms by this time.

### *Before You Leave*

To avoid charges and ensure a proper checkout, please complete the following steps before leaving for break:

1. Vacuum Floors: Clean all floors in your room or apartment.
2. Clean Kitchen and Bathroom (if applicable): Ensure that shared spaces, such as the kitchen and bathroom, are clean.
3. Remove Trash and Perishable Food: Dispose of all trash and remove any perishable food items from refrigerators and cabinets.
4. Complete the Closing Document:
  - o A closing document will be posted outside of your door.
  - o Each resident must sign this document before leaving.
  - o Failure to sign the closing document will result in an improper checkout fine.

## Residence Life Staff Inspections

Residence Life staff will begin inspecting rooms at 10 AM on the day of closure to ensure that all procedures have been followed. Any rooms that do not meet the requirements will be subject to fines and cleaning charges.

## Checkout Procedure for Non-Returning Residents

If you are not returning to housing after the break, you are required to:

- Remove all personal belongings from your room or apartment.
- Clean your living space (vacuum, clean kitchen and bathroom, and remove trash and food items).
- Complete the closing document on your door.
- Return your keys to the Dauphin RA Office and obtain a receipt for confirmation.

***Failure to follow these steps will result in charges for improper checkout, cleaning, or damage.***

## Abandoned Property

Any personal items left in the apartment after the end of the semester will be considered abandoned. Residence Life and General Services reserve the right to dispose of these items at their discretion.

## Damages and Cleaning Charges

- Residents are responsible for any damage caused by themselves or their guests. Reasonable wear and tear is not considered damage.
- Damage fees will be deducted from the \$100 damage deposit. Any charges exceeding this amount will be billed to the resident and must be paid promptly.
- If damages occur in common areas and cannot be attributed to a specific individual, all residents of the apartment or facility will share the cost of repairs, based on the total number of occupants.

Cleaning charges are assessed based on the apartment's condition at the time of inspection.

- **Basic Cleaning Charge:** A \$20 charge per resident will be assessed for minor items and minimal garbage removal.
- **Excessive Cleaning Charge:** If significant cleaning is required, a \$25 per hour charge will be assessed per resident.

These charges are applied to ensure shared responsibility for maintaining a clean and welcoming living space.

## 2025-2026 Closing and Reopening of Residence Halls

It is important to adhere to the scheduled closing and reopening times to ensure a smooth transition for all students.

### Thanksgiving Break

- **Closing:** Residence Halls will close at **10:00 a.m. on Wednesday, November 26, 2025.**
- **Reopening:** Residence Halls will reopen at **4:00 p.m. on Sunday, November 30, 2025.**

### Winter Break

- **Closing:** Residence Halls will close at **10:00 a.m. on Saturday, December 13, 2025.**
  - Residents are to leave within 24 hours of their last final.
- **Reopening:** Residence Halls will reopen at **10:00 a.m. on Saturday, January 10, 2026.**

## Spring Break

- **Closing:** Residence Halls will close at **10:00 a.m. on Saturday, March 7, 2026.**
- **Reopening:** Residence Halls will reopen at **4:00 pm. on Sunday, March 15, 2026.**

## End of Spring Semester

- **Closing:** Residence Halls will close at **10:00 a.m. on Saturday, May 9, 2026**
  - Residents are to leave within 24 hours of their last final.
  - **Graduating Students:**
    - If you apply to stay the week after finals through student portal
    - **Residence halls close 5:00pm on Saturday, May 16, 2026**

## Storage

The College does **NOT** offer storage space to residents. Between the fall and spring semesters, students may leave their belongings in their apartments at their own risk, provided they are returning to the same apartment for the spring semester. However, if there is a break between the end of finals and the start of summer classes, all summer students must remove their belongings from campus housing during that period.

## Room Entry

The Residence Life Office is committed to respecting student privacy within the context of shared living environments. While privacy is a priority, there are instances where it becomes necessary for authorized staff to enter student rooms to maintain a safe and secure living space.

Staff will enter student rooms with discretion and only under specific conditions:

### Authorized Room Entry Conditions

- **Maintenance and Repairs:** Authorized staff may enter rooms to perform essential maintenance or repair services, as needed.
- **Health and Safety Inspections:** These inspections occur at least once per semester to ensure the well-being of residents and compliance with health and safety standards.
- **Emergency Situations:** In the event of an emergency, such as fire, flooding, or medical crises, staff may enter rooms to ensure resident safety.
- **Disruptions to the Community:** If unattended items like stereos, alarm clocks, or other devices create disturbances, staff may enter to resolve the situation, but only with the approval of professional Residence Life staff.
- **Regulation Compliance:** If Residence Life staff reasonably believe that a room or apartment contains items in violation of College regulations or any federal, state, or local laws, they may enter to investigate further.

## Institutional Searches

Institutional searches are conducted when there is reasonable cause to believe that prohibited or dangerous items are present in a room or apartment. These searches are initiated by the following specific protocols:

- **Approval Process:** Institutional searches must receive approval from the Director of Residence Life or their designated appointee.
- **Clarification of Search Details:** The reason for the search, the personnel conducting the search, and the specific objects being sought are outlined and approved prior to the search.
- **Occupancy During Searches:** Searches may be conducted with or without the room's occupants being present.

## Police Searches

Searches conducted by the Penn College Police Department are governed by constitutional and criminal procedures. These searches follow legal standards and may include:

- **Observation of Plain View:** If an officer observes items in plain view from a location where they have the legal right to be, this does not constitute a formal search.
- **Warrant-Based Searches:** If a search warrant is issued, Penn College Police may conduct a search. When possible, a Residence Life staff member will be notified of the impending search to provide guidance to the room occupied by the person(s) named in the warrant and to act as a witness during the search.

## Apartment Inspections

Routine inspections may be conducted to ensure compliance with College policies. Any prohibited items or conditions identified during these inspections will be addressed in accordance with College procedures.

Residence Life staff will always follow College protocols when entering student spaces and aim to minimize any disruptions to the resident's living experience.

## Health and Safety Inspections

To maintain a safe and healthy living environment for all residents, Penn College Residence Life conducts Health and Safety Inspections of student rooms and apartments at least twice each semester. These inspections are performed by Residence Life staff and help ensure that rooms meet community health standards, are free of fire hazards, and are following campus housing policies.

Inspections will be announced in advance, and residents will receive information via email and/or floor meetings with their RA. You are not required to be present during the inspection, but

you are welcome to be if you'd like. Regardless of your presence, you will be notified of the results and any necessary follow-up.

During the inspection, Residence Life staff will:

- Check for fire and safety hazards
- Identify maintenance or facilities concerns
- Look for prohibited items
- Provide feedback on cleanliness and safety
- Offer helpful reminders about safe living practices

If a concern or violation is identified, you will receive a notification and will be given up to 48 hours to correct the issue. If a violation poses an immediate health or safety risk (such as a fire hazard), Residence Life may take immediate action, including removing the item or notifying the Penn College Police Department when appropriate.

Your cooperation helps ensure that our residential communities stay safe, welcoming, and supportive of student success.

## Maintenance

### Responsibility

- Residents are responsible for any damage to their housing unit and its furnishings.
- Students are jointly responsible with others for damage to shared areas or other College housing facilities.
- Damages will be divided among all students within the defined living area unless the responsible party is identified.
- All charges for damages will be deducted from the \$100 Damage Deposit.
- If damage exceeds the \$100 deposit, additional charges will be billed and must be paid promptly upon demand by the College.

### Damages

- Any damage to the housing unit or its furnishings must be paid for by the resident.
- Joint responsibility for damage in shared areas will result in charges being divided unless the individual responsible is identified.
- Deductions for damage will come from the \$100 Damage Deposit, with any amount over \$100 billed to the student.

### Sanitation and Trash Removal

- Residents are required to maintain their apartment in a clean and sanitary condition on a regular basis.
- It is the responsibility of residents to bag and dispose of trash in the designated receptacles and recycling containers.
- Trash may not be left outside the apartment door. Improper disposal of trash will result in a \$25 minimum charge.

- If an apartment area is determined to be excessively dirty, residents may be required to clean the area within a specified timeline.

## Submitting a Work Order

Students identifying a facility/custodial concern should submit a work order for an item(s) to be addressed as soon as possible. Basic facility/custodial concerns should be submitted by work order.

### Emergency Work Orders:

Students should report issues regarding **heating/cooling, water leaks, broken windows/glass, unsecure doors, loss of hot water or overflowing toilet immediately** at any time of day.

- **During business hours Monday-Friday (8 am-4:30 pm)**
  - students should call Residence Life at 570-320-8023.
- **4:30 pm-8 pm Monday-Friday**
  - please call 570-320-5322
- **After 8 pm Monday – Friday or Weekends**
  - please call the appropriate Duty phone or College Police at 570-321-5555.

## Getting Along with Roommates

Living with roommates is a significant part of the college experience and can contribute positively to your time at Penn College. Successful roommate relationships are built on mutual respect, open communication, and a willingness to compromise. Below are some guidelines to help you navigate your roommate's relationship:

### Set Clear Expectations Early

When you move in, have a conversation with your roommate(s) about expectations for the living space. Topics to discuss might include:

- **Quiet Hours and Study Time:** Agree on times when the room should be quiet for studying or resting.
- **Sharing Responsibilities:** Divide cleaning tasks or other responsibilities like taking out the trash or vacuuming.
- **Guest Policies:** Discuss if or when it's okay to have guests over and set any boundaries for overnight visitors.
- **Use of Personal Items:** Decide whether you will share items (such as kitchen supplies or food) or keep them separate.

Having these conversations early can prevent misunderstandings later.

## Respect Each Other's Space and Belongings

Respect is key to living harmoniously. Avoid using your roommate's personal belongings without permission and be mindful of keeping common areas tidy. Small actions, like cleaning up after yourself in shared spaces, can go a long way in maintaining a positive environment.

## Communicate Openly and Honestly

Good communication is essential to any roommate relationship. If something is bothering you, address it early before it escalates. Try to be polite and solution-focused when discussing any concerns. At the same time, be open to listening to your roommate's concerns and work together to find a compromise that works for everyone.

## Manage Conflicts Constructively

Conflict is normal in any shared living arrangement, but how you handle it makes a difference. If a conflict arises:

- **Stay Calm:** Try to remain calm and approach the conversation without hostility.
- **Address the Issue, Not the Person:** Focus on the behavior that is causing the problem, not the person's character.
- **Find Solutions Together:** Work together to come up with a compromise that resolves the issue.

If you're unable to resolve a conflict on your own, Residence Life staff can assist through mediation or additional support.

## Be Considerate of Each Other's Needs

Everyone has different needs when it comes to things like sleep, study time, and socializing. Being considerate of your roommate's preferences and routines is important for coexisting peacefully. For example, if your roommate is studying for an exam, keep noise levels down, or if they have early morning, avoid turning on bright lights late at night.

## Reach Out for Help

If roommate conflicts become unmanageable, please follow these steps:

1. **Talk to Your Roommates:** Start by having an open, respectful conversation to address concerns directly.
2. **Involve Your Resident Assistant (RA):** If issues persist, contact your RA, who can provide guidance and set up a mediation session to help resolve conflicts.
3. **Seek Support from the Senior Resident Assistant (SRA):** If mediation with the RA doesn't fully resolve the issue, your SRA will step in to provide additional support and work towards a solution.
4. **Engage with Professional Staff:** For ongoing or complex conflicts, professional Residence Life staff members will assist in exploring further solutions, which may include alternative housing arrangements if necessary.

## Roommate Agreements

At Penn College, your room is more than just a place to sleep and study—it's your home away from home and a space where you'll build friendships, learn independence, and grow. The overall vibe of your room will depend a lot on communication and mutual respect between you and your roommate(s).

Even small habits—like how you handle dishes, noise, or guests—can build up and lead to tension if they aren't talked about early on. That's why open and honest communication is one of the most important tools for a positive roommate's experience.

To help set you up for success, Residence Life encourages all roommates to complete a Roommate Agreement within the first few weeks of the Fall semester—and again at the start of the Spring semester. You'll receive instructions from your RA about how and when to complete it.

The Roommate Agreement is not mandatory, but it is strongly encouraged as it helps you and your roommate(s) talk through and document your expectations for living together. The agreement gives you a chance to discuss:

- How you'll keep shared spaces clean
- How furniture will be arranged
- Expectations for noise and quiet hours
- Guidelines around guests and overnight visitors
- How you feel about sharing food or personal belongings
- Sleep and class schedules (early riser vs. night owl)

These conversations can help prevent future conflicts and ensure you both feel comfortable and respected in your space.

The goal? Everyone walks away from the agreement feeling heard, understood, and ready to live together successfully.

If issues do come up later (and it's totally normal if they do), you're welcome to revisit and update your Roommate Agreement at any time. And if things get tricky, your RA is always available to help facilitate a conversation or help mediate. Just reach out—support is never far away.

Living with someone new can be an adjustment, but taking the time to talk through expectations early on can make all the difference.

## Building Access

For the safety and security of all residents, all residence halls and apartment exterior doors remain locked 24/7. As a resident, you will use your Penn College student ID card to access your assigned building(s). Simply swipe your ID at the card reader located at the entrance.

If your ID card is lost or stolen, log into your Student Portal and report it immediately so the card can be deactivated.

You can get a replacement ID at the ID Center, located in the LEC, no charge.

If you misplace your card outside of business hours, you can request a temporary access card by visiting the Residence Life RA Office in Dauphin Hall (Room 1089) or by contacting the RA on Duty after 8 p.m. Temporary cards must be returned within 24 hours. Failure to return the card on time may result in a \$25 charge to your student account.

For your safety and the safety of the community:

- Do not allow others to “tailgate” or follow you into the building.
- Never lend your ID card to another person.
- Report any suspicious behavior to Residence Life staff or Penn College Police.

Your student ID is your key—always keep it secure and accessible.

## Parking, Computers, and Televisions

### Parking Permit

All students, whether residing on-campus, off-campus, or commuting, are required to have a parking permit to bring a vehicle to campus.

- **Permit Purchase:** You must purchase a parking permit through Penn College’s designated system. Ensure that your permit is secured before arriving on campus.
- **Parking Locations:** Students residing in College housing will have access to parking in designated lots.

Please make sure to display your permit clearly to avoid any parking violations.

### ResNet

To connect safely and securely to the Residential Campus Network (ResNet) upon arrival, take steps to protect your computer now. Follow Penn College’s guidelines on maintaining a secure connection for your personal devices.

### Televisions

The College has prioritized improving Wi-Fi capabilities to support students’ streaming needs. If you plan to bring a television, it should be a **smart TV** or connected to a streaming device of your choice to access content.

## Fire/Personal Property Insurance-“Renters Insurance”

While there is no requirement to carry theft or fire insurance for your belongings, you may want to consider purchasing coverage.

### **Important Note:**

Students who do not pay their tuition and fees by the College’s established tuition deadline may be removed from housing at the College’s discretion.

Penn College encourages qualified people with disabilities to participate in its programs and activities. If you anticipate needing any type of accommodation or have questions about the physical access provided, please contact **Disability and Access Resources** at 570-320-5225 or TTY: 570-321-5528 in advance of your participation or visit.

## Residence Hall and Campus Services

### Guest Visitation

#### *Non-Overnight Visitation*

- Any person not residing in a specific apartment is considered a visitor/guest. No guest should be regularly residing in campus apartments.
- Visitors/guests are allowed to visit apartments at any time, but guests who do not live in the apartment must leave by:
  - **Midnight** from Sunday through Thursday.
  - **2:00 AM** on Fridays and Saturdays.

#### *Overnight Guest Visitation*

- Guests are defined as any individual who is not a resident of the apartment but is visiting a resident for a short time.
- Overnight guests are permitted to stay only on **Thursday, Friday, and Saturday nights**, as well as nights when there are no classes the following day.
- Restrictions:
  - Overnight guests are not allowed prior to designated study days, during finals, or before the first day of classes.

### Registration Process for Overnight Guests

- All overnight guests must receive the approval of all residents within the apartment and be properly registered through the **Overnight Guest Registration Form**.
- A signature on the form signifies consent from each resident for the guest to stay. Without consent from all residents, visitation is not permitted.

The form must be signed by a Residence Life Office Assistant and submitted to the Dauphin Hall Residence Life Office (Room 1085) by 4:00 PM on the guest's first night. For Saturday stays, the form must be submitted by 4:00 PM on Friday.

## Guest Conduct and Host Responsibilities

- Guests must be always accompanied by their host while on campus or in the residential complexes.
- Hosts are responsible for ensuring guests follow all College regulations, including the Student Code of Conduct.
- Failure to register a guest or provide accurate registration details (such as guest age) can result in disciplinary actions.

## Guests Under 18 Years of Age

- Guests under the age of 18 are not permitted to stay overnight unless they are the sibling of the host.
- Permission for underage guests must be provided via an email from the guest's legal parent/guardian to [reslife@pct.edu](mailto:reslife@pct.edu), including:
  - The guest's name.
  - A statement confirming the parent/guardian's understanding that the guest will be staying on a college campus.
  - Full name and contact number of the parent/guardian.

## Use of Facility Amenities

### Use of Complex Grills

- Grills located in each residential complex are available for resident use unless reserved for a sanctioned Residence Life program.
- Residents are required to use one-time-use charcoal bags, available at the College convenience store. Storing charcoal inside residence halls is prohibited.
- **Charcoal Disposal:** After use, charcoal must be disposed of properly. Each grill area is equipped with an ash can for this purpose. Please ensure that all charcoal is fully extinguished before disposal.

### Laundry

Each residential community at Penn College is equipped with laundry rooms that include washers and dryers for **residents only**. All machines are free to use.

Laundry rooms are a shared space, so it's important to be respectful of others:

- Only wash personal items that belong to you. Using machines for off-campus or non-resident laundry is not permitted and may result in disciplinary action.
- Promptly remove your clothes when the cycle is complete. This allows others to use the machines without delay.

- Unattended clothing left in laundry rooms will be collected every Friday and placed in labeled bins inside each laundry room. Items are held for 7 days and then donated to local organizations using the purple donation boxes located outside residence halls.
- After using the washing machine, leave the door and detergent drawer slightly open to allow ventilation and reduce mold or odor buildup.
- Please clean the dryer lint filter after each use to help machines run efficiently and safely.

If you encounter a machine that isn't working, you can submit a work order directly through the "Speed Queen" app to notify the laundry vendor. You can also scan the QR code located on the machine, which will link you to the service request form within the app.

Keeping laundry areas clean and considerate helps everyone has a better experience—thank you for doing your part!

## Use of Rose Street Commons Fire Pit

The Penn College-provided fire pit is the only fire pit allowed for students use, except for fire pits supervised by Residence Life as part of an official program.

- *Fire Safety:*
  - Always attend to the fire while it is lit.
  - Ensure the fire pit is clear of ashes before starting a new fire, and dispose of ashes in the designated "Ash Can."
  - Use only Penn College-provided dry, nail-free firewood and an approved fire starter.
  - Accelerants such as gasoline, kerosene, or other flammables are prohibited.
  - No fireworks or combustible materials may be introduced into the flames.
  - Always maintain a minimum distance of three feet from the fire.
  - Alcohol consumption is prohibited around the fire pit.
- *Accessing Fire Pit Supplies:*
  - Firewood and fire starter kits are available:
    - Monday through Friday, 5:00 PM - 8:00 PM, from the Residence Life Office Assistants at Dauphin Hall (Room 1085).
    - On Saturday, contact the Dauphin Duty phone number for assistance.
  - After 8:00 PM, supplies will no longer be available.
- *Fire Pit Hours:*
  - **Sunday-Thursday:** Use of the fire pit is allowed between 5:00 PM and 10:00 PM (fire must be extinguished by 10:00 PM).
  - **Friday-Saturday:** The fire pit can be used from 5:00 PM to midnight (fire must be extinguished by midnight).

Resident Assistants will enforce extinguishing times during nightly rounds.

### *Noise Control:*

- Keep noise at a reasonable level to avoid disturbing nearby residents. If noise becomes disruptive, staff may ask students to lower the volume. Failure to

comply may result in the fire being extinguished, and disciplinary actions may follow.

### *Extinguishing and Clean-Up*

- When finishing using the fire pit, place the provided cover on the pit to ensure the fire is completely extinguished.
- A fire extinguisher is available for emergencies and is located near the Dauphin Hall stairwell.

## Mail & Packages

### Location:

ATHS E138 (Mail Services)

### Mail & Package Pickup Hours:

Monday - Friday: 8:00 AM - 4:30 PM

#### *Incoming Mail:*

- Residents will receive a notification email when they receive mail.
- Letter mail will be held for **5 days**. If not picked up within this time frame, the mail will be returned to the sender as unclaimed.
- Students must bring their **student ID** for letter pickup.

#### *Packages:*

- Resident packages will be delivered to Mail Services in ATHS E138.
- Residents will receive a notification email from **studentpackages@pct.edu** or **support@luxerone.com** once packages are processed and available for pickup.

If the initial email is from **support@luxerone.com**, your package was placed in the self-service package lockers located in the hallway outside of Mail Services.

- The email will contain a **6-digit access code** and a **QR code**. You will enter the access code or scan the QR code at the locker kiosk to retrieve your item(s).
- If you have items in multiple lockers, you will receive multiple emails with different codes, each of which must be used to retrieve your packages.
- Items in the lockers can be picked up any time the ATHS is open (typically Monday-Thursday until 9:30 p.m. and Friday until 7:30 p.m.).
- Packages will remain in the lockers for a minimum of **48 hours**. After that time, items may be pulled from the locker and will be available for pickup in Mail Services during regular business hours. You will receive an email from **studentpackages@pct.edu** letting you know the item was pulled from the lockers.

If the initial email is from **studentpackages@pct.edu**, your package could not be placed in the self-service lockers.

Reasons for not placing packages in lockers include:

- If the item is too large for the locker.
- Package is improperly addressed (e.g., missing, or incorrect box number, or name mismatch).
- Lockers are full.

In such cases, you will need to pick up your package at Mail Services (ATHS E138) during business hours. You must bring your **student ID** for pickup.

#### **Important Notes:**

- Mail Services is **not responsible** for damage to packages that occurred while in transit by the carrier.
- Packages with inaccurate names or addresses will be held in Mail Services for **72 hours** before being returned to the sender as unknown/undeliverable.
- Packages not picked up within **two weeks** will be returned to the sender as unclaimed.
- Please wait for an email from **studentpackages@pct.edu** or **support@luxerone.com** before visiting Mail Services for pickup

#### **Outgoing Mail:**

- Outgoing mail can be dropped off at Mail Services in ATHS E138 or placed in the **USPS Blue Box** located at the **South Entrance of the Campus Center**.

#### **Required Format for On-Campus Student Mailing Address:**

Student Name

BOX# \_\_\_\_ (Use the student's unique BOX# as specified on the Student Portal)

206 College Ave.

Williamsport, PA 17701-5799

#### **Security Concerns:**

Penn College Police may be notified in the following situations:

- A package raises suspicion.
- A package requires the signature of someone twenty-one or older.
- The package is stained, leaking, or contains powder residue.
- The package originates from a munitions or firearms company.

For more information, contact **studentpackages@pct.edu** or call **570-321-5540**.

## **Disability and Access Resources**

Pennsylvania College of Technology is committed to ensuring that all students have equal access to educational opportunities. Disability and Access Resources (DAR) provides support to students with disabilities by coordinating accommodations to remove barriers in courses, programs, services, and activities.

To receive an accommodation, students must:

- Complete a Self-Disclosure Form and submit it along with current documentation of their disability.
- Participate in an interactive process with DAR to determine reasonable accommodations tailored to their needs.

Students with disabilities have the right to:

- Equal access to all College offerings, including courses and campus facilities.
- Reasonable accommodation, including academic adjustments and auxiliary aids, to support their learning experience.
- Confidentiality regarding their disability, except where disclosure is required by law.

For more information or to register for services, contact Disability and Access Resources in the CC Building, Room 202, call 570-320-5225 or email [dar@pct.edu](mailto:dar@pct.edu).

## College Health Services

Penn College is dedicated to promoting the health and well-being of its students. College Health Services offers a variety of medical and wellness services designed to support the physical and mental health of the campus community.

Services Offered:

- **Medical Services:** General medical care, including diagnosis and treatment of acute and chronic illnesses, injury management, immunizations, and preventative care.
- **Health Education:** Programs and resources focused on wellness education, including nutrition, exercise, stress management, and substance abuse prevention.
- **Referrals:** Health Services can provide referrals to specialized medical professionals or services within the community as needed.

For more information or for services, contact College Health Services in the CC Building, Room 150, call 570-320-5234 or email [collegehealth@pct.edu](mailto:collegehealth@pct.edu).

## Counseling Services

Penn College provides Counseling Services to support students' mental health and emotional well-being. These services are designed to help students navigate personal challenges, develop coping strategies, and achieve their academic goals.

Services Offered:

- **Individual Counseling:** Students can meet one-on-one with a licensed counselor to discuss personal concerns, mental health issues, or academic stress.

- **Group Counseling:** Group therapy sessions are available for students to connect with peers who may be experiencing similar challenges, providing support and shared experiences.
- **Crisis Intervention:** Immediate support is available for students in crisis. Counseling Services can assist with urgent mental health needs.
- **Workshops and Programs:** Regular workshops and programs focus on various topics, including stress management, mindfulness, and coping skills.

**Confidentiality:** All counseling sessions are confidential, adhering to ethical guidelines and legal requirements. Information shared during sessions will not be disclosed without the student's consent, except in cases of imminent harm or as required by law.

For more information or to register for services, contact Counseling Services in the CC Building, Room 204, call 570-327-4765 or email [counseling@pct.edu](mailto:counseling@pct.edu) .

## ATM Location

An ATM is in the lobby of the Bush Campus Center.

## Need More Help?

If you still have questions or need assistance, Residence Life staff are always available to provide support and answer your questions. You can find us in Dauphin Hall, Room 1039.

We are here to help you make the most of your time at Penn College. Feel free to reach out whenever you need guidance or resources!