



THE UNIVERSITY OF TENNESSEE SOUTHERN

Office of Residential Life

Housing Handbook 2021-22

WELCOME TO UNIVERSITY OF TENNESSEE SOUTHERN RESIDENTIAL LIFE!

The Residential Life Team is committed to making your experience within the residential halls a safe, student-centered, and memorable part of your time at the University of Tennessee Southern. By living on campus, our residential students are in the center of campus life with easy access to student organizations, sporting events, and on-campus resources.

Table of Contents

OFFICE OF RESIDENTIAL LIFE 2
On Call Numbers 3
APPLYING FOR HOUSING & CHECK IN PROCEDURES 3
CHECK OUT PROCEDURES & DAMAGE ASSESSMENTS 7
Check Out Procedures 7 Damage Charges 8
Abandoned Property 7 Maintenance & Residential Life Charges 8
Damages 7
RESIDENT RESPONSIBILITIES 9
Keys 9 Hanging Items 9 Mail Services 11
Lock-Out 9 Windows 9 Cable 11
Mandatory Floor Meetings 9 Door Decorations 10 Internet 11
Care of Room 9 Repairs and Maintenance 10 Laundry 11
Decorations 9 Renter's Insurance 11
OCCUPANCY POLICIES 12
Break Housing 12 Cohabitation 13 Roommate Conflicts 13
Quiet Hours & Courtesy Hours 12 Roommate Relationships 13
Guests & Room Visitation Policy 12 Overnight Guests 13
Lobby Hours 13
HOUSING POLICIES 14
Approved Items: 14 Locking & Propping Doors 15 Smoking Policy 16
Prohibited Items: 14 Alcoholic Beverages 15 Solicitation Policy 16
Prohibited Behavior 15 Drugs / Controlled Substances 15
Business from Resident Rooms 15 Garbage Removal and Littering 15
SEARCHES & INSPECTIONS 17
Room Inspection and Search Policy 17 Incident Reports 18
Health and Safety Inspections 17 Violations 18
SAFETY AND SECURITY 20
Fire Drills 20 Missing Persons 22
Emergency Procedures 20 Transportation for Emergencies 22
Vandalism 22 Building Security 23
Weapons 22

OFFICE OF RESIDENTIAL LIFE

Mission Statement

To create a comfortable, convenient, and supportive living environment that fosters campus involvement and supports the personal, social, cultural, and academic development of students within a diverse community.

We can accomplish this mission by meeting the following objectives:

- Provide a safe, clean, comfortable, and well-maintained residential environment to enhance student learning and growth
- Define clear rights and responsibilities of each student and student group
- Develop an environment that celebrates diversity by bringing students together in a community where differences are respected and where the common goal is learning
- Develop civility, creativity, and trust within the community
- Provide a Residential Life staff that encourages a positive living learning environment, supports students in making a successful transition to the college community, and assists students in accessing campus resources.
- Promote social, physical, emotional, spiritual, cultural and ethical growth through programming that involve faculty, staff, and students
- Create meaningful student leadership opportunities

Residential Life Staff

The Residential Life Staff consist of a Residential Life Coordinator, 4 live-in residential Hall Directors (RDs), and 14 student Resident Assistants (RAs). The goal of our Residential Life Staff is to build community within the halls and to ensure everyone is safe.

Residential Life Coordinator

The Residential Life Coordinator serves as a member of the Student Life Staff in the Division of Student Affairs. The Coordinator is a full-time, live-in role responsible to the day-to-day oversight of the functions of the Office of Residential Life, which houses up to 390 residents across six residential facilities. The Residential Life Coordinator also serves as the Student Conduct Officer and is responsible for investigating and adjudicating misconduct cases.

Residential Directors (RD)

Each residential hall has a Residential Director. The RD manages the day-to-day operations of a residential hall or apartment complex, supervises RAs, and oversees all programming and conduct issues. RDs also work with the Facilities Director and Housekeeping Staff to ensure the building is maintained properly.

Resident Assistants (RA)

RAs are student staff members employed by Residential Life who assist students in their acclimation to the residential halls and the University. RAs provide information about activities, events, policies, and also assist students with roommate conflicts, homesickness, and academic concerns. Each RA also plans educational and social programs for students in their hall.

Your Resident Assistant is the best person to go to if you have questions or concerns. Your RA has received training on responding to a variety of concerns and can assist you with many issues that you may be having. In most cases, your RA can help you explore your concerns and refer you to the proper University staff to help you resolve your problem.

Eligibility Requirements

- Minimum 2.5 cumulative GPA
- Must be at least a 2nd semester freshman
- Must have at least 1 prior semester living on campus at UT Southern
- Clean student disciplinary and academic record
- Ability to pass a background check
- Completed application with references
- Leadership and decision-making skills
- Oral and written communication skills
- Ability to work with a diverse population
- Positive attitude
- Must be able to attend all trainings and meetings

On Call Numbers

Residential Life staff is available through your building’s On Call Number. The number is monitored by a Residential Director 6am-6pm, and by Resident Assistants 6pm-6am. Please use the phone numbers below for contacting Residential Life staff, and avoid the use of personal phone numbers for Residential matters. If you are unable to reach Staff through the appropriate number below, contact Security at 931-309-7502.

Student Apartments	931-309-1012
Oakwood Apartments/On Campus Houses	931-309-0939
Criswell Hall	931-309-1023
Upperman Hall	931-309-1226
Office of Residential Life (<i>Business Hours</i>)	931-424-4086

APPLYING FOR HOUSING & CHECK IN PROCEDURES

Application

All students must complete an application through the Office of Residential Life, either for on-campus housing or for off-campus residency.

Students applying to live at UTS for the first time should complete the New Student Application. New students must pay a \$150 application fee and provide proof of meningitis immunizations. No new students will be allowed to move into residential facilities without receipt of the application fee and proof of meningitis immunizations. Furthermore, the University reserves the right to refuse an application for on-campus housing.

The University’s acceptance of the application or Agreement does not guarantee assignments to a particular type of accommodation or final admission to the University. Assignment is contingent upon final admission to the University.

Returning students will participate in Housing Selection in the spring semester. Returning students who do not participate in Housing Selection will be able to apply for housing via application later in the year.

Immunizations

All UTS students must have immunizations to live on campus. Any student will be turned away from University housing upon arrival without these records. In addition to immunization requirements required by the University for admission, residents must have received the following immunizations prior to moving onto campus:

- Meningococcal Disease (Meningitis)
 - Required for any student less than 22 years of age who will be residing in on-campus housing. Failure to provide adequate documentation will prevent you from moving into on-campus housing upon your arrival.
 - Adequate proof consists of documentation from a health care provider showing a single dose of conjugate vaccine (Menactra®, Menveo®, and MenHibrix®) given on or after the 16th birthday.

If your initial vaccine for meningitis was given prior to the age of 16 years, immunization requirements will not be met unless an additional booster vaccine is given after your 16th birthday. This is in accordance with the "Recommended Immunization Schedule" published by the Centers for Disease Control and Prevention.

- Meningococcal Serogroup B Vaccine is not currently required but is recommended. The two vaccines currently licensed for use in persons aged 10-25 are Bexsero® and Trumenba®.
- You can obtain more information regarding vaccination against meningococcal disease from the Center of Disease Control at www.cdc.gov/features/meningococcal/.

Housing Rates

Criswell/Upperman Hall	Per Person / Per Semester
Academic Year Lease w / Roommate	\$4,300
Academic Year Lease w / Private Room	\$5,000
Student Apartments	Per Person / Per Semester
Academic Year Lease	\$5,000
Oakwood Academic Excellence Apartments	Per Person / Per Semester
Academic Year Lease	\$5,000

Residential Requirement

All full-time students under the age of 21 and enrolled in at least 12 hours of coursework each semester are required to live on campus or at home with a parent, legal guardian, sibling (over the age of 25), or a grandparent within a 40 mile radius of campus. Exceptions to Residency Requirements:

- Student is 21 years and in good academic/student conduct standing prior to August 1st of the academic year.
- Student lives at home with a parent, legal guardian, sibling (over the age of 25), or grandparent within a 40 mile radius. Documentation may be required to demonstrate the relationship in addition to a copy of the current driver's license of the parent/guardian/sibling/grandparent. The student must live in the Residence with the stated family member full time. The parent/ guardian/sibling/grandparent must have lived in the area for at least one year preceding the date of first enrollment.
- Student has a documented disability.
- Student is a military service veteran.
- Student has lived independently of a parent/guardian for 12 months or more with documented proof provided.
- Student is the parent of a minor child/children.

If a student believes themselves to be in an exceptional circumstance, the student may submit a petition for an exception. Contact the Residential Life Coordinator for more information. If a student decides to move off campus and does not meet one of the above exceptions, they will be charged as on campus residents at the lowest rate available.

Room Assignments, Changes, and Consolidation

The Office of Residential Life assigns students, and room and roommate preferences (indicated in the student's application) are granted when possible. Students classified as seniors, juniors, or sophomores will have first choice for Apartment Housing and Academic Excellence Housing. First-year students are generally assigned to Criswell or Upperman Halls.

Room changes will be made only with the approval of Residential Life. Room changes will not be considered until two weeks into the semester. Students who wish to move from one of the residential halls to the Student Apartments or Oakwood Academic Excellence Apartments will be ranked using a combination of "first-come, first-served" and seniority. For Oakwood, a student must have a cumulative UTS GPA of 3.3 or higher.

In the case that a student assigned to a double-occupancy room does not have a roommate, the student will be sent a formal consolidation letter outlining two housing options:

Option 1: Consolidation- Students may choose to be moved into another double-occupancy room and/or to be assigned a new roommate (as determined by Residential Life).

Option 2: Single Room Upgrade- Students may choose to pay a higher rate to ensure that their rooms remains a single for the remainder of the term.

At no time will a student be permitted to live in a double-occupancy room without a roommate while paying double-occupancy rate. The University reserves the rights to exchange rooms or remove a student from campus housing when necessary.

The University reserves the right to move a student when it is in the best interest of the student, the residential community, or the University.

Room & Board Agreements

Upon notification of acceptance to the college, residential students must complete a housing application and pay the \$150.00 application fee. All students are required to sign a Room & Board

Agreement, assuming responsibility for the care of the housing unit and its contents before they are allowed to become residents.

Room & Board Agreement Release

A student may be released from this residential hall agreement before the effective date of the license agreement by submitting a written notification of cancellation to the Office of Residential Life, so long as the student has not checked into his/her room and it is prior to the first day of classes of the initial semester of the license agreement, or by withdrawing from the University.

A student may be released from this residential hall agreement after the effective date of the agreement by:

- (a) withdrawal or graduation from the University at the end of a semester;
- (b) dropping below full-time student status at the end of a semester, as defined by the current University catalog;
- (c) leaving the University at the end of a semester to participate in one of the University's academic internship programs;
- (d) an emergency release granted by the Vice Chancellor of Student Affairs or the Office of Residential Life.

Refund of the full advance payment will be made when one of the following conditions is met:

- (a) written cancellation is received by the Office of Residential Life before checking into the Residential facility;
- (b) the student is prevented from entering the College because of medical reasons confirmed in writing by a licensed physician; or
- (c) Residential hall space is not available.

Refunds of payment rent will be prorated on a weekly calendar basis when the student is forced to withdraw from the residential hall after check in under one of the following conditions:

- (a) medical reasons confirmed in writing by a licensed physician;
- (b) at the request of the College for other than disciplinary reasons; or
- (c) in case of death.

Refunds of residential hall rent will follow the refund rates and schedule defined in the current College catalog when the student withdraws from the College after check in.

Students withdrawing from the University have three (3) days after the date of withdrawal to vacate the premises and follow Check Out procedures. After this period, the University may enter and take possession of the premises.

Cancellation of this agreement for any reason not addressed above or approved by the Vice Chancellor of Student Affairs from the start of the contract through the end of the contract will result in the student's responsibility for paying 50% percent of the remaining balance of the yearly residential life charges.

Upon reasonable notice, the University reserves the right to terminate housing contracts due to public health emergency needs, including COVID. In the event the University terminates housing contracts due to public health concerns, the University will offer fair and reasonable reimbursements for impacted students as appropriate and based on information available at that time.

Check In Procedures

All new students are required to (a) present meningitis immunization documentation and (b) pay a one-time, non-refundable \$150.00 application fee before being allowed to check-in. All residents must sign a Room and Board Agreement before receiving a key. Residents can request a copy of their signed Room and Board Agreement, which will be scanned and emailed to their campus account within 48 hours. During the move in process, students will be offered an opportunity to comment on the condition of their room when they moved in. If the student fails to comment, Residential Life staff will assume the student agrees with the current condition of the room, and the student will be held responsible for additional damages.

CHECK OUT PROCEDURES & DAMAGE ASSESSMENTS

Check Out Procedures

All students are expected to move out of campus housing immediately after their final exams unless they are involved in the graduation ceremony or other official college functions. Such residents must check out by 5:00 pm on Graduation Day, unless they have prior written approval from the Office of Residential Life. Unauthorized students remaining in campus housing after closing will face charges. All possessions must be removed from the room prior to check out, and the room must be clean.

Resident must check out in one of two ways:

- a) In Person: Residents must schedule a time with their RA or RD in advance so that (s)he may be present to inspect the room and sign off on the condition of the room. Any damage to a room that is not listed on the Check-In Form will be the responsibility of the student. After the RA or RD has checked the room, the resident will turn in keys and sign a Check-Out Form.
- b) Express Check Out: Residents may request an Express Check Out Envelope in advance of moving out.

Failure to check out and failure to return the room key will result in a charge to the student's account.

The Office of Residential Life will make a final inspection of each room. Any damage to a room that is not listed on the Check-In Form will be the responsibility of the student.

- 1) All possessions must be removed from the room prior to check out.
- 2) Remove all tape, nails, hooks, etc. from walls, doors, ceilings, windows, desks and shelves.
- 3) Empty and clean closets, cabinets and drawers
- 4) Empty trash cans. All trash or articles to be thrown away should be deposited in dumpsters provided for the purpose.
- 5) Clean the floor, vacuum or mop if needed.

Abandoned Property

Residents are responsible for their own personal property at all times. When residents have not vacated their assigned space as scheduled (internal transfers as well as end of contract period) and have not removed personal property, Residential Life staff will remove personal property. Items left behind will be considered abandoned property. Abandoned property will be disposed of by or become property of the University after 30 days. The Office of Residential Life is not liable for damage to or loss of property that might occur during the course of removal, transport, or disposal.

Damages

Residents are responsible for the condition and care for the condition and contents of the accommodations to which they are assigned, and shall reimburse the University for damages to their assigned spaces. Charges for damages and cleaning will be assessed to the student and should be paid immediately and upon demand.

Students in residential halls or apartments may be assessed on a pro-rata basis for damages in public areas or other common areas within or around the facility in which they reside, either by floor or area or by the entire facility, following a decision by the Office of Residential Life or other appropriate officials of the University. Students will be notified in advance of this mass assessment.

Final assessments of the damages are determined by Residential Life at the end of each academic year.

Damage Charges

Residents will be charged for damage to or destruction of University furniture within residential halls. Damage deemed to be normal wear and tear will not be assessed as damage charges.

Charges will reflect the actual cost of repair/replacement to the University, including materials and/or labor costs. Labor costs may include overtime if necessary.

Maintenance & Residential Life Charges

Violation	Charge	Violation	Charge
Special Cleaning	cost + labor	Improper Check Out	\$50
Cleanup for parties, pranks & vandalism	cost + labor	Lost/ Unreturned Key	\$75
Repaint Room	cost + labor	Unauthorized Occupation	\$50 per day
Broken window	cost + labor	Vacation/Break Occupation	Subject to reasonable charges
(Academic Year) Excessive Lock Outs (3 or more)	\$50	(Breaks, inclu. Summer) Excessive Lock Outs (2 or more)	\$50

RESIDENT RESPONSIBILITIES

Keys

Residents are issued keys to their apartment/bedroom. Misuse of keys, such as loss or lending to others, jeopardizes safety and may be grounds for disciplinary action. Loss of keys or damaged keys should be reported to the Residential Director. If keys are lost, the locks will be changed at the resident's expense (See Charges). Students will also incur key fees for failing to return their keys or to complete an official checkout.

Lock-Out

In the event of a lock-out, students may call the on-call phone number for their building. More than three lockouts in a semester will result in charges (see Charges).

Mandatory Floor Meetings

Mandatory floor meetings will be held at least once per academic year. Residents will be notified by emails to their student accounts about the time and location of mandatory floor meetings. Residents who cannot attend the meeting(s) must contact their RA before the meeting time.

Care of Room

Custodial services are provided by the Facilities team to clean public areas of the residential halls; however, residents should still pick up after themselves and respect their neighbors by doing their part to keep common areas clean. Residents have the responsibility for keeping their rooms neat. Issues such as excessive clothing/ belongings in the floor, dirty dishes, food, etc. can pose a safety risk as well as a health risk.

Appropriate staff may enter residential spaces for inspection (see Searches & Inspections).

Decorations

All residents are encouraged to decorate their living space. We hope that you and your roommate(s) enjoy working together to create a mutually satisfying living environment. As you decorate, remember to follow the guidelines to ensure that your creative efforts do not cause hazards for you or others. State Fire Code Regulations must be adhered to at all times. Additionally, please reference the Prohibited Items list, particularly pertaining to lighting/candles.

Hanging Items

When hanging items on walls, doors, or other surfaces remember to use only reusable, non-adhesive putty and small finishing nails. **Command Strips, glue, large nails, screws, duct tape, carpet tape, or double-sided tape may damage surfaces, and the resident will be responsible for repair costs.** Stickers, wallpaper, or adhesive-backed shelf paper cannot be affixed to any University property for the same reasons. Nothing should be hung on or around sprinkler system heads or windows. Residents are responsible for damages incurred by hanging items in their room or apartment that do not meet these standards.

Windows

Window screens should never be removed. If a window screen is missing, it should be reported to a Resident Director immediately. If a window screen is discovered to be missing, the resident(s) will

be charged for replacement. Residents should never throw anything from a window. Doing so will result in disciplinary action.

Door Decorations

When decorating room doors, residents are not allowed to cover the room number or peepholes. Decorations should allow residents access to the locking mechanism and doorknob. Decorations must not hang from smoke detectors or fire sprinklers. Exterior doors are public spaces and if decorations do not comply with housing policy they may be removed at the discretion of the University.

Repairs and Maintenance

If you have something in your room or apartment that needs repair, please use the online work order ticketing form. Below are the instructions for completing a work order:

1. Go to www.utsouthern.edu.
2. Under "Quick Links" click on Maintenance work order, or if you are on the app scroll to the bottom to "Useful Links" and click on Maintenance work order.
3. Follow the prompts and fill out the requested information. If you have never submitted a work order request you will have to register:

Click on Register. The account number is 419868132. Create a password. The password you create will be for your log in only.

NOTE: Registration will be complete after you submit your first request. New users are not saved until their first request has been submitted. Once you are registered you can fill out a maintenance request form. Fill out ALL required fields.

4. Under Step 4 "Please describe your problem or request." Give as much information as you can about the problem or request. Also, make sure you give the date and location of the event if this is an event set-up request.
5. The password to submit a maintenance request is "Redhawks".
6. Remember to click on the submit button to send the work order to the appropriate person.

Routine repair needs that you experience with your room should be reported via the Work Order Request form above.

Requests made using the Work Order Request are monitored Monday-Friday from 8:00 AM to 5:00 PM. A repair person should respond in 48 hours in most situations.

For work requests related to [internet service](#) or with problems you may be experiencing with your computer, do not use this form. Please enter an IT Ticket by emailing the details of your issue to infotech@utsouthern.edu.

Emergency repairs should be reported to the On Call Number for your building, or to Security at 931-309-7502, at any time, 24 hours a day. Below are some examples of what constitutes an Emergency Repair.

- Fire or Burning Smells
 - If there is a fire or burning smell in your room or apartment, exit your room quickly and notify a staff member immediately (*pull fire alarm in the presence of smoke or flames*)
- Overflowing toilet
- Burst water pipe

- Severe air conditioner leaks

Renter's Insurance

The University does not maintain insurance on any personal property of students, and all personal property of students on the premises shall be at the sole risk of the students. The University shall not be liable for any damages or injuries to any students or to guests or invitees of students, resulting from any act or failure to act by the students or any accident occurring in or about the facility. Each student who occupies any residence unit agrees to indemnify and hold the University harmless from and against all claims, damages or causes of action whatsoever, asserted by any person arising out of or in any way connected with the use of the premises by the students. The University does not maintain insurance on any personal property of students, and all personal property of students on the premises shall be at the sole risk of the students. The University shall not be liable for any damages to or theft of personal property of students in the residential hall or on its grounds prior to, during or subsequent to the period of the agreement. Personal property remaining in student's residential unit prior to or subsequent to the period of the agreement will be disposed of by the University after 30 days. Students are encouraged to get renters' insurance.

Mail Services

The Mail Services Office is located in the Starnes Student Union. In order to receive a student mail box, students must complete an application; mail boxes are not automatically assigned. Students will receive e-mails (usually their University e-mail address) whenever they have a package.

Cable

Cable service is available through PES Energize and is an optional service. The cost for cable is \$80 per Academic Year, payable with cash, check, or card. Residents should contact Crissy Jordan in Student Life at cjorda43@utsouthern.edu.

Internet

Internet service is also available in each room through University Wi-Fi. Internet access is free for residents on campus. Signal boosters and personal routers are strictly prohibited, as they interfere with the University's network. Gaming consoles and other devices can also be used with the service as long as they are registered with the network online. If you have any questions about the Wi-Fi, please contact the IT Department.

Laundry

Shared laundry facilities are located on the first floors of Criswell Hall and Upperman Hall. Student Apartments have one washer and dryer unit per apartment, located in the laundry room at the back of the apartment. Oakwood Academic Excellence Apartments also have one unit per apartment, located in the kitchen. All students are responsible for the proper use of machines, including removing lint after each use and not overfilling machines. Residents of the Student Apartments and Oakwood Academic Excellence Apartments are responsible for maintaining clean machines. All on-campus laundry facilities are free to use. The University is not responsible for lost, stolen, or damaged clothing.

OCCUPANCY POLICIES

Break Housing

All residential halls are closed during scheduled break periods. Students are expected to leave the residential halls on the day of their last fall or spring semester examinations and no later than the designated closing date for Fall, Thanksgiving, and Spring Breaks. Students needing to remain in the residential halls during break may complete a request to do so. Break Housing Requests can be obtained from the Residential Life Coordinator and must be submitted at least two weeks before the start of a break. Requests submitted less than two weeks before the break will not be approved. Anyone found in the halls without an approved Break Housing Request may be removed from the halls and charged as appropriate. There is no additional cost for residing in the halls during Fall, Thanksgiving, and Spring Breaks.

- **Winter Break-** Prior to leaving for Winter Break, residents must ensure the checklist below is complete. Rates based on the Academic Schedule.
 - Key(s) and identification, including passports, should not be left in room.
 - Take all valuables (i.e. computers, books, money, medications, clothing, etc.) that may be needed during the break. This can also be a precaution against theft or damage.
 - Close and lock all windows and room door(s).
 - Humidifiers should be turned on
 - Unplug electrical appliances from wall outlets. Microwaves and refrigerators may remain plugged in but please dispose of any perishable food.
 - Remove all trash and recyclables from your room and common areas to outside containers.
 - Personal property should be moved off the floor.
 - Store all food in closed containers. Remove perishables.
 - Leave blinds down.
 - Turn off all lights.
- **Summer Break-** If a student requires housing during the summer months, a Summer Housing Application is required to be completed at least a month before the break. Rates are based on the Summer Academic Schedule (S1 and S2). Contact the Office of Residential Life for more information.
- **Athletes-** Some athletic coaches will require their players to remain on campus or to return earlier during break periods. Residential Life Staff will work with athletic coaches to obtain a list of students that are required to remain or return to campus early during breaks. These students must also complete a Break Housing Application.

Quiet Hours & Courtesy Hours

Quiet Hours are in effect daily from 11 PM until 8 AM. In addition, a 24-hour “Quiet Hour” period will go into effect at 8:00 a.m. on Reading Day for final exams and continue until the end of the exam period. **Courtesy Hours are 24/7/365.** Excessive or prolonged noise (including loud music) is prohibited at any time.

Guests & Room Visitation Policy

Under no circumstances are there to be visitors who are under the age of 17. Students who reside in Criswell and Upperman may have guests in their rooms from 10 AM until 12 midnight. Students who reside in the Student Apartments or Oakwood may have guests from 10 AM until 2 AM. Hall guests must be admitted to the residential hall by their host(ess) and sign the logbook upon

admittance. Students are responsible for their guest's conduct and adherence to the campus regulations. No person may be present in the room or hallway of the opposite sex unescorted.

Overnight Guests

While the University encourages UTS students to invite family and friends to share in their collegiate experience, no one under 18 is permitted to visit as an overnight guest without prior approval from the Residential Life Coordinator. Also, the maximum time allowed for overnight guests is three days, within a one week period, unless otherwise approved by Residential Life. Overnight guests can only be of the same sex.

Lobby Hours

Visitors are always allowed in the lobbies of Criswell Hall and Upperman Hall. Hall visitors must sign the logbook upon admittance, and students are responsible for their guest(s) conduct and adherence to the campus regulations. Sleeping in the lobbies (residents or guests) is prohibited.

Cohabitation

Cohabitation is not allowed within residential halls and apartments, as campus housing is for contracted residents. Cohabitation is defined as providing housing or storage for persons who do not have a legal contract with the Residential Life Office.

Roommate Relationships

In order to develop a healthy roommate relationship, it is vital that you begin communicating right away. Living with someone else can sometimes be a challenge. Yet, it is a challenge that can be met successfully with a little work. Approaching your relationship with respect, an appreciation for difference, a willingness to communicate, and flexibility will lead to a successful rooming experience.

Roommate Conflicts

If you and your roommate(s) are not able to compromise and resolve the situation, ask a RA to intervene by meeting with all involved roommates. The RAs role is that of a neutral mediator. If the problems persist, you may need to meet with the Resident Director for continued mediation. If problems are not resolved after the above steps have been taken, all residents involved will be given new room assignments. The Office of Residential Life may intervene in a conflict if roommates have been unable to resolve at other levels.

HOUSING POLICIES

Approved Items:

- One Small Refrigerator in Upperman & Criswell - No larger than 3.5 cubic feet
- One Small Microwave in Upperman & Criswell - No larger than 1.0 cubic feet & 1000 watts
- Single-serve Coffee Maker (i.e. Keurig)
- Small Blenders
- Carpet or Area Rug
- Curtains
- Desk Lamp (No Halogen Lamps)
- TV
- VCR/DVD
- Computer/Printer
- Gaming Systems
- Surge Protector
- Heavy Duty Extension Cords¹
- Approved in Student Apartments Only:
- Upright Toaster
- Coffee Maker, without hotplate
- Slow Cookers (i.e. Crock Pots)
- Small Electric Grill* (i.e. George Foreman) - No larger than 0.5 cubic feet

Prohibited Items:

- Candles, incense, or any other open flame
- Wax Warmers
- Personal beds, including waterbeds
- Pets
- Space Heaters
- Outdoor grills
- String lights, such as Christmas lights (LEDs are allowed!)
- Halogen lamps
- Shades/blinds
- Kitchen appliances **except** for those listed below:
 - Small refrigerator (no larger than 3.5 cubic feet) - Criswell and Upperman Only (refrigerator is supplied in Apartments)
 - Microwave (no larger than 1.0 cubic feet and 1000 watts) - Criswell and Upperman Only (microwave is supplied in Apartments)
 - Single-serve coffee maker (Keurig, etc.)
 - Toaster- Apartments Only
 - Slow cookers- Apartments Only
 - Electric grills (George Foreman, etc.)- Apartments Only
- Wireless routers/access points
- Non-heavy-duty extension cords

¹ Extension cords must be of "heavy duty" quality at minimum, and the University strongly advises the use of surge protectors. Since electrical surges may occur periodically, the Office of Residential Life does not assume liability for damage caused by electrical surges.

- Hoverboards

Prohibited Behavior

- Disabling/damaging any fire or safety equipment (including but not limited to the security camera system, smoke detectors, lights in hallway and fire extinguishers, evacuation maps)
- Failure to evacuate properly during an alarm or emergency evacuation of any kind (fire, tornado, active threat, etc.)
- Removal of any lobby, suite, or room furniture, including window screens
- Duplication or loaning of residential keys
- Babysitting
- Playing sports indoors
- Storage of any personal items or belongings in hallways or breezeways
- propping open exterior doors, intentionally allowing non-residents access to the building, failure to escort guests, duplicating and/or loaning keys, sealing windows or doors closed that would prevent entry in cases of emergency and damage to lock mechanisms or other security devices

Business from Resident Rooms

No private business shall be established or operated on the premises of any University-owned housing facility.

Locking & Propping Doors

The outside door of all student apartments/residential halls must be locked at all times. All students in an apartment suite or residential room are responsible for their door. Students in residential halls or apartments are responsible for locking the door to their rooms when they are absent from the room or when they are sleeping. Manipulating a door or the components of a door in any way that results in the inability of the door to lock will result in a Conduct violation. This includes outside doors and individual room. The student can also lose their right to live in campus housing if this behavior continues.

Alcoholic Beverages

The consumption and/or possession of alcohol (including empty containers) is prohibited on the University of Tennessee Southern Campus or facilities. If alcohol is found in a common area, every resident in that room or apartment is subject to disciplinary action.

Drugs / Controlled Substances

Unlawful use, manufacture, possession, distribution or dispensing of drugs or controlled substances on University property or during University activities is strictly prohibited.

Garbage Removal and Littering

Garbage may not be kept in the hallways, stairwells, or balconies. Residents and visitors to the communities are asked to keep hallways, public areas, stairwells, and landscaping free of trash. Any

type of trash left outside of living areas (in hallways, outside of front doors, in stairwells, etc.) will incur charges at the actual cost to the University for removal and clean up.

Smoking Policy

The University is a Smoke-Free Campus and smoking will not be permitted on any campus property and includes e-cigarettes. There are no designated smoking areas on campus.

Solicitation Policy

Commercial publicity or solicitations are not allowed on campus. No person or groups are allowed to solicit on campus residential property. If someone comes to your door, ask for identification and notify the Resident Director of your complex immediately.

SEARCHES & INSPECTIONS

Students are bound to and responsible for knowledge of the rights and obligations outlined in the University Standard of Conduct (USC), the Student Handbook, and the Housing Handbook. Ignorance of the contents of these publications is not an excuse.

Students misconduct related to a residential hall which is subject to disciplinary sanctions shall include, but not be limited to, any misconduct proscribed by the USC, Student Handbook, and/or the Housing Handbook. All students who occupy any residential facility shall be subject to the rules, regulations, policies, and procedures of the USC, Student Handbook, and/or the Housing Handbook.

Any incident of misconduct in the residential facilities will be turned in to the Office of Residential Life. Residential Life staff will determine if the misconduct violated the USC, Student Handbook, and/or the Housing Handbook. Notification explaining the violation and sanctions will be sent to the student. Students can appeal all violations to the Disciplinary Committee.

Students will be held accountable for behavior occurring in the Residential units, including the behavior of any visitors and/or guests.

Room Inspection and Search Policy

By moving into campus housing, the resident agrees to allow access to his/her room for health and safety inspections (see below) and for justifiable cause smoke, water, odor, excessive and prolonged noise or property damage.

Entry by University authorities into occupied rooms of residential halls is divided into three categories of inspection: safety/maintenance, search, and emergency.

1. Safety/Maintenance Inspection. University officials may enter a residential unit to conduct a safety/maintenance inspection of the health and safety conditions in the unit, to perform maintenance and repairs, to take inventory, and/or to perform cleaning and janitorial operations. University officials will provide advance notice to the resident prior to performing a safety/maintenance inspection of the residential unit.
2. Search Inspection. University officials may enter the residential unit, without advance notice to the resident, to conduct a search inspection for the purpose of inspecting whether violations of University policies, rules, and regulations are occurring or have occurred inside the residential unit. A search inspection must be authorized in writing by the Vice Chancellor of Student Affairs before University officials may conduct a search inspection. The Vice Chancellor of Student Affairs may authorize a search inspection only upon reasonable suspicion that University policies, rules, or regulations have been or are being violated inside the residential unit.
3. Emergency Inspection. In an emergency situation, University officials may enter the residential unit to conduct an emergency inspection, without advance notice to the resident and without prior authorization from the Vice Chancellor of Student Affairs, if the University officials reasonably believe that the delay from obtaining prior written authorization from the Vice Chancellor of Student Affairs would pose a significant risk of substantial harm to persons, property, or the residential unit.

Health and Safety Inspections

Health and Safety Inspections are a necessary part of on-campus housing to help maintenance and ensuring a safe environment, and are conducted by the Resident Directors and Resident Assistants

to check for health and safety problems, adherence to campus safety regulations, and property damage.

Refrigerators, cabinets, and closets are subject to search. Residents are requested but not required to be in attendance during the inspections, and will be notified of the date for the housing inspections by email via University email address.

The following steps must be taken to ensure the health and well-being of the on-campus community:

1. Students should take extra care to ensure that their entrance doors are secured/locked at all times and that common doors are never propped.
2. Fire extinguishers should be in proper working order and should not be blocked by any items. Exits and hallways should be unobstructed.
3. Smoke detectors should not be tampered with (including removing the battery, disconnecting, or covering it).
4. All trash must be properly disposed of in a timely manner. Trash left in common spaces will incur a \$25 charge per large bag collected.
5. Extension cords must be heavy duty. Do not put cords under rugs, clothing, trash, books, or near heat sources.
6. Storage of gasoline, fuels, or vehicles containing them is prohibited.
7. Make sure there are no prohibited items in your room.

Incident Reports

Incident reports are used by a RA or RD to communicate the facts of an incident to the Residential Life Coordinator. These reports are used to document policy violations, theft, damage, or other emergencies. If you are named in an incident report, you may be asked to speak the Residential Life Coordinator or other University officials. Students found to be responsible for the behavior described in a report may be assigned sanctions.

Violations

Residents who have been found in violation of one of the above items during health and safety room inspections will be notified and have one business day to correct the issue(s). Residents are responsible for following all safety rules established by the Department of Public Safety and Housing Department.

Disciplinary Process

If a resident is documented for a violation by a Residential Life Staff member (including RA's), the Residential Life Coordinator will use their discretion to meet with the student to address disciplinary issues or advance the case to the Office of Student Conduct. You may appeal any housing disciplinary decision from Residential Life to the Vice Chancellor of Student Affairs (VCSA) by observing the following protocols:

1. The request for appeal shall be submitted in writing to the VCSA within seven (5) calendar days of written notice of the decision by Residential Life. If the seventh day falls on a weekend or holiday, the time is extended to the next regular workday.
2. The request for appeal shall contain:
 - a. A statement that the student appeals the decision of Residential Life; and
 - b. A brief statement of the grounds for the appeal.

3. All appeals to the VCSA are written and heard based upon the record made by Residential Life.
4. Pending the outcome of an appeal, the penalty specified in the decision of Residential Life shall not be imposed.
5. The VCSA may:
 - a. Affirm the decision of Residential Life;
 - b. Amend the decision of Residential Life;
 - c. Return the case to Residential Life with instructions for reconsideration of the case; or
 - d. Overturn the decision of Residential Life.

The decision of any board or administrative officer of the University of Tennessee Southern is subject to review by the Vice Chancellor for Student Affairs and the Chancellor.

SAFETY AND SECURITY

Fire Drills

Each community will have at least one fire drill per semester. Anytime a smoke detector/fire alarm is sounded in a University building, every occupant must evacuate immediately. No one will be allowed to reenter the building until a police officer, fire department official, or University official gives the all clear. Tampering with fire safety equipment is a violation of the state and local fire safety code. Anyone who is responsible for a false alarm may be subject to disciplinary sanctions, arrest, or other penalties.

Failure to follow fire evacuation procedures and directives from safety officers or Residential Life staff is a violation.

Emergency Procedures

Fire

1. In the event of fire or smoke call 911.
2. Give the location of the fire.
3. Identify yourself.
4. Notify Campus Security and the Emergency Director at the earliest possible opportunity.
5. If the Emergency Director is unavailable, notify the Response Plan Coordinator at the earliest possible opportunity.

When the fire alarm sounds, evacuate to the following areas:

- When notified of fire, walk quickly to the nearest exit and alert others to do the same.
- Everyone is expected to evacuate campus buildings in all alarm situations.
- Smoke is the greatest danger in a fire, so stay near the floor where the air will be less toxic
- Evacuate:

Upperman Hall	Campus Green/Colonial Hall Parking Lot
Criswell Hall	Campus Green/Adjacent Lot
Student Apartments	Curry Athletic Center Parking Lot
Oakwood Apartments	Johnston Center Parking Lot
Student Houses	Commuter Parking Lot

- Once outside, move to a clear area at least 500 feet away and move toward your evacuation location. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
- Follow all instructions of the emergency preparedness teams.
- An Emergency Command Post may be set up near the emergency site. To facilitate emergency operations, please stay away from the Command Post unless you have official business.
- Do not return to an evacuated building unless you are given the “all clear” signal by the appropriate university personnel. The signal that the staff and students can return to an evacuated building will be initiated by the Emergency Response Team. Once the Emergency Director receives the “all clear” signal, he/she will communicate this to the appropriate

university personnel, who will notify evacuated faculty, staff and students that they can return to the building.

Tornado

Tornadoes in our area happen most often in the evenings and at night. If a shelter-in-place notice goes into effect, as it is safe to do so, RA's will knock on the doors of their specific residents to alert them of the situation and escort them to shelter:

Student Apartments A Building:	Go to rooms 101, 102, 103, or 104.
Student Apartments B Building:	Go to rooms 101, 102, (if needed 203, or 204).
Criswell Hall:	Go to first floor back lobby or hallway.
Upperman Hall:	Go to first floor bathroom or hallway.
Oakwood Apartments:	Go to the first floor apartments.
Student Houses	Go to internal room without windows (such as bathroom) or if it is a house with a basement, go to the basement.

Active Threat

During Active Threat situations (bomb threat, active shooter, etc.), residents should:

1. Make sure the Emergency Director has been notified. If they have not been notified, contact Campus Security immediately and provide as much detail as possible.
2. Active Shooter Scenario:
 - a) **RUN:** Escape if a safe route is available.
 - Getting away from the shooter or shooters is the top priority.
 - Leave your belongings behind and get away.
 - Help others escape, if possible, but evacuate regardless of whether others agree to follow.
 - Warn and prevent individuals from entering an area where the active shooter may be.
 - Call 911 when you are safe, and describe shooter, location, and weapons.
 - b) **HIDE:** If you cannot run, hide.
 - Get out of the shooter's view and stay very quiet.
 - Silence all electronic devices and make sure they won't vibrate.
 - Lock and block doors, close blinds, and turn off lights.
 - Don't hide in groups. Spread out along walls or hide separately to make it more difficult for the shooter.
 - Try to communicate with police silently. Use text message or social media to tag your location, or put a sign in a window.

- Stay in place until law enforcement gives you the all clear.
 - Your hiding place should be out of the shooter's view and provide protection if shots are fired in your direction.
- c) **FIGHT:** As a last resort, and only if your life is in danger, fight.
- Commit to your actions and act as aggressively as possible against the shooter.
 - Recruit others to ambush the shooter with makeshift weapons like chairs, fire extinguishers, scissors, books, etc.
 - Be prepared to cause severe or lethal injury to the shooter.
 - Throw items and improvise weapons to distract and disarm the shooter.

3. Bomb Threat:

- a) Do not touch any item that is not identifiable as belonging in the area or building. If you find anything, contact the Emergency Director immediately and secure the area and ask all persons to leave the area or room. Do not re-enter until emergency personnel arrive.
- b) Evacuate only if directed by the Emergency Director. Follow your building's normal evacuation procedures.
- c) Do not pull the fire alarm. Emergency personnel may activate the fire alarm system to assist in evacuation, but only after they evaluate the circumstances and location of the threat.
- d) Provide calm leadership for residents. Speak slowly and distinctly when giving instructions. The main consideration is a safe and orderly evacuation of the area or building until it is found to be safe to reenter.

Other Emergencies

Residents should familiarize themselves with the University's Emergency Preparedness Plan, published annually by Campus Safety and Security and available online. All students are welcome and encouraged to ask questions about emergency situations by contacting the Director of Safety and Security. Theft

In the event of a theft, contact campus security and then contact your Residential Life Staff.

Vandalism

Individuals are financially responsible for any vandalism. If you see vandalism occurring, report it immediately to a Residential life staff member or Campus Security.

Weapons

The possession of firearms, knives, fireworks, or other types of weapons and explosives are not allowed in the residential halls or other University buildings and will be confiscated.

Missing Persons

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of Residential Life and the Department of Public Safety to actively investigate any report of a missing student currently enrolled at the University. Students have the option to provide an emergency person/number to be contacted if they are believed to be (a) missing for more than 24 hours and/or (b) in potential danger.

Transportation for Emergencies

Staff members are not permitted to transport students requiring medical assistance. When such assistance is needed, Security should be contacted to transport students. When a resident is transported to the hospital, a Residential Life staff member will meet the resident at the hospital and stay until the resident is admitted or an acquaintance of the resident arrives.

Building Security

The University takes extra precautions to ensure the safety and security of its students, including cameras, keyed access, fire safety, and front desk operations. If you see anything suspicious, report it immediately to your on-call staff member and Campus Security.