

# ***I***NTRODUCTION

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 one 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 regulations 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.

## **DEPARTMENT OF RESIDENCE LIFE MISSION**

The Department of Residence life serves students and other constituents by:

1. Providing housing that is clean and secure;
2. Equipping residence halls so that residents have access to services such as laundry facilities and computer labs;
3. Assisting residents with a residence hall staff that is capable and competent to address a number of student development issues via a variety of programs in the residence hall for personal and academic enrichment;
4. Equipping residents with residence hall staff that is able to provide peer counseling, yet able to make referrals to appropriate University officials when deemed necessary.

## **DEPARTMENT OF RESIDENCE LIFE VISION**

The Department of Residence Life is striving to provide a quality living environment for our students. The department also promotes social, personal, and academic enrichment by providing quality educational and social programs that are designed to foster growth and maturity. In addition to personal enrichment, the Department of Residence Life has a commitment from the University to improve our residential facilities, and we will upgrade our residence halls on a continuous basis.

# **LIVING ON CAMPUS**

## **A COMMUNITY WITHIN THE CLARK ATLANTA UNIVERSITY COMMUNITY**

The residence halls represent a new home at Clark Atlanta University. It is a community within the CAU family. The residence halls community has a 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:

1. The student will respect the dignity of all persons, and will not demean individuals or groups by teasing, ridiculing, insulting, intimidating, harassing or discriminating. The student will strive to learn from differences in people, ideas, and opinions.
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/her 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:** 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 the roommate.

Most people enjoy the company of others, and a roommate can be someone with whom one shares interests, innermost secrets, and just plain old good times! However, sharing a room takes talent and ability. A good roommate uses the same skills he/she 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 the 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 him/her something about him/herself. The following topics may help:

- ◆ Your nickname
- ◆ Do you consider yourself an introvert or an extrovert?
- ◆ 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
- ◆ What are your social habits

After you have broken 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.

### **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, phone messages or borrowing stamps and 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 with an open mind 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 thirdhand from someone else on the floor.

# **R** *ESIDENCE 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 Hall Directors or professional Hall Directors.*

## **RESIDENT ASSISTANT**

A Resident Assistant (RA) is a person 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.

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 activities such as educational programs, cultural events, floor outings, and social festivities.

## **HALL DIRECTOR**

The Hall Director (fulltime)/Graduate Hall Director (graduate student) is a live-in staff member who is responsible for managing a residence hall. These managers are responsible for the oversight of all programmatic activities that occur in the residence hall. This includes working directly with the Resident Assistant staff and the Hall Council. The Hall Director is also the main point of contact regarding maintenance, discipline, and conflict in the residence hall.

This person supervises the Resident Assistant staff and ensures that students' needs are being met. The HD is responsible for implementing all Residence Life and University policies. The HD handles conflicts, disciplinary problems, outstanding maintenance issues and various administrative projects.

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*Director of Residence Life*

**Casedra Euell**  
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## **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.

- ◆ **Residence Hall Association:** The Residence Hall Association (RHA) is the student government for all of the residence halls. The RHA consists 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 semester.

## 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. Its components include:

- ◆ **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.
- ◆ **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.
- ◆ **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.

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

**(Note: Residence Life seminars and workshops are not lyceum opportunities.)**

# C **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 his 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 students take 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 members 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. When a resident chooses inappropriate behavior, he/she also chooses to forfeit certain privileges due to the behavior.*

## **CAMPUS CULTURAL CREED**

Clark Atlanta University is committed to academic excellence, building character and service to others. The University will achieve its mission by cultivating an environment of honesty, kindness, mutual respect, self-discipline, school loyalty, trust, academic integrity and communal pride. As a member of this scholarly community, I make the following pledge:

- I will work to promote academic honesty and integrity;
- I will work to cultivate a learning environment which opposes violence, vulgarity, lewdness and selfishness;
- I will embrace the concept of mutual respect by treating others the way I want them to treat me;
- I will support a campus culture of diversity by respecting the rights of those whose views and experiences differ from my own;
- I will honor and care for the sanctity of my body as the temple of God;
- I will commit myself to service so that I can make a difference in the world and a difference for more than just myself;
- I will celebrate and contribute to the "spirit of greatness" left by those who preceded me and I will work to leave this a better place for those who follow me.

As a member of this community, I am committed to conducting myself in ways that contribute to a civil campus environment, which encourages positive behavior in others. I accept the responsibility to uphold these noble ideals as a proud member of the Clark Atlanta University Family.

## **RESIDENCE HALL MEETINGS**

The Hall Director 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 will determine the most convenient time for the meeting. Residents should notify staff in advance about a possible absence from the meeting. Residents who cannot attend the meeting are to contact the Hall Director or Resident Assistant for the meeting information. Residents who do not notify the staff of an absence or residents who routinely miss hall or floor meeting will be subjected 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* of Clark Atlanta University.**

## **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 marijuana, cocaine, crack, and ecstasy, can have long-term physical effects. Throughout the year, drug education and prevention seminars will be held. The University will not tolerate the possession, 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.

Student, faculty, or staff is 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 nonsmokers.

## **WEAPONS, FIREARMS AND EXPLOSIVES**

All firearms, explosives, firecrackers, bottle rockets, smoke bombs, and related paraphernalia are strictly prohibited in and around the residence halls. This includes, but is not limited to, BB guns, pellet guns, air guns, stun guns, brass knuckles, knives and any other type of weapon.

## **CONFRONTATIONS**

A confrontation occurs any time a resident or nonresident 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 are subject to disciplinary actions, restitution, and prosecution.

## **TRASH REMOVAL**

Each student is responsible for removing his/her trash from residence hall rooms to the dumpster. **No trash may be placed in the hallway trashcans, hallways, stairwells, or foyer areas.** Students will be subject to a fine up to \$50.00/container if garbage is left in the hallway. Residents will also face disciplinary action. Unidentified trash fines will be shared by the entire building as community trash.

## **EMERGENCY EXITS**

Use of emergency exits is strictly prohibited except in the case of an actual emergency. Students found in violation of this policy are subject to a \$75 fine and possible eviction from the residence hall.

## **ROOF AREAS**

Students and their guests are not permitted to use the roof, attic 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.

## **NOISE AND QUIET HOURS**

Group 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. Stereo equipment and radios may be played in the student's room at moderate levels that do not disturb others. Typewriters can also be disturbing and should be used in consideration of 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: Midnight - 10:00 a.m.

## **WINDOWS AND SCREENS**

Windows and screens must not be unfastened or removed. 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.

Students are prohibited from orally communicating from their windows.

The staff will remove displays in windows that are deemed inappropriate by the hall staff and 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 and people passing by the area. 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 are 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.***

## **COED VISITATION (Freshman Residence Halls)**

Scheduled hours for coed visitation in freshman residence halls are:

*Sunday-Saturday*

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

A visitation log is provided in each freshman residence hall and must be signed by nonresidents who enter the hall during visiting hours. Visitors must present a current picture ID card, passport or driver's license 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:

1. All guests must leave by the designated hour.
2. 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.
3. Visitors must be escorted at all times.
4. 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.
5. 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.
6. Visitation privileges in no way alter other residence hall regulations, including quiet hours.
7. **Visitors and hosts alike are responsible for knowing and abiding by all regulations. Residents and CAU students who violate policy are subject to disciplinary action. Violators will be reported to the residence hall staff for appropriate action.**
8. **Late night visitation of the opposite sex is not permitted.**
9. Each student must be clothed in street attire during visiting hours, and doors are to remain unlocked while visitors are present.
10. Visitation will end on the last day of classes each semester.

*Upperclassman residence halls (Beckwith Hall and Residential Apartments) have 24-hour visitation privileges. However, upperclassman residence halls must adhere to policies 3 – 10 stated above.*

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 HD will report persons with repeated violations to the Department of Residence Life and/or Judicial Affairs.

## **OVERNIGHT VISITATION**

Overnight visits are arranged through the Hall Director for each facility. A written request must be **submitted within 48 hours of the scheduled visit.**

- **University and departmental policies will govern all visitors. Residents will ultimately be responsible for violations committed by their visitors.**
- Overnight visitors shall be at least 12-years of age.
- Individuals are not permitted to sleep on the main floor or floor lounges of the University residence halls. Staff will ask such persons to leave the hall or return to their assigned rooms. If a nonresident does not comply with the request to leave, University police will be called for assistance.
- Nonregistered individuals found in residence halls will be subject to charges of trespassing.
- **Overnight visitation by the opposite sex is not permitted.**
- Visitors who choose to park on campus must park in the designated parking areas and pay applicable parking fees.
- **The resident will pay \$5.00 per guest/per night with a 3-day maximum stay. Resident must have roommate(s)' written approval for all overnight stays (no exceptions).**

## **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.

## **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 keys is prohibited. Lost keys must be reported to the Hall Director. If room key is lost, resident will pay a \$50.00 replacement fee.

## **LOCKOUT POLICY**

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

- Minimize the occurrences of the RA's leaving the Main Desk area for lockouts, thus keeping the Main Desk area staffed and available for students during its hours of operation.
- Hold students accountable for their actions.

**There is a \$2.00 service charge for students who require assistance getting into their rooms between 8 a.m. and 11:59 p.m. Lockouts that occur between Midnight, and 7:59 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 to which he/she is requesting entrance.
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 is charged for each lockout; the fees will go toward the general fund of the residence hall in which the violation occurred. RA will provide appropriate receipt.

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 residence hall/University's policies are being violated.

Each student is responsible for cleaning his/her room and keeping the room in good condition. Inspections are 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 nonroutine 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.

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

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

- **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.

## **CONDUCTING BUSINESS FROM RESIDENTS' 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 or equipped to meet the needs of young children. Children in the facility may create a hazard to themselves and create a disturbance for residents; therefore, except during move-in and move-out periods, their presence is not allowed. Violators are 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 or bouncing objects, including but not limited to footballs, softballs, baseballs, basketballs and snowballs, in or around residence halls, and courtyard areas, is prohibited.

- **Water balloons or Water guns are not permitted in the residence halls.**

In addition to prohibiting sports activities, outdoor barbeque grilling is also not tolerated in and/or around the residence hall. Barbeque grilling poses a fire safety hazard as well as a possible food sanitation hazard.

## **PROHIBITION AGAINST ANIMALS IN RESIDENCE HALLS**

Except for documented cases of physical disability, animals of any kind 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 written 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 the health of neither the mother nor the fetus is jeopardized by the participation in normal University activities.
- This medical information must be submitted to the Department of Residence Life 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.

# ***S*ERVICES & *RESOURCES CENTER***

## **RESIDENCE HALL OFFICE**

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

## **COMPUTER RESOURCE ROOMS**

Many of the residence halls are equipped with computer resource rooms. Residents who wish to use the computers must log in at the residence hall office or designated location.

## **MAIL DELIVERY AND PACKAGES**

Mailboxes are located in four residence halls: Beckwith, Bumstead/Ware, and Residential Apartments. Mailboxes for main campus residents (Brawley, Holmes, Merner, and Pfeiffer) are located in Thayer Hall. Residents are asked to tape their name inside of their assigned mailbox.

A postal clerk who can answer your questions staffs the University's mailroom in Thayer Hall. 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**

**Clark Atlanta University**

**Hall Street Address (i.e., 700 Beckwith Street, S.W.)**

**Box Number (Room #)**

**James P. Brawley Drive, S.W.**

**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 service facilities are open to all residents regardless of the hall to which they are assigned. Food services are located in Ware/Bumstead Hall and the Student Center.

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

## **LAUNDRY**

Coin-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 by Auxiliary Services located in Haven-Warren, room 300.

## **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 the Hall Director.

## **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 areas and

common bathrooms. In Beckwith Hall and the Residential Apartments, residents are responsible for cleaning their suite/apartment.

## **MAINTENANCE**

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 a work order.

## **EXTERMINATION**

Each residential facility 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**

**Below is a list of conditions requiring a work order:**

### **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 at or above 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 receptacles 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. Residents should report emergency requests to the Hall Director.**

## TELEPHONE SERVICES

A telephone jack is provided in each room, providing basic services and call waiting. Telephones are not provided. Check with telecommunications for other services.

Dialing Instructions: Below are the guidelines that should be used when dialing another residence hall, administrative offices, or off-campus local numbers.

- ◆ On-Campus: Administrative lines use an 880 prefix, while residence hall rooms use a 221/589 prefix. To dial any University office line, dial the last four digits of the extension.  
*Example:* To call the Residence Life Central Office, dial 8074.
- ◆ Off-Campus: To dial an off-campus local number, dial 9 + area code + the number. For all toll free calls, also dial 9+1-800 numbers.
- ◆ Inter-Residence Hall: To dial any residence hall room, simply dial the last four digits.
- ◆ NOTE: You may not accept any collect calls or bill long distance calls to the student room. Residents of a room billed for a long distance call will share responsibility for payment of the call plus a \$25.00 administrative charge for investigation and assessment of the cost.

## ILLEGAL PHONE USAGE

Students desiring local and long distance service must make subscription arrangement with appropriate carriers. Charging or accepting charges to a residence facility's telephone is a direct violation of University regulations and will result in the following disciplinary actions:

- ◆ Loss of telephone services.
- ◆ Payment for all illegal charges.
- ◆ A fine of \$25.00.
- ◆ Loss of housing privileges.
- ◆ Possible prosecution, imprisonment and/or fine by local authorities.
- ◆ Disciplinary action taken by the University.
  
- ◆ Annoying and Obscene Calls: The telephone company recommends that you hang up the phone. If the calls persist, call the Public Safety Department. If a threat is made at any time, also call the Public Safety Office.
  
- ◆ Unsolicited Calls: Selling and making surveys by telephone are illegal in most cases. For example, someone may call and ask for an upperclassman and then try to convince that person to accept gifts for sponsoring a sales display for products such as silver or crystal. This is against University policy.

## **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.

- Students can be refunded monies lost in vending machines through Auxiliary Services in Haven-Warren, room 300.

# ***R*ROOM 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 are notified if the request 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.
- 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/her present assignment within 24 hours (with a residence hall staff member present) and returns 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/she stayed at the room rate, 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

We want your room to be your and your roommate's home away from home, and we encourage you to personalize your space. A quick look around any hall will reveal many creative and safe ways to personalize your room. Feel free to add items to your room such as carpet, TV, a chair, etc. However, do not add items from the lobby to help decorate or furnish your room.

As was the case before you arrived, there will be many residents living in your room after you leave. Therefore, we have developed some guidelines for you to use in personalizing your room.

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 be kept away from lights.**

## ATTACHMENTS

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

- ◆ Locks
- ◆ Decals, stickers, 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.

## **MIDYEAR 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 has 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.

## **BREAK HOUSING/VACATION PERIODS**

The student Housing Contract is for periods during the academic year when Clark Atlanta University classes are in session. The buildings will close for Winter break, Spring break, and Spring-Summer break.

Residence halls will close at noon on the day after the last scheduled final exam. Although it is recommended that you take your valuables, you do not have to completely vacate your room at the end of the first semester. Students who do not leave by the scheduled departure dates and times will be subject to fines and/or disciplinary sanctions.

As noted in the Housing Contract:

- 5.1 The Clark Atlanta University Housing Contract does not include the student's right to stay in his/her residence hall room during the following periods: Christmas break, Spring break and Spring-Summer break. Students needing Break Housing may be accommodated; however, Clark Atlanta University has the right to assess additional charges.**

## **CHECK-IN**

- 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/she assumed occupancy provided these items are noted on the room inventory form 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 check out 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 from the building 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. Other charges may apply as well.
- ◆ 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. Charges for damages, missing items, and/or items remaining in the room will be applied to the student's account.

## **IMPROPER CHECKOUT**

Failure to check out properly at the close of semester will result in a \$50.00 improper checkout fee; other fees may apply. 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. Students who fail to checkout during the time that was scheduled will be charged for improper checkout. Those who leave after the scheduled deadline will be assessed a fee of \$50 every half hour after the designated time to leave.

## **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 at least 24 hours in advance of checkout. 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.

***Please note:*** When the resident withdraws and/or at the end of the Spring term when residence halls close, any personal property left in a room is subject to disposal. Fees and charges may also be applied to the student's account for the removal of the items. Clark Atlanta University assumes no responsibility for the disposal of items left in the room.

## **WITHDRAWALS**

Students who withdraw or are dismissed from the University are required to remove belongings from the residence hall, return keys, and complete the appropriate check-out procedures with the residence hall staff within 24 hours of the time of the withdrawal or dismissal.

## **SECURITY DEPOSIT REFUND**

Residents graduating or not returning to the University the following academic semester must complete the process below in order to receive their security deposit (the student should also complete a Security Deposit Refund Form). The form will be processed by the Department of Residence Life with consideration of any fines/damages and submitted to Student Accounts for final processing. If the student has not been charged with any damages or fines, the student will be entitled to a refund.

- ◆ Checkout properly under the direction of a Hall Director or Resident Assistant.
- ◆ Remove all personal property and clean the room thoroughly.
- ◆ Leave the room and furnishings in good order with no damages.
- ◆ Complete a Security Deposit Refund Form.

If there are no damages, the Department of Residence Life will forward the refund form to Student Accounts. It may take four to six weeks to be processed. If there are damages or missing items, the charges for the damages will be deducted from the security deposit. Security Deposit Refund Forms may be obtained from the Department of Residence Life.

# **S**AFETY & SECURITY

*Safety and security are important issues in the Departments of Residence Life and Public Safety. Clark Atlanta University is generally a safe campus; however, all residents 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 the student purchase renter's insurance. As an added security measure, students are encouraged to engrave a personal code on personal property (clothes, stereo equipment, typewriters, computers, textbooks, etc).

## **PERSONAL SAFETY**

Residence hall security involves the responsible actions of each resident. Residence halls are equipped with door locks 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.

- ◆ 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.

- **RESIDENTS WILL BE FINED FOR ILLEGAL USAGE OF EMERGENCY EXITS AND RISK POSSIBLE EVICTION FROM THE RESIDENCE HALL.**
- **STUDENTS WILL BE FINED FOR ILLEGAL PROPPING OF DOORS AND RISK POSSIBLE EVICTION FROM THE RESIDENCE HALL.**

## **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 and 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**

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
- ◆ An electric fan
- ◆ A refrigerator up to 5 cubic feet and 2.0 amps (Beckwith Hall)
- ◆ Small electrical items such as a hair dryer, curlers, electric clock and a lamp
- ◆ Calculator, typewriter and 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/surge protectors 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, 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 floor 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. MICROWAVES ARE NOT ALLOWED in residents' rooms.**

## **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.
  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.
- ◆ Do not throw snowballs or participate in snowball fights.

## **TORNADO SAFETY**

This area has suffered the effects of tornados, 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.
  - ◆ 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 or around 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 and incense are not permitted in the residence halls!**
  - ◆ Barbeque grills are not permitted in or around the residence halls.
- ◆ **Decorations:** Decorative items, such as fishnets, parachutes, and other such items, which are flammable, are not permitted in residents' rooms.

- ◆ **Cooking:** Cooking is permitted in the residence halls but is restricted to designated kitchen areas. The University will confiscate all unauthorized and hazardous appliances. These items will not be returned until the end of the semester. Refrigerators are permitted in Beckwith 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.

# CAMPUS RESOURCES

Office	Location	Phone Number
Admissions	Trevor Arnett, Room 101	(404) 880-6605
Bookstore	Student Center, 2 <sup>nd</sup> Floor	(404) 880-8521
Career Planning & Placement	Trailer (across from Student Center)	(404) 880-6791
Center for Academic Achievement	Kresge Hall, Ground Floor	(404) 880-8233
Community Service	Student Center, 2 <sup>nd</sup> Floor	(404) 880-8709
Counseling Center	Kresge Hall, Room 210	(404) 880-8044
Disability Services	Student Center, 2 <sup>nd</sup> Floor	(404) 880-8709
Enrollment Support Services & Retention	Haven-Warren, 2 <sup>nd</sup> Floor	(404) 880-6055
Financial Aid	Haven-Warren, Room 210	(404) 880-8992
General Education	Harkness Hall, Room 211	(404) 880-8184
Graduate Studies	Kresge Hall, 101	(404) 880-8742
Health Services	Trailer (near Parking Deck)	(404) 880-8285
Honors Program	Trailer (across from Student Center)	(404) 880-8186
Judicial Affairs	Student Center, Room 245	(404) 880-8043
Mail Room	Lower Thayer Hall	(404) 880-8419
Panther PAW Card	Student Center, 3 <sup>rd</sup> Floor	(404) 880-8719 (8PAW)
Print Shop	Lower Thayer Hall	(404) 880-6952
Public Safety (emergency)	Tanner-Turner	(404) 880-8911
Public Safety (nonemergency)	Tanner-Turner	(404) 880-8623
Religious Life	Kresge Hall, Room 200	(404) 880-6119
Residence Life	Kresge Hall, Room 308	(404) 880-8074
SGA Undergrad President	Student Center, 2 <sup>nd</sup> Floor	(404) 880-3133
SGA Grad President	Student Center, 2 <sup>nd</sup> Floor	(404) 880-3135
Student Accounts	Haven-Warren, Room 204	(404) 880-8033
Student Activities	Student Center, Suite 250	(404) 880-8040
Student Affairs	Student Center, Suite 250	(404) 880-8075
Student Orientation	Student Center, Suite 250	(404) 880-8075
University Registrar	Trevor Arnett, Room 102	(404) 880-8938
Veterans Affairs	Trevor Arnett, Room 102	(404) 880-8424
Woodruff Library	James P. Brawley Drive	(404) 522-8980

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