

Welcome

The Guide to RESIDENTIAL LIVING



A Commitment to Community...

The Department of Housing and Residence Life welcomes you to Auburn. We hope your stay with us will be a rewarding time, full of memorable experiences and warm lasting friendships.

We invite you to become an active participant in residence life, and urge you to read the important information contained in these pages.



AUBURN
UNIVERSITY

Department of Housing and Resident Life

Auburn University is an equal opportunity educational institution.

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Mission Statement

As a part of a traditionally residential, land-grant state university, Auburn University's Department of Housing and Residence Life is committed to offering a maturing experience of growth and excellence for the students living in our residential facilities.

This department espouses the belief that students learn and grow in many ways during their university years. The Department of Housing and Residence Life exists to intentionally facilitate the personal and academic growth of its residents by providing:

activities

which address academic success, personal growth, diversity, wellness, social interaction and community service;

facilities

which satisfy students' basic needs, and allow them to live in comfortable surroundings which are conducive to the pursuit of academic excellence;

opportunities

that permit students to assume leadership roles, and to participate in community service and development. These opportunities will generate an awareness of responsible community living, and allow residents to realize the impact of their behavior on others;

staff

which is supportive of and responsive to residents in pursuit of their educational goals, and which enhances the residents' educational experience and personal growth.

Our Residence Halls

The Quad

Harper	(1)
Broun	(2)
Little	(3)
Teague	(4)
Dowdell	(5)
Glenn	(6)
Lane	(7)
Lupton	(8)
Keller	(9)
Owen	(10)

The Hill

Hollifield	(A)
Duncan	(B)
Toomer	(C)
Dobbs	(D)
Dunn	(E)
Graves	(F)
Dowell	(G)
Knapp	(H)
Boyd	(J)
Sasnett	(K)
Leischuck	(L)
Hall M	(M)

The Village

Magnolia
Oak
Willow
Aubie
Eagle
Tiger
Talon
Plainsman

Housing and Residence Life is dedicated to the integrity and personal growth of each individual. Choosing to join the community obligates each resident to make positive contributions to the community and to abide by a code of behavior. As a member of this community you agree to the following:

- I will respect the dignity of all people. I will not demean individuals or groups by teasing, ridiculing, insulting, intimidating, harassing or discriminating. I will strive to learn from differences in people, ideas and opinions.
- I will strive for personal integrity and academic achievement. In all areas of my life. I will eliminate the practice of deceit, plagiarism, lying, disloyalty.
- I will demonstrate concern for others, their feelings and their need for conditions which support their work and development.
- I will respect the rights and property of others.
- I will do all in my 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.
- I will challenge all the members of the community to abide by these fundamental expectations and, in an appropriate manner, will confront those who violate them.
- I will uphold Community Standards.

Residence Life

Residential Education. The Department of Housing and Residence Life is committed to the total education of each resident. The purpose of Residential Education is to promote the personal and academic growth of our residents by providing you chances to use your out-of-classroom time to meet new people, learn more about yourself and others, and to develop skills not formally taught in the classroom. The overall goals of Residential Education are to help you, our residents, succeed academically and personally while in college and to be better prepared for life after college.

Residence Life Staff provide activities for residents which range from cookouts and volleyball tournaments to resume writing workshops and discussions on living with your roommate. One of the best ways for new students to get involved in campus life is through active participation in these activities.

Further information on how you can get involved in this exciting dimension of college life is available from Becky Bell, Assistant Director, Housing and Residence Life, Burton Hall, 844-4580. If special accommodations are needed to help make activities accessible to you, please notify Housing and Residence Life in advance.

The Residence Hall Association (RHA). The Residence Hall Association's purpose is to provide an opportunity for students who live on campus to have a "voice" in their community. RHA provides services and activities for all residents, solicits resident input and communicates suggestions to the Housing and Residence Life Administration.

Last year's RHA activities included the Welcome Social for all on-campus residents, Casino Night, Bingo Night and Basketball/Baseball Tailgates. In addition, RHA sponsored the Faculty/Staff Trick or Treat. RHA membership is free and open to all students living on-campus. Check out the RHA link located on the Housing and Residence Life website for more information on how to become involved in your Residence Hall Association.

Residence Hall Councils (RHC). Each residence hall has a RHC, consisting of officers and representatives elected by the residents. RHCs provide opportunity for social interaction, involvement in community service projects and input on issues affecting your residential community. Officers and floor representatives are typically elected during the first two weeks of fall semester. RHC, in conjunction with Residence Life staff, represent the ideas and concerns of their residents to the Residence Hall Association.

Residence Life Staff

Why Residence Hall and NOT Dorm? To us, the word dorm means a place to hang your hat and sleep. Is that all you want? We want you to have more!

Our trained Residence Life Staff offers you information, assistance, support... they help develop an atmosphere of community living that will help you in your academic and personal growth. They also plan residential activities that are fun and enlightening, and will help develop your individual wellness.

At Auburn, Residence Hall means a total campus living experience. The next time you hear the word “dorm”, remember, that’s not where your living experience is happening!

The Department of Housing and Residence Life is located in Lucille Burton Hall on Samford Avenue in the Hill Community. We stand ready to address any questions or concerns you may have at any time.

Hall Directors (HDs): HDs are graduate students or senior undergraduates who combine their studies with work in the residence halls. Their major responsibilities are to develop an atmosphere conducive to the academic and personal growth and development of residents; to provide efficient management of the facility; to implement and uphold Community Standards; and to maintain a living environment which attends to the needs of the residents.

Resident Assistants (RAs): RAs are undergraduate students who live in the residential facilities. RAs help HDs manage facilities, coordinate activities and programs, disseminate information, and work toward building a community atmosphere. RAs uphold and enforce housing and university policies and have the authority to confront residents or guests in violation of these policies. Residents are encouraged to go to their Residence Life Staff with questions or concerns. (If you are an undergraduate with at least a 2.50 cumulative GPA, and are interested in becoming an RA, we invite you to apply. Information on RA Selection is available on our website)

Area Directors (ADs): Area Directors are full-time, professional level staff members who “live in” and supervise the Residence Life Staff in each of the residential areas.

Housing Services

Housing and Residence Life Website.

www.auburn.edu/housing

Cable TV. To find out what channels are included go to www.auburn.edu and click on “Information Technology” and then click on “connectivity”.

Housing website. www.auburn.edu/housing

Information. The Housing office is open M-F, 7:45 a.m. to 4:45 p.m. to answer any questions you may have. Email housing@auburn.edu or call (334) 844-4580

Laundry Facilities. Washers and dryers are located each hall in the Hill, in the Quad Center in the Quad, and in each residence hall at the Village. You are responsible for your own laundry items. The university does not offer a linen service.

Maintenance. The Housing Property Management unit provides safety equipment inspections, general maintenance (painting, plumbing, electrical, carpentry, heat and air conditioning), and custodial services. Housing and Residence Life custodians regularly clean all public areas of residence halls including lobbies, bathrooms, corridors, study rooms, and laundry rooms. However, you are responsible for cleaning your own room, and bathroom.

Regular hours are 7:30 a.m to 6 p.m. M-F. If emergency repair work is needed after hours weekdays, or on weekends, call 844-HELP. During regular hours, phone 4-4477, or use the on-line work order form.

(Go to www.auburn.edu/housing and click on Maintenance Work Order.)

Rent Payment. Most housing charges are paid through Student Financial Services. Residents will receive statements by email.

Campus Services

AU Dining. Dining facilities are located in the Village, Hill, Quad, Student Center, Haley Center, the Library, and in Foy Hall.

Auburn University Medical Clinic. 844-4416

Telephones. Courtesy phones are located at the front desk and in the hallways on the upper floors in the residence halls. If you wish to contract for phone service in your room, go to: www.auburn.edu/oit/connectivity and click on the Dorm Phone Options link.

Tiger Card ID Office. New or replacement Tiger Card IDs are available in the office located in the Student Center. The Tiger Card ID may be used to borrow books from the library, purchase dining services and vending machine products and provide access to other campus services.

Tiger Mail. Email is the official form of communication at Auburn University. Check your email account frequently for important Housing information.

Contractual Obligations

Compliance. By signing the Housing Agreement, you agree to comply with all regulations, policies, procedures, terms, and conditions of both Auburn University and its Housing and Residence Life Department. Failure to comply may result in disciplinary action.

Important! You **contract** for the academic year, fall and spring semesters, and must pay the University rent for as long as you are enrolled during that time. (No subleases allowed.) The agreement provides flexibility not found in other leases, in that students who leave school, graduate or co-op, intern, or get married during the academic year are released from rental obligations.

Cancellation During the Semester. If you move out during a semester, you must submit the Cancellation Request Form on our website and properly check out with a staff member. Any refunds due are processed. If you are still under contract, you will pay rent for the remainder of the academic year.

Cancellation For Spring Semester: If you wish to cancel your agreement (subject to its terms, which may include continued rent payment), you must submit the Cancellation Request Form.

Proper Check-In: All residents — new or returning — are required to check in at the desk in their residential facility. This process includes receiving appropriate keys, reviewing and signing the Room Condition Form, and receiving other materials or information from the Residence Life staff. Residents who fail to complete this process are billed an Improper Check-In assessment of \$100.

Proper Check-Out: When you are ready to vacate your room, the following check-out procedures must be completed

1. Thoroughly clean all university property, including appliances.
2. Properly dispose of personal garbage by removing it to the dumpsters. No trash should be left in the room or outside the door. In all areas, large throw-away items are to be carried to a dumpster, not left outside the door.
3. Sign up for a check-out appointment or complete an Express Check-out waiver. A staff member will inspect the condition of the vacated space and note charges for damages, if any, on the Room Condition Form.
4. Turn in all keys to the staff member.
5. Residents who fail to complete this process are billed for an improper Check-Out (\$100), as well as charges for keys not returned or for damages beyond normal wear and tear.

Damages. Residents are billed for damages which may include: destruction of university property; defacing walls, doors, windows, floors, or trim; putting holes in doors or walls; painting university property; leaving stains or tape, glue or putty residue; or fire/smoke/water damage due to negligence.

Collective Damage Assessment. Residents of each facility are collectively responsible for maintaining the condition of all public areas of the building. When damages occur as the result of horseplay or vandalism that cannot be attributed to an individual, all residents may be charged.

Inspections. The Residence Life Staff conducts **unannounced** inspections around mid-term in each residential unit. Housing's Safety and Health Specialist also makes unannounced inspections throughout the year. Staff members check conditions and any damages that have occurred to university property since check-in. Repairs are made after inspection is concluded. Residents are billed for the cost of maintenance and/or repairs through their student account. Residents are given 24 hours to clean their living space before any charges are assessed (charges for safety or policy violations are assessed immediately).

Personal Property. The University and the Department of Housing and Residence Life shall assume no responsibility for the loss, theft, damage, or destruction of personal belongings in or on residence hall complex properties, either during occupancy, or after check-out. **The Department encourages residents to carry Student Personal Property Insurance, or to be covered under their parent's homeowners insurance. Also, residents should lock their doors even if leaving their room for a brief time.**

Room Condition. You are responsible for maintaining the condition of your room, including all furnishings provided by the university. Fees are assessed to cover the cost of repair/replacement of damaged university property. A Room Condition Form is completed by Residence Life staff before residents move in and again upon check-out in order to document damages and determine repair/replacement costs.

Room Entry By Staff. Housing and Residence Life Staff make every reasonable effort to respect residents' privacy. However, authorized personnel may enter a room under the following circumstances:

- when there is an immediate threat to the health and safety of residents or property;
- when it is necessary to preserve campus order, security, or discipline;
- during fire drills or severe weather evacuations;
- for purposes of routine maintenance repairs or inspections.

Contractual Obligations

Room Change Requests. There are two room change days at the beginning of Fall Semester. The dates are August 26 and September 9. On a first-come, first-served basis on these dates, residents may come to Burton Hall to inquire about spaces available for an immediate move. If space is not available where you wish to live, you will be placed on a waiting list for a move at the beginning of Spring Semester. Except in extreme circumstances such as irresolvable roommate conflicts, no moves for Fall Semester will be permitted after the second room change day. There will be two room change days at the beginning of Spring Semester as well. Important dates are listed in the calendar on our website and residents are also reminded of these dates and other important items through Tigermail.

Community Standards

Familiarize yourself with the Community Standards in this Guide as well as policies in your Housing Agreement and The Tiger Cub.

Violations of Community Standards will be documented and referred to one (or more) of the following for possible discipline action:

1. Residence Life Staff
2. Administrative Review
3. Peer Review Board
4. University Discipline Committee
5. Police

The method of disciplinary action will depend on the type and seriousness of the violation. Sanctions which may be imposed include (but are not limited to) fines, community service, damage assessments, loss of visitation privileges and in some cases, removal from Housing.

For a full explanation of the process please read the Disciplinary Procedures Section.

Community Standards: General

A/C.: Window A/C units may not be installed in any residence hall room.

Alcohol. Auburn University prohibits the possession or use of alcohol in on-campus residential facilities. Public intoxication is likewise prohibited. Residents in violation of these regulations are subject to disciplinary action and/or arrest. Residents are responsible for their visitors who are in violation of the alcohol policy. If a resident is documented for an alcohol violation, the sanctions will include a \$100 fine. **If one person is found in violation, all persons present are in violation and will be sanctioned. Alcohol bottles or cans may NOT be used as decorations.**

If a student is under 21 and is found in violation of a University policy and/or Alabama State Law concerning public intoxication, the possession, consumption or distribution of alcohol or illegal drugs, parents or guardians will be notified. This pertains to all students and to violations both on or off campus.

Appliances. Follow instructions and precautions for proper use of all appliances.

Appliances **allowed** in residence halls include: coffee makers, curling irons, hair dryers, irons, popcorn poppers, personal computers, stereos, televisions, window fans, George Foreman- type indoor electric grills, microfridges, microwaves (not to exceed 700 watts), refrigerators (not to exceed 4.3 cubic feet). Roommates/suitemates may not 'combine' wattage limits to install a larger microwave or refrigerator. Appliances **prohibited** in residence halls include: air-conditioning units, ceiling fans, halogen lamps, crock pots, dishwashers, hot plates, toaster ovens, toasters, washers and dryers, space heaters and appliances with open flames or heating coils, or which pose an electrical overload hazard.

Bicycles. Bicycles must be kept in individual rooms, or established bike racks located in each residential area. They may not be secured in hallways, stairwells, porches, lightposts or trees because of fire ordinances. Bicycles left in these areas may be removed by staff. Also, bicycles left in disrepair for a time may be removed. Bicycles must be registered with Parking Services.

Candles/Incense. Candles and incense may not be burned. Candles with burned wicks are not allowed. There's an automatic \$150 fine for having a lit candle or for burning incense. Decorative candles with unburned wicks are allowed.

Car Washing. No car washing is allowed in any of the residential areas. Outside faucets cannot be used by residents.

Cleaning. You are responsible for cleaning your own room, bathroom and suite. Damage and/or cleaning charges will be assessed for leaving a room or suite in unsatisfactory condition following check-out.

Closing (during breaks). All residence halls with the exception of Eagle, Tiger, Plainsman, and Graves are closed during university breaks (including Thanksgiving). Residents may not stay in the halls during breaks, and will not be allowed to return to the halls until they are officially re-opened (see calendar). You should be aware that there may be an interruption in utility services (heat, ac, electricity, water) due to maintenance that can only be accomplished during breaks. The university does not provide temporary housing during breaks. Attempting to gain access or trespassing in a residence hall when closed for a break will result in disciplinary action.

Compliance. Failure to comply with verbal, written or published instruction by Housing & Residence Life Staff, when Staff are acting in the performance of their duties in the enforcement of Housing & Residence Life or University policy is prohibited and will result in disciplinary action. Abusive language or other behavior which is threatening and directed toward Housing & Residence Life Staff is also prohibited and subject to disciplinary action. Additionally, residents and visitors are required to present proper identification to staff in a cooperative manner when requested. It is also a violation to supply staff with false or knowingly misleading information that is needed for an official purpose, including the misrepresentation of identity or misuse of Tiger Cards.

Concrete Blocks. These blocks are not permitted.

- Beds may not be raised off the floor on blocks, pvc pipes, lumber, wood frames, etc. Bed risers as illustrated on the Housing website may be used.

Cooking. In residence hall rooms, only microwave cooking is allowed. There are common kitchens for cooking in most residence halls.

Decorating. You are encouraged to decorate your room or apartment. Posters, wallpaper borders and tiger paws, etc. can be hung with poster putty. As you decorate, please remember:

- candles with unburned wicks are allowed; burned wicks are not allowed and candles may not be burned;
- no painting is allowed;
- use only products which will not damage walls (ie. peel off paint) or leave behind residue to hang pictures and other wall hangings (no glue, nails, screws, duct tape, or double-sided tape). Residents will be responsible for any repair costs for damages resulting from product use despite any product claims. Don't affix any decals to any university property;
- don't cut off doors to allow for carpet to fit;
- no wallpaper or adhesive-backed shelf paper may

be affixed to furnishings, ceilings, walls, cabinets or a/c units;

- no alcoholic beverage containers (bottles or cans) may be kept as a decorative display; no signs or other items referring to alcoholic beverages or illegal substances may be displayed in windows or doorways.
- use only tension-type rods to hang curtains
- no items may be hung outside windows
- displays on outside room doors or in windows, which are deemed inappropriate by hall staff and not removed by residents, will be removed by the custodial staff and the resident billed for this service

Dishwashers. Dishwashers are prohibited.

Dish Washing. Washing dishes in the bathtubs is not allowed. Doing so may result in charges if drains are stopped up by food particles.

Dismantling Items. Do not dismantle doors, furniture, or any other university property. You may be fined if items are taken apart.

Drugs. (controlled substances). Possession of, use of, or being in the presence of illegal drugs or drug paraphernalia (materials intended for the use, or implied use, of controlled substances or possessing illegal drug residues) will result in automatic and immediate removal from housing, and may also result in arrest. If one person is found in violation, all present are in violation and will be sanctioned.

If a student is under 21 and is found in violation of a University policy and/or Alabama State Law concerning public intoxication, the possession, consumption or distribution of alcohol or illegal drugs, parents or guardians will be notified. This pertains to all students and to violations both on or off campus.

Faucets (outside). Outside faucets are not to be used by residents.

Furnishings. The university provides furnished rooms for its residents. Removal of these furnishings is prohibited. Furnishings in public areas may not be removed for use in a resident's room. Furniture may not be placed in the hallway or on porches.

Furniture Placement. In order for heating/ac to work properly, place furniture at least two feet away from the heating/ac unit in Hill and Quad rooms. During breaks, housing personnel may move furniture or other items in order to service units.

Garbage/Recycling. All residents are encouraged to participate in the Residential Recycling program. Residents will be provided with reusable AU Recycling bags for collecting recyclables. Residents must remove their

garbage and place it in the dumpsters/receptacles adjacent to the buildings. Do not leave garbage in the hallways or in any other public areas. There is a \$50 fine for placing garbage anywhere except in the designated receptacle. Recyclables must also be placed in the designated receptacles.

Garbage and Trash Violations. If a resident is documented for a garbage or trash violation, the sanctions will include a \$50 fine. Cigarette butts on the grounds are considered trash and will result in a fine. Residents should keep areas around their residence halls clean.

Hall Meetings. You will receive important information at periodic hall meetings. These meetings are held at the beginning of every semester. Check the calendar for dates and times. Attendance at these meetings is mandatory. Failure to attend a Mandatory Hall Meeting will result in an automatic \$100 fine. The first meeting of the fall semester will introduce you to the total Residence Life program.

Heating and Cooling. Heating and cooling for the Hill and Quad is on a system that cannot be switched back and forth quickly. The Village does have heat and a/c on demand. Housing staff evaluate weather patterns to determine when to switch over the system. Because the weather fluctuates, especially during transitions from summer to fall or winter to spring, there will be days when neither heat nor air is on. Your patience with this process will be appreciated. Temperature regulation may not always suit your personal preference. Your Residence Life Staff members have no control over when the heat or air conditioning is turned on.

Holiday Decorations. State fire code regulations prohibit “extremely flammable” holiday decorations in residence hall rooms and apartments. Artificial trees or live Christmas trees growing in pots are acceptable. All electrified decorations must be taken down and completely disconnected from wall power sources before residents leave for break.

Keys. Residents are responsible for the key assigned to them at check-in. The unauthorized manufacture and/or use of keys or other means to gain access to the residence halls is prohibited and subjected to disciplinary and/or legal action.

Lock-outs. You must keep up with your keys or ID card to enter your building or your room. Your staff member may sanction you for excessive lock-outs.

Locks. You may not add locks to your room doors or closets.

Lofts. Only lofts leased from our approved vendor are permitted.

Lost Keys. If you lose or break your room key, you must consult your HD immediately for proper replacement. If you lose your key or it is stolen then there will be a lock and key charge billed directly to your student account. The charge for lost or stolen key is \$100.

Musical Instruments. Electric guitars, drums or other loud instruments may not be played in residence hall rooms or apartments or in surrounding areas.

Painting. Painting of university property, furniture, or furnishings in rooms is prohibited. Windows and glass areas around doors may not be painted for any purpose. Damages will be assessed for any violation.

Parking. Visit www.auburn.edu/parking for information and rules and regulations related to parking on campus.

Pest Control. To help control pests, you should:

1. Keep all clothes, shoes and other personal items off the floor and baseboards;
2. Make every effort to keep food in containers and off of floors and counters.

A comprehensive pest control program is effective only when all areas of a building can be treated on a regular basis, so please cooperate by preparing your room for spraying when asked. If you have a legitimate medical reason to avoid pest control treatment, you should provide Housing Property Management with written documentation from a physician so that alternative treatments can be devised to ensure total coverage for the building. Do not use over-the-counter chemicals or pest control products. They may interfere with the Housing maintenance pest control program and could set off smoke alarms. If there are bugs in your living area, fill out a maintenance request form online. Questions or concerns regarding pest control may be directed to Property Management/maintenance 844-4477.

Pets. For health reasons, no animals (except fish – aquariums, 20-gallon or less capacity) are allowed under any circumstances. Residents found with animals are automatically fined \$150 and must remove the animal immediately. Repeated violations will result in disciplinary action.

Private Enterprise. Residents may not engage in operating or maintaining a business from their rooms. Only academic-related services may be performed, such as tutoring and typing.

Quiet Hours. Consistent Quiet Hours are in effect in all residential areas from 9 p.m. until 10 a.m. daily. 24-hour Quiet Hours begin on Study Day and continue through exams. If you fail to comply with quiet hours, you are subject to disciplinary action. When quiet hours are not in effect “Courtesy Hours” are. Residents are expected to refrain from making loud noises or causing other disturbances. If a resident asks another resident (or a visitor) to be less noisy, that person should comply. This applies to rooms, hallways and lobbies. If a group makes a disturbance, Staff may ask them to leave immediately. You are responsible for the behavior of your visitors. Excessive noise at any time can lead to disciplinary action.

* **Note:** All sound systems and stereos must be kept inside and speakers must be kept out of window areas.

Roofs: Gaining access to residence hall roofs as well as porch roofs, ledges and roofs on breezeways that connect residence halls is prohibited.

“Sharps”: Some students, for medical reasons, must use hypodermic needles and syringes. Used syringes and needles cannot be placed in regular trash containers. Due to Alabama Department of Environmental Management regulations, needles and syringes must be placed in specially approved containers and the university must manage them as medical waste. **Students can purchase approved containers from the Scientific Supply Store.** When a container is full, the student should contact the **Office of Risk Management and Safety at 844-4870** to arrange pick up and proper disposal.

Please do not throw hypodermic syringes and needles into the trash can, waste basket or any similar type of container.

Smoking. Smoking is prohibited in university housing. Smoking is not permitted in residence hall suites, or public areas (including building entrances and exterior doors) of buildings. Smokers must properly dispose of cigarette butts. Smokers are expected to remain at a reasonable distance from building entrances so that second hand smoke does not interfere with the access of others. Hookah pipes are not allowed in the residence halls or residential areas.

Solicitation. Solicitation is not allowed. Sororities may invite a business to their chapter room, however, solicitors must first obtain a permit from and present it to a staff member before doing business in the residential facility. Solicitation is defined as door-to-door conduct for the purpose of:

- soliciting funds or sales or demonstrations that result in sales;
- distributing advertising or other materials;
- compiling data for surveys or other programs; and or
- recruitment of members or support for an organization or cause.

Vandalism. Vandalism of Housing and Residence Life facilities costs all residents in terms of rent increases and collective damage assessments. In some instances, destruction of property poses a safety threat to all residents, as in the case of fire equipment. Residents and/or their visitors face disciplinary action and possible arrest and conviction if found guilty of vandalizing university property or other residents’ personal property. Conviction for vandalizing safety equipment carries an automatic fine of up to \$10,000.

Washers/Dryers. Washers and dryers are not permitted.

Community Standards: Visitation

Visitation is encouraged and visitors are welcome, provided they observe the same Community Standards as residents, including visitation and quiet hours. Residents are responsible for the behavior of their visitors, including any financial charges resulting from damages or clean-up due to the visitor's behavior and for alcohol or drug use and possession by visitors.

Residents may not provide room keys, Tiger Cards, mailbox keys, or copies thereof to any other person, student or non-student. Residents who do so will be sanctioned and assume the liability for damages caused by the unauthorized person(s).

Overnight Visitation. Overnight (same sex) visitors may stay with a resident for a maximum of two nights if they register with a staff member. No more than two visitors may stay with a resident at any given time. Opposite-sex overnight visitors are NOT permitted. You are fully responsible for the behavior of your visitors, and visitors must comply with all rules and regulations. Overnight visitors must be registered in the hall's Visitation Log.

Visitation Hours. Visitation hours for opposite-sex visitors are noon to midnight seven days a week.

Sign-In/Out (noon to midnight). All visitors (including parents) must follow this procedure:

1. The resident meets the visitor at the front door and lets them in the building.
2. Visitors sign in at the front desk.
3. Visitors are escorted at all times by the resident.
4. Visitors must sign out.
5. Visitors enter/exit through front doors only.

Sign-In/Out (midnight to noon). Only same sex visitors are allowed during these hours. Visitors must sign in and out in the Visitation Log and be escorted at all times

Trespassing.

(Unauthorized Visitation)

Opposite-sex visitors are considered trespassers when:

1. They are in the building (or on an opposite-sex floor in coed halls) between midnight and noon;
2. They enter the building through any entrance other than the front door;
3. They fail to sign in before going to a resident's room;
4. They are not escorted by a resident

Same-sex visitors are considered trespassers when:

1. They fail to sign in
2. They are not escorted by a resident

Residence Life Staff automatically call Auburn Public Safety (police) whenever an unauthorized visitor is found under any of the preceding conditions. Police officers are authorized to issue trespass warrants. Individuals who trespass automatically lose visitation rights. Residents are subject to disciplinary action for hosting unauthorized opposite-sex visitors.

Community Standards: Safety

Arson. Intentionally causing damage to a building by starting or maintaining a fire or causing an explosion is considered arson. This is not a practical joke and is taken very seriously. (Examples include setting fire to bulletin boards, pizza boxes, etc.) Conviction carries stiff penalties such as fines and incarceration.

Card Access. Card access doors must be used as the only entrance into residence halls. Immediately report a lost or stolen Tiger Card to a staff member and the TigerCard office so access using the missing card can be denied. The unauthorized manufacture and/or use of Tiger Cards or other means to gain access to residence halls is prohibited and subject to disciplinary and/or legal action. (See Community Standards: Visitation for prohibition regarding residents providing their Tiger Card to anyone for the purpose of accessing the residence hall.)

Cooking. Don't leave cooking food unattended. Don't cook food (such as popcorn) too long in the microwave as it will burn, smoke and set off alarms. This will summon the Fire Department. For Village suites furnished with microwave, do not use the popcorn button.

If your negligence causes the Fire Department to respond, you will be charged \$150. If there are damages, you will also be charged the cost of clean up/restoration.

Door Propping. Propping doors breach the security of all residents of the hall. Violators are subject to disciplinary action without prior warning. All exterior doors (including card reader doors) are alarmed to discourage door propping. Please spare your fellow residents the obnoxious sound of a door alarm and do not prop or hold open an exterior door. If you see a propped door, please close it.

Electrical Outlets Use. Overloading electrical outlets poses a serious fire hazard. You are asked to only keep plugged in those appliances that require constant use (refrigerator, clock, etc.) and to alternate other appliances when needed. If a circuit breaker is tripped, contact the Housing Property Management Office. Extension cords are not allowed. Only surge protector strips with circuit breakers are allowed.

Fire. If you discover a fire, pull the nearest fire alarm and call the Fire Department immediately by dialing 911. Discharging a fire extinguisher as a prank results in an automatic fine of \$150, and will be considered vandalism of safety equipment.

Fireworks/Explosive Material. The storage, possession or use of any type of fireworks, firecracker or explosive material in the residence halls or surrounding vicinity is strictly prohibited.

Fire Drills. Fire drills are required by Alabama law and all residents are required to participate if present. Evacuation is absolutely required in all instances. No residents may remain in the building during the fire drill. Failure to evacuate will result in a \$150 fine. Residents must remain outside until cleared to return. Procedures for evacuation are explained at the Mandatory Hall Meeting.

Flammable Materials/Liquids. Use and storage of flammable materials/liquids in residential facilities is strictly prohibited. Fire hazards such as newspaper stacks, excessive trash, improper wiring, and open flames (including candles and incense) are not permitted. Decorative candles are allowed with **un-burned** wicks. Gas grills and gas cylinders/tanks are prohibited.

Lead Paint. AU has no knowledge of lead-based paint or lead -based paint hazards in Housing and Residence Life facilities.

Room Security. When leaving your room for whatever reason (even if just to visit next door), you should lock your door. Theft most often occurs when the door is left open and the room is unattended “for just a few minutes.” Lock your door when you are sleeping. Immediately report lost keys or damaged lock mechanisms to a staff member. Should theft occur, contact a staff member, and the Police at 501-3100. You are encouraged to get insurance to cover personal belongings. The University assumes no liability for personal losses.

Smoke Detectors. Smoke detectors are not to be disabled. Please remember that these detectors are for your welfare, and the welfare of the entire building. Disabling a smoke detector is vandalism, and will lead to disciplinary measures and a \$150 fine.

Severe Weather

Auburn University has Outdoor Warning Sirens and there are weather alert radios in Residence Hall desk areas. Sirens will sound when the National Weather Service issues a Tornado Warning. (A warning means that a tornado has been spotted and may affect the area; a watch means that conditions are such that the weather condition could develop.) When sirens and radios sound, seek shelter immediately. No area in any building can be guaranteed totally safe; however, some areas are safer than others. Shelter information is posted in residence halls, and the Extension. You should find this information and become familiar with it before an emergency situation occurs.

Sirens are tested at noon on Wednesdays if the weather is not threatening.

General procedures to follow when severe weather sirens sound:

1. If outdoors, seek shelter in a near-by building.
2. Seek shelter on the lowest floor in an interior room or corridor.
3. Avoid areas on the south and west walls of buildings.
4. Avoid areas with exterior doors and windows; glass areas; and areas where chemicals are stored.
5. At an inside wall, crouch on elbows and knees with your hands behind your head.
6. There is no “all clear” signal. Also, the warning is considered void one hour after the sirens have sounded. Subsequent sounding of the sirens means a new warning has been issued.
7. After the warning has terminated, normal activities can resume.

Vandalism of Safety Equipment. Vandalism of emergency and fire equipment is prohibited. Acts of vandalism include, but are not limited to, pulling fire alarms, stealing EXIT signs, stealing or maliciously discharging fire extinguishers, and disabling smoke detectors. Vandalism of safety equipment compromises the safety of all residents.

All safety equipment is the property of the state of Alabama. Incidents of theft, false alarms, or damage to safety equipment will be immediately reported to the Police. After investigation, those responsible may be prosecuted for criminal mischief, reckless endangerment, or receiving stolen property.

Conviction carries stiff penalties such as fines and incarceration.

Weapons. The storage, possession or use of any type of firearm, dangerous or potentially dangerous weapon in the residence halls or surrounding vicinity is strictly prohibited. This includes, but is not limited to, rifles, shotguns, pistols, pellet or air guns, knives, swords, and tools of the martial

arts. Failure to observe these regulations may result in arrest, disciplinary action/fines and/or termination of the housing contract.

This weapons prohibition is a university policy as well as a housing policy and applies to faculty, staff and students as well as all visitors.

City of Auburn

Department of Public Safety

For non-emergency matters, call 501-3100. In case of health/safety related emergencies, call 911.

Residents are encouraged to report suspicious persons or unusual circumstances to their Residence Life Staff and/or police.

Disciplinary Procedures

Community Standards apply to all residents (and their visitors). Claiming ignorance of a Community Standard does not excuse a violation. All residents are encouraged to carefully review the *Guide to Residential Living* before arriving on campus in order to be familiar with all Community Standards. Also, Community Standards are reviewed at the Mandatory Meetings each semester. In addition, residents are responsible for the policies detailed in the *Housing Agreement*.

Violations of Community Standards are documented by Residence Life Staff on Incident Reports. When a resident is documented on an Incident Report for a policy violation, the resident is notified of the Incident Report and is advised of which method/methods of disciplinary action will be utilized. The method of disciplinary action will depend on the type of violation and will include one or more of the following:

1. Residence Life Staff Review-referral to Hall Director for sanctions such as a warning, fines (as designated In the *Guide to Residential Living*), community service or loss of privileges.
2. Administrative Review- referral to an Area Director or the Assistant Director of Housing and Residence Life for sanctions including fines, damage assessment, referral for educational programs/activities and/or disciplinary points (see “Points” explanation below).
3. Peer Review-referral for hearing with the Peer Review Board (PRB). The PRB Is comprised of up to five residents representing the three residential communities (Quad, Hill and Village). PRB members are selected and trained each Fall Semester. Sanctions from the PRB can include community service, referral for educational programs/activities, fines, damage assessment and/or disciplinary points (see “Points” explanation at the end of this section).
4. Student Conduct- the Student Conduct office in the Division of Student Affairs is responsible for administration of the Code of Student Discipline (non academic infractions). A student at Auburn agrees to conform to regulations and policies of the Code and is subjected to disciplinary actions for violations of the Code or University policies. The Code of Student Discipline can be found in the Tiger Cub. Residents who have violated the Code of Student Discipline in addition to violating Housing and Residence Life Community Standards are also referred to Student Conduct.

SANCTIONS and DISCIPLINARY POINTS

Sanctions. The imposing of sanctions (disciplinary measures) is intended to relate directly to the nature and severity of the violation as well as the perceived willingness of the resident to accept responsibility for his/her actions. The following sanctions may be imposed as a result of a violation of Community Standards* which has been documented on an Incident Report: written warning, community service, loss of privileges, referral for educational programs/activities, damage assessment, fines, transfer of residence or removal.

Disciplinary Points. Depending on the nature and severity of an Incident, a resident may receive disciplinary points from an Administrative Review hearing or a Peer Review Board hearing in addition to sanctions. When a resident has accumulated 6 points, he/she will be given a written warning that further point accumulation may result in removal from on campus housing.

At 6 points it may be recommended that a resident be relocated within on-campus housing. A total of 12 points will result in removal from on-campus housing. When 12 points have been accumulated, a resident is removed from on-campus housing and given up to 72 hours to vacate the premises. It is possible for a resident to receive 12 points for one violation, depending on the severity of the violation or if there are multiple violations during the same incident or within the same time-frame. Possession of illegal drugs or drug paraphernalia will result in automatic and immediate removal from housing. Residents removed from housing for disciplinary reasons are not allowed to visit in Housing and Residence Life facilities.

* Behavior or actions not listed under Community Standards may be deemed inappropriate or destructive and could bring about disciplinary action. Also, if a resident is in a room/area when a violation occurs, he/she will face disciplinary action. If one person is in violation all persons present are in violation. It is recommended that you leave the room/area as soon as you suspect a violation.

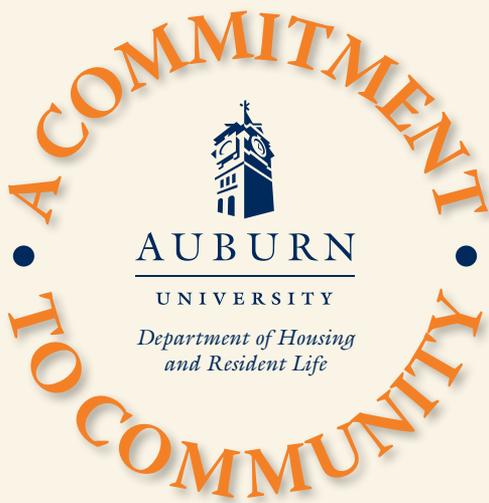
Community Standards and policies are meant to preserve rights and services for present and future residents. Residence Life Staff may not ignore or fail to deal with violations (of policy or law) which they encounter.

HOUSING AND RESIDENCE LIFE CALENDAR

≡ *Of Important dates 2010 -2011* ≡

August	16	Mandatory Meetings in each hall. Check with Residence Life Staff for specific times for your floor (meetings will be between 7 and 10 p.m.) \$50 fine for missed meeting.
	22	Welcome Socials in Hill, Quad and Village 5-7 p.m.
	24	RHA Kickoff, Burton Hall, 8 p.m.
	26	Free Room Change day.
		Burton Hall, 7:45 to 4:45 p.m.
September	6	Labor Day holiday
	9	Second Free Room Change Day
October	7	Mid-Semester
	11 thru 17	Health and Safety inspections
November	20	Halls close for Thanksgiving Break at 9 a.m.
	26	Halls re-open at 6:00 P.M.
December	3	Classes end
	4-5	Study Days and 24 hour Quiet Hours begin (thru the 10th)
	6 - 10	Final exams
	11	Residence halls close for non-graduates at 5 p.m.
	13	Graduation. Residence halls close for graduates at 7 p.m.
January	8	Buildings open at noon.
	10	Classes begin. Mandatory Meetings \$50 fine for missed meeting. Time TBA.
	14	Free Room Change Day
	17	Martin Luther King Holiday
	28	Second Free Room Change Day

	31	Village Housing Request for next year due.
February		Renewals (reserve housing in the Hill and Quad for next year)
	7 and 8	Renew same room
	10 and 11	Renew same building
	15 thru 17	Renew anywhere in the Hill or Quad
March	1	Midsemester
	7 thru 13	Health and Safety inspections
	12	Halls close for Spring Break at 9 a.m.
	20	Halls re-open at noon
April	27	Classes end
	28 - 29	Study/Reading days
May	4	Study day and 24 hour Quiet Hours begin (through May 6)
	2 thru 6	Final exams
	7	Residence halls close for non-graduates at 5 p.m.
	9	Graduation
	10	Residence halls close for graduates at 9 a.m.



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*Department of Housing
and Resident Life*