

# Application Checklist

Name: \_\_\_\_\_ Home Institution: \_\_\_\_\_

\_\_\_\_\_ Application

\_\_\_\_\_ Legible copy of the identification page of your passport

\_\_\_\_\_ Statement of support

\_\_\_\_\_ Statement of financial backing

\_\_\_\_\_ TOEFL, IELTS, or proof of English proficiency

\_\_\_\_\_ Immunization Form

\_\_\_\_\_ Housing Application and Contract

# Statement of Support

## To be completed by the home institution

Name: \_\_\_\_\_

The above named student has been (please check one):

- Unconditionally selected by this institution for direct exchange with Millsaps College
- Selected by this institution for direct exchange with Millsaps College, if the following conditions are met:

Please provide a few comments regarding the appropriateness of this candidate for placement.

I have reviewed the complete application and discussed it with the applicant. I support the nomination. I am satisfied that the applicant has received approval for direct exchange with Millsaps College from all required faculty members and administrative officials, and that all relevant information required for placement has been fully supplied.

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Coordinator's signature

Name (type or print)

Date

# Application

Type or print clearly in ink and in BLOCK LETTERS.

Name (as it appears on your passport or birth certificate) \_\_\_\_\_ Sex:  male  female  
last (family or surname) first (given) middle or maiden

Home institution: \_\_\_\_\_

Please write your address as it would appear on an envelope, using one line for each line of your address.

Present Address: \_\_\_\_\_ (valid until \_\_\_\_/\_\_\_\_/\_\_\_\_) Permanent Address: (Mail will be sent here after date given at left.  
month / day / year Attach summer contact address, if different.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone (with area code): \_\_\_\_\_ Telephone (with area code): \_\_\_\_\_  
Email: \_\_\_\_\_ Email: \_\_\_\_\_

Specify the country or countries in which you have citizenship: \_\_\_\_\_

Specify the country or countries of which you are a legal permanent resident: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ (ex: Sept. 19, 1980) Place of Birth: \_\_\_\_\_  
month / day / year city state and country

Person(s) to contact in case of emergency:

Name(s): \_\_\_\_\_ Relationship to You: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (with area code): \_\_\_\_\_ Email: \_\_\_\_\_

Do you have any special needs or require special services during your program (i.e., dietary considerations, learning aids, or facilities with disabled access)?  Yes  No If yes, please describe on a separate sheet of paper.

Highest degree completed or in progress at home institution: \_\_\_\_\_

Major Field: \_\_\_\_\_ Minor Field: \_\_\_\_\_ Completion Date: \_\_\_\_/\_\_\_\_  
month year

For visa purposes, please list **ONE** main field of study to be completed during your exchange: \_\_\_\_\_

Indicate academic work in progress:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Indicate the duration for which you are requesting to study at Millsaps College program:

One academic semester (Fall or Spring)  One academic year (Fall and Spring)

I authorize the coordinator at my home institution to send my official academic records/transcripts to Millsaps. I understand that official academic records/transcripts of work I undertake at my host institution will be sent to Millsaps and, in turn, to my home institution.

**If I accept exchange with Millsaps College, I agree that:**

- I will take part in all aspects of the program, including orientation and evaluation.
- I will pay to my home institution the designated program fee covering the full period of my placement.
- My exchange will be limited to the period specified. An extension request is subject to review and approval by my home and host institutions.
- My exchange may be terminated by Millsaps if I fail to remain enrolled full-time, fail to maintain minimum academic standards as defined by my home or host institution, or am found by Millsaps to be in violation of laws or regulations of my host country or institution.
- If I withdraw from the program at any time after accepting the placement, or if my placement is terminated after I arrive at my home institution:
  - o I may still be obligated to pay the full program fee at the discretion of my home institution in collaboration and agreement with Millsaps.
  - o I will forfeit my rights to receive benefits as a participant and must reimburse my host institution for any money advanced to me to cover benefits after the date of my withdrawal or termination.

Millsaps seeks to ensure that benefits and services outlined in the Terms of Participation for Institutional Members are provided by institutions cooperating with Millsaps and shall seek to correct any inadequacies brought to its attention. I understand that Millsaps' responsibility to participation does not extend beyond such endeavors and that Millsaps is not liable to any participant for benefits not provided by the participant's home or host institution.

I acknowledge that all statements in this application are complete and accurate to the best of my ability. I have read and understand the terms and conditions of undertaking this program. I am aware that it is my responsibility to obtain all visas and arrange air travel.

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Applicant's Signature

Date

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Applicant's Name (type or print)

Home Institution

# MILLSAPS COLLEGE

## WESSON HEALTH CENTER

Name \_\_\_\_\_  
(Last) (First) (Middle)

Social Security # \_\_\_\_\_

Freshman year \_\_\_\_\_ Junior year \_\_\_\_\_

Sophomore year \_\_\_\_\_ Senior year \_\_\_\_\_

Trad. \_\_\_\_\_ Grad. \_\_\_\_\_ Spec. \_\_\_\_\_

### TO THE APPLICANT AND THE PHYSICIAN:

The pre-entrance medical report and examination are required for all entering students to complete registration. Please fill out the medical history completely then have the doctor complete the physical examination section. All physicals must occur within six months prior to beginning classes at Millsaps. In order to render more efficient medical care to Millsaps students, the Wesson Health Center staff must have an accurate and comprehensive record of each student's present and past medical experience. Any condition which might affect the student's academic progress or require special attention should be reported. Effort will be made to facilitate continuation of a plan of treatment for the welfare of the student if specific instructions are furnished by the personal physician.

The Mississippi State Board of Health in conjunction with the Board of Trustees of the Institutions of Higher Learning require that all new and transfer students must show proof of documented history of two doses of MMR (measles, mumps, rubella) vaccine. It is VERY IMPORTANT that you complete your immunization information. Please note that documentation must be from a healthcare provider (family physician, health department, etc.)

This form is used as a permanent record during the student's entire time at Millsaps and is strictly confidential. If you have any questions please call the Office of Student Affairs at 974-1206.

**THIS FORM MUST BE COMPLETED AND RETURNED BY AUGUST 1 TO: The Wesson Health Center, Millsaps College, P.O. Box 151062; Jackson, MS 39210. Do not turn it in to other campus offices.**

### MEDICAL HISTORY (To be completed by applicant)

Student's Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_  
(Last) (First) (Middle)

Date of Birth \_\_\_\_\_ Marital Status \_\_\_\_\_

Parents' or Spouse's Name \_\_\_\_\_

Home Address \_\_\_\_\_ Telephone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Parents' Business Address (Mother) \_\_\_\_\_ Telephone \_\_\_\_\_

Parents' Business Address (Father) \_\_\_\_\_ Telephone \_\_\_\_\_

**PAST MEDICAL HISTORY (Circle those which you have had and note date)**

Measles (Red) \_\_\_\_\_ German Measles \_\_\_\_\_ Mumps \_\_\_\_\_ Chicken Pox \_\_\_\_\_

Hay Fever \_\_\_\_\_ Asthma \_\_\_\_\_ Rheumatic Fever \_\_\_\_\_ Diabetes \_\_\_\_\_

Hepatitis (A,B,C or other) \_\_\_\_\_ Epilepsy \_\_\_\_\_ Tuberculosis \_\_\_\_\_

Recurrent Tonsillitis \_\_\_\_\_ Blood Disorder/Anemia \_\_\_\_\_

Digestive Disorder \_\_\_\_\_ Bone/joint Problems \_\_\_\_\_ Psychological Condition \_\_\_\_\_

Other (specify) \_\_\_\_\_

REMARKS concerning the above \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

OPERATIONS/SERIOUS INJURIES – give dates \_\_\_\_\_

\_\_\_\_\_

Do you wear glasses or contact lenses? (check) \_\_\_ No \_\_\_ All the time \_\_\_ Reading only \_\_\_ Outside only

Do you take any medicine or drugs? \_\_\_\_\_ If so, what and why? \_\_\_\_\_

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Do you use tobacco products? (check) \_\_\_ Yes \_\_\_ No

Are you allergic to any medicine or drug? \_\_\_\_\_ If so, give details. \_\_\_\_\_

\_\_\_\_\_

Are you now covered by hospitalization insurance? \_\_\_\_\_ If so, what company? Give the subscribers name.

\_\_\_\_\_ Insurance Number \_\_\_\_\_

Do you know of any reason why you will not be able to participate in all college activities, including athletics?

\_\_\_\_\_ If so, give reason. \_\_\_\_\_

\_\_\_\_\_

***EMERGENCY CONSENT FOR MINORS – Signatures Required***

*Students under 18 years of age cannot give legal consent to be treated in case a medical or psychological emergency arises. In such cases, are you willing to give permission for emergency treatment to be administered? \_\_\_ Yes \_\_\_ No*

Signature of parent or guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of student \_\_\_\_\_ Date \_\_\_\_\_

# PHYSICAL EXAMINATION AND HEALTH CERTIFICATE

(This page to be completed by the personal physician on the basis of an examination made within 6 months prior to date of admission)

Distant vision: Right \_\_\_\_\_ corr. to \_\_\_\_\_ Near vision: Right \_\_\_\_\_ corr. to \_\_\_\_\_  
Left \_\_\_\_\_ corr. to \_\_\_\_\_ Left \_\_\_\_\_ corr. to \_\_\_\_\_

(In the following, check approximately as normal or abnormal with explanation)

	Normal	Abnormal	Explanation of abnormality
Eyes	_____	_____	_____
Ears	_____	_____	_____
Nose	_____	_____	_____
Throat	_____	_____	_____
Neck	_____	_____	_____
Chest	_____	_____	_____
Lungs	_____	_____	_____
Heart	_____	_____	_____
Abdomen	_____	_____	_____
Hernia	_____	_____	_____
Extremities	_____	_____	_____
Back	_____	_____	_____
Teeth	_____	_____	_____
Height: _____	Weight: _____	BP _____	Hematocrit _____ % Hemoglobin _____
Urinalysis: _____	SpGR _____	Albumin _____	Sugar _____ Micro _____
Known Allergies:	_____		

Is there any history or evidence of emotional instability? \_\_\_\_\_ If so, please elaborate. \_\_\_\_\_

If applicable, please record abnormal menstrual history and treatment advised. \_\_\_\_\_

Prescription medications? (Please list) \_\_\_\_\_

Do you consider this student physically and emotionally fit to undertake a college career? \_\_\_\_\_

If the applicant is unfit in any way, what restrictions or correction would you advise? \_\_\_\_\_

Is student able to participate in athletics? \_\_\_\_\_

If student deemed unable, why? \_\_\_\_\_

REMARKS: \_\_\_\_\_

Examination Date: \_\_\_\_\_ Signed \_\_\_\_\_, M.D.

\_\_\_\_\_  
Please Print Name

ADDRESS: Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

# Certificate of Immunization Compliance

Millsaps ***requires*** documentation of PPD (TB Skin Test) within the past year and 2 MMR's – 1<sup>st</sup> after 12 months of age, 2<sup>nd</sup> at 5 years old or later. A Meningitis vaccine and a Tetanus booster are strongly recommended. The Wesson Health Center staff **will** follow up on this to ensure documentation is provided.

Name of Student \_\_\_\_\_ Birthdate \_\_\_\_\_

Social Security Number \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

	<b>Date Each Dose Was Given</b>				
<b>Vaccine</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>4<sup>th</sup></b>	<b>5<sup>th</sup></b>
DTP/DTaP/DT/Td					
Polio (OPV or IPV)					
Hep B					
MMR					
Varicella					
Other					
Other					

TB Skin Test    Date Given \_\_\_\_\_    Date of Results \_\_\_\_\_     Positive     Negative

If Positive, CXR Date \_\_\_\_\_    Results \_\_\_\_\_

Treatment \_\_\_\_\_

Health Dept. or Clinic Signature \_\_\_\_\_

Date Form Completed \_\_\_\_\_



# MILLSAPS

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## **Division of Student Life** Housing Application

Millsaps College believes in the benefits of a residential experience for its students. Among the many advantages are opportunities to fully participate in the development of the community, chances to learn from others in a healthy environment, and convenience to campus resources. For these reasons, Millsaps College policy stipulates freshmen and sophomore students, unless they are married or live with members of their immediate family in the Jackson area, are required to live in the residence halls.

We look forward to working with and learning from you during this academic year. If you have any questions, or need additional information please feel free to contact us at (601)-974-1200. You can also e-mail us at [housing@millsaps.edu](mailto:housing@millsaps.edu).

Please reference the back of this packet for important information regarding campus housing.

Please return this form to the Office of Student Life  
at the following address:

Millsaps College  
Office of Student Life  
1701 North State Street  
Box 151063  
Jackson, MS 39210

**Priority deadline for freshmen is June 1<sup>st</sup>.**

# Housing Personal Data Form

(CONFIDENTIAL)

Please Print or Type and Return

## FOR OFFICE USE ONLY

CRI \_\_\_\_\_

ID# \_\_\_\_\_

RA \_\_\_\_\_

RM \_\_\_\_\_

Full Name \_\_\_\_\_  
Last First Middle

Do you plan to live on campus?  Yes  No (If no, do not complete the remainder of this form.)

Birthdate / / Age \_\_\_\_\_

Gender:  Female  Male

Marital Status:  Single  Married

Name you prefer to be called: \_\_\_\_\_

Home Phone ( ) - Cell Phone ( ) -

**Classification:**  
(Please mark  
All that apply)

- Freshman
- Transfer
- Sophomore
- Junior
- Senior

Home Address \_\_\_\_\_  
Number Street City State ZIP

E-Mail Address \_\_\_\_\_

Father's Name \_\_\_\_\_ Father's Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) -

Mother's Name \_\_\_\_\_ Mother's Occupation \_\_\_\_\_  
Address \_\_\_\_\_ Phone ( ) -

In case of emergency, notify \_\_\_\_\_ Phone ( ) -

Names and ages of brothers \_\_\_\_\_

Names and ages of sisters \_\_\_\_\_

High School attended \_\_\_\_\_ Approximate GPA \_\_\_\_\_

List in order of preference your high school and community activities: \_\_\_\_\_

Activities in which you plan to participate (i.e. newspaper, yearbook, student government, Greek life, service):

Major field of academic interest \_\_\_\_\_

Religious preference \_\_\_\_\_

Physical or health disabilities (if any) \_\_\_\_\_

# Housing Preference Sheet

Please Print or Type and Return

Year

My on-campus housing will begin (please circle one):

Fall

Spring

Summer

**The following information is of great importance. Please elaborate thoroughly and be specific as this information will be used in making room assignments and roommate selections.**

I am a  smoker  
 non-smoker

I go to bed  early (before midnight)  
 late (after midnight)

I  study to noise (music, TV)  
 do not study to noise  
 sometimes study to noise

Our Millsaps Community includes many international students. Rooming with someone from a different cultural is a rewarding experience and provides the opportunity to share, learn, and grow together.

**I am interested in having an international student as a roommate?** Yes No

Please rate yourself on a scale of 1 to 10 on how neat you are:

Messy 1 2 3 4 5 6 7 8 9 Neat 10

Please rank your time management skills using the phrases and scale below:

I approach life as it comes. 1 2 3 4 5 I am highly organized, keep a schedule, and like to set and accomplish goals.

List and describe your personality characteristics and interests **you** have:

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## Roommate Assignment

I would prefer my roommate:

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> not smoke             | <input type="checkbox"/> smoke                        | <input type="checkbox"/> unimportant |
| <input type="checkbox"/> go to bed early       | <input type="checkbox"/> go to bed late               | <input type="checkbox"/> unimportant |
| <input type="checkbox"/> not study to noise    | <input type="checkbox"/> study to noise               | <input type="checkbox"/> unimportant |
| <input type="checkbox"/> use the room to study | <input type="checkbox"/> use the room for socializing | <input type="checkbox"/> unimportant |
| <input type="checkbox"/> be from Mississippi   | <input type="checkbox"/> be from another state        | <input type="checkbox"/> unimportant |
| <input type="checkbox"/> be an athlete         | <input type="checkbox"/> be a non-athlete             | <input type="checkbox"/> unimportant |
| <input type="checkbox"/> be neat               | <input type="checkbox"/> be messy                     | <input type="checkbox"/> unimportant |

List any preferences or personality characteristics that **you are looking for in a roommate** (e.g., someone who does not listen to country music or someone who has different interests than the ones listed above (see back page)):

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Roommate Requested (if any) \_\_\_\_\_

**The person you request must also identify you as their preference on their Housing Application.  
Requests made after June 15 may not be considered.**

## Building Assignment

Franklin Hall, Goodman Hall, New South Hall, Sanderson Hall, John Hall, Susanna Hall, and Charles Hall are upper-class buildings. Bacot Hall (women) and Ezelle Hall (men) are available for first year students. The Wellspring program is a community service based living-learning community for first year residents and those participating in the program will be housed in Bacot Hall. A supplemental application, found in your action packet, must be completed and submitted to be considered for the Wellspring program.

Please circle your building preference below. Please note that we cannot guarantee any building assignments since they are made based upon available space. For a closer look at the residence halls visit us online at [http://www.millsaps.edu/about\\_millsaps/residence\\_halls.php](http://www.millsaps.edu/about_millsaps/residence_halls.php).

Bacot                      Ezelle                      Franklin                      Goodman                      New South                      Sanderson

New Residence Halls: John, Susanna, Charles

## Roommate Matching and Housing Assignments

We are excited you have chosen to attend Millsaps College! You are ready to embark upon a journey that should lead to many rewarding experiences. The Office of Student Life takes seriously the responsibility of helping students pursue those experiences. Among our initial attempts to provide such assistance is our work to help you adjust to college and to Millsaps. An important component of this adjustment is your housing experience.

We feel our first obligation is to provide you with information necessary for making good decisions. This is the purpose of this packet. All assignments are based on information provided by the students. The integrity and thoughtfulness of your responses are the major component of the roommate matching and roommate assignment process. It is for this reason that we ask **you** (not your parents) to spend some time reflecting on the responses you provide.

Below we have provided a few sample descriptions from past preference sheets. They are intended to provide you with ideas of the issues that may be important in describing yourself and your "ideal" roommate.

### List and describe your personality characteristics:

- "1) strong student – study before play but enjoy both; 2) strong evangelical Christian – Republican/Conservative; 3) non-drinker; 4) enjoy the arts, social work, and animals; 5) strong family ties"
- "I like my room, as well as my clothes (closet), and make-up area to be neat. I do have a desire to do well in my studies, so I don't want a roommate that will make fun of my studiousness. I also like to stay busy and out of my room (unless I'm studying)."
- "Friendly; sometimes quiet; like almost any music (except country); like company but sometimes like to be alone; somewhat neat, but can't promise that my part of the room will always be immaculate (it will be casual)"
- "Friendly, outgoing talkative, athletic, like to enjoy life to the fullest"

### Other preferences or personality characteristics which would be helpful in making your roommate assignment:

- "I would like for my roommate to have a desire to keep the room as neat and organized as possible. Also, I think that if I were paired with another person not from the Jackson area, we could both learn to adapt at the same pace."
- "I would like a roommate with similar characteristics to my own. I'm really picky about having other people in my room, besides that I'm pretty easy-going."
- "I plan on 'experiencing' college. I would like a roommate that will also like to get out and try different things."

Please remember that in the residence halls, and possibly later in life, you do not just have a roommate, **you are a roommate**. For many, sharing a room is a new or different experience. Your roommate can be someone to share opinions, feelings, interests, and good times. However, sharing a room can sometimes result in a few challenges. Individuals who usually get along well have spent time working at it. The work of building a good roommate relationship includes open and honest communication.

Additionally, you need to remember that people's habits change as they move into new environments. The person who might have lived under an "early to bed, early to rise" philosophy in high school may change that habit in college. Whenever this situation arises, it is best to work with your roommate and your Resident Assistant (RA) to find common ground.

If you have additional questions, do not hesitate to contact our office at 601.974.1200.

I, \_\_\_\_\_, age \_\_\_\_\_, agree to abide by the terms of the Millsaps 2011-2012 Housing Agreement and other Residence Life policies listed in *Major Facts*. I understand that assignments are made without regard to race, color, religion, sexual orientation, or national origin and that once housing assignments are made, changes will not be considered until after the second week of school and must be approved by the Office of Residence Life.

If you are under age 18, this agreement must also be signed by your parent or legal guardian.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Millsaps College

## Residence Hall Contract for the Academic Year 2011 - 2012

This contract establishes a mutual agreement between the resident student and Millsaps College (College) with regard to living in the residence halls. Please read through and familiarize yourself with this contract. You should also acquaint yourself with policies outlined in *Major Facts*. The document can be found online at the following link: [http://www.millsaps.edu/resources/author\\_files/student\\_life\\_major\\_facts.pdf](http://www.millsaps.edu/resources/author_files/student_life_major_facts.pdf). Accepting a housing assignment indicates your agreement to adhere to the terms of the contract.

### I. Required Residency Policy

A. All freshmen and sophomore men and women are required to reside in the College residence halls unless they are married or live with their immediate family in Jackson. Exceptions to this are unusual and shall only be authorized through the Office of Student Life. Freshmen students are not allowed to live in the fraternity houses during the academic year.

B. The residency requirement does not preclude the removal of students from the residence halls and termination of their residence hall contract if the resident student is unable to abide by the rules and regulations of the College.

C. All students residing in College housing must participate in the Dining Services' meal-plan program.

D. If a freshman or sophomore student is found to be living off campus and does not meet the aforementioned stipulations under letter A, the College reserves the right to bill the student up to a year's worth of on-campus housing fees.

### II. Eligibility

A. Any person who has been admitted and will be enrolled as a full-time student may enter into this contract with the College.

B. If a residential student fails to enroll or fails to pay fees, and this results in the loss of status as an enrolled student, the resident agrees to vacate the premises immediately and the residence hall contract is terminated.

C. A residential student may not sublet or rent a room assignment or permit another person to share a private room assignment.

D. A residential student whose residence hall contract is terminated by the College due to disciplinary reasons will be responsible for the entire semester's fees.

### III. Period of Contract

A. This contract is for the entire academic year and, when approved, entitles the applicant to a space in the residence halls.

B. Belongings may be left in assigned rooms during periods in the contractual period when the College is closed and residents must leave campus, i.e. Thanksgiving, Winter break, Spring break. The residential student may not stay in the residence hall during the periods in which the College is closed, unless approved in advance by the Office of Residence Life.

C. Failure to properly check-out and/or return all keys will result in a fine.

D. Residents may not occupy or leave personal belongings in any residence hall before the hall officially opens and the student's room is available. All belongings must be removed from the room as part of the check-out procedure. Any belongings left in the residence hall will be disposed of immediately.

### IV. Freshmen/Transfer Student Assignments

A. The College cannot guarantee a student a particular type of accommodation. Assignment to rooms in the residence halls will be made in accordance with the established policy for priorities, on the basis of available housing space, and upon receipt of the appropriate documentation.

B. The resident agrees to provide the College with the information and preferences required on the Housing Preference Sheet for the purposes of hall, room, and roommate assignments.

C. Requests for assignment with a specific roommate will be honored whenever possible.

D. Freshmen residents are matched with a freshman roommate using the Personal Data form.

E. A resident is assigned to a room after he/she has been matched with a roommate.

F. Double rooms, unless otherwise specified, are to be occupied by two persons. If a vacancy occurs in the assigned room, the remaining resident agrees to accept another roommate as assigned, move to another room if requested, or pay additional charges based on lower occupancy of the room.

G. The Office of Student Life reserves the right to consolidate available spaces or to assign the double room as a single with a penalty fee of a substantial amount.

H. The resident understands that the College makes all assignments without regard to race, color, religion, national origin or sexual orientation.

I. The College reserves the right to modify room assignments for disciplinary reasons, health, safety, catastrophe, closing of the facility, or irresolvable incompatibility of roommates and to cancel or terminate this contract for disciplinary reasons.

J. The College reserves the right to temporarily or permanently reassign a student for any reason.

### V. Assignment Changes

A. Rooms will be occupied only upon assignment by the Office of Student Life and all exchanges, transfers and vacating of rooms must be approved by the Office of Residence Life.

B. There will be no room changes at any time unless approved by the Office of Residence Life.

C. All residents must receive authorization from the Office of Student Life if they wish to cease residing in their assigned room or move from the residence halls.

D. The Office of Student Life reserves the right to levy an administrative charge for unauthorized moves and failure to follow proper check-in and check-out procedures. Residents must check-in by the appointed date.

E. The Office of Residence Life reserves the right to assign a student to a room or suite, without consulting the remaining occupants, when a resident withdraws, transfers, or chooses to cancel their contract.

### VI. Cancellations and Refunds

A. A student has fourteen days from the date of signing the housing contract to cancel his/her room assignment. After this time period, the student is bound to the housing contract and may incur a penalty up to an entire academic year's housing fees if the contract is broken after the fourteen day grace period. In addition, if a contract is cancelled an administrative fee of \$100 may be assessed.

B. After signing a contract, if a student transfers or withdraws prior to the first day of classes of the fall semester, room fees for the entire 2011-2012 academic year will be refunded. Room assignments not claimed by the above stated time will be forfeited.

C. All students who claim their room assignment and key for the semester will be charged room fees, provided they are academically enrolled at the College for that semester.

D. Residents who are withdrawing from school or are transferring to another institution for the spring semester must notify the Office of Student Life in writing before leaving for the winter break.

E. Residents who have been released from their contract due to exclusion, transferring, or withdrawal must vacate their rooms, check out with a staff member, and return room keys before leaving for the winter break. Failure to complete these steps will result in forfeiture of the entire spring semester room fee.

F. Residents who have been excluded from the College for academic reasons should notify the Office of Student Life as soon as possible in order to receive appropriate refunds in a timely manner.

G. All refunds are contingent upon the following:

1. Compliance with the College Residence Hall Policy and the provisions of the Residence Hall Contract;

2. A written notice of reservation or assignment cancellation submitted in a timely manner to the Office of Student Life;

3. Settlement of all assessed fines and damage charges.

H. All refunds for fees are made in the form of a credit to the student's account receivable of Millsaps College.

### VII. Furnishings, Utilities and Sanitation

A. The College agrees to equip resident rooms to accommodate each resident with a bed, chest of drawers, closet space, desk, and desk chair.

B. The College assumes no liability for loss or damage to a resident's personal property due to fire, theft, or other causes. The temporary failure or interruption of water, heat, cable T.V. or other utilities shall give residents no claim for damages or reduction of rent.

C. **Residents may not move or rearrange any stationary furniture, or remove any authorized furniture from their rooms. Additionally, residents may not move any furniture belonging to the College into their rooms that was not originally intended to be in that room.**

D. The College reserves the right to levy and collect charges for damages, unauthorized use, or alterations to rooms or equipment.

E. The resident may not install equipment, make alterations, or do repairs to their room.

F. Use of nails and double-sided tape is forbidden.

G. Waterbeds and modifications of intended use of room furnishings are prohibited.

H. Lofts, cinder blocks ramps, and other such items that elevate furniture are strictly forbidden. The construction of a loft for use in the resident's room will result in a fine and removal and disposal of the loft by campus personnel.

I. The College agrees to provide reasonable amounts of heat, water and electricity during the contract period. Interruptions of any one or all of these services on a temporary basis for reasons of maintenance, repair, or catastrophe will not be considered a breach of this contract, and the College assumes no responsibility for damages as a result of any interruptions, such as food spoilage. If an interruption occurs, the College agrees to restore the affected service within a reasonable time.

J. T.V. and stereo sets are permitted in the residence halls. If usage of such is deemed disruptive or unsafe, then residents will be instructed to remove the item(s).

1. Any set installed in a student's room must be with the agreement of the roommate.

2. All sets must be in good working order and free from hazardous defects.

K. No items, materials, or pictures which are visible from outside the window may be hung or displayed in residence hall rooms.

L. A student may not have in plain view distasteful or pornographic pictures or posters in the residence halls.

### VIII. Care of Facilities

A. The resident agrees to be directly and financially responsible for keeping the room and its furnishings clean and free from damage, to cooperate with roommates in the common protection of property, and to advise the residence hall staff of any deteriorated conditions of the room or its furnishings.

B. The resident agrees to pay charges when assessed for room damages or special housekeeping or maintenance services necessary due to misuse or abuse of facilities for which the residents or guests of the resident are responsible, or to pay an equal portion of charges assessed to all occupants of a room when those persons responsible fail to assume responsibility for the damages.

C. The College reserves the right to assess residents of a hall or floor the expenses of repair or replacement of any property damaged in common areas used by those residents and their guests, unless the individual, or individuals, responsible for the damage is identified. Students and parents will be notified if such charges are levied.

D. The resident agrees to use public areas and residential corridors in a careful and proper manner and to contribute to the orderliness and cleanliness of all areas used by residents and guests.

E. The resident agrees to report loss of the room key and to pay the charges for key replacement and changing the locks on the doors affected by the loss of the key or by failure to return assigned key upon check-out/withdrawal. Key fines vary depending on the residence hall in which a student resides and range from \$40.00 - \$160.00.

### IX. Rules, Policies, and Regulations

Violations of any of the policies outlined below will result in referral through the Millsaps College Judicial System. The Millsaps Student Code of Conduct, located in *Major Facts*, outlines the judicial process. Violations of residence hall policies are viewed as violations of the Code of Conduct and will be handled as such.

#### A. Physical Threat

Physically abusing, detaining, intimidating, or threatening any person in the College community or their guests constitutes a physical threat. This regulation applies to any College function within the residence hall area, including residence halls, courtyards, the Bowl, and adjacent areas.

#### B. Disorderly Conduct

Infractions of this rule include disrupting students attempting to study or sleep and/or disrupting student residence hall activities. Quiet hours are maintained from 10:00 p.m. to 7:00 a.m. Monday-Thursday, Midnight-10:00 am Friday and Saturday. Courtesy hours are in effect 24 hours a day in all halls. 24 hour quiet hours will be in effect the week of and the week preceding final exams.

#### C. College Officials (i.e. res. hall staff, security officers, etc.)

Deliberately resisting or refusing to obey identified College officials in their line of duty and failure to properly identify yourself when asked by a College official is a violation of the Code of Conduct.

#### D. Alcohol

1. A student may consume alcoholic beverages only within the privacy of his/her room in the residence hall and only in accordance with the Mississippi state law which prohibits the drinking of alcoholic beverages for those under 21 years of age. Regardless of age and state law regulations, no student is allowed to consume alcoholic beverages outside the confines of a student's room.

2. Students are legally responsible for their actions in all mental and physical conditions, including those induced by alcoholic beverages.

3. Open containers of alcohol are not permitted in hallways, lounges, stairwells, or areas adjacent to the residence hall.

4. Registered events may provide exceptions to the above alcohol regulations for students 21 years of age or older.

#### E. Drugs

Federal, state and local laws prohibit the use and possession of controlled substances, and they are not permitted on campus. The possession, use, or sale of illegal drugs will be dealt with severely.

#### F. Theft

**Violations of this regulation include the theft of property owned by an individual or the residence hall as well as the transportation of College property from its authorized location. The College is not responsible for individual student's belongings. Each student should insure their own property.**

#### G. Bikes

Bicycles may not be parked in exit/entry ways, corridors, stairways, or beside doors. Gasoline-powered bikes (mopeds) and motorcycles are not permitted inside buildings.

#### H. Pets

The only animal allowed in the residence halls is fish (5 inches in length or smaller) contained in small aquariums, no larger than 3 gallons.

#### I. Visitation policy

Visitation is a privilege offered to students living in the residence halls. This applies to visits from the opposite gender. All visitors must be escorted at all times. Specific hours of visitation can be obtained from the residence life staff or can be found in *Major Facts*.

#### J. Guest Policy

While guests are on-campus, student hosts are responsible for their guests' actions. Residents are permitted to have overnight guests of the same gender in their rooms, limited to no more than three nights, five times per semester.

#### K. Solicitation

Solicitors or tradesmen are prohibited from entering the residence halls for the purpose of transacting business.

#### L. Appliances and Prohibited Items

1. Small cooking appliances with closed coils or closed heating elements may be used in residence hall rooms (i.e. hot air popcorn poppers, coffee pots, and hot pots).

2. Refrigerators may not exceed 4.0 cu. ft. capacity.

3. Non-college installed A/C units or ceiling fans are prohibited.

4. Prohibited items include, but are not limited to: candles, incense, fireworks, kerosene lamps, open-coil heaters, waterbeds, satellite dishes, firearms, street signs, halogen lamps, electrical receptacles without surge protectors, and hot oil popcorn poppers.

#### M. Storage

1. There is no campus storage available to students during semester breaks.

2. The College reserves the right to dispose of all stored items not properly claimed or items left in rooms after the halls have officially closed at the expense of the student.

#### N. Keys

1. Keys may not be lent or made available to anyone other than an assigned resident of that room.

2. There is a lockout fee for residents requiring a staff member to admit them to their room. These fines are listed in *Major Facts*.

#### O. Entry

1. The College reserves the right for authorized personnel to enter a student's room for inspection and repair, to determine occupancy,

and in an emergency. Authorized personnel may also seize items related to illegal activity or violation of College policies.

2. Forced or unauthorized entry into any residence hall or resident's room is prohibited. Forced entry is defined to encompass any force exerted against a person or physical structure.

P. Room Searches

1. Rooms searches by civil authorities may be conducted in accordance with local, state, and federal law.

2. Room searches by College authorities may be conducted under the following circumstances:

a. A College official, actually observing what s/he reasonably believes to be a violation of this housing contract, the code of conduct, the policies of the College, or of civil law, may pursue the suspected student.

b. On-campus housing units or other campus facilities may be searched upon the authorization of a written authorization. Written authorizations may be issued from a Student Life On-Call Professional, the Director of Residence Life, the Vice President of Student Life, the Vice Presidents for Finance or Campus Services, the Dean of the College, or the President of the College. The written authorization should identify the area to be searched, the nature of the material or matter being searched.

c. If the occupants of the area are not present following a reasonable effort to effect personal service of a written authorization, then the room may be entered by means of a master key providing that the issuing authority is present.

d. A College official shall be held free from any liability for invasion of privacy, when, as a person of reasonable and prudent caution, and in cases of imminent danger, s/he may enter residence hall rooms for purposes of protecting the welfare of the College or the safety of its students and property.

e. The occupant(s) of the room may remain present in the room during the search procedure unless, as determined by the College official, the student hinders the efforts of the College official(s) conducting the search.

NOTE: Searches of automobiles will follow the same procedure.

Q. Fines

The College, through the Office of Student Life, reserves the right to levy and collect disciplinary fines and charges for violations of established conduct regulations or provisions of this Residence Hall Contract. A list of possible fines may be obtained through the Office of Residence Life.

R. Student Responsibility

1. Residents are responsible for conduct in accord with College policy and regulations.

2. Residents are responsible for knowing College residence hall policy, house rules, and additional policies and regulations that the Office of Student Life may specify for the safety, care, cleanliness, and preservation of good order in the halls.

S. Hall Closings

1. Students must vacate halls 24 hours after their final exam.  
2. Students who do not vacate the residence halls at the appropriate times will be fined. When the halls close and a student is 30 minutes late s/he will receive a \$25 fine. For each additional 30 minutes the fine will increase by \$25. If the fine reaches \$100 then the student will not only be issued the fine, but will also be removed from the residence hall by Campus Safety, and have a judicial hearing upon return from the break.

T. Smoking

1. All Millsaps residence halls are smoke free. If a student is caught smoking in the hall s/he will be reported and fined accordingly:

- \$25 and possible action through the College's judicial system, first offense.
• \$50 and possible action through the College's judicial system, second offense.
• \$100 and possible action through the College's judicial system, third offense.

U. Room Change/Billing Protocol

1. If a student moves out from a double or triple occupancy room, into a private room (one with no roommate), that person will be charged a private room rate.

2. If a person moves out of a triple occupancy room, the remaining two roommates will be charged a double room rate if they do not pull in a third roommate.

3. If a student's roommate moves out, the student remaining in the room may buy out the room (if space on campus permits) as a private room.

4. If a student's roommate moves out, and s/he chooses not to buy out the room as a private room; then the student MUST secure another roommate. Finding a new roommate is the remaining roommate's responsibility. The Director of Residence Life may assist in the process of obtaining a roommate, but the onus is on the remaining roommate to pull someone in. The remaining roommate has until the conclusion of the consolidation process to either pull in a new roommate or demonstrate a concerted effort to the Director of Residence Life. If the remaining roommate makes no efforts, s/he will be charged for a private room.

V. Door Propping Protocol

1. If a student is found propping open a residence hall building, floor, or cube door with any material (including, but not limited to - coins, cans, shoes, adhesive material, magnets, etc) s/he will be fined \$50 for the first offense and will be referred through the judicial process. A \$100 fine will be assessed for the second offense.

2. If an entire cube, floor or building is found with a propped door more than 3 times, after adequate notification has been made to the floor, hall or cube, and if steps have been unsuccessful in identifying the perpetrator, each resident of the cube, floor or building will be fined \$10 for each subsequent time a door is discovered propped after a third offense. If the perpetrator is discovered within the academic semester in which the billing occurs, the fines will be removed from the entire hall, floor, cube, and assessed to the individual.

W. Residential Probation

Residential Probation is a sanction that may be levied specifically in relation to residence hall violations, such as, but not limited to: obtaining illegal entry into a building during a break period, propping doors, and multiple quiet hour or visitation violations. Residential Probation puts a student on warning if s/he commits another offense while on probation, s/he may lose his/her on campus housing for that semester or year without monetary compensation. Residential Probation can be accompanied by a fine.

X. Liability

The College does not assume responsibility for the resident's or other person's loss of money or valuables or for the loss of, or damage to, personal property and recommends that the resident contact an insurance carrier concerning the availability of protection against such losses.

RESIDENCE HALL INFORMATION

FALL SEMESTER

Thursday, August 18, 2011.....8:00 a.m. - Official opening of residence hall for freshmen
Sunday, August 21, 2011.....9:00 a.m. - Official opening of residence halls for upperclassmen
Wednesday, November 23, 2011..... 2:00 p.m. - Closed for Thanksgiving Break
Sunday, November 27, 2011.....3:00 p.m. - Reopen
December 5-10, 2011.....students check out 24 hours after final exams for Winter Break
December 11, 2011.....Official closing of residence halls

SPRING SEMESTER

Monday, January 16, 2012.....10:00 a.m. -Official opening of residence halls for returning students
Friday, March 9, 2012.....6:00 p.m. -Official closing for Spring Break
Sunday, March 18, 2012.....3:00 p.m. - Reopen
April 30 - May 5, 2012.....students checkout 24 hours after final exams
Saturday, May 12, 2012.....5:00 p.m. -Official closing of residence halls for seniors

Some policies may be changed during the course of the year by the Division of Student Life.

Students will receive proper notification of any changes. Students are responsible for any and all residence hall policies in Major Facts.

By signing below, I agree to abide by the terms of the 2011-2012 Millsaps Housing Contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_
Print Name \_\_\_\_\_