

## RESIDENT HANDBOOK

### WELCOME TO USF's RESIDENTIAL COMMUNITY

As a resident living on campus at the University of South Florida, you have joined a unique community. Living on-campus will contribute to your learning and success, provide endless opportunities for involvement, create life-long friendships, and offer conveniences only enjoyed when you live on campus! As a part of this community, you will have the responsibility for developing and living by community standards and expectations. The experiences you encounter living with others will help you to develop the skills you will need to succeed in other organizations, neighborhoods, and communities throughout your life. Get ready for an exciting time of friendships, learning, and growth. We encourage you to interact with your neighbors and get involved as much as possible. Thank you for choosing to live on-campus at USF and best wishes for the academic year!

#### Mission

Our mission is to provide students with a residential community that contributes to learning, personal development, and citizenship. This is achieved by offering innovative programs and quality services in a safe living environment.

#### Diversity Policy

Housing and Residential Education strives to create a supportive and constructive environment in which everyone feels free and comfortable to contribute to the community. This can only be accomplished when multicultural understanding exists. To experience growth, we must allow ourselves to incorporate new perspectives into our framework, despite the discomfort this may initially cause. With this in mind, Housing and Residential Education will provide opportunities for you to share your experiences, values and beliefs, and hear the same of others. In turn, we ask that you work with us to create a safe, supportive environment that will allow assumptions, biases, and prejudices to be identified and challenged.

#### Commitment to Community

We operate on a "community model." This means that you as a resident play a vital role in creating an environment that will help you grow academically, socially, and interpersonally. This handbook/planner is provided to help you become familiar with many aspects and services of the residential community. As a member of your community, you have both *rights* and *responsibilities* and of course, Housing and Residential Education has *rules* (the **3 R's**). We believe that if you as well as our staff maintain the 3 R's then the community we strive to create as stated in our mission statement above will result.

## SECTION 1: THE 3 R'S - RIGHTS, RESPONSIBILITIES AND RULES

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### 3 R's: RIGHTS, RESPONSIBILITIES, RULES

#### RIGHTS

You have a right to:

#### Access your room and the facilities provided for residents.

##### Tips:

- ✓ Don't block hallways with stacks of newspaper, furniture, or other materials.
- ✓ Don't chain your bike to trees, walkway, or stairwell railings. Just like materials stacked in the hallway, your bike could be blocking an emergency access or exit or prevent another person from using the railing or walkway. For your convenience, bike racks are provided outside each residence hall.

#### Study and sleep without undue interference or unreasonable noise.

##### Tips:

- ✓ Always observe quiet hours and courtesy hours
- ✓ Remember: stairwells and bathrooms can be echo chambers. Keep your voice down in these areas out of respect for those living close by. Wait until you get outside before beginning any sports activity. Keep your voice down when talking on the hall phone or to your friends. Try to keep the ringer of your phone and your answering machine volume at a minimum.
- ✓ Adjust the volume on your alarm clock, so that it wakes only you—not the entire living unit. When leaving for the weekend, make sure you turn your alarm off.

#### Live in a safe and welcoming community.

##### Tips:

- ✓ Lock your door whenever you are away from or asleep in your room.
- ✓ Immediately report all suspicious persons or activities to a Housing and Residential Education staff member or the University Police.
- ✓ Never give strangers access to the building by letting them in or propping doors or escorting them into a building.
- ✓ Instruct visiting parties to use the house phone outside the residence hall to call the person they are visiting for an escort.
- ✓ Use the buddy system or call the SAFE Team (campus escort) at 4-SAFE
- ✓ Inform your roommate or Resident Assistant of your whereabouts and expected time of return if you are going to be away for an extended period of time.
- ✓ Do not attempt to silence smoke detector or end door alarms yourself; contact a staff member to respond. If you have reason to believe that no one is aware of the alarm, call your Area Desk (during the day) or the RA on duty (during evening hours) or Holly M 24 hours a day at 4-7000 to report it.
- ✓ Do not disarm end door alarms; report those who do to your RA.
- ✓ Follow all fire and safety policies and protocol.

#### Expect that others will respect you and your personal belongings.

##### Tips:

- ✓ Do not leave laundry unattended in washers or dryers. Report any vandalism or machine malfunction to your Area Desk or to the 1-800 number posted in the laundry room.
- ✓ Communicate with your roommate/suitemate/apartment-mate what can and cannot be shared.
- ✓ Do not leave valuables (including keys, wallet, credit cards, automatic bank teller card, ID or meal card) in plain sight.
- ✓ Make certain your belongings are covered against fire, theft, etc. by an insurance policy. Know the terms and conditions of your specific policy before you have to file a claim.
- ✓ Record serial numbers of all valuables (stereo, personal computer, TV, bicycle, etc.).
- ✓ Use the University Police Department's engraving service to put your driver's license number on all valuables.
- ✓ Lock your doors when you are not at home.

#### Involve yourself in the decision-making and self-governance of your community.

##### Tip:

- ✓ Work with your RA, Floor Government, Building or Area Council, and the Residence Hall Association. Give them your ideas on how to improve the community. Volunteer your time in making your ideas realities.

**Live in an environment kept clean by those who live in it.****Tips:**

- ✓ Only do dishes in sinks designated for dish washing, remembering not to leave food particles in the sink or attempt to rinse large pieces of food down the drain.
- ✓ Clean your room, vacuum the floor and empty your trashcans on a regular basis. This will help keep bugs out of your room. Remember to clean up any trash that you might have left in the kitchens, bathrooms, or study areas.
- ✓ Be careful when emptying your trash in the trash room. Do not leave trash on the floor. If the cans are already full, wait until they have been emptied by the housekeeping staff instead of dumping trash on top of an overflowing can. Holly, Maple, Greek Village, Magnolia and Cypress residents do not leave your trash in the hallway. You are responsible for taking trash to the dumpsters located in the Complex.

**Communicate problems when they occur and work towards a solution benefiting all involved.****Tips:**

- ✓ Start talking with your roommate/suitemate/apartment-mate(s) from the beginning about guidelines and expectations for communicating and living with each other.
- ✓ Get to know your neighbors. Knowing them on a friendly basis now will help you discuss a problem later.
- ✓ Get to know the Resident Assistants. They are there to help you.

**3 R's: RIGHTS, RESPONSIBILITIES, RULES****RESPONSIBILITIES**

As a resident on the University of South Florida's campus, there are certain responsibilities that you assume. Some fundamental responsibilities deserve emphasis. You are expected to be aware of and adhere to for your own well being as well as that of the residential community.

**Responsibility for the Rules**

The rules and regulations of the University and the residence halls are clearly explained in this publication. You are responsible for knowing these rules and for adhering to them at all times.

**Responsibility for Communications from the University**

You are responsible for checking your resident mailbox and your USF e-mail account frequently. This is the contact information the University and Housing and Residential Education will use for official business. Failure to check these university-issued communication sites does not exempt you from any information delivered to them.

**Responsibility for Your Room**

Along with your roommate, you are fully responsible for all activities that occur in your room. Even if you are not actively involved in a policy violation, you will be held responsible if you are present during such a violation, or if you give others access to your room. Therefore, you should always lock your room when you leave, even if you leave for only a few minutes. This will prevent others from committing violations in your room that can get you into trouble. It is your responsibility to put an end to any violation that occurs in your room, and to call a Resident Assistant, Residence Life Coordinator or Assistant RLC if you need assistance.

**Responsibility for Attending Floor and Hall Meetings**

Floor and Hall meetings are held at the beginning of each semester and periodically as needed. Floor and Hall meetings are for your benefit, and as a member of the community you are responsible for any and all information discussed at these meetings. If you are unable to attend a meeting, you should contact your RA for a summary of anything that you missed.

**Responsibility to Staff**

All members of the University share responsibility for governing their own conduct. Staff members, who in the course of their duties, are confronted with violations of University policy, are obligated to report them. Employees are not expected to tolerate abuse in the performance of their duties; therefore, the harassment of any RA, Residence Life Coordinator or Assistant Residence Life Coordinator, Night Clerk, Desk Clerk, Custodian, Maintenance Mechanic, or other employee will result in disciplinary action.

**Responsibility for Your Guests**

You are responsible for the conduct of your guests, regardless of who they are, when they are present in housing. If you intend to have visitors or guests in the hall, be aware that you may be subject to disciplinary action because of their behavior. Additionally, residence hall staff members reserve the right to ask any individual who is not a resident to leave the residence halls.

**Responsibility for the Housing Contract**

As a member of our community, you have a contractual responsibility with our department and to your community. Part of that responsibility entails a thorough knowledge of the terms and conditions of the housing contract. As part of that knowledge, you have an inherent duty to fulfill your financial responsibility to the contract and all of its terms and conditions.

**Responsibility for Room Maintenance & Damages**

You and the Housing and Residential Education Facilities Maintenance staff share responsibility to maintain your room and the buildings. Your responsibilities include:

- Maintaining the condition of your room and its contents,
- Timely reporting of damages or problems,
- Arrangement of furniture and belongings to facilitate easy access by maintenance staff,
- Immediate correction of unsafe or potentially hazardous conditions in your room (such as overloaded power outlets) as requested by staff
- Restitution for damages to the physical area of your room (including the window and the outside of the door)

**3 R's: RIGHTS, RESPONSIBILITIES, RULES****RULES**

As mentioned previously, we believe that if your rights and responsibilities and our rules are upheld, then we are that much closer to creating a community that will be the experience you will never forget. This is our rules section. Please be aware that in addition to the rules stated here, you are responsible and will be held accountable to the USF Code of Conduct, Federal and State law as well as Housing and Residential Education policies and procedures. We have divided this section of handbook into four different parts. The first part includes particular USF Code of Conduct policies enhanced for the on-campus student population. The second part describes Housing and

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Residential Education Community oriented policies deemed necessary to ensure a positive, academically focused and cooperative on-campus residential population in addition to the USF Code of Conduct. The third part includes facilities maintenance policies. Finally, there is a detailed explanation of our discipline process if you should choose to violate one of our rules while living on campus. This includes our rationale, possible sanctions or consequences and the appeals process. Our procedures are in cooperation with the University Office of Student Judicial Services. It is important that you thoroughly read this section of the student handbook as well.

## SECTION 2: USF CODE OF CONDUCT POLICIES

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All USF Students are expected to know and adhere to the USF Code of Conduct. The following Code of Conduct policies are explained again below, as they relate to living on campus. In addition, all residence hall policies are included in the Code of Conduct.

### Alcohol Policy

The possession and consumption of alcohol is a privilege provided to those of legal age living within on-campus housing with certain restrictions. These restrictions are designed to ensure the safety and well being of all students. Any behavior deemed disruptive that interferes with the rights of students living in the housing due to alcohol consumption will lead to disciplinary action.

- ◆ Disruptive behavior includes but is not limited to interference with quiet and courtesy hours.
- ◆ Consumption of alcoholic beverages and/or possession of open alcoholic containers by those of age are strictly prohibited in public areas. Public areas include hallways, labs, lounges, office areas, stairwells, public bathrooms, any non-approved recreational areas, outside buildings and any other areas deemed public by Housing and Residential Education.
- ◆ Residents 21 and older may possess and consume alcohol only within the strict confines of their room or apartment. Residents who are 21 or older may possess and/or consume alcohol in the presence of their underage roommate. No drinking and/or open containers are allowed by anyone when underage guests are present in the student room/apartment. Guests of legal age cannot consume alcohol when the resident host of the room/apartment is under 21.
- ◆ Students may not possess excessive amounts of alcohol. The definition of "excessive" will be at the discretion of the Housing and Residential Education staff. Kegs, party balls, trashcans, or large vessels that contain alcoholic beverages are strictly prohibited within on-campus housing and surrounding areas.
- ◆ Progressive drinking parties are not allowed due to the prohibition of consumption or possession of alcoholic containers in public areas, potential for noise violations, and potential for illegal consumption.
- ◆ Private gatherings held in student rooms/apartments must be confined to that specific room or apartment. The Housing and Residential Education staff reserves the right to determine if the occupancy of the room/apartment for private gatherings exceeds the amount that would be considered in violation of fire and safety regulations. Doors must be kept closed. Private gatherings must adhere to visitation and quiet hour restrictions.

### Disruptive conduct

#### Obstructing Common Areas

In the interest of fire code compliance, safety and consideration for students with disabilities; hallways, lobbies, stairwells, and all other common areas of traffic must be kept free of obstructions at all times.

### Theft

The unauthorized taking, misappropriation or possession of any real, personal, or intellectual property or services provided, owned, or maintained by the University or by any person is prohibited.

### Weapons, Firearms, or Explosive Devices

No weapons of any kind are permitted in any residential facility. This includes, but is not limited to knives, swords, fireworks, and any type of "gun" that fires any kind of projectile. Residents who bring anything deemed to be a weapon into the residence halls are subject to disciplinary action, including suspension of their housing contract..

## SECTION 3: HOUSING AND RESIDENTIAL EDUCATION COMMUNITY RULES

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### Appliances/Cooking

Use of electrical appliances is permitted in rooms and apartments only under certain guidelines. Due to concern for fire and safety standards, only microwaves which use less than 700 watts, automatic coffee makers, and refrigerators which do not exceed 4.1 cubic feet may be used in student rooms and suites.

The following appliances are not allowed to be used in individual bed rooms or suites: Appliances with open coils, such as toasters, the George Forman grill, hot plates, roasters, popcorn poppers, any type of heater. The above appliances are allowed in apartments that contain a kitchen area. For more information as to specific appliances allowed within your room, please see your RA, Residence Life Coordinator or Assistant RLC.

You must provide a power-strip with a built-in circuit breaker if you plan to operate any of the above appliances. The University encourages the use of multi-socket power strips with a breaker switch. **The use of extension cords of any type are not permitted within the halls.**

Extreme care should be taken with appliances such as curling irons, hair dryers, and irons. Do not leave these items on when not in use or place them next to flammable areas such as on the carpet or on beds. To insure that the above guidelines are being followed, the Housing and Residential Education staff will facilitate room checks each semester with at least 24 hours notice to residents.

Cooking is strictly prohibited in bedrooms or suites, but may be done in designated cooking areas in each building and within apartments that contain a kitchen area.

In order to prevent fires, food must always be attended to while cooking. Residents who consistently violate this policy will face disciplinary action and possible expulsion from on-campus housing.

#### Doors

Exterior doors are never to be propped or disabled for any reasons. Residents that prop doors not only endanger their lives, but the lives of their fellow residents. Any resident found propping doors or allowing strangers into the building will face disciplinary action. Disabling or propping open building exterior doors carries the same consequences as tampering with other fire and life safety equipment, and includes the immediate cancellation of one's housing contract. Residents should also guard against holding the doors and letting strangers into the building.

In the interest of security and a quiet residence hall environment, end doors should not be used, except in the event of an emergency or as directed by a staff member. End door alarms will be armed from 7:30pm to 8am. Doors are not to be used during these times. Tampering with end doors including door propping and alarm disabling or destruction will result in immediate disciplinary action which could include probation, suspension or termination of the housing contract.

#### Discriminatory Acts

The University of South Florida Department of Housing and Residential Education works in the promotion of a healthy living and learning environment within an inclusive community and does not discriminate on the basis of a person's race, color, gender, religion, creed, national origin, disability, marital status, disabled veteran status or sexual orientation.

#### Fire and Safety

All residents are required to follow these fire and safety regulations. Our Fire and Safety regulations follow mandates set by the USF Office of Environmental Health and Safety. Fire drills are required at the beginning of each semester to insure residents know what to do in the event of a fire and how to properly evacuate the building.

##### Evacuation Procedures

- Residents and visitors are required to evacuate the building when a fire alarm is sounded. Failure to comply with staff, failing to evacuate the building or placing self and staff in danger are subject to disciplinary action.
- No matter how small the fire, and even if it is already extinguished, report it to your area desk or your RA immediately.

##### In the event of a fire alarm:

- Leave the building at once using the nearest stairway exit. Make sure to dress appropriately (Shoes, coat, etc).
- Never use the elevator during a fire alarm
- Move at least 150 feet away from all structures
- Do not attempt to gain access to the building until given the all-clear signal by the Housing and Residential Education Staff or University Police.

##### In the event of a fire:

- Call 911
- Give your exact location & tell them what is burning
- Pull a fire alarm
- In the event of a fire outside your room, feel the door-if it is hot, do not open it!
- Call 911 and give them your exact location
- Seal bottom of your door with cloth material to keep smoke out
- Retreat, close all possible doors between you and the fire
- If the door is not hot, open it cautiously
- Close your room and/or apartment doors behind you if possible.
- If there is smoke present-stay low
- Walk or crawl to the closest exit
- Leave the building via the stairwell.
- Do not use the elevator.
- Remain calm at all times.

##### Equipment

In the interest of the safety for all residents, it is imperative that fire and safety equipment is operable at all times. Tampering with fire and safety equipment is a third degree felony (Florida Statute 806.10). Any residents found jeopardizing the safety and security of themselves and fellow residents will be subject to severe disciplinary action including criminal prosecution, on-campus housing suspension, disciplinary measures, and/or possible fines.

Therefore, the following acts are prohibited:

- ◆ Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, sprinkler heads, and other emergency equipment.
- ◆ Tampering or pulling a fire alarm under false pretenses.
- ◆ Rendering a smoke detector inoperative
- ◆ Obstructing stairwells and/or corridors with furniture, debris, and other materials.
- ◆ Disabling or propping open the exterior door to any building

##### Preventions

The following are prohibited because of their serious potential as fire hazards:

- Open flames such as candles, incense, smoking, and the burning of any materials, or other flame-emitted items.
- Use or possession of fireworks or firecrackers
- Extension cords (only power strips with built in circuit breakers are allowed in the halls).
- Live holiday trees and other materials of flammable nature
- Portable heaters
- Halogen lamps and all lamps with paper shades. Never cover any light with any material that prevents the free flow of air around the bulb.

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### Keys

In the interest of safety and security, residents are prohibited from giving their room key and/or keycards to anyone to use. Keys are not to be duplicated under any circumstances. It is the responsibility of residents to report and pay for the replacement of any lost or stolen keys.

### Pets

Fish in aquariums limited to **10 gallons** are the only pets allowed in on-campus housing. All other pets are prohibited. "Visiting" pets with the exception of fish are prohibited at all times within any residence halls.

### Quiet Hours

Residents must respect quiet hours, which are: Sunday-Thursday from 10:00pm until 10:00am; and Friday-Saturday from 12:00am to 12:00pm. During these hours residents are expected to refrain from excessive noise and other disruptive activities. Non-designated quiet times are to be considered "courtesy hours". Courtesy hours are in effect twenty-four hours a day. During these times, residents are expected to maintain reasonable volume levels including conversations in stairwells, slamming doors, and stereo volume. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. During finals week 24-hour quiet hours are enforced through the end of the finals period.

### Roommate Contract

One method an RA may use in preventing and resolving roommate conflicts is a Roommate Contract. The Roommate Contracts, once agreed upon and signed by all roommates and a Housing and Residential Education staff is considered a binding contract. Any violations of the Roommate Contract may result in disciplinary action.

### Smoking

Smoking is not permitted in any area within the buildings including, but not limited to, student rooms, meeting rooms and office facilities or adjacent to the building area. Smoking must take place a minimum of 15 feet from the building. Please dispose of cigarette waste in the appropriate containers provided, and not on the ground.

### Solicitation

Solicitation, by organizations or individuals, for commercial, or personal gain is not permitted. If a person is found to be soliciting in on-campus housing please report the person's name and company to a Housing and Residential Education staff member immediately.

### Sports within the Buildings

In the interest of personal safety and out of respect for the hall environment, sports of any nature are not permitted in the hallways, bathrooms, lobbies, elevators or other common areas of the building. This includes throwing any objects from or at a residence hall building.

### Vandalism

It is not acceptable to deface, damage, or destroy property, including but not limited to: personal property, bulletin boards, lounge areas, bathroom facilities, and other common areas.

### Visitation

Visitation is considered a privilege. A resident's right to comfortably study, sleep, and have privacy in their room or apartment at any time takes priority over any resident's ability to host a guest. A resident's request for any guest to leave at any time must be honored. The safety and security of a comfortable environment could be compromised if unwanted guests are present, or if guests refuse to leave because they are visiting within posted visitation hours. Guests must be escorted by a resident at all times. Visitation is defined as periodic visits of guests and does not encompass cohabitation in a room, suite or apartment as each space in university housing may be occupied **only** by the student to whom it is contracted. Only visitors of the same sex are permitted to spend the night and must have the explicit consent of the roommate. However, even with consent, no visitor may stay more than 3 nights in a 30-day period.

All residents will have the opportunity to vote for one of three guest visitation policy choices at the beginning of the Fall Semester.

- 1) No guest visitation.
- 2) Guest visitation between 10:00am and 2:00am, Monday through Thursday with weekend guest visitation beginning at 10:00am Friday and continuing until 2:00am Monday.
- 3) 24 hours a day/seven days a week guest visitation. Visitation within student rooms must be determined by mutual agreement among roommates.

## SECTION 4: LANDLORD/FACILITIES MAINTENANCE RULES

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### Abandoned Property

Belongings left in one's room/suite/apartment after contract period ends or the contract is cancelled are classified as abandoned property. Residents have 30 days to claim their property. After 30 days, the University has the right to dispose of all abandoned property.

### Contract Cancellation

Please refer to your housing contract that you signed regarding cancellation fees and rules. There are specific dates by which you can cancel and corresponding fees depending on the date you cancel your contract. Students wishing to cancel their contract should see their Residence Life Coordinator or the Assignment Office staff located in Argos Center.

### Elevators

In order to keep elevators in safe working conditions, the following is prohibited and may result in disciplinary action: Intentional damage/and or vandalism Misuse or tampering with elevators; smoking in elevators; overloading; use of emergency alarms and emergency stops in non-emergency situations.

### Fire, Health, & Safety Inspections

For your safety and the safety of your fellow residents, you are required to conduct fire, health, and safety check of your room at the beginning of each semester. Any violations found during these inspections must be corrected within the specified time period. Failure to correct fire, health, and safety violations will result in disciplinary actions

**Furniture**

All furniture assigned to student rooms, apartments, floor lounges, and other public areas must remain in their appropriate locations. The removal of University furniture from student rooms and/or public areas is prohibited. Residents are responsible for the proper care of University furniture, and will be charged for any damages, repair and replacement costs at checkout. All furniture belonging to residents must be removed from campus prior to checkout time. Furniture left will be subject to removal at the owner's expense.

**Posting/offensive materials**

Any materials posted in common areas including outside of room/apartment doors, windows, hallways, lounges, kitchens, etc. are subject to approval by Housing and Residential Education staff. Residents who are offended by materials posted in common areas or their rooms should contact their Resident Assistant, Residence Life Coordinator or Assistant Residence Life Coordinator immediately. Materials posted in rooms such as posters, pictures, etc. must be agreed upon by roommate(s).

Materials advertising campus or community activities, events, student groups, or meetings, must be approved by the Residence Life Office in Argos 138 before posting and must include the American with Disabilities Act (ADA) accessibility statement.

**ReservNet**

The primary purpose of this network is to support students' educational goals. In support of these goals, the following activities are prohibited. Participating in these activities may result in revocation of ReservNet service and possible disciplinary action and/or criminal charges: Setting up a router and building a private subnet; setting up ANY type of information server such as web, gopher, e-mail, game etc.; propagating e-mail chain letters; forging mail; allowing unauthorized persons access to ReservNet; the use of ReservNet for personal financial gain; copying University-owned or licensed information to another computer without prior written approval; modifying or attempting to modify University-owned or licensed information including software and data; attempting to damage or disrupt networking services; the use of ReservNet, the University's campus-wide network, or related resources in the commission of crime; the use of traffic intensive applications that may cause problems within the network or diluting the level of service to other users. No print servers, mail servers, FTP servers, etc. are allowed. The network sharing of any computer-related device or materials that may cause excessive network traffic is forbidden.

A complete listing of ReservNet services, specifications, policies, and procedures is available at the Area Desk

**Room Damages**

It is the responsibility of the occupant(s) to pay for the replacement or repair of damaged property within a resident's room or in areas adjacent to it (i.e., windows, doors, and suite study areas). Charges may also be made for not cleaning the room properly, failure to return the room to its original condition at checkout, or not returning one's keys to Holly M or the area desk at check-out.

**Room Access**

All due respect is given to the privacy that residents enjoy in their rooms. Occasionally circumstances present themselves which necessitate authorized University personnel to enter student rooms for the purpose of: repair and maintenance; assessment of damages; inventory of University property; determination of compliance with University policies; and emergencies where imminent danger to life, safety, health, or property is reasonably suspected. When possible, advance notice will be given to residents. Submitting a work request authorizes maintenance personnel to enter your room.

**Room Personalization**

We encourage you to use your creativity and ingenuity to make your room as comfortable as possible. We ask only that you follow the simple guidelines provided here to keep maintenance problems to a minimum and/or to save you money at checkout time by avoiding unnecessary damages to the room.

No physical alterations are to be made to any part of the building. The residents may not remove or relocate the fixtures, switches, outlets, closet or cabinet doors, fixed dressers, beds, desks, or any other fixed items in the room, suite or building. Nails may not be driven into the walls. Contact paper is not to be used. Remember: assessments will be made for the full amount to replace any furniture or room accessories that are damaged or missing at time of check-out.

- *Room Painting Program*- If you believe that your room needs to be painted, you must first contact your Residence Life Coordinator or Assistant Residence Life Coordinator to discuss the established procedure for room painting. Room surfaces and/or furniture may not be painted by the student. Residents may not paint walls without prior permission from the Housing and Residential Education staff.
- *Waterbeds*- Due to the chance of water damage and because of their excess weight, waterbeds are not permitted.
- *Raised Beds* - materials to raise your bed are available in Kosove, Beta, Castor, Holly, Cypress, Maple, Magnolia and Greek Village. See your Residence Life Coordinator or Assistant RLC for more information.

**Room Searches**

Only duly authorized law enforcement authorities, following appropriate legal procedure, are entitled to enter and search rooms and residents' belongings.

**Room Use & Maintenance**

Assigned on-campus housing spaces are to be kept clean and orderly by the student at all times and are to be used for residence only. Charges will be made for damages to, unauthorized use of or alterations to any assigned space, equipment or buildings, and/or for special cleaning necessitated by student negligence. Residents are jointly and severally responsible for the care of any public areas or equipment (Source: Student Housing Contract).

**Subletting**

Rooms may be occupied only by the student to whom it is assigned. This contract may not be re-assigned, and residence hall space may not be sublet to another person (Source: Student Housing Contract).

**Vacating the Residence Halls**

All residents must vacate the residence halls within "24 hours" of their last final exam with the exception of graduating seniors. Residents may not occupy their rooms during the breaks between academic semesters (Exception: Magnolia, Holly, and Kosove). Residents who are not registered for classes will be required to vacate the halls.

**Violation of USF Traffic Rules and Regulations**

The operation of a motorized vehicle (car, motorcycle, mopeds, etc) adjacent to the physical area of the residence halls and apartments is strictly prohibited. Motorcycles, mopeds, other motorized vehicles or parts to a motorized vehicle may not be stored in the buildings at any time-including the period between semesters, thanksgiving break and spring break.

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### Windows / Screens

For your safety and security, the opening of windows is not permitted in the Andros Complex. Open windows also have a detrimental effect on the air conditioning for the building. Each window has been sealed to prevent water intrusion. In other buildings windows can be opened by residents; however, residents should keep personal security in mind. Windows may only be used as a means to enter and exit a building in an emergency. Window screens are never to be removed from the window.

## SECTION 5: DISCIPLINE PROCESS

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In the administration of discipline, it is the intent of the Housing and Residential Education Staff to both ensure justice and provide an educational experience for the student. While it is intended that this approach protect the campus community by providing rules and regulations, the process also encourages growth and development. Ultimately, the focus is corrective and preventative rather than punitive. It is your responsibility to consider the consequences of your behavior and to make sound decisions before acting. You are a member of a community; therefore, your actions, whether positively or negatively intended, directly affect the community and your standard of living.

If a disciplinary problem should arise, the student will be contacted by a member of the Housing and Residential Education Staff (RA, Night Clerk, Residence Life Coordinator or Assistant Residence Life Coordinator, Assistant Directors). The Department Official will prepare an incident report. The case will be referred to either a, Residence Life Coordinator, Assistant Residence Life Coordinator or an Assistant Director who will recommend/issue one or a combination of the sanctions that follow.

It is the philosophy of Housing and Residential Education to provide an environment that is safe, feels comfortable, and supports the academic mission of this university. The policies listed in this publication are meant to serve as guidelines for you as a resident.

### Sanctions

Sanctions used in our discipline process with students found responsible for violating policies in on-campus housing are included under the USF Student Code of Conduct and additional Housing and Residential Education sanctions are listed here. They are meant to serve as guidelines rather than as a definitive list. As a member of the on-campus community, you are responsible for knowing the rules, policies, and guidelines listed in this publication.

#### *Disciplinary Warning*

A student receives a written warning that states that if there is a repeated violation of rules and regulations, the student can expect additional disciplinary action. A record of the disciplinary warning is kept on file in the Housing and Residential Education Office, and a copy is sent to the appropriate Residence Life Coordinator.

#### *On-Campus Housing Probation*

A student on probation is not considered to be in good standing and may be restricted from some activities and positions. Any further violations may lead to the suspension or termination of the housing contract and/or referral to Student Judicial Services.

#### *Negotiated Sanction*

A student, in agreement with the appropriate Housing and Residential Education Official, may opt to provide a specified service or to participate in a specific program in lieu of (or to mitigate) probation, suspension, or termination of the housing contract including but not limited to educational programs, bulletin boards, rounds or tours of facilities with staff, Alcohol 101.

#### *Restitution*

A student will be assessed the repair/replacement cost for any damage he/she causes to University or personal property.

#### *Disciplinary Room Transfer*

A student may be transferred to a different housing area, if it is determined that the student may be able to live more productively in a new environment.

#### *Suspension of Housing Contract*

A student's housing contract may be cancelled for a stated period of time after which reinstatement may be possible. A written request to return to the on-campus community must be submitted to the Dean of Housing and Residential Education before readmission will be considered.

#### *Termination of Housing Contract*

A student who has committed serious violations may have his/her housing contract permanently cancelled.

#### *Denial of future Housing Contracts*

A recommendation may be made to not offer a future residence hall contract to individuals who have a history of serious offenses, which are disruptive to the community environment. This status may be temporary or permanent.

#### *Other Actions*

In addition to the aforementioned levels of discipline for violations of housing policy, an incident and the individual(s) involved may be referred to Student Judicial Services or the University Police for further action when violations of federal, state, University, or Housing and Residential Education policies are involved.

Students are responsible for compliance with all of the University rules and regulations, as well as Housing and Residential Education Policies. Where an overlap exists, a student charged with a violation may be disciplined through both Judicial Processes.

### Appeals

Once the alleged violator is informed of the decision, he or she has the right to appeal that decision if:

- material procedural errors were committed prior to or during a hearing;
- the factual evidence submitted was insufficient to support the findings;
- new evidence was discovered; and/or,
- the severity of the decision is not justified by the nature of the violation.

The appeal must be made within 3 days of the issued sanction and should be made to the official at the appropriate level as noted in the sanction letter. Students will be appealing to the Assistant Director if the Residence Life Coordinator or Assistant Residence Life Coordinator levied the decision and to the Associate Director if an Assistant Director levied the decision.

**Residential Community Conduct Board**

The RCCB's Primary purpose is to provide residents that have allegedly violated community standards, departmental or University policies, and/or Florida law an alternative hearing setting. The alternative hearing setting will allow students to have their cases heard by a board of their peers. In addition, the RCCB will serve as a representative body of the residential community in helping to define and uphold community standards to which all residents are expected to adhere. There will be information available Fall Semester regarding membership/selection, training, and procedures of the RCCB.

RCCB is Committed To:

1. Ensuring due process rights to all residents.
2. Providing residents a judicious and fair hearing
3. Ensuring that residents are responsible and personally accountable for any violations of community standards.

**SECTION 6: SERVICES**

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By being aware of the services provided as well as procedures for utilizing your services, living on campus can be convenient and fun. Please be aware of the following procedures and services and utilize them to your advantage.

**Academic Enrichment Center**

This center is open to on-campus students. Services provided include a reading skills lab and tutoring service. The Center is located in Maple D and their telephone number is 974-4713.

**Air Conditioning and Heating***Maple, Castor and Beta Halls*

Each room has its own thermostat and fan control. For best results, set the control on "Medium" or "High" and do not turn the fan off. For the most comfortable temperature and best humidity control, set your thermostat at 72–75°. To keep your heating and air-conditioning unit functioning properly, do not block access to the air-handling unit. The panel at the bottom of your unit must be kept clear to allow air to circulate through the system and to allow access to the unit. The maintenance staff will visit your room every 6 to 8 weeks to change your air conditioning unit filter. TIP: Vacuum your room and the air-conditioning supply and return vents regularly. This will assist in giving you good airflow as well as creating a more pleasant living environment.

*Andros Area*

Each suite of four rooms shares one air-conditioner. The fan control is located in one of the study areas (except in Kappa, Iota, Lambda and Theta which have no fan control). Keep the fan on "High" or "Medium." Do not turn the fan off. The thermostat is located in one of the four rooms in the suite. For optimal comfort and humidity control, set the thermostat on 72–75°. The Maintenance Staff will change the air conditioning filter every 6 to 8 weeks.

*Cypress Apartments and Suites, Holly, Kosove, and Magnolia Apartments*

Each apartment/suite has its own air-conditioning unit. For best performance, keep the window and door closed, and control the temperature with the thermostat dial. The Maintenance Staff will change the filter every 6 to 8 weeks.

*Greek Village*

Each floor has its own air conditioner. Thermostats are located in the hallways and living rooms.

**Bicycle Security**

Bicycle racks are provided in each housing complex for bicycle security. Please see that your bike is securely fastened to the rack to avoid theft. To avoid electrical hazards and to maintain a clear path for the grounds maintenance crew, bicycles should never be locked to light or electrical posts or stairway railings. The University Police provide engraving services to make identification easy should your bicycle be stolen. Bicycle regulation is available to students at NO CHARGE from USF Parking Services or University Police.

**Bulletin Boards**

Your RA will keep you informed about what's happening by posting information on hall bulletin boards. Centrally located boards are also kept up to date. To place information on a bulletin board, you must obtain permission from your Residence Life Coordinator.

**Cable TV**

All rooms are wired to receive all channels on the Housing and Residential Education cable TV system. BullVision is a campus information channel. Cable TV Channels are listed in the Resource Section.

**Computer Connections**

Ethernet connections for access to the Internet and University computing services are provided at no additional charge in all rooms. Using the Ethernet connections requires specialized hardware and software for your computer. If you need assistance with your Ethernet connection, one of our computer technicians will be happy to help you. More information regarding computer connections will be distributed in the Fall semester.

**Dangerous Weather**

From time to time, hazardous weather conditions develop in the Tampa Bay area. Should a weather emergency occur, the appropriate procedures would be posted on the lobby bulletin board and communicated to you by staff.

## RESIDENT HANDBOOK

### Employment Opportunities

Housing and Residential Education offers a variety of student employment opportunities. For general information about the various positions, contact the Housing and Residential Education Personnel Office in the Argos Center Room 237 or call 4-5147.

### Facilities Management

An assigned Housekeeper or Maintenance Mechanic will respond to repair-related problems in your room or suite only upon written request. Report any necessary repairs on a Work Request, which can be found at [www.arrow.reserv.usf.edu](http://www.arrow.reserv.usf.edu). The Maintenance Office can be reached by calling 974-3446.

### Hall Security and Access Cards

Exterior doors of each building are secured 24 hours a day. Card access is applied to resident's student ID at check-in so they may access their hall. It is the responsible use of ID cards that makes any security system workable.

### Laundry

Each hall has centrally located laundry facilities. Washers are 75¢ per load and dryers cost 75¢ for 45 minutes of drying time. Report problems you may encounter with the machines to Area Desk personnel.

### Lost or Stolen Keys

In the interest of your personal safety, it is the policy of Housing and Residential Education to re-core student rooms at the student's expense if the room key is determined lost. A temporary key will be issued, and 30 minutes allotted for you to return the temporary key before a charge and re-coring is initiated. If you lose your room key report it to your Area Desk immediately. If your key cannot be found in that time period, you may contact your Residence Life Coordinator or Assistant Residence Life Coordinator to request that the temporary key period be extended. These policies also apply to access cards that are issued for the outside doors. If you lose your keys or access card while your Area Desk is not open, you may contact the 24-hour Holly M Desk for assistance. If you believe your keys have been stolen, contact the University Police at ext. 4-2628 to fill out a police report. You are responsible for the cost of re-coring your room even if your keys have been stolen.

### Mail

Incoming mail is posted once daily, Monday–Saturday in the mailboxes for each complex. Mailboxes are usually shared by two students and are assigned based on your room assignment. Stamps may be purchased at the self-service postal machine located in the lobby of the Marshall Center or at the Campus Post Office. Packages may be weighed and posted at the Campus Post Office. Please check your mail on a daily basis.

### Recreation

The housing areas have a centrally located pool, picnic area, and sand volleyball court for the enjoyment of residents and guests. Andros and Argos have basketball and hard volleyball courts for recreational use. Courts and outside picnic areas must be reserved for exclusive programs through the appropriate Residence Life Coordinator. The Andros pool is reserved through the Campus Recreation Department.

### Room and Roommate Changes

- Housing and Residential Education assigns rooms and roommates. Unfortunately, it is not always possible to give everyone his or her first choice. The staff reserves the right to make assignments and changes as necessary.
- No roommate changes will be made during the first two weeks of each semester. The transition to community living is not always easy. The diversity of people can be very exciting, but it is also challenging. Living in student housing provides an opportunity for students to understand and appreciate the differences and uniqueness of other people.
- You are encouraged to talk with staff members before asking for a room change. In most cases, roommate problems can be resolved through discussion, compromise, or an agreed upon change of rooms and/or roommates. In cases where no such resolution seems possible, the students must consult their RA. The RA, Residence Life Coordinator or Assistant Residence Life Coordinator will mediate and attempt to resolve the situation through the use of a Roommate Contract. If the situation cannot be resolved at this level, the Residence Life Coordinator or Assistant Residence Life Coordinator can approve a room change.
- You must have a signed Room Change Form from your Residence Life Coordinator or Assistant Residence Life Coordinator before you will be allowed to change rooms. Once you have received this form from your RLC or ARLC, you can take it to the Housing and Residential Education Assignment Office in RAR229 to pick your new room.

### Residence Hall Government

#### *Floor Governments*

Ask your RA about how you can get involved in planning activities and addressing issues in your immediate community.

#### *Building/Area Councils*

Each building or area has a council that plans activities for and addresses issues within the hall or area. Again, ask your RA about how to get involved.

#### *Residence Hall Association*

This award-winning organization provides and supports community events throughout on-campus housing. It also assists residents with addressing their concerns and issues with Housing and Residential Education and other parts of the University. RHA is an excellent opportunity for you to gain leadership experience and is lots of fun as well.

### Telephones

Residents who wish to activate the land-line phone service in their room should visit our website for the form and process. Connection and monthly usage charges will apply.

### Vending machines

Vending machines are centrally located within or near the buildings and in the Andros and Argos Centers. Refunds may be obtained from Holly M. Purchases can be made with the vend stripe on your student I.D. card at many of the machines on campus.

**SECTION 7: RESOURCES****Bull Vision Cable Channels.**

2	INT'L CHANNEL	56	FOX NEWS CHANNEL
3	MUSIC- XM RAW	57	WMOR-MORE TV 32
4	WTTA-WB CH-38	58	UNIVISION
5	BULL VISION	59	TELEMUNDO CH-50
6	WBUL-CAMPUS RADIO	60	MUSIC- XM U POP
7	WUSF-PBS CH-16	61	MUSIC-XM ETHEL
8	WFLA-NBC CH-8	62	MUSIC-XM FRED
9	WTOG-UPN CH-44	63	MUSIC-XM XMU
10	WTSP-CBS CH-10	64	MUSIC-XM HANK'S PLACE
11	WABC-ABC CH-28	65	MUSIC-XM X COUNTRY
12	MUSIC-XM SQUIZZ	66	MUSIC-XM THE 80'S
13	WTVT-FOX CH-13	67	MUSIC-XM THE GROOVE
14	CNN	68	MUSIC-XM THE CITY
15	SUNSHINE NETWORK	69	MUSIC-XM AUDIO VISIONS
16	USA	70	MUSIC-XM FUNGUS
17	MTV	71	MUSIC-XM THE JOINT
18	ESPN	72	MUSIC-XM CALIENTE
19	WGN	73	MUSIC-XM FUEGO
20	USF SECURITY	74	MUSIC-XM THE SYSTEM
21	USF CHANNEL GUIDE	75	MUSIC-XM REAL JAZZ
22	TNT	76	MUSIC-XM BLUESVILLE
23	DISCOVERY	77	MUSIC-XM FRANK'S PLACE
24	COMEDY CENTRAL	78	MUSIC-XM CLASSIC
25	ANIMAL PLANET	79	DISNEY
26	BET	80	FX
27	H/NEWS	81	HISTORY
28	WEDU-PBS CH-3	82	FOOD NETWORK
29	TBS	83	HBO
30	LINK TV	84	HBO WEST
31	CARTOON	85	HBO 2
32	WEATHER	86	HBO 2 WEST
33	TLC	87	HBO SIGNATURE
34	ABC FAMILY	88	HBO FAMILY
35	AMC	89	HBO FAMILY WEST
36	BLOOMBERG	90	HBO LATINO
37	CNBC	91	SPEED CHANNEL
38	MSNBC	92	ESPN U
39	E!	93	MTV U
40	COURT TV	94	STUDENT GOVERNMENT
42	CMT	100	COLLEGE SPORTS TV
43	TNN	101	DISCOVERY HEALTH
44	MUCH MUSIC	102	DISCOVERY SCIENCE
45	LIFETIME	103	MILITARY CHANNEL
46	VH-1	104	GAME SHOW NETWORK
47	NICKELODEON	105	NFL NETWORK
48	ESPN 2	106	G4 TV
49	ESPN NEWS	107	SOAP NET
50	C-SPAN	108	TV LAND
51	C-SPAN 2	109	WE
52	A & E	110	HOME & GARDEN
53	FIT TV	111	TRAVEL CHANNEL
54	MTV 2	112	NASA
55	ESPN CLASSIC	113	WFLA TV8 STORMTRACKER

RESIDENT HANDBOOK

**Housing and Residential Education Staff**

<i>Administration:</i>		<i>Assistant Residence Life Coordinators (ARLC):</i>	
Dorie Paine, Ed.D.	RAR229	Andros I	4-0937 RAN122
Interim Director, Housing and Residential Education	paine@housing.usf.edu 4-5439	Andros II	4-0933 RAN122
Kelly Best	RAR210	Castor	4-8098 RAR137
Associate Director: Facilities and Maintenance	kbest@housing.usf.edu 4-3446	Cypress	4-3840 RCE107
Valerie S. Averill, Ph.D.	RAR229	Holly	4-0496 HAH100
Associate Director: Residence Life	averill@housing.usf.edu 4-4998	Kosove	4-6815 HAH100
Elizabeth Kaplon, Ph.D.	RAR229	Maple	4-1924 RCE107
Assistant Director: Academic Initiatives	Kaplon@housing.usf.edu 4-7435	<i>Residence Hall Desks:</i>	
Mignon Chinn	RAR 138	To get in touch with the RA on Duty call:	
Assistant Director: Residence Life	mchinn@housing.usf.edu 4-7333	Beta	5-7401
David Betsch	RAR 138	Castor	4-6737
Assistant Director: Residence Life	dbetsch@housing.usf.edu 4-6132	Cypress Suites A / B	5-7006/5-7020
Andros I Residence Life Coordinator	Annette Manson	Cypress Apartments C / D	5-7015/5-7980
(Delta, Eta, Epsilon, Zeta)	RAN122	Delta	5-7205
@housing.usf.edu 4-7334		Epsilon	5-8432
Andros II Residence Life Coordinator	Ce'era Horton	Eta	4-6949
(Kappa, Iota, Mu, Lambda, Theta)	RAN122	Greek Village Desk	4-7503
@housing.usf.edu 4-0940		Greek Village RA pagers	201-7926 201-8996
Argos Area Residence Life Coordinator	Alexis Cole	Holly Apartments	4-7000
(Beta and Castor Halls)	RAR137	Iota	5-1158
@housing.usf.edu 4-2932		Kappa	5-8777
Cypress/Maple Residence Life Coordinator	Greg Connell	Kosove	4-5253
gconnell@housing.usf.edu 4-3438	RCE107	Lambda	5-1160
Greek Village Residence Life Coordinator	Mark Bigelow	Magnolia Desk	4-0800
Mark Bigelow	GKY102	Magnolia RA pager	201-0749
mbigelow@housing.usf.edu 4-8417		Maple A / B	5-7080 & 5-7081
Holly/.Kosove Residence Life Coordinator	Valerie Kielmovitch	Theta	5-1159
Valerie Kielmovitch	HAH100	<i>Other Important Numbers:</i>	
vkilmovitch@housing.usf.edu 4-1995		Advocacy Program	4-5757
Magnolia Residence Life Coordinator	TBA	Motorist Assistance Program	4-3990
@housing.usf.edu 4-9845	MAH100	<b>Police—Emergency</b>	<b>911</b>
		Police—Non Emergency	4-2628
		Residence Computer Office Help Desk	4-0913
		Residence Hall Association	4-5341
		Housing and Residential Education	4-0001
		Housing Maintenance Office	4-3446
		Safe Team	4-SAFE
		Student Health Services	4-2331