

# Hallways

## *A guide to residence hall living*

### **Mission Statement – University Housing**

We are dedicated to educating the whole student by providing safe, modern, and affordable housing, a diverse, enthusiastic, and trained professional and student staff, and an atmosphere where respect, community and academics are valued. We are committed to helping each resident reach his full potential as a productive citizen and a lifelong learner.

### **Residence Hall Philosophy**

A residence hall is not merely a place to study and sleep, but rather it is a living/learning environment designed to complement your academic studies. It is a community.

The Southern Arkansas University residence hall staff is committed to the philosophy that residence hall living can make a difference in your success in college. When you stop to consider that potentially 68% of your time is spent in the residence hall, you can understand why we place so much importance on the quality of living that takes place in the hall.

Programs, floor meetings, and other activities will challenge, stimulate, and enhance your personal and academic growth. Hopefully, these will provide you with a positive set of experiences to take along into your later life. How much you grow will depend on you and your attitude about yourself and your environment. We encourage you to become involved, to participate, and to develop leadership and personal pride in your hall.

Much like life outside the college environment, living in the residence halls will present some difficulties and problems. The residence hall staff is here to assist you in overcoming those difficulties. There are many resources available. Use them! **Hallways** contains information that will help you from the first day and for which you will be responsible as a hall community member. Responsible is a word you will encounter over and over.

### **University Housing Staff**

The residence hall staff is a select group which works with the students to facilitate the housing program. The housing program has as its goal making a student's residence hall experience meaningful and rewarding. The people filling the positions described below are available to assist you during your stay in the residence halls.

#### **Director of Housing/Associate Dean of Students**

Coordinating the University housing staff and programs is the **Director of Housing /Associate Dean of Students**, located in the Office of University Housing, 202 Reynolds Center. Students are encouraged to bring their ideas, concerns, and suggestions to the Dean.

#### **Assistant Director of Housing for Operations and Management**

Coordinating the residence hall assignments and billing in the residence halls is the Assistant Director of Housing, located in the Office of University Housing, 202 Reynolds Center. Also he is responsible for the University Housing Website.

### **Assistant Director of Housing for Community Development**

Coordinating the University Housing staff selection and training, the living/learning communities in the residence halls, programming, staff evaluations, and marketing University Housing is the Assistant Director of Housing, located in the Office of University Housing, 202 Reynolds Center.

### **Assistant Director of Housing for Facilities and University Village Director**

The resident director/apartments coordinator is a full-time professional person who is responsible for the total operation of the university village apartments. This includes management, assignments, discipline, and training community advisors. The Assistant Director of Housing for Facilities also oversees all maintenance and custodial operations in all University Housing facilities

### **Resident Director**

Living in each hall is a specially chosen residence hall director. The resident director is responsible for the overall operation of a particular residence hall community. This includes educational, recreational, and social programming; supervising and training of resident assistants and desk assistants; building management; counseling and advising residents; and adjudication of conduct-related issues. All resident directors report to the housing coordinator.

### **Resident Assistant**

RA's are undergraduate or graduate students and the primary resources for students living in the residence halls. These students are selected on the basis of their concern for others, knowledge of the University, and scholarship. Some of the responsibilities of an RA are to provide educational programs, plan floor activities, serve as a role model to residents, provide individual advisement and counsel or refer to someone who can be of help, assist in general management of the hall, and explain, confront, and report violations of housing and/or policies and regulations.

### **Housing Ambassador**

HA's are undergraduate or graduate students whose primary purpose is recruiting prospective students to the residence halls and giving informational tours of our facilities. These students are selected on the basis of their concern for others, knowledge of the University, and scholarship. Some of the responsibilities of a HA are to provide call/contact prospective students, give informational tours of the housing facilities, work in the University Housing central office, serve as a role model to residents, assist in general management of the hall, and explain, confront, and report violations of housing and/or policies and regulations.

### **Desk Assistant**

Desk Assistants provide information and check visitors and guests into the residence halls during scheduled hours.

## **Residence Hall Student Government**

Hall organizations and activities have an impact on a student's life. Realizing this, the SAU Housing Program is committed to the development of positive social, recreational, and growth-producing activities within the hall. In housing terms we call these activities "programming." Programming in the halls is pro-active approach to establishing identity, pride, and unity within the hall. The establishing of these factors is important if students are to be happy and satisfied with life in the residence hall.

Many leadership opportunities exist for students in the residence halls. The chance to learn leadership skills as a member of various residence hall committees and councils can be a valuable experience. Service of this type may come by being elected to a formal office in your community, or by being chosen to represent your community in the Residence Hall Association (RHA).

## Hall Councils

The University encourages active democratic decision-making through hall councils. Students and staff members work to develop a stimulating, enjoyable living environment for all residents by planning events and programs to help students get to know one another and the University. Such activities as dances, fashion shows, guest speakers, parties, and dinners are sponsored by hall councils.

The main governmental body of each residence hall is composed of a president, vice president, secretary, treasurer, and representatives from each floor/wing. If you would like to be involved, contact your Resident Assistant or Resident Director. All meetings are open to any resident.

## Residence Hall Association

Every resident student at SAU is a member of the Residence Hall Association. RHA is the official representative body of residential student thought and opinion. It is an organization whose purpose is to promote positive change in the residence hall community, to improve the residence hall environment, and to coordinate growth-producing activities between the halls. It is the group's responsibility to be the trouble-shooter for the hall residents and to investigate problem areas around the University.

RHA has many plans for this year. The Annual Bed Race, Hall Olympics, the Celebration of Lights, and the Annual Honors & Award Banquet are always highlights during the year. Your Residence Hall Association wishes you the best of luck while attending SAU and hopes that you will become involved in your residence hall community.

## National Residence Hall Honorary (NRHH)

This group recognizes the top 1% of residents living on campus who have contributed outstanding service to the residence halls. Each spring, students are nominated for membership and those selected are recognized at the RHA Annual Honors & Awards Banquet. NRHH also assists in programming efforts, provides recognition of student and staff leaders.

## Housing Policies

SAU provides seven air-conditioned halls for student living -- **Bussey Hall** for women, **Greene Hall** for men, and **East, Harrod, Honors, Talley, and Talbot Halls** for men and women. Lounges, computer labs, vending area, and laundry are located in each residence hall.

## Who Must Live in the Halls?

University regulations provide that all enrolled, single, undergraduate students with less than 60 hours must live in one of the University residence halls or with their parents unless they are 21 years old or older or veterans with two years active duty. The University also requires all varsity athletes to live in one of the halls. Attendance at SAU is contingent upon compliance with these regulations. **Any resident dropping below 12 hours must secure permission to live on campus from the dean of students.**

## Housing Contract

Residents who do not read their housing contracts often misunderstand and misinterpret their obligations. This can result in forfeiture of deposit, damage charges, termination fees, or other financial losses. It is very important that each student realizes that he/she has signed a legal contract to reside in a residence hall for an academic year or for a spring semester or for a complete summer session. The contract is an agreement between the student and the University.

## Hall Check-In

Students may move into the hall at the time specified by the Official University Calendar at the beginning of each semester. A student who enrolls must check into his/her hall no later than 8 a.m. on the first day of classes; otherwise, the reservation will be cancelled. However, if the student previously notified the

University of his/her delayed arrival, every effort will be made to hold the assignment. The University reserves the right when necessary, to assign the late student to other accommodations.

### **Housing Deposit**

A security deposit is required of each student when his/her application for a room is submitted. The security deposit is not applied toward room and board payments, and is separate from consideration of the refund of room and board payments.

### **Refund of Deposit**

The housing security deposit will be refunded if:

- A. written notification of desire to cancel the housing contract is received by the University on or before August 1 for the Academic Year Contract, January 2 for the Spring Semester Only Contract, May 1 for the first summer session, and June 1 for the second summer session.
- B. a student completes requirements of a two-year terminal program and does not continue as a full-time student.
- C. the student does full-time student teaching in another community and resides in that community.
- D. the student is academically disqualified.
- E. the student is removed in consideration of education and/or health interests upon approval of the vice president or student affairs.
- F. the student successfully completes the terms of the contract minus charges for loss and damages.

### **Forfeiture of Deposit**

The security deposit will be forfeited under the following conditions:

- A. improper check-out from the residence hall.
- B. loss and damage charges incurred.
- C. breaking of contract before expiration date.
- D. suspension from the residence hall because of disciplinary action.
- E. failure to pay room and board payments on schedule and subsequent eviction from the hall.
- F. failure to notify the University in writing of the desire to cancel the housing contract prior to August 1 for the Academic Year Contract, January 2 for the Spring Semester Only Contract, May 1 for the first summer session, and June 1 for the second summer session.
- G. if a student has signed a contract and does not enroll as originally scheduled.
- H. if a student ceases to be a full-time student (drops below 12 hours) he or she is required to withdraw from the residence hall. Exceptions to this policy may be made by the dean of students.

### **Procedures for Moving Out**

- A. The resident is obliged to notify the resident director at least 24 hours in advance of the date on which the residence hall room is to be vacated so that a time may be arranged for a check-out inspection.
- B. Check-out inspection will be made to determine the cleanliness of the student's room and the condition of the University owned furnishings.
- C. Residents will be charged for (1) any damages to the residence hall room occurring during the term of their occupancy; (2) failure to properly clean the residence hall room prior to the check-out inspection; and/or (3) lost keys.
- D. Items or belongings left in a student's room will be stored for one week. If the student does not claim his possessions within 1 week, it will be disposed of with the University assuming no responsibility for this property.

## Payments for Room and Board

Residents may pay room and board in one payment or in monthly installments. Non-payments will result in the cancellation of meal privileges and eviction from the residence halls. Students who cannot make payments on time must see the University business manager to make other arrangements prior to the payment due date.

## Private Rooms

When space permits, a student may request a private room. Private rooms are assigned by seniority of the date housing deposits were received. Private rooms are rented on a semester only basis. There is an additional charge for the private room each semester. This does not entitle the student to make the extra set of furnishings available to another student or guest.

## Your Residence Hall and Room

Your room will be the center of your activities in the residence hall. Not only is it a place to keep your belongings and sleep, but also it is a study area and a place where you can meet and talk with your friends. You may also share your room with one other student; therefore, you will need to plan together your times for study, sleep, and relaxation so that you will benefit from its use.

While the University wants you to make your room your home away from home, we also want you to help make sure there are no avoidable repairs to be made when you leave us at the end of your stay. Following are a few suggestions we've made to help you keep your room in good order and to help you save money. If you have any questions, please ask.

## Furnishings

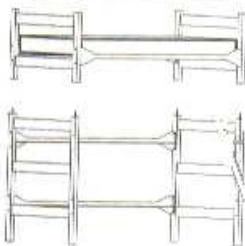
Each room is furnished for double occupancy with two desks, chairs, beds, chest of drawers, closets, and wastebaskets. The University provides window blinds. Residents provide their own linens, study lamps, pillows, and other personal items. You are expected to take responsibility for the furnishings and condition of your room. You will be charged for damages to your room. In addition, residents are required to take responsibility for the furnishings and condition of the common areas of the hall. All furnishings must remain in your room.

## Beds

The beds in the residence halls can be assembled into bunk beds. When you check-in the beds are set up in singles (non-bunked position). You are responsible for returning the bed to its original position at check-out. Otherwise, a fee will be charged.



## How to bunk your beds



1. To bunk your beds you will need four corner pins. These are available from the staff.
2. Remove a short end (footboard) from one bed and a long end (headboard) from the other bed and switch. Now you have one bed with two short ends (footboards) and one bed with two long ends (headboards).
3. Place the four pins in the top corner posts on the long ends (headboards).
4. Pick up the bed with the short ends and place on the pins in the long ends.

## Items to Bring to the Hall

You are encouraged to hang objects from moldings or in a manner which does not result in room damage. Flammable items may not be hung from the ceiling. You will be responsible for damages to the room which result from the use of glue, Scotch tape, Plasti-Tac, or other adhesives that are used to attach items to the walls, ceiling, or woodwork in your room. When decorating your room you must meet the safety requirements and the housing guidelines regarding decorating. Except for stuffed animals, no other pets are allowed in the hall.

Use of appliances (other than a small microwave) in your room for the preparation of food is not permitted. You are asked to cook only in kitchens in order to safeguard your residence hall community. Unattended cooking can result in fire which can be detected much easier and faster when in a public area rather than in a student room.

The following electrical appliances, which must be UL approved and in good condition, are permitted in your room: desk lamps, hair dryers, computers, stereo equipment, razors, typewriters, TV's, heating pads, radios, and clocks, and refrigerators (4.5 cubic feet).

## Health and Safety Inspections

Residence Hall staff will conduct health and safety inspections approximately every six weeks during the academic year. The purpose of the health and safety inspections is to maintain the health and safety of all residence hall occupants. Special attention is given to the following areas: Overloading electrical circuits, frayed or misuse of extension cords, use or storage of combustible or flammable materials, use of unsafe room decorations (candles, incense, etc.), violation of smoking policy, removal of smoke detector and fire escape routes, and inadequate room trash disposal.

Notification of upcoming health and safety inspections will be posted in the lobby area of the residence hall. Any resident requesting to be present during the health and safety inspection of their rooms should contact the Resident Director of that building to arrange a time for the inspection. Residents found to be in violation of health and safety guidelines will be given written notification of the violation and asked to correct the violation. Any unsafe items that are not removed after written notification will be subject to confiscation. Confiscated items will be returned to the resident at the time of residence hall check out.

## Maintenance

All maintenance in the rooms and public areas is handled by the University Physical Plant maintenance staff. You may request repairs on a work order through your RA. Maid service is not provided; therefore, students are expected to maintain clean, healthful conditions in their rooms and in public areas, including the restrooms.

## Personal Property

The University assumes no responsibility for loss or damage to any resident's personal property from any cause. The University strongly recommends to the resident to obtain insurance coverage by purchasing a renter's insurance policy or verifying that coverage is available under their parent's homeowner's insurance policy. The University does not provide insurance for personal property.

## Personal Safety

Safety in the residence halls means protecting people and property. SAU's campus is a great place for students to learn and grow. But like any other community, SAU can have its share of accidents, crimes, and injuries. Fortunately, the right attitudes and actions can help protect you, your belongings, and fellow students. Campus safety depends on everyone, including you.

## Protect Yourself

**KEEP YOUR DOOR LOCKED!** Leaving it open for one minute is an invitation to robbery or attack.

- **Always** lock your room when you go to bed at night. Even if you take a short nap during the day, make sure the door is locked.

- **Always** find out WHO is knocking before you open the door.
- **Never** leave doors propped open (your room door or the outside doors in your building).

### **KEEP YOUR KEYS SAFE!**

- **Don't** lend your key to anyone.
- **Don't** leave keys lying around in your room.
- **If** your key is lost or stolen, report it to your hall staff. Your lock will be changed, and you will receive new keys and will be billed for the re-key.

## **Living with Your Roommate**

One of the most important people in your University experience is your roommate. He or she can be the source of either deep friendship or chronic aggravation, depending on the relationship you form. Having a good relationship with your roommate takes effort. Just as you are partially responsible for the community on your floor, you can help determine how positive your roommate relationship will be.

Moving in is a time of excitement and planning. This is the perfect time to discuss with your roommate what your expectations are of each other and of the room environment. Take time to discuss expectations and room environment. Before talking about any kinds of guidelines or expectations it is important to recognize the rights that both of you have as members of your community.

It is important to note that a room is a private space that should be shared equally by both roommates. As a responsible roommate, it is not appropriate to engage in any activity which would deny your roommate access to the room, or make him/her feel uncomfortable while in the room. The secret to being successful roommates is having open and honest communication.

When one roommate has a friend or friends visiting, it should always be with the consent of the other roommate. When this isn't happening and roommates cannot figure out how to confront the problem, we suggest involving your RA or Resident Director. Please be aware that if roommates are not able to come to a solution, or should one roommate continue to exhibit behavior that is inconsiderate or inappropriate, the residence hall staff may take further action to resolve the conflict.

### **Residence Bill of Rights:**

- read and study free from undue interference in one's room.
- sleep without undue disturbance from noise, guests or roommates, etc.
- respect of personal belongings.
- personal privacy.
- host guests who respect the rights of your roommate and other community residents.
- be free from intimidation, physical, and/or emotional harm.
- free access to one's room without pressure from a roommate.
- expect any and all grievances will be discussed in an atmosphere of openness and mutual respect, and to involve a residence hall staff member in the discussion, if desired.

When talking about expectations it is best to be specific. This will be helpful if questions or new issues arise later.

Some areas it is helpful to have common agreement about include:

- Study time in the room.
- Music – what kinds you like, when it can be played, what is too loud.

- Borrowing or using each other's possessions ( TV, stereo, computer, personal items).
- Cleanliness – who does what chores and how often
- Habits – early or late riser, how social you are, etc.

Remember to contact your RA if you need assistance and to consult this handbook for policies which apply to all living areas.

## Services

### Cable TV

Each room is equipped with cable TV. Residents may contact Sudden Link for premium services. Students are responsible for the monthly charges of services beyond the service that is provided.

### Custodial Services

The custodians in your hall do a great deal to make your hall a more comfortable and pleasant place to live. The neat and clean appearance of the halls, lounges, and restrooms is due to their efforts. Custodians are not expected to clean unnecessary messes made by hall residents. Your cooperation in caring for the facilities will make their job much easier and will create a pleasant atmosphere, as well as keeping room and board costs low.

It is the responsibility of each student to keep his/her room in a neat and clean condition.

There are trash dumpsters located close to each residence hall into which you should empty waste-baskets.

### Dining

Mealtime provides an excellent opportunity to participate in a valuable social experience. Special meals with menus from other countries, buffets, and steak nights provide a pleasant variety. Students on the room & board plan will participate in continuous dining. Continuous dining means the dining hall will be open and serving continuously from 7 a.m. until 9 p.m. Monday-Friday and 10:30 a.m. until 7 p.m. Saturday and Sunday (with two short periods for cleaning). Students will be able to enter and eat as many times as they wish.

A food contractor caters the dining service for the University. In order to provide a high-quality menu at economical rates, the University has adopted the following guidelines:

- dining privileges:** Only students on the room & board plan or with a paid card will be permitted in the dining room during service hours.
- "unlimited seconds":** The "unlimited seconds" policy applies to all items except on specialty nights.
- dine-in policy:** All food and beverage items must be consumed in the dining room.
- use our cups:** No containers or cups may be brought into the dining room.
- bring it back:** Trays are to be returned to the dish window.

### Dining Service Schedule

Full Breakfast	7:00 a.m. - 9:30 a.m.
Continental Breakfast	9:30 a.m. -10:30 a.m.
Closed for cleaning	10:30 a.m. – 11:00 a.m.
Full Lunch	11:00 a.m. - 1:30 p.m.
Afternoon	1:30 p.m. – 4:00 p.m.
Closed for cleaning	4:00 p.m. – 5:00 p.m.
Full Dinner	5:00 p.m. - 7:00 p.m.
Late Night	7 :00 p.m. – 9:00 p.m.

## Dining Options

Residents living on campus have three different meal options. If you want to make a change to your plan please contact the University Housing Office at 4047.

### Plans available

Silver:	Unlimited Meals
Gold:	Unlimited Meals + \$25 declining balance
Platinum	10 Meals + \$90 declining balance

## Health

University Health Services, located in Reynolds 215, is open from 7:30 a.m. until 5:00 p.m. each day, Monday through Friday. Students who are ill should try to visit the University Health Services during these hours.

During those times when the University Health Services is not open, residence hall students should report to his/her resident assistant or resident director if he/she becomes ill and needs attention.

## Laundry Facilities

Each hall has modern laundry facilities for your use. Washers and dryers are provided in a convenient location in each hall at no cost.

## Mail

All SAU residence hall students are assigned a mailbox at the beginning of the year. To activate your mailbox, go to the Post Office, which is located near the Community entrance of the Reynolds Center. You should notify your friends and family of your correct address as soon as possible.

Name

SAU Box #

Magnolia, AR 71754-box number

## MicroFridges

MicroFridge units are available on a first-come, first-serve basis. If you are interested in leasing a MicroFridge, contact your resident director about the procedure as soon as you check into your hall.

The MicroFridge unit combines a small, compact microwave oven, refrigerator, and a freezer. The MicroFridge units may be leased for the academic year and payment can be divided between roommates.

## Telephone Information

The telephone modular plug on the residence hall room wall is your connection to the SAU telephone system for 24-hour residence hall telephone service, both on and off-campus. The following information and instructions explain your services.

## Telephone Sets

Residents are to provide their own voice terminals (telephones). Either rotary or touchtone instruments will work satisfactorily. A modular telephone plug on your set is the only prerequisite for connection. You are to connect your telephone (plug it in) yourself. Please notify the SAU Switchboard (0) if you do not connect a telephone; otherwise, a call to your number will ring as though a telephone were connected.

## Telephone Service

The telephone line to your room should already be working, and after you plug in your telephone set you should hear a dial tone. If not, call the SAU operator (0) from another on-campus phone and report the difficulty. **Do not report telephone difficulty to Southwestern Bell or AT&T.** Report all trouble to the SAU operator, who is on duty from 8 a.m. to 5 p.m. Monday through Friday. No charges are made for telephone service except for long distance collect calls you accept and AT&T or Southwestern Bell directory information calls you make.

## Directory Information

For local (Magnolia) information use the telephone directory supplied in the room. **Please leave the directory in the room when you check out.** For local (Magnolia) and 870 area code long distance information, use a **pay phone** for which there is no charge by dialing 1 + 411. Directory information for any other area code (area code + 555 + 1212) will require a charge.

Directory information calls from your residence hall room will require the use of your telephone calling card. For on-campus information, check your on-campus directory or dial "0" for the SAU operator. No charge is made for on-campus information through the SAU operator.

## Long Distance Calls

No long distance calls can be charged to your room phone. You must either use a credit card or call collect for outgoing calls. You will be able to receive long distance calls that have been paid by the caller. Although Southwestern Bell should screen incoming collect calls, occasionally one slips through. **Please do not accept collect calls; if you do, you will be charged for the call plus a \$25.00 University service charge.** Calling card calls can be made by using your personal calling card.

Students applying for long distance calling cards from any long distance carrier should ask for a "Stand Alone" card which means that the card holder will be billed for the calls made using that card. Calls made with your calling card, which appear on the University telephone bill, will result in the cancellation of your calling card and telephone privileges.

## How to Use the Telephone System

**To call on-campus**, use only the last four digits of a telephone number.

**To call off-campus** (a local number), first dial 9 and then the seven digit number. The office codes in the Magnolia area for which there is no toll are 234, 235, 596, 695, 901, 990, and 800.

**To call long distance**, first dial 9 then 0 and the phone number. If you have a touchtone phone and an AT&T credit card, you may enter your account number in the usual way. Otherwise, an operator will come on the line in a few seconds and ask "May I help you?" Indicate that the call is collect or provide the operator with your Calling Card number or your AT&T credit card number.

## Custom Calling Features

These are provided free as part of the SAU telephone system and are not connected in any way to those provided by Southwestern Bell to residence customers.

**Call Waiting:** During a telephone conversation, you will hear one beep for an on-campus call or two beeps for an off-campus call. To answer a waiting call after completing a present call, hang up and you will be rung back if the caller is still waiting. To answer a waiting call while holding a present call, press and release the switchhook and you are connected to the waiting call. To return to the call on hold, press and release the switchhook and you will be returned to the first call with the second still on hold unless the second party hangs up.

**Transfer:** To transfer a call to another campus extension, press and release the switchhook, listen for a tone, dial the number of the party to whom the call is to be transferred, and either hang up after the first ring, or remain on the line to announce the call. The transferred party will not be connected until you hang up.

**Conference Calling:** Extends a two-party call to a three-party call. Call the first party. Press and release the switchhook (first party is put on hold), listen for tone and dial the second party--wait for an answer, press and release the switchhook and the three-party conference is established. To drop the third party, press and release the switchhook and you are connected to your original party.

## Rules and Regulations

The University reserves the right to have authorized personnel enter student rooms for the purposes of determining general cleanliness of rooms, to determine the amount of damage and general misuse of University property, to make repairs, to maintain the general order and security of the residence halls, and to conduct other official business. **Discretion will be used at all times.** Whenever possible, the room will be entered when the student is present.

In signing the housing contract, the students agree during the term of their occupancies in the residence halls to comply with the rules and regulations of the University and of the residence halls relative to preserving order and maintenance of student status. The general rules and regulations are printed in the General Catalog, the SAU Student Handbook, and State of Arkansas Statutes which apply to students and the University.

The University reserves the right to terminate the contract by written notice if the student fails to comply with the conditions of the contract.

### Abandoned Property

In those instances where items are left in residence hall rooms or outside the residence hall for more than one week after the owner has checked out or left or where items are not marked as to ownership, the Department of Housing shall declare them abandoned and they will be discarded by the University.

### Alcohol

The consumption or possession of alcoholic beverages on campus is prohibited. Violators are subject to strict University discipline.

### Babysitting

For reasons of safety and liability, minors cannot be brought to the residence halls for the purpose of babysitting.

### Building Exterior, Roofs, Ledges, and Windows

Posting of unapproved signs, erecting of antennas/aerials/satellite dishes, or any other objects, on the exterior of buildings is prohibited. Residents are not allowed on roofs or allowed to climb up the sides of buildings or to be on the ledges of the buildings. Nothing is to be placed, stored, affixed, or exhibited on the ledges or windows of the buildings including foil, flags and posters. Nothing is to be thrown, dropped or spilled from roofs, ledges, windows, or balconies.

### Candles and Incense

Candles and incense are not to be burned in the residence hall because they present a true fire hazard and may also provide an odor which may be disturbing to residents in the halls. Even unburned candles or candles with cut wicks off are not permitted.

### Children

Children under the age of 12 are not allowed in the residence hall rooms. Children can cause disturbances for the other residents in the residence hall and can create a liability for the University. Children over the age of 12 must be registered with the resident director.

### Cooking and Appliances

The residence halls on our campus were built with the idea that meal plans would be required for resident students. Therefore, the residence halls do not have adequate facilities for extensive cooking. **Cooking is not allowed in student rooms or in any other area of the residence halls except for the kitchen areas. State, health, building, and fire codes play a role in the existence of this policy.**

Coffee pots, popcorn poppers (if used for their intended purpose), electric clocks, radios, stereos, blankets, hair dryers, televisions, vaporizers, hair setters, make-up mirrors, and razors may be used in your room. Personal heating devices are not allowed

## **Consolidation**

If vacancies occur in any one hall at the beginning of any academic semester, to the extent that consolidations of these vacancies will result in a savings to the residence hall operations and consequently to the student it serves, then such consolidation will be arranged with the involvement of the residents concerned. Consolidations can take place at any point of each semester.

## **Corridors**

Residence hall corridors are designed as passageways and not for playing games. Games (golf, frisbee, etc.) may be potentially harmful to residents in the hallways or to the condition of the building.

## **Damage**

Students are responsible for the condition of their rooms. The room check-in sheet should be carefully read and signed when you move in because this form is used to determine damages which occur during the year. If damage other than normal wear and tear occurs, students will be charged for repairs.

The condition of public areas is the responsibility of all students. Please help maintain the areas by treating them with reasonable care. Damages which occur in public areas should be paid for by those persons doing the damage. You can help keep your costs down by encouraging others to respect public areas and to assume responsibility for their own actions. If prorated charges are not made and damages continue, the inevitable result is that all students suffer.

## **Door Alarms**

All exit doors (except the front doors) of each building are equipped with security alarms. These doors are locked and the alarms activated 24 hours each day. Residents and their guests must enter the buildings through the front doors at all times. Should anyone enter or exit during this time an alarm will sound alerting the residents. Any persons found in violations will be subject to disciplinary action.

## **Drugs**

Federal and state laws forbid the sale and use of drugs which are not prescribed by a physician or available on the legal open market. The University prohibits possession, use, or distribution of marijuana, LSD, or other hallucinogens or narcotics by any of its students in any campus facility. Any student known to be possessing, using, or distributing such drugs is subject to SAU disciplinary action and arrest, imprisonment, or fine, according to state law.

## **Fire Safety**

### **Fire**

Should you discover a fire, no matter how insignificant you think it is, you must sound the alarm then notify the staff immediately. The building should be evacuated before there is any attempt to contain the fire. Remember, most injuries occur from smoke, not flames. Fire evacuation routes and practices will be held once a semester. Evacuation procedures are posted on the back of each room door.

When an alarm sounds residents should:

1. Close windows and raise the window blinds.
2. Leave the lights on.
3. Wear coat and hard soled shoes.
4. Carry towel (to place over face in case of smoke).
5. Close door when leaving to prevent smoke from spreading.
6. Proceed quietly to your exit route.
7. Walk swiftly. Do not run or push.
8. After leaving the building, move to the front of building.
9. Do not return to your room for any reason until the staff gives the all clear.
10. Horseplay will not be tolerated at the time of any alarm; life safety is a serious business.

## **False Alarms**

False alarms are not only illegal, but also dangerous. Every time a building is evacuated, there is the possibility of injury. Frequent alarms tend to create a feeling of false security and it becomes more difficult to evacuate the building. In the event of a real fire, this could lead to serious consequences. For those reasons, everyone must evacuate every time the alarm rings. Any student found guilty of giving or causing a false alarm of fire or threat of a bomb will be subject to arrest and disciplinary action by the University.

## **Fire Equipment**

Fire equipment is of no value unless it is in place and in working order. Therefore, those individuals who take or use fire equipment improperly will be charged for repair or replacement and will be subject to disciplinary action.

## **Fireworks**

Use of unauthorized possession of firecrackers, other explosives, or dangerous chemicals is not permitted.

## **Flammable Decorations**

Flammable items which may pose a fire threat may not be attached to the ceiling. This includes items such as fish nets or large flags which are suspended from the lights and ceiling.

## **Gambling**

In accordance with the laws of the State of Arkansas, gambling is not permitted. Gambling can also create financial and interpersonal conflicts which are detrimental to student progress.

## **Guest Conduct**

Residents are responsible for the conduct of their guests while on residence hall property, immediately adjacent areas, or at residence hall sponsored activities. This is true when guests are there by the resident's explicit invitation and also when the guests are present simply with your acquiescence to their presence. Upon request, any guest is required to truthfully identify him/herself to any University staff member.

The cost of repairing any damage to University property caused by a guest of a resident will be charged to the resident.

## **Hazardous Environment**

The use of any item, inside or outside of the residence hall, which creates a hazardous environment is prohibited. Examples of items that may create a hazardous environment include, but not limited to, water balloons, water guns, and paintball guns. Anyone found in violation of this policy will assume all liability for their actions including damages. *See also Corridors.*

## **Highway Signs**

Possession of road signs is a violation of state law. Discovery of such signs will result in referral to the Office of University Housing.

## **Litter**

In an effort to maintain the beauty of our campus, throwing trash outside the windows will result in a \$150 clean up fee. Efforts will be made by the resident director to determine the origin of the trash. The owner of the trash will be charged a \$150 clean up fee.

If there is no conclusive evidence of ownership, the hall director will charge all residents in the rooms above the window \$150 to be divided equally. Any student(s) caught throwing trash out of the window will be charged the full amount.

## Lost Keys

A lost key can result in a serious security problem for the residents of a room. For this reason, each time a student reports a lost key, the University changes the lock and makes new keys for the residents of the room. The student is charged for the replacement of the room key and closet keys. This charge covers the cost of the core, labor, and new keys. The charge must be paid to the Business Office before the service will be provided. The fee is non-refundable. Students losing front door keys will be charged for the replacement key. This fee is also non-refundable.

## Moving Furniture

Furniture and door mats placed in lounges and public areas are for the use of all residents. Moving furniture from lounges to individual rooms deprives others of its use. In order to be fair to all, you are asked not to move lounge furniture and door mats. There is a rental charge of \$5 per item, per day to any student who is found to have lounge furniture. Residence hall room furniture is not to be moved from one room to another.

## Obscene Matter

Public display of "obscene matter" is prohibited anywhere on campus, including the residence halls. The University reserves the right to remove from public view any signs or objects deemed offensive to others or prejudicial to the overall goals of the University. "Public display" and "public view" includes the outside of room doors, windows facing out, and hallway bulletin boards.

## Overnight Guests

A guest is a non-resident who is in a hall and who has a resident as a host/hostess. A guest in a hall after 1 a.m. is an overnight guest and must be registered and of the same sex as the host/hostess. **Overnight guests are not allowed in halls during weekdays -- only on Friday and Saturday evenings.** There will be no charge for registered overnight weekend guests. Unregistered guests in the hall after closing hours will be asked to pay, leave the hall, or both if circumstances warrant it. Room keys are not issued to any guest.

All guests, including overnight guests, will be expected to follow all policies of the University. Residents are responsible for their guests.

## Personal Belongings/Possessions

Southern Arkansas University assumes no responsibility for the protection of any student possessions. All losses are the responsibility of the student. Items left in a residence hall room when a student changes rooms or moves out of the residence hall will be stored for one week and the student will be notified. Property not claimed within one week will be disposed of with the University assuming no responsibility for this property.

## Pets

Pets (except fish) are not permitted. It is impossible for students living in a confined area to take proper care of a pet. Health, damage, and nuisance factors affect other residents of the hall. Aquariums must be inspected and approved by the resident director or RA before installation to insure that they are leak proof and sound.

## Quiet Hours

At all times, reasonable quiet should be maintained. It is expected that residents and their guests will respect the rights of others by maintaining a reasonable limit on noise at all times. Any activity in your room that can be heard two doors from your room is considered noise.

In all residence halls, certain hours of the day have been designated "quiet" or "courtesy" hours. During these hours, noise must be kept to a minimum to allow residents to study and to sleep. TVs, radios, and CD players should be played in a way that will not disturb other residents.

Musical instruments should not be played in student rooms, and pianos should be played in accordance with individual hall regulations. Students needing to type after hours at night should do so in an available lounge.

During final exam week, continuous quiet hours are enforced.

### **Recording Devices/Cameras**

The purpose of the cameras is to document all activities, within the range of the cameras, that happen in the residence hall lobbies, vending areas, and computer rooms. The cameras are used for reference purposes only. They are not monitored or staffed to be monitored on a regular basis.

### **Recreation around halls**

Organized athletic activities should be conducted on the athletic fields to avoid disturbing residents and causing possible damage to the halls. Not playing baseball or catch on the residence halls will curb accidental window breakage.

### **Reserving meeting rooms in the residence halls**

Residence hall areas, such as TV rooms and lounges are for use by the residents of the building. Groups or organizations must secure permission from the resident director to use a residence hall area for a meeting or group activity. All fraternity and sorority activities are prohibited anywhere in the residence halls without prior authorization from the resident director.

### **Room and Roommate Changes**

The resident director and RA are always available to help with roommate problems. No room or roommate changes are allowed during the first two weeks of each semester. If it is evident that you and your roommate cannot live in peace and harmony, you should contact your resident director, who will assist you in securing a room change.

It is required that you contact and get official permission from the resident director and the associate dean of students and complete the necessary room change forms before you move.

### **Room Repairs**

If during the course of the year, you find that your room needs some repairs, contact your resident director or RA and report the specific repairs that need to be made. If, after a week, the repairs are not completed, contact your resident director.

### **Safeguarding**

One of the problems which occurs when large numbers of people live together is theft. It is wise not to keep large amounts of money or objects with great monetary or sentimental value in your room. Items which you do bring should be marked, and where possible, the serial numbers recorded. Always lock your room. In the event something is missing, contact your hall director and the University Police Department (ext. 4100) immediately.

### **Screen Removal**

Window screens are not to be removed. This is necessary to keep insects out, keep windows cleaner, provide some security on lower floors, and prevent objects from going in and out of windows. Screens that are removed from room windows will be replaced by maintenance personnel and a \$10 charge will be assessed each room resident. Additional damage charges may also be assessed.

### **Service Drives**

The service drives which provide access to the residence halls are provided exclusively for the use of emergency, maintenance, or other service vehicles. Residents and their visitors are not permitted to drive or park their vehicles in these service areas and will be ticketed and subject to towing. Compliance with this regulation will assist in insuring the comfort and safety of the residence hall students.

## Skating

Inline skating (rollerblading) and skate boarding are prohibited in the halls and on the SAU campus. Wearing skates in the halls is also prohibited. Your safety is our main concern.

## Smoking

Smoking is prohibited in any building on campus including the residence halls. There are specific places designated 25 feet from the entranceways for smoking. This is due to Governor Directive 15 Policy.

## Smoke Detectors

All residence hall rooms are equipped with a smoke detector. Do not place any decorations or furniture near these devices as that impairs the operation of the unit. If you hear a smoke detector alarm, contact the resident director or your RA. Tampering with detector or battery will result in the following:

First Offense	-	\$50 fine
Second Offense	-	\$150 fine
Third Offense	-	Dismissal from the SAU residence halls

## Solicitation

Solicitors and salesmen of any kind are not permitted in residence halls unless they have **written permission** from the vice president for student affairs. Printed material may not be distributed under a student's door. This policy applies to all campus organizations as well as off-campus groups or individuals. This includes students selling sandwiches or any other commodity. Unauthorized solicitors should be reported to your resident director IMMEDIATELY!

## Theft

You are encouraged to protect your belongings by locking your room when you are not present.

## Tornados

The following guidelines are suggested for use in the event that tornado warnings are issued for Columbia County. Tornado warnings are issued when a tornado cloud has actually been seen; a tornado watch is ordered when weather conditions are such that a tornado could occur. The Columbia County Emergency Siren will sound a **continual steady** tone for three minutes when a tornado has been sighted. Warnings should be clarified by tuning the radio to KVMA or by contacting the switchboard or the local police department. Action should not be taken on the basis of unconfirmed rumors. RA's will alert each floor that a tornado warning is in effect. **Fire alarms will not be used under any circumstances to notify residents of tornado activity.** Residents should seek shelter from the upper floors of the building, should leave their rooms and other areas with windows, and should take shelter in protected areas away from the exterior of the building. Doors to student rooms should be closed.

Suggested areas of shelter are interior hallways, basements, etc. Individuals should remain within the building. The RAs will notify you when the tornado warning has expired and all-clear is announced.

## Trash

See litter.

## Trespass

You may be charged with criminal trespass if you knowingly enter or remain unlawfully in or upon the premises of another, if instructed to leave by a student, any residence hall staff member, or University Police.

## Vacations

Residence hall rooms and board costs do not include University vacation periods. Residents who plan to stay in the Magnolia area during vacation are advised to make arrangements well in advance for other

housing. Limited on-campus housing **may** be available at a cost. If housing is available, students intending to stay on campus must secure permission from their resident directors.

### **Vandalism**

Students who vandalize property on University premises will face disciplinary action and will be charged the full cost of a repair and/or replacement.

### **Vending Machines**

Students losing money in a residence hall vending machine may apply for a refund with the Business Office.

### **Visitation**

Visitation is a social experience in which all residents may participate. Guests are allowed to visit lounges, wings, and student rooms. The University allows limited visitation and each hall has the responsibility to choose its own hours provided they do not exceed the maximum allowed by the University. The visitation guidelines are Sunday-Thursday, noon-midnight; Friday-Saturday, noon-1 a.m. These guidelines are established by the Student Affairs Committee.

Each resident will register guests at the hall desk. Guests are required to leave a photo ID at the hall desk. Each resident is responsible for the conduct of his/her guests. Guests who are not registered or not escorted are not allowed in the hall.

### **Waterbeds**

Because of their extreme weight, waterbeds are not allowed in the residence halls.

### **Weapons**

Conduct which endangers the safety of the residential community is prohibited. Residents are not permitted to have weapons of any kind (including BB guns, air guns, pellet guns, paintball guns, explosives, dangerous chemical, metal knuckles, spring blade knife, or other dangerous weapons) in the residence halls. It is unlawful and against policy to exhibit or display any weapon capable of producing bodily harm in a manner which intimidates another person or warrants alarm for safety of another person. Weapons may be stored free of charge with the University Police. "Look-alike" weapons (e.g. toy guns that look like real weapons) are also prohibited in the residence halls. Possession of weapons will result in immediate expulsion from the residence halls.

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## **Code of Conduct and Student Responsibilities**

The primary responsibility for discipline rests with the individual student. The ultimate goal for the discipline procedure in the residence halls at SAU is to assist students in developing self-discipline. Each student will be treated as an individual, and formal disciplinary procedures are instituted only at such time that it becomes apparent that informal procedures are not producing desired change.

The residence hall conduct concerns may be handled entirely at the hall level by the resident director in conjunction with the area coordinator, or may be referred to the Office of Student Life, depending upon the classification of the conduct problem. The process, guidelines, and sanctions at the hall level can be obtained in the Dean of Students' Office or from the resident director. In the event the problem is referred to the Office of Student Life, the process will follow those guidelines as set forth in the SAU Student Handbook regarding "Individual Standards and Responsibilities and Disciplinary Procedures."

The intent of any disciplinary procedure is to encourage self-discipline and responsibility among residents, and residence halls are expected to provide both living and learning dimensions. To achieve an agreeable living environment and positive learning climate, responsible behavior by hall residents is essential. Conduct regulations are established by several authorities, including: Board of Trustees, Office

of Student Life guidelines, state and federal regulations, hall government rules, and individual residence hall policies.

Students and staff in residence halls share an obligation to insure that conduct is responsible. Students are expected individually and through their hall governments to insure the health, safety, and social-educational welfare of each resident and the reasonable protection of state property. The following Residence Hall Code of Conduct and Responsibility has been developed.

- A. **Civil authority and laws are binding at all times.** This includes, but is not limited to:
1. use, possession, or distribution of various psychedelic, hallucinogens, or euphoric drugs.
  2. gambling for money or for property.
  3. use, possession, or distribution of alcoholic beverages on the SAU campus.
  4. theft.
  5. tampering with, or misuse of fire alarm system, extinguishers, and evacuation procedure detection equipment.
- B. **Students in residence halls must respect the property and personal safety rights of the University.** (Students must thus expect to pay for damage above normal wear and tear.) In order to insure this, the following are not permitted:
1. firearms and ammunition.
  2. use or unauthorized possession of firecrackers, or other explosives or dangerous chemicals.
  3. waterbeds.
  4. improper use or duplication of keys.
- C. **To guard against undue fire danger,** the following will not be permitted:
1. use of appliances for the preparation on food in individual rooms, except small microwaves.
  2. use of flammable cleaning fluids.
  3. storage of any flammable liquids in open or unsound containers.
  4. remaining in the building when the fire alarm sounds.
  5. any decorating which involves excessive use of non-fire resistant materials, use of open flames under hazardous circumstances, attachment of paper to light globes, or (in student rooms) lights larger than miniature bulbs on Christmas trees.
  6. incense and candle burning.
- D. **Hall Governments have authority and impact capabilities, which weigh heavily on the personal and group life of residents.** Policies and procedures addressing conduct are to be advanced in concert with the Student Code. Government decisions must not only reflect the majority view, but also must protect the rights and concerns of individuals. Areas of conduct and responsibility covered by hall government include those suggested below:
1. noise and disruptive conduct.
  2. responsibility for providing programs and activities for meeting the needs and interests of the students of the hall.
  3. hall bulletin.
  4. policies on posting and/or disagreeable unsightly adornment of property.

## HOUSING JUDICIAL BOARD PROCEDURES

### Purpose and Goals

The goals and purpose of the Housing Judicial Board are as follows:

- Change and redirect improper student behavior
- Protect the residence hall environment
- Empower students through responsibility of actions
- Protect the rights of all students
- Foster a sense of community environment
- Protect rights of students involved in the disciplinary process by providing specific due process and appellate procedure.

## SELECTION OF HOUSING JUDICIAL BOARD MEMBERS

The Judicial Board will be comprised of one resident from Bussey Hall, East Hall, Greene Hall, Harrod Hall, Honors Hall, Talbot Hall, Talley Hall, and University Village. There will be one at large committee member selected from the list of applicants. The board members will be selected through an application and interview process through the Office of University Housing. There will be two alternates selected from the remaining applicants to serve if a board member has been dismissed, deemed to have a bias, or any reason a member may not be present. The committee will meet once a week to hear minor offenses from the residence halls or apartments. A resident director will serve as a non-voting advisor to the board.

Within the Judicial Board itself a board chair or hearing officer must be selected. A minute taker must be selected for the purpose of recording the proceedings for appeals and insurance of due process and a treasurer to assess all fines assessed by the board. A secretary to ensure all paperwork is properly sent and filed.

### Criteria of Board Members

- Must be a resident of the hall in which they represent
- Must have and maintain a 2.0 GPA.
- Cannot be on disciplinary probation. Once put on disciplinary probation that member will immediately be removed from the board and forfeit all privileges thereof.
- Must be full time student
- Must protect confidentiality of the accused

### Basic Information About Judicial Board

The following is a brief overview of the individuals' roles on the Judicial Board.

**Advisor** – A resident director will serve as an advisor to the judicial board. The role of the advisor is to ensure that a fair and just hearing takes place.

**Chairperson** – The advisor to the judicial board shall appoint a chairperson of the board. The role of the chairperson is to coordinate board activities. In general, questions from board members, the accused and complainant should be directed through the chair. The chairperson does not have a vote, except in the case of a tie. The chair should ensure that a quorum is present.

**Secretary** – Each board may appoint its own secretary, who will keep minutes of the judicial board hearing, and of the decision rendered by the board. Minutes will not be taken during deliberation. The secretary will also ensure all proper paperwork is filed in a timely manner.

**Quorum** – A quorum will consist of 50% plus one member of the board.

## DISCIPLINARY PROCEDURES

### Assigned Violations

Violations assigned in the village apartments that are serious (i.e. major) in nature are filed with the Dean of Students. Also, offenses involving groups, i.e. Greeks, athletic teams, etc, are reported to the Dean of Students. Violations that are minor in nature that occur in the village apartments are heard by the Housing Judicial Board.

Major violations are defined as any offense that could warrant suspension.

Minor violations are defines as any offense that would not warrant suspension.

## **Housing Judicial Board Procedure for Disciplinary Process**

**Reporting-** Alleged violations of university housing policy are reported to any member of the housing staff. Any student, faculty, or staff may file a disciplinary incident report. Upon review the case will be assigned to the housing judicial board for hearing of minor cases or sent to the dean of students for hearing of major cases.

**Notice of Hearing** – There shall be written notification of the hearing given to the accused and the complainant. The notification shall be hand delivered to the on-campus student, at least three (3) class days prior to the hearing. The notice will contain information about the alleged charges, time and place of the hearing, a copy of the Statement of Rights for all students involved in the hearing, a copy of appeal procedures, and an option to waive the right to trial.

### **Hearing Procedure**

All Housing Judicial Board Hearings shall follow due process and ensure a fair hearing for the accused.

Notice of the hearing will be delivered to the student (3) three days prior to the hearing. The student and the complainant have to the right to:

- 1) Be present at the hearing. However, either or both the student and complainant fail to appear at the hearing after being properly notified, the hearing may be held in their absences and a decision rendered accordingly based on information presented.
- 2) Present evidence by witness or by signed written statement if a witness is unable to attend the hearing. It is the responsibility of the student and the complainant to notify their witnesses of the date, time, and place of the hearing. If witnesses fail to appear, the hearing may be held in their absence.
- 3) Bring an advisor to the hearing. The advisor (who must be of the Southern Arkansas University community, faculty, staff, student) may not participate in the examination of witnesses or presentation of materials or information to the hearing officer/board. The advisor's role is limited to providing advice and consultation to the student.
- 4) Challenge the ability of a board member to serve on the judicial board due to knowledge or bias in the case. The decision of whether the board member shall serve rests with judicial board as a whole and on the advise of their advisor.
- 5) Question all witnesses through the board chair or hearing officer.
- 6) Be informed of the disciplinary outcome. The accused may wait for immediate decision. The accused will be notified in writing of the board's decision within 3 working days of the end of deliberation.

Disciplinary hearings are closed to the public.

### **Appeals**

The Director of Housing serves as the chief review officer of disciplinary decisions of the Housing Judicial Board. The director reviews disciplinary appeals.

A student found responsible for a disciplinary violation may file and appeal with the Director of Housing. Appeals must be filed in writing, within three (3) class days after a disciplinary decision is rendered, and delivered to the University Housing Office, 202 Reynolds. An appeal may be submitted based on one or more of the following:

- 1) Denial of due process (i.e., failure to follow state procedures);
- 2) Inadequate information to support decision; and/or
- 3) Sanction not in keeping with gravity of wrong-doing (i.e., too harsh)

A disciplinary sanction does not go into effect until the appeal is completed unless stipulated otherwise by the director of housing.

## Disciplinary Actions

The Vice President of Student Affairs has the right to review all cases. Disciplinary actions are, but not limited to, the following:

- 1) **Warning** – Notice, oral or written, that a specific behavior or a series of actions is unacceptable to the point that repetition would most likely result in more serious disciplinary action. Usually issued by a Community Assistant or Resident Director.
- 2) **Housing Probation** – The student’s participation as a resident in the university’s housing system is placed on a provisional basis.
- 3) **Removal from the Housing (Residence Halls or Village Apartments)** – The student’s participation as a resident in the university’s housing system is denied.
- 4) **Additional Sanctions** – In addition to the previously stated actions, any of the following may be included as a part of any action taken:
  - a. Reimbursement for damages
  - b. Loss of privileges
  - c. Removal from elective or appointive office
  - d. Ineligibility for pledging or initiation
  - e. Periodic interviews with a Student Services staff member
  - f. Work, self-improvement, community service
- 5) **Parent Notification** – The University may notify, in writing, a parent or legal guardian of a student who is an entering freshman (initial two semesters).
- 6) **Disciplinary Fee** – Students who fail to complete any assigned sanction by the housing judiciary committee will automatically be assigned a monetary fee.