

ALABAMA AGRICULTURAL AND MECHANICAL UNIVERSITY



GUIDE TO CAMPUS LIVING

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Welcome to Residential Life and Housing: Your connection to living and learning “On the Hill”!

Living on campus will be one of the most memorable college experiences you will encounter. On-campus living provides you a place for personal development, community involvement, growth, and knowledge.

To aid in the overall educational experience, our office employs a residential life program which nurtures and engage students in learning outside the classroom.

Our office works diligently to provide quality and comfortable living accommodations with a plethora of amenities to make your stay convenient. During your stay at A&M, enjoy your residential life experience and take full advantage of this educational opportunity. Again, welcome to Residential Life and Housing at Alabama A&M University,
“WHERE THE WORLD IS AT YOUR DOORSTEP!”

-Office of Residential Life and Housing

AAMU Residential Life and Housing Mission & Vision

MISSION

The Office of Residential Life and Housing supports the academic mission of Alabama Agricultural and Mechanical University by combining great accommodations with a quality living and learning environment that nurtures and supports personal development, leadership, growth and knowledge.

VISION

To create the ultimate inclusive residential life experience that maintains the university’s traditions while beckoning futuristic ideologies.

PHILOSOPHY

The Office of Residential Life and Housing accepts the responsibility to provide and promote an environment that will enhance the personal growth and development of a resident as a student, individual and community member. The following policies and procedures govern residence hall and apartment living and supplement the Student Code of Conduct.

Housing Staff

OUR OFFICE ADMINISTRATION handle day-to-day activities related to financial planning, billing, recordkeeping, personnel, and physical distribution within the department. Most students visit our administrative offices a few times throughout the year for assistance pertaining to Housing Accommodations, Room Changes, or Vacating On-Campus Housing. Your Housing Administrative staff is composed of four integral offices, which include the Administrative Assistant, Area Coordinator, Housing Coordinator, and the Director of Housing.

OUR HALL DIRECTORS consist of specially trained full-time university employees responsible for the management and daily operations of campus residence halls. Our Hall Directors are many times called “Count” for the Male Hall Directors and “Dorm Mother” for the Female Hall Directors. Many of our Hall Directors are alum of the University, and are full of Pride as a fellow Bulldog. All of our Hall Directors are ecstatic to work for our beloved Alabama A&M University. Most students see their Hall Director daily carrying out meaningful conversation and building relationships amongst them. Our Hall Director’s nurturing ability not only helps the students matriculate academically through the University but also develops the “Life Long” personal skills the students will need in the “Real World” after college.

OUR GRADUATE ASSISTANTS consist of outstanding graduate students pursuing careers that put them in close connections with society and those who reside in them. They serve as liaisons and assist with several functions associated with the central office, the residence halls and resident assistants. The main areas of focus for the GA’s are entities associated with the Living and Learning Communities, for first time students, the upkeep of the Residential Life and Housing website, programming and creative aspects and other duties that may be assigned to help with the success of Residential Life and Housing. For the Graduate Assistants, this position affords them the opportunity to be exposed to a plethora of trainings that they use in the GA position and will later use in their professional career paths.

OUR RESIDENT ASSISTANTS are trained peer leaders. They supervise those living in their specific residence hall. Our RA’s, who are paraprofessionals, have many roles and responsibilities including, but not limited to, building a residential community through programming and acting as counselors for students. They are also trained to be a constant primary resource for students with academic or institutional questions, and enforcing resident hall policies. Our RA’s go through strenuous training so that they can best serve the students. Our RA’s balance their own schedules and priorities with the needs of the students they are supporting. Above all, our resident assistants serve as an example of professionalism and uphold personal accountability as outlined by the University and our Office. Most of our students hold personal relationships with their RA’s. The students see the RA’s throughout the entire day in classes, whether it be in class, the cafe, or campus events. Our RA’s strive to be the best, not only in Alabama, but the Nation.

OUR SUPPORT STAFF consist of Full-Time and Part time individuals who manage the Residence Halls during the Evening and Nightly Hours of operation. The student’s safety is the first priority of our support staff. Many times, throughout the night, they are making constant rounds and walking the Residence Halls making sure the proper doors, both interior and exterior, are

properly secured. Most students see the Support Staff late at night and hold conversations with them. Our Support Staff are known as “Night Owls” because they are awake maintaining the Residence Hall while everyone is resting.

OUR WORK STUDY consists of students that assist the Staff in the Residence Hall. Their duties are mostly clerical but they also handle duties as they are assigned. Many times students also have personal connections with the Work Study. Although the Work Study individual does not have the same training as the RA’s and Hall Directors in the Building they are a very helpful tool for the Housing Staff. We are proud that they are on our TEAM.

COMMUNITY LIVING

LIVING ON CAMPUS

Residential life is campus life. It encompasses all aspects of living in a community with people who share a common purpose. It’s about all experiences outside of the classroom. The idea of residential life describes the intentional way that all out-of-class experiences on a residential campus advance the idea of a meaningful education.

AAMU’s residential communities promote individual responsibility and accountability. The development of a community within a diverse world requires that individuals respect and learn from one another. Members of the community come to know each other and are accountable to them, creating safe and comfortable living environments supportive of the mission of Alabama A&M University.

AAMU's residential communities include the following:

Male	Female
Foster Living and Learning	Ernest Knight Complex-West
Hopkins Hall	Ernest Knight Complex-East
Stephens Hall	Terry Hall
Morris Hall	Palmer Hall
	Thigpen Hall

ADJUSTING TO COMMUNITY LIFE

Sharing a room with another student can be one of the most rewarding and enjoyable aspects of a college experience. The opportunity to become close friends with someone new, who has a different background and different ideas, provides a tremendous learning experience.

There is always an initial adjustment period between roommates. To make this adjustment easier, you should sit down with your roommate(s) during the first few days and discuss the following items:

- Study habits
- Cleaning the room and/or suite and bathroom
- Time for fun
- Visitation/Guest
- Noise (Use of stereo, cellular phone use, and TV)
- Use of other’s personal property and food
- Space for clothing, luggage and personal storage
- Work and study schedules

BELONGINGS

Find out your roommate's feelings about lending his or her belongings to other people - including you. These can include items such as clothes, money, hair dryers, stereos, cars, etc. Some roommates do not mind lending personal items to their roommate(s) but will not lend to other people. Find out. Let your roommate(s) know your feelings.

CLEANING

It is a good idea to divide all the cleaning responsibilities. Make an agreement as to who cleans what and when. If someone is not doing his or her part, do not wait around or write notes complaining. Talk with each other. Do not create hard feelings and increase problems; work at solving them before they grow into bigger problems.

COMMUNICATION

Always strive to keep the lines of communication open between you and your roommate(s). If something about the living situation is bothering you, chances are good it's bothering your roommate, so talk about it.

ROOMMATE CONFLICTS

As it pertains to roommate conflicts, in incidences where there is no solution, each student will be subject to a room reassignment within the same hall or a different hall.

COMMUNITY BILL OF RIGHTS

The community bill of rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members:

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guests of a roommate or suitemates, etc.
3. The right to privacy.
4. The right to host guests with the expectation that guests are to respect the rights of the host.
5. The right for redress of grievances. Residence life staff members are available for assistance in settling conflicts and negotiating differences.
6. The right to be free from fear of intimidation, physical and emotional harm.
7. The right to expect reasonable cooperation in the use of "room-shared" amenities such as a cable television, a commitment to honor agreed-upon living standards such as payment schedules.
8. The right to expect reasonable cooperation in the cleaning of rooms, apartments and bathrooms.
9. The right to be free from peer pressure or ridicule regarding one's beliefs, interests and behavior.

GUESTS

Make specific agreements about the times visitors will be welcome and about entertaining guests. Always consider your roommate's side of the situation, particularly when she or he has a heavy load of exams or papers. After you have established some guidelines, with which you both can live comfortably, agree to discuss this issue again any time either of you has a concern.

You need to be flexible. Be assertive and communicate your needs. Remember, your hall staff is available to help you work out differences.

STAFF OFFICE

Located in the lobby of each residence hall/complex, the Staff Office is the place to:

- report maintenance needs
- request assistance with your housing assignment
- receive assistance when locked out of your residence.
- ask for assistance regarding residence life concerns

Staff Offices are manned 24 hours/7 days a week.

PERSONAL SAFETY

Here are some important tips to protect you in the halls, around campus or in town.

In the Halls:

- Always lock your door, when you leave, to keep valuables safe and when you sleep, to keep yourself safe.
- Know the emergency evacuation procedures for your building; be familiar with the location of fire extinguishers and emergency exits.
- Follow health and safety regulations listed in your "Guide to Campus Living."
- Do not prop doors open; if you can get in through a propped door, so can an intruder.
- Look out the peephole before you open the door.

Around Campus or in Town:

- Avoid walking alone at night; take a friend if you must go out.
- Look alert; eliminate a potential attacker's element of surprise.
- Carry your keys in your hand- this helps avoid fumbling in the dark.
- Vary your daily patterns; some attackers stalk strike. Keep them confused.
- Pay attention to your surroundings! What is the best lighted route? Where can you run for help if necessary?

If you are Attacked:

- Keep your wits about you. Sometimes struggling can save you but sometimes it can antagonize the attacker.
- Consider passive resistance. Try talking to your attacker in a calm manner.
- Report any attack to Public Safety and residence hall staff immediately.
- Seek medical attention if necessary.
- Locate emergency stations; Look for the BLUE LIGHT!

PRIVATE ROOMS

Permanent private rooms are available on a limited basis only upon request. When assigned to one of these rooms, you will automatically be charged for double occupancy until such time you request to be moved, or fail to reapply to this room. During your stay in this room, you will not receive a roommate. This will be considered your permanent assignment.

When a space becomes available in your room or apartment, or as space allows, you may purchase a double room as a private and you will be charged the private room fee for the semester. If there is an empty space in your current room/suite, you may decline to pay the private room guarantee fee. At this point, you are indicating you are willing to accept another roommate assigned by the Office of Residential Life and Housing. A roommate may be assigned at any time during the semester.

If you choose to have a roommate assigned, it is your responsibility to keep the other side of the room prepared for possible occupancy. This means clothing or personal belongings may not be placed upon or stored in space provided for a second roommate. Your failure to comply will result in both a private room charge being assessed and possible disciplinary charges.

RESPECT

Spend some time with your roommate(s) so that you can get to know one another better. This will assist you if problems arise later. Find out your common interests and build on them.

Respect your roommate. He or she is an individual. Remember, not everyone is alike or does things the same way.

Make other friends and get involved in some activities that are interesting and pertinent to you. Do not depend on your roommate(s) to fulfill your every emotional and social need.

Realize you are "sharing." If one person tries to make things conform to her or his own style, it could cause bad feelings and antagonistic attitudes. Think of your roommate(s) and yourself as a household, and set up conditions comfortable for everyone.

RESIDENTIAL LIFE STAFFING

The campus residence halls/complexes include Knight and Foster Complexes, Terry, Thomas, Thigpen, Hopkins, Morris and Stephens Halls. Each building is managed by Professional, Support, and student staff.

The staff member with whom you will have the most direct contact is the resident assistant, or RA. This person lives on your floor or on a nearby floor and is available to assist you with residence hall or suite-style living, and serves as an informational resource to Alabama A&M. The RA also ensures that community living standards are maintained, and works with all residents to plan informative and enjoyable activities.

Each residence hall is supervised directly by a Professional Full-Time residence hall director (RHD). RHDs coordinate the administrative and community activities of a specific residence hall.

ROOM CHANGES

As a resident, you will have several opportunities to move from your current room to another room in your same residence hall or to another hall/apartment:

◆ IN-HALL ROOM CHANGES

You may request an in-hall room change by contacting your residence hall director (RHD) at the beginning of each semester. Watch for posted times, which are usually the first week of classes. * You may request a room change only during the times posted, at the beginning of each semester.

◆ MEDIATION CHANGES

While learning to live with differences is an important aspect of college life, we realize that sometimes needs and personalities are just too different. We also realize you may form friendships that result in a desire to change room or suitemates. If you really try and things just aren't working out, let your RHD know. He/she will work with you and your roommates through a Roommate Mediation Workshop.

All room and hall changes **MUST** be approved in advance by the appropriate housing staff. Violators will be subject to an improper check-out charge and possible disciplinary action.

PROGRAMMING ACTIVITIES

EMPLOYMENT

The Residential Life and Housing office offers two main employment opportunities for students. During the year, we employ resident assistants and office assistants. These are all great ways to get involved in the residence halls and to make some extra money. If you are interested, contact our office for more information.

GETTING INVOLVED

There are all types of activities in and around the residence halls. All residents are encouraged to participate in various social activities, decision making and leadership opportunities. We want students to be involved in the halls and invest time and energy into making it a better place to live. So do not just sit there – get involved!

PROGRAMMING

The Residential Life staff, along with your Inter-Residence Hall Council (IRHC) will be offering programs and activities for your floor and hall throughout the year. Using a “Wellness Wheel” approach guides the planning of these programs to ensure a wide variety of activities.

The theory behind the “BULLDOG Programming Model” is that there are seven (7) components that combine to make up a “balanced” or “well-rounded” being. These are:

- **Building Relationships (Social)**
- **Understanding Wellness (Physical)**
- **Learning Spirituality (Spiritual)**
- **Leadership (Intellectual)**
- **Development (Emotional)**
- **Open-Mindedness (Diversity)**
- **Growth (Occupational)**

One of the goals is to increase your awareness of each of these components and to provide opportunities for you to enhance your development in each area. Professional and student staff members of the Office of Residential Life and Housing have the responsibility of helping students develop. Another goal is to provide you with opportunities to learn outside the classroom, and feel more comfortable in your community. We hope you get involved by either helping to plan or by attending these events. If you have a great idea for a program, want to help, or just want to know when the next program is, become an active member of your IRHC or a Residence Life staff member.

INTER-RESIDENCE HALL COUNCIL

The Inter-Residence Hall Council (IRHC) is a group that needs “go-getters.” The IRHC brings together students from all halls who want to make a difference in their residence hall living experience. This group will keep themselves busy planning and organizing activities and events. In addition, the IRHC will be asked for their input on issues by the Office of Residential Life and

Housing on issues such as policy review and residence hall renovations. IRHC is a great way to get out of your own hall and meet other students on campus.

Each residence hall elects a Hall Council at the beginning of each academic year. Any resident of a hall may run for any office in the hall in which they reside. Residence Hall Directors serve as the advisor to the Hall Council. Hall governments reflect the interest and concerns of residents by planning and implementing social and educational programs. Volunteers are always needed to help hall governments plan and implement programs to benefit the residents. Anyone interested in running or assisting with Hall Council please see your Residence Hall Director.

RESIDENCE SERVICES

BREAK PERIODS

All halls will close for Winter and Spring Breaks. Residents must vacate the hall by the posted closing times. Students are not required to remove all items out of their room for the breaks; although it is suggested they remove all items deemed valuable. Students are required to relinquish their key during break periods. Students are able to retrieve their key when they return from break.

CABLE TELEVISION AND CAMPUS CHANNEL

Each room and suite is wired for cable TV. A cable jack is located in each room. To access the cable television, students must bring a cable-ready television and coax cable cord. Student will be able to connect to the cable jack and program the television.

Additionally, residents have access to the A&M CAMPUS CHANNELS—CHANNELS 21 & 78. When movies are not being shown, residents are provided information via a bulletin board format. Information provided focuses on University events, activities, deadlines and other announcements.

CUSTODIANS/HOUSINGKEEPING

Each weekday custodians will clean all hallways, public lounge areas, stairwells, vending and laundry facilities of each residence hall/complex. The cleaning and the supply of cleaning materials for room and suite-style living areas and the proper disposal of garbage are the responsibilities of the individual residents.

The residents of each room will be held responsible for their room/suite. This includes cleanliness, general housekeeping practices and general appearances. Do not leave your trash out overnight, because it creates a fire hazard and is a violation of the residence hall code of conduct. Residents must take all trash and boxes directly down to the dumpsters located adjacent to buildings. If you reside in one of the complexes, you may use the trash chutes.

INTERIM HOUSING

Interim housing is only available for students who are required to remain on campus due to their academic or athletic obligations to A&M (i.e. Student Teachers, Co-Op Participants, winter and spring sports, and others.). If you believe you are eligible for Interim Housing, please have your program/team leader contact the Office of Residential Life and Housing for approval.

For safety and security reasons, during holiday and spring recess interim periods, all resident keys are collected, and all exterior residence hall doors are locked. Lobby and laundry facilities also are secured.

IN-ROOM INTERNET ACCESS (ResNet)

Alabama A&M University is a wireless community. Each residence hall is equipped with wireless internet access. Please make sure your laptop and/or desktop is capable of receiving a wireless signal. For information regarding connection to the internet, please visit IT Services, or click go to:

<http://www.aamu.edu/administrativeoffices/information-technology/ITServices/Pages/Wireless-Network-and-Services.aspx>.

LAUNDRY MACHINES

Washers and dryers are located in each residence hall/complex for residents only. For the protection of your personal belongings, do not leave them unattended. Problems and/or requests for refunds with laundry equipment should be reported to the Residence Hall Director

MAINTENANCE

The Alabama A&M University Office of Physical Facilities schedules and completes repairs as needed. Problems in your room/suite or problems that you observe in public areas should be reported to the staff office; located in your lobby. In the event of an emergency repair and no one is in the staff office, please contact the department of Public Safety at ext 5555. When repair needs are reported to the office, a maintenance work order is submitted to Physical Facilities.

The maintenance requests are prioritized and scheduled by the Physical Facilities office. Most repairs are completed within three working days. If you have a question about the status of your repair request, contact your Residence Hall Director. While every attempt is made to respect your privacy, by reporting a maintenance need in your room or suite, you are authorizing access by Physical Facilities staff during the business hours of 9 a.m. - 5 p.m. (Monday through Friday). Please plan accordingly. Emergencies may require access to your room after normal business hours.

PEST CONTROL

Pest control problems should be reported to your staff office. All rooms and suites are sprayed for pests as problems are reported.

VENDING MACHINES

Carbonated beverages, water and snack machines are located in all residence hall lobbies or laundry areas. Problems or requests for refunds should be reported to the vendor utilizing the contact information found on the machine. The vendors will process reimbursement with the Residence Hall Director. It is the resident's responsibility to pick up the refund.

FOOD SERVICES

MEAL PLAN REQUIREMENT

All students residing in on-campus housing must participate in the “Unlimited” meal plan. This means you have access to all available meals in the cafeteria of Knight Complex and Foster Complex.

GREASY SPOON

Located in Ernest L. Knight Center, the Greasy Spoon is a great location to grab a burger and fries, or just chill with your friends while enjoying a cool beverage. Food purchased in the Greasy Spoon is not connected to the “Unlimited Plan.”

YOUR ROOM AND SUITE

CHECK-IN

The condition of the room/suite and any University furniture or equipment in your room/suite is recorded at the time you check-in. When you move into your room, a member of the Residence Life staff will inspect and inventory your room/suite, review the sheet with you and have you sign the check-in form. You may update the form at the beginning of check in. You are responsible for the accuracy of all information on the check-in/out form.

The official check-in times for the applied semester will be included in our official assignment letter.

During the check-in process, you will be given several important notices that you should read carefully. You also will be issued your room key at this time. **PLEASE BRING PHOTO IDENTIFICATION WHEN CHECKING IN.**

CHECK-OUT

General

When preparing for check-out, you are responsible for:

1. Removing all personal belongings from the room, bathroom and suite (if applicable) and restoring the room/suite to the original condition at check-in.
2. Cleaning your room/suite by properly disposing of trash, removing any and all personalization, sweeping and mopping the floors, and if applicable, cleaning bathrooms.
3. Working out cleaning schedules with roommate(s) to avoid collective billing charges for cleaning and restoration.

Time Periods

Close of Semester: complete a check-out with your hall staff in lobby during designated hours.

2. Withdrawing from University? Schedule a check-out with your current hall staff to occur during regular business hours. Once check-out is completed, submit Intent to Vacate Form to your Residence Hall Director.
3. Other: when extenuating circumstances occur, make an appointment with your RA or RHD to perform your check-out at a time that is convenient for both you and your RA or RHD.

Miscellaneous Charges

Late check-out: a \$50 fee applies to any check-out processed after end of announced check-out period.

Improper check-out: a \$250 fee applies to any student who fails to complete a proper check-out.

FURNISHINGS

Each room contains 2 beds, 2 desks, 2 chairs, 2 closets, 2 dressers, cable jack and window blinds. Super Singles contain one each of the before-mentioned furnishings. The complexes also have a wardrobe in the bedrooms, and a couch, table, chairs, microwave, and mini refrigerator in the common areas. Individuals are responsible for providing pillows, linen, study lamps, toiletries, assorted sundries, and other personal items as necessary. You may not remove University furnishings or equipment from the room/suite unless it has been approved by the Residence Hall Director for special need (i.e., disabled mobility). University furnishings may not be stored or placed in walkways outside your room/suite. You are responsible for inspecting the condition of your room/suite when moving in and out, and you will be held accountable for any damage to University furnishings and equipment.

GARBAGE DISPOSAL

AAMU strives to keep the campus and the residence halls beautiful and clean. To promote safe and sanitary living conditions, students are required to bag their trash and place it in the designated outside trash areas. Trash should never be left in common areas or hallways. Students with excessive trash will be fined \$50.00 first offense, and cleaning charge. Second Offence students will be charged \$100.00 fine and cleaning charge. Third Offence is \$150.00 fine, and 48 hours to vacate campus housing. Contact the building Hall Director for more information. Trash chutes are located in the Complexes of Foster and Knight. Do not leave trash in the chute rooms; it must be sent down the chute or disposed of in outside receptacles.

HEALTH AND SAFETY

Weekly inspections are conducted by residence life staff to ensure compliance in living areas with health and safety standards. To limit the likelihood of insects becoming a problem, you should not store perishable items in open containers. It is your responsibility to keep your room/suite and adjoining bathroom (if applicable) clean, and to dispose properly of trash in outside dumpsters (or trash chutes). Residence life staff reserves the right to check your room/suite to ensure proper health and safety standards are maintained by all occupants.

Residents do not need to be present for inspections. If a room is found in violation, the resident will be required to promptly correct the situation. Rooms will be rechecked until the situation is resolved. Prohibited items found in rooms will be confiscated. Confiscated items may be picked up from the building Hall Director for permanent removal from the hall. Policy violations found during a Health and Safety inspection may also result in a judicial sanction.

HEATING AND COOLING

Students are not allowed to have privately owned air-conditioning units or space heaters in the residence halls. Each residence hall has central heat and air that are on a system of heated and chilled water that cannot be switched back and forth quickly. The Office of Physical Facilities, in conjunction with Residential Life and Housing will evaluate the weather patterns to determine when to switch the system to heat/air conditioning.

LOBBIES

Residence Hall lobbies are open 24 hours a day for study purposes and social interaction.

LOCK-OUTS

Each resident should carry their room key and ID at all times. If a lock-out occurs, contact the front desk. The front desk will contact the RA/Hall Director/Support Staff to unlock your room. You will be required to present proof of identification before a staff member can unlock your room. Lock-Outs will result in a warning the first time, \$10.00 the second time, and \$20.00 the third time. Contact Hall Director for more information on this matter.

MAIL DISTRIBUTION AND PACKAGES

AAMU Students Mail Process:

- RJ Young will pick up the Mail from the Post-Office Monday thru Friday at 9am
- Mail will be ready for Residents to pick up Monday thru Friday by 11am at 211 Ralph Lee Student Center (located at the opposite end of the bookstore)
- Notification will be Emailed to their bulldogs.aamu.edu email address/Text (if provided) to Students if they have mail (includes letters and/or packages from the Post Office)
- Students will need to bring their Student ID or Drivers License to receive mail.
- It's the job of the students to report to the Ralph Lee Student Center and to check on received mail at RJ Young Office.

STUDENT MAILING ADDRESS

Alabama A&M University
Student's Residence Hall & Room Number
Normal, Alabama 35762

MICROWAVES

Microwaves are not allowed in the rooms of the residence halls, with the exception of Knight Complex and Foster Complex. These are provided by A&M. Microwaves can be found in the public areas of your residence hall.

The unauthorized use of a microwave in your room is a fire hazard and violation of university policy. You will be given 24 hours to remove the microwave or it will be confiscated by residence hall staff.

MULTI-PLUGS

The use of multi-plugs is not allowed in the residence halls/complexes. A multi plug is not the same as a power strip with circuit breaker.

PRIVATE ROOMS

There are a limited number of private (Super Single) rooms available on a first-come, first-served application basis. If you are interested in a Super Single, please denote that on your Housing application or notify your Hall Director during the week of In Hall Transfers.

REFRIGERATORS

With the exception of Terry Hall, Thigpen Hall, Stephens Hall, Knight Complex and Foster Complex, refrigerators are not allowed. Terry Hall, Thigpen Hall, and Stephens Hall residents may bring a refrigerator, not to exceed 1.7 cubic feet. In addition to wattage requirements, you must use a power strip with a circuit breaker.

If your refrigerator unit exceeds the 1.7 cubic feet /or you are not using an approved power strip with circuit breaker, you will be given 24 hours to correct the situation. Failure to correct the situation within 24 hours will cause your refrigerator unit to be confiscated by residence hall staff.

ROOM KEYS

A room key is issued to each resident upon check-in. Residents are expected to carry their key at all times. Lost keys should be reported to the front desk immediately. Students will be charged a \$165.00 fee for a key core replacement and new keys for each roommate, suitemate, if applicable.

ROOM PERSONALIZATION

An empty residence hall room or apartment can be very drab. Putting up posters, pictures and other decorations can add that homey touch. Be very careful and make sure no holes or any type of damage results when hanging these items. You also may want to provide decorative lamps, throw pillows, plants or other personal items. Personal furniture such as a rocking chair is permitted. It is a good idea to discuss any room personalization with your roommate(s) before you begin. Every room/suite is painted on a regular schedule. Residents desiring to personalize rooms or apartments MAY NOT:

1. Use wallpaper or contact paper in room/apartment due to the possible damage to University facilities.
2. Paint any part of room/suite or University furniture or equipment.
3. Use nails to hang items in your room/suite. Use of adhesive materials to personalize your room/suite is permitted. Residents will be responsible for any damage caused by use of adhesive material and will be charged for damage.
4. Use room/suite in a manner in which damage occurs when removed.
5. Use wall coverings that exceed 50 percent of the wall surface.
6. Use wall hangings such as fish netting, posters and tapestries hung from ceiling light fixtures, over radiators or electrical outlets.

Any type of personalization must be removed at the close of each academic year or any time when residents are not returning to the room/suite.

Please note that failure to comply with the above guidelines will result in charges being assessed. Furthermore, you will be given 48 hours to correct the violation.

SMOKE DETECTORS

Smoke detectors are provided in all residential living areas. They are checked regularly to ensure proper working order. Students are not to tamper with smoke detectors. Tampering will result in a restoration charge and judicial action.

WATERBEDS

Waterbeds and other water-filled furniture are not permitted in residence halls or complexes.

WINDOWS

Windows should remain closed when the heating/cooling system is operating.

For the security of your personal property, windows should remain locked and curtains or blinds drawn when no one is home.

No type of decorating, signs, etc. may be posted or be hung in between the window and the window blind or directly on the window (inside or out).

No items shall be stored, thrown and /or passed from any residence hall/suite window.

WINDOW SCREENS

In rooms and suites provided with window screens, screens are to remain properly secured in window frames at all times. Removal or damage of screen will result in a restoration charge being assessed.

RESIDENCE HALL REGULATIONS

ACCESS TO YOUR ROOM/APARTMENT

Residence Life staff may enter a student's room/apartment for the purpose of maintaining conditions of health, safety inventory control and enforcement of University Residence Hall regulations. Staff may search a room and seize evidence when strong probable cause exists to cause residence life staff to believe that University policies or state laws are being violated. Residents need not be present or give permission for search, and staff is not required to identify what they are searching for.

ALCOHOL

The use and/or possession of any alcoholic beverages are strictly prohibited on-campus. Knowingly being in the presence of alcohol may also constitute a violation of University policy. Empty alcoholic beverage containers, either in one's personal possession or assigned room constitutes a violation of University regulations. Therefore, alcoholic beverage containers are not permitted as decorations. The sanctions for students who break the alcohol policy 1st Offense \$50.00 fine and referral to Counseling Services, 2nd Offense \$100.00 fine and or loss of housing, probation or suspension.

ANIMAL/PETS

Service animals are permitted in the residence halls (The student must be registered with the Office of Special Student Services to make these accommodations). No other animals are permitted to enter or be kept in the residence hall. Any resident in violation of this regulation will need to immediately remove the animal. If the unauthorized animal cannot be removed, residence hall staff will contact AAMU Police to assist with remove of the animal. The resident will be charged any expenses incurred in addition to judicial charges.

ANTENNAS

Television and stereo antennas are not permitted to be installed outside of your room or apartment. This includes satellite dishes.

ANY RIOTOUS BEHAVIOR

First Offense - Refer for Counseling and/or Referral to Universities Judiciary Board

APPEALS

All appeals regarding housing contracts, housing billing, private room, damage or housing appeals must be in writing to the Office of Residential Life and Housing. Appeals must be filed within five (5) class days of notification to the office.

APPLIANCES

Television sets, radios with self-contained antennas, DVD Players, electric razors, irons with auto shut-off feature, clocks, hair dryers, lamps, heating pads, electric blankets, humidifiers, and fans are permitted in rooms provided their use does not disturb other residents, or there state of repair is not a fire hazard. All appliances must be UL listed.

General safety, fire codes and insurance standards require that certain restrictions be placed on the use of electrical appliances in the residence hall. Any electrical appliance that has an open heating element may not be used in the resident's room/suite. This includes such items as: hot air popcorn poppers, hot plates, grills, electric skillets, toasters and toaster ovens. Please note this list is not all inclusive. No cooking is permissible in a resident's room with the exception of the provided microwave oven in Knight and Foster Complex. Under no circumstances are sun lamps, dehumidifiers, space heaters and gas appliances allowed. Violators of this policy may have appliance confiscated and will be subject to disciplinary action.

BICYCLES

Bicycles may be stored in student rooms/suites provided they do not restrict free entry and exit, or may be placed in bike racks conveniently located near your residence hall (if applicable). Bicycles may not be stored in stairwells, hallways or other common areas and are not to be chained to exterior light poles, trees, etc.

BOMB THREAT

All bomb threats will be considered real. Suspicious packages, boxes or other containers containing possible explosive devices should not be tampered with or held by students. In such cases the area should be kept clear and Public Safety immediately contacted. Residents should evacuate the building immediately and return only when told to do so by official University personnel.

CANDLES/INCENSE/OPEN FLAME/HEAT SOURCE

Candles, incense and any item with an open flame or exposed heat source are potential fire hazards, and thus are prohibited within all residence halls. No candles, including candles that have never been burned, are permitted in the residence halls. Candles incense, and any item with an open flame or exposed heat source will be confiscated.

CAR REPAIR

Residents are not allowed to perform any type of car maintenance in residence hall/complex parking areas.

CHILDREN

Children are not allowed to stay overnight or live in residence hall/complexes. Furthermore, because of the concern for liability and Department of Human Services guidelines for proper supervision, resident students are not permitted to use their assigned room/apartment as a location to babysit.

DECORATIONS

Decorations are limited to the interior of student rooms and suites and in areas specified by the Inter-Residence Hall Council. UL- approved Christmas lights may be hung in windows as long as in compliance with Fire Safety Policy. An artificial tree will be displayed in one common area per hall and Suite. Live trees and burning candles are not permitted in University housing due to risk of fire. Christmas decorations must be removed prior to students leaving for Winter Break.

COHABITATION

In University residence halls, cohabitation is not permitted. Cohabitation is defined as physically residing in another resident's room/suite on a semi-permanent basis usually associated with a sexual or personal relationship. Cohabitation and excessive visitation violates the rights of room/suitemates to reasonable privacy and the pursuit of academic goals. All residents are assigned a specific hall and room. They are expected to reside permanently in their assigned room and keep their personal belongings there. Residents may move their personal belongings into another room only as part of an approved room transfer.

CONDUCT

Any resident who intentionally commits, attempts to commit, incite or aid others in committing any acts of misconduct will be subject to disciplinary action. Following a report of an incident, a judicial hearing will be established. A decision regarding disciplinary action will be made after the resident's hearing; thereafter, the student will have an opportunity to appeal the decision. Below is a list of such acts which may warrant a meeting and/or hearing. This list is not inclusive. See also Discipline Process in this Section.

- Obstruction or disruption of disciplinary procedures, residence life procedures, University and/or Residence Life programs or any other authorized function or event.
- Displaying obscene photographs, drawings or purposefully offensive materials in or from student rooms.
- Failure to follow emergency procedures, actual or drill, in case of fire, tornado or other emergencies.
- Failure to maintain proper health/safety standards.
- Failure to respond to a verbal request or written summons from a residence life staff member or other University official.
- Housing of all pets other than approved service animals.
- Interference with the right of access to residence hall or apartment facilities or with any contractual right of any person in University housing.
- Misrepresentation or misuse of student identification in University housing or failure to show identification upon request by a residence life staff member or University official.
- Possession of empty alcoholic beverage containers, either on one's person or in a room/suite, or which can be identified as belonging to an individual will constitute a violation. Alcoholic beverage containers are not permitted as room decorations.
- Removal of and/or damage to window screens (if applicable). Residents in violation will be charged to replace missing or damaged screens.

- Tampering with and/or modifying electrical systems (i.e. smoke alarms, outlets).
- Unauthorized occupation, use of, or unauthorized entry into any residence hall or apartment facility, student room or apartment.
- Use of sports equipment inside of and in close proximity to residential facilities: i.e. racquetball, skateboards, pellet guns, archery or golf equipment. Furthermore, storage of pellet guns and archery equipment in residence halls is not permitted.
- Violation of courtesy hours
- Violation of quiet hours
- Violations of the terms and conditions of the housing lease agreement, the University Student Code of Conduct or other policies listed elsewhere in this handbook.
- Visiting in a room or apartment with a member of the opposite sex or in close proximity of an area which is predominately identified with a single sex at times other than announced visitation.
- Possession or use of firearms, knives, explosives, ammunition or other weapons
- Possession, use, manufacture or sale of any prohibited or controlled drug or substance in University housing.
- Setting of a fire or the use and/or possession of any open filament or incensory device in University housing
- Tampering with or the misuse of fire alarms, smoke detectors or fire extinguisher. Criminal charges also apply.
- The use and/or possession of any alcoholic beverage where liquid is present.
- Theft and/or possession of stolen goods, including illegal possession of or damage to University property or property of a person in University housing
- Verbal or physical abuse or threat of such abuse against any person in University housing or any authorized function or event, or any conduct that threatens or endangers the health, safety or welfare of any person.

CONFISCATION OF ITEMS

Illegal substances and items found to represent a health and safety violation, or in which other ways constitute a violation of University policies will be immediately removed by residential life staff. A confiscation report will be issued listing all items removed. Some confiscated items,

valued at \$50 and above, may be claimed when you complete a proper check-out of the residence hall/suite. Items not claimed within 30 days after vacating are disposed of.

Items which will be confiscated by staff and are not returnable to residents include, but not limited to:

1. Alcoholic beverage containers and caps
2. Incense, candles, potpourri and related paraphernalia
3. Other miscellaneous illegal items

Alcoholic beverages will be disposed of by the responsible student(s) with staff observing. The can or bottle will be retained by the staff as evidence of judicial action.

Items which will be turned over to Public Safety include:

1. Drugs or other illegal substance and/or paraphernalia
2. Fireworks and weapons
3. Traffic/safety regulation signs
4. Beer kegs and taps

CONTROLLED SUBSTANCES/DRUGS

The manufacture, sale, possession, use and intent to distribute controlled substance(s); or paraphernalia which has been declared illegal by municipal, state, or federal law is prohibited in or around Residence Halls. Anyone found in violation of this policy will be subject to disciplinary action by Judicial Board and appropriate action under municipal, state, and federal law. *All cases involving Drug/Drug Paraphernalia are referred to the Judicial Board.

CURFEW

There is no established curfew in the residence halls. Residents may enter/exit their assigned residence hall 24-hours a day.

DAMAGES AND DAMAGE CHARGES

You are responsible for your assigned room or suite and its contents. Alabama A&M makes no provision in the budget for the replacement or repair of equipment due to student negligence or malicious behavior. You may be charged for any damage or extra cleaning resulting while you are living there. In the event that damage or a need for cleaning occurs in your room or suite, and it cannot be attributed to one responsible individual, it will be necessary to divide the charge(s) equally among all room or suite residents. If damage occurs in public areas and the responsible individual(s) cannot be identified, the repair cost may be prorated evenly among residents living in the specific section, on the floor or in the building. All damage appeals must be in made in writing and submitted to the Office of Residential Life and Housing. Appeals must be filed within 10 business days from date charges were applied.

Damage charges are as followings:

- Cleaning - \$50 minimum per resident. No maximum charge.
- Painting
 - re-plastering - \$20 per room
 - nail removal - \$5 per hole

- paint over - \$50 per room minimum
- Screen - \$50 each
- Lock
 - key replacement (i.e. broke or bent beyond use) \$50 each
 - key/lock core replacement (key is lost or misplaced) \$165 each
- Glass
- Window - \$125 each
- Towel bar - \$15 each
- Cable jack - \$25 each
- Telephone jack - \$25 each
- Bed reassembly - \$50 each
- Shower curtains - \$25
- Curtain rod replacement - \$25 each
- Blinds - \$50 each
- Light fixture - \$30 each
- Thermostat - \$75 each
- Trash pick-up - \$50 and up
- Illegal room change - \$50/each student
- Furniture damage subject to replacement costs plus shipping

NOTE: Charges are subject to change and additional charges may be assessed based on labor, specialized materials, etc.

DISCRIMINATION

The Office of Residential Life and Housing is committed to the education of a non-racially identifiable residential population. As a result, it is the department's policy to not discriminate with regards to gender, sexual orientation, religious belief, interests, and race when pertaining to housing assignment/reassignment, staffing, and residence education assistance.

DISCIPLINE PROCESS

The Residence Life staff is committed to providing a safe and comfortable environment for all students. When a student violates one of the policies designed to ensure the safety and comfort of others, the student will be held responsible for his/her actions through the discipline process. This process is designed to be fair, uphold student's rights, and to be as educative a process as possible. The disciplinary process usually begins with a student misconduct report.

Misconduct reports are used by hall staff to document, in writing, an incident that occurs in and around the residence halls/complexes. Usually these incidents are policy or regulation violations that have occurred. They are generally used by hall staff to communicate the facts of an incident to the offices of Residential Life and Housing and Judicial Affairs in order to ensure the appropriate action is taken. Misconduct reports can be used to take down facts about a theft or unusual happenings in the hall/complex to keep the hall staff informed. If you are named on an incident report, you may be asked to talk with your Residence Hall Director or the Judicial

Affairs officer. If you are found to be responsible for the violation of a policy or regulation, you will be subject to disciplinary action.

For more information regarding the discipline process, see Judicial Affairs.

ENROLLMENT

Students residing in University housing must be enrolled as a full-time student for the semester in which they live in the residence halls/complexes. All exceptions must be submitted in writing and approved in advance by the director of Residential Life and Housing.

FURNITURE

Furniture is provided for student use in the residence halls. It is not to be removed from the lobby area or moved from one room to another. Also, students should not remove glasses, plates, or silverware from University Cafeterias for use in the residence hall.

GRIEVANCES

Students who have a grievance against a Residential Life and Housing staff member first, if appropriate, should discuss the matter with the staff member. If the differences cannot be resolved, the student may file an appeal in writing to the Associate Director of Residential Life and Housing. If the grievance is not satisfactorily resolved with the associate director of Residential Life and Housing, the student may file written appeal to the Director of Residential Life and Housing, followed by the Vice President of Student Affairs, then the President of the University.

GUESTS

A guest is defined as a person(s) who is not assigned to the room or hall in which they are visiting. Gatherings of nine (9) or more students in attendance must register in advance with the Residence Hall Director. You are responsible for the actions of your guest at all times and are to respect the needs and rights of your room/apartment mates. Guest must also obtain a visitors parking permit to park on campus.

Guest may not be left alone in the room/apartment. Guest must be escorted at all times when visiting the residence halls/complexes.

Violation of this policy will result in the occupant(s) being billed and disciplinary action taken.

GAMBLING

All cases are referred to University's Judiciary Board

HALL/FLOOR MEETINGS

Mandatory Hall Meetings are conducted on a monthly basis; with the first occurring on the evening before the first day of classes. These meetings are held to familiarize students with the expectations of on campus living. Meetings are held by your RA/RHD. Attendance is mandatory, and you will be held responsible for all information that is discussed during the

meeting. Hall meetings provide excellent opportunities for you to share concerns and ideas with the RA/RHD and community members about residence life.

HAZING

Hazing is not permitted in or around residence halls or apartments. A complete description of hazing is included as part of the Student Code of Conduct in the Student Handbook.

HOUSING LICENSE AND AGREEMENT

Your license agreement is a very important document. Before you sign your agreement, you should read over the terms and conditions stated.

Your license agreement is binding for the entire time you designate (academic year, spring semester or summer term).

INCENSE

Because the odor may be offensive to some people and because it constitutes a fire hazard, the burning of incense and all incense paraphernalia is not allowed in the residence halls.

INTER-ROOM VISITATION POLICY

Visitation refers to guests visiting with residents in residence hall rooms during regularly scheduled hours and days. Female residents are not allowed in the public or private areas of male residential facilities after midnight and vice versa. Male residents are prohibited from visiting or loitering in the vicinity of female residential facilities after midnight and vice versa. First Offense (\$200 fine); Second Offense (\$400 fine); Third Offense (Vacate Campus & Disciplinary Probation)

When a resident checks in another student or non-student the resident must go to the office with guest and present (release) your ID's to the staff working the desk. Desk Staff will take your ID's and release them back to the resident and guest when they exit the building. There is no visitation during Mid-term and Final Week.

Residents are accountable for the actions of their guests. Guest should be escorted throughout the building at all times and Guest should use the public restroom in the residence hall located on the first floor. If you have any questions please ask your RA/RHD.

INSURANCE

The protection of personal property is the individual's responsibility. Students are encouraged to obtain personal renters insurance, possibly through their parents' homeowners' and health insurance policies. An example of renter's insurance can be found here at www.nssi.com.

LATE CHECK IN

Upon written request, the Office of Residential Life and Housing hold your assignment for a period of time after the official check-in period has ended. Failure to notify our office will result in your being counted as a NO SHOW check-in.

LOCKOUTS

From time to time, you may lock yourself out of your room or apartment. Carrying room keys is an individual responsibility. However, assistance is available:

- ◆ You may request to let into your room by a member of the residence life staff, located in the staff office of your building.
- ◆ Charges for lockouts apply.

LOFTS

The construction of lofts is not permitted.

LOST KEYS

The cost of replacing a lost key, re-keying the lock core and issuing additional replacement keys for your roommate(s) is non-refundable. The required amount is billed through the Office of Residential Life and Housing; via your Residence Hall Director and payable at the Cashier window located in the Patton Building. This charge is necessary to ensure the safety of all room/suite residents. Report your lost key immediately to your Residence Hall Director.

LOUNGE FURNITURE

Furniture in lounges and common areas is for the enjoyment of all residents and their guests. Lounge furniture may not be removed or rearranged without prior permission from the residence hall director of that building.

MOTORCYCLES/MOPEDS

The storage of mopeds and motorcycles in close proximity of the residence hall/apartment is not allowed. Motorcycles should be parked in designated parking in the parking lots.

MUSICAL INSTRUMENTS

Although you may call yourself a musician, your neighbors may not agree. Therefore, playing musical instruments in the residence halls is not permitted. Practice rooms are located in the Morrison building.

NOISE

Residence halls exist to support the academic mission of the University. Quiet and courtesy hours provide standards of acceptable noise levels for study, sleep and privacy.

Quiet hours will be observed in the residence halls from 10 p.m. to 8 a.m. daily. During quiet hours, all noise must be contained within individual student rooms and suites at a level which is not disruptive to other residents. During final exams, 24-hour quiet hours are in effect.

At all other times courtesy hours are in effect. Courtesy hours are defined as noise levels appropriate for residence hall and apartment living and not disruptive to others. This policy governs activities in individual rooms and apartments and outside in close proximity to halls and apartments.

Residence life staff members are available to assist you in resolving noise-related problems. It is always best to attempt to resolve such problems directly before staff is asked to intervene.

NO SHOWS

Your residence hall assignment will be held until 9 p.m. the evening prior to first day of classes.

It is your responsibility to notify the Office of Residential Life and Housing in advance if you are unable to check in by this time. Students who fail to notify the office will forfeit their assigned bed space.

OPEN FLAMES

Items which require the use of flammable liquids, or an open flame to operate, or which produce heat (i.e. Bunsen burners, lighted candles, alcohol burners incense), are not allowed in residents' rooms/apartments.

PACK AND STORE

Personal property left in a student room after a resident has checked out, whether by proper check-out or improper check-out, shall be deemed to have been abandoned and will be removed and disposed of at the resident's expense. If items are deemed to be valued at \$50 and above, the items will be stored for 30 day prior to disposal. The University shall not be responsible or liable for any losses or damages to any abandoned property.

PARKING

Parking is available for each residence hall in designated areas. Parking permits must be purchased from Campus Police, located in the University Services Building. If you are approved for a hall/apartment transfer, you are required to also transfer your current parking decal. Please contact the Office of Public Safety during regular business hours. It is not advisable to keep valuable possessions in your car.

POSTING

A. General

A specific bulletin board marked-STUDENT ACTIVITIES-is provided in each residence hall/complex for the posting of campus events and other types of information.

Individuals or groups wishing to post information must obtain the permission and stamp of approval from of the office of Student Activities. All information posted must be in compliance with the rules and regulations for posting as outlined by the Student Activities Office and the University.

Information that does not have approval of Student Activities or that is improperly posted will be removed by the residence hall staff immediately.

B. Resident Room/Apartment

Information signs or other decorations may not be displayed in windows-interior/exterior-of the residence hall/complex. Banners may be allowed with special permission. No types of door decorations, stickers, signs or other adhesive material may be placed on the exterior/interior of any residence hall/apartment complex.

POWER STRIPS

The use of UL approved power strips with a built-in circuit breaker is required on appliances and other electronic devices used inside a room/apartment.

PROPERTY LOSS or THEFT

The University is not responsible for loss or damage to residents or other person's money or valuables or personal property for any cause, damage to their property that may result from a violation of any University policy or Housing guideline, or arising from any other misuse of the premises. Residents are strongly encouraged to obtain renters insurance for personal property.

PUBLIC AREAS

Public areas in residence halls and apartments are for use and enjoyment for all residents. Individuals wanting to sponsor private social events should make arrangements to use other campus facilities. Smoking is not permitted in public areas. Also the grounds outside residence halls may not be used for private social events.

UNAUTHORIZED AREAS FOR OUTDOOR ACTIVITIES

Bouncing of basketballs, Frisbee throwing, skateboarding, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch or any other similar activities or games inside or in close proximity to the halls and the respective parking lots are prohibited because of the possibility of damage and the resulting noise. The use of other games posing a threat to resident safety or facilities maintenance also is prohibited.

REAPPLICATION

Applications to return to the residence hall system for the following academic year and applications for summer school are available during the Reapplication Week held in the spring. Information about Reapplication will be posted in February of each year... It is your responsibility to follow the directions set forth by the Office of Residential Life and Housing to obtain residency for the next academic year.

RELEASE OF PRIVATE INFORMATION

Release of private information to students or other interested parties is not permitted without prior written consent by the originator and approval of the Director of Residential Life and Housing. Copies of certain private information that will not be given at the originator's request are job applications, housing applications/contract and financial records. Directory information (telephone numbers and roommate names) is considered public information and may be released on request.

Students requesting directory information not to be released should complete a "Do Not Release Information" form available at all Hall/Apartments check-in and throughout the year in the Office of Housing/Residence Life.

RESIDENCY REQUIREMENT

All freshmen and sophomore students will reside on campus the entire academic year effective fall semester 1996. Exceptions to this policy include:

1. Students who reside with parents or legal guardians in Madison County and those counties contiguous to Madison County, Alabama (Jackson, Marshall, Morgan, and Limestone Counties in Alabama and Lincoln and Franklin Counties in Tennessee).
2. Part-Time Students
3. Married Students
4. Military Personnel

All students living in University housing must sign an academic year lease agreement (fall and spring semesters). This agreement is legally binding for the entire school year unless the student enters University housing during the spring or summer semester, in which case the lease agreement is binding only for that semester. Once a student has moved into the residence hall/complex, he/she is bound to the lease agreement and may only be released for the following documented reasons:

1. Withdrawal from school
2. Graduation
3. Co-op or Student Teaching assignment
4. Medical Condition
5. Extreme change in financial circumstances since signing the lease
6. Marriage

RESTRICTED AREAS

Certain areas in and around the residence halls are off limits to students. These include, but not limited to, roofs, ledges, mechanical rooms, crawl spaces, etc.

ROOFTOP/LEDGES

As a safety precaution, students are not permitted on rooftops or window ledges. Items are not to be placed on the outside of window ledges or hung outside the windows.

SECURITY

For your own protection, as well as protection of your personal property, do not leave your room/apartment unlocked when unattended, do not sleep with your room/apartment door open or unlocked. Large valuable items (i.e. stereo, T.V.) should be identified by Public Safety through Project I.D.

Examples of security measures in residential facilities include the following:

1. 24 hours desk operations.
2. Security Personnel walking “The Bulldog Beat.”
3. Door Peepholes
4. Safety Awareness Programs designed to acquaint residents with crime prevention strategies.
5. Security Awareness Agreements are read and assigned by all residents at check-in.

Alabama A&M University housing continually monitors the living environments to limit the risk of personal injury or damage to personal property. As members of a residential community, resident students are expected to comply with all University Residential Life and Housing policies and responsible community members. If something appears to be wrong, please notify your residence life staff and/or campus police.

SMOKING

Smoking is prohibited in all buildings on campus this includes Electronic Cigarettes. First Offense-\$50.00 Fine, Referral to Counseling; Second Offense- \$100.00 Fine; Third Offense-\$150.00 Fine, and 48 hours to vacate campus housing.

SOLICITATION

To protect students against fraudulent involvement, sectarian promulgation or interruption of their studies, to ensure that the property of the University is not used for monetary gain, door-to-door soliciting, sectarian promulgation or political propaganda in residence halls is prohibited, except in the common lounges with the prior approval of the Associate Director of Residential Life and Housing.

STATEMENT ON ASBESTOS

Alabama A&M University is committed to providing a safe, clean and healthy environment for students, faculty and staff. To accomplish this goal, the University has implemented an ongoing program of campus beautification and renovation of existing structures to include removal of all asbestos and other hazardous materials. Tests are conducted periodically on the air quality to determine whether there is risk to one's health. The University will continue to monitor this situation and plan for renovations.

SURVEYS

All surveys conducted in Alabama A&M University housing must have the prior approval from the Director of Residential Life and Housing. Surveys will be limited to assessments to the quality of residence life, specific issues effecting campus life, University-sponsored surveys and official U.S. government business (i.e. census).

THERMOSTAT

In residential facilities with central air conditioning and heating, thermostats are to be set in a range from 68 degrees to 82 degrees. This will help ensure cooling systems do not freeze up in warm weather and will help conserve energy during peak winter months.

UNCLAIMED ITEMS

A. Item(s) of value (\$50 – up):

1. Valued amount up to discretion of RHD.
2. Valued item(s) is/are tagged with pertinent information, (i.e. location, time/date) and turned into the Housing/Residence Life and Dining Services office
3. Central office staff will contact the resident by telephone /or written notice regarding the unclaimed item.
4. Once notified, owner is given 30 days from time of notification to claim valued item(s). If item(s) is not claimed within 30 days, item(s) will be disposed of appropriately.
5. Residents will be subject to an assessed storage fee.

B. Item(s) of no value (below \$49)

1. Residence hall staff is responsible for disposing of these items immediately.
2. Residence hall staff is instructed not to keep any items for any reason.

UPPERCLASSMEN HOUSING

Only freshmen with special needs as approved by the director of Housing/Residence Life and Dining services may live there.

VACATING UNIVERSITY HOUSING

Students located in residence halls/apartment will be given 24 hours to vacate for the following reasons:

1. Voluntary cancellation of housing license agreement.
2. Suspension from University housing.
3. Loss of status as a student.
4. Non-payment of registration fees, housing fees, etc.
5. Withdrawal from the University.

WITHDRAWAL FROM THE UNIVERSITY

A student may withdraw from the University through the Registrar's Office. All students withdrawing from the University during fall, spring or summer semesters must completely vacate their assigned room and completed an *Intent to Vacate* Form before a University withdrawal form is signed. Specifically, the student must remove all personal belongings and

complete a proper check-out with the residence hall staff. Failure to checkout of your residence may result in a continuing charge to your account for occupying the room/suite assigned.

RESIDENCE HALL EMERGENCY GUIDELINES

EMERGENCY INFORMATION

In the event of hazardous weather or other natural emergencies, medical alerts, or campus closing or delays student should check their university e-mail or the University Website, www.aamu.edu for the most up-to-date information. Students should also register for Bulldog Alerts through Self-Service Banner so that made aware of an emergency through phone call, or text. Should you not have access to e-mail, the Web, or other information, call the Residence Hall in which you reside. Please do not call Campus Police for closing information, as this will tie up phone lines that may be needed for an emergency.

CRIMINAL AND MEDICAL EMERGENCIES

For any medical, emotional, personal, or criminal emergency, please call Campus Police at 256-372-5555 for assistance. To reach 911 emergency operator, dial 911 from any campus phone.

OTHER IMPORTANT NUMBERS

PUBLIC SAFETY/BULLDOG ESCORT SAFETY TEAM.....256-372-5555

BULLDOG TRANSIT.....256-372-5826

COUNSELLING AND HEALTH SERVICES.....256-372-5600/256-372-5601

ENVIORNMENTAL HEALTH & SAFETY.....256-372-4091

RESIDENTIAL LIFE AND HOUSING MAIN OFFICE.....256-372-5797

ARAMARK FACILITIES.....256-372-5746

PUBLIC RELATIONS.....256-372-5607

TITLE IX COORDINATOR.....256-372-5835

KNIGHT COMPLEX256-372-5865/256-372-5745

THIGPEN HALL.....256-372-5817

PALMER HALL.....256-372-5814

TERRY HALL.....256-372-5816

FOSTER COMPLEX256-372-5820/256-372-7107

STEPHENS HALL.....256-372-5815

MORRIS HALL.....256-372-5813

HOPKINS HALL.....256-372-5811

BUILDING EVACUATION

When to Evacuate

The following will result in the evacuation of a University Building:

- Fire Alarm
 - Long term power failure
 - Natural disaster
 - Man-made disaster
 - Mechanical problems that are deemed a danger to the occupants
 - Hazardous Chemical spill or gas leak
 - Order of University Police or other Public Safety Official
1. Be aware of all marked exits from your building. Learn the exit routes from your room and residence hall.
 2. Building evacuations should occur when the building alarm sounds continuously and/or upon notification by Campus Police or Residence Life personnel.
 3. Walk quickly to the nearest exit and ask other to do the same.
 4. Be aware of any disabled individuals and assist them in exiting the building.
 5. In a fire emergency do not use elevators; exit using stairwells only. In a non-fire emergency, elevators are reserved or use by disabled persons only.
 6. Once outside, meet with your Hall Director, Support Staff, and/or Resident Assistant at the designated area specified by your Resident Assistant at the beginning of the semester, and during fire drills. Move to a safe area away from the affected building. Keep streets and walkways clear for emergency vehicles and personnel.
 7. Do not re-enter the evacuated building until you are told to do so by Campus Police, Residential Life and Housing personnel or other authorized personnel.

INCLEMENT WEATHER

In the event of inclement weather, you may obtain information regarding the University operation status by the following steps below:

1. Go to the Front desk of the Residence Hall you reside, and information will be posted.
2. Call the Operator at 256-372-5000 and follow instructions
3. Check the University website at www.aamu.edu. A message will be posted on the homepage.
4. Check your email-blast messages will be sent regarding the University's operational status
5. Monitor your text messages and phone for any Bulldog Alerts
6. Stay tuned to local radio and television stations

Please use the information resources listed above and refrain from calling the Department of Public Safety directly regarding possible cancellations, closures, or delays.

Students should use their discretion in judging the safety of traveling to the university during periods of inclement weather.

TORNADO

A **tornado watch** means that severe thunderstorms capable of producing tornados are possible.

A **tornado warning** indicates that a tornado has been spotted or radar indicates there is a likely tornado. A tornado warning siren usually will sound and/or receive a Bulldog Alert tornado warning you should seek shelter immediately and remain in protective area until you receive an all-clear message through Bulldog Alert or a building emergency contact representative.

1. When instructed by Residence Life and Housing personnel, quickly seek shelter in the lowest level of the building, preferably in an interior hallway or room. If time does not permit, go to the safest area of the room you are in, usually inside wall, farthest away from doors and windows.
2. Door to rooms should be closed
3. Take shelter underneath a desk or other piece of heavy furniture. Assume a fetal position to protect your head and eyes.
4. If outdoors, immediately seek-shelter, if available. Otherwise, take cover to the nearest ditch or depression, away from power lines, buildings and trees. Do not remain in a vehicle or non-permanent structure or attempt to outrun a tornado.
5. You should remain sheltered until the University issues an all-clear message. If you need emergency assistance call Public Safety at 256-372-5555.
6. Be aware of any structural damage around you, and if needed leave the building per “BUILDING EVACUATION” guidelines

EARTHQUAKE

In the event that an earthquake is predicted which may impact the Alabama A&M campus and neighboring community, please be aware of the following tips.

Before an Earthquake Occurs:

1. Keep on hand a flashlight if possible, and a portable radio; both with fresh batteries.
2. Place large and heavy objects on lower shelves. Bottled goods, glass and other breakables also should not be stored in high places or left where they can slide freely on shelves.
3. Remove heavy picture frames, mirrors and other heavy objects over the bed or desk.

During an Earthquake:

1. First and foremost, stay calm. Think through the consequences of any action you take.
2. If you are outdoors, stay outdoors; if you are indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
3. If you are indoors, take cover under a heavy desk or table, or in doorways, halls, or against inside walls. Stay away from glass.
4. If you are outdoors, move away from buildings and utility wire. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until the shaking stops.
5. If you are in a moving car, stop as soon as you can, but stay in your car. A car may jiggle violently on its springs, but it is a good place to stay until the shaking stops. When you drive on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires or broken or undermined roadways.

After an Earthquake:

1. Be prepared for additional earthquake shocks called "aftershocks." Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
2. If in a car, when you drive on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires or broken or undermined roadways.
3. Stay out of severely damaged buildings. Aftershocks can shake them down. University officials and hall staff will inform you when it is safe to reenter the building.
4. Check for injuries. Don't attempt to move seriously injured persons unless they are in immediate danger of further injury.
5. Don't smoke. Gas leaks could make a cigarette your last.
6. Don't use candles, matches or other open flames because of possible gas leaks. Douse all fires. Don't turn on the lights.

FIRE

In case of a fire:

1. Be aware of all marked exits from your area and building as well as the location of nearby fire extinguishers and/or building fire hoses
2. When the alarm sounds, immediately exit the building. If a fire is detected with no alarm sounding, activate the pull station.
3. Call Campus Police at 911/ 256-372-5555, providing your name and the location of the fire.
4. When you have been alerted by the alarm, shouted a warning, or have received the sensation of smoke or fire keep these tips in mind:
 - a. If there is smoke in the room, keep low to the floor.
 - b. Before passing through any door, feel the door. If it is hot, do not open the door.
 - c. Before opening a door, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room
 - d. If you can proceed, safely evacuate the building promptly.
5. If you are trapped and cannot leave the room, open the window and hang an object out from the window to attract the fire department's attention. Do not attempt to jump from the window! If there is a phone available, call Public Safety at 256-372-5555 and report you are trapped; give room number and specific location.
6. If you can leave a room, close all doors behind you as you exit.
7. Go to the nearest exit or stairwell.
8. If the nearest exit is blocked by fire, heat or smoke, go to an alternate exit.

FIRE and SAFETY EQUIPMENT

Tampering with fire and safety equipment in the residence halls or in any campus building is prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs, and interfering with smoke detectors and sprinklers. Interference with smoke detectors and sprinklers will result in judicial actions and possible criminal prosecution. The sanctions are 1st offense \$250.00 fine, 2nd offense \$350.00 fine, and 48 hours to vacate campus housing.

FLAMMABLE LIQUIDS

Gasoline, kerosene, ether, oil, and any other flammable liquids are prohibited in the residence halls.

FIRE

Below is a list of designated areas that students should evacuate to:

<u>COUNCILL HALL</u>	<u>GRASS LOT AT BUCHANAN HALL</u>
<u>FOSTER COMPLEX EAST</u>	<u>GRASS LOT AT CHASE RD and BACK</u>
<u>GATE</u>	
<u>FOSTER COMPLEX WEST</u>	<u>GRASS LOT SOUTH OF STEPHENS</u>
<u>HALL</u>	
<u>GRAYSON HALL</u>	<u>ON HILL WEST OF GRAYSON</u>
<u>HOPKINS HALL</u>	<u>WALKER WOOD FRONT LOT</u>
<u>KNIGHT COMPLEX EAST</u>	<u>GRASS LOT NEXT TO MERIDIAN</u>
<u>STREET</u>	
<u>KNIGHT COMPLEX WEST</u>	<u>TM ELMORE BUILDING</u>
<u>MORRIS HALL</u>	<u>GRASS LOT AT SOUTH OF MORRIS at</u>
<u>SILO</u>	
<u>PALMER HALL</u>	<u>GRASS LOT AT BUCHANAN HALL</u>
<u>STEPHENS HALL</u>	<u>GRASS LOT SOUTH OF STEPHENS</u>
<u>HALL</u>	
<u>TERRY HALL</u>	<u>TENNIS COURT AT REAR OF TERRY</u>
<u>THIGPEN HALL</u>	<u>GRASS LOT SOUTH OF THIGPEN</u>
<u>THOMAS HALL</u>	<u>GRASS LOT SOUTH OF HURT HALL</u>

BOMB THREAT

If you receive a bomb threat by phone:

1. Remain calm, keep the caller on the line as long as you can and attempt to obtain as much information as possible.
2. Ask for the message to be repeated to confirm it. Write down all information received.
3. If possible, record the message
 - a. Always write down date and time call was received.
4. Possible questions to ask the caller include:
 - a. When is the bomb going to explode?
 - b. Where is the bomb located?
 - c. What kind of bomb is it?
 - d. What does it look like?
 - e. Why was the bomb placed there?
5. Listen closely to the voice (male or female), voice quality (calm or excited), accents, age of caller and speech impediments. Try to obtain caller's identity.
6. Pay particular attention to any background noises, which may give clues as to the location of the caller.
7. Report the threat immediately to 911 or 256-372-5555
8. Wait for instruction from emergency responders (e.g., Police Officers, Dispatchers, Huntsville Police Department Bomb Squad, etc.).
9. Do not activate the fire alarm, unless instructed to do so by emergency responders.
10. If found, do not touch, move, or handle the suspicious package.
11. DO NOT USE Cellular phones, or two-way radios near package.

If you are informed of a bomb threat:

1. Make a casual inspection of your area for suspicious objects. If you see a suspicious object, do not disturb it. Call Campus Police immediately at **256-372-5555**.
2. Evacuate the building per the "Building Evacuation" guidelines.

MEDICAL EMERGENCIES

In the event of a medical emergency and you need assistance. IF you are able go to the front desk of the building you reside to get assistance from Hall Staff.

Do not move a seriously injured person unless they are in a life threatening situation.

Request an Ambulance:

In the event of a serious injury or illness, immediately dial 911 or 256-372-5555, and if you are able notify the front desk personnel. Give as much information as possible including:

1. Nature and severity of the illness or injury.
2. Victim's exact location (Where in the building, if it is a room, or a hall way, and or floor)
3. Is the victim conscious, breathing, and/or bleeding?
4. If chemicals or radioactive material were involved, provide as much detail as possible.
5. Known medical history of victim if available.

Provide Medical Assistance:

The University maintains automated external defibrillators (AED) in Residential Halls. University first responder vehicles are also equipped with automated external defibrillators.

It is recommended that only trained personnel should provide first aid or CPR.

When student returns to the Residence Hall they must report to Student Health Services.

TRANSPORTATION FOR EMERGENCIES

Residence Life staff members are not permitted to transport students requiring medical assistance. When such assistance is required, Public Safety should be notified.

FREQUENTLY ASKED QUESTIONS

I am a freshman. Can I commute to AAMU and live at home?

All freshmen and sophomores are required to live on campus. Exceptions are those living with parents in the Madison County limits and those counties contiguous to Madison County. This helps strengthen chances for college success.

Will my financial aid or scholarship cover my \$100 housing application fee or \$250 Housing Security Deposit?

No, the required fee and deposit must accompany your application/license agreement for University housing and cannot be taken from financial aid or scholarship awards.

Is there a way I can pay for my education in installments?

Yes. An installment plan is available through the Collections Office. Please contact them for eligibility.

When will I find out who my roommate is?

We mail room assignments and roommate information around June 30th for those applying for an academic year assignment and the second week in December for those applying for a spring semester assignment.

Can I have a private room?

Yes and no; regrettably space is limited. Private rooms are awarded based on available space in traditional halls.

Do I have to be on a University meal plan?

All students residing in on campus housing is required to participate in the meal plan.

When can I move into my residence hall?

Information will be sent to you in advance of the start of each semester for which you have a room assignment.

What if I decide to move off campus during the academic year?

There is not one answer to this question. Please read your housing/license agreement carefully. It contains important information. Once signed and returned to our office, it is binding for the entire academic year.

When do I have to be in my room at night?

There is no curfew. You may come and go as you please, although certain outside doors are locked at specified hours. Please carry your keys with you at all times.

Who will clean my room?

Although custodial workers are employed in all residence halls/complexes to keep all public areas and public/community bathrooms clean, you are expected to clean your own room and bathrooms.

During university recesses, may I stay in my residence hall?

No...students must check out of their residence hall during the university recognized recesses of winter and spring.

May I remain in the residence halls if I withdraw from school?

No. Due to the demand for on-campus space, you must be enrolled to be eligible to live on campus. If you withdraw from school, you must check out of your room immediately. Complete and Intent to Vacate forms and submit your key to your Residence Hall director.

If I should change my address, who do I need to notify?

Always be sure to update and address changes with the Office of Admissions, Registrar's, and the Office of Residential Life and Housing.

May I bring a space heater or air conditioner?

No. These appliances are not allowed in the residence halls due to the potential for overload of the electrical system and the potential of fire. Fans, however, are permitted if they plug directly into the wall outlet.

Are my personal belongings insured by the University?

No. The University does not assume responsibility at any time for the private property of its students and is not liable for the loss or damage of any article for personal property anywhere on the premises. You or your parents are encouraged to carry appropriate insurance to cover your personal belongings.

May I store my belongings in my room during the summer months?

No. Because the residence halls are used for summer school, camps/conferences, and under renovations during the summer months, students are not allowed to store any belongings or property on campus during the summer.

Am I allowed to personalize my room?

Yes. Personalization should occur after you have moved on campus and within the guidelines set by the Office of Residential Life and Housing.

How do I protect my personal belongings from damage/theft?

We encourage everyone to be covered under your parents homeowners policy or obtain renters insurance. You need to check your current policy to see if you are covered.

WHAT TO BRING CHECKLIST

Things to Bring NOW

- Alarm Clock/Radio
- Soap, Shampoo, Toiletries
- Clothes Hangers, Laundry Supplies
- Desk Lamp
- Linen (Mattress size 36" X 80" approximately); Mattress Pad or Fitted Sheets
- Towels
- Pillow Case
- Iron with auto shut-off feature and Small Board
- Head/Ear Phones for Study Hours Stereo Listening
- Fork, Knife, Spoon, Cup Glass, Plate
- Approved Recreational Equipment
- Extension Cord with Power strip
- Typewriter/Computer

Things to Bring LATER, if you have not yet checked with your roommate

- Paintings/Pictures/Posters
- Stereo
- Television
- Area Throw Rug
- Small Table
- Toss Pillows
- Extra Chairs
- Compact Refrigerator (up to 1.7 cubic feet) in the Following Halls: Stephens Hall, Thigpen Hall, Terry Hall, Foster Complex, Knight Complex
- Plants
- Bedspreads
- Bicycle

Things to LEAVE AT HOME

- Industrial Strength Stereos
- Drapes
- Expensive Jewels and Collectibles
- Any Direct Heat Source (Hot Plates, Toaster Ovens, Electric Skillet)
- Electric Guitar or Other Amplified Musical Instruments
- Window Air Conditioner
- Fire Arms, Hunting Knives, Martial Arts Equipment
- Waterbeds
- Dart Boards

Items on the **Things to Bring Now and Things to Bring Later** lists are suggestions only, and **not limited to this list!**

REFUND & REFUND DEADLINES

The deposit will be refunded if the application/license agreement is canceled by July 15th for the academic year. For all new students applying for Spring Semester, the deadline for cancellation is November 15th. For students applying for summer school the deadline is May 15.

Please note that all students seeking to obtain the refund must fill out and submit an Intent to Vacate form. This form can be accessed by visiting the Office of Residential Life and Housing or online. <http://www.aamu.edu/housing>

FOR MORE INFORMATION:

Please contact us at:

256.372.5797 (Local)

866.254.9940 (Toll Free)

housing@aamu.edu (email)

ADDRESS:

Alabama A&M University
Office of Residential Life and Housing
Normal, AL. 35762
Phone (256) 372-5797
Fax (256) 372-5792

You also may obtain information by viewing us online at <http://www.aamu.edu/housing>

Want to tour a residence hall room? Call the Office of Admissions at 256.372.5245.

IMPORTANT TELEPHONE NUMBERS (AREA CODE IS 256)

Academic Advising	372.5750
Admissions	372.5245
Bulldog Transit	372.5254
Campus Police	372.5555
Dining Services	372.5708
Employment (Off Campus)	372.5690
Employment (On Campus)	372.5400
Financial Aid	372.5400
Financial Holds	372.5200
Grievances	372.5617
Health Services	372.5600
ID Card	372.5185
International Students	372.4745
Judicial Affairs	372.8409
Library	372.4725
Maintenance Hotline	See Hall/Complexes
Parking	372.5555
Registrar's	372.5254
Residence Hall Association Office	See Hall/Complexes
Residential Life and Housing	372.5797
Student Activities	372.5615
Student Fees	372.5203
Technology Inquiries	372.4357
University Excuses	372.4263
Vice President for Student Affairs	372.5233
Veteran Affairs	372.4263
Wellness Center	372.7000
Withdrawals	372.5254

RESIDENCE HALLS/COMPLEXES

Councill Hall	372.5809
Foster Complex	372.5820
Grayson Hall	372.5810
Hopkins Hall	372.5811
Knight Complex - East	372.5865
Knight Complex - West	372.5745
Morris Hall	372.5813
Palmer Hall	372.5814
Stephens Hall	372.5815
Terry Hall	372.5816
Thigpen Hall	372.5817
Thomas Hall	372.5818