BETHLEHEM MORAVIAN COLLEGE

RESIDENT HANDBOOK 2026-27

Mihi Cura Futuri

College Song

They dreamed of a future, those heroes of old
Those prophets and seers, who have planned our today
Where Christ should be leader, and love should be stronghold
And sorrow and sighing should vanish away.
Then what of the future, beloved companions
That dream of the past which for us is today
Do we value the struggles and walk in the footsteps
Of those heroes of old who have shown us the way?

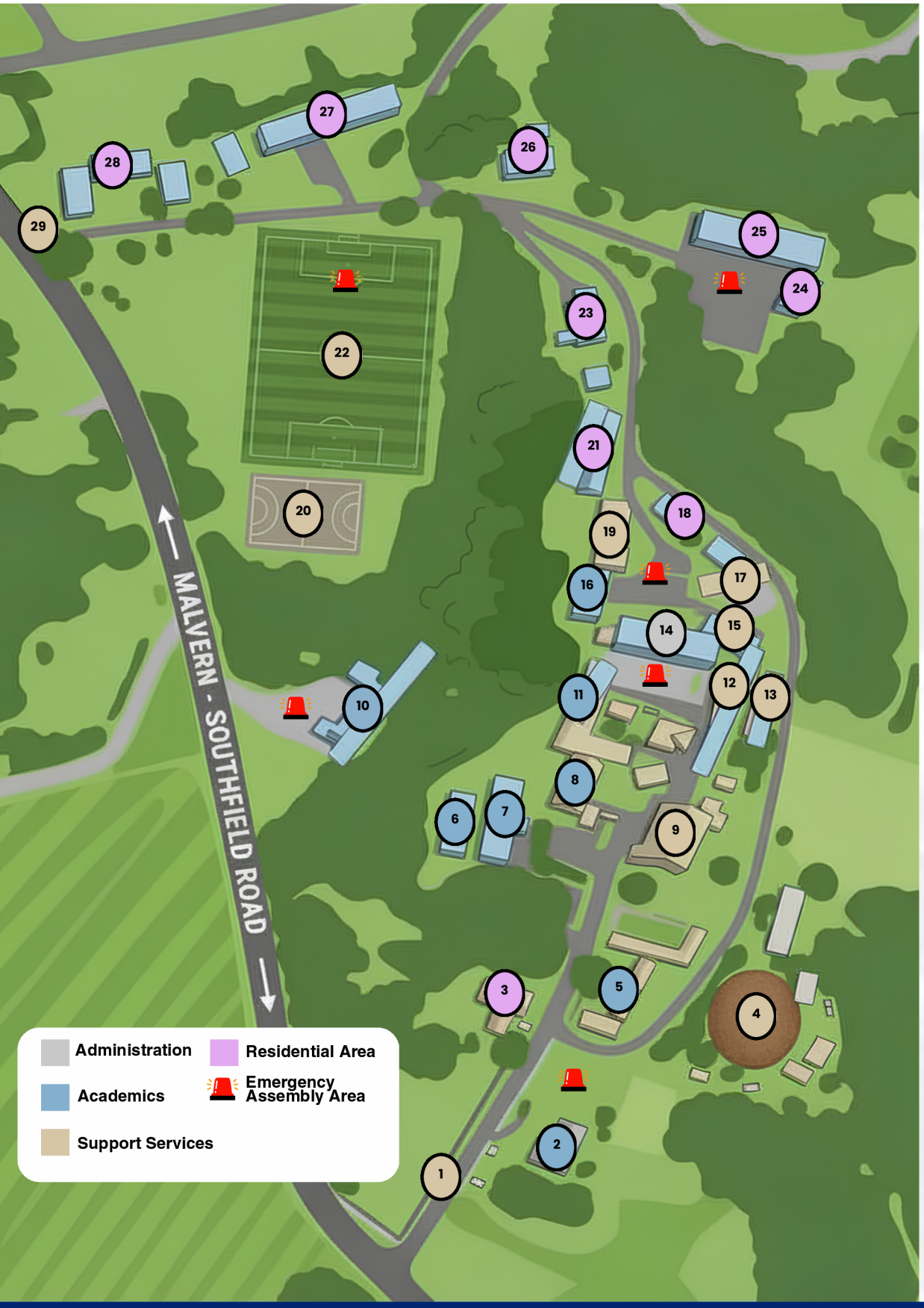
And are we still dreamers with visions as glorious
With courage as valiant to dare and to do
That away in the future our own little children
May live in a world where our dreams have come true?
Then what of the future, beloved companions
The world of the future we're planning today?
Shall we hand on the dreams and the hopes of the heroes
Those heroes of old who have shown us the way?

A voice from the future is earnestly calling
To each valiant soul who is living today
Be true to the trust that is yours from past ages
And faithfully plan for your future away
So what of the future beloved companions
The future that's yours though you're living today?
Shall the voice of the future acclaim us as heroes?
Those heroes of old who have shown them the way

Mihi Cura Futuri

Campus

Map



1. Main Gate
2. Mavis Davis
3. Pastor's Cottage
4. Farm
5. Trailer Rooms
6. Library Block
7. 40s Block
8. New Building
9. Chapel
10. Early Childhood Building
11. Macleavy Block
12. Wellness and Support Hub
13. Breadfruit Annex
14. Administrative Block
15. Boston Hostel
16. Science Lab
17. Mini Mart
18. Lecturer's Cottage
19. Student Services Centre
20. Multipurpose Court
21. Fleming Hall
22. Football Court
23. Principal's Cottage
24. Beacon Hall
25. Hastings Hall
26. Windsor Hostel
27. Ashton Hall
28. Lecturers' Flats
29. Back Gate

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SECTION 01

WELCOME TO RESIDENT LIFE

Mihi Cura Futuri

About

BMC

Since 1861

Bethlehem Moravian College (formerly Bethlehem Teacher Training College) is a multi-disciplinary public educational institution, situated on the plateau of the Santa Cruz Mountains in St. Elizabeth. Founded in 1861 by the Moravian Church, Bethlehem has grown significantly both physically and numerically.

The college currently provides a total of residential places for students on campus. These are provided through Fleming, Hastings, Ashton, Windsor, Beacon, and Deepdene. The general housing accommodation is directly governed by the Vice Principal for Administrative Affairs, the Operations Manager and the Student Development Manager. In addition, each Hall of residence is supervised by a Resident Advisor (faculty member) a committee of students and the Household Matrons.

Our Core

Values

- CHRISTIAN PRINCIPLES
- RESPECT
- ACCOUNTABILITY
- FAIRNESS
- TEAMWORK
- STAKEHOLDER CENTRIC

Welcome Messages

Welcome to the Halls of Residence and to a new chapter in your educational journey. We are delighted to have you as part of our residential community, where learning extends beyond the classroom and into every aspect of campus life. The halls are more than just a place to stay; they are spaces where lifelong friendships are formed, leadership skills are developed and personal growth is nurtured.

As residents, I encourage you to embrace our core values of Christian Principles, Respect, Accountability, Fairness, Teamwork, and Stakeholder-Centricity. These values serve as the foundation of our college community and should guide your interactions, decisions, and daily conduct. Treat one another with dignity, take responsibility for your actions, and work together to create a positive and inclusive environment.

I encourage you to make the most of the opportunities available, participate actively in hall activities, and contribute meaningfully to the vibrant community around you. May your time in residence be filled with learning, growth, and memorable experiences. I wish you every success as you pursue your goals and aspirations.

MR. ALBERT CORHO
Principal

Welcome Messages

It is with great pleasure that I welcome you to the Halls of Residence. Living on campus places you in a unique position to maximize your academic potential while benefiting from a supportive and engaging learning environment.

The residential experience complements your academic journey by providing opportunities for collaboration, discipline, and personal development.

As students of this institution, you are encouraged to embody our core values of Christian Principles, Respect, Accountability, Fairness, Teamwork, and Stakeholder-Centricity. These principles are not only important for academic success but are also essential qualities for responsible citizenship and professional excellence.

The Halls of Residence offer an environment where you can focus on your studies, build productive relationships with your peers, and develop habits that will serve you throughout your life. I encourage you to manage your time wisely, remain committed to your academic goals, and actively contribute to the positive culture of your residence. May your time here be marked by achievement, growth, and a commitment to excellence in all that you do.

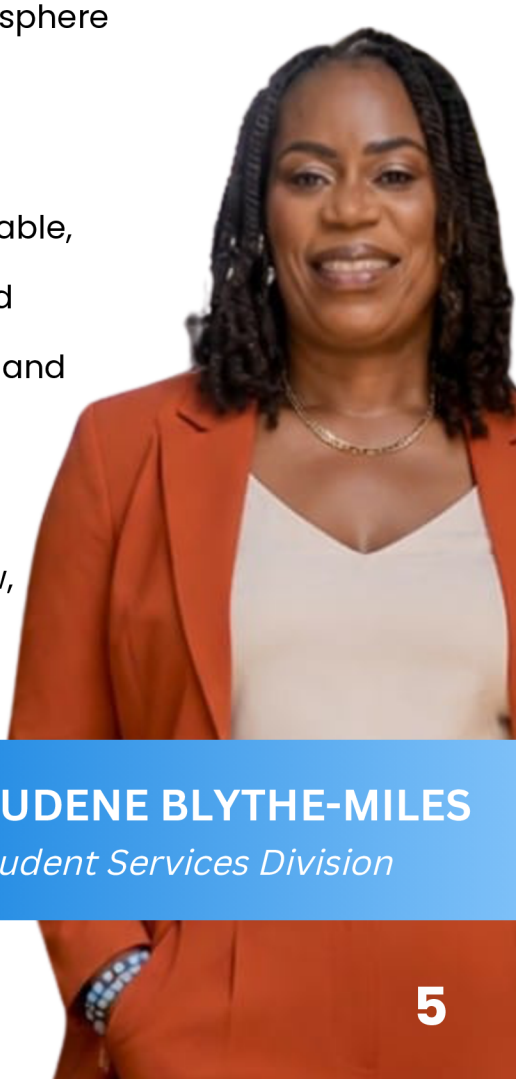
DR. SHARON GARDNER
V.P. of Academic Affairs

Welcome Messages

On behalf of the Student Services Department, it is my pleasure to welcome you to the Halls of Residence. Whether this is your first time living away from home or you are returning for another year, we are committed to ensuring that your residential experience is safe, supportive, and enriching.

The halls are designed to provide an environment where students can thrive academically, socially, emotionally, and spiritually. As members of this community, you play an important role in fostering a culture built on Respect, Fairness, Accountability, Teamwork, Christian Principles, and a commitment to serving the needs of others. By embracing these values, you help create a welcoming atmosphere where everyone feels valued and supported.

We encourage you to take advantage of the resources available, engage with your Resident Advisors and student leaders, and participate in activities that promote personal development and community building. Remember that your well-being is important to us, and our team is here to support you throughout your journey. We look forward to seeing you grow, succeed, and make lasting memories during your stay.



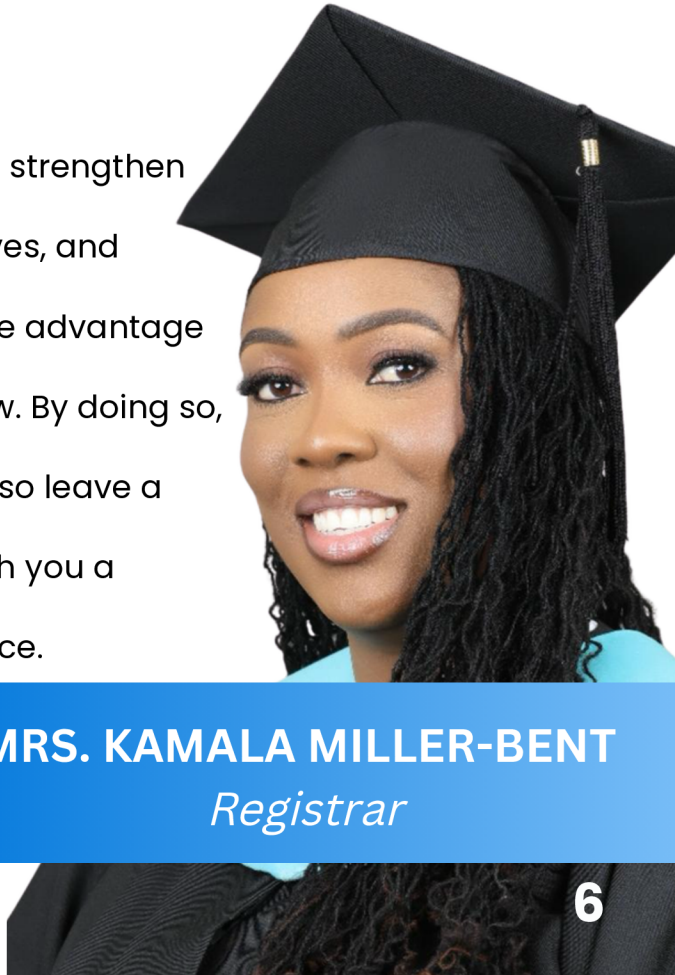
MRS. CLAUDENE BLYTHE-MILES
V.P. of Student Services Division

Welcome Messages

Welcome to the Halls of Residence, where every day presents an opportunity for growth, leadership, and community engagement. Living on campus offers a unique experience that allows you to build meaningful relationships, develop life skills, and become an active contributor to the college community.

As you settle into your new environment, I encourage you to uphold the values that define our institution: Christian Principles, Respect, Accountability, Fairness, Teamwork, and Stakeholder-Centricity. These values are essential in creating a harmonious residential community where students can learn from one another, celebrate diversity, and support each other's success.

Your time in residence will provide opportunities to strengthen your leadership abilities, participate in hall initiatives, and contribute positively to the lives of your peers. Take advantage of every opportunity to learn, collaborate, and grow. By doing so, you will not only enrich your own experience but also leave a lasting impact on the community aroundyou. I wish you a rewarding and transformative residential experience.



MRS. KAMALA MILLER-BENT
Registrar

Welcome Messages

Dear Residents,

Welcome to the Halls of Residence!
It is my pleasure to welcome you to a new chapter of your college experience. Living on campus is more than having a place to stay, it is an opportunity to build lifelong friendships, create meaningful memories, develop independence, and become part of a community that supports your growth.

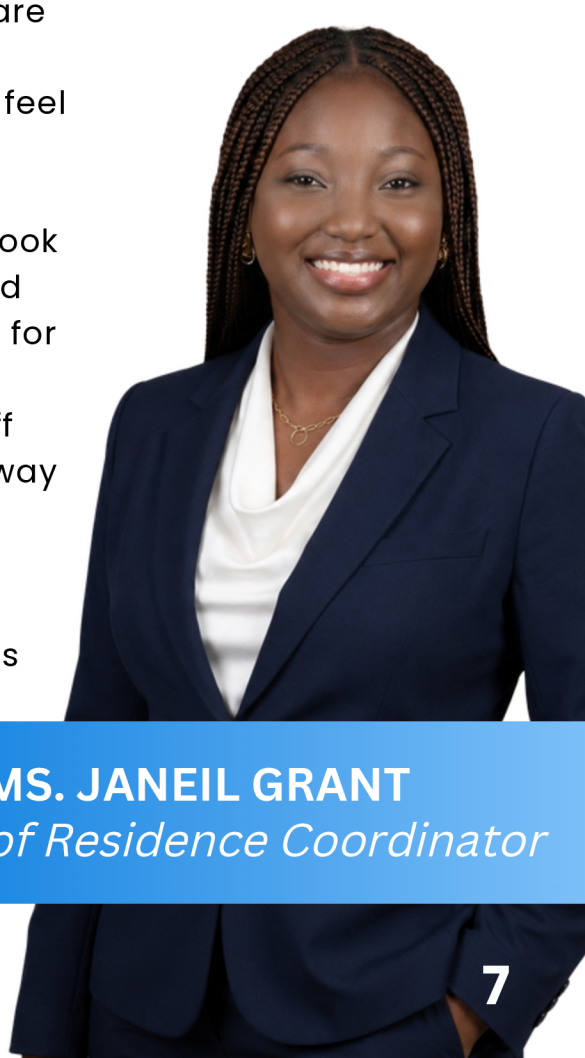
As we begin this new chapter together, I encourage each resident to embrace the experience with an open mind and positive spirit. Our halls are a shared home, and each of us has a role to play in creating an environment that is safe, respectful, inclusive, and conducive to learning and personal development.

This Resident Handbook has been prepared to help you understand the expectations, guidelines, and responsibilities that come with living in our Halls of Residence. These expectations are designed not simply as rules, but as a framework to help us maintain a community where everyone can feel comfortable, valued, and supported.

I encourage you to take the time to read this handbook carefully, become familiar with the expectations, and seek clarification whenever you are unsure. Respect for others, responsibility for your actions, care for our shared spaces, and cooperation with residence staff are essential to making our halls a positive home away from home.

I look forward to working with you as we build a vibrant and welcoming residential community. Let us make this a year filled with growth, connection, memorable experiences, and a strongsense of belonging.

Welcome, and I wish you a successful and fulfilling year in residence!



MS. JANEIL GRANT
Halls of Residence Coordinator

Welcome Messages

Welcome to Bethlehem Moravian College! On behalf of your **Resident Advisors (RAs)**, we are thrilled to welcome you to our residential community.

This handbook is your guide to a safe, comfortable, and exciting campus life. It outlines community expectations, campus resources, and essential living policies. Our goal is to foster an environment where you can grow academically and socially.

We are here to support you every step of the way. Please read through this guide carefully to help us maintain a respectful and vibrant community.

MEET THE
GUILD PRESIDENT

2026-2027

Dear Residential Students,
Welcome home.
As Guild President, it is an honor to welcome you, especially our first-year students, to the residence halls. You are joining a family and a rich tradition of excellence, leadership, and community. The friendships and memories you create here will shape your college journey
As we begin this academic year, I encourage everyone to uphold our campus values. Respect one another, your halls, and the staff. Let kindness, integrity, and responsibility guide your daily life. Residential life thrives on mutual care; let us ensure our halls remain safe, inclusive, and supportive spaces.
Our individual hall mottos reflect this shared character:

- **Ashton Hall:** "Ladies Equipped with Avidity and Virtue"
- **Hastings Hall:** "Overcoming Obstacles with Determination"
- **Beacon Hall:** "Lighting the Way with Excellence"
- **Fleming Hall:** "Unity is Strength and Strength is Unity"

These principles define our culture. Furthermore, our institutional motto, "Mihi Cura Futuri" ("My Care is For the Future"), calls us to prepare today for the responsibilities of tomorrow.
I challenge you to make this year one of academic achievement, mutual respect, and personal growth. Let us build a community that reflects the absolute best of Bethlehem Moravian College.
I wish you all a successful and memorable year.

Collin Powell

4th Year Student

B.Ed - History Major, Social Studies Minor

SECTION 02

YOUR RESIDENTIAL COMMUNITY

Mihi Cura Futuri

STUDENT SERVICES DIVISION

EMPOWERING YOUR JOURNEY: READINESS, SUPPORT, SUCCESS!

Student Services Division aims to create a fulfilling college experience for our students resulting in readiness for the world of work and higher education. The department is led by the V.P. of Student Services, Mrs. Claudene Blythe-Miles and our team comprises the following persons:

MEET THE TEAM

Mrs. Claudene Bythe-Miles
Vice Principal

Ms. Stacy-Ann Burton
Senior Secretary (Student Services)

Ms. Carlanna Poyser
Student Affairs Officer

Rev. Reginald Seymour
College Chaplain

Mrs. Violet Foster Russell
Guidance Counsellor

Ms. Samoya Salmon
College Nurse

Ms. Janeil Grant
Halls of Residence Coordinator

Ms. Tashoy Boothe
Asst. Halls of Residence Coordinator

STUDENT SERVICES DIVISION

EMPOWERING YOUR JOURNEY: READINESS, SUPPORT, SUCCESS!

RESIDENT ADVISORS	
FLEMING HALL	Dr. Norman Pottinger Mrs. Charmain James-Miles
BEACON HALL	Dr. Norman Pottinger Mrs. Charmain James-Miles
HASTINGS HALL	Ms. Coleen Clemetson Mrs. Audrey Wallen-Hanson Ms. Marie Mullings
ASHTON HALL	Rev. Reginald Seymour Ms. Icilda Coley Mrs. Donna Gilling

ABOUT THE
THE HALLS OF RESIDENCE

There are 236 residential spaces at Bethlehem Moravian College, with 174 designated for female students and 62 for male students. These residential spaces are provided across four halls: Ashton Hall, Hastings Hall, Fleming Hall, and Beacon Hall. All facilities offer double occupancy.

Our mission is to provide a safe, inclusive, and engaging residential experience that fosters student development, leadership, wellness, community, and institutional pride through intentional programmes, meaningful relationships, and a culture of excellence.

HALL REPRESENTATIVES

FLEMING HALL	Errando Bailey 3rd Year English (Double Major)
BEACON HALL	Ronordo Thompson 4th Year Primary Education
HASTINGS HALL	Cerone Robinson 3rd Year Primary Education
ASHTON HALL	Kristen Wedderburn 4th Year Business Administration

FLEMING HALL

"UNITY IS STRENGTH; STRENGTH IS UNITY!"

A main residence hall which was originally constructed to house female students has been transformed into a male hall. Fleming Hall was named after **Rev. Roderick Fleming**, the father of many accepted features and customs of Bethlehem's life. In the early years, he helped to ensure the survival of Bethlehem by securing a **Commonwealth Development and Welfare Grant of 3,000 pounds sterling.**

The hall consists of two floors, with each floor having its own set of bathrooms. Residents share lounge, laundry, and kitchen facilities. **The hall accommodates thirty-four (34) students.**

ASHTON HALL

"Ladies equipped with avidity and virtue"

Ashton Hall was named after **Rev. Samuel Ashton**. Under his leadership, the college became the first rural institution to benefit from an electric generating plant. In addition to serving as Principal and being a member of the local congregation, he taught almost every subject in the curriculum.

Ashton Hall houses female students. It consists of three floors, with each floor having its own bathroom and kitchen facilities. A lounge on each floor completes the facilities.

The hall accommodates eighty-eight (88) students.

HASTINGS HALL

"Overcoming obstacles with determination"

In the 1960s, through the instrumentality of the **Rt. Rev. S.U. Hastings**, after whom the hall was named, the **Protestant Central Agency for Development Aid, a Foundation in the Federal Republic of Germany granted DM 2.9 million for expansion of the infrastructure of the College**. Evidence of the contribution is Hastings and Ashton Halls.

This three-storey hall houses female students who share common bathrooms, lounges, laundry, and kitchen facilities.

The hall accommodates eighty-six (86) students.

BEACON HALL

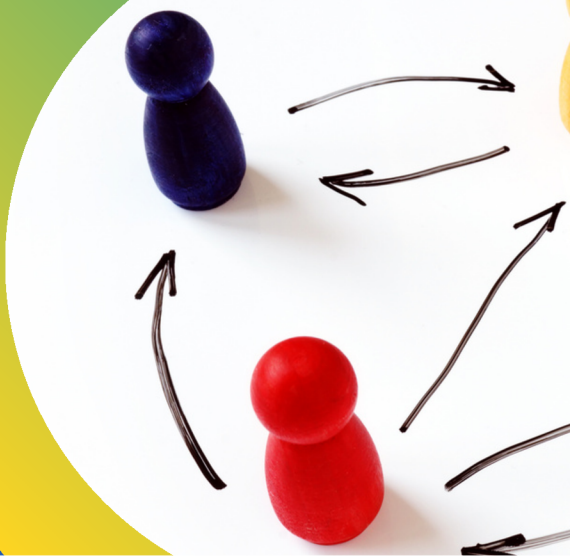
"IGNITING THE WAY TO EXCELLENCE"

Dr. Randolph Watson (retired principal) and **Mrs. Valorie Tinglin**, (deceased) Director of the Continuing Education Studies Department were the latest 'Trail Blazers'.

To their credit, a two-storey hall block was constructed from trailer containers with the assistance of the **Ministry of Education.** It consists of two floors, with each floor having its own set of bathrooms. Residents have access to common kitchen facilities.

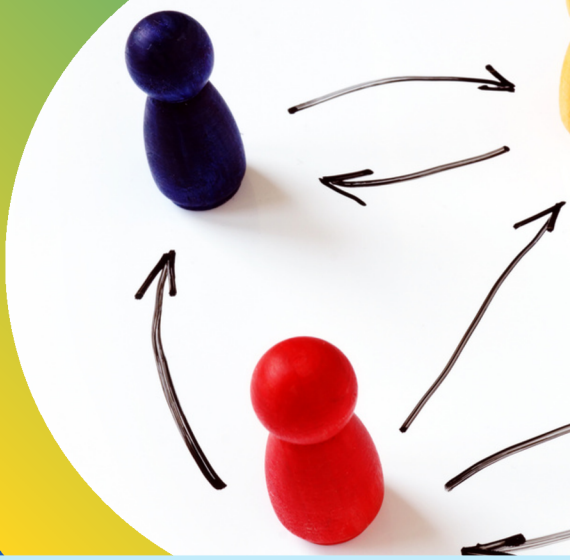
The hall accommodates twenty-eight (28) students, who share laundry facilities with residents of Hastings Hall.

ORGANIZATIONAL &REPORTING STRUCTURE



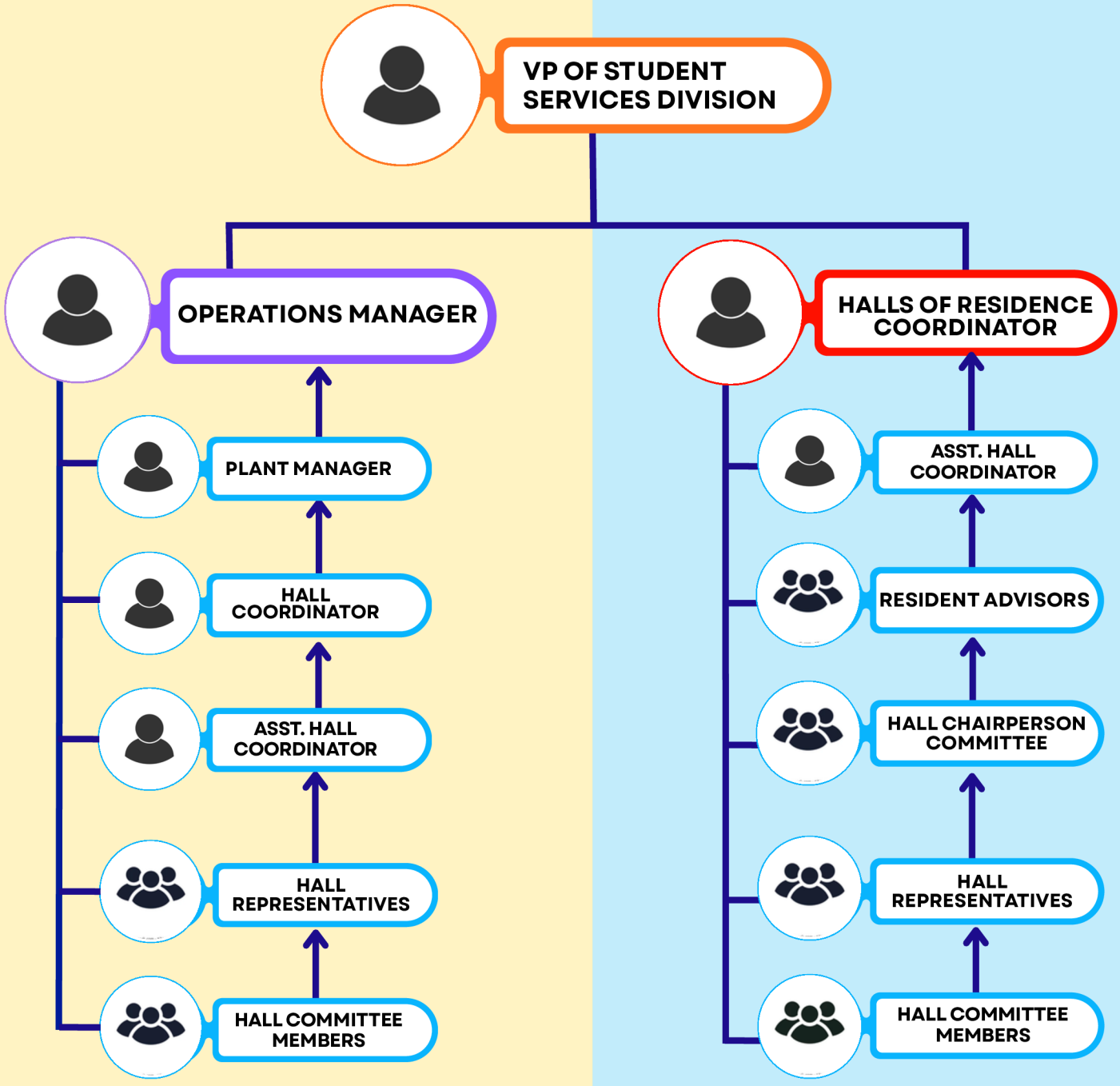
In order to facilitate effective governance, management, and supervision, necessary policies and regulations have been established for housing operations. These policies and regulations facilitate the smooth entry to and exit from the halls of residence; promote the safety and security of students; reduce conflicts; increase awareness of safeguards for healthy communal living; provide information and instructions regarding the care and preservation of housing facilities; protect personal property; and maintain an atmosphere conducive to academic success.

ORGANIZATIONAL &REPORTING STRUCTURE



MAINTENANCE & FACILITIES

STUDENT GOVERANCE



ORGANIZATIONAL &REPORTING STRUCTURE

GOVERNANCE

The Office of Student Services Division is headed by the Vice Principal for Student Services who has direct responsibility for Housing Operations.

Each hall is supervised/managed by the Office of the Hall of Residence Coordinator & Resident Advisor (faculty member) along with a Hall Committee.

The Hall Committee is composed of Hall and Floor Representatives, Fundraising Coordinator, Entertainment & Activities Coordinator, Religious Coordinator, Public Relations Coordinator, Health & Safety Coordinator, Beautification Coordinator, and First Year Experience (F.Y.E) Coordinator. All members of this committee fall under the direct supervision of the Resident Advisor.

The Committee meets at the discretion of the Resident Advisor and the issues which are there to be addressed. The Resident Advisors are members of the Housing Committee which is chaired by the Chief Resident Advisor.

The Housing Committee meets at least twice per Semester. The Administrative Vice Principal is a member of the Housing Committee.

ROLES & RESPONSIBILIES
OF HALL COMMITTEE MEMBERS

HALL REPRESENTATIVE

- This person is the Head of the Hall Committee and is responsible for the coordination and supervision of all activities which take place on the halls.
- The representative also addresses minor concerns and or represents these concerns to the Hall Supervisor.
- The representative ensures order and discipline are maintained and rules and regulations are adhered to.
- This person is also directly involved in the revision of policies which govern hall operations.
- The Hall Representative reports directly to the Resident Advisors and or Halls of Residence Coordinator.
- Serves on the Hall Chairperson Committee alongside other hall representatives.

SECRETARY/TREASURER

- Responsible for the financial affairs of the hall, including the preparation of timely financial reports;
- Prepares and distributes correspondence, and agendas, organizes meetings and prepares minutes of meetings;
- Submits monthly reports to Asst. Halls of Residence Coordinator & Resident Advisors.

FUNDRAISING COORDINATOR

- Responsible for all fund-raising activities;
- Organizes creative and lucrative activities to generate income;
- Help solicit funds either through sponsors or fundraising.
- Keeps proper accounting and stock-keeping records for monthly reporting that includes keeping copies of bills, receipts, and any such documents;
- Submits monthly reports to Asst. Halls of Residence Coordinator & Resident Advisors.

ENTERTAINMENT/ACTIVITIES COORDINATOR

- Responsible for planning and executing all social and hall cultural activities;
- Coordinates entertainment activities for special occasions like *Talent Explosion, Heroes Week and Black History Month Activities, etc*
- Submits monthly reports to Asst. Halls of Residence Coordinator & Resident Advisors.

RELIGIOUS COORDINATOR

- Responsible for the planning and execution of all religious activities on the hall;
- Submits monthly reports to Asst. Halls of Residence Coordinator & Resident Advisors.

PUBLIC RELATIONS OFFICER

- Responsible for promoting the Hall and its activities;
- Publishes and disseminates information both within and outside the Halls;
- Responsible for hall's noticeboards;
- Submits monthly reports to Asst. Halls of Residence Coordinator & Resident Advisors.

HEALTH & SAFETY COORDINATOR

- Responsible for educating the hall on healthier alternatives
- Promote cleanliness and healthy environment on the halls
- Coordinates regular hall duties and workdays.
- Coordinates the planning and execution of holistic health-related activities.
- Submits monthly report to Asst. Hall Coordinator & Resident Advisors.

BEAUTIFICATION COORDINATOR

- Responsible for the beautification, cleanliness, and appearance of the Hall.
- Assists in identifying suitable venues for various committee events.
- Responsible for set-up and post set-up of selected venue for events and activities.
- Ensures the venue identified is decorated and equipment needed for various events is booked.
- Maintains and reports conditions of equipment.
- Ensures all equipment is returned as loaned.
- Submits monthly report to Asst. Halls of residence Coordinator & Resident Advisors.

LEADERSHIP is the CAPACITY to translate VISION into reality!

FIRST YEAR EXPERIENCE (F.Y.E) COORDINATOR

- Helps residents successfully transition to university and develop dispositions of academic and social engagements.
- Supports the Student Orientation Programme in all aspects of Orientation.
- Provides support for first year resident students.
- Works with the Resident Assistant, Counseling Unit, and other hall executives to ensure the smooth operation of all F.Y.E programmes.
- Submits monthly reports to Asst. Hall of Residence Coordinator & Resident Advisors.

SECTION 03

ADMISSIONS TO RESIDENCE

Mihi Cura Futuri

ADMISSION TO THE HALLS OF RESIDENCE

ELIGIBILITY AND SELECTION CRITERIA

All fulltime college students are eligible for residence on halls. Interested students, must complete and submit an application via ISIMS. These applications must be submitted by the end of the second semester. Students will be notified in time for preparations to be made for returning or for entry to college.

HOUSING PLACEMENT PROCESS

Accommodation is limited. However, consideration will be given to students who are from outside of the parish. In addition, students who are offered accommodation are those likely to make a real contribution to the College life through:

- a) a good example of personal integrity and academic performance
- b) positive work attitudes and
- c) contribution to clubs, societies, sports programmes, and other hall, student or community activities.

The retention of space on campus will also depend on the student's conduct. A serious attempt will be made to maintain a balance in the allocation of space among year groups. The college does not assign single rooms; therefore, students are expected to indicate their preference for roommates on their application forms. After rooms are assigned, students are not allowed to change their rooms or roommates without permission from the relevant authorities.

Students may or may not be awarded their first choice for accommodation, however, as far as possible effort will be made to satisfy all the requests. As soon as students are notified of their placement, they are expected to make the necessary payments and collect their boarding pass.

ADMISSION TO THE HALLS OF RESIDENCE

Students who desire to terminate their boarding privileges must complete the Boarding Cancellation Form. Refunds of boarding charges will be paid after damages to the colleges' facilities are assessed. The following table indicates the terms under which refunds will be paid.

100% Refund	90% Refund	50% Refund	No Refund
Before classes begin	Week one to four	Week five to eight	After week eight

Only in exceptional cases will there be a deviation from the above stated terms

PROVISION OF KEYS

Each student will be assigned a key upon checking in to his/her room. The key remains the property of the College and students are required to sign in this key to the office of the Halls of Residence Coordinator at the following times:

- Termination of residence
- At Easter Break
- End of each semester,
- and ... on any other occasion as instructed by the College.

NB. The cutting of keys is prohibited and students who are found to be guilty of this may lose their boarding privileges.

ADMISSION TO THE HALLS OF RESIDENCE

Lost keys must be reported immediately to the office of the Halls of Residence Coordinator so that arrangements, for replacement, can be made.

TERMS OF OCCUPANCY

The following basic guidelines are requirements for those accepting places on the Halls of Residence:

- Payment of the requisite boarding fees, inclusive of a Caution fee.
- Acceptance of rules and regulations.
- Agreement to be part of the regular work roster of the Hall (which includes on-going kitchen and bathroom duties and upkeep of surroundings)
- Agreement to discourage ragging on the Halls.
- Regular attendance at Hall meetings.
- Active participation in Hall activities.
- Signing agreement to take care of college property and replace or repair any damage caused.
- Signing the Housing Contract.

ITEMS TO BRING TO RESIDENCE

The following are the necessary articles which must accompany all resident students on their entry to the hall of residence:

LINEN	UTENSILS
• 3 fitted sheets • 3 flat sheets (single or twin) • 1-2 bed spreads (three-quarter size) • 3 pillow cases • 2 bath towels • 2 face towels • 2 wash cloths, • clothes pegs, • clothes hangers • 1 blanket • 1 pillow • 2 dish towels • 1 laundry bag/basket • 1 mattress cover for twin bed (Female students) • 1 mattress cover for twin bed (Male students) • Sponge/Swab and detergent to wash dishes • Curtains, • Clothes Iron • 1 small garbage bin (preferably with cover) • 1 Bedside Table (Height-24 ins, width-14 ins, length-17 ins) with a drawer and a small cupboard space, both having good locks. This is necessary for (a) securing personal belongings and (b) tucking away snacks and utensils. NB. Larger Tables will not be allowed.	 • 1 drinking glass (Huge beer mugs are unacceptable) • 1 dinner plate • 1 breakfast plate • 1 soup/porridge bowl • 1 coffee cup • 1 pair knife and fork • 1 teaspoon • 1 dessert/porridge spoon • 1 soup spoon • 1 sturdy draw- string bag to keep utensils • 1 igloo (for drinking water) • 1 place mat These nine eating tools are essential parts of your training in table manners. If stolen, they must be replaced.

ITEMS TO BRING TO RESIDENCE

OTHER PERSONAL ITEMS MUST INCLUDE THE FOLLOWING:

- A sturdy umbrella
- A navy blue blazer - (sold at the Production Centre) this is a must for professional wear to classes during the cold periods.
- 2 dressing gowns/house dresses
- A plastic bath (This is critical for washing and other personal hygiene)
- Toiletries (including toilet paper, paper towel, bath soap, toothpaste, detergent etc.)
- A covered plastic bucket (Necessary for storing water during shortages)

ALL PERSONAL BELONGINGS MUST BE PERMANENTLY LABELLED.

SECTION 04

RESIDENTIAL LIFE AND ACCOMMODATION

Mihi Cura Futuri

ROOM AND ROOMMATE EXPECTATIONS

OBSERVANCE OF QUIET PERIODS

Students should show consideration to their roommate occupants of the hall by observing quiet periods after 9:00 p.m. from Mondays to Thursdays, on Saturday mornings and all day on Sundays. This is to enable students who need to sleep or study to do so. The volume of radios, phones, iPads and audio gadgets should be controlled, and should not affect the regular routines of the Hall and overall College activities.

Indoor and outdoor activities should not be conducted in a manner that is disruptive to the residents and the general public.

N.B.: There should be no playing on the:
1. Court after 10:00 p.m. at Hastings/Beacon.
2. Volleyball/netball court, football field after 10:00 p.m.

N.B. Students who are in breach of these regulations will lose their boarding privileges.

CARE OF FACILITIES

The facilities in each room are to be shared equally by all students assigned to the room. Residents are required to keep their rooms, and all areas of their Hall in a clean and tidy condition. The rooms will be inspected at regular intervals during the year. In addition, it is mandatory that all residents perform the specific duties assigned to him/her as stated in the weekly duty roster. No alterations may be made to furniture and fittings in rooms, lounges, bathrooms, kitchens, etc. College property should be kept in condition and should not be removed from the Halls without permission.

ROOM AND ROOMMATE EXPECTATIONS

RULES AND REGULATIONS

The rules and regulations are intended to facilitate the smooth functioning of the housing system with due consideration for the responsibilities of the management and the comfort of the residents. The regulations are to be accepted in that spirit, and residents are expected to assist by conforming to them.

The College provides a positive orientation program for all students, during which time concerns or questions regarding housing are dealt with. New rules for governing the well-being of their residential life may be agreed on by the students but these must conform to the College's regulations and must be approved by the Office of the Halls of Residence Coordinator, the Resident Advisor(s) and/or other authorized persons before they are adopted.

ARRIVAL AND DEPARTURE

All residents are expected to report to college according to the directive that is given at the end of each semester. Weekend arrivals are not permitted unless otherwise indicated by those in authority. Residents are expected to vacate all halls of residence by the end of the day following their last examination. Students are not allowed to change their room without the permission of the office of the Halls of Residence Coordinator. Those who are desirous of changing their rooms must complete a room change request form. However, there is a room freeze during the first and last two weeks of each semester.

If a student wishes to terminate his/her residency during the semester, he/she must communicate this decision in writing at least two weeks prior to the date of departure.

ROOM CONSOLIDATION POLICY

Members of the Residence Hall staff must be able to perform their assigned duties free of harassment, intimidation or threatening behavior from those with whom they work. Students are responsible for:

- Coordinating with the resident member in the performance of assigned duties (including but not limited to requests to open a room door, give information or show college ID). Acknowledging or complying with a staff member's request to enter a resident's room as long as that staff member is acting in the performance of his/her duties.

ROOM CONSOLIDATION POLICY

The College understands that residential living can be a challenging growth opportunity. This is of such because roommates are different although they may share similar ideas and experiences. Consolidation of rooms, and/or roommates will be made at the discretion of the Office of The Halls of Residence Coordinator consultation Resident Advisors or Vice Principal of the Student Services Division. In situations where a student may end up being alone in a room, consolidation will take place. If a student refuses to accept an assigned roommate, the student may be reassigned or in extreme cases, may lose his/her housing privilege. The college reserves the right to consolidate residents for the purpose of incoming students, but notification is not always guaranteed. Room vacancy assignments are made at the discretion of the college. Students may be required to relocate if a problem arises and cannot be amicably resolved.

ROOMMATES BILL OF RIGHTS

Each resident student is responsible for knowing and complying with all housing regulations. Each student must realize that his or her rights and privileges extend only so far as they do not infringe on those of other students, or on the standards of the College.

The Rights of a Resident Include:

- The right to read and study in one's room free from undue interference.
- The right to sleep without undue disturbances.
- The right to expect that the roommate(s) and other residents will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from the roommate(s) or suite-mate(s).
- The right to privacy whenever possible.
- The right to host guests (with my roommates permission) with the expectation that your guest will respect the rights of all roommate(s), suite-mate(s) and other hall residents. Guest must be in accordance with housing regulations.
- The right to voice concerns with residence hall staff including assistance in filing a grievance.
- The right to be free from fear of intimidation and physical and emotional harm.
- The right to expect reasonable cooperation in the use of "room-shared" items.
- The right to assistance and support from Housing staff.

ROOM CARE AND INSPECTIONS

Particular care should also be exercised in the use of utilities in order to avoid waste. Students must seek permission from the Office of the Halls of Residence Coordinator to have additional appliances brought to the room. This must also be agreed on by the other occupants of the room. On the receipt of such permission, the Halls of Residence Coordinator, and or Senior Resident Advisor must be informed. Tampering with telephone lines or other electrical gadgets, and fire extinguishers is strictly prohibited. Any fault in installation or other defects should be reported immediately to the Operations or Plant Manager or any of the Resident Advisors or Halls of Residence Coordinator.

ROOM DAMAGES

Students are responsible for all their rooms and room furnishings. It is therefore important for students to determine the condition of their rooms at the time of check-in to avoid being charged at check-out for missing or damaged items. To assist the College and students in this process, a Residence Hall Room Inventory Form must be completed and signed by each occupant and their Resident Advisor each time a student checks-in or checks-out of a room. This form must describe any or all damages and or missing items. Room inventories are very important because damages are assessed from the information on these sheets. Students who are in breach of this regulation will not be refunded their caution fees. Where additional damages or missing items are noted upon check-out, the student will be billed through the Bursary. All costs will determined by the Administration of the College in collaboration with the Operations and Plant Manager. Failure to check with a Resident Advisor may result in the student being billed for all damages to the room at the time of inspection by a Resident Advisor, Plant Manager or Asst. Hall of Residence Coordinator.

COMMON AREAS AND FACILITIES

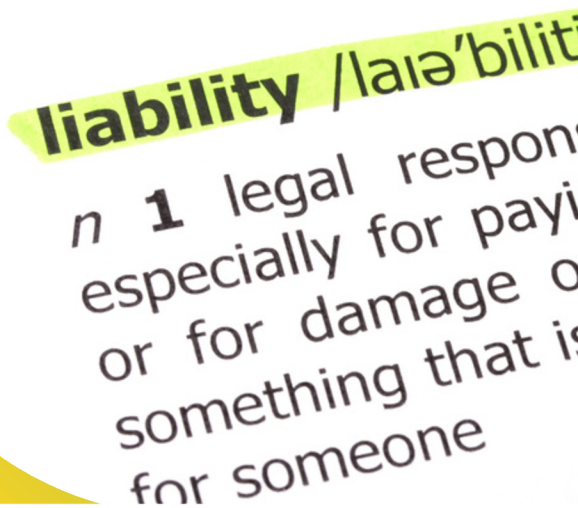
COMMON AREA DAMAGES

Hallways, bathrooms, kitchens and study lounges are the responsibility of each floor. In cases of vandalism, every effort will be made to identify the individuals responsible for the damages and assess the charges accordingly. However, in situations where this is not possible, all floor or hall members may be billed on equal portion of the cost to replace or repair damages. Removal of common area furniture will results in fines or loss of caution fees.

COOKING AND ELECTRICAL APPLIANCES

Extension cords should be free of kinks and knots and should be inspected regularly for breaks, worn insulation or plugs, etc. Appliances must be cleaned and unplugged when not in use. **Cooking is defined as any preparation of food necessitating the use of a heat appliance. Cooking, by such definition, is prohibited in the rooms.** Examples of such prohibited appliances are frying pans, hot plates, electric saucepans or skillets, toaster ovens and sandwich makers. All cooking must be done in the kitchen which is reserved for this activity. Residents who are found to be in breach of this policy will lose their boarding privileges.

INSTITUTIONAL LIABILITY



INSTITUTIONAL LIABILITY

The College is not responsible for, nor will it accept liability for theft, loss or damage to any student's personal property and possessions. Students are encouraged to check their parents' or their own insurance policies to ensure that their belongings are covered while they are at Bethlehem Moravian College or to make the necessary arrangements to purchase personal property insurance. For the safety and security of all residents, it is suggested that students keep their room doors locked at all times, in order to prevent unauthorized persons from gaining access to the room, and to prevent theft. Side doors of all campus residences are to be considered in this policy. Students should also ensure that windows are closed and locked when they are not present in the room.

ABSENCE FROM THE HALLS

The Resident Advisors /Floor Representatives will not be responsible for any student outside of the hall facilities.

VISITING ARRANGEMENTS

Male and Female visitors may be entertained in the Lounge on weekdays and public holidays; subject to the following conditions:

- Visitors are not and will not be allowed in the utility areas.
- The Resident Advisor, Halls of Residence Coordinator, Security Officer or any other authorized officer reserves the right to expel any visitor whose behaviour is considered inappropriate.
- All residents are responsible for their visitors or guests and the actions and repercussions of those actions at all times.
- Visitors must be escorted by a resident of the hall.

N.B.: Security and safety is each resident's primary responsibility.

RESIDENCE SECURITY MEASURES

SECURITY

The security of the premises and the safety of residents are primary concerns of the Administration. Cooperation with the security guards by showing ID cards when requested is very important.
Please adhere to the following security rules:

- Non-residents are not to be allowed access to keys.
- Visitors must always enter and exit the residence via the front door.
- Residents must always keep their ID cards with them.
- Students must avoid walking alone at nights.
- Students must keep their doors closed at all times.

WEARING PURPOSES OF IDENTIFICATION CARDS FOR SECURITY

Security checks conducted on the campus require that students display their ID cards when entering the campus and present them for inspection on demand by security and other authorized personnel. **Students not wearing identification cards will be denied access to the college campus, library, computer laboratories and other restricted areas.**

PARTICIPATION IN HALL AND COLLEGE ACTIVITIES

Because resident students (unlike non-residents) are close to all facilities, they are expected to be very involved in the leadership of both halls and other campus activities.

SECTION 05

COMMUNITY STANDARDS AND CONDUCT

Mihi Cura Futuri

HEALTH, HYGIENE, AND CLEANLINESS

HEALTH & CLEANLINESS

The need for and practice of good hygiene and standards of cleanliness are of paramount importance. The nurses are available in the Medical Suite to assist with health-related matters. All accidents and cases of illness should first be reported promptly to the nurse, then to the Resident Advisor, Office of the Halls of Residence Coordinator and or Vice Principal.

In cases where the nurse is absent and students have to be transported to the doctor or hospital, senior students in positions of responsibility in the hall must endeavour to report to the nurse on her arrival or to other authorized persons. Students who have been transported to the doctor or the hospital must also report to the nurse on his or her return to the campus. The halls are close to public areas. Residents should cooperate with the College in maintaining standards of tidiness and orderliness, especially during public functions.

GENERAL RULES

The following practices are strictly prohibited.

1. The following actions are **strictly prohibited** on the halls. Residents who are found to be in violation will lose their boarding privileges.
    - Water throwing
    - Physical fights
    - Smoking
    - Use of alcoholic beverages
    - Use of hard drugs
    - Offensive Language
    - Improper Attire

GENERAL RULES

- Use of fire crackers.
- Posting of notices without permission
- Use of or possession of any fireworks, ammunition, explosives, pyrotechnics, or flammable materials in the hall of residence or on campus grounds.
- Weapons in the hall of residence or on campus grounds.
- Pets in the hall of residence or on campus grounds
- Repairs or alternations to the hall of residence by students, except as authorized by the Plant Manger or maintenance personnel.
- Tampering with locks to deter entry by campus staff
- Use of electrical cooking appliances in student rooms; exceptions are kettles.
- Tampering with fire protection equipment or fire alarm.
- Disruptive use of stereos, amplified sound equipment or other devices; repeated infractions of this rule may result in an order to remove from the residence halls any and all offending stereos, equipment, or other devices; students must follow all stated quiet hours.

2) Unauthorized Occupancy - No authorized person must be accommodated on the halls. (Unauthorized means that either the person is not a student, or the person did not receive the necessary permission from the Resident Advisors or Office of the Halls of Residence Coordinator.

3) Disciplinary Procedures:

- Failure to comply with the rules and regulations of this Handbook, or the general rules of the College pertaining to discipline may result in a warning, suspension, or expulsion depending on the nature of the offence.

GENERAL RULES

- The College reserves the right to terminate the boarding privileges, at any time, for any student whose conduct is considered detrimental to other students or to the College.

- **Written Warning:** A strongly written warning stating that if there is a repetition of the same action or any other action in violation of the rules and regulations of residence halls, the resident can expect additional disciplinary action. A record of the disciplinary warning is kept on file at the Office of the Halls of Residence Coordinator.

- **Disciplinary Reprimand:** A written notice to the student explaining that the student's violation of housing regulations warrants an official record being kept with the Registry on the students file. Any further violation may lead to a Housing Contract Cancellation. A resident charged with a subsequent violation on residence halls may be placed on Housing Probation or have Housing Contract cancelled. A student who has received a Disciplinary Reprimand is not ordinarily eligible for employment with the College's Work and Study Program and is not ordinarily eligible to hold office in residence hall organizations.

- **Housing Probation:** A written admonishment for a violation of specified regulations. A student on disciplinary probation is not considered to be in good standing for a designated period of time. If the student is found to violate any housing regulation(s) during the probationary period, more severe disciplinary sanctions may be imposed. Once the designated period of time has elapsed, the student will be considered in good standing; however, a record of the sanction will be kept in the Registry on student's file. A student who has received a Housing Probation is not ordinarily eligible for employment with the College's Work and Study Program and is not ordinarily eligible to hold office in residence hall organizations.

GENERAL RULES

- **Housing Contract Cancellation:** A resident may be involuntarily separated from the residence halls on a permanent basis or for a stated period of time after which readmission is possible.
- Residents removed from living on a residence hall shall automatically forfeit residence hall privileges and room charges for that period will not be refunded. Students may also be excluded from College activities and College facilities.
- A student may be relocated to another Hall or residential campus and/or banned from entering a residential campus or area for misconduct or other good and urgent cause for any period. A decision to relocate a student and/or ban a student from a residential campus or area will be taken by the Vice Principal of Student Services Division or any other senior member of staff.
- A student may appeal against any disciplinary action taken against him/her.

(4) Closing for Vacation

The residence halls are closed during formal vacation periods. **(i.e. Christmas, Easter and mid-semester breaks)**. Students may not reside in the residence halls during formal vacation periods unless by prior written approval from the office of Vice Principal of Student Services Division. During these times, the Resident Advisors will not be on duty. During summer holidays, students who are desirous of living on halls must apply and pay the relevant fees. Students who are found to be in breach of this regulation will lose their all housing privileges immediately.

Before departing for all semester breaks and or vacation periods, residents are asked to close their windows and doors and comply with fire and personal safety regulations.

TERMS & CONDITIONS OF THE HOUSING CONTRACT

HOUSING CONTRACT

Students are required to live on campus for two semesters.

- Students, who withdraw or take a leave of absence from the College, then subsequently reverse their decision; remain bound to the conditions of the Housing Contract.
- If a student is required to vacate his/her assigned room due to disciplinary sanctions or as a result of breach of this contract, room charges for the academic year **will not be refunded**.
- Student Housing may terminate the contract for student misconduct or policy violations.
    - Residence hall rules prohibit the following:
        - Use or possession of any alcoholic beverages in the hall of residence or on campus grounds.
        - Smoking in the residence halls or on campus grounds .
        - Use of or possession of any fireworks, ammunition, explosives, pyrotechnics, or flammable materials in the hall of residence or on campus grounds.
        - Weapons in the hall of residence or on campus grounds.
        - Pets in the hall of residence or on campus grounds
        - Repairs or alternations to the hall of residence by students, except as authorized by the Plant Manger or maintenance personnel.
        - Tampering with locks to deter entry by campus staff.
        - Use of electrical cooking appliances in student rooms; exceptions are kettles.
        - Tampering with fire protection equipment or fire alarm.
- Disruptive use of stereos, amplified sound equipment or other devices; repeated infractions of this rule may result in an order to remove from the residence halls any and all offending stereos, equipment, or other devices; students must follow all stated quiet hours.

TERMS & CONDITIONS OF THE HOUSING CONTRACT

- Prior to moving onto campus a student's financial obligations to the College must be satisfied. In addition, if financial obligations to be met are delinquent; the College maintains the right to remove the student from his/her assignment.
- New applicants must pay the stipulated caution fee.
- Returing students who have charges assessed against their caution fee must pay the amount outstanding to return the fee to the stipulated amount.
- The contract may only be cancelled under the following conditions: (1) withdrawal from the College, (2) taking an official "Leave of Absence" from the College. (3) applying for a contract appeal.

SECTION 06

SAFETY, SECURITY, AND WELL-BEING

Mihi Cura Futuri

OTHER IMPORTANT INFORMATION

A Personal Accident Insurance Scheme

Bethlehem Moravian College provides a Personal Accident Insurance Scheme which provides 24-hour coverage for all duly registered students. All accidents must be reported to the Vice Principal of Student Services Division. Students must endeavour to use the Accident Report Form. Whenever an accident occurs, students are required to finance their medical bills and submit copies of same with their receipts to the Office of the Vice Principal of Student Services Division. Further details on the scheme are available at the Bursary.

Scholarships and Bursaries

Scholarships and Bursaries are awarded annually to full-time students in the Teachers' Colleges of Jamaica and the Council of Community Colleges of Jamaica Programmes. These awards are sponsored by Student Council, Mini Mart, Private Individuals, Private Organizations, Government Agencies, International Institutions Alumni Associations as well as churches. Opportunities are also provided for students to be involved in a work-study programme while on campus. ach year scholarships are advertised and student evaluated on the basis of their academic performance, financial need, extra-curricular activities, leadership-ability, and interview performance.

Continuation of awards depends on satisfactory performance. Students are assisted with all aspects of financial planning. They are advised to budget not only for tuition fees but also for other expenses such as meals, books, equipment and regular academic projects.

OTHER IMPORTANT INFORMATION

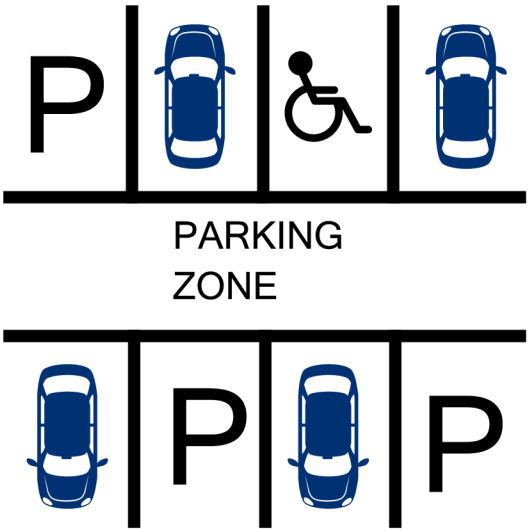
Sports and Recreation

The college subscribes to the concept of holistic development through competition. Students are therefore provided with opportunities to improve emotionally and psychologically and develop leadership skills, discipline, loyalty and a sense of fair play. They compete with other tertiary institutions throughout Jamaica under the umbrella of the Jamaica Intercollegiate Sports Association in cricket, football, netball, and athletics. Through debating competitions with other tertiary institutions, students are also given opportunities to hone their public speaking and writing skills as well as enhance their concept of self and creative ability.

Administrative Services

The Principal, who heads the academic, executive and administration arm of the College is responsible to the Board of Management for the organization and operation of the institution. He/she also has general responsibility for maintaining and promoting its efficiency and good order. He/She is assisted by the Vice Principal of Student Services Division and Vice Principal of Academic Affairs. The Principal also operates through a Management Team which constitutes Academic and Non-Academic Heads of Departments. The Student Council Executive also works closely with the Administration to ensure that students' need and concerns are addressed in a timely and efficient manner.

OTHER IMPORTANT INFORMATION



Parking

In an effort to better serve the needs of the college community, parking facilities have been designated. Each member of the college community who drives on campus will be required to obey the parking regulations. In so doing, it is hoped that the system will provide all of its users with security and facilitate movement around and on and off the campus.

Selling, Soliciting, and Canvassing

Student clubs, organizations, and or non-academic departments, are encouraged to sponsor fundraising events. To do so, they must however report and seek permission for such through the Office of the Vice Principal of Student Services Division. Vending and soliciting of any kind, by individual students and or other persons, is prohibited on the campus, as well as on the halls of residence. Students must seek permission to venture into these kinds of activities.

Directory

College
Main Office
1 (876) 618-5999

Accommodation
Halls of Residence Coordinator
1 (876) 579-2923

Health
College Nurse
1 (876) 564-3891
Relief Nurse
1 (876) 564-1455
Nurse Assistant
Ext 2011

Safety
Safety & Security Supervisor
1 (876) 403-7726
Admin Area
1 (876) 403-7347
Backgate/Watchmen
1 (876)403-7663
Early Childhood
1 (876) 863-5769
Main Access Gate
1 (876) 403-7303
Ashton Security
1 (876)863-5908
Hastings Security
1 (876) 863-5887
Fleming Security
1 (876) 863-5946

College

Directory

Safety

Malvern Police Station
1 (876) 966-5145
Santa Cruz Police Station
1 (876) 966-2289/2391/6049
Junction Police Station
1 (876) 966-8475
Santa Cruz Fire Station
1 (876) 966-2302
Junction Fire Station
1 (876) 965-8622

Health

College Doctor- Dr. Kidd
1 (876) 966-2685
Santa Cruz Pharmacy
1 (876) 966-4452
S.C. Pharmacy WhatsApp
1 (876) 530-8475
Steps Health & Wellness
1 (876) 510-7825
Black River Health Department
1 (876) 965-9175
Black River Hospital
1 (876) 965-2027
Mental Health Nurse
1 (876) 793-5087

Directory

(Malvern Route-Santa Cruz)

Mr. Castell Tomlinson
1 (876) 832-7499
1 (876) 408-9882
Mr. Ryan Thomas
1 (876) 231-7211
Jackson
1 (876) 228-0047
Blingaz
1 (876) 221-8776
Bobo
1 (876) 418-8396
Andrae Bennett
1 (876) 231-0599

(Malvern Route-Junction)

Andrew Williams
1 (876) 893-6813
Obrian March
1 (876) 894-7799
Dwight Williams
1 (876) 850-4554
Jovian Shaw
1 (876) 338-6474

DRESS CODE REGULATIONS

THE FOLLOWING ARE GUIDELINES GOVERNING THE COLLEGE'S DRESS CODE:

1. The college uniform must be worn while on campus or while travelling for official college business unless stated otherwise.

2. In order to access campus facilities outside of regular classes, students must be appropriately attired. That means:

- **NO** MINI SKIRTS/DRESSES.
- **NO** HEAD SCARFS/BONNETS/DURAGS
- **NO** SHORT SHORTS/SHORT TIGHTS.
- **NO** CROP TOPS, HALTER TOPS OR SPAGHETTI STRAPS.
- **NO** UNDERGARMENTS, ROBES, NIGHTY/PAJAMAS.
- UNDERGARMENTS SHOULD **NOT** BE CONSPICUOUS.
- WEARING OF SOCKS, SLIPPERS OR CROCS WHILST IN UNIFORM IS STRICTLY PROHIBITED.
- **NO** SHIRTS DISPLAYING INAPPROPRIATE SLOGANS OR IMAGES OR **EXCESSIVELY** RIPPED CLOTHING.
- WEARING OF CAPS WHILST IN UNIFORM IS STRICTLY PROHIBITED.
- ONLY FEMALES ARE ALLOWED TO WEAR EARRINGS (ONE PAIR). NOSE AND TONGUE RINGS ARE STRICTLY PROHIBITED.
- MODERATE DRESS IS EXPECTED; CHEST, STOMACH OR THIGH MUST NOT BE EXPOSED.

Kindly note that all students are required to comply with the dress code.

LAUNDROMAT ETIQUETTE

HOURS: 6:00AM TO 7:00PM

- DO NOT OVERLOAD THE MACHINES.
- DO NOT SIT ON THE MACHINES.
- DO NOT FORCE OPEN WASHERS WHILE IN USE.
- DO NOT WASH RUGS OR SHOES IN THE MACHINES.
- DON'T LEAVE CLOTHES IN THE WASHERS UNATTENDED.

Bethlehem Moravian College

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