

ALABAMA STATE UNIVERSITY



GUIDE TO CAMPUS LIVING

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Welcome to Housing and Residence Life: Living. Learning. Legacy.

ASU HOUSING & RESIDENCE LIFE MISSION & GOALS

MISSION

The Alabama State University Department of Housing and Residence Life is committed to the development of community, student learning, inclusivity, creativity, safety and championing individuality amongst our living communities. The commitment is fostered through student focused programming and development that is enhanced by our professional and para-professional staff who are devoted to the affairs of students by: critical thinking, community partnerships, safe environments, leadership opportunities, ethical responsibilities and academic excellence.

Living. Learning. Legacy.

GOALS

- Development committed to (1) community; (2) human development of the student; (3) living/learning; and (4) diversity and inclusion.
- Providing efficient and expeditious service atmosphere
- Providing facilities that are maintained, safe, secure, and sanitary
- Developing and implementing programming activities that enhance the overall development of the student.
- Have educationally qualified professional staff persons that are experienced and passionate about implementing departmental mission in every living facility.

DIVERSITY STATEMENT

The Department of Housing and Residence Life implores the campus community to share and learn from our respective culture, religion, race, gender, language, nationality, dialect, sexual orientation, learning challenge, physical challenge, socioeconomic condition, class, ethnicity, physical appearance, educational level and family structure. When we embrace each member of this community, we enhance our potential to discover all that we can, and we create for ourselves a process for a lifetime of learning. Perpetuation of student discovery, support, personal and professional development while creating an atmosphere with a sense of belonging and engagement for all students, staff and faculty.

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 Office Assistant, Housing Assignments Coordinator, Assistant Director, and the Director of Housing.

OUR RESIDENCE HALL COORDINATORS consist of specially trained full-time university employees responsible for the management and daily operations of campus residence halls. Many Residence Hall Coordinators are alumni of the University, and are full of Pride as a fellow Hornet. All of our Residence Hall Coordinators are ecstatic to work for our beloved Alabama State University. Most students see their Hall Coordinator daily carrying out meaningful conversation and building relationships amongst them. Our Residence Hall Coordinators' 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 SUPPORTING STAFF consists of Assistant Hall Coordinators, Full-Time, and Part-time individuals who manage the Residence Halls during the Evening and Nightly Hours of operation. The students' 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 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 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 mentors 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 RAs throughout the entire day, whether it be in class, the cafe, or campus events. Our RAs strive to be the best, not only in Alabama, but the Nation.

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

Housing & 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.

ASU'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 State University.

ASU's residential communities include the following:

| Male | Female | Co-Ed |
|------------------|-----------------|-------------------------|
| Abercrombie Hall | Bessie Benson | Facility I |
| Card Hall | Bessie Estell | McGinty Apartments |
| M.L.King | C.J. Dunn Tower | Peyton Finley |
| Simpson Hall | Jo Ann Robinson | Country Club Apartments |
| | Facility II | |

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

Your RA can help facilitate this conversation and provide a Roommate Agreement document.

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.

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 to redress 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, and a commitment to honor agreed-upon living standards as outlined in your Roommate Agreement.
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.

All guests must check in at the front desk of your residence hall. Visitation privileges may be revoked if guest behavior goes against university guidelines.

STAFF OFFICE

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

- report and follow up on maintenance requests
- request assistance with your housing assignment
- receive assistance when locked out of your residence.
- ask for assistance regarding residence life concerns

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 at 334-229-4400 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 Housing and Residence Life. A roommate may be assigned at any time during the semester.

If you have an available bed in your room and are not paying the private room rate, a roommate will be 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 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 Abercrombie, Jo An Robinson, Bessie Benson, Bessie Estell, Card Hall, C.J. Dunn Tower, Facility I, Facility II, McGinty, Peyton Finley, M.L. King, Simpson Hall, and Country Club Apartments. 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, suite-style living, apartment style living, and serves as an informational resource to Alabama

State University. 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 coordinator (RHC). RHCs coordinate the administrative and community activities of a specific residence hall.

ROOM CHANGES

As a resident, if there is availability, you will have an opportunity to move from your current room to another room in your same residence hall or to another hall/apartment; this is called “WALK DAY”:

◆ IN-HALL ROOM CHANGES

You may request an in-hall room change by contacting your residence hall coordinator (RHC) 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 RA, and RHC 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 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 Model” approach guides the planning of these programs to ensure a wide variety of activities.

The theory behind the “ASU HORNET Programming Model” is that there are nine (9) components that combine to make up a “balanced” or “well-rounded” being. These are:

- **A**ccess (Social)
- **S**ervice (Involvement)
- **U**nderstanding Wellness (Spiritual)
- **H**ornet Initiative (Leadership)
- **O**ppportunity (Emotional)
- **R**esponsibility (Diversity)
- **N**utrition and Wellness (Physical)
- **E**thics (Intellectual)
- **T**ime (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 Housing and



Residence Life 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 Coordinators 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 Coordinator.

RESIDENCE SERVICES



BREAK PERIODS

All halls will close for Winter and Spring Breaks. Apartments Complexes students are only required to vacate after the spring semester ends. 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 equipped with a QAN scanner (to be compatible with the University's cable vendor) and 75-ohm coaxial cable cord. Student will be able to connect to the cable jack and program the television.

Additionally, residents have access to the CAMPUS CHANNELS. 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 ASU (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 Housing and Residence Life for approval.

For safety and security reasons, during December Break and May Interim, all resident keys are collected, and all exterior residence hall doors are locked. Lobby and laundry facilities also are secured.

IN-ROOM INTERNET ACCESS

Alabama State 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 the Office of Technology Services or email OTS@alasu.edu.

LAUNDRY MACHINES

Washers and dryers are located in each residence hall/complex. These machines are 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 Coordinator. You may also report maintenance concerns to the vendor utilizing the contact information found on the machine

MAINTENANCE

The University's Physical Plant 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 residence hall. You may also submit a maintenance request by scanning the QR code located on the back of each room door and in the various lobby and communal spaces in the hall. In the event that a maintenance issue occurs and needs to be reported after hours (after 2 AM), please contact the RA On Call in your building. When repair needs are reported to the office, a maintenance work order is submitted to the Physical Plant. The maintenance requests are prioritized and scheduled by the Physical Plant. If you have a question about the status of your repair request, contact your Residence Hall Coordinator.

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 Plant 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. You may utilize the QR code in your room to submit a pest control maintenance request as well.

VENDING MACHINES

Carbonated beverages, water and snack machines are located in most residence hall lobbies or laundry areas. Problems with the vending machines should be reported to the Residence Hall Coordinator. 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 Coordinator. 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 meal plan. This means you have access to all available meals in the cafeteria located in Fred Shuttlesworth. The meal plans include “swipes” for cafeteria meals, as well as “flex dollars” that can be spent at a variety of food vendors on campus.

STUDENT CENTER MEAL OPTIONS

Located in J. Garrick Hardy Student Center, Students are able to grab a bit to eat on the go with a variety of food options.

YOUR ROOM AND SUITE



CHECK-IN

The condition of the room/suite and any University furniture or equipment in your room, suite, and apartment is recorded at the time you check-in. When you move into your room, you or a member of the Residence Life staff will inspect and inventory your room/suite, review the Room Condition Report (RCR) 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 email correspondence but always check www.alasu.edu/housing for updates.

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.** We recommend that you also bring a key chain or lanyard to secure your room key(s).

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 and apartment 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.
4. Withdrawing from University? Schedule a check-out with your current hall staff to occur during regular business hours. Make sure you complete withdrawal forms and a Housing Cancellation Form online.
5. Other: when extenuating circumstances occur, make an appointment with your RA or RHC to perform your check-out at a time that is convenient for both you and your RA or RHC.

Time Periods

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

Miscellaneous Charges

Late check-out: fees may apply 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 aforementioned furnishings. The complexes also have a wardrobe in the bedrooms, and a couch, table, and chairs. Apartments contain a full size kitchen with full size refrigerator, electric stove top oven. The living room includes one dining room table, four chairs, one couch, one love seat, and two coffee tables. Student bed rooms include one dresser, one desk, one twin x-long size bed, and one closet.

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 Coordinator 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

ASU 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 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 Coordinator for more information.

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 Coordinator for permanent removal from the hall. Policy violations found during a Health and Safety inspection may also result in fines and/or 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 can be switched back and forth by Physical Plant Technicians. The Physical Plant, in conjunction with Housing and Residence Life 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 is expected to 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 Coordinator/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 \$25.00 the third time. If your key has been lost, you are responsible for the charges associated with a lock change. Contact Hall Coordinator for more information on this matter.

MAIL DISTRIBUTION AND PACKAGES

ASU Students pick up mail from the Residence Hall Office. Your residence life staff make daily trips to the central mail room to bring packages to each residence hall. In an event there is a big package that cannot be moved by your staff, this package should be picked up from J. Garrick Hardy Student Center Mail Center:

- All students must present an ID when picking up mail.

RESIDENCE HALL ADDRESSES

STUDENT NAME
Residence Hall, Room #
P.O. Box 5615
Montgomery, AL 36103-5615

FEDERAL EXPRESS & UPS ONLY:

Student Name
Residence Hall, Room #
915 South Jackson Street
Montgomery, AL 36104

MICROWAVES

Microwaves are allowed in the rooms of the residence halls. Microwaves should not exceed 700 watts.

The unauthorized wattage 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 if you have exceeded the 700 watts.

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. A surge protector strip is permitted.

PRIVATE ROOMS

There are a limited number of private (Super Single) rooms available on a first-come, first-served application basis. You are able to get access to these rooms when you apply for Housing.

REFRIGERATORS

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 furnished to each occupant of the residence hall. Each occupant is responsible for safe keeping of their own key. **Do not** allow other students to use your room key.

Upon vacating the room, return the room key to the residence hall office. It is important that all residents keep their keys in their possession for security purposes. The loss of a room key lowers the security level of the room; therefore, the student will be charged a \$200 fee for replacing the lock and key (exception, C. Johnson Dunn Tower). A fee of \$200 also will be charged to the student for not returning the room key when officially withdrawing, at the end of each semester, when moving off campus or permanently leaving the University. A room key must not be transferred to another student. Assessed charges for lock changes will not be canceled.

The hall supervisor will not open any resident's room at any time for anyone except official University personnel and the occupant.

Note: If a student is locked out of his/her room, the staff may not be available to assist with the door opening.

1. Students must present a valid ASU-ID card at the time of request. ****NOTE:** When ID card is locked in a room, student is required to give social security number, then ID must be presented upon entering the room.

2. Student is required to complete an "open door request" form at the time that a request is made. Student's signature is required with the understanding that:

- a. Five dollars (\$5.00) will be charged and billed to the student's account for doors unlocked from 6:00 a.m. until 1:00 a.m.
- b. Ten dollars (\$10.00) will be charged after entrance doors are locked from 1:01a.m. until 5:59 a.m. NOTE: At supervisor's availability.

3. A charge slip will be completed by the staff member on duty and signed by the student at the time a request is made. (All charge slips will be submitted to the Housing Office immediately upon completion or the next working day).

4. When a student makes it known that he/she has lost his/her key, an initial fee of \$5.00/\$10.00 will be charged accordingly.

No additional charges to open the student's door will be assessed while a new lock/key is being made. Doors can be opened at the supervisor's discretion and/or availability.

NOTE: Students will be billed \$200.00 fee for lock/key charges if keys are lost and/or stolen with the exception of C. J. Dunn Towers residents being charged additional fees due to multiple bedroom doors being affected.

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 is not 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.

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.

Windows are not to be used as an entry or exit from any room.

WINDOW SCREENS

In rooms and suites some are 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 COMMUNITY STANDARDS

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. In the event that unlawful items are found or dangerous circumstances arise, ASU Police may be called to assist.

ALCOHOL

- A.) Alcohol cannot be possessed or consumed in rooms, suites, or apartments.
- B.) Alcohol may not be possessed or consumed in a public area of the residences. All areas in residence halls are considered public areas. When the door of a private room is open, the room is considered a public area.
- C.) Individuals under the age of 21 may not consume alcohol including those of legal drinking age may not consume alcohol in University Housing and Residence Life facilities.
- D.) Individuals may not provide alcohol to anyone under the legal drinking age. Those who do are subject to penalties under University regulations and under Alabama state law.
- E.) To avoid disagreements regarding violations of the alcohol policy, the display of empty alcoholic beverage containers, not limited to bottles, cans, and cases are prohibited in public areas and student rooms, which includes containers used as decoration. This applies to all residents regardless of age.
- F.) Drinking games (whether or not alcohol is involved) or other behaviors designed for the purpose of rapid and/or excessive consumption of alcohol are prohibited.
- G.) At no time should activities which encourage excessive drinking and/or lead to the endangerment of the individual served take place in the residence halls.
- H.) All parties and social events must exclude alcohol in apartment and/or suite-style living environments, and must be registered and approved by the Residence Life Coordinator/Hall Coordinator no less than 48 hours prior to the event. All registration forms must state the type of the event, as well as the specific names of sponsors and monitors. Students living in apartment and/or suite-style living environments who fail to register social events may lose their privilege to host any gatherings in the future, and may go through the residence life adjudication process. The Social Event Registration form can be found in the Housing and Residence Life Office in the John G. Hardy Student Center.
- I.) No tap alcohol beverages, including kegs, are permitted in the residence hall rooms or suites. A ban on keg deliveries is imposed in the residence halls and suites.
- J.) Those persons registering the social event are responsible for the behavior and actions of all persons attending the event.

- K.) The Residence Life Coordinator/Hall Coordinator may limit the number of registered social gatherings in any hall or area; the Residential Hall Coordinator reserves the right to refuse social gathering in the facility.
- L.) In accordance with the University and College policies, the Residence Life staff may intervene in, or terminate any parties or social events that are illegal, unregistered, or disruptive to the community.
- M.) Any student, regardless of age, found to be acutely intoxicated, will be evaluated by Emergency Services for possible hospital treatment. Any student, regardless of age, requiring hospital treatment, will be subsequently evaluated by the Alcohol and Other Drug Alcohol and Other Drug Assistance Program for Students.
- N.) All Residents will be held responsible for the behavior of their guest, which includes Alabama State University students.

ANIMAL/PETS

Service animals and emotional support animals are permitted in the residence halls. The student must be registered with the Office of Accessibility to make these accommodations prior to bringing the animal onto campus or into the residence halls. 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 ASU Police to assist with removal 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 to Judicial Affairs Officer

APPEALS

All appeals regarding housing contracts, housing billing, private room, damage charges or housing appeals must be in writing to the Office of Housing and Residence Life. 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 the 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 microwave oven you provide. Under no circumstances are sun lamps, dehumidifiers, space heaters, or gas appliances allowed. Violators of this policy may have appliance confiscated and will be subject to fines and/or 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 or apartments. 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 and apartments parking areas.

CHILDREN

Children are not allowed to stay overnight or live in residence hall, complexes, and apartments. 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 may 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 and appropriate fines. 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 and the Pilot for more information on Student Conduct.

- 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, complexes, and apartments 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 resident 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. Criminal charges may also apply.
- 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 by hall staff.

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 and Apartments. 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 / Student Conduct

CURFEW

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

DAMAGES AND DAMAGE CHARGES

Students are expected to take responsibility for any damage, even accidental damage, which they or their guests cause to University property or the property of another resident or guest. This could include damages resulting from a cooking fire, playing hall sports, or setting off the sprinkler system by accident. The student who caused the damage, or the resident hosting a guest that caused damage in the case the guest is unidentifiable or not a University student, will be expected to cover the cost of repair or replacement for the University or other residents. Students who refuse to take responsibility for damages they cause accidentally will be referred to the Office of Student Conduct / Judicial Affairs to determine responsibility. The fees will be assessed to the student's account.

Students will be notified of charges by their Hall Coordinator within 48 hours of the violation occurring. See "Appeals" process outlined in above section.

Damage charges are as followings:

- Cleaning - subject to labor costs and quotes for work needed
- Painting
 - re-plastering - \$150
 - nail removal - \$75
 - paint over - \$150

- Screen - subject to cost of replacement and labor charges
- Lock
 - key replacement (i.e. broke or bent beyond use) \$100 each/ CJ Dunn Tower \$200
 - key/lock core replacement (key is lost or misplaced) \$200/ CJ Dunn Tower \$250
- Glass / Window – subject to cost of replacement and labor charges
- Blinds - \$150
- Light fixture - \$150
- Thermostat - \$150
- Trash pick-up – \$100
- Illegal room change - \$150
- Failure to attend mandatory hall meeting: \$50
- Bed / Room Reassembly - \$150
- Improper check out - \$150
- Fire Exit Violation - \$200
- Illegal Lodging - \$200
- Unauthorized Pet / ESA / other Animal - \$300
- Room Check Failure / Health and Safety Violation - \$100
- Smoke Detector Violation - \$150
- Smoking in Room or Building - \$150
- Visitation Violations
 - 1st - \$200
 - 2nd - \$400
 - 3rd – \$400 & Visitation Privileges revoked
 - 4th – \$400 & Referral to Student Conduct
- Lock Out Charges:
 - 1st - courtesy
 - 2nd - \$10
 - 3rd - \$25
 - 4th – charge for key core replacement (above)
- Trespassing - \$500
- Furniture damage subject to replacement costs plus shipping and labor

NOTE: Charges are subject to change, and additional charges may be assessed based on labor, specialized materials, etc. Additional charges may be incurred for subsequent offenses. Subsequent offenses may also result in referral to Student Conduct and removal from on campus Housing facilities.

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 student conduct process. This process is designed to be fair, uphold student's rights, and to be an educational process. The student conduct 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 Housing & Residence Life and Student Conduct 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, and apartments to keep the hall staff informed. If you are named on an incident report, you may be asked to talk with your Residence Hall Coordinator 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 / Student Conduct.

ENROLLMENT

Students residing in housing must be enrolled as a full-time student for the semester in which they live in the residence halls/complexes.

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 Cafeteria 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 Assistant Director of Housing and Residence Life. If the grievance is not satisfactorily resolved with the assistant director of Housing and Residence Life, the student may file written appeal to the Director of Housing and Residence Life, 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/ Apartment Coordinator. 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. Guests must also obtain a visitors parking permit to park on campus.

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

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

GAMBLING

Gambling of any kind is prohibited in the residence halls. Wagering activities including, but not limited to betting on poker, card games, sports pools, or any wagering where money or something of value is risked upon the uncertain outcome of a contest or future contingent event, may not be held or advertised within any public space in the residence halls or any residence hall

room. Gambling can also be a crime/disorderly conduct offense and Alabama State University Police and Public Safety will be contacted.

HALL/FLOOR MEETINGS

Mandatory Hall Meetings are conducted on a monthly basis; with the first occurring on the weekend 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/RHC. Attendance is mandatory, and you will be held responsible for all information that is discussed during the meeting. Failure to attend may result in charges on your student account. If you have a university approved excuse or class conflict, you must notify your RA/RHC in advance. Hall meetings provide excellent opportunities for you to share concerns and ideas with the RA/RHC 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 “The Pilot”.

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

Same-gender and Open Visitation hours are 1:00 PM to 1:00 AM daily, 7 days a week. All residents are responsible for the behavior of their guests. A student may not permit visitors over the objection of their roommate(s). If unwanted guests become a source of complaint by other residents or university staff due to behavior or duration and frequency, this will constitute a de facto sub-letting of space to an unauthorized person. Violation of the guest policy may result in judicial action and/or termination of the resident’s housing agreement and removal of the guest from university housing.

When you invite a guest to visit you, provide him/her with your telephone number and ask that he/she calls upon arrival. Do not prop open the entrance door to the residence hall as this compromises residence hall security. Your convenience could lead to another resident being robbed or injured. It is your responsibility to meet your guest at the building entrance. Don’t allow strangers into your home. Persons making deliveries are not allowed in the facility unless met and accompanied by a resident.

Visitors/guests are not permitted to go beyond the lounge area while visiting the halls without permission from the staff on duty. Visitors/guests may be received in the lounge of the residence halls daily beginning at 1 p.m. All visitors will leave the halls at the closing hour of 1:00 a.m. Housing overnight visitors or family members is not permitted. Violation of this policy will result in disciplinary action and/or termination of the Housing Contract. Visitors must leave all residential facilities at the end of visiting hours – 1:00 a.m.

Children are not allowed to visit in the residence halls unless they are accompanied by parents. No babysitting is allowed in the residence halls at any time. Children 10 years and younger are not permitted to visit on the floors but may remain in the lobby area.

VISITING IN HALLS: When visiting, a guest should go to the office, present a validated ID card and give the name of the resident (Host) the guest wishes to visit to the desk receptionist or the residence supervisor on duty who will page the designated person. The guest may wait in the lounge until the person they wish to see arrives. Visitors who are not ASU students must present a visitor's pass before visitation rights are approved. **Overnight lodging is not permitted.**

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 will 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 and your assignment will be cancelled on the first day of classes.

LOCKOUTS

The hall supervisor will not open any resident's room at any time for anyone except official University personnel and the occupant.

Note: If a student is locked out of his/her room, the staff may not be available to assist with the door opening.

1. Students must present a valid ASU-ID card at the time of request. ****NOTE:** When ID card is locked in a room, student is required to give their CWID number, then ID must be presented upon entering the room.
2. Student is required to complete an "open door request" form at the time that a request is made. Student's signature is required with the understanding that:
 - a. First Occurrence is a courtesy and door will be opened at no charge.
 - b. \$10.00 will be charged and billed to the student's account for doors unlocked (Second Time Occurrence)

c. \$25.00 will be charged and billed to the student's account for doors unlocked (Third Occurrence) NOTE: At supervisor's availability.

3. A charge slip will be completed by the staff member on duty and signed by the student at the time a request is made. (All charge slips will be submitted to the Housing Office immediately upon completion or the next working day).

4. When a student makes it known that he/she has lost his/her key, an initial fee of \$10.00/\$25.00 will be charged accordingly for the lockout, in addition to the charges required for a lock change.

No additional charges to open the student's door will be assessed while a new lock/key is being made. Doors can be opened at the supervisor's discretion and/or availability.

NOTE: Students will be billed \$200.00 fee for lock/key charges if keys are lost and/or stolen with the exception of C. J. Dunn Towers residents being charged \$250.00 fee.

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 Housing & Residence Life; via your Residence Coordinator and payable at the Cashier window located in the J. Garrick Hardy Student Center. This charge is necessary to ensure the safety of all room/suite residents. Report your lost key immediately to your Residence Hall Coordinator.

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 coordinator 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 Tullibody building.

NOISE

A form of disruptive behavior is any students/persons who do not take independent responsibility for their own self-care and the impact of their behavior on others. Students whose behavior disrupts the community may be asked to adhere to an action plan and/or leave the residence halls



if such behavior continues to disrupt the residential community. If the disruption constitutes a violation of law, the University Police and Public Safety Department will be notified. (Includes, but not limited to, use of profanity, public nudity, drunkenness and lewdness.)

Just as a student has the right to reasonable protection against unwarranted physical intrusion, s/he also has the right to reasonable protection against the uninvited intrusion of noise. Each student should expect to be able to sleep, study, converse, listen to the music of her/his choice, etc. within the privacy of her/his own room, reasonably free from disruption resulting from the activities of others.

Violation of quiet or courtesy hours may result in charges or referrals to Student Conduct.

NO SHOWS

Your residence hall/apartment 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 Housing and Residence Life 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's 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. 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, complex, and apartment, in designated areas. Parking permits must be purchased from Campus Police, located in the Garrick Hardy Student Center. 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 the office of Student Life. All information posted must be in compliance with the rules and regulations for posting as outlined by the Student Life Office and the University.

Information that does not have approval of Student Life 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. 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 Housing & Residence Life 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 Housing & Residence Life. Copies of certain private information that will not be given at the originator's request are job applications, housing applications/contract and financial records.

RESTRICTED AREAS

Certain areas in and around the residence halls/ apartments 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.

Examples of security measures in residential facilities include the following:

1. Desk operations.
2. Security Personnel walking around and in the residence halls.
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 State 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 Housing and Residence Life policies and act as responsible community members. If something appears to be wrong, please notify your residence life staff and/or campus police.

SMOKING

Alabama State University is a Smoke Free Institution. Smoking is prohibited in all buildings on campus this includes Electronic Cigarettes and Vaping.

SOLICITATION

Unauthorized selling, collection of monies and or promotion on or within campus Housing without express permission of the Director of Housing and Residence Life or a designee is prohibited. Students may not promote companies or business firms which solicit participation of parties without prior approval. Students are not permitted to solicit any actions in exchange for money or trade of any items for any purpose (i.e. selling food, tickets, clothing, jewelry, hair, braiding/hairstyling, etc.)

SURVEYS

All surveys conducted in Alabama State University housing must have prior approval from the Director of Housing and Residence Life. 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

Items that have been left in the room will be bagged and tagged. Housing and Residence Life will attempt to contact the students concerning items. If items are not claimed, they will be disposed of. Housing and Residence Life is not responsible for items left in the residence halls, rooms or spaces.

UPPERCLASSMEN HOUSING

Only freshmen with special needs as approved by the director of Housing & Residence Life, the Office of Accessibility, 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 complete a *Cancellation Form located on the Housing Website* 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.alasu.edu for the most up-to-date information. Students should also register for Alerts through Hornets Web 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 office or Apartment in which you reside. Please do not call Campus Police for 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 334-229-4400 for assistance. To reach 911 emergency operator, dial 911 from any campus phone.



OTHER IMPORTANT NUMBERS

| | |
|---|---------------|
| PUBLIC SAFETY..... | 334-229-4400 |
| UNIVERSITY COUNSELING CENTER..... | 334-229-4382 |
| OFFICE OF DISABILITY SERVICES..... | 334-229-5127 |
| HOUSING & RESIDENCE LIFE | 334-229-4357 |
| ARAMARK DINING SERVICES..... | 334-604-8429 |
| UNIVERSITY HEALTH SERVICES | 334-229-4436 |
| STUDENT CONDUCT & JUDICIAL AFFAIRS..... | 334-229-4834 |
| DIVERSITY & INTERNATIONAL AFFAIRS..... | 334-229-4713 |
| OFFICE OF CAREER SERVICES..... | 334-229-4156 |
| ABERCROMBIE HALL | 334-229-4420 |
| JO ANN ROBINSON HALL..... | 334-229-4422 |
| BESSIE BENSON..... | 334-229-4430 |
| CARD HALL | 334-229-8839 |
| C.J. DUNN TOWER | 334-229-4594 |
| FACILITY I..... | 334-229-7504 |
| FACILITY II..... | 334-229-7505 |
| M.L. KING HALL..... | 334-229-6939 |
| SIMPSON HALL..... | 334-604-8333 |
| ID STATION..... | 334- 229-4751 |



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 others 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 Coordinator, Housing 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 in, and information will be posted.
2. Check the University website at www.alasu.edu . A message will be posted on the homepage.
3. Check your email-blast messages will be sent regarding the University's operational status
4. Monitor your text messages and phone for any Alerts
5. 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 an Alert. During a tornado warning you should seek shelter immediately and remain in a protective area until you receive an all-clear message through Alerts or a building emergency contact representative.

1. When instructed by Housing and Residence Life 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 334-229-4400.
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 Alabama State's 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 earthquake. 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/ 334-229-4400, 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 334-229-4400 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.

APARTMENTS ARE EQUIPED WITH FIRE EXTINGUISHERS IN EACH APARTMENT UNITS. IF FIRE EXTINGUISHER IS NOT WORKING PROPERLY, CALL 911 AND VACATE THE PREMISES IMMEDIATELY!

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 will be determined by the Judicial Affairs Officer/ Director of Housing & Residence Life.

FLAMMABLE LIQUIDS

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

FIRE

Use the area below to list designated areas that students should evacuate to:
(these will be provided by hall staff at regular meetings, and will vary by hall)

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 334-229-4400
8. Wait for instruction from emergency responders (e.g., Police Officers, Dispatchers, Montgomery/ ASU 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 **334-229-4400**.
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 in which 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 334-229-4400, 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 hallway, 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:

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

When student returns to the Residence Hall or Apartment they must report to University Health Service.

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



SUGGESTED THINGS TO BRING

Are you ready to #LiveTheHornetLife ? To help you set up house in your new room at ASU, we have compiled a list of items you may want to bring to college with you. While this is only a partial list, we hope it will get you started. And remember to take a look around at the things you have at home to keep you comfortable –this will give you a better idea about some of the items you may want to bring with you.

| | |
|---|---------------------------------------|
| Alarm clock/clock radio | Mattress pad |
| Sheets & blankets (twin XL) | Pillow(s) and pillowcases |
| Bedspread/comforter/or blankets | Laundry basket and detergent |
| Towels | Surge protectors/power strips |
| Flashlight & batteries | Toiletries |
| Shower caddy & shower shoes | Clothes hangers |
| Cups, bowls, plates | Wastebasket |
| Cable cord (at least 6 feet) | Cable converter box |
| Area rug or carpet | Small padlock |
| TV (smaller than 32 inches) | Basic first-aid kit |
| DVD/Blu-Ray player | Insurance cards & medical information |
| Iron (automatic shutoff)/Ironing Board | Prescription drugs |
| Microwaves (700 watts or less) | Bookbag or briefcase |
| Refrigerators (2.6 cubic feet or smaller) | General school supplies |
| Cleaning supplies (bleach, multi-cleaner wipes, etc.) | Computer (laptop) & printer |
| Small handheld vacuum cleaner | |

STUDENT ADDRESS:

Student Name

Residence Hall & Room Number
P.O. Box 5615
Montgomery, Alabama 36103

UPS & FedEx ONLY

Student Name

Residence Hall & Room Number
915 South Jackson Street
Montgomery, Alabama 36104

HOUSING OFFICE ADDRESS:

Alabama State University
Housing & Residence Life
J. Garrick Hardy Student Center C1.41
Montgomery, Alabama 36101-0271
Phone (334) 229-4357
Fax (334) 229-4688

You also may obtain information by viewing us online at www.alasu.edu/housing