

Clark Atlanta University Residential Living Guide



**Clark Atlanta University
Residential Living Guide
2010-2012**

Clark Atlanta University Residential Living Guide

INTRODUCTION

First, Clark Atlanta University welcomes you to a new and exciting academic school year. The Department of Residence Life intends to assist in making your stay on campus that will make you feel like your home away from home; one that is *Student-Centered and Quality-Driven*. The Clark Atlanta University Residential Living Guide incorporates appropriate policies regulations and expectations of the residents. Any and all changes in policies and regulation made by the institution will be available in the Residence Life office.

Every student is responsible for the relationships that develop as a result of community living. In order for community living conditions to be peaceful, pleasant, and comfortable, residents must adhere to the policies set by the University and the Department of Residence Life. Residents must also exhibit an attitude of respect and courtesy to all they encounter: faculty, staff, and students. Each student is expected to obtain and keep a copy of this guide on hand to refer to throughout the academic year. The Department of Residence Life hopes that the experiences you have and the relationships you build will be joyful ones that you remember for years to come.

Clark Atlanta University Mission Statement

Clark Atlanta University is an institution of high research activity characterized by a focus on the intellectual and personal development of each student. Its purpose is to prepare a diverse community of learners to excel in their chosen endeavors and to become responsible, productive, and innovative citizen leaders, locally and globally. This outcome is accomplished by the provision of access to and excellence in teaching, research, service, and creative activities through continuous engagement in an enriched, challenging, and nurturing environment.

Clark Atlanta University Vision Statement

Clark Atlanta University will further extend its national prominence and international presence for its distinctive capacity and commitment to provide a personally transformative learning environment, characterized by excellence in teaching, rigorous and innovative academic programs, dedication to the nurturing and development of its students, and the conduct of research addressing critical local, national, and global issues. Its students and faculty will gather from all parts of the world to discover and apply solutions to many of society's most pressing problems. Clark Atlanta University graduates will demonstrate finely honed intellectual capability, innovative ideas and practices, inclusiveness, a disposition to serve, and a distinct appreciation for diversity in people, place, and opportunity.

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Clark Atlanta University Core Values

1. Student-centeredness

We embrace a student-centered ethos which emphasizes the delivery of high quality and reliable support services that are responsive to the diverse backgrounds which students bring to the institutions. As a student-centered environment it is incumbent upon us to be inclusive – recognizing and respecting all forms of human diversity – and a cohesive campus community in our day-to-day interactions.

2. Pursuit of Excellence

We are committed to continuous pursuit of excellence in all of our endeavors to best serve our stakeholders, inclusive of our processes and practices.

3. Innovation and Discovery

We are a community educators bound by our passion for teaching, research and scholarship. We are dedicated to making significant contributions to the knowledge of humankind through the diverse talent and skills of our students, researchers, faculty and staff.

4. Integrity

We are an educational community that predicates our work and relationships on high moral character and sound ethical principles and practices.

5. Social Responsibility

We are an educational community that believes in equality, justice, civic engagement, and personal and professional accountability.

6. Respect

We are a community that recognizes the interdependence of all individuals and fully embrace and support diversity of thought, culture, ideas, experiences, and talents of people. While we are considerate of the feelings of others and treat all individuals equally with dignity and sensitivity, we acknowledge the value of our workplace property, protocol, and authority and are committed to the awareness, conservation, and care of our work and natural environment.

Department of Residence Life Mission Statement

As the department central to the social, emotional, and intellectual growth and development of the students at Clark Atlanta University, the Department of Residence Life is to foster a safe, clean, and secure residential environment whereby students have the opportunity to engage in intellectual exchanges and broaden their personal development and growth in a comfortable environment.

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Furthermore, the Department is dedicated to providing quality programming within the residential halls that supports the academic mission of the University, ensuring up to date facilities, encouraging an environment of mutual respect and accountability, and promoting the holistic growth and maturity of students.

Moreover, the Department is committed to providing a diverse and inclusive residential experience that forges an appreciation of the experiences of the entire student body.

Department of Residence Life Vision Statement

The vision of the Department of Residence Life is to provide a world-class residential experience whereby students are invested in learning, attaining positive personal and academic accomplishments, and contributing to the success of the overall community. We plan to improve current housing options by expanding housing options to focus on undergraduate, international, graduate, and family housing that is inclusive of single parents.

LIVING ON CAMPUS

A COMMUNITY WITHIN THE STUDENT'S COMMUNITY

The residence halls represent a home at Clark Atlanta University. It is a community within the CAU family. The residence halls community has variety of people with varied backgrounds, likes, dislikes and experiences.

Students should get to know other students within the residence halls and elsewhere on the campus. The students will find that the more they learn about others, the more they learn about themselves.

Clark Atlanta University reserves the right to implement policies from time to time as deemed necessary and appropriate for the safety and cleanliness of the premises, and for securing the comfort and convenience of all residents.

COMMUNITY STANDARDS

The Residence Hall community at Clark Atlanta University is dedicated to the integrity and personal growth of each resident to make positive contributions and to abide by a code of behavior. As a member of this community the student agrees to the following:

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1. The student will respect the dignity of all persons, and will not demean individuals or groups by teasing, bullying, ridiculing, insulting, intimidating, harassing or discriminating. The student will strive to learn from differences in people, idea, and opinions. This includes actions on and off campus and on any form of social media.
2. The student will strive for personal integrity and academic achievement.
3. The student will demonstrate concern for others, their feelings, and their need for conditions that support their work and development.
4. The student will respect the rights and property of others.
5. The student will do all in his power to see that the residence hall is kept clean and attractive, knowing that such an environment is essential to both physical and mental health.

ROOMMATE EXPERIENCES

- ◆ **Getting to Know You:** The students might be surprised to find that the first thing they will need to learn more about when they arrive at CAU will not have anything to do with classes. The start of the semester is an important time to get to know their roommate.

Most people enjoy the company of others, and a roommate can be someone with whom one share interests, innermost secrets, and just plain old good times! However, sharing a room takes talent and ability. A good roommate uses the same skills they would use to get along with people in general. The key element to successful roommate relations is open and honest communication.

After the students have settled into their room it is the time to say good-bye to parents and begin one next chapter. A personal discussion with your roommate is a great place to start. The student may find that the roommates have similar goals, space habits and interests, while at the same time, be totally different. Learning about difference is what coming to college is all about.

The student can help the roommate get to know each other by telling something about themselves. The follow topics that may help:

- Your nickname
- Things about your family
- What your hometown is like?
- What you did in high school?
- What you wish you had done in high school?
- Your major/curriculum
- Why you came to CAU?
- Your favorite music/group
- How you feel about drinking and drugs and the importance of a neat room?
- How you like to relax?
- How you feel about lending things?
- What it feels like to be in a new place?

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After breaking the ice, further discussion will probably lead into other personal areas. Here are some additional items to consider discussing:

- Communicating openly
- Being considerate
- Doing one's part
- Being reasonable and flexible
- Helping make the arrangements work
- Standing up for one's rights

- ◆ **All about roommates:** An important realization during one's stay in the residence halls is that the *students do not just have a roommate they are roommates as well*. For many residents, sharing a room is a new experience. The roommate can be someone to share opinions, interests, and good times. However, sharing a room can sometimes result in a few problems or misunderstandings. Individuals who usually get along have spent time working at it.

If conflicts do arise, one should talk with the roommate first before the situation gets out of hand. Give the roommate the courtesy of speaking about the problem first, before getting it third hand from someone else on the floor.

If communication does not work and the problem cannot be resolved, then one should talk with your Resident Assistant. The Residence Life Staff is experienced in dealing with these problems and can give advice. Remember; speak with the roommate first.

Please discuss with the roommate what his/her reactions would be to different situations. Successful roommates who enjoy living with one another usually have a pretty good ability to read and understand each other's feelings. Try these situations out with one another:

- When I am happy I . . .
- If I am under pressure, I usually . . .
- When I want to be alone, I'll . . .
- I get annoyed when . . .
- The best way to tell how you feel is to . . .

- ◆ **Visitors:** It is important to agree on how to deal with visitors. Roommates may not have problems with this, but the student should come to terms about guests at the beginning of the semester before it becomes an issue. The students should determine when guests should not be in the room and figure out how to let each other know if someone has overstayed his/her welcome. Make certain the roommates set ground rules for visitors when a roommate is studying.

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TIPS ON BEING A GOOD ROOMMATE:

- ◆ **Communicate.** The roommate should sit down and discuss habits, preferences, moods and values. Even if the person is your best friend, surprises do occur when discovering his/her preferences regarding personal items, stereo volume, or/and borrowing clothes. Talk directly to one another about concerns at an early stage in order to come to a mutual agreement. Initially it might be awkward, but a quick discussion often saves hurt feelings and big problems.
- ◆ **Establish Rules.** Develop a basic set of ground rules regarding the use of the room, going to bed, getting up, using each other's belongings, room cleaning, entertaining guests, or all-night studying. This is a joint effort and requires some compromise and flexibility from both people.
- ◆ **Respect Privacy.** Sharing ideas and discussing situations are an integral part of life in the residence hall, but be aware that excessive interruptions can sometimes result in irritations and frustrations. Give the roommate space when it is needed.
- ◆ **Resolve Conflicts.** If conflicts arise, speak to roommate first; talk the problem through before it becomes a major conflict. If the roommates cannot agree on a compromise, select a third party to lend some assistance to mediate a solution. The roommates can get such assistance from the floor Resident Assistant and/or the Hall Director. While the hall staff cannot always solve the problems, they are experienced and trained to assist the students.
- ◆ **Remember.** Give the roommate the courtesy of speaking about the problem first before getting it third hand from someone else on the floor.

ROOM CHANGE POLICY

All residents experiencing concerns with roommates need to share concerns with residence life hall staff (Hall Directors, Graduate Assistants, and Resident Assistants). The hall staff will share these concerns with central office and we will work to accommodate these request.

RESOURCES FOR ROOMMATE MEDIATION

These are some resources to contact for peer/roommate mediation concerns:

- ◆ Resident Assistant/Community Assistant
- ◆ Graduate Assistant
- ◆ Hall Director
- ◆ Central Office Staff
- ◆ Counseling Center
- ◆ Public Safety

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RESIDENCE LIFE STAFF

The residence hall program at CAU is part of the University's educational process. Each residence hall has a trained staff. The students have access to people who can lead and direct them towards the wealth of resources that CAU has to offer. The Residence Life Staff consists of resident assistants, graduate assistants, and hall directors.

RESIDENT ASSISTANT

A Resident Assistant (RA) is an undergraduate student leader who can help you make the transition to collegiate life. The RA is an upper-class student who is trained in leadership, programming, conflict resolution, and peer advising.

Undergraduate Resident Assistants are assigned to each floor in a residence hall and are responsible for assisting a core group of students called a cluster. The RA is responsible for the safety and the well-being of the hall's residents and is an excellent resource for many aspects of campus living.

The RA will meet with the students in the cluster through floor meetings in an effort to keep residents abreast of what is happening in and around the hall and Clark Atlanta. This includes things such as floor outings, parties, cultural events, and educational programs.

GRADUATE ASSISTANT

The Graduate Resident Assistant (GRA) is responsible for hall activities that occur in the residence hall. This is a live in staff member. This includes working directly with the Resident Assistant staff and the Hall Council. The GRA is also the main point of contact regarding discipline and conflict in the residence hall. The GRA may assist in other capacities as well.

HALL DIRECTOR

The Hall Director (HD) is a live-in staff member who is responsible for managing a residence hall. This person supervises the Resident Assistant staff and ensures that students' needs are being met. The Hall Director is responsible for implementing all Residence Life and University policies. The HD also handles conflicts, disciplinary problems, outstanding maintenance issues and various administrative projects.

LEADERSHIP OPPORTUNITIES

One of the most rewarding experiences one can have at CAU is to take advantage of the many leadership opportunities available in the residence halls.

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- ◆ **Residence Hall Association:** The Residence Hall Association (RHA) is the student government for all of the residence halls. The RHA consist of representatives from each residence hall. RHA works with the housing staff and residents in the development of residence hall policies, procedures and programs.
- ◆ **Hall Council:** The Hall Council is the student government of your residence hall. Each hall has a council that plans and implements activities for the hall and promotes community living.
- ◆ **Resident Assistants:** These challenging positions are available to students interested in helping others and developing a community. One of the best ways to develop leadership skills, build your resume, help others and have fun is to be an RA. The RA position is the backbone of the CAU Residence Life program. Applications for the positions are available at the beginning of the spring semesters.

ACTIVITIES AND PROGRAMS

One of the many advantages of living in the residence halls is the great number of activities and programs offered to the students. The Department of Residence Life has adopted a holistic approach to programming and student development. Our new formant of programming is called **DECALS** (Diversity, Emotional, Community Service, Academics, Life Skills/ Leadership Development, Spirituality) to better reflect the vision and mission of the University and the department. These new attributes touch on many of the components listed below:

- **Intrapersonal Effectiveness**, which is the dimension that deals with the development of one's personal identity. Growth within this dimension includes clarifying one's values, taking responsibility for one's actions, and for accepting one's strengths and weaknesses with a sense of self-esteem.
- **Interpersonal Effectiveness**, which is concerned with one's ability to appropriately and comfortably relate to others in a variety of situations. Development within this dimension includes an increased awareness and appreciation of human interdependence, and an appreciation for differences among humans as individuals and as members of various cultures.
- **Intellectual Development**, which focuses on one's acquisition of knowledge and critical thinking skills, as well as one's involvement, initiative, and interest in the learning process.
- **Life Management**, which is the dimension that focuses on the development of skills that allow one to effectively manage both progress and setbacks in life. Growth in this dimension includes learning how to organize one's daily life, planning for the future, and effectively utilizing resources.

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The goal of the Residence Life program is to ensure that students are offered a variety of developmental programs to ensure that every aspect of student development is enhanced. Early in the year, students will find a number of programs designed to get them involved in their community. As the year progresses, programming is expanded to meet all the developmental needs.

Examples of programs conducted are: Theme Parties, Ice Cream Socials, Resume Writing Workshops, Relationships, Cultural Differences, Choosing a Major, Dress for Success Seminars, The Dating Game and Improving Your Study Skills, Healthy Living.

COMMUNITY STANDARDS

RESIDENCE HALL DISCIPLINE

*Living in a residence hall at Clark Atlanta University means one is living in a community of students. This community is a dynamic group made up of many different people, values, cultures, and attitudes. This community, like most communities, is maintained by policies and regulations, which are designed to protect your rights and privileges. Community living requires a high degree of consideration on the part of each resident living in the community. **As long as there is more than one person occupying space in a community, an individual does not have the right to total freedom of behavior.** Behavior that violates the regulations of the community and/or infringes upon the rights of any single member of that community is considered inappropriate and irresponsible.*

The basic assumption of discipline in the residence halls at Clark Atlanta University is that, the student is accountable for their behavior. In cases where individuals make errors in judgment, decisions and actions, it is important that these errors be self-corrected with the help of the community and its staff. What is expected, however, is that the student takes responsibility for their own behavior and make correction in or restitution for behavior which violates the rights and privileges of the community and its members. As a member of a community, students share part of the responsibility to ensure effective community growth.

*The Department of Residence Life at Clark Atlanta University expects the discipline process to be educational. **Discipline is not seen as punishment, but rather as prevention, correction, accountability, and re-education.** In order to accomplish these educational goals, the department has set up a series of behavior standards. These standards outline expected student behavior within the residential communities. These standards include processes and procedures that address individuals and groups who may forfeit certain privileges due to inappropriate behavior.*

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THE DEPARTMENT OF RESIDENCE LIFE OFFENSES & DISCIPLINARY SANCTIONS 2010-2012

Many offenses can also include loss of on-campus housing

OFFENSE	SANCTION
ALCOHOL - 1	ATTEND ALCOHOL PROGRAM 25 COMMUNITY SERVICE HOURS REACTION PAPER ABOUT THE ALCOHOL PROGRAM ATTENDED
ALCOHOL - 2	50 COMMUNITY SERVICE HOURS JEOPARDY OF EVICTION WRITTEN PAPER (10 PAGES -TYPED) "CONSEQUENCES OF ALCOHOL USE AND UNIVERSITY STUDENTS"
ALCOHOL - 3	EVICTION FOR ONE ACADEMIC YEAR MANDATORY REFERRAL TO COUNSELING CENTER PERSONA-NON-GRATA FROM ALL RESIDENCE HALLS
ILLEGAL PARTY (WITH ALCOHOL)	50 COMMUNITY SERVICE HOURS JEOPARDY OF EVICTION CREATE SOCIAL PROGRAM FOR THE BUILDING WRITTEN PAPER (10 PAGES -TYPED) "CONSEQUENCES OF ALCOHOL USE AND UNIVERSITY STUDENTS"
MARIJUANA -	SUSPENSION
<i>FAILURE TO COMPLY</i> (CASE BY CASE)	ADDITIONAL COMMUNITY SERVICE HOURS UNIVERSITY HOLD ON REGISTRATION UNIVERSITY HOLD ON TRANSCRIPTS <i>JEOPARDY OF EVICTION</i>
VISITATION - 1	FORMAL WRITTEN WARNING
VISITATION - 2	FORMAL WRITTEN WARNING LOSS OF VISITATION

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	PRIVILEGES - TWO WEEKS COMMUNITY SERVICE HOURS
VISITATION – 3	LOSS OF GUEST PRIVILEGES – ONE MONTH 25 COMMUNITY SERVICE HOURS
OVERNIGHT GUEST	FORMAL WRITTEN WARNING LOSS OF VISITATION PRIVILEGES - UP TO ONE MONTH TO 25 COMMUNITY SERVICE HOURS
IMPROPER SIGNING IN/OUT - 1	FORMAL WRITTEN WARNING
IMPROPER SIGNING IN/OUT - 2	SECOND FORMAL WRITTEN WARNING 10 COMMUNITY SERVICE HOURS
IMPROPER SIGNING IN/OUT - 3	LOSS OF VISITATION PRIVILEGES FOR ONE MONTH 25 COMMUNITY SERVICE HOURS
<i>ILLEGAL OCCUPANTS LIVING IN THE ROOM</i>	EXTRA CURRENT RENT CHARGES PER DAY PER RESIDENT IN THE ROOM EVICTION
IMPROPER CHECK-OUT	\$50 FINE
PETS	REMOVAL OF PET \$25 FINE PER ROOMMATE
SMOKING - 1	10 COMMUNITY SERVICE HOURS & JUDICIAL
SMOKING - 2	20 COMMUNITY SERVICE HOURS & JUDICIAL
SMOKING - 3	30 COMMUNITY SERVICE HOURS & JUDICIAL
INCENSE/CANDLE BURNING	CONFISCATION 10 COMMUNITY SERVICE HOURS
<i>FAILURE TO EVACUATE</i>	<i>\$75 FINE</i>

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<i>DURING A FIRE ALARM</i>	50 COMMUNITY SERVICE HOURS WRITTEN PAPER (10 TYPED PAGES) “FIRES ON UNIVERSITY CAMPUSES”
<i>IMPROPER USE OF EXIT FIRE SAFETY DOOR</i>	\$75 FINE, EVICTION 50 COMMUNITY SERVICE HOURS
IMPROPER USE OF FIRE EQUIPMENT	\$100 FINE COMPLETE FIRE AWARENESS PROGRAM 50 COMMUNITY SERVICE HOURS
PULLING FIRE ALARM (FALSE ALARM)	EVICTION
PROPPING OPEN DOORS	EVICTION
ABUSIVE ATTITUDE TOWARD ADMINISTRATION AND OR STAFF	WRITTEN APOLOGY PROBATION REFER TO JUDICIAL AFFAIRS FOR UNIVERSITY ACTION
VERBAL ABUSE TOWARD ANOTHER STUDENT	REFER TO JUDICIAL AFFAIRS FOR UNIVERSITY ACTION
THREATS (CASE BY CASE)	REFER TO JUDICIAL AFFAIRS FOR UNIVERSITY ACTION EVICTION
FIGHTING (CASE BY CASE)	REFER TO JUDICIAL AFFAIRS FOR UNIVERSITY ACTION REFERRAL FOR ANGER MANAGEMENT EVICTION
HARASSMENT (CASE BY CASE)	REFER TO JUDICIAL AFFAIRS FOR UNIVERSITY ACTION EVICTION
SEXUAL	REFER TO JUDICIAL AFFAIRS FOR UNIVERSITY ACTION

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HARRASSMENT (CASE BY CASE)	EVICTION
SEXUAL ABUSE (CASE BY CASE)	REFER TO JUDICIAL AFFAIRS FOR UNIVERSITY ACTION EVICTION
WEAPONS	CONFISCATION REFER TO JUDICIAL AFFAIRS FOR UNIVERSITY ACTION EVICTION/SUSPENSION
WEAPONS (GUNS, EXPLOSIVES, ETC.)	EVICTION/SUSPENSION
THROWING OBJECTS OUT OF WINDOW	CLEAN UP AREA IMMEDIATELY AND CONTINUE CLEANING FOR TWO WEEKS WITH MAINTENANCE
REMOVAL OF WINDOW SCREEN	WRITTEN WARNING RETRIBUTION IF DAMAGE TO WINDOW
VANDALISM	RETRIBUTION CLEAN UP AREA IMMEDIATELY AND CONTINUE CLEANING UP FOR TWO WEEKS WITH MAINTENANCE
DAMAGE	RETRIBUTION
GARBAGE IN THE HALLS	DISPOSAL & UP TO \$50 FINE
LOUD MUSIC/NOISE - 1	FORMAL WRITTEN WARNING
LOUD MUSIC/NOISE - 2	5 COMMUNITY SERVICE HOURS
LOUD MUSIC/NOISE - 3	10 COMMUNITY SERVICE HOURS
LOITERING - 1	FORMAL WRITTEN WARNING

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LOITERING - 2	5 COMMUNITY SERVICE HOURS
LOITERING - 3	10 COMMUNITY SERVICE HOURS

RESIDENCE HALL MEETINGS

The Hall Director, Graduate Assistants or Resident Assistant holds residence community meetings at least once a month. Attendance is expected because the residents are held responsible for being knowledgeable of all University policies, services, and events. The Hall Director or Resident Assistant is to determine the most convenient time for the meeting by receiving input from the residents. Residents who cannot attend the meeting are to contact the Hall Director, Graduate Assistant or Resident Assistant for the meeting information. Residents should notify staff in advance about possible absence from the meeting. If a resident does not notify the staff of an absence or residents who routinely miss hall or floor meeting may be subject to disciplinary action.

GUIDELINES AND POLICIES

The Department of Residence Life reserves the right to take administrative action against students who fail to adhere to the rules and regulations of the University as stated in this *Guide Book and the Student Handbook*

DRUGS

The use of illicit drugs erodes the quality of a student's life. Experience shows that drugs and alcohol have a negative impact on a student's ability to perform well and act responsibly. The consequences of drug use, such as cocaine, crack, and marijuana can have long-term physical effects. Throughout the year, drug education and prevention seminars will be held. The University will not tolerate the use, sale or distribution of illicit drugs. Any student in violation of this regulation will be subject to severe disciplinary sanctions.

SMOKING

Clark Atlanta University holds a commitment to a wholesome life, underscored and supported by the University's unique environment, policies and practices. With no intent of making a moral judgment, but rather for reasons of expense and harmful effects on health, smoking at Clark Atlanta University is considered undesirable. Clark Atlanta has, therefore, joined hundreds of similar institutions around the nation in a concern about the harmful effects of the use of tobacco products by those in its campus community.

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Students, faculty, and staff are not permitted to Smoke in any residential facility at Clark Atlanta University. This policy has been adopted out of consideration for the safety and well being of the entire University community and out of a concern for the maintenance and sanitary conditions in the University's buildings and other facilities. The success of this policy depends on the thoughtfulness, consideration and cooperation of smokers and non-smokers.

WEAPONS, FIREARMS AND EXPLOSIVES

All fire arms, explosives, firecrackers, bottle rockets, smoke bombs, and related paraphernalia are strictly prohibited in and around the residence halls. This includes BB guns, pellet guns, air guns, stun guns, starter guns, brass knuckles, and any other type of weapon.

CONFRONTATIONS

A confrontation occurs any time a resident or non-resident becomes physically or verbally abusive to a staff member or fellow resident. A confrontation also occurs at any point when a person refuses to comply with a staff member's request that is directly related to his or her job.

FIGHTING

Fighting is not allowed or tolerated in the residence halls. Action will be taken swiftly and carefully by the Residence Life Staff to prevent any injury to individuals and damage to the facility. Persons fighting in the halls will be subject to immediate loss of housing.

THEFT

Theft can be a serious problem in any residence hall. While loss of property can be a major problem in and of itself, a larger problem is the dissention and accusations that arise on the floors where the thefts have occurred. All accusations of theft are therefore to be treated seriously, and will be subject to investigation by the Departments of Public Safety and Residence Life. If any student is found guilty of theft, he is subject to eviction from the residence hall, restitution, and prosecution.

VANDALISM

Acts of vandalism will not be tolerated in residential facilities. Violators will be subject to disciplinary actions, restitution, and prosecution. If we are not able to determine the violators, those in the campus community will incur a community fine to repair the damages.

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TRASH REMOVAL

Each student is responsible for removing his/her trash from residence hall rooms to the dumpster or designated hall location (main-campus trash rooms). **No trash may be placed in the hallways, bathrooms or stairwells.** Students will be subject to a fine up to \$50.00 if garbage is left in those locations. Residents will also face disciplinary action.

EMERGENCY EXITS

Use of emergency exits is strictly prohibited except in the case of an actual emergency. Students found in violation of this policy will be subject to a \$75.00-\$250.00 fine.

ROOF AREAS

Students and their guests are not permitted to use the roof or ledge of any building for any purpose. Only maintenance personnel are allowed in these areas for business-related purposes.

MUSICAL INSTRUMENTS

Playing any musical instrument in the residence hall is prohibited. Students should use designated practice areas to use such items.

NOISE AND QUIET HOURS

Community living requires that students be considerate and respectful of others. This means that all residents and visitors must observe the individual's right to study at any time desired. A reasonable degree of quietness is essential at all times in the residence halls. Televisions, ipods and radios may be played in the student's room at moderate levels that do not disturb others. Violation of these standards is considered a serious offense to the pursuit of education, which is the primary purpose for attending Clark Atlanta University. While students should be considerate at all times, quiet hours should be observed, without fail, during the following hours:

Sunday through Thursday: 9:00 p.m. - 9:00 a.m.

Friday and Saturday: 12:00 Midnight - 10:00 a.m.

WINDOWS AND SCREENS

Windows and screens must not be unfastened or removed (main campus housing). In air-conditioned halls, windows are not to be opened. The following guidelines should also be considered:

- ◆ Food may not be stored between windows and screens or outside of the window at any time. This help to prevent an issue or concern with pest control.

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- ◆ Students are prohibited from orally communicating from their windows.
- ◆ The staff will remove displays in windows that are deemed inappropriate by the hall staff if not removed by the resident(s). The resident will be billed for this service.
- ◆ Under no circumstance will the throwing of objects from any windows in the residence halls be tolerated. Such conduct poses danger to the health and safety of other residents. Residents assigned to a room from which an object is thrown will be subject to eviction from the hall.

SOCIAL GATHERINGS

A staff member will ask those gathered in a room to lower their voices, stereos, etc. only once during an evening. If a staff member is required to visit a room a second time during an evening, all except the assigned occupants of the room will be required to leave.

Room occupants must realize that they will be held accountable for the action of their guests. Students consistently responsible for noise problems in the residence halls will be subject to dismissal from the residence hall.

CO-ED VISITATION (FOR ALL ON-CAMPUS RESIDENCE HALLS)

(Includes CAU Suites and Heritage Commons)

(AUC Center student visitation only starting Fall 2011)

Scheduled hours for coed visitation are:

Sunday-Sunday

6:00 p.m.-11:30 p.m.

A visitation log is provided in each residence hall and must be signed by nonresidents who enter the hall during visiting hours. Visitors must present a current CAU picture ID card to the staff person on duty. The staff person will hold the ID card until the visitor departs from the residence hall. The visitor must be met by the resident in the lobby and be escorted to the room. If the resident is not available, the visitor will not be allowed to remain in the hall. The following guidelines will apply:

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- All guests must leave by the designated hour.
- All visitors must check in at the main desk. Visitors must know the full name of the person to be visited. A visitor must be signed in and out by the resident of the hall and escorted from the main desk to the room being visited.
- Visitors must be escorted at all times.
- A resident is permitted to sign in a maximum of two visitors if the resident has consent from the roommate(s). Visitation privileges are secondary to a resident's rights of privacy within his/her room. The presence of guests should in no way interfere with the rights of the roommates or other residents.

- The residence hall staff in the interest of providing increased protection of persons and/or property may implement additional regulations. Residents will be advised of such development.
- Visitation privileges in no way alter other residence hall regulations, including quiet hours.
- Visitors and hosts alike are responsible for knowing and abiding by all regulations. Residents and CAU students who violate policy will be subject to disciplinary action. Violators will be reported to the residence hall staff for appropriate action.
- Late night visitation is not permitted.
- Each student must be clothed in street attire during visiting hours and doors are to remain unlocked while visitors are present.
- Visitation will end on the last day of classes each semester.

Hall Directors will implement the procedures for coed visitation and all related policies as outlined in the Student Handbook, Housing Contract, and the Student's Guide to Residential Living. Any violations of these policies will be reported to the Hall Director. The Hall Director will report persons with repeated violations to the Department of Residence Life and/or the Judicial Board.

ILLEGAL ENTRY

Failure to enter a residence hall at the front entrance according to visitation or routine guidelines is prohibited. Violators and accessories to the act will be charged with criminal trespass.

TIME AWAY FROM CAMPUS

Students, who plan an extended regular weekend away from campus, should leave a destination and/or telephone number. While the University assumes no responsibility in such circumstance, the availability of that information could be extremely helpful in the event of an emergency.

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ROOM KEYS

Every resident receives a room key at check-in. All keys issued to the residents are the property of Clark Atlanta University and must be returned at the time of checkout. Duplication of the keys is prohibited. Lost keys must be reported to the Hall Director. If room keys are lost, residents will pay a \$50.00 replacement fee.

LOCKOUT POLICY

The following lockout policy has been adopted to meet the following objective:

Minimize the occurrences of the RA leaving the Main Desk area for lockouts, thus keeping the Main Desk area staffed and available for students during its hours of operation.

There will be a \$2.00 service charge for students who require assistance getting into their rooms between 8 a.m. and 12 Midnight. Lockouts that occur between 12 Midnight and 8 a.m. have a service charge of \$5.00.

In the event that a student becomes locked out of his/her room during regular RA office hours, the Resident Assistant will take the following steps:

1. The Resident Assistant will ask the student for some form of identification if the RA is not sure of the identity of the student.
2. The RA will ascertain whether the student does indeed live in the room they are requesting entrance to.
3. The RA will have the student sign the Lockout Sheet.
4. Upon entrance to a room, a resident is expected to produce his room key and/or identification card.
5. A fee of \$2/\$5 will be charged for each lockout. These fees will go toward the general fund of the residence hall in which the violation occurred.

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In the event that the student does not have the identification and the RA cannot verify the identity of the student, he/she will not be allowed access to the room.

Habitual “lockouts” are viewed as nuisances and can be inconvenient for the staff. It is the responsibility of the resident to keep up with the room key issued. Recognizing that a staff person may be involved in some work-related activity, the locked out resident may not receive immediate assistance.

ROOM INSPECTION AND SEARCH POLICY

The University reserves the right to enter each room or unit under the following conditions:

- Where there is a reason to believe the occupant’s life is in danger.
- When there is cause to believe that the room or unit is being used for illegal activity.
- When the maintenance staff needs to enter the room or unit to make repairs.
- To inspect for cleanliness.
- When there is reason to believe hall policies are being violated.

Each student is responsible for cleaning his room and keeping the room in good condition. Inspections will be made periodically to determine the condition of the room or unit. The following inspection procedures are observed in all residential facilities:

- The Hall Director or Resident Assistant will knock before entering. The staff member will give the student ample time to respond to the knock at the door.
- Upon entering the room, the Hall Director or Resident Assistant will state the specific reason for entering.
- Hall Directors and Resident Assistants will record non-routine room checks and file results with their supervisor for future reference. In cases where a thorough inspection of waste receptacles, drawers, and other personal belongings is necessary, Hall Directors or Resident Assistants will request assistance from Public Safety.

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Entry by University authorities into occupied rooms in residence halls will be divided into three categories: Inspections, Room Search, and Emergency Inspections.

- **Inspection:** the entry into an occupied room by University authorities in order to ascertain the health and safety conditions in the room, to check the physical condition of the room, to make repairs, or to perform cleaning and custodial operations. During the inspection, there will be no search of personal belongings.
- **Room Search:** the entry into an occupied room by University authorities for the purpose of investigating suspected violations of University regulations and/or city, state, or federal law. During a room search, drawers, closets and personal belongings may be thoroughly searched. A room search will not be conducted unless there is probable cause for doing so.
- **Emergency Inspections:** An emergency condition exists when the delay necessary to obtain authorization constitutes a danger to persons, property, or the building. In such cases, campus authorities may enter the room immediately.

NOTE: Permission to search is not required from university authorities when contraband to be confiscated is in view of university authorities when reasonable cause exists to suspect that a violation is occurring or has occurred.

CONDUCTING BUSINESS FROM RESIDENT'S ROOMS

Residents are not permitted to carry on any organized business for remunerative purposes from their apartment/room or inscribe or affix any sign, object, advertisement, or notice on any part of the inside or outside of the building premises; or use their room or department telephones for business purposes.

SOLICITING

For the resident's protection against fraudulent sales and annoyance, soliciting is not permitted in the halls. The floor Resident Assistant or the main desk personnel should be notified should a solicitor be seen in the building. Permission for any soliciting must be obtained through the Dean of Student Affairs.

BABYSITTING

Residence facilities do not lend themselves to baby-sitting. The facilities are not designed nor equipped to meet the needs of young children.

Children in the facility may be hazardous to themselves and create a disturbance for residents;

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therefore, except during move-in and move-out periods, their presence is not allowed. Violators will be subject to disciplinary action.

SPORTS ACTIVITIES

To create a safe environment, athletic events are prohibited in or around residence halls including courtyard areas unless there is a court specified for such play, such as a designated basketball or volleyball court. Propelling objects, including but not limited to footballs, softballs, baseballs, and snowballs, in or around residence halls, and courtyard areas is prohibited.

PROHIBITION AGAINST ANIMALS IN RESIDENCE HALLS

Except for documented cases of physical disability, animals are not allowed in the residence halls. Health and sanitary precautions necessitate that students strictly adhere to this regulation.

PREGNANT STUDENTS

A student residing in a residence hall who becomes pregnant should notify the Hall Director immediately. The student should be permitted on-campus housing privileges until the end of her second trimester, based on the following:

A statement from the student's attending physician indicating the estimated date of birth of the child. The statement should also attest the health of the mother and fetus and clearly indicate that neither the health of the mother nor the fetus will be jeopardized by the participation in normal University activities. This medical information must be submitted to the Dean of Students and will be shared with and maintained by the Clark Atlanta University physician.

HARASSMENT AND ASSAULT

The University community is one that binds the education and development of all its members. In creating and fostering this sense of community, individuals are afforded the right to privacy and a peaceful existence. In keeping with this, harassment or assault on another individual will not be tolerated. Violators will be subject to disciplinary action in accordance with the University Code of Student Conduct.

- Assaults or threats of assaults on another person whether sexual, physical, written or oral will not be tolerated. Abusive language or harassment toward any University staff member will not be tolerated.

Please refer to the University Code of Student Conduct in the Student Handbook for complete information regarding University policies.

SERVICES & RESOURCES CENTER

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OFFICE

Each residence hall has an office near the lobby or front entrance. The office is open five days a week or according to the posted schedule. Staff in the office provides the administration of the building and assist individual residents with concerns and problems. The office is not a social area.

MAIL DELIVERY AND PACKAGES

Mailboxes are located in four-residence halls as well as the University Post Office. A postal clerk who can answer your questions staffs the University's post office. Mail is delivered every day except Sunday and holidays. Notifications regarding packages are placed in the student's mailboxes. These items may be picked up during posted hours.

The mailbox number is the same as the room number. The address is as follows:

Name
Box Number (Room #)
Hall Street Address (i.e., 700 Beckwith Street, SW)
Clark Atlanta University
James P. Brawley Drive SW
Atlanta, Georgia 30314

◆ **NOTE: Never send cash through the mail.**

STORAGE

Unfortunately, there is no adequate and secure space to store personal items. Local storage facilities that rent by the month are available near campus. The facilities can be located in the yellow pages.

DINING FACILITIES

All food services facilities are open to all residents regardless of the hall they are assigned. Food services are located in:

Student Center

Carl and Mary Ware

◆ **NOTE: The platinum meal plan is mandatory for all first-year students.**

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LAUNDRY

Coin and Card-operated laundry facilities are available in resident facilities for residents only. An off-campus vendor operates the machines. Contact the residence staff if a dryer or washer does not work properly or if money is lost in the machines. Whenever possible, lost money will be refunded.

SOCIAL/STUDY ROOMS

Most of the residence halls have at least one social/study room where small groups can meet, study, and socialize. In order to reserve one of these rooms, a resident should contact a member of the staff.

TELEVISIONS

Some residence hall lobbies are equipped with color television sets for use by the residents and their guests. Personal televisions may be used in each room. Televisions are not to be moved from the lobby area.

FACILITIES USAGE

Common areas in the residence halls are designated for the use of the residents of that building. Residents may reserve areas, if available in their residence hall through their Hall Director. No outside groups are allowed to reserve residence hall facilities without the approval from the Hall Director.

ANNOUNCEMENTS

Each residence facility has bulletin boards in public and other appropriate areas. To avoid marring University facilities, posters and flyers are not to be posted on walls, windows or doors. Violators will be fined or lose privileges to use residence facilities. The Office of Student Activities must stamp and approve all announcements.

HOUSEKEEPING

Generally, residents are responsible for their room, suite or apartment areas. All public areas of the residence halls are cleaned on a regular basis by the Housekeeping Services staff. Cooperation with the staff members will aid them in making the environment a more attractive and pleasant place to live. The Housekeeping staff daily cleans common area bathrooms. In Beckwith Hall and the Residential Apartments, residents are responsible for cleaning their apartment/suite.

MAINTENANCE

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The University provides maintenance service for all the residential facilities. Residents should report maintenance problems in writing to the RA or HD. A work order request will then be completed and submitted to the Facilities Department. Below is a list of conditions requiring work orders.

EXTERMINATION

Each residence facility room will be exterminated on a regular basis. Students experiencing pest problems should contact the RA or HD. Food items should be wrapped and surfaces cleaned. Store garbage in plastic trash bags and discard immediately.

EMERGENCY CONDITIONS

Plumbing:

- Commode blockage is considered an emergency. Requests to unblock sinks, showers or bathtubs will be tended to on the next scheduled workday.
- A broken water line is an emergency situation.
- A water leak is considered an emergency only when the leak cannot be contained.

Heating/Air Conditioning:

- Loss of heat is considered an emergency only when the outside temperature is below 55 degrees Fahrenheit.
- Loss of air conditioning is considered an emergency only when outside temperature is 95 degrees Fahrenheit.

Carpentry:

- Broken windows are considered emergencies when they affect the safety of residents.
- Structural damage is considered an emergency when it affects the safety of residents.

Electrical:

- A power outage is considered an emergency.
- Broken light fixtures, switches, and receptacle are considered emergencies and should be reported.

If there is no response to a routine maintenance request within three days, residents should inform the Hall Director who will follow up the initial request with the appropriate office.

- ◆ **NOTE: Residents should report emergency requests to the Hall Director or Residence Life Staff.**

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VENDING MACHINES

Students requesting refunds from vending machines should report to the residence hall's front desk, providing name, box number, and the specific vending machines. All vending machines that are out of order should be reported to the main desk. This will help to provide a better service to the students.

*R*oom Assignment Policies

ROOM ASSIGNMENTS

Rooms are to be occupied only by the students assigned to them by the Residence Life Office. These assignments are not transferable, and subletting is not permitted. Violation of the residence hall policies may lead to eviction as well as other charges. The University reserves the authority to terminate a student's housing assignment any time if the student does not abide by the policies described in detail in the Residence Hall Contract or other publications.

DOUBLE ROOM AS A SINGLE

A student may request to occupy a double room as a single once all students have checked into their assigned space. This type of assignment is offered on a space available basis only. Rates are available in the Department of Residence Life office. Requests should be made at the Residence Life Office. Students will be notified if it is approved. Requests are granted on a first-come, first-served basis.

ROOM AND HALL CHANGES

Approximately two weeks after classes begin, there will be an official room change period administered by the Department of Residence Life. At this time, information will be available at the office in the student's residence hall. After room change period has ended, the Hall Director has the authority to grant room changes based on space availability. Approval for requests that are based on the following will NOT be granted:

- Considerations of race, nationality, or religious preference.

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- Conflicts related to an individual's personal habit or lifestyle preference that is discriminatory and/or deemed resolvable.

The Department of Residence Life is committed to helping residential students to resolve conflicts by use of conflict mediation. Therefore, students are encouraged to attempt to resolve disputes by working with the staff before requesting a room change.

COMPLETING THE ROOM CHANGE

Once the request to move has been approved, the student checks out of his present assignment with a residence hall staff member and return all keys. Proper instructions for completing the move will be sent with notification of approval.

ILLEGAL RESIDENCE

Students residing in a residence facility must pay the required room rent according to the University fee schedules. Any student found illegally living in a residence hall will be removed from housing, charged for the length of time in which he stayed, and charged with trespassing.

UNAUTHORIZED MOVING

Unauthorized moving is prohibited. Disciplinary action will be taken with any student found in violation of this policy.

ROOM DECORATION

While there is a chance for students to express individuality in decorating their rooms, all decorations must be removable without damage to surfaces. It is essential that residents observe good taste in decorating their rooms. No articles are to be displayed in the windows. Decorations (posters, photographs, etc.) may not be affixed with any bonding agent that will mar or deface walls, doors, or woodwork. For that reason, scotch tape and adhesive tape, nails of any kind, thumbtacks, paste, paint and staples are prohibited. If residents have questions as to whether an item is acceptable for decorating, consultation with the Hall Director is welcomed. Students will be assessed and charged the amount it takes to repair damaged woodwork, walls, etc. Seasonal decorations must be a fire retardant material, and flammable materials must keep away from lights.

ATTACHMENTS

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Residents should not install or attach any of the following in their rooms:

- Locks
- Decals or transfer pictures
- Outside antennas
- Additional electrical wiring
- Attachment to the telephone
- Shades, blinds, awnings or window guards
- Air-conditioning or heating units

FURNITURE

Lounges, reception lobbies, study rooms, computer resource centers and other public spaces in each residence hall are equipped by the University for the comfort and convenience of residents. Furniture, therefore, is not to be removed from the building or to another unit in the building without prior consent from the Hall Director.

The residents may rearrange individual room furniture in the residence hall when it is not attached to the walls. All room furniture must remain inside the room. Students who are in possession of such items are subject to disciplinary action. Furniture unaccounted for at year-end inventory will be replaced at the expense of the residents.

ROOM CLEANLINESS

Each student is responsible for helping maintain a clean safe environment. At the beginning of each semester, roommates are to determine who will be responsible for specific chores in their rooms. Schedules should be posted among roommates/suitemates to determine who will clean suite bathrooms. Resident Assistants are available to assist in coordinating cleaning schedules. Unsanitary conditions will not be tolerated.

MID-YEAR ASSIGNMENTS

During the year it may become necessary to assign new students or to move current residents to different spaces. If the student has not purchased the double room as a single, but have occupied it alone for an extended period of time, it may be tempting to take over the entire room. Keep in mind that a roommate can be assigned to the space at any time during the semester.

INTERIM HOUSING

Residence halls will close at noon on the day after the last scheduled final exam. Graduating seniors may stay until 5:00 p.m. on graduation day. Although it is recommended that the students take their valuables, students do not have to completely vacate the room at the end of the first

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semester. Students who do not leave by the scheduled departure dates and times will be subject to fines and/or disciplinary sanctions.

CHECK-IN PROCEDURES

- Residents occupy and vacate their rooms according to directions issued by the Department of Residence Life. During check-in, a resident is issued a room key, mailbox key, and a Room Condition Inventory Form. It is the resident's responsibility to thoroughly examine his room and its contents, indicating the room condition and the absence or presence of its furnishings. The signed form should be submitted to the staff of the assigned facility during the day of check-in.
- Whenever possible, a staff member will accompany the resident to the assigned space and assist the resident with any questions or concerns as the resident examines his space during the check-in process. No resident will be held responsible for conditions, damages, or shortages which existed prior to the time he assumed occupancy provided these items are noted on the room condition report at the time of check-in. Failure to return the completed form may result in charges for room deficiencies for which the new occupant is not responsible.
- First-year students and students who did not participate in the lottery need to be sure to sign their contract if they have not already done so.
- All students need to complete a Personal Data form, which is kept in the hall files.

CHECKING OUT

If during the school year the student is released from the housing contract, or obtains approval for a room or hall change, the student will be required to checkout of the present assignment with a residence hall staff member. The following steps are necessary for proper checkout.

- Clean and vacate your room completely. This includes sweeping the floor, removing trash and returning the room to the condition it was in at check-in. There is a \$50.00 per person charge for rooms left in unacceptable condition.
- Return key(s) to the staff member responsible for check outs in the area. This staff member will check the room for damages or missing items.
- Students will be responsible for any damages caused to their room. In addition, if there are any damages to community areas, such as, lounges, hallways, bathrooms, and/or access doors, the students of the residence hall will be held responsible if an individual cannot be identified for the damage.

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IMPROPER CHECKOUT

Failure to check out properly at the close of semester will result in a \$50.00 improper checkout fee. Residents must sign up for a checkout time with their RA at least 24 hours in advance of checkout. Generally, there should be a schedule posted near the RA room door.

CLEANING INSTRUCTIONS

The following should be cleaned prior to departure: doors, floors, bathroom, cabinets, windows, beds, study desks, closets, chairs, dressers, and walls (cleared of decals).

In addition the room door must be left open and all stickers, posters, tape and poster putty must be removed from the furniture and the walls. Windows must be locked; beds must be reassembled, with mattresses in place. Drawers must be emptied and half opened.

BILLING ASSESSMENTS WITH CHECKOUT PROCEDURES

- Each resident must make an appointment with the HD/RA to schedule a room checkout time. Residents are required to check out themselves. A roommate or friend cannot complete the process.
- Each room must be cleaned before it is checked by the RA or Hall Director
- Return room and mailbox keys, and signed Room Condition Inventory Forms to hall staff.

WITHDRAWALS

Students who withdraw or are dismissed from the University are required to remove belongings from the residence hall and return keys to hall staff within 24 hours of the time the withdrawal or dismissal.

VACATION PERIODS

The student-housing contract is for the academic year when Clark Atlanta University classes are in session. The buildings will close for winter break. The only year-round facility is Heritage Commons.

SAFETY & SECURITY

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Safety and security are important issues in the Departments of Residence Life and Public Safety. Clark Atlanta University is generally a safe campus; however, each resident must be aware of and abide by security regulations to protect themselves and others.

Unfortunately, no wall exists around the University to protect the campus from the same types of dangers existing in the surrounding city and county. Absolute safety cannot be guaranteed to anyone, including residence hall students. However, with a minimal amount of time, and effort, students can incorporate preventive measures into their daily routine, which will enhance personal safety as well as help to protect property. To assist students in learning about and being more aware of safety issues, residence hall staff members, with the help of Public Safety, offer a variety of educational programs. Topics may include self-defense, crime prevention; fire prevention and acquaintance sexual assault. Resident Assistants are on hand to answer questions that may arise regarding safety.

In all emergency situations, students can receive assistance from the Department of Public Safety (880-8911) and from the residence hall staff. Please contact both immediately in any emergency.

PERSONAL PROPERTY

The University is not responsible for the loss of money, valuables, or damages to the property of residents. Although a student may be covered under an existing family policy, it is recommended that he purchase renter's insurance.

As an added security measure, students are encouraged to engrave their social security numbers on personal property (clothes, stereo equipment, typewriters, refrigerators, textbooks, etc.).

PERSONAL SAFETY

Residence hall security involves the responsible actions of each resident. Residence halls are equipped with door locks, and uniformed security patrols to ensure everyone's personal safety. Students are responsible for:

- Keeping the room door locked.
- Using the proper entry key at the door.
- Never propping an entry door open.
- Allowing only personally invited guests into the living areas of the building.
- Escorting guests at all times.
- Never lending or duplicating room or door keys. Residents who violate this policy are subject to disciplinary action by the Residence Life Staff.

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- Reporting missing keys immediately.
- Reporting suspicious persons or unescorted individuals immediately to the Department of Public Safety.

SAFETY PROVISIONS

- ◆ **Emergency Preparedness:** Residents must comply with all fire and safety regulations and guidelines, and must participate in all emergency drills. Residents shall pay special attention to information given regarding emergency exiting from buildings and are expected to know their locations and the procedure for their use.
- ◆ **The Panic Door:** All residence halls are equipped with panic doors that are to be used only in case of emergency. The main exit should be used for regular exits and entrances to the building. Those who violate this regulation by placing a wedge in the door admitting others to the building through the panic door may be suspended or dismissed from the residence hall.

SECURITY DOORS

Doors to all outside entrances, living areas, and individual rooms in the residence halls provide privacy and security for residents. All doors leading to the exterior of the building will be locked 24 hours a day.

BICYCLE AND VEHICLE SAFETY

All automobiles must be registered with the Department of Public Safety in order to park on campus. Parking stickers are available in the Parking Deck on Fair Street. Contact LAZ Parking at (404) 880 – 6295 for more information.

Bicycles must be stored in authorized areas only and only in such numbers as the areas can accommodate. According to state fire code, stairways in hallways are fire exits and should not be blocked by bicycles or other personal items. Any bicycles found in such areas will be removed and a possible fee charged for their return. Confiscated bicycles may be retrieved at the Department of Public Safety.

If a student brings a bicycle to campus, bring a sturdy lock to keep it secure. Bicycles may be stored on racks located around campus. Bicycles may not be stored in hallways, breezeways, stairwells, or storage rooms, or attached to stair rails because they pose a threat to safe evacuation of the halls. Motorcycles, mopeds, and other motorized vehicles must be parked in designated areas around residence halls. Bicycles may be registered with the Department of Public Safety.

ELECTRICAL POWER

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The use of too many appliances may result in a loss of power to the room. Students are urged to pay special attention to the directions for using appliances so as not to overload circuits. Items that can be used safely in the room include the following:

- A television set
 - A stereo unit
 - A electric fan
 - A microwave oven
 - A refrigerator up to 5 cubic feet and 2.0 amps
 - Small electrical items such as a hair dryer, curlers, electric clock and a lamp
 - Computer
 - Extension cords that meet the following requirements:
 - ◇ All extension cords are to be 14 gauge or better (1, 2, 1, 0 etc.; the lower the number, the higher the gauge).
 - ◇ All extension cords are to be intact with no exposed wires or frayed ends.
 - ◇ Extension cords cannot be run under carpet.
 - ◇ No more than one extension cord can be plugged in per socket.
 - ◇ Safety fused extension cords are permitted. These are the large extension cords with a power strip at one end having six outlets. This must be plugged directly into an outlet, using an adapter for a three-prong outlet switch if the residence hall is not equipped with three prong outlets. Appliances must be plugged directly into the power strip.
 - ◇ When a heavy power drain appliance is served by an extension cord (refrigerator, microwaves, hair dryers, etc.) no additional appliances should be plugged into a wall socket. The use of more than one heavy power appliance in a socket causes breakers to trip and is a fire hazard. If breakers go off on your hall frequently, please inform hall staff.
 - ◇ No extension cord may be nailed, stapled, or attached to the floor, wall or ceiling.
- ◆ **NOTE: Electrical items to leave at home are any heating unit with coils such as hot plates.**

FIRE SAFETY

◆ **On discovering a fire:**

1. Sound the fire alarm immediately to alert residents. Public Safety is notified when the alarm sounds.
2. If possible, shut all doors and windows in the immediate vicinity of the fire.

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3. Use a fire extinguisher on only the smallest, most containable fire.
 4. A staff member should be notified, if possible, of the location and type of fire.
 5. Prepare to leave the building.
- ◆ **On hearing a fire alarm:**
1. Before opening the door, feel its handle. If it is cool, prepare to leave the room. If there is smoke, keep low to the floor. Cover the body with something that can be seen easily. Take a wet towel or cloth to cover the head and face.
 2. Exit the room and go to the nearest exit or stairway. Do not use the elevator.
 3. After exiting, stand clear of the building. Report to your RA.
 4. If exiting the room is impossible, close the door securely. Hang an object out of the window to attract attention.
 5. Call the Department of Public Safety at (404) 880-8911.

SNOWSTORM SAFETY

As much as we enjoy snow, history has shown that snow can be dangerous. The student should use common sense when enjoying the snowfall and consider his own safety and that of others.

- Do not attempt to drive on campus. Many streets are blocked off during snow.
- In case of power failure, use the procedures listed under the heading of power failure.
- Listen to the radio or TV regarding the closing of classes.

TORNADO SAFETY

This area has suffered the effects of a tornado, and we believe it is important for residents to be aware of tornado safety procedures.

- ◆ **Tornado Watch:** Conditions are right for a tornado to develop; take necessary steps to protect yourself.
- ◆ **Tornado Warning:** A tornado has been sighted. Seek shelter!
- ◆ **Tornado Watch:** Prepare to protect yourself:
 - Keep the radio or TV tuned to weathercasts.

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- Keep a flashlight nearby in case the power goes out.
- Be alert for changes in the weather.
- Be prepared to move to a safe shelter.

RESIDENCE HALL SAFETY REGULATIONS

- ◆ **Flammable Items:** Items, which are flammable, such as fuel, etc., may not be stored in residents' rooms.
- ◆ **Open Flames:** Items, which require an open flame to operate, or which produce heat (i.e., Bunsen burners, lighted candles, alcohol burners, incense) are not allowed in residents' rooms. Candles may be used for decorative purposes only.
- ◆ **Decorations:** Decorative items, such as fishnets, parachutes, and other such items, which are flammable, are not permitted in residents' rooms unless they have been fireproofed. Only UL approved lights may be used to decorate a room.
- ◆ **Cooking:** Cooking is permitted in the residence halls but is restricted to designated kitchen areas. Microwaves are permitted in Beckwith Hall only. The University will confiscate all unauthorized and hazardous appliances. These items will not be returned until the end of the semester. One refrigerator is permitted per room in Merner, Pfeiffer, Holmes and Beckwith and Brawley hall only. Hall kitchens and other facilities are provided for the residents to use for cooking. Cooking using certain appliances is not permitted in student rooms. While some appliances such as sealed unit coffee makers, popcorn poppers, and thermostatically controlled hot pots are allowed in student rooms, other appliances such as toaster ovens, toaster or other appliances that use open coils as well as electric frying pans that use hot oil are prohibited. If you have any questions about what is or is not permissible, please contact a member of the hall staff.
- ◆ **Irons:** Ironing is permitted in student rooms; however, irons must always be used with ironing boards that have a fire-resistant cover. Irons with automatic cutoff mechanisms are encouraged. Irons should never be left plugged into an outlet when not in use.

Residence Life Office
Kresge Hall Room 308
404-880-8074
residencelife@cau.edu
Facebook page-CAU Residencelife