

Lincoln Memorial University

Residential Student Handbook

2016-2017 ACADEMIC YEAR

PURPOSE

Residence Life on a university campus can be one of the most meaningful ingredients in a college experience. We are happy to take this opportunity to *welcome* our students to Lincoln Memorial University's residence hall community and to help prepare you for life in a residence hall. One meaningful part of a University education is the learning that comes from living with others. A good deal of adjustment occurs in the transition from high school to University and from home life to residence hall life, and sometimes even from year to year. LMU's Residence Life Program is designed to help you make personal, social and academic adjustments in as healthy a way as possible, and to make your living experience both educational and enjoyable. You will meet individuals who will become lifelong friends, given the opportunity to expand your sense of community service and you will improve your leadership skills. **In addition to the policies outlined in the Lincoln Memorial University Student Handbook, the Residential Student Handbook serves as a community living standard that all residents are expected to uphold.**

This handbook is designed to serve as a guide to the rules, policies, and services of the University; therefore, it is not intended to establish a contract and the University reserves the right to amend, modify, or change regulations, policies, and financial charges stated in this handbook throughout the year. In such a case, the University will make reasonable efforts to notify the University community, in a timely manner, of any changes in policies and regulations. Notification shall be made via MyLMU, the University website, or to University issued e-mail accounts as deemed appropriate.

Residential Student Handbook

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SECTION I: RESIDENCE LIFE OVERVIEW

I. RESIDENCE LIFE STAFF

Lee Wilkerson, Director of Residence Life
Evelyn Farmer, Assistant Director of Residence Life
Christy Thompson, Area Coordinator for Residence Life
Allan Hester, Area Coordinator for Residence Life
TBD, Area Coordinator for Residence Life
TBD, Area Coordinator for Residence Life
Jessica Gulley, Administrative Assistant for Residence Life, Parking and ID Services

2. COMMUNITY LIVING

An important part of the total college experience is to live in a residence hall and participate more fully in college-related activities. Therefore, programs and activities are planned to promote socialization, cultural awareness, good health practices, and life-learning experiences. Living in the residence halls is a privilege and each student is responsible for helping to create an environment which promotes safe, healthy and comfortable living for all. Each floor should reflect the character of the students residing on that floor, and express a sense of community. Good taste should be shown when promoting one's floor during Theme Weeks, Homecoming and Holidays.

LMU offers a wide variety of activities outside the classroom. Some are sponsored by the University, while others are created and organized by campus organizations. Some activities include dances, contests, Founders' Day, Homecoming, athletic events, intramurals, comedians, and other types of activities and entertainment. Students are encouraged to contact a member of the Activities Committee or Student Services if they want to request a certain activity.

PROGRAMMING

The programming efforts of the Resident Assistants seek to challenge students to grow and develop in many dimensions. These dimensions are based on the Wellness Model. The Wellness Model is composed of several dimensions including Social, Occupational, Spiritual, Physical, Intellectual, Emotional, and Environmental. Students who are interested in the Activities Board are encouraged to speak with their Resident Assistant, Resident Director or the Director of Student Activities to communicate their interests directly.

3. HOURS & OPERATION

RESIDENCE LIFE STAFF DUTY AND OFFICE SCHEDULE

Residence Life Staff are on duty from 4:30PM to 4:30PM the following day. During that time each staff member is on duty from 4:30PM-12:00AM, and is “on call” from 12:00AM-4:30PM until his/her shift ends. All on duty staff members can be found in residence hall office spaces between the hours of 4:30PM-8:00 PM. Residence Life staff members are available and willing to help with any problem or concern at all times, regardless of the hour. The Residence Life office is located in Dishner 104.

RESIDENCE HALL CLOSURES

The residence halls and dining hall close during Thanksgiving Break, Winter Break and Spring Break. Students who wish to stay during these breaks will be charged, because this time is not included in the semester’s residence hall rate. The only students who will not be charged are athletes who are in season and required by coaches to stay on campus and students who are working for the university. Students who stay during these breaks may be subject to being moved into another residence hall during the break since a minimum number of residence halls are kept open. Students who do not turn in their keys to the Residence Life Staff during these breaks will be charged for staying the break.

SUMMER HOUSING

Students who stay during the summer will be relocated into available housing. This is necessary due to several residence halls being used for summer camps. Custodial Services personnel wax the floor of each building during the summer. Any student who walks on the waxed floor before it dries will be charged \$500 to cover the cost of rewaxing the floor.

SECTION II: PROCEDURES

I. AREA MEETINGS

Regular area meetings are held during each semester to provide students with information relevant to their area and residence life in general. Students are expected to attend these meetings as information is communicated which will impact what goes on in the residence halls.

Furthermore, hall meetings are an important part of getting to know other residents in your building.

Students who do not attend a scheduled hall meeting will be subject to a fine of \$25.00. Students must contact their Resident Director to obtain an exception in writing prior to the meeting.

2. CHECK IN PROCEDURES

All students are required to check into the residence hall to which they have been assigned. The RA or AC of their assigned residence hall will assist them by providing a room inventory sheet, emergency form, and key assignment. Each of these forms must be completed prior to moving into the residence hall. At no time are students permitted to randomly switch roommates during the check-in process. Concerns about check-in should be directed to the RA or AC of the assigned building.

3. CHECK OUT PROCEDURES

A student is required to check out when vacating a room at the end of a term. Proper check out procedure consists of making an appointment with the AC or RA, emptying the room of personal belongings, cleaning the room, being present during the AC's inspection of the room, signing the check-out sheet, and turning in keys. Any deviation from this procedure will result in a fine or loss of deposit being assessed for damages, cleaning, keys, or improper check-out. Withdrawal from school forfeits the resident's deposit.

Any items left in a room after check-out will become the property of LMU to use or to dispose of as deemed proper. Rooms left with food, excessive trash, belongings (i.e. furniture), or damage to the room will result in the loss of housing deposit. A student who loses his/her damage deposit under this provision must pay a new housing deposit before moving back on campus.

4. CONSOLIDATION

Most residence hall rooms are double occupancy. In the event that a resident is left without a roommate for whatever reason, or if the Office of Housing and Residence Life determines that there is a need to combine two or more apartments in order to provide space for more residents, a policy called "consolidation" applies. This policy is usually enacted during the first month of each semester but can be enforced as needed by the Director of Housing and Residence Life. Students without roommates have options appropriate to their situation. Options may, but will not necessarily, include the following:

- (1) find a roommate or move in with someone on the consolidation list;
- (2) pay an additional charge for a private room; or
- (3) be assigned a roommate at the discretion of the Director of Housing and Residence Life.

5. DAMAGES

Financial liability for damages lies with the residents in the bedroom, suite, apartment, or building. Repeated damages have a direct impact on housing rates if no responsible party is found or comes forward. If damages occur in an apartment, suite or the common areas of a building and no individual takes responsibility, Residence Life will divide the charges among the occupants and bill their student accounts. This includes, but is not limited to, common entryways, hallways, lounges, kitchens and the immediate exterior/grounds (including littering and cigarette butts). If damage occurs in a suite or an apartment, the residents of the suite/apartment will be held responsible. If damage occurs, please report to your RA or to the office of Residence Life as soon as possible. A work order will be submitted to repair the damage and the responsible parties will be subject to appropriate charges.

6. EMERGENCY PROTOCOLS

INJURY OR ILLNESS

For illness, injury, or maintenance emergencies, the AC or RA on duty should be contacted. He/she will make an evaluation of the best action to take. Ambulance or maintenance calls should be made by Residence Life staff members only.

FIRE EVACUATION (INCLUDING DRILLS)

Fire evacuation is an important factor in campus safety. When an alarm is sounded, either through mechanical indication or by voice, evacuate the building immediately. Students should be sure to take shoes and a coat when evacuating a building (if indicated by the weather). If one is convenient, a towel should be taken by the resident and placed over the mouth and nose to help filter smoke from the air breathed.

Residents of West should go to the cafeteria parking lot.

Residents of Pope, Mitchell, and Dishner should go to the lower parking lot of their area.

Residents of The Village apartments should go to the Tex Turner parking lot.

Residents of LP and Munson should go to the lower parking lot of their area.

It is important for a student to make contact with his/her RA and/or AC so they know that the student is safe. The AC and/or RA will do a roll call of residents to ensure everyone is accounted for. Residents will be notified when it is safe to reenter the building.

BOMB THREATS

Bomb threat evacuation will follow the same procedures as fire evacuation. Students must vacate the building quickly, being prepared to remain outside for the amount of time necessary to ensure the building is safe.

SEVERE WEATHER

Weather warnings such as thunderstorms, tornadoes, and earth tremors should be taken seriously. Residents will be expected to vacate their rooms with a blanket and/or pillow. Interior hallways of lower floors will be the best location to avoid injury. Flashlights and battery radios would be helpful, as would study or entertainment material since warnings can last for hours.

Residents of West should go to the second floor hallway of West.

Residents of Pope, Mitchell and Dishner should go to closets or bathrooms.

Residents of LP should go to the basement.

Residents of Munson and Byram should go to the basement. Residents of The Village apartments should go to the bathrooms or closets of their suite.

During weather warning the elevator should not be used in any building. Residents failing to abide by set emergency procedures will be subject to disciplinary action up to and including being removed from the residence halls.

7. HEALTH & SAFETY

HEALTH AND SAFETY INSPECTIONS

The University recognizes a resident's desire for privacy, particularly in the context of their group living situation, and will do what it can to protect and respect their privacy. However, the University, through Residence Life staff, reserves the right to enter a resident's room and/or apartment to determine compliance with health and safety regulations. Health and safety checks will take place a minimum of two times per semester and residence will receive posted notification of the check at least 48 hours in advance of the check.

During a Health and Safety Inspection, Residence Life staff will check individual bedrooms, common spaces including refrigerators. Health and Safety Inspections serve as prevention for mold, fire, pests, and other damaging issues.

LIABILITY AND RISK

Lincoln Memorial University assumes no liability for loss, injury, or damage to personal property incidental to the occupancy or use of the residence halls, and each resident accepts full responsibility for the safety and security of his/her own personal property. Please refer to the Student Handbook regarding Lost and Found.

MAINTENANCE REQUESTS

Students who need maintenance in their rooms or are aware of repairs that need to be done on their floor should notify their Resident Assistant or their Area Coordinator. Maintenance requests will be submitted within 24 hours of the request to the University Maintenance Department. Requests should be completed within a reasonable amount of time after being submitted. In the event that a request is not completed, residents should contact their RA again about the concern until the problem is resolved.

PERSONAL SAFETY

Students should notify the Residence Life Staff of their building if they plan to leave campus for an extended period of time. In the event that a residential student is taking evening classes and would like an escort to or from their class, the student can contact the Office of Campus Police and Security to make these arrangements.

SECURING OUTER DOORS OF RESIDENCE HALLS

The residence halls are considered private dwellings of the campus. The exterior doors are to remain locked at all times unless prior approval is given from Residence Life Staff. This policy promotes safety, security, and privacy for residents.

TRASH DISPOSAL

All residential students are expected to deposit trash from their living spaces in the appropriate locations. In West there are garbage chutes in the middle of each hallway. All trash should be placed in these chutes. Residents in The Village should place trash in the trash truck located behind The Village residence halls. Residents in Pope, Mitchell, Dishner, Munson, Byrum, and LP are expected to take all trash to the dumpsters behind the Dining Hall. This also applies to end-of-semester periods.

8. HOUSING DEPOSIT

If a student chooses to live on-campus, his/her housing application must be returned to the Residence Life Office with a \$200.00 reservation and damage deposit. The deposit may be paid by cash, check, money order, or debit card through the cashier's office. The deposit is refundable at the end of the student's residency if the student checks out in good order, cancels his/her room reservation by July 1 (Fall) or January 1 (Spring) and has no charges related to room damages or key loss. These requests must be received in writing no later than July 1 of the semester that the student leaves housing. Refunds may take up to 60 days to process. Cancellation of housing by a resident during the year forfeits the resident's deposit.

9. KEYS AND LOCK OUTS

ISSUED KEYS

A student receives a front door key and room key upon check-in. Each student is responsible for keeping his/her room door locked as well as the outside residence hall doors. Keys are turned into the Residence Life Office when the University is closed (Thanksgiving, Winter, Spring and Summer Breaks).

LOST OR STOLEN KEYS

A lost key should be reported immediately to the Residence Life Staff and a charge of \$50.00 will be assessed for the lost room keys. If keys are not turned in at designated times (holidays or breaks) there will be a charge of \$50.00 each week they are not returned. The student must turn in all residence hall keys upon check-out with a Residence Life staff member. The charge for not returning keys at check-out is \$50.00, which will cover the cost of putting a new lock on the door.

LOCK OUT PROCEDURE

In the event that a resident becomes locked out of their residence hall space.....

10. MEAL PLANS

MEAL PLAN REQUIREMENT

All undergraduate students living in campus residence halls are required to participate in one of the meal plans. If students would like to change their meal plan upon the start of a new semester, they may do so in the Office of Residence Life.

MEAL PLAN OPTIONS

- Meal Plan #1: 19 meals per week
- Meal Plan #2: 15 meals per week/150 flex dollars
- Meal Plan #3: 10 meals per week/300 flex dollars

The block meal plan is designed for the commuting student who occasionally desires to eat meals in the dining hall. Cost is based on the number of blocks (meals) purchased.

MEAL PLAN ACCOMMODATIONS

Any student who must follow a specific diet may supply the Director of Food Services with a prescription diet from the student's physician. Every effort will be made to accommodate the student's special dietary needs. The LMU cafeteria serves breakfast, lunch and dinner. A schedule of hours is posted in the cafeteria. Students with special schedules (student teaching, practicum, internship or clinicals) may discuss their class schedules with the Director of Food Services for possible accommodations.

11. RESIDENCY EXPECTATION

All full-time undergraduate students, attending class on the Harrogate campus, must reside on campus unless they are:

- *At least 21 years of age regardless of class ranking.*
- *Residing with a parent or legal guardian within 65 miles of campus.*
- *Married and residing with their spouse.*

All student-athletes who receive at least \$1.00 of scholarship are required to live on campus. Residence halls are available to students who wish to live on campus. International students who are in the United States on I-20 forms must reside on campus. Each full-time student must register with the Office of Residence Life by completing a Housing Application or Housing Waiver Application. A petition for exception to the residency rule may be sent to the Office of Housing and Residence Life.

12. ROOM ASSIGNMENTS

Lincoln Memorial University believes that residence hall living is an educational experience that contributes to the development of each student. The residential experience provides many opportunities for students to meet friends, develop personal relationships, and learn to live and communicate with a diverse group of people. As part of this process, returning students take part in housing status where they have the option to submit roommate and room preferences. The Residence Life Office coordinates all assignments, taking into account priority and availability once room assignments have been made, students are not permitted to make changes without prior permission of the Director of Residence Life.

13. ROOM CHANGES

A student who wishes to change rooms within his/her residence hall must have written permission from their Area Coordinator or their designee in advance. A room change must be completed within 24 hours after the Director of Residential Life authorizes the reassignment. Students need to be aware that room changes after the first two weeks of classes will be permitted only in extreme situations and will result in an administrative charge of \$50.00. A student must complete check-out procedures of the vacated room with his or her RA to ensure that the room is left in proper condition. Any damage or cleaning charges assessed must be paid prior to the move.

14. ROOM ENTRY

The University reserves the right to enter a student's room under any of the following conditions:

- Health and safety inspections
- Maintenance or repairs
- Periodic pest control spraying
- To check for damages
- At the beginning of a break or holiday
- To quell disturbances
- For emergencies such as fire, injury, or illness of resident
- Periodic inspections and inventory
- Reasonable cause to suspect the violation of University policies
- Other reasons as stated in the presence of the resident

SECTION III: AMENITIES & RESOURCES

1. BULLETIN BOARDS

Bulletin boards are provided in each of the residence halls in order to provide residents with information about activities occurring within the residence halls and around campus. Students are encouraged to read these boards frequently in order to be informed about campus life.

2. CABLE

Lincoln Memorial University provides digital cable via Vyve Broadband. One cable jack is installed in each bedroom and each lounge/living room. Splicing/splitting of this cable line or tampering with the data ports is prohibited.

3. INTERNET

Internet access is available in all residence halls on campus. Students must bring their own computers to access the Internet from their residence halls. The LMU Network supports both Windows based and Apple Mac based computers. The IS Helpdesk is more familiar with Microsoft Windows environments, but can offer basic help for Apple Mac computers as well. Wireless-N is available in all residence halls on the main campus, and wired ports are also available in most rooms. To access the LMU Network and the Internet from your room, your computer must have either a Wireless B, G, or N card. To access the student wireless network, connect your computer to the network named LMU_OpenAccess and enter your LMU MyLMU account credentials when prompted.

Students who wish to connect to the Internet will be required to keep their computers in compliance with IS policies, which will include installing a network access control (NAC) client on their local PC. This client is used by the University to assure that the student computer has updated virus protection, is running an authentic operating system and has all the necessary security patches for that operating system installed. This client is a non-intrusive application that can easily be removed when the student disconnects from the University's network. Students will not be allowed to connect to the network without this application.

If you have difficulty accessing the LMU Network or the Internet from your residence hall, contact the Resident Assistant (RA) for your residence hall/floor.

4. LAUNDRY

Laundry facilities are available for every residential students. On-Campus apartments are equipped with washers and dryers. Laundry Rooms are available in each building for individual residents to use. All laundry is free of charge to residential students. If there are issues with a washer or dryer appliance, residents should contact the Residence Life Staff for assistance.

5. LOUNGE & STUDY SPACES

West, and LP Halls provide students with lounge areas. Lounge areas are available as study spaces and socialization. These lounge areas are open to students who reside in the building and are equipped with comfortable furniture and recreational equipment.

6. VENDING MACHINES

West and LP Hall have vending machines located on the first floor. Soda and snack machines are available to students; however, change is required to access these machines.

SECTION IV: RESIDENTIAL POLICIES

I. ALCOHOL

Sale and distribution of alcohol on campus is prohibited.

If of age, any individual who brings an alcoholic beverage onto a residential space must convey the substance in a sealed container that also reasonably conceals its contents.

Alcohol related games (ie. beer pong, flip cup etc...) are not permitted in the residence halls.

UNDERGRADUATES- UNDER THE AGE OF 21

Any person under the age of twenty-one (21) may not possess, consume, or be in the presence of alcohol within a residential unit.

Empty alcohol containers are not permitted in residential spaces.

UNDERGRADUATE RESIDENTS- 21 YEARS OR OLDER

Undergraduate residents who are of the age of twenty-one (21) or older (validated by an identification card) are permitted to possess, consume, or be in the presence of beer or wine IF and only IF, they are within their residential space and every resident assigned to the same space is twenty-one or older. The oldest resident assigned to a room or apartment would assume the age of the youngest resident in regards to this alcohol policy.

An undergraduate student the age of 21 years or older is allowed to have six (6) cans of beer or seventy-two (72) fluid ounces of wine (boxed or plastic) in his/her possession while in their assigned residential space.

The following are not allowed: glass containers, liquor, kegs, home brew or kits of any kind.

GRADUATE RESIDENTS

Graduate students who are 21 years or older are allowed to have beer, wine, and other alcoholic beverages in graduate housing, as long as there are no individuals under the age of 21 present.

2. APPLIANCES

Cubical refrigerators are permitted, but roommates are required to share rather than to have more than one per room. Refrigerators larger than 3 cubic feet are prohibited.

Provided Appliances within residential spaces should be well maintained, including but not limited to regular cleaning, and proper use.

George Foreman Grills or any other appliance other than coffee pots and popcorn poppers are not allowed in the residence halls

No grills of any type are allowed on campus. There are outside grills located on the campus for student use. Any grills brought to campus will be confiscated from the student.

3. CANDLES & OPEN FLAMES

Candles, open flame lamps, halogen lamps, and incense are not permitted in rooms

4. COURTESY & QUIET HOURS

Residents are expected to display respect towards other community members and therefore outside of quiet hours, should maintain a reasonable volume or tone. In the event that a resident is approached about being quiet outside of quiet hours, they should be courteous to the request and maintain a lower volume immediately.

Residents are expected to observe quiet hours for twelve hour sessions (10:00PM-10:00AM) Sunday evenings through Friday mornings. Weekend quiet hours (Friday evening through

Sunday morning) are extended to 12:00AM-10:00AM.

To help promote an intense study period, there will be 24-hour quiet hours in effect beginning the Friday of the last day of classes and ending Saturday morning at the conclusion of Finals Week during the fall and spring semesters.

5. FURNITURE

University-owned residence hall furniture must remain in the room. Students are not permitted to move furniture, including mattresses from apartment suite living rooms into a bedroom. Under no circumstances may furniture leave the building or common areas.

Outside furniture is not permitted unless approved by the Director of Housing and Residence Life.

Carpets and rugs are permitted in residence hall rooms as long as they are not affixed to the floor.

Non-university loft kits are not permitted due to safety concerns.

6. KEYS & DOORS

Residents are issued room and/or suite keys upon check-in. Residents are not permitted to duplicate or lend keys to others.

Doors should remain secured. Residents are prohibited from propping doors open.

7. PETS

UNDERGRADUATE RESIDENTS

Non-carnivorous fish are the only pets allowed. Tanks for such fish should not exceed 10 gallons.

GRADUATE RESIDENTS

Non-carnivorous fish are the only pets allowed, unless living in a Pet-Friendly housing space and pet has been approved and registered.

8. SPACE PERSONALIZATION

Residents who are equipped with personal bathrooms are expected to provide their own toilet tissue and shower curtains, rods and strings.

Residents are responsible for removing any decorations prior to checking out of the room.

Residents are not allowed to use nails, hooks or anything that will put a hole in the wall, peel the paint off or leave marks.

Residents are not allowed to paint the walls of their residential space.

Items should not be hung or attached to the ceiling as this is prohibited due to fire safety regulations.

Residents are not authorized to perform any type of repair to damages themselves. Maintenance Requests should be submitted in a timely manner to address issues.

9. STORAGE

Storage is not provided for students' personal belongings. All items left in rooms after the student checks out will become the property of LMU to use or dispose of as deemed necessary.

10. TRASH AND CLEANLINESS

Residents are responsible for the cleaning of individual rooms and supplies, equipment, and labor are the shared responsibility of the roommates.

Students should bag their trash, and ensure it is properly disposed of.

Residents are also responsible for contributing to the cleanliness of the hallways, restrooms, and common areas. Items left in common areas will be placed in the trash cans in those areas.

11. UNIVERSITY POLICIES

Residents are expected to uphold the policies within the Student Code of Conduct outlined in the Lincoln Memorial University Student Handbook.

12. VANDALISM & DAMAGE

Vandalism of any kind will not be tolerated.

See the "Procedures" section of the Residential Handbook for additional information regarding Damages.

13. VISITATION & GUESTS

Visitation hours for all residence halls will be from 12:00PM – 2:00AM every day. Visitors may remain in community areas, such as the television lounges, until 3:00AM. Any exception to these hours must be approved by Residence Life Staff.

VISITATION POLICIES SPECIFIC TO WEST HALL

Visitors of the opposite sex must be escorted by someone of the floor's designated gender at all times. Visitors may only use the restroom facilities on the floor specific to the visitor's gender and only with the host/hostess standing by the outer door.

Students must register all overnight visitors with the Office of Residence Life. Visitors and overnight guests are expected to follow all University regulations.

Residents accept responsibility of the actions of their guests.

Non-resident guests must be escorted by an LMU student at all times.

A resident may host an overnight guest in the residence hall providing the Office of Residence Life is notified, the roommate is agreeable, the guest stays no more than two sequential nights, and the guest is not a perpetual visitor. The host is responsible for obtaining a temporary parking pass from the Office of Residence Life located in Dishner 104.

Any student who stays in a residence hall without permission from the Office of Residence Life, attempts to register fraudulently in order to avoid room and board costs, or assists someone else in doing so is subject to full charges for that semester's room and board and/or suspension.

14. WINDOWS

Items, such as keys, balls, stones or other objects may not be hung or thrown from windows.

Stereos may not be played out of windows.

Curtains may be added to the windows if tension rods are used.