

FLORIDA MEMORIAL UNIVERSITY



Department of Residential Life

Policy and Procedure Manual

Florida Memorial University is a private, faith-based Historically Black University located in the heart of Miami, FL. Florida Memorial University is the only HBCU located in South Florida and because of our location we are one of the most diverse among the HBCU brand. We welcome all students to come and enjoy a once in a lifetime collegiate experience for an opportunity to meet people from all over the world. As an FMU Lion, you will receive an education that is strong in value and rich in purpose. If academics and excellence are your mission, then we invite you to come ROAR us!

Mission Statement:

The Department of Residence Life supports the mission of the University and the Division of Student Affairs by creating a positive living and learning environment. We provide program, services and affordable accommodations that enable residents to grow and develop in many aspects of their lives. We are committed to enhancing the quality of life among residents by providing secure, comfortable and well maintained housing. Additionally, Residence Life provides opportunities for social and educational involvement and for self-governance. We are committed to creating a community of scholars that respects and values and promotes good citizenship.

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FLORIDA MEMORIAL UNIVERSITY

**RESIDENCE LIFE DEPARTMENT
ORGANIZATIONAL CHART**

Vice President for Student Affairs

Dean of Students

Director of Residence Life

Area Coordinators (AC)

Assistant Area Coordinators (AAC)

Living & Learning Coordinators (LLC)

Resident Assistants (RA)

Living & Learning Fellows (LLF)

University Work Study Students

RESIDENTIAL LIFE

The Office of Residence Life and Housing provides students with a total educational experience by facilitating an enjoyable campus-living experience. The residence halls are living/learning centers that provide an environment conducive to student success. Opportunities in a variety of academic, cultural, social, leadership, and recreational activities facilitate personal development. Functions that enhance student growth through the Office of Residence Life include an educational judicial process, crisis intervention, mediation, and counseling referrals. The office provides quality facilities for students who live on campus, and it coordinates the administrative processes of all on-campus housing including assignments, contracts, billing, facilities, and maintenance of the seven on-campus residence halls. On-campus housing consists of a traditional residence hall with community bath facilities for undergraduate students, as well as apartment-style housing for upper-division, undergraduate, and graduate students.

Student Housing Expectations

All students who live on campus are required to be a full-time student (enrolled in classes with a minimum of 12 credit hours) and must be in “good standing”. While living on campus, you must strive to establish and maintain a residential environment that will help you to achieve your educational goals. This environment should not only support academic learning taking place, but also promote the learning of life skills, plus provide the opportunity to maximize your self-development. As a student you should strive for an educational and learning experience that takes you beyond the classroom and makes you more complete and well-rounded. Get to know other students from other parts of the country and the world. Your time here offers many opportunities to which you may never again have access.

Graduate Housing

Residence Life offers graduate housing to a limited number of graduate students each academic year. You must apply for graduate housing only after being awarded or receiving a graduate assistantship within an academic department. A housing deposit of \$300.00 will be due upon submitting your housing application.

The following information will allow you to use the uniqueness of on-campus living to expand your education and development. The current policies and procedures are subject to review and revision every year. You will be notified, prior to implementation of any changes that occur during the year. You are expected to be aware of information contained in this and other University publications such as the University Catalog. Ignorance is not an excuse for any policy violation. If you need assistance or have any questions or concerns pertaining to the following information, please contact the Office of Residence Life or any housing staff member.

Student Rights and Responsibilities

Rights & Responsibilities:

By reason of its responsibility to promote its educational purpose, Florida Memorial University has the inherent right to preserve order and maintain stability through the setting of standards of conduct and the prescribing of procedures for the enforcement of such standards. The foundation underlying the prescription of student standards at Florida Memorial University is the tenet that the exercise of individual rights must be accompanied by an equal amount of responsibility. This assures that the same rights are not denied to others. By accepting membership in the University community, a student acquires rights in, as well as responsibilities to, the whole University community.

Reservation of Power

The FMU Student Handbook is not intended to be a contract or part of a contractual agreement between FMU and the student. The FMU Student Handbook is available online www.fmuniv.edu. Changes in the content of the student handbook may be made at any time, by the university, division, or college administration. Whenever possible, adequate notice of anticipated changes will be given to the student. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict. The student handbook is the governing document for all program-related information. Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it. Students are expected to be familiar and comply with all the policies and procedures contained within the student handbook, including any revisions or modifications. Florida Memorial University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

Non-discrimination Statement

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g. Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX), it is the policy of Florida Memorial University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities. FMU admits students of any race, color, religion or creed, sex, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at FMU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

STATEMENT OF STUDENTS' RIGHTS AND RESPONSIBILITIES

Florida Memorial University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to our society. As an institution, our purpose is to ensure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence. Certain rights and obligations flow from membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university
- Scrupulous respect for the equal rights and dignity of others
- Dedication to the scholarly and educational purposes of the university and participation in promoting and ensuring the academic quality and credibility of the institution Students are responsible for obtaining, learning, and observing the established university and academic center policies as listed in all official publications.

In addition, students must comply with the legal and ethical standards of the institution, as well as those of Miami-Dade County, the state of Florida, as well as any other laws, rules, and/or regulations of other jurisdictions. All members of the community should inform the appropriate official of any violation of conduct regulations.

THE STUDENT CODE OF CONDUCT

A. Conduct Standards

Students should not interfere with the rights, safety, or health of members of the university community nor interfere with other students' right to learn. Students are expected to abide by all university, center, and program rules and regulations and all local, state, and federal laws. Students are responsible for adherence to the university code of conduct and all university policies and procedures while attending or participating in university-sponsored programs, activities, and/or events off the main campus or at any FMU sites.

B. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the Code of Ethics for Computer Usage. The university and each center or program may prescribe additional standards for student conduct. Reasonable notice may be provided when additions or changes are made to the standards for student conduct. Students should refer to their center and/or Student Affairs Web site for policy updates or changes.

C. Violations

Any violation(s) of any of the academic standards, conduct standards, or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans, associate deans, or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic, conduct, or supplemental standards violations. Violations of academic, conduct, or supplemental standards are subject to disciplinary action, up to and including, expulsion from the university. Violations of academic standards will be handled through the student's academic college, school, or center. Violations of conduct or supplementary standards will be handled by the Office of the Vice President of Student Affairs or by the individual academic college, school, or center as deemed appropriate.

D. Sanctions

If the student is found in violation of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures, one or more of the following sanctions may be imposed. The following list is only illustrative. The university reserves the right to take additional disciplinary action as it deems appropriate.

Please consult the Student Code of Conduct for a list of violations and other information relative to such.

Residence Hall Council Members

Director of Residence Life: Office of Residence Life

Area Coordinators: Living & Learning Centers

Representatives:

- Admissions
- Bursar
- Bookstore
- Cafeteria
- Campus Ministry
- Campus Nurse
- Campus Safety
- Career Planning and Placement
- Counseling Center
- Financial Aid
- Freshman
- Health clinic
- Honor's Program
- Intramural sports
- Registrar
- Residential Life Hall Area Coordinators
- Residential Assistance
- Student Accounts
- Student Activities
- Student Development Center
- Student Government Association Representative
- Student Support Services
- Sodexo

Residence Life Guidelines

The Guidelines for Residence Life are for the protection of the students' health and welfare. These guidelines are also enforced to help maintain an atmosphere which will enhance the growth and well-being of each student in the residential environment

1. All students must sign an Occupancy Agreement. Students must adhere to the content of the agreement or be subject to a fine, warning or suspension from residential life. The housing contract you signed is for one academic year (fall, spring and summer semesters). This does not guarantee that you will have an assignment for the following year. You must apply for housing each academic year. You are encouraged to apply for the next year's housing as soon as possible.
2. All residential students must present, upon request, a valid student identification card.
3. The university does not bear responsibility for the theft or loss of monies, valuables or other personal property. **Students are encouraged to obtain personal property insurance.**
4. Residents are held accountable for the conduct of their guest(s).
5. Residents are allowed to have guests between the hours of 10:00am and 12:00am. Co-ed guests are only allowed in the lobby area. Members of the opposite sex (except authorized by university personnel) are not permitted beyond the lobby area of the residence halls. Violators are subject to a fine and/or suspension from housing.
6. Children are not allowed in the Residence Halls for overnight visits at any time.
7. Students are prohibited from bringing pets into the residence halls.
8. The purpose of the Residence Hall is to provide an atmosphere where a student can study, sleep, and enjoy fellowship. In the best interest of the FMU family, students are encouraged not to use radios, CD players, T.V., etc. in a disruptive manner such as excessive volume.
9. Students are prohibited from engaging in playful activity with fire extinguishers, fire alarms, fire water or any other activity which may endanger the health and safety of residential students. Violators are subject to a fine and/or suspension from Residential Life.
10. The willful destruction of University property i.e., exit signs, fire alarms, door knobs, etc. is prohibited. Violators are subject to a fine and/or suspension from Residential Life.
11. The use or possession of alcoholic beverages, illegal drugs, and/or narcotics are prohibited in the residence halls.

12. During emergencies (power outages at night, severe weather, etc.) all residents should remain in their respective hall until conditions are normal or to receive further instructions.
13. Open air cooking in the Residence Halls is prohibited. Students should not bring cooking items such as hotplates, toasters, woks, and electric skillets or any other cooking appliances or utensils.
14. Any student who must leave the Residence Hall overnight must check out with an RA. In a case of emergency we must know where to contact a student.
15. In case of medical or other emergency contact Residence Hall Staff Personnel or Campus Safety (305)-626-3771 before calling 911.
16. All Residence Hall lobbies close at 12:00 a.m. Sunday - Thursday and 1:00 a.m. on Friday and Saturday. All visitors must leave at this time. There is no loitering around the residence hall after the lobby is closed.
17. Loitering in the vicinity of the Residence Halls and adjacent parking lots after 11:00 p.m. is prohibited.

Roommate Bill of Rights

Each student must...

1. Have time to read and study in his/her room from undue distractions and interference.
2. Be able to sleep without undue disturbance from the noise of a roommate, guest etc..
3. Have respect for each other's personal belongings and must keep his/her living environment clean at all times.
4. Have free access to his/her room and facilities without pressure from a roommate.
5. Preserve personal privacy.
6. Entertain lawful guest(s) who abide by the rules of courtesy and endorse the Bill of Rights
7. Remember that living in the residence hall is a privilege and not a right.
8. Remember that in order to continue living in the residence halls you must follow both policies of the university and residential life.
9. Have the right to address grievance and if necessary, seek the assistance of residence hall staff in rectifying conflicts.
10. Be free from fear of intimidation, physical and/or emotional harm.

****THE KEY TO SUCCESSFUL RESIDENCE HALL LIVING IS TO RESPECT YOUR FELLOW STUDENTS AND THE RESIDENTIAL LIFE STAFF.**

Securing Personal Items

Your security in the Residence Halls is the joint responsibility of the resident hall students and the university.

You can do your part by:

1. Keeping all room doors locked, and exit doors secured at all times
2. Not keeping large amounts of money in your room.
3. Keeping your valuables in a safe place.
4. Reporting unauthorized persons on your floor and living area.
5. Obtain personal property insurance.

To protect your personal property, mark each item with an identifying number (best numbers to use would be your driver's license number and student identification number). You should record the serial number of all electronics devices, also computers and telephones.

If you have a car, keep the doors locked and do not leave valuables in it.

****THE UNIVERSITY DOES NOT ASUUME RESPONSIBLITY FOR ANY LOST,
STOLEN OR DAMAGED PROPERTY.**

GENERAL RESPONSIBILITY OF RESIDENTS

RESIDENCE HALLS

FMU has two historic halls and four Living and Learning Centers (LLCs). In the historic residence halls, residents experience a traditional housing experience with a common bathroom in each wing. In the LLCs residents experience apartment style living with a private bathroom and kitchenette in each dwelling space. The University provides all residents with a non-coed living experience. We have gender specific housing and co-ed visitation is prohibited.

Male Residence Halls

1. Goode Hall (Historic / Traditional) (Max Occupancy- 156)
2. Living & Learning Center 1 (Max Occupancy-*)
3. Living & Learning Center 3 (Max Occupancy-84)

Female Residence Halls

1. Robinson Hall (Historic / Traditional) (Max Occupancy-340)
2. Living & Learning Center 2 (Max Occupancy-101)
3. Living & Learning Center 4 (Max Occupancy-87)

CLEANLINESS

Keeping your room clean is one of your primary responsibilities. Your room should be cleaned or maintained on a daily basis. All waste (trash) should be taken out on a daily basis and placed in the proper receptacles.

Trash is not to be swept into the hallways, stairwells, lobbies and other areas outside of the room. You are expected to assist in keeping the lobbies and restrooms clean, by picking up after yourself and encouraging others to do the same. The maintenance of the outside of your residence hall is just as important as the inside. Remember, this is your home, please take pride in it.

FIRE

In the event of fire, exit the building at once. Once outside, go to your building designated area. Remember to stay clear of the affected building and do not return until directed to do so by a residential life staff person.

In accordance with residential life policy, there will be one fire drill each semester. All residents are asked to take part in these drills. The purpose of a fire drill is to acquaint occupants with a fast and orderly means of exiting during an emergency.

THEFT

If you believe you have been the victim of theft please contact the Campus Safety Department immediately at (305) 626-3771. The Campus Safety Officer on duty will take an incident report and will call Miami Gardens Police Department (if necessary). The Campus Safety Officer will also take a list of items stolen including identifications numbers, serial numbers or any other identifying marks.

INSURANCE

All residents are required to obtain personal insurance. Options may be made available through the Office of Residential Life.

MAIL

For information concerning post office boxes, please contact the mail room at (305)-626-3656.

QUIET HOURS

In order to allow students to study and rest in a tranquil living environment, “QUIET HOURS” are enforced in all residence halls from 8:00 p.m. - 8:00 a.m. Sunday through Thursday. During midterms and final exams times, “QUIET HOURS” are in effect twenty-four (24) hours a day. Students are asked to keep their room doors closed and the noise level down during “QUIET HOURS”.

ATTIRE

The University’s expectation is that all students will dress in the appropriate collegiate attire seven (7) days a week. Students have a choice of (professional, business casual or casual) dress. Please take the time to view and read the “Suited for Success” posters located throughout the campus.

Male

Men may not be shirtless at any time outside their room unless they are swimming in the recreation center. At all other times a shirt must be worn or the student may be fined accordingly.

Female

Women are expected not to wear any clothing that would be deemed inappropriate or distasteful by any faculty or staff personnel.

The University reserves the right to require all students to adhere to the dress code established by the University.

HEALTH & SAFETY CHECKS

The University reserves the right to enter any room(s) for the purpose of inspection, pest control repairs, housekeeping and maintenance, suspected Code of Student Conduct violation investigations and any conditions which may be in the best interest of the University and the resident.

The University reserves the right to confiscate, remove and return to the owning department any University property found in any room, in the residence facilities during the course of inspection for cleanliness, repair, and maintenance.

In addition to having items confiscated, residents can be charged for the replacement cost of any unauthorized university property found in his/her room.

UNAUTHORIZED GUEST

Unauthorized guest (s) are not allowed to live in the rooms. Any resident found housing an unauthorized person (s) may be subject to a fine for such violations and/or loss of housing privileges.

ROOM CHANGE

Any room change must first be approved by the AC. Final approval must be made by the Residential Life Director or any other official University Designee. All approvals must be processed using the appropriate form and must take place **prior to** moving from one room to another.

KITCHEN APPLIANCES

Open air cooking in the Residence Hall is prohibited. Students cannot have cooking items such as hotplates, toasters, electric skillets, or any other cooking appliances or utensils. The use of refrigerators and microwave ovens in the residence halls is only permissible if they meet the following size and wattage requirements:

Refrigerator (counter top only) not to exceed – 1.7 cubic feet cold storage 18 -7/8H x 18-5/8W x 10-1/8D
Microwave (compact microwave) not to exceed -0.6 cubic foot cavity and 600 watt's maximum power.

Students are encouraged to share, because a maximum of two refrigerators and one microwave oven are permissible in each room.

SMOKING

By Florida State Statue, all buildings are nonsmoking. This includes all Residence Halls. Smoking is not permitted in the resident's room, therefore, if you must smoke it must be done outside the building and at a distance of at least 50 feet away from the building on the south or

east exit only. Cigarette butts must be extinguished and discarded in a designated area or appropriate charges will be assessed to the resident.

RESIDENCE LIFE

FACTS

(Excerpts from the Student Handbook)

Computer Lab Procedures

1. Food and drinks are not allowed in the computer lab.
2. Music is allowed only if using headphones
3. If unauthorized persons are found in the computer lab, they will be expelled from the lab. The person(s) who gave them entrance will be asked to leave also.

Care and Appearance of Room

As like “your home” your room should be a reflection of you. Feel free to adapt and decorate your room so that is more comfortable for you and your roommate. The personalization of your living space is important to your feeling “at home.” but please keep the proper care of the facility in mind.

You are responsible for the appearance, condition, and cleanliness of your living space. The housing staff will conduct periodic inspections for fire, health, and safety concerns. Keeping your room clean will keep insect problems down.

Check In/Check Out Procedures

- a. Check in/check out times are between the hours of 8:00 a.m. and 8:00p.m. **ONLY**.
- b. You may not check into a room until given permission to do so from the Office of Residential Life and you are issued a key. You must have your student ID and all relative documents to obtain a key.
- c. When you check into a room, you must review and sign the room inventory. The inventory details the condition of the room upon your arrival and will be consulted when you check out. Be sure the inventory reflects any items that may be damaged or repair the damaged item.
- d. All resident students are required to check out of the residents’ hall within twenty-four (24) hours of their last final exam.
- e. Anytime you change your assignment, either by moving to another room, moving off campus, or leaving the University, you must check out of your room with a housing staff member. You must remove all of your personal belongings, thoroughly clean the room, return the furniture to its original position, return your key(s), and sign the room inventory form. Failure to do so may result in your being charged for failure to check out, lost keys, and any other appropriate charges. You must check out of your room if you are not returning to University housing after the end of the fall term. All students must check out of their room at the end of the spring and summer terms.
- f. To avoid any confusion or relays, schedule your check-out with your housing staff as far in advance as possible. If your building staff member cannot meet with you at the time you need to leave, make arrangements with another housing staff person.

- g. Final inspections of all rooms may be conducted by the housing, maintenance, and housekeeping staff after you are gone. Any damages noted during this inspection may result in appropriate charges being assessed.

Eligibility for On-Campus Housing

Any full-time student in good academic standing is eligible for on-campus housing.

Housing Agreement

Every student living on campus is required to have, on file with the Office of Residence Life, a signed Housing Agreement. Accepting and checking into an on-campus housing assignment, along with signing a Housing Agreement indicates that you are obligating yourself to the terms and conditions of the Agreement.

The Housing Agreement is for the entire academic year or any portion remaining at the time of occupancy, unless otherwise indicated. The agreement can only be canceled by graduation, withdrawal from the University, or non-enrollment.

Room Changes

The Residential Life Office wants you to be comfortable where and with whom you are living. We also want you to develop problem solving skills and an appreciation of individual differences. Dealing with conflict is a valuable skill and the on-campus housing environment provides a unique opportunity to develop such a skill. Therefore, should a conflict arise between roommates, floor mates, or whomever, every effort will be made to resolve the conflict without changing your assignment.

No room changes may occur without the written approval of the Residential Life Office. An unauthorized room change may result in a fine and relocation back into your original assignment. Room change requests will not be considered until the beginning of the third week of classes. Should you desire to move, contact the Residence Life Staff.

The Residential Life Office reserves the right to assign any student to any given space at any given time. Preventing a student from occupying a space is prohibited. It is the responsibility of the person moving to notify his/her roommates of their plans. All move requests are processed on a first-come/first-serve basis.

Moving from a residence hall to off campus housing without prior written notification may result in no changes being made in your board plan. Any questions concerning your meal plan can be answered by the Business Office.

Room Reservation Fee

The key deposit is refundable provided you satisfy the terms of the Housing Agreement, have no outstanding charges within your student account, and comply with all provisions set forth in the Student Handbook and the University Catalog.

Should your deposit be refunded or forfeited and you return to on-campus housing, the deposit must be repaid. Processing of your deposit refund request typically takes four weeks.

General Information and Services

Alcohol

Alcohol consumption on campus is prohibited. Any displays of alcohol containers are also prohibited. Public intoxication or consuming alcoholic beverages regardless of age is prohibited. Students who are experiencing negative effects from drinking or have alcohol abuse issues may receive professional and confidential help and guidance from the University Counseling Center. Our counsellors may be contacted at (305) 626-3138.

Bathrooms

All bathroom facilities are to be used by members of the same sex and by the residence of the particular wing or floor. All community bathrooms should be kept in a clean and orderly manner. Failure to properly maintain the bathroom facility may result in a damage charge as deemed appropriate by the Office of Residence Life. Violations of the privacy rights of others will not be tolerated.

Bikes

All bikes should be registered with the campus safety Department. Bikes may be stored in the residents rooms provided they are kept out of exit ways. Bikes are not to be stored in public areas, hallways, stairwells, or attached to a building. Bicycles should be locked when not in use. For best results, use a “U”- bolt lock. Missing bicycles should be reported to the Campus Safety Department immediately. Property insurance is required.

Building/ Facility Use

You may not enter any area where access is limited to authorized personnel (i.e storage and equipment rooms housekeeping areas). Climbing, rappelling, or any related activity on the outside of any building is prohibited. All building roofs are off limits. No objects may be thrown, dropped or suspended (i.e. Flags, banners, etc.) from windows, roofs, or other exterior areas.

Fire exit doors are for emergency use only. Any residents found using exit doors are subject to receiving fines. Residence halls should be entered or exited through the main entrance doorway only. In the case of an extreme emergency fire exit doors may be used.

For energy management concerns, windows should not be open while the air conditioning is on. Pictures, posters, etc. May be hung on the walls provided the adhesive used will not damage the surface. Nails are not to be used attached items to walls or moldings.

You may not paint your room nor structurally alter your room or the furniture. Use of decorations should be in moderation. The doorway and window should be free from obstructions at all times. Fire safety must be considered in the use and placement of all decorations. Please respect the feelings of others when placing decorative items in plain view. The University

reserves the right to remove or relocate any decorations found in a student's room. Consult with the staff if you have any questions about the appropriateness of decorations.

All rooms should be cleaned daily and any trash disposed of properly. Trash cans, trash chutes, and trash dumpsters are located throughout the halls and on campus.

Damage to Property

Damage to university property or property of a member of the university community is prohibited. Any damage by students to university property will be charged to the student(s) after a fair assessment has been made. You are expected to take an active role in the care and upkeep of the facilities. Please use your Residence Hall and room as your home and treat it accordingly.

All damages are classified in one of the following areas:

- 1) Normal Wear and Tear - no assessment
- 2) Accident- Assessed partially or in full to responsible party and
- 3) Vandalism - Assessed in full to responsible party and disciplinary action will be taken.

You are responsible for all damages that occur in your room, wing, floor, and building beyond normal wear and tear. If the party responsible for the damage is identified, that person(s) will be held responsible for the repair cost. Resident responsibilities include any damage done to doors (interior and exterior), bathrooms, hallways, lighting fixtures, furniture, public areas, windows, etc. Damage assessment can be made on clean and unsanitary conditions as well. Damage fees may be charged against an individual, room, wing or building.

Incense

Incense is considered to be drug paraphernalia: accordingly, the burning of incense in residence halls is prohibited.

Drugs

The use or possession of illegal drugs and/ or paraphernalia is prohibited in all residential facilities.

Assistance for dependency on legal or prescribed medication is available in the Counseling Center. They can be contacted at (305) 626-3138.

Fire Safety Procedures

Knowingly activating, turning in false alarms or giving any other common or recognized alarm of fire or bomb threat is strictly prohibited. You may face University judicial charges, plus be liable for criminal prosecution. Tampering with building and/or room smoke detectors, pull

stations, fire extinguishers, or any other fire safety equipment is prohibited. In addition, loitering in the Residence Hall stairwells and landings is strictly prohibited.

Note: Tampering with any life safety equipment will result in a minimum \$1,000 fine, relocation of your assignment, a ban from the residence hall, possible suspension and/or arrest.

When a fire alarm sounds, you must immediately evacuate the building by the most direct safe route. It is recommended that you do the following to ensure your safety:

- 1) Makes sure windows are closed and lock your door.
- 2) Wear clothing appropriate for outdoor conditions and shoes.
- 3) Feel door and/or doorknob to see if it is hot. If so, do not open the door. If safe to do so, evacuate out the window or wait until help arrives. If smoke is coming under the door, stuff a soaking wet towel under the door.
- 4) If the door is not hot, proceeding into the hallway. If the hallway is filled with smoke, take a towel with you to aid in breathing and crawl to the nearest safe exit.
- 5) If there is no smoke, proceed to the nearest safe exit.
- 6) Make sure the fire doors are closed at all times.
- 7) Do not use elevators
- 8) Stay calm.

You must evacuate the building to a point sufficient to ensure your safety. You may not re-enter the building at any time or for any reason while the alarm is sounding. Failure to evacuate may result in a \$50 fine for the first offense, \$100 fine for the 2nd and a judicial sanction for future offenses.

At no time should subjects be placed in hallways, walkways, stairwells, or in doorways that prohibit the ease of exit from any building or room.

Storage of flammable materials, such as gasoline, within residential facilities is prohibited.

If you wish to cook outdoors, please use one of the grills provided by the University. Misuse of outdoor cooking equipment such as having an excessively high flames near as a residential facility, improperly disposing of the coals, or improperly storing lighter fluid is prohibited. Setting fire to any (other than a grill) in or near a residential facility is considered to be arson and will be treated as such.

Fireworks, Weapons, and Explosives

Immediately report any fire safety concerns including policy violations. The use or possession of fireworks, dangerous chemicals, explosive materials, dangerous devices capable of casting a projectile, ammunition, bows and arrows, swords, or other lethal weapons are prohibited. Other objects may be declared as a “weapon” depending on the context in which it is used.

Furniture

Furniture in the room at the time of occupancy may not be removed unless permission is granted by the housing staff. All items removed must be recorded on the room inventory sheet. No additional furniture may be brought into the Residence Hall. Alterations to University furniture is prohibited.

All beds must set securely on the floor and may not be elevated by cinderblocks or other structures. The type, quantity, and condition of the furniture is noted on the room inventory. Please be sure this form is completed accurately at the beginning and conclusion of the occupancy period. If the furniture is not in the room or at the furniture has been damaged beyond normal wear and tear you will be charged for replacement or repair. Waterbeds, water furniture, hot tubs, spas, in Jacuzzis are not permitted. Removal of furniture from public areas is not permitted.

Housing Staff

The Office of Residential Life is located in the Students Services Building. The office is staffed by the Director of Residential Life. The office is open from 8:30 AM to 5:00 PM Monday to Friday. Each residence hall is staffed by an ACs, LLCs, LLFs and RAs. The housing staff in each area will help you develop and maintain a comfortable environment by being a resource for questions and concerns, providing activities, plus assisting the management and administration of the residential unit.

Hurricane Season

Hurricane season runs from June 1 through November 20. Should the Miami area fall under hurricane watch, please refer to the Hurricane Instruction Hand-out given to you when you checked in. Copies are available in the Residential Life Office.

Insurance of Personal Property

The University does not provide any insurance and assumes no liability for any personal property that maybe lost, stolen, or damaged while on the campus. Make arrangements to insure your property properly through either an individual or homeowner's insurance policy.

If you have expensive items or equipment (camera, laptops, TV, etc.) in your room, they should be engraved with the last four digits of your social security number, or some other form of identification. Keep a listing of cereal and model numbers. Keep jewellery locked up or on your body and do not keep large quantities of cash in your room.

To prevent items from being stolen from your room, keep your door locked at all times. Do not leave your windows open and do not unlock or prop open the outside doors.

Keys

During the check-in process, you will receive a room key. This key is for your personal use only. Under no circumstances should you loan your key or give your key to another individual.

If you are locked out you may: 1) wait until your roommate returns: 2) contact a member of the residence life. 3) Contact the Security Office only in cases of extreme emergency. The resident may be charged a fee of \$10 for each lock-out.

Gaining access to your room by means other than using the door and a key may result in your being judicially charged. You also fall liable to payment of the damage bill should it be deemed appropriate.

Your key is your best line of security, so please take care of it. Lost key replacement is \$175 each. Lost or inoperable keys and locks should be reported immediately. When you checkout of a room, the key(s) must be returned. Keys must be turned in during the semester break. Failure to do so will result in a lost-key charge.

Laundry Rooms and Vending Machine

There are laundry facilities available for your use in conveniently placed central locations throughout the residential areas. They are debit card or coin-operated and maintained by an outside contractor. Please use the vendor app to keep track of your laundry online so that you can remove your clothing in a timely manner.

Vending machines are located at various points around the campus. Service requests or reports of lost money for either vending machines or laundry machines are to be directed to the numbers provided in those areas.

Lounge Policy

The lounges are for the use of the building residents. Lounge furniture must remain in the lounge and may not be moved to the student rooms or from the building. The building residents are jointly responsible for the care and maintenance of the lounge. Any modifications to the lounge in the form of decorations, furniture, and/or recreational equipment must be approved by the Residential Life Office. Smoking or sleeping in residence hall lounges is prohibited.

Maintenance and Housekeeping

All maintenance and housekeeping requests are to be addressed to the RA. They will be forwarded to the appropriate personnel and dealt with as quickly as possible. If a housing staff member is not available, take the concern to the Security Office and they will file the report.

On-Campus Housing Occupancy Periods

Housing is provided during all regularly scheduled academic sessions of the University.

Occupancy prior to posted opening dates or after posted closing dates may be provided at the discretion of the Office of Residential Life and under special conditions. Opening and closing dates posted in the University Catalogue are subject to change as needed.

On-campus housing officially closes for all residents at the conclusion of fall, spring, and summer terms. Should housing be available for returning residential students to stay on campus during break periods, special conditions, such as an additional rental fees may apply.

When the housing closes at the end of the term, you must vacate your room within 24 hours of your last exam or by noon on graduation day, if you are a graduating senior.

Parties

Parties not approved by the University are prohibited. Any activity that cannot be contained within your room may be cause to prohibit the activity from continuing.

If you are planning an activity in which it is reasonable to assume that the number of people attending (invited or uninvited) will exceed the maximum capacity of your room, an Event Request Form must be completed prior to the event.

Any events occurring in or near any residential facility must have prior written approval of the Residential Life Office.

Pest Control

Residence halls are sprayed for insects periodically. It is recommended that you supplement this process with your own spraying as needed. Please contact the Residence Life office should you have insect problems.

NOTE: Please be careful to follow the directions when using pesticide. Halls are sprayed monthly by an outside exterminator.

REMEMBER THE FOLLOWING:

- 1) Bugs, rodents, and ants are attracted to group living environments by food, trash, and clothing.
- 2) Keep food in closed containers. Dispose of trash, especially open beverage containers, on a daily basis.
- 3) Keep the room “picked up.” Keep dust and dirt swept. Wet towels and clothing provide for bugs.
- 4) Promptly report the sighting of pests in your room to the Residence Life Office. Clean your room prior to us spraying.
- 5) To be most effective, the following conditions should be met:
 - a. All furniture must be moved 6-8 inches away from the walls.
 - b. Carpet or rugs must be turned up and away from the wall by 6-8 inches.
 - c. The room must be clean – free from food, trash, and open beverage containers. Clothing must be off the floor area. Area must be free of dust accumulation on the floor.
- 6) **If you are chemically sensitive, you must register with the State of Florida.** Please notify the Office of Residential Life immediately should you have a negative reaction to the spray.

If you are allergic to commonly used pesticides, you must contact the Residential Life Office. Should additional pest control measures be needed because of the presence of a pet, the residents will be billed for any incurred expenses.

Posting Policy

All information to be posted in or on any residential facility must have the approval of the Residential Life Office. Material will be distributed to each individual facility and posted in a designated area by the staff.

Quiet/Courtesy Hours

Quiet hours in and around residential facilities: 8pm to 8am Sunday through Friday, 11pm to 10am on Friday through Sunday.

‘Quiet’ suggests that no noise should be heard from the room, in the hallways, common area, or around the exterior of the building. Quiet hours can be extended for individual halls with a majority vote of the residents.

Courtesy Hours are in effect at all other times. The need to conduct academic work, sleep, or just be at peace takes precedence over someone’s desire to make noise. Please respect the request of others for quiet.

Courtesy hours are to effect 24 hours a day not designated quiet floors with the exception of Friday and Saturday nights.

Twenty-four (24) hour quiet hours are in effect during final exams beginning the last day of classes.

No drums or electronically amplified musical instruments, including microphones, may be used in student rooms.

Recreational Sporting Activities

Participating in sporting activities in the immediate vicinity of any residential building should be done with care and consideration. All sporting activities should be conducted in areas designed for such an activity.

Residence Life Council and Hall Councils

The Residence Life Council and the individual hall councils are student organizations dedicated to the development, review and recommendation of housing policies and procedures. They also provide programming activities for residents and engage in fund-raising activities to improve the current resident facilities. Your involvement is needed.

Campus Safety and Emergency Procedures

For your security, the outside doors to all residence halls are to be locked at all times. Unlocking and/or propping the doors is a serious security violation and will result in judicial action being taken. You do not have the right to jeopardize the safety and property of anyone else just for your convenience.

Your living area will be as secure as you and your neighbours decide to make it. Report security concerns or any suspicious persons immediately.

Any medical or police emergencies should be channelled through the resident hall office or the Campus Safety Office, to ensure an immediate response. The Health Clinic can address some medical concerns, but it is not to be considered a substitute for a hospital.

Smoking

By Florida State Statute, all public areas (hallways, lounges, bathrooms, stairways, emergency landing, etc.) are non-smoking.

Solicitation

To preserve the desired educational and security integrity of the residential life area, solicitation is not allowed. Solicitation is defined as door-to-door selling of any product or service, campaigning, or unauthorized posting of fliers describing products or events. Off-campus business or students representing an off-campus business are not permitted to advertise or solicit in the residence halls.

Storage

The University does not have any storage available. All personal belongings must be removed at the end of the academic year, or upon leaving the residence halls. Students must remove their belongings at the end of the spring semester.

Student's Right to Privacy

Your right to privacy within your place of residence against unwarranted and/or unreasonable official invasion, will be guarded and protected.

The responsibilities of the University require the reservation of a reasonable right to enter into your room to assure proper upkeep, to provide for the health and safety of all residents, and/or to investigate when reasonable cause exists to believe a violation of University regulations is occurring within the room.

Room checks and inspections will be conducted by the housing staff, maintenance, and/or housekeeping personnel for the purpose of ascertaining damage or conditions potentially harmful to the safety of the college community. This includes inspections before and during break periods and at other times as deemed necessary. Every effort will be made to conduct the inspections when you are present. Housing staff may enter the room for purposes other than inspection when:

1. There is clear or apparent emergency, such as fire, serious illness, injury, or where danger threatens persons or property.
2. The staff member has reasonable cause to believe that had a violation of University regulations is occurring within the room.
3. At the request or invitation of one of the residents of the room.

You may enter the room of other students only at invitation of a resident of the room. The invitation must be made at the time of entry. At no time will you be permitted access, by a staff member, to another student's room.

Entry and search by the Campus Safety Office or legal authorities (i.e. Police, Fire) will be allowed when permitted to do so by University policy for reasons of clear or apparent emergency, danger or threat of danger, and/or policy violations. Also, entry will be allowed when permitted by law for reasons such as a search warrant, permission of a resident, in "hot pursuit" of an individual suspected of committing a crime, and/or when it is apparent a crime is being committed.

Cable TV

Each room is provided with a cable TV outlet. Any repair requests involving the cable line and outlet are to be directed to Residential Life.

Vacancies and Consolidation

The Office of Residential Life reserves the right to fill vacancies and/or consolidate assignments deemed necessary, plus limit and/or consolidate available facilities during any academic term.

If you are in a quad-occupancy assignment and do not have a roommate, you may be required to either move in with someone else, find someone to move in with you, or agree to have your assignment classified as a double and pay the double rate. In all cases, students will be billed based on the number of occupants registered in the room.

Visitation/Responsibility of Guests

The Residential Life visitation hours are 10:00am – 12a.m. Sunday through Thursday, Friday and Saturday, 10:00am – 1:00am. All guest must have a guest form completed at the security gate prior to their arrival.

Persons of the opposite sex, guest students, or nonstudents may not enter a private residential area.

You may have a guest stay on campus a total of three (3) days in any given 30-day period. If it has been cleared with the Residential Life Office prior to the guest's arrival. The Residential Life Office reserves the right to charge guest host a per-day fee for each day beyond the three-day limit.

An overnight visit is defined as spending the night in a residential facility on Florida Memorial's campus. A general visit is defined as spending a period of time within the visitation hours with a resident.

The resident host is responsible for the actions of their guest. The host is responsible for informing their guests of the college policies. You are responsible for all behaviour that takes place by your guest, whether you are present or not. A guest is defined as:

1. Any person who is present at the invitation of a student.
2. Any person who is received by a student.
3. Any invited or uninvited non-student who is accompanied by a student.
4. Residents visiting other resident halls are under the same visitations stipulations as a non-resident visitor (i.e. visiting hours, staying overnight, etc).
5. Individuals under the age of 18 are prohibited from staying overnight.

IMPORTANT TELEPHONE NUMBERS

NAME	TELEPHONE NUMBER
Goode Hall Office	(305) 626-3789
Robinson Hall Office	(305) 626-3788
Living and Learning Center 1	
Living and Learning Center 2	(305) 623-1457
Living and Learning Center 3	(305) 623-1458
Living and Learning Center 4	(305) 623-1459
Residence Life Office	(305) 626-3718
Campus Safety Front Gate	(305) 626-3771 or 72
Health Office	(305) 626-3760
Counseling Center	(305) 626-3138

Disclaimer: Florida Memorial University (FMU) reserves the right to make changes to this document as deemed necessary.