



Benedict College

Office of Residential Life
1600 Harden Street
Columbia, South Carolina 29204

Residential Information Form

Name: _____ Date of Birth: _____

Student ID Number: _____ Residence Hall: _____

Room Number: _____ Academic Year: _____

Cell Phone Number: _____ Major: _____

Anticipated Graduation Date: _____

Home Address: _____

Email Address: _____

Medical Condition(s): _____

Medication(s): _____

Emergency Contact Name: _____

Emergency Contact Address: _____

Emergency Contact Phone number: _____

Name and Number of Medical Physician: _____

Is the above listed medical condition on file with Health Services: Yes or No

The above-mentioned information is correct.

Student Resident Signature _____ Date _____



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A Message to Benedict College Residential Students:

A gracious welcome is given to you! As you enter the doors of residential life here at Benedict College, I am hopeful that this year is one that is enjoyable and productive.

You, the residential student, are the essence of these residence halls; therefore, it is so important that we provide an environment that is conducive for positive outcomes during your educational career. We are determined to provide an environment that is safe and promotes positive social development.

As the year progresses, it is important that you understand that Benedict College has a **“ZERO TOLERANCE”** for illegal drug use, alcohol consumption, possession of weapons and any other unlawful activity in the residence halls or on campus. Please note that Residential Life will have no exceptions to the rules and will refer you to our Department of Campus Police.

The Department of Campus Police consists of officers who are professionally trained and will diligently support the concerns of the Department of Residential Life. We are two separate entities who work very close together to resolve issues in order to continue to establish a quality record of safety on the campus of Benedict College.

Therefore, note that you will be expected to follow all policies and procedures of the College and the residence hall in which you reside. I want to encourage you to familiarize yourself with the student handbook to acquire an understanding of policies and procedures. This will allow students and staff to establish and maintain quality relationships throughout your stay at Benedict College.

Best wishes of Success!

Mildred Lenix
Director, Residential Life



**PRIVACY RIGHTS OF STUDENTS
STATEMENT TO STUDENTS OF BENEDICT COLLEGE**

Benedict College recognizes the privacy rights of all students from the time of their official registration at the College. These rights are to be exercised in conformity with the Official Policy of Benedict College formulated to meet the requirements of Section 438 of General Education Provisions Act, as amended. Copies of the Official Policy may be obtained on request from the Vice President of Student Affairs.

The following rights of student are recognized:

The right to inspect and review your education records;

The right for parents/guardians to review or inspect personal/education records;

The right to receive copies of your education records on payment of the prescribed fee Sec (\$5.00 per copy) when copies would facilitate your right to review and inspect your education records;

The right to a response from the College to reasonable requests for explanations and interpretations of your education records;

The right to request that the College decides not to amend your education records'

The right to place a statement in your education records if, after the hearing, you are dissatisfied with the findings;

The right to give or withhold written consent for disclosures (release) of directory information and personally identifiable information from your education records;

The right to inspect the record of disclosures for your education records and to receive a copy of the information disclosed;

The right to file a complaint concerning allege failures by the College to comply with the requirements of Section 432. Complaints should be addressed to: The Family Educational Rights and Privacy Act Office, Department of Health Education and Welfare, 330 Independence Ave., S.W., Washington, DC 20201.

The right to waive (give up voluntarily) any or all of the above-mentioned rights. Such waivers must be specific, in writing, and signed by you. You may revoke your waiver at any time, but your privacy rights will apply only to entries made in your education records after the revocation.

WAIVER OF STUDENT PRIVACY RIGHTS

I _____
NAME OF STUDENT (Please print)

Student ID Number

Name of Parent/Guardian

Phone number of Guardian

Date

Name of Parent/Guardian

Phone number of Guardian

Date

Wish to waive the following rights given to me under Section 438 of the General Education Provisions Act, as amended:
(Use space on back if needed).

The right to waive personal/education records to parents or guardians.



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Office of Residential Life

1. If the student desires to live in a College Residence Hall, he/she must submit a Residence Hall Application along a \$100.00 annual room deposit fee.
2. All residents must be officially enrolled College students.
3. The College has a zero tolerance for any unlawful behavior (use and possession of alcoholic beverages, drugs or weapons).
4. Residents must be properly dressed at all times in residence halls. Durags, hats and other headgear must not be worn in the common areas of the residence halls.
5. Any residence whose actions are found to be detrimental to the welfare of the student living group may be required to withdraw from the residence hall.
6. All students are required to complete the theft and loss insurance brochure.
7. Each resident is responsible for any College property missing from or damaged in his/her room beyond normal wear and tear. All students are financially responsible for their pro-rated share of damage that occurs in the public areas of their building that cannot be attributed to a known individual. All residents should assist in discouraging other students from causing damage-malicious or otherwise.
8. Children are not allowed in the residence hall. Babysitting is prohibited.
9. Students must report to the lobby to receive their guests. Guest must sign in. Students and guest must leave their ID, which will be returned upon departure. All guest must be out of the residence hall and off the campus by 11:45 p.m. (non-student)
10. All freshmen should be in their residence halls by 12:00 a.m. The Director of Residential Life may grant exceptions. Freshmen who do not comply with the 12:00 a.m. curfew may be officially removed from the residence hall, referred to the College Judiciary Board or have financial charges assessed against them.
11. No one is allowed to loiter in or near the residence halls or parking lots.
12. Students may not enter the living areas or visit the rooms in residence halls inhabited by members of the opposite gender. No intimate relations shall occur in the residence hall. Appropriate behavior must be exhibited in the lounge, lobby or other areas of the residence hall. Inappropriate behavior, such as sitting on laps, caressing, passionate kissing, etc., will not be allowed. After one warning, violators will be referred to the judiciary board.
13. Authorized representatives of the College shall have the right to enter any space at any time for the purpose of inspecting for cleanliness, maintenance, and for damage to the space or its equipment. Authorized representatives also have the right to enter any space for the purpose of investigating possible infractions of and enforcing College Rule and Regulations.
14. If a resident withdraws from the college, he/she must also withdraw from the residence hall by immediately contacting the Residential Life Coordinator. He/She will be expected to move out of the residence hall within 24 hours. Residents who withdraw before the first five weeks of the official opening of the residence hall, will be charged a daily room and board rate. After the five-week period, residents will not receive a refund.
15. Locked doors and fire doors must not be propped open or used to exit. Do not tamper with fire alarms, fire extinguisher, emergency lights or other safety equipment.
16. Pets are not allowed in the residence halls.
17. All students must vacate the residence hall at the time of fire alarms and for fire drills
18. Students will be charged a fee for constant lockouts.

I fully understand that Benedict College has established rules and regulations governing the operation of the residence halls and the conduct of the residents thereof. I promise to abide by all rules and regulations. I am aware that if I violate and rule or regulation, I can forfeit my housing privileges.

Resident Signature

Date



Insurance Release Form

ARE YOU COVERED?

A copy of the Theft and Fire Insurance and/or the provided web address is located within the Office of Residential Life. Other damage insurance will need to be selected by the student.

I have the option to receive insurance for my personal property during my residential tenure here at Benedict College to include; Theft, Fire and other Damage insurance. **If I do not receive insurance, I do understand that my personal property damage is not required to be replaced or compensated by Benedict College. These damages include but are not limited to; natural disasters, building deficiencies, student neglect and etc.**

By checking the following below, you **MUST** indicate your intent:

I accept the offered supplemental insurance _____

I reject the offered supplemental insurance _____

I currently have proper coverage for Theft, Fire and other Damage Insurance, Yes or No: _____

If any insurance is placed after an issue arises, understand that the Office of Residential Life will not access any damages for insurance claims. However, it will be assessed under regular operating procedures to be submitted to the Office of Student Affairs.

My signature below notates that I have read and understand the above-mentioned document.

Student Signature

Date

Student ID Number

Residential Life Coordinator Signature

STUDENT PERSONAL PROPERTY INVENTORY

PURCHASE ARTICLE PRICE	PRESENT MAKE/MODEL VALUE	SERIAL NUMBER	# OF ARTICLES	PURCHASE DATE		
<i>Sample</i> Television	<i>Sample</i> 32" Panasonic	<i>Sample</i> A8016543	<i>Sample</i> 1	<i>Sample</i> 8/1/2016	<i>Sample</i> \$185.00	<i>Sample</i> \$100.00

Student Printed Name: _____

Student Signature: _____

Any items to be inventoried? Y/N?: _____
_____ Room #: _____

Residence Hall

Date: _____

Residential Life Coordinator Signature: _____

A copy must be filed in the Student's file located in their assigned residence hall.

ARTICLES BROUGHT AFTER THIS INVENTORY MUST BE ADDED FOR ACCOUNTABILITY IF ANY CLAIM IS RECEIVED.

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