HOUSING GUIDE
2017-2018
TABLE OF CONTENTS

HOUSING LICENSE .................................................................................................................. 3-11
   Billing .................................................................................................................................. 3
   Check In ................................................................................................................................. 4
   Check Out .............................................................................................................................. 4
   College Housing Policy ........................................................................................................ 4
   Community Room ................................................................................................................ 5
   Consolidation ........................................................................................................................ 5
   Damages ............................................................................................................................... 5
   Dining ................................................................................................................................... 5
   Disability/Medical Request for Accommodations .............................................................. 5
   Emergencies .......................................................................................................................... 6
   Housing Options .................................................................................................................. 6
   Insurance ............................................................................................................................... 7
   Mail ....................................................................................................................................... 7
   Maintenance .......................................................................................................................... 8
   Rights of the College ............................................................................................................. 8
   Staff ....................................................................................................................................... 8
   Termination Requests ........................................................................................................... 8
   Terms of Occupancy ............................................................................................................. 9
   Utilities ................................................................................................................................. 9

HOUSING POLICIES ................................................................................................................. 11-12
   Animals................................................................................................................................. 11
   Appliances ............................................................................................................................ 11
   Guests ................................................................................................................................... 11
   Parking .................................................................................................................................. 11
   Quiet Hours ........................................................................................................................... 11
   Smoking ............................................................................................................................... 12
   Tools & Equipment ............................................................................................................... 12

HOUSING LICENSE

BILLING-
Deposit-
A $175.00 deposit along with completed and approved housing paperwork are required
to secure your space in housing. The housing deposit is paid prior to your first
semester living on campus. Submitting the deposit and housing paperwork secures
your space in housing for the entire academic year. If you check out of housing prior to the end of the academic year, you will forfeit the deposit. The only exception to this would be a medical withdrawal from the College. Damage charges and student conduct fines will be deducted from your deposit. The deposit will be returned upon a satisfactory checkout of campus housing after your final semester living in campus housing so long as there are no outstanding charges with the College.

**Charges-**

Students are billed before the beginning of each semester.

**Meal Plans:**

<table>
<thead>
<tr>
<th>PLAN</th>
<th>MEALS/SEMESTER</th>
<th>AVERAGE MEALS</th>
<th>FLEX MONEY</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Silver</td>
<td>150</td>
<td>2/Day (10/Week)</td>
<td>$40 + $10 Free</td>
<td>$780</td>
</tr>
<tr>
<td>Gold</td>
<td>225</td>
<td>3/Day (15/Week)</td>
<td>$60 + $15 Free</td>
<td>$1,170</td>
</tr>
</tbody>
</table>

**Room Rates:**
- Microtel- $3,540.00/semester
- Apartments- $3,770.00/semester

**Refunds-**

- **Deposit:** Refunds for housing cancellations of the $175 deposit from housing students will only be granted through August 21, 2017.

**Room Charges-**

- Prorated at Daily Rate: Microtel- $30.50
- Apartments- $32.50

**Meal Plan-**
- If a student leaves Johnson College, any remaining flex balance or meals on the meal plan will be forfeited. Meal Plans are nonrefundable.
- If a student leaves housing, but is still enrolled as a Johnson College student, the flex money and meals will remain for use.
- At the end of the fall semester, any flex balance remaining will carry over on the card to the spring semester; any meals remaining will be forfeited.
- At the end of the spring semester, any flex balance or meals remaining on your card will be forfeited.

**CHECK IN-**

Students will be expected to check in during the schedule listed below:
- *Early Arrivals: Wednesday, August 16, 2017*
- Freshmen Students: Thursday, August 17, 2017
- All Others: Sunday, August 20, 2017
*If you are interested in moving in as an “Early Arrival,” you will need to contact the Student Engagement Office by Wednesday, August 9, 2017 at 570-702-8950. Freshmen that are attending Orientation on August 17, 2017 or Seniors needing to speak with staff and/or faculty or use other College facilities prior to the first day of classes are encouraged to take advantage of this option.

Apartment Residents-
During check in, students will receive 1 key for their apartment. Students will also receive an Apartment Condition Report (ACR) to complete.

Microtel Residents-
During check in, students will receive 1 key for their room.

CHECK OUT-
Freshmen students must vacate campus housing and remove all personal belongings by 5:00pm on the last day of classes in the spring semester. Graduating seniors must vacate campus housing and remove all personal belongings from the apartment by 5:00pm on Commencement Day. Students will need to complete the following in order to check out properly:

- Remove all personal belongings, trash and recycling. Students will receive a charge for personal items not removed. Remaining personal items will be thrown out within 24 hours of the inspection.
- Thoroughly clean the apartment/room.
- Turn off all lights.
- Lock the apartment/room windows and door.
- To avoid a delay, students should change their address with companies or magazines that they receive mail.
- Turn in keys to the Student Engagement Office.

COLLEGE HOUSING POLICY-
Residents must be enrolled full time during the fall and spring semesters. Students whose academic course load drops below full time status will not be guaranteed housing unless they receive permission from the Director of Student Engagement. The College reserves the right to terminate campus residency of students not engaged in full-time study. During the summer, students must be registered for at least 1 class to live in campus housing.

The standard accommodation in an apartment and a Microtel room is occupied by two persons.

We are committed to a policy prohibiting discrimination based on an individual’s race, gender, religion, national origin, age, disability, or sexual orientation.

COMMUNITY ROOM-
The Community Room is in Building 15 of the Apartments and designed for the enjoyment and relaxation of students who live in campus housing. Coin-operated
washers and dryers are provided in the Community Room. This room is not to be used by other students or guests who are not accompanied by a residential student.

CONSORTIUM -
If vacancies exist, residents may be consolidated up until April 1st of each year. If necessary, moves will be determined by the date of housing assignment.

DAMAGES -
Residents are responsible for maintaining the campus housing and its furnishings in the condition in which you found them. Your apartment/room will be inspected for damages when the last person moves out. All residents will be held equally responsible for losses or damages unless someone takes responsibility for the loss/damage in writing. Damage assessments will be completed by the Student Engagement Office.

DINING -
- All residents are required to have a meal plan.
- Housing Students must be enrolled in the Gold Plan for their first 2 semesters living in campus housing.
- Housing Students can choose to be enrolled in the Silver or Gold Plan beginning their 3rd semester living in campus housing.
- The plan is billed to your account each semester.
- Moffat Café is open Monday – Friday 7:30 am-5:00 pm. In the event of a compressed schedule, the Café will open at 10:00 am.
- Meal options are available for Breakfast, Lunch, Dinner OR… Create your own meal- up to a $4 value (prepackaged food excluded)
- Flex money can be used for all items.
- Meals must be used during each semester. Flex money carries over from fall to spring semester and expires at the end of the spring semester.
- Meal plans are nonrefundable.
- Use your Johnson College ID for meals and your Jaguar Card for flex dollars.

DISABILITY/MEDICAL REQUESTS FOR ACCOMMODATION -
If you are a student with a disability and would like to request specific accommodations, please contact the Director of Student Engagement.

EMERGENCIES -
The Johnson College Emergency Alert System is designed to alert you in cases where your personal safety may be at risk. In the event that such an emergency occurs, Johnson College will notify local radio and television stations to broadcast the
information. Notifications will also be available on the Johnson College website and sent to your Johnson College e-mail address and your cell phone (if you register for alerts).

Fire-

**Apartment Residents**- In the event of a fire, evacuate the apartment immediately. While exiting the building, notify occupants, and close the door behind you. Call 911 after you have evacuated the building.

**Microtel Residents**- Evacuation procedures are posted on the back of your room door and must be followed in the event of a fire alarm.

Severe Weather (Apartment Residents)-
Immediately seek shelter on the first floor of the apartment and stay away from windows.

Missing Student-
Students have the option to complete a Missing Student Contact Form prior to living in housing. Students under the age of 18 must complete this form. The purpose of the form is to identify a person who College personnel should contact in the event they are determined to be “missing.” Missing students should be reported directly to a Student Engagement staff member. Do not wait if you believe a student is missing.

Federal law states that the campus is required to provide missing person notification to: 1) all local police agencies 2) the student’s designated contact person if provided; and 3) parents of students under 18 years of age. The College will conduct an initial investigation, and if after a reasonable period of time (not more than 24 hours) the student has not been located, the College will proceed with the required notifications. The sooner the investigation begins, the better chance of locating the missing person.

Suspicious/Threatening Behavior-
Call 911 from a safe location. Do not confront the person or block the person’s access to an exit.

HOUSING OPTIONS-

On Campus Apartments-
An apartment style housing community designed for 18 students. Each fully furnished apartment has a living room, eat-in kitchen, large bedroom (2) twin beds, walk-in closet, bathroom, and is designed to house two students. The complex has a Community Room with games, television, and laundry facilities. Additionally, there is an outdoor recreation area with picnic tables, grills, and horseshoes.

HOUSING OPTIONS CONTINUED-

Microtel-
Johnson College has arrangements with the Microtel in Dickson City, Pennsylvania to house Johnson College students.
Amenities-
- Continental Breakfast Included.
- Coin Operated Washer and Dryer Available.
- Meeting Room Available for Free
- Cleaning-
  - Linens will be Changed Weekly.
  - Toiletries and Towels Changed Daily.
- Fitness Facility
- Ice Machine
- The Room-
  - 1 Desk with 1 Desk Chair
  - 2 Queen Size Beds with Linen Provided
  - Full Bathroom
  - 42” Flat Screen Television
  - Telephone
  - 1 Microfridge

INSURANCE-
Johnson College is not responsible for student’s or guest’s property and encourages all students to carry appropriate property insurance. Under no circumstances shall the College be liable for any damage, theft or loss of personal property of a student or guest.

MAIL-
Mail arrives in the Student Engagement Office after 1pm, Monday → Friday. When a resident receives mail, the student may pick it up the in the Student Engagement Office during office hours.

  Mailing address for residential students in apartments:
  Resident’s Name
  3315/3317 North Main Avenue
  Apartment # 15/17-_____
  Scranton, PA 18508

  Mailing address for residential students in the Microtel:
  Resident’s Name
  3427 North Main Avenue
  C/O Student Engagement
  Scranton, PA 18508

MAINTENANCE-
  Apartment Residents- For routine maintenance issues with your apartment, please submit a request using the form on the Johnson College website, under current students, housing.
Microtel Residents- All maintenance concerns should be reported to Microtel staff immediately.

RIGHTS OF THE COLLEGE-
- The College recognizes residents’ rights to privacy, but maintains the right for its personnel to enter student premises for routine and immediate maintenance needs, in an emergency involving a danger to life or property, for the purpose of health and safety inspections, when a condition is observed that is prohibited by this license agreement or College policy, and/or when it is believed that a resident is using an assigned space in a manner contrary to the provisions of this license agreement or College policy. A minimum of 24 hours notice will be provided prior to any routine inspection, unless there is an emergency. In all cases, authorized personnel will carry College identification, present it on request, knock, and provide a reasonable period of time prior to entering.
- The College reserves the right to reassign or withdraw accommodations for reasons that may include health and safety, non-payment of bills, disciplinary action, consolidation of space and administrative needs.
- The College may terminate this agreement at any time for reasons of safety, security, and conduct of its residential program. In all cases moves are not considered official unless there is administrative acknowledgement by the Student Engagement Office.

STAFF-
Security-
  Security Cell: 570-955-7921

Student Engagement Coordinator-
  Moffat
  8am-4:30pm M-F
  Office: 570-702-8950
  Housing Cell: 570-507-2185

TERMINATION REQUESTS-
The license for campus housing is for the entire academic year. Permission to terminate this license can be done by submitting a Termination Request Form with the Student Engagement Office at least 10 business days prior to the proposed date of termination. Permission to terminate this license for residents who are continuing at the College is only granted under extenuating circumstances.

TERMS OF OCCUPANCY-
Apartment/Room Occupancy-
Campus housing may only be occupied by the resident(s) assigned to it. Students must check into the assigned apartment/room by 4:30pm on the first day of classes.
Students who notify the Student Engagement Office that they will arrive later than 4:30pm on the first day of classes will have the room reserved; such persons will still be liable for the full semester room rate.

**Break Periods**
Campus housing will close and must be vacated during winter, spring, and summer breaks.

**Winter Break**- Apartments close at 5pm on Sunday, December 10, 2017 and will reopen at Noon on Sunday, January 7, 2018.

**Spring Break**- Apartments close at 5pm on Sunday, March 4, 2018 and will reopen at Noon on Sunday, March 11, 2018.

**Summer Break**- Graduating students are allowed to remain in the apartments until 5pm on Graduation Day. All others must vacate the apartments by 5pm on Friday, May 6, 2018.

*Apartment Residents* - Students must follow all closing procedures when leaving for breaks. A resident shall have no right to enter, use, or occupy the apartments during these breaks. The resident may leave personal property in apartments only during winter and spring Breaks and at the risk of the resident. Storage of any items during the summer is not permitted.

*Microtel Residents* - Students must follow all closing procedures when leaving for breaks. A resident shall have no right to enter, use, or occupy housing during these breaks. Storage of any items during the summer, winter, and spring breaks is not permitted.

**UTILITIES**

*Apartment Residents*

**Phone**
Johnson College does not provide landline phone service in the apartments. It is the responsibility of the residents in each apartment to make arrangements for connections and to pay their own expenses for telephone installation and service if they wish to have this service.

**Internet**
Wireless Internet service is provided and maintained by Johnson College. The cost for this is included in the housing charges. The wireless is on a closed network. To connect your computer, please select DORMAP 1, 2, 3, or 4. The password is 4CA2B5EBEA.

**Cable**
Basic cable service is provided and maintained by Comcast. The cost for this is included in the housing charges.

**UTILITIES CONTINUED**

**Electricity/Water/Sewer**
All are provided to the residential students and included in the housing charges.

**Air Conditioning and Heat**
Provided to the residential students and is included in the housing charges.

**Trash & Recycling-**
Trash and recycling service is provided for the residential students and is included in the housing charges. A dumpster is located in the parking lot at the end of building 15. Students must discard their trash in the dumpster. Green recycling containers for paper, plastic, and metal are located at the end of the building.

**Microtel Residents-**

**Phone-**
A landline phone is provided and maintained by Microtel. Local and Long Distance (within the Continental United States) calls are included in the housing charges.

**Internet-**
Wireless Internet service is provided and maintained by Microtel. The cost for this is included in the housing charges.

**Cable-**
Basic cable service is provided and maintained by Comcast. The cost for this is included in the housing charges.

**Electricity/Water/Sewer-**
All are provided to the residential students and included in the housing charges.

**Air Conditioning and Heat-**
Provided to the residential students and is included in the housing charges.

**Trash-**
Trash must be in the provided garbage cans. Microtel staff will dispose of trash on a daily basis.

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**HOUSING POLICIES**

In attempting to create an environment where learning and daily life can proceed without disruption, it is necessary to establish regulations specifically designed for the unique atmosphere of on campus living. Regulations, however, are not effective
without each resident assuming responsibility for their own actions, and assuming shared responsibility for the environment. The following restrictions have been developed to promote both individual and community responsibility in campus housing. Their violation will result in disciplinary action.

1. **Animals.** Pets are not permitted in campus housing.
   - **Apartment Residents** - Fish kept in bowls without filters, heaters or lights are exceptions. Fish must be taken with you over breaks when the apartments close.

2. **Appliances.**
   - **Apartment Residents** - Each apartment is furnished with a refrigerator and range. Additional large appliances are not permitted. Microwaves and small appliances with an automatic shut off are allowed. Other appliances that are not permitted include: portable heating units and hot plates.
   - **Microtel Residents** - Each room is furnished with a microfridge unit and a 42” flat screen television. Additional large appliances are not permitted. Small appliances with an automatic shut off are allowed. Other appliances that are not permitted include: portable heating units and hot plates.

3. **Guests.** A guest is any non-residential student. Guests are permitted between 7am-11pm Sunday-Thursday and 11pm Friday -Sunday at 11pm. Guest registration is required for overnight guests (a guest staying later than 11pm) on Friday and Saturday nights using the online guest registration form that is available on the Johnson College website under Current Students, Housing. Guests must be escorted with the host resident at all times. Residents can only register (2) guests at one time. The host resident is responsible and will be held accountable for their guests. Guests are expected to follow Johnson College policies.

4. **Parking.**
   - **Apartment Residents** - All vehicles must be registered to park on campus, have a parking permit and be parked in one space in the lot adjacent to the apartments. Apartment residents will receive an additional housing parking permit that must be on display while parked in the housing parking lot. Additional vehicles registered to housing students and guest’s vehicles must be parked in a student space in the Moffat Lot behind the apartments.
   - **Parking Continued.**
   - **Microtel Residents** - All vehicles must be registered to park on campus and have a parking permit. While at the Microtel, students must park in the designated parking spaces and have their vehicle registered.
5. **Quiet Hours.**
- Apartment Residents- Quiet Hours are from 11pm-7am. During Quiet Hours, all residents should be able to sleep or study without disruption. Noise should not be able to be heard outside of your apartment during these hours.
- Microtel Residents- Noise should not be able to be heard out of your room at any time.

6. **Smoking.** The apartments and Microtel are tobacco free. There will be no smoking or use of tobacco products within the apartments/rooms, as well as outside the apartments/Microtel unless at a designated smoking area.

7. **Tools & Equipment.** Any oversized or messy tools and equipment should remain in your shop area at the College.

In addition to the regulations specific to campus living, students must also comply with the regulations in the **Johnson College Handbook** and the **Student Code of Conduct**.