

GE Community Welcome Book



Fall 2017

**A guide to life in Greenwich and
Enfield Communities**

Who to Call for What

add 413-559- to dial from off-campus or a cell phone

Emergency	1911
<i>Fire and other immediate urgent safety issues</i>	
<i>Emergency Medical Technicians (EMTs)</i>	
Public Safety	5424
<i>Noise complaints, Campus escorts</i>	
<i>Emergency after-hours maintenance issues</i>	
<i>Area Coordinator or Resident Advisor on call (ask to page)</i>	
Housing Operations Office	5453
<i>Work orders, lock outs, lost keys</i>	
<i>Billing-related questions and concerns</i>	
GE Area Office {Mon – Fri 9-4}	5383
<i>Toilet paper</i>	
<i>GE-related questions and concerns</i>	
GE Area Coordinator – Jared Snead	5314
<i>Interpersonal & Personal issues and concerns about other residents</i>	
<i>Party registrations</i>	
Health Services {Mon–Fri 8:30–5:00}	5458
<i>Medical appointments and referrals</i>	
<i>Counseling services</i>	
UMass Health Services {8am – 8pm}	577.5000
<i>After hours urgent health services</i>	
Center for Women and Community	413-545-0883
24/7 Crisis Hotline:	
Sexual Assault hotline	413-577-0904
Safe Passage Domestic Violence	413-586-5066

Frequently Used Campus Numbers

Business Office	5497
Campus Bookstore	6000
Campus Leadership and Activities {CLA}	6005
Career Options Resource Center {CORC}	5445
Center for Academic Support and Advising {CASA}	6064
Central Records	5421
Cultural Center	5461
Directory Information {automated}	5456
Dining Commons	5750
Center for Women and Community {UMass}	545.0883
Financial Aid	5484
IT Help Desk	5418
Pioneer Valley Transit Authority {PVTA}	586.5806
Public Safety	5424
Robert Crown Center {RCC}	5470
School Closing Information	5508
Special Programs & Events	5610
Student Computer Diagnostic Center	6602
Student Life Office	5412
Writing Center	5646
Voicemail	6900

Five College Switchboards

Amherst College	542.2000
Hampshire College	549.4600
Mount Holyoke College	586.3100
Smith College	584.2700
UMass	545.0111
Five Colleges, Inc.	256.8316

Food, Entertainment & Travel

Delivery Express {deliveryexpress.com}	549.0077
Amherst Coffee	256.8987
Domino's Pizza	256.8911
Sibie's Pizza and Subs	256.6100
Academy of Music Theatre	584.8435
Cinemark Theatres {Hampshire Mall}	587.4233
Wings Over Amherst	549.9464
Celebrity Taxi	253.7330
Peter Pan Bus	800.343.9999
Pioneer Valley Transit Authority {PVRTA}	586.5806
Valley Transporter	253.1350

The GE Area Office Basics

What

Coffee, tea, hot chocolate, snacks, toilet paper, cleaning supplies, magazines, safer sex supplies, bus schedules, campus directories and phone books, party registrations, and friendly advice about mod problems, classes, and anything else that comes up. The Area Office is a great place to hang out, watch TV or movies, play Wii, make new friends and attend weekly programming events.

Who

The GE Area Office is staffed by Resident Advisors from all of GE and an Area Coordinator.

The AC is the person to see about personal and interpersonal problems in the mods, party registrations, community norms, or any other concerns about life in GE. The ACs office hours are different from the area office hours and are likely to change from semester to semester. They will be posted on the office door.

When
Monday through Friday from 9-4.

Where
In Enfield on the side closer to EDH, behind Mods 59/60.

GE Staff

The Area Coordinator position is currently vacant in Greenwich/ Enfield, however, ACs from other areas will be hosting regular office hours until a new AC is chosen.

Who's My Resident Advisor?!

Greenwich / Enfield	x5383	ge@hampshire.edu
Jared Snead, Area Coordinator	x5314	jsnead@hampshire.edu

<u>Resident Advisor</u>	<u>Mod Jurisdiction</u>	<u>RA Room</u>
Corryn Sullivan cjs15@hampshire.edu	Donut 1	3B
Moh Ahmed moa15@hampshire.edu	Donut 2	16D
Avery Homer ash15@hampshire.edu	Donut 3	23B
Missy Bragg mab14@hampshire.edu	Donut 4	30C
Clarke Grayson clag15@hampshire.edu	Donut 5	34A

<u>Resident Advisor</u>	<u>Mod Jurisdiction</u>	<u>RA Room</u>
Mods 41 – 46 mka14@hampshire.edu	Moné Alexander	41A
Mods 47-52 lmsw14@hampshire.edu	Sweeney Sweeney	51A
Mods 53-56 & 59-60 mmw15@hampshire.edu	Maddie Williams	59B
Mods 57-58, 61-62, 70-71 @hampshire.edu	Marquis Seabron	57A
Mods 63-69 mhf14@hampshire.edu	Malik Ford	68A

What are Resident Advisors?

Resident advisors are your peers, they are spread throughout the G.E. Area and are here to help you live successfully at Hampshire, especially in regards to mod life. Resident advisors are the student staff members of Residence Life who help build community by communicating and enforcing campus policy and procedures in addition to hosting social and educational events to bring the community together.

Resident advisors organize educational and recreational programming events each week. They'll listen to your concerns, difficulties, and problems, and help you figure out how to address them. They can mediate disputes between mod-mates. They provide rotational weekend area coverage to help ensure everyone's safety. They are available in any emergency and can link you up with other college resources. They serve as the major liaison between

students and professional house staff.

Call on your resident advisor when you need someone to talk to, have a question about GE or Hampshire, or when you have a great programming or event idea.

Campus Resources

Campus Police

Emergency

x1911 or x5555

Non-emergency

x5424

Campus Police officers are available 24 hours a day, seven days a week. These officers have attended the Massachusetts Police Academy in order to learn how to keep the peace, investigate theft and other security concerns, and respond to accidents or unusual situations. Public Safety officers are sensitive to the needs and circumstances of college-aged students and are available to help when called upon. This does not mean that the Public Safety officers will not enforce Massachusetts State law. *They will.* However, their first priority is to insure the safety and well being of Hampshire students. Call them to report crimes, to describe a suspicious person on campus, or to respond to situations that appear threatening. In addition, a campus escort can be obtained to walk students across campus if you feel unsafe.

Ways to Keep Campus and YOU Safe

- Keep your mods and rooms locked.
- Call Campus Police if you notice anything/anyone suspicious.
- Lock your cars and keep your valuables out of sight.
- Look out for your friends and neighbors.
- Keep your bikes locked up in the bike racks.
- Report burned out lights to the Housing Operations Office.
- Use the emergency phones for EMERGENCIES only.

Emergency Medical Technicians

Emergency x1911

EMTs are available 24 hours a day when students are on campus.

For physical emergencies such as respiratory arrest, severe bleeding, major injuries and illness, contact the EMTs through the Public Safety Emergency line at x1911. A caller should give the operator the following information:

The location of the emergency

The nature of the emergency

The caller's name

When Public Safety receives a Medical Emergency call, they send an officer and an EMT to the scene. EMTs should be called only in true medical emergencies. Also, a Resident Advisor or House Staff should be notified as soon as possible after the EMT is called.

If there is an emergency that may have been caused by a violation of community norms, *do not hesitate to call*. We are most concerned with students' safety and prefer having them healthy. There is no level of "in trouble" at Hampshire that is worth the risk of a person's life. We do not overreact to mistakes, and view every situation as a learning opportunity. You can review the medical amnesty policy in *Non Satis Non Scire*.

Why shouldn't I call regular old 911?

When you call 911 from the Hampshire Campus you are calling the town of Amherst's Emergency Response System. The town then contacts Hampshire Public Safety in order to get you the help you need in the fastest time possible. *Calling 911 gets you the same emergency responders, it just takes longer.*

Wellness Center

General Information x5743
Programs related to gender...alternative health...self-defense for women...safer sex supplies...chair massages...bubble baths...these are just a few of the efforts brought to you by the folks at the Community Health Collaborative. This is a space for talking about important issues and people who want to hear your concerns.

Cultural Center

General Information x5461
A safe space for students of color and international students, the Lebron-Wiggins-Pran Cultural Center is located right next door to GE House. The Cultural Center provides programming for all students, faculty, and staff at Hampshire that addresses the needs of a changing student and global population. The Cultural Center also has a library and peer mentor program as additional sources of information and support.

House Policies

Smoking

Greenwich/ Enfield, like all housing areas, is a non-smoking residence (this includes e-cigarettes and marijuana). No one is allowed to smoke anywhere inside (this includes stoops, entryways, catwalks, and balconies). Smoking should only take place in the designated smoking areas, which can be found in the student handbook.

Maintenance and Repairs (Work Orders)

Any requests for repairs or attention to physical concerns in the mods should be directed to the Housing Operations Office at x5453. **Do not call Physical Plant directly.**

You can request a work order yourself at <http://www.hampshire.edu/studentlife/workorder.htm>.

Serious emergencies (overflowing toilet, electricity or gas problems) that occur after Area office hours should be reported to Public Safety at x5424.

Quiet Hours

Campus quiet hours begin at 11 pm Sunday through Thursday and 2 am Friday and Saturday.

All other times are courtesy hours. At no time should music or noise be so loud and disruptive that other residents are severely bothered. Please respect feedback from neighbors and pay attention to how loud is too loud for the people around you. This will help to avoid ongoing conflicts.

Pets

Pets are not allowed at Hampshire. With the exception of certified service animals, pets and other animals are prohibited in the residential areas. Visiting pets must be kept outdoors, and at all times must be in the presence of the owner under voice command or on a leash. Hosts are responsible for cleaning up after the visiting pet. Visiting pets may not remain on campus overnight.

Guests

Students are permitted to have overnight guests in their rooms. All guests must abide by community norms and Hampshire policies. The host is responsible for their guest, and for any damage or issues their guest may cause. Guests whose behavior is disruptive will be asked to leave campus. Guests must be registered, either online at the Hub, or at the Area office. A visitor may stay up to three days at a time. A resident may not have a guest stay with them for more than fifteen days per semester. Guests must register their car with Public Safety, who will provide a temporary permit and indicate where the guest should park — guests should not park in the GE lot.

Moving

You may not move unless it is approved beforehand, even if you and a mod-mate just want to switch rooms. It's imperative that the College knows which student is in what room for emergency purposes. When it comes time to assess damage charges at the end of the year it will be very important to you that you are not charged for damage someone else did.

Moving is not a preferred method of dealing with inner-mod conflict. If you are having difficulties within your mod talk to your Resident Advisor or Area Coordinator.

Trash and Recycling

Trash bags are available in the Area Office during office hours. Cleaning supplies and vacuums may be signed out with your Hampshire ID for a period of three hours. Please make use of these items and talk to your mod-mates about keeping your kitchen and bathroom(s) clean and sanitary. The trash/recycling/compost areas are located in Greenwich behind donut 2 in the circle near the parking lot and in Enfield in the parking lot. **All trash should be taken to the Dumpsters, and not left in stairwells, as this causes a fire hazard.** Recycling can be placed in the Recycling Shed, and compost can be placed in the compost wheelbarrow.

Hampshire Housing Info

Room Contracts

Room contracts are the first step to getting into your room. All rooms and common areas have been inspected by House Staff and the information recorded on a contract. All residents must sign the contract for their assigned room and report any discrepancies to the Housing Operations Office within five days. Whether or not the contract is signed, the

resident is responsible for the condition of the room and its contents upon moving out. You can do this on line. Common area contracts must be signed by all mod residents, and the common space is considered the responsibility of all residents of the mod. If damage should occur in the common areas, House Staff will first attempt to determine who caused the damage, and bill appropriately. We encourage students to voluntarily go to the Housing Operations Office and accept responsibility. If however, it is not possible to determine individual liability, then the damages will be divided equally among all residents. Thus it is in the residents' best interest to encourage those responsible to come forward. Mod residents are also responsible for damage caused by visitors to their mod, whether other Hampshire students or friends from off campus. If you feel that you have been billed unjustly for damage you did not cause, your mod-mates must also attest to that. A letter absolving you of responsibility signed by those who are accepting responsibility submitted to the Housing Operations Office will free you from the need to pay damages.

Furniture

No furniture may be removed from your room. Students are given the opportunity prior to Opening Day to request removal of the bed from their room. Students will be billed for any furniture not physically in the room during check-out. This includes window screen and shades.

Approximate billing fees for missing or broken furniture are listed on room contracts.

Furniture (or any other belongings) may not be left in stairwells. This is a fire hazard.

Keys

Each GE resident is issued a room key and a mod key at check-in. If any key is lost, the student should report this as soon as possible to the Housing Operations Office. A back-

up key can be issued for up to five days while you search for your key.

After five days, the room or mod lock will be automatically changed. A replacement charge of an amount you don't want to have to pay will be issued for each key that must be replaced. To avoid key charges and to increase the security of your mod, please keep all doors locked and carry your keys with you.

Mod Designations

Most mods have “designations” that provide guidelines for residents and visitors concerning behavior such as noise, etc. These designations are over and above the regular community norms. Some guidelines are institutionally designated, and some are designated by the residents of the mod. Everyone is expected to abide by these designations in order to ensure an atmosphere conducive to community living.

After Hours Coverage

Resident advisors

Resident advisors are generally available weekday evenings and weekends. If your resident advisor is unavailable, seek out other GE resident advisors. Resident advisors provide urgent and emergency coverage from Friday afternoon through Monday morning. They provide help with lockouts, noise complaints, and emergency situations. The name and contact information for the resident advisor on-call will be emailed to residents each weekend. Resident advisors should be contacted in their room/mod first; if unavailable, contact the Switchboard (x5424) and ask for the GE resident advisor to be paged.

Professional House Staff

The resident advisors are the first responders in many instances, but professional House Staff are also on-call both weekdays and weekends. Professional staff on call can be contacted through a resident advisor if necessary.

What to Do When Locked Out

Who to Contact

If you are locked out of your room call Campus Police at x5424 or 13-559-5424. Be aware that you may have to wait a while before you can get back into your room as Campus Police may be occupied.

The process

You must have some form of picture ID. We must be positive it is your room. We are giving you a key so please *be prepared* to identify yourself. You will be asked to sign a key replacement charge form and you will be given a replacement key to your room. If you do not return the extra key within five days, the form will be sent to Physical Plant and the Business Office and you will be charged \$45 per key for lock changing.

Fire Safety

All residents must exit the building when smoke alarms sound. All residents must remain outside until Campus Police or the Amherst Fire Department clears the scene. If the alarm was set-off in your mod, please call Campus Police and report the circumstances. If an emergency occurs, call x5555 from a safe place.

Resident advisors, Campus Police and House Staff will respond to alarms, entering each mod in the stairwell.

All doors should be readily accessible and cannot be blocked by furniture or other items, either inside or outside

the mod.

Professional House Staff will do health and safety inspections in mod common spaces throughout each semester to ensure everyone's safety. House Staff will enter each resident's room at December closing as well.

Fire Safety Tips

Smoking is not allowed in any building on campus, including residences and personal rooms.

Candles, incense, and fireworks are not allowed on campus.

Trash, furniture, and other belongings in the stairwells are fire hazards. Please remove any items near your mod.

No more than 40% of your wall space may be covered by posters, tapestries, etc. Additionally, tapestries may not hang down over the door and may not hang from wall to wall in your room.

If you have additional questions,
stop by the area office or speak with
your resident advisor!

Have a happy, healthy year!