

# HALLWAYS

## 2020-2021

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

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

### **Housing Philosophy**

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

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

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

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

### **University Housing Professional Staff**

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

#### **Dean of Housing- Sandra Martin**

Coordinating the University housing staff and programs is the Director of Housing/Dean of Students, located in the Office of University Housing, 102 Reynolds Center. The task of the Director of Housing includes: reporting to the Vice President of Student Affairs, being responsible for the entire housing department, and overseeing living/learning communities. Students are encouraged to bring their ideas, concerns, and suggestions to the Dean.

#### **Director of Student Affairs Facilities- Brad Stout**

Coordinating the maintenance and custodial operations in all University Housing facilities is the Director of Student Affairs Facilities, located in the Office of University Housing, 102 Reynolds Center. The duties of this particular role include: Reporting to Dean of Housing/VPSA, being responsible for facilities and work-orders, coordinating with SAU Physical Plant, summer work crews, and new construction liaison.

### **Assignments and Data Management Coordinator- Trysta Tinsley**

Located in the Office of University Housing, 102 Reynolds Center. The coordinator is responsible for reporting to Dean of Housing, processing student housing applications, managing housing assignments, meal plans, housing reports, occupancy, room changes, and data collection.

### **Assistant Director of Events & Operations- Jennifer Ford**

Located in the Office of University Housing, 102 Reynolds Center. The duties of the director include reporting to Dean of Housing, being responsible for programming, managing showrooms and athletic housing, aiding in RA selection, and managing RHA.

### **Assistant Director of Housing for Facilities- Chris Boswell**

Located in the Office of University Housing, 102 Reynold's Center. The duties of the director include: reporting to Director of Student Affairs Facilities, being responsible for apartment facilities, cable issues, improvements, and pool management.

### **Housing Specialist- Lillie Wright**

Located in the Office of University Housing, 102 Reynold's Center. The duties of the specialist include: reporting to Dean of Housing, being responsible for office operations, overseeing reservation fees, ACDEC, travel, and purchase orders.

## **Custodial Staff**

At Your Service (AYS) are the individuals that maintain the cleanliness of your residence hall.

## **Desk Assistants**

Desk Assistants provide information and check visitors and guests into the residence halls during scheduled hours. If you are interested in becoming a Desk Assistant, check with your RA or Resident Director to inquire about possible openings.

## **Resident Assistants**

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

## **Resident Directors/Assistant Resident Directors**

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

## **Living with your Roommate**

One of the most influential people in your housing experience will be your roommate.

Depending on the relationship you form, your roommate can be the reason for memorable times or times you'd rather forget. Here are a few suggestions we have that might help you and your roommate create a functioning living environment:

- Get to know each other sooner than later. Move-in day is a great day to start!
- Discuss the type of atmosphere both of you wish to have within the room.
- Establish any personal guidelines and expectations of each other.
- Respect each other's privacy.
- If privacy is needed within the room, schedule appropriately or gain your roommates consent as they have rights to the room as well.
- Be open and honest with each other.
- Never hesitate to contact your Resident Assistant or Resident Director if any serious roommate issues evolve.

When talking about expectations it is best to be specific. This will be helpful if questions or new issues arise later. Some areas it is helpful to have common agreement about include:

- Study time in the room.
- Music – what kinds you like, when it can be played, what is too loud.
- Borrowing or using each other's possessions (TV, stereo, computer, personal items).
- Cleanliness – who does what chores and how often.
- Habits – early or late riser, how social you are, etc.

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

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

- Read and study free from undue interference in one's room.
- Sleep without undue disturbance from noise, guests or roommates, etc.
- Respect of personal belongings.
- Personal privacy.
- Be free from intimidation, physical, and/or emotional harm.
- Free access to one's room without pressure from a roommate.
- Expect any and all grievances will be discussed in an atmosphere of openness and mutual respect, and to involve a residence hall staff member in the discussion, if desired.

## **STUDENT CONDUCT PROCEDURES**

### **Assigned Violations**

Violations assigned in the residence halls that are serious (i.e. major) in nature are filed with the Office of Student Life and the Resident Director or Housing Professional Staff. Also, offenses involving groups, i.e. Greeks, athletic teams, etc., are reported to the Office of Student Life, Coach/Advisor, and/or the Resident Director. Violations that are minor in nature may be heard by the Resident Director, the Housing Professional Staff, and/or the Office of Student Life. Students may receive sanctions from both University Housing and the Office of Student Life.

### **Housing Student Conduct Procedure**

**Reporting-** Alleged violations of University Housing or University policy are reported to any member of the University Housing staff. Any student, faculty, or staff may file a disciplinary incident report. These forms are available in the Office of University Housing, 102 Reynolds, or

on the SAU Housing website. Upon review the case will be assigned to the Resident Director, Housing Professional Staff, and/or the Office of Student Life.

**Notice of Student Conduct Meeting** – There shall be electronic notification of the student conduct meeting given to the accused. The notification shall be delivered to the student’s SAU email address. Failing to check student email does not constitute good cause for failure to comply with the notice. The notice will contain information about the alleged charges and time and place of the meeting.

### **Student Conduct Meeting Procedure**

All University Housing student conduct meetings shall follow due process.

Notice of the student conduct meeting will be delivered to the student by email, prior to the meeting. The student and the complainant have to the right to:

- 1) Be present at the hearing. However, if the student fails to appear at the student conduct meeting after being properly notified, the meeting may be held in the student’s absence and a decision rendered accordingly, based on information presented.
- 2) Present evidence by witness or by signed written statement if a witness is unable to attend the student conduct meeting. It is the responsibility of the student to notify their witnesses of the date, time, and place of the meeting. If witnesses fail to appear, the meeting may be held in their absence.
- 3) Be informed of the student conduct meeting outcome. The student will receive an electronic statement of the student conduct decision through his or her SAU email account. This letter will also contain appeal procedure information.

Student conduct meetings are closed to the public.

Students who are also referred to the Office of Student Life for alleged University violations will need to refer to the Student Handbook for student conduct procedures. The Office of Student Life may be contacted for assistance at (870)235-4041 or 101 Reynolds.

### **Appeals**

The Dean of Housing serves as the chief review officer of the student conduct meeting decisions from the resident director or Professional Staff Members. The Dean of Housing reviews student conduct appeals.

A student found responsible for a housing violation may file an appeal with the Dean of Housing. Appeals may be filed by using the link provided in the student conduct decision letter. An appeal may be submitted based on one or more of the following:

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

If a conduct decision is appealed, the student conduct sanction does not go into effect until the appeal is completed, unless stipulated otherwise by the Dean of Housing.

### **Student Conduct Sanctions**

The Vice President of Student Affairs has the right to review all student conduct decisions and cases. Examples of student conduct sanctions for housing violations are, but not limited to, the following:

- 1) **Warning** – Notice, oral or written, that a specific behavior or a series of actions is unacceptable to the point that repetition would most likely result in more serious disciplinary action. Usually issued by a Community Assistant, Resident Director, or the Community Development Coordinator.
- 2) **Housing Probation** – The student's participation as a resident in the University's housing system is placed on a provisional basis.
- 3) **Removal from Housing (Residence Halls or University Apartments)** – The student's participation as a resident in the University's housing system is denied.
- 4) **Additional Sanctions** – In addition to the previously stated actions, any of the following may be included as a part of any action taken:
  - a. Reimbursement for damages or fines
  - b. Loss of privileges
  - c. Removal from elective or appointive office
  - d. Ineligibility for pledging or initiation
  - e. Periodic interviews with a Student Services staff member
  - f. Work, self-improvement, community service
  - g. Educational programming
- 5) **Parent Notification** – The University may notify, in writing, a parent or legal guardian of a student who is an entering freshman (initial two semesters) or students under 21 who are found in violations of alcohol and/or illegal drug policies.
- 6) **Disciplinary Fee** – Students who fail to complete any assigned sanction by University Housing will automatically be assigned a monetary fee or other additional sanctions.

## **Dining**

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

**dining privileges:** Only students on the room & board plan or with a paid card will be permitted in the dining room during service hours.

**"unlimited seconds":** The "unlimited seconds" policy applies to all items except on specialty nights.

**dine-in policy:** All food and beverage items must be consumed in the dining room.

**use our cups:** No containers or cups may be brought into the dining room.

## **Who Must Live on Campus?**

University regulations provide that all full-time enrolled, single, undergraduate students with less than 60 hours must live in campus housing or with their parents, within 100 miles of campus, unless they are 21 years old or older or veterans with two years' active duty. The University also requires all varsity athletes to live in campus housing. Attendance at SAU is contingent upon compliance with these regulations.

**Any resident dropping below 12 hours must secure permission to live on campus from University Housing.**

### **Housing Contract**

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

### **Hall Check-In**

Students may move into the hall at the time specified by the Official University Calendar at the beginning of each semester. A student who enrolls must check into his/her hall no later than 8 a.m. on the first day of classes; otherwise, the reservation will be cancelled. However, if the student previously notified the University of his/her delayed arrival, every effort will be made to hold the assignment. The University reserves the right when necessary, to assign the late student to other accommodations.

### **Procedures for Moving Out**

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

### **Payments for Room and Board**

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

### **Private Rooms**

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

### **Maintenance**

All maintenance in the rooms and public areas is handled by the University Physical Plant maintenance staff. You may request repairs on a work order by going to the SAU Housing

website and clicking “maintenance request” in the upper right hand corner. Maid service is not provided; therefore, students are expected to maintain clean, healthful conditions in their rooms and in public areas, including the restrooms.

### **Personal Property**

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

### **Personal Safety**

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

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

- **Always** lock your room when you go to bed at night. Even if you take a short nap during the day, make sure the door is locked.
- **Always** find out WHO is knocking before you open the door.
- **Never** leave doors propped open (your room door or the outside doors in your building).

**KEEP YOUR KEYS SAFE!**

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

### **Computer Labs**

Computer labs are available in every residence hall. As an on-campus resident, you may use the computer labs by logging in using your SAU login information. The computer labs in the halls are available 24 hours a day, with free laser printing; however, you must supply your own paper.

### **Custodial Services**

The custodians in your hall do a great deal to make your hall a more comfortable and pleasant place to live. The neat and clean appearance of the halls, lounges, and restrooms is due to their efforts. Custodians are not expected to clean unnecessary messes made by hall residents. Your cooperation in caring for the facilities will make their job much easier and will create a pleasant atmosphere, as well as keeping room and board costs low. It is the responsibility of each student to keep his or her room in a neat and clean condition. There are trash dumpsters located close to each residence hall into which you should empty wastebaskets.

### **Health Center**

University Health Services, located in Reynolds 215, is open from 7:30 a.m. until 5:00 p.m. each day, Monday through Friday. Students who are ill should try to visit the University Health Services during these hours. During those times when the University Health Services is not open, residence hall students should report to his or her resident assistant or resident director if he or she becomes ill and needs attention. If an illness needs immediate emergency

care, please call 911.

## **Laundry Facilities**

Each hall has modern laundry facilities. Laundry View has also been installed in many of the residence halls. When using Laundry View, residents will receive notifications through text messaging when their laundry is complete. The status of your laundry may also be checked online.

## **Mail**

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

Name  
100 E. University  
MSC Box #  
Magnolia, AR 71753

## **Housing Contract**

By signing the housing contract, the students agree during the term of their occupancy in the halls to comply with the rules and regulations of the University and of the residence halls relative to preserving order and maintenance of student status. The general rules and regulations are printed in Hallways, General Catalog, the SAU Student Handbook, and State of Arkansas Statutes which apply to students and University. The University reserves the right to terminate the contract by written notice if the student fails to comply with the conditions of the contract. The University reserves the right to have authorized personnel enter student rooms for the purposes of determining general cleanliness, to make repairs, to maintain the general order and security of the residence halls, and to conduct other official business. **Discretion will be used at all times.** Whenever possible, the room will be entered when the student is present

## **Abandoned Property**

In those instances, where items are left in residence hall rooms or outside the residence hall for more than 24 hours after the owner has checked out or left or where items are not marked as to ownership, the Office of University Housing shall declare them abandoned and they will be discarded by the University.

## **Alcohol**

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

## **Babysitting**

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

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

Posting of unapproved signs, erecting of antennas/aerials/satellite dishes, or any other objects, on the exterior of buildings is prohibited. Residents are not allowed on roofs or allowed to climb up the sides of buildings or to be on the ledges of the buildings. Nothing is to be placed, stored,

affixed, or exhibited on the ledges or windows of the buildings including foil, flags and posters. Nothing is to be thrown, dropped or spilled from roofs, ledges, windows, or balconies.

### **Candles and Incense**

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

### **Children**

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

### **Consolidation**

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

### **Cooking and Appliances**

The residence halls on our campus were built with the idea that meal plans would be required for resident students. Therefore, the residence halls do not have adequate facilities for extensive cooking. Coffee pots, popcorn poppers (if used for their intended purpose), electric clocks, radios, stereos, blankets, hair dryers, televisions, hair setters, make-up mirrors, and razors may be used in your room. Personal heating devices are not allowed.

**With the exception of University Hall, personal cooking devices, other than microwaves or small crockpots, are not allowed in the residence halls. A list of approved cooking devices may be provided to University Hall residents. State, health, building, and fire codes play a role in the existence of this policy.**

### **Corridors**

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

### **Damage**

Students are responsible for the condition of their rooms. The room check-in sheet should be carefully read and signed when you move in because this form is used to determine damages which occur during the year. If damage other than normal wear and tear occurs, students will be charged for repairs. The condition of public areas is the responsibility of all students. Please help maintain the areas by treating them with reasonable care. Damages which occur in public areas should be paid for by those persons doing the damage. You can help keep your costs down by encouraging others to respect public areas and to assume responsibility for their own actions. If prorated charges are not made and damages continue, the inevitable result is that all students suffer.

### **Door Alarms**

Exit doors (except the front doors) of each building may be equipped with security alarms. These doors are locked and the alarms activated 24 hours each day. Residents and their guests must enter the buildings through the front doors at all times. Should anyone enter or exit during this

time an alarm will sound alerting the residents. Any persons found in violations will be subject to disciplinary action.

### **Drugs**

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

### **Gambling**

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

### **Guest Conduct**

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

### **Highway Signs**

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

### **Hazardous Environment**

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

### **Litter**

In an effort to maintain the beauty of our campus, throwing trash outside the windows will result in a \$150 clean up fee. Efforts will be made by the resident director to determine the origin of the trash. The owner of the trash will be charged a \$150 clean up fee. If there is no conclusive evidence of ownership, the hall director will charge all residents in the rooms above the window \$150 to be divided equally. Any student(s) caught throwing trash out of the window will be charged the full amount.

### **Lost Keys**

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

### **Moving Furniture**

Furniture and door mats placed in lounges and public areas are for the use of all residents. Moving furniture from lounges to individual rooms deprives others of its use. In order to be fair

to all, you are asked not to move lounge furniture and door mats. There is a rental charge of \$5 per item, per day to any student who is found to have lounge furniture. Residence hall room furniture is not to be moved from one room to another.

### **Obscene Matter**

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

### **Overnight Guests**

*University Housing has suspended overnight guest options due to COVID-19. Once this is resumed, students must follow the guidelines below.*

A guest is a non-resident who is in a hall and who has a resident as a host or hostess. Guests are only allowed during the weekends. A guest in a hall after 1 a.m. is an overnight guest and must be registered and of the same sex as the host or hostess. There will be a \$15.00 charge for overnight weekend guests. Unregistered guests in the hall after closing hours will be asked to pay, leave the hall, or both if circumstances warrant it. Room keys are not issued to any guest. All guests, including overnight guests, will be expected to follow all policies of the University. Residents are responsible for their guests. If the resident has a roommate, permission from the roommate must be secured before overnight guests are permitted.

### **Personal Belongings/Possessions**

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

### **Pets**

Pets (except fish) are not permitted. Residents found having pets in the University apartments will be found in violation of their lease and will be evicted, with the exception of verified and approved service and therapy/emotional support animals. Health, damage, and nuisance factors affect other residents of the University apartments. Aquariums must be inspected and approved by the Resident Director or CA before installation to insure that they are leak proof and sound.

Students with disabilities requiring housing accommodations must complete the Housing Accommodations Verification Form, available online on the Housing website. To best serve our residents, this form must be filed with University Housing, 102 Reynolds. After the approval process is completed, University Housing will coordinate with the Office of Disability Services to provide the appropriate accommodations. All assistance animal owners must follow the Assistance Animal Policy and complete a policy training session, before receiving final approval.

To ensure the health of our residents, students with severe animal allergies should notify University Housing to request placement away from service and therapy/emotional support animal housing.

### **Quiet Hours**

At all times, reasonable quiet should be maintained. It is expected that residents and their

guests will respect the rights of others by maintaining a reasonable limit on noise at all times. Any activity in your room that can be heard two doors from your room is considered noise. In all residence halls, certain hours of the day have been designated "quiet" or "courtesy" hours. During these hours, noise must be kept to a minimum to allow residents to study and to sleep. TVs, radios, and CD players should be played in a way that will not disturb other residents. Musical instruments should not be played in student rooms, and pianos should be played in accordance with individual hall regulations. During final exam week, continuous quiet hours are enforced.

### **Recording Devices/Cameras**

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

### **Recreation around Halls**

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

### **Reserving Meeting Rooms in the Residence Halls**

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

### **Room and Roommate Changes**

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

### **Room Repairs**

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

### **Safeguarding**

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

### **Screen Removal**

Window screens are not to be removed. This is necessary to keep insects out, keep windows cleaner, provide some security on lower floors, and prevent objects from going in and out of

windows. Screens that are removed from room windows will be replaced by maintenance personnel and a \$10 charge will be assessed each room resident. Additional damage charges may also be assessed.

### **Service Drives**

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

### **Skating**

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

### **Smoking/Tobacco Use**

Smoking or the use of tobacco is prohibited in any building on campus including the University Village apartments. The Arkansas Clean Air on Campus Act of 2009 requires SAU to go completely smoke-free effective August 1, 2010. This bans all smoking on campus indoors and outdoors.

### **Smoke Detectors**

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

Tampering with detector or battery will result in the following:

First Offense - \$50 fine

Second Offense - \$150 fine

Third Offense - Dismissal from the SAU residence halls

### **Solicitation**

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

### **Theft**

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

### **Trespass**

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

### **Vacations**

Residence hall rooms and board costs do not include University vacation periods. Residents who

plan to stay in the Magnolia area during vacation are advised to make arrangements well in advance for other housing. Limited on-campus housing **may** be available at a cost. If housing is available, students intending to stay on campus must secure permission from their resident directors.

### **Vandalism**

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

### **Vending Machines**

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

### **Visitation**

*University Housing has suspended visitation by non-residents (of a specific building) due to COVID-19. Once this is resumed, students must follow the guidelines below.*

Visitation is a social experience in which all residents may participate. Guests are allowed to visit lounges, wings, and student rooms. The University allows limited visitation and each hall has the responsibility to choose its own hours provided they do not exceed the maximum allowed by the University. Unless otherwise posted, the visitation guidelines are Sunday-Thursday, 10 am-midnight; Friday-Saturday, 10 am-1 a.m. These guidelines are established by the Student Affairs Committee. Each resident will register guests at the hall desk. Each resident is responsible for the conduct of his or her guests. Guests who are not registered or not escorted are not allowed in the hall.

### **Waterbeds**

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

### **Weapons**

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

### **Fire**

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

## **When an alarm sounds residents should:**

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

## **False Alarms**

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

## **Fire Equipment**

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

## **Flammable Decorations**

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

## **Fireworks**

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

## **Leadership Opportunities**

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

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

## **Residence Hall Association**

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

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

## **Hall Council**

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

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

## **Programming**

The Office of University Housing is committed to enhancing your total college experience. Programming is a perfect way to promote both your personal and academic growth. The housing team provides a variety of opportunities for you to get the most from your time outside of the classroom. Whether through social, informative, passive or community service-based activities, the overall goal of programming is to help you succeed while in college and better prepare you for the real world.

## **Floor Meetings**

Throughout the year, floor meetings will be conducted in order to help housing team members communicate and interact with their residents. These meetings provide the perfect opportunity to get to know the other residents that you will be sharing a floor with throughout the year. Team members take this time to relay any important information as well as get a feel for what types of programs and additional activities the residents would enjoy or benefit from the most.

## **Community Responsibilities**

**Maintaining Community Standards**—SAU's residence halls and apartments have established community standards, which are intended to promote the well-being and rights of all community members as well as maintain the facilities and physical surroundings in which the community exists. RA's lead residents in upholding community standards within the residence hall and apartment communities.

**Community Rights & Responsibilities**— Being a member of a community brings a set of rights as well as responsibilities. We encourage you to seek active roles in your community as a leader, student, and peer. The rationale for all policies is that every student has the

opportunity to take advantage of the academic and co-curricular opportunities offered at SAU. In order to ensure this basic right for all residents, we need cooperation.

Rules—whether they are state and federal laws, city ordinances, University regulations, or departmental policies— are created for the purpose of clarifying the rights and responsibilities of each individual. Each resident is expected to become familiar with his or her rights and responsibilities so that the on-campus experience will be of greatest benefit to all. By assuming joint responsibility for these policies, we will be able to work together as a community to build a great place to live.

### **A Quiet Place to Study**

As a resident, it is your right and our priority that you are able to study in your own room. Talk with your roommate about your class schedules and personal study preferences. Discuss how the room might be used for social and study time.

### **Study Groups**

Each semester, students participate in study groups with their fellow classmates. Students who are interested in beginning or joining study groups should contact their RA.

### **Academic & Support Services**

*Academic Advising*—Offers counselors to discuss and advise students on potential majors, scheduling and classes.  
Phone: (870)-235-5175

*Career Services*—Helps students choose a major, explore careers, and gain work experience. Located in the Employment Resource Center, Reynolds 202.  
Phone: (870)-235-4357

*Disability Services*—Determines and helps provide accommodations and services to students with disabilities. Located in the Testing Office in Reynolds 216.  
Phone: (870)-235-4145

*Magale Library System*—Offers students strong support for instruction and research.  
Phone: (870)-235-4171

*Office of Multicultural Services*—provides a nurturing environment for students of color and dedicated to enhancing the retention and graduation rates of students of color. Located in Reynolds 201.  
Phone: (870)-235-4046

*Student Health Center*— Provides integrated health care, including treatment, counseling and health promotion.  
Phone: (870)-235-5237

*Student Support Services*—designed to increase the retention and graduation rates and foster an institutional climate supportive of the success of low-income and first generation college students and students with disabilities.  
Phone: (870)-235-5113

*Supplemental Instruction*— series of weekly group review sessions for students taking historically difficult courses. At each session students are guided through the class material by a

SI leader, a competent student possessing at least an overall 3.0 GPA who has been recommended by the SAU faculty and who has previously made an A or B in the subject under that instructor.

Phone—(870)-235-4385

*Tutoring Center*

Phone: (870)-235-4385

## **Personal Safety**

*What can you do to protect yourself?*

- Avoid walking alone at night unless absolutely necessary. When walking, keep to well lit, commonly traveled routes.
- Familiarize yourself with the campus. Avoid taking shortcuts and dark, isolated areas, especially at night. Walk purposefully, know where you are going, and project a confident image.
- Have your room and car keys ready; carry them in your pockets or have them easily accessible.
- ALWAYS lock your door and windows.
- Do not post personal contact information such as phone numbers or on-campus address on public website such as Facebook.

**Be prepared for an emergency!** Save the following number in your cell phone now in case you ever need them. Also, post it in a convenient and visible location in your room. By saving a few minutes during an emergency, you could save a life.

University Police Department: (870)-235-4100

**Emergency Messaging System**—If you have not already done so, sign up for Rave on the University Police Department website.

## **Emergency Call Boxes**

Emergency telephones have been added to some parking lot areas. To operate the emergency phone, simply press the button. It will connect you directly to SAU UPD. Speak into the speaker.

## **Tornados**

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

## **Your Residence Hall Room**

Your room will be the center of your activities in the residence hall. Not only is it a place to keep your belongings and sleep, but also it is a study area and a place where you can meet and talk with your friends. You may also share your room with one other student; therefore, you will need to plan together your times for study, sleep, and relaxation so that you will benefit from its use. While the University wants you to make your room your home away from home, we also want you to help make sure there are no avoidable repairs to be made when you leave us at the end of your stay. Following are a few suggestions we've made to help you keep your room in good order and to help you save money. If you have any questions, please ask.

### **Furnishings**

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

### **Beds**

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

#### **How to Bunk your beds?**

1. You will need four corner pins which can be purchased from the University Housing Office.
2. Place the four pins in the top corner posts of the bottom bed.
3. Pick up the other assembled bed and place on the pins.