

CONTENTS

MISSION STATEMENT.....	6
STUDENT RIGHTS.....	6
A. RESIDENCE LIFE STAFF.....	7
B. LIVING OPTIONS.....	8
C. ACCOMMODATIONS FOR MISS ALCORN STATE UNIVERSITY AND THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT.....	9
D. ELIGIBILITY REQUIREMENTS FOR HOUSING.....	10
1. Mandatory Residency Requirement.....	10
2. Assignment Notifications.....	10
3. Changes in Assignments.....	11
4. Room Changes and Consolidations.....	11
5. Contract Period.....	12
6. Contract Release Petitions.....	12
7. Priority Sign-Up/Pre-Housing.....	13
8. Private Rooms.....	13
9. Renters Insurance.....	13
10. Room Assignments.....	13
11. Termination of Contract by the University.....	13
12. Vacation Periods.....	13
E. HOME AWAY FROM HOME.....	14
1. Common Areas.....	14
2. Bulletin Boards.....	14

3.	Cable Television	14
4.	Telephones	15
5.	Laundry Facilities	15
6.	Computer Labs	15
7.	Mail Service	15
8.	Vending Machines	17
F.	VISITATION POLICY	17
1.	Participants	17
2.	Visitation Hours	17
3.	Procedures	17
G.	RESIDENCE LIFE POLICIES	19
1.	Abandoned Property	19
2.	Academic Suspension	19
3.	Alcoholic Beverages and Controlled Substances	19
4.	Appliances	20
6.	Bicycles	20
7.	Building Access	20
8.	Campus Solicitation and Sales	21
9.	Check-In Procedures	22
10.	Check-Out Procedures	22
11.	Check-out Procedures During Semester	23
12.	Check-out Procedures Before University Break and Holiday Periods	23

When checking out for a university break or holiday period do the following:

..... 23

- 13. **Children** 23
- 14. **Closing of Residence Halls (Semester/Session End)** 24
- 15. **Commercial Demonstration and Solicitation** 24
- 16. **Common Area Damage and Group Billing** 24
- 17. **Cooking**..... 25
- 18. **Computer Abuse** 25
- 20. **Counseling and Referrals** 26
- 21. **Damages**..... 26
- 22. **Death**..... 27
- 23. **Decorations** 27
- 24. **Dress Code** 28
- 25. **Drone Policy** 28
- 26. **Electrical Appliances** 28
- 27. **Electrical Outlets** 29
- 28. **Elevators**..... 29
- 29. **Emergency Exit Doors** 29
- 30. **Exterior Door Locking & Propping of Doors** 29
- 31. **Facilities Management (Maintenance)** 30
- 32. **Failure to Comply**..... 30
- 33. **Fines** 30
- 34. **Fire Alarms** 32
- 36. **Fire Drills** 33

37. **Fire Extinguishers**..... 33

38. **Fire Procedures** 33

46. **Health and Safety Inspections**..... 35

48. **Identification Cards**..... 36

49. **Implied Consent** 36

50. **Keys** 36

51. **Lockouts** 37

52. **Hover Boards**..... 37

53. **Meal Plans**..... 37

54. **Noise Control** 37

55. **Nuisance Phone Calls** 38

56. **Overnight Guest Policy**.....41

57. **Personal Property and Theft** 39

58. **Personal Safety** 39

59. **Pest Control**..... 40

60. **Pets in Residence Halls** 40

61. **Prohibited Items** 40

62. **Room Entry** 42

63. **Safety Equipment** 44

64. **Safety and Security** 44

65. **Sleep-Study Atmosphere** 44

66. **Smoke Detectors**..... 45

67. **Smoking and Tobacco Use** 45

68. **Special Events** 45

69.	Special Needs/Facilities	45
70.	Student-Owned Furniture	45
71.	Unauthorized Entry/Tampering	45
72.	Unauthorized Guest(s)	46
73.	University Owned Furniture	46
74.	Vandalism	46
75.	Vehicle Registration	47
76.	Weapons, Firearms, Fireworks and Flammable Liquids	47
77.	Weather Conditions	47
78.	Weather Information (Severe)	48
79.	Windows and Screens	48
80.	Withdrawal	48
	EXTENDED STAY HOUSING POLICY	49
	APPENDIX	51
	Residence Life Fines Appeal Process	51
	Housing Revoked Policy	52
	Roommate Conflict Policy	52
	Room Change Policy	55
	Rooms with Vacancies	55
	Health and Safety Cleaning Instructions	57

MISSION STATEMENT

Residence Life provides a safe, diverse and well-maintained environment that complements and supports the academic mission of the University. We create a dynamic living/learning experience that promotes and inspires individuals to become empowered community members. The following is a summary of the residence life policies that will govern students while they attend Alcorn State University.

STUDENT RIGHTS

In a community living situation, as found in the residence halls, it is necessary to impose certain standards for conduct and behavior to ensure that there is some order to the environment. Each resident living in the residence hall has certain rights they are entitled to

These rights are

1. The right to sleep
2. The right to one's personal belongings
3. The right to free access to one's room and suite facilities
4. The right to a clean environment in which to live
5. The right to read and study free from undue interference in one's room
6. The right to complain and be heard
7. The right to personal privacy
8. The right to be free from verbal or written abuse, threats, intimidation or violence

Residents are expected to respond appropriately to the reasonable requests of other residents and Residence Life staff. Residents will respect the rights of other residents, and each resident is responsible and held accountable for his or her behaviors, as well as for the behavior of his/her guests(s).

Statement of Non Discrimination

Students have the right to be free from all forms of discrimination. Alcorn State University complies with all laws regarding affirmative action and equal opportunity in all its educational programs, activities, admissions or employment practices and does not discriminate against anyone on the basis of age, creed, color, national or ethnic origin, race, religion, gender identity or expression, disability, sexual orientation, or veteran status.

A. RESIDENCE LIFE STAFF

The Residence Life administrative officers consist of a Director of Residence Life, an Associated Director of Residence Life, an Assistant Director of Residence Life, an Assignments Coordinator, and a Secretary. Administrative offices are located on the first floor of Lanier Hall building. Do not hesitate to utilize the resources offered by the following Residence Life staff members:

1. Residential Community Coordinator (RCCs)

The Residential Community Coordinator is a full-time live-in housing professional who is responsible for creating an environment in the hall that supports the security and academic success of the residence hall students. Be sure you get to know your Residential Community Coordinator.

2. Graduate and Resident Assistants (GAs/RAs)

- a. These are student staff members who have been trained to assist residents and handle emergency situations. They can be your main contact for information regarding all aspects of on-campus living, policies, and activities.
- b. Each GA and RA is responsible for his or her floor of residents and the building's environment. They also provide programming opportunities and peer counseling.

3. Student Workers

Student workers assist the professional staff with managing the daily operations of the assigned residence hall.

4. **Residence Hall Association**

RHA consists of representatives from each residence hall who provide a prime opportunity for residents to assert themselves in leadership roles and influence their environment. For further information on how to participate in your hall council, contact your Residence Hall Manager or Resident Assistant.

5. **Custodial Services**

These individuals are responsible for the general cleanliness of the residence halls. While the students are responsible for the cleanliness of their own rooms, the custodians clean hallways, public bathrooms, and lounges from Monday through Saturday. Do not sweep trash into the hallways. Do not leave drink cans, food, etc., lying around. Only with your help can the halls look attractive.

B. LIVING OPTIONS

Residence Life services at Alcorn State University endeavor to provide more than just a place to work and sleep.

a. **Female Honors**

- a. Female upper-class and freshman honor students; 3.0 or higher GPA required
- b. Controlled card access entry; 24-hour security camera surveillance
- c. Suite style double rooms; semi private baths
- d. Wi-Fi (lobby), computer lab, laundry, study room

b. **John Burrus Hall**

- a. Female upper-class and freshman students
- b. Controlled card access entry; 24-hour security camera surveillance
- c. Traditional style double rooms
- d. Community baths on each wing and floor
- e. Wi-Fi(lobby), Computer Lab, Laundry

c. **Natchez Campus Residence Hall**

- a. Houses Upper-class Alcorn and Co-Lin students

- b. Nursing and Business Students
 - c. Suite style rooms; Semi private baths
 - d. Fitness Center on site; Wi-Fi(Lobby); Computer Lab, Laundry
 - e. Controlled card access entry; Overnight security monitoring
- d. **Medgar Wiley Evers Heritage Village**
Complex A and B (male), Complex C and D (female)
- a. Upper-class and Freshman Students
 - b. Suite Style Rooms; Semi private bath
 - c. Double Suites - Kitchenette; Living Room with Flat Screen TV
 - d. Private Suites - Kitchenette; Flat Screen TV in student rooms
 - e. Wi-Fi; Computer Labs, Laundry, Multi-purpose room, Study Rooms
 - f. Controlled card access entry; 24-hour security camera surveillance
- e. **Hiram Revels Hall**
- a. Male upper-class and Freshman Students
 - b. Controlled card access entry; 24-hour security camera surveillance
 - c. Traditional style double rooms
 - d. Community baths on each floor
 - e. Wi-Fi(lobby), Computer Lab, Laundry

C. ACCOMMODATIONS FOR MISS ALCORN STATE UNIVERSITY AND THE STUDENT GOVERNMENT ASSOCIATION PRESIDENT

1. Miss Alcorn State University (Miss ASU)

Miss Alcorn will have private accommodations in the Medgar Wiley Evers Heritage Village during her reign.

2. Student Government Association (SGA) President

During their presidency, the SGA President will have private accommodations in the Medgar Wiley Evers Heritage Village.

D. ELIGIBILITY REQUIREMENTS FOR HOUSING

All Alcorn State University students enrolled full-time (12 credit hours Undergraduate and 6 credit hours Graduate) in good standing with the University, are eligible for on-campus housing. The requirements are as follows:

1. Mandatory Residency Requirement

All full-time students attending the University under the age of twenty-one (21) who have completed fifty-nine (59) or fewer hours prior to the first day of classes for the term and are not living at the primary residence of their parents or legal guardians within a 40-mile radius of the University are required to reside on campus and participate in a meal plan. Attaining the age of requirement does not void the contractual agreements made for housing; provided, however, that a student who will attain the age of twenty-one (21) prior to the first day of classes for the following spring semester may request a one-semester housing contract/and further provided that a student under age twenty-one (21) who satisfactorily completes sixty (60) or more hours during the first semester may be released from the second semester of the housing contract.

- a. A student who is a military veteran with at least two (2) years of service is exempted from these housing requirements.
- b. A married student, living with his/her spouse is exempted from these housing requirements.
- c. A single parent may be exempted from these housing requirements if a child lives with them.
- d. Students meeting the 40-mile radius must complete a *Permission to Live off Campus Form* and bear the seal of the Notary. Public Forms are available on line at www.alcorn.edu/students/residence-life.

2. Assignment Notifications

Housing assignment information can be accessed by visiting the Department of Residence Life webpage.

3. **Changes in Assignments**

- a. Room assignments will be made at the discretion of the University on the basis of the date to lease and application submission date. Whenever possible, individual roommate requests will be honored.
- b. The Department of Residence Life reserves the right to change room assignments for health, safety, repair service, economy or disciplinary reasons involving the residents or for irresolvable incompatibility of roommate.
- c. The Department of Residence Life reserves the right to consolidate vacancies by requiring any resident to move from a single occupancy of double rooms to double rooms.
- d. All residents must vacate his/her assigned room at the closing times established by the University at the end of each semester and the beginning of each vacation break period.
- e. Residents may not change room assignments without written approval from Residence Life Office.

4. **Room Changes and Consolidations**

In order to stabilize residence hall occupancy, there will be no room changes processed until after the official close of the registration process, should space be available, room changes will be processed. More information will be posted at that time directing students about the process. A *Room Change Form* is required prior to moving. After the room change period ends, room changes will be granted only if there are extenuating circumstances. Unfinished or unauthorized room changes will result in a fine of no less than \$100 per day and the student may be required to move back into his/her original room. To complete a room change, students must officially check out of their old room and into their new room with a Residence Life staff member.

Consolidation Process

If one resident, occupying or having reserved a double room for any reason, vacates or fails to occupy his/her room, the remaining student must choose one of the following options:

- a. Move into another room being occupied by one resident.
- b. Permit another resident to be moved into his/her room.
- c. If space is available, remain as a single room occupant and pay the additional charge.

If a resident does not have a roommate after the first week, he/she will be assigned a roommate by the Residence Life Office. Which resident moves is based on contract date. **The first person contracted moves last.** Anytime a move is made, a *Room Change Form* must be completed in advance. These forms are available *ONLY* through the Residence Life Office.

Consolidation is completed on a hall-wide basis. If there is an “odd person out” situation where one person is left without a roommate, there is no single room rate charged. If at any time, a resident is in a double room, without a roommate, refuses a roommate that is assigned or refuses to consolidate when an opening occurs, that resident will be charged at the single room rate from the time he/she became the sole occupant of the room.

5. **Contract Period**

The period of the contract is an entire academic year, fall and spring terms. If the student signs a contract after the beginning of the semester, the charges will begin on the date he/she moves into the residence hall. All students living in the residence halls on the Lorman campus are required to participate in the meal plan. Students residing on the Natchez campus will not have a meal plan.

6. **Contract Release Petitions**

The lease may be cancelled if the student demonstrates meeting one of the following criteria:

- a. Unanticipated financial hardship ensuing after the start of the semester
- b. Medical reasons that are documented by a physician
- c. Academic internship or student teaching experience more than 40 miles from Alcorn

- d. Employment requiring live-in status
- e. A change in marital or custodial status

In the event that any of the above occurs, housing charges will be prorated and final assessment of charges will be billed to the resident's student account after they have officially checked out of the residence hall.

7. Priority Sign-Up/Pre-Housing

During this time period current students will be allowed to reserve their rooms for the upcoming academic year. Students will be allowed to change rooms, halls, and roommates.

8. Private Rooms

Private rooms are issued based on space and availability for an additional fee.

9. Renters Insurance

The University will not be responsible for damaged or stolen items. All residents are *strongly* encouraged to get renters insurance. Additionally, all residents are encouraged to keep a list of all serial numbers of any electronic devices. If anything is stolen, these serial numbers will help the University police track, identify, or recover these items.

10. Room Assignments

All room assignments are issued by the Residence Life Office.

11. Termination of Contract by the University

The University may terminate a housing contract and require the student to vacate the residence hall including but not limited to the following reasons:

- a. Failure to meet financial obligations to the University
- b. Official University disciplinary actions
- c. Violation of the terms of Housing Contract

12. Vacation Periods

Housing will not be available during vacation periods or semester breaks. Closed periods are not included in the cost of housing. *If the*

*halls are open during a break, a per-night charge will be assessed. Ask your Residence Hall staff if there are plans to have the halls open during the break. Please do this as far in advance as possible. If halls are open during the break there will be **NO VISITATION**. The halls close at a specific time for breaks. If you are not out by that time, you will be charged a \$75 late check-out fee and \$10 for each hour thereafter.*

E. HOME AWAY FROM HOME

1. Common Areas

Common areas (entrances, lounges, study rooms, TV rooms, corridors, bathrooms, etc.) are for everyone's use in the hall. No individual or group should engage in an activity that inhibits the use of these common areas by other residents unless approved in advance by the Residence Hall staff. Entrances to each building must be kept clean, attractive, and accessible. This is for the comfort and convenience of you and your guests. Also, for safety purposes, this area must be kept clear for use if there is an emergency. ***Please do not loiter or sit on the steps or other entrance and exit areas.*** If you do not comply, you will be subject to disciplinary action. It is the responsibility of all students to help keep the lounge areas clean. Furnishings and equipment in the common areas are for the use of all residents. The removal of any of these items deprives others of their use. Such action will be considered theft, resulting in charges, disciplinary or legal action, and/or fines. Do not move furniture from the room in which it is located.

2. Bulletin Boards

Bulletin boards are located throughout the residence halls. General announcements concerning your hall and other activities will be posted there. Develop the habit of checking this board each day. Announcements concerning the University will be posted on the official bulletin boards throughout campus and classroom buildings. These boards are for your convenience, so take care of them.

3. Cable Television

There are cable television extensions in each room with basic service provided. With the exception of the Medgar Wiley Evers Heritage Village

Complex Buildings A-D, students must provide their own televisions, cable splitter, and wall-to-TV coaxial cable extension. If your cable is not working properly, first try disconnecting all of your auxiliaries (DVD players, video games, etc.). If you are still having problems, contact the residence hall staff.

4. **Telephones**

Telephone service is provided in residence hall rooms for the convenience of resident students. All campus telephones have an 877 prefix; and on-campus numbers can be called by dialing the last four digits of the number being called. For Alcorn State University information dial "0" for the Campus Operator. To call off-campus directory numbers, dial "9" for an outside line then complete the ten digit number. Long distance calls may NOT be placed from residence hall rooms.

5. **Laundry Facilities**

Laundry facilities are located in MWEHV Complex A, B, C, D, Burrus Hall, Revels, Female Honors, and Student Nursing residence hall. Each laundry facility includes washers and dryers. When using the washers, only liquid/POD detergent is acceptable. Students must have money on their Gold Cards in order to use laundry facilities.

6. **Computer Labs**

Computer labs are available MWEHV Complex A, B, C, D, Burrus Hall, Revels, Female Honors, and Student Nursing residence hall. Without a notice, the computer lab can be closed due to abuse and misuse (e.g. leaving garbage on the desk and floors, excessive printing, editing the printer settings, etc.)

7. **Mail Service**

The ASU post office is located on the first floor of the James L. Bolden Campus Union building. The hours of operation are Monday through Thursday 8:00 am -5:00 pm and Friday 8:00am -4:00pm. The following are the ASU Post Office mail distribution procedures:

- a. All currently enrolled residential students can request a mailbox online via the Residence Life webpage.
- b. All postal assignments (including addresses) will be distributed to students within 24 hours after lease request has been processed and residential status has been verified. Assignments are distributed Monday - Friday from 10am – 12pm in the Department of Residence Life.
- c. **Rental Fees:** One mail box is free of charge to currently enrolled residential students. Each replacement key for mailboxes is \$25.00.

All mail will be handled and distributed by the post office staff. Students must use address listed below and not the address listed on the back of the gold card.

Residence Hall Addresses are as follows:

- d. **Example Address** for the MWEHV Mailboxes:

Resident's Name

1092 ASU Drive (your assigned box number)

Alcorn State, MS 39096

- e. **Example Address** for James L. Bolden Campus Union:

Resident's Name

1000 ASU Drive (your assigned box number)

Alcorn State, MS 39096

- f. **Incorrect Addresses:** Mail that does not have the correct address will be returned to sender on a daily basis.

- g. **Vendor Packages:** Vendor packages other than USPS including **UPS, FED EX, DHL**, and so on should be addressed using your correct address given at the beginning of each semester. Packages will be delivered to Facilities Management located next door to Female Honors Hall. Students **must** present appropriate ID (ASU Gold Card or driver's license) to receive their packages.

8. **Vending Machines**

The food and drink vending machines are maintained and serviced by a contractor engaged by the University. Machines are used at your own risk and no refunds are given by the Residence Life staff. You can make all complaints to Cocoa Cola at: 1- 800-647-2653 or Miss-Lou Vending at 1- 800-371-0241.

F. VISITATION POLICY

Visitation will not begin for any semester until after the official close of the registration process.

1. **Participants**

Only officially enrolled students at Alcorn State University will be allowed to participate in visitation. If a student has been charged for unauthorized visitation, visitation privileges are immediately SUSPENDED pending disposition of Disciplinary Administrative Hearing.

2. **Visitation Hours**

Sunday - Thursday 2:00 pm -11:00 pm

Friday - Saturday 2:00 pm - 12:00 am

All guests are asked to check out at least fifteen (15) minutes before visitation ends. This is to ensure that all students have proper time to return to their assigned residence halls or destination by curfew.

3. **Procedures**

These procedures must be adhered to by all persons choosing to actively participate in visitation:

- a. The resident must make sure that the guest is aware of the University rules and regulations.
- b. Alcorn students must present a current University Gold Card or another form of identification (e.g. driver's license, military I.D., etc.)

- c. **All Residents and guests must Check-in at the Front Desk At All Times.**
- d. **Residents will be allowed to check in up to one guest at a time.**
- e. Visitors must present a current University Gold Card or another form of identification (e.g. driver's license, military I.D., etc.)
- f. The resident **MUST** check-in guest at the reception/front desk area.
- g. **Lobbies are CLOSED during NON visitation hours unless otherwise posted.**
- h. The visiting parties of opposite gender may only use the **lobby entrance restrooms** during visitation hours for those halls with community bathrooms.
- i. The guest must be escorted at all times by the resident while he/she is visiting.
- j. Only front entrances will be used for entry and exit of the buildings. **DO NOT USE EMERGENCY EXIT DOORS.**
- k. Cleanliness and overall student conduct of the residence hall will determine whether the hall will participate in visitation.
- l. Physical copulation (the act of sexual intercourse) is prohibited; all violators will be subject to disciplinary action.
- m. Rooms are subject to periodic checks.
- n. Residents must consider the rights of their roommates.
- o. Roommates should not be asked to leave the room.
- p. A guest is not to be left alone in the resident's room.
- q. At check-out, the resident being visited must be the one to bring their visitor to the front desk (identification cards will not be returned without the resident and guest(s) present). The delegating of check-in and check-out to a third party is not allowed. Visitors must leave the room in time to be out of the building by the close of the visitation period.

- r. If Gold Cards or non-student ID# cards are left beyond check-out hours, University officials will investigate in order to determine the cause.
- s. The University reserves the right to cancel, amend or supplement these regulations at any time upon such notice to students as it deems suitable.

G. RESIDENCE LIFE POLICIES

1. Abandoned Property

Abandoned property is defined as items of value that are left when residents check out of their rooms. The property will be inventoried and removed from the room. An initial fee of \$100 will be charged to the resident to remove belongings from the room. If the resident does not collect the property within 7 days of official notification from the Department of Residence Life, the items become the property of Alcorn State University.

2. Academic Suspension

Students placed on academic suspension will automatically **lose their housing status** for that respective semester. However, if the student is readmitted to the University and space is available, he/she will be assigned a room. If the University is unable to accommodate students on campus, their names will be placed on a waiting list until a room becomes available.

3. Alcoholic Beverages and Controlled Substances

The possession and/or use of any alcoholic beverages or controlled substance other than prescribed drugs are not permitted on the campus or in any of the University buildings (this includes parking lots). The possession, use, sale, distribution or manufacture of any illegal substance is prohibited in any building or on any property owned and / or controlled by the College. This policy will be strictly enforced. Violators will be subject to disciplinary and / or legal action, which could result in dismissal from Student Housing.

4. **Appliances**

The following electrical appliances, which must be UL (Underwriters Laboratories) approved and in good condition, are permitted in student's rooms: clocks, radios, computers, razors, curling/flat irons, desk lamps, stereo equipment, fans, portable hair dryers, and microwave ovens, refrigerators (4-6 cubic ft.), and TV's (no outside antennas). Please note that microwaves and refrigerators are **only** permitted in Traditional Halls (John Burrus, Hiram Revels, Female Honors, Beulah Robinson, Albert Lott, and Student Nursing Hall). Microwaves and refrigerators are provided in each suite in the Medgar Wiley Evers Heritage Village Complex. Residents are expected to keep all University issued appliances clean and in good condition. If a problem arises at any time with University issued appliances, please contact the front desk in your residence hall.

5. **Assault**

Verbally or physically threatening another person with physical harm, or touching another person with or without a weapon in a manner that is aggressive or threatening are considered to be acts of assault or battery against another individual and are prohibited. If an assault occurs between residents, visitors and/or guests, Campus Police will be called to investigate the incident. The Director of Residence Life may dismiss any resident who commits assault & battery on another individual.

6. **Bicycles**

Bicycles are not allowed in any room, hallway, lounge, or lobby in any on-campus housing. They may only be parked in designated areas and should in no way impede student traffic. Bicycles stored or parked improperly will be confiscated. Bikes left at the end of the academic year maybe disregarded unless proper arrangements have been made. Bike racks are located in designated areas near the residence halls.

7. **Building Access**

All residents and their guests should enter and exit the residence hall through the front door. Video surveillance cameras are in use and residents and their guests may be videotaped upon entering and exiting the buildings. Only in the case of an emergency should emergency exits

be used. Persons should never enter or exit the building through a window unless there is an emergency. Roofs are off-limits to unauthorized personnel. To ensure emergency exits are used properly, the following policies have been established:

- a. Residents found forcefully gaining illegal access to the main entry or exits by snatching them open are subject to disciplinary action and will be fined **\$100** plus the repair cost for damages.
- b. Residents found with their window screens removed are subject to disciplinary action and will be fined **\$100** for each violation. Screens are to remain on the windows unless there is an emergency.
- c. Residents found exiting through any residence hall emergency exit door when there is no emergency, are subject to disciplinary action and will be fined at least **\$150** for each instance. Fines will increase for multiple offenses.
- d. Residents found in the halls while they are closed for break periods are subject to University judicial action and possible expulsion from the residence halls.

8. **Campus Solicitation and Sales**

Only sales and solicitation by University organizations are permitted in the main lounge areas of the residence halls as long as permission is obtained in advance from the Director of Residence Life as well as the appropriate department responsible for monitoring solicitation. Under no circumstances will door-to-door solicitation be permitted. Additionally, student residences are not to be used for business purposes. This includes, but is not limited to, using a residence hall room to operate a babysitting, internet, hair-care service, to sell cosmetics, magazines, kitchen items, or to offer any service in exchange for personal gain. **If evidence is found in this case, each resident will be fined \$200 per offense.**

9. Check-In Procedures

- a. The student must present **PROOF** of completed registration for current or upcoming term(s).
- b. The student must complete a *Leasing Addendum, Housing contract, Move-in form, and Inventory Form* prior to check-in.
- c. The student must complete a *Room Inventory Form*.
- d. The student must sign stating they are responsible for reading the *Residence Life Student Handbook online at www.alcorn.edu*.

10. Check-Out Procedures

When moving out of the residence hall do the following:

- a. Remove all personal belongings
- b. Put beds back together if they have been dismantled
- c. Place furniture properly
- d. Clean room and common areas in suite (Medgar Wiley Evers Heritage Village residents)
- e. Vacuum, sweep, or mop floor
- f. Remove all tape/adhesive or hooks, etc.
- g. Empty your trash
- h. Locate an RA or RHM to check you out
- i. Complete and SIGN Check Out Form
- j. Turn in room key (Mailbox keys are returned to the Department of Residence Life)

Fines are assessed for failure to follow proper procedures. Check instructions from individual halls for details. All beds must be assembled so that they are on the lowest or middle height setting (***beds are NOT to be bunked***).

If residents make plans to check-out during 'red eye' hours please give your RA or RCC prior notice during office hours.

11. **Check-out Procedures During Semester**

Students who desire to withdraw from school during the semester must go to Counseling Services to **initiate** a formal withdrawal from the University. Then do the following:

- a. Remove all personal belongings from room.
- b. Make sure the room is clean, orderly, and has all furniture in place.
- c. Contact Residence Hall staff to have room properly checked. The Residence Hall staff and resident will inspect the room using the *Room Inventory Form*. The Residence Hall staff will lock the door when the inspection is complete and receive the key. Any charges for damages, missing furniture, or lost key(s) will be assessed by staff. Please remit payment for charges to Bursar's Office.

12. **Check-out Procedures Before University Break and Holiday Periods**

When checking out for a university break or holiday period do the following:

- a. Clean room and common areas in suite (Medgar Wiley Evers Heritage Village residents)
- b. Vacuum, sweep, or mop floor
- c. Empty your trash
- d. Turn off and unplug all electronics. (Excluding refrigerators)
- e. Close windows, draw blinds, and lock all doors.
- f. Turn in all keys
- g. Sign out at the front desk

13. **Children**

Special permission must be obtained from the Director of Residence Life for children (under the age of 16) to be in any residence hall, at any time. Children may not be overnight guests. *No babysitting is allowed in any of the residence halls.*

14. Closing of Residence Halls (Semester/Session End)

Students must return their room key to the Residence Hall staff at the end of each semester or summer session before leaving. The residence halls will close at 4:00 p.m. at the end of each semester (see University calendar for published dates). All residents must vacate the halls by 4:00 p.m. For more information on special housing accommodations between semester break please see *Holiday Housing Policy*. Extended housing accommodation requests MUST be submitted to Residence Life Office in advance for review and approval.

15. Commercial Demonstration and Solicitation

Representatives of commercial organizations may enter student rooms only by the invitation of the residents and approved by the Director of Residence Life. Adherence to the following is a must:

- a. Door-to-door solicitation is not permitted. This includes passing out of flyers and notices under and/or on resident room doors.
- b. Demonstrations are permitted only in the lounge area of the residence halls via the approval of the Director of Residence Life. Sales must be made at the demonstration.
- c. Organization representatives will not consummate sales on an individual basis in the rooms of those students who wish to purchase merchandise.
- d. Representatives, who present their products, as well as their hosts, are responsible for compliance with all applicable University and residence hall policies.
- e. Organizations/companies that violate these policies will not be permitted to remain in the residence halls.
- f. Research may be conducted in residence halls via prior written approval from the Director of Residence Life or designee.

16. Common Area Damage and Group Billing

Damage to common areas is a more difficult and complicated matter, and one that is also the responsibility of each resident. The Department

of Residence Life has attempted over a period of time to resolve the difficulty of damages to public areas and the related problem of defraying costs for such damages. Room or common area damage may result in the reassignment or cancellation of the housing contract of those person(s) found to be responsible. If the responsible person(s) cannot be determined, the entire community may share the cost of this damage, whether it occurred in a wing, floor or entire building.

Damage charges are used to assist in repairing or replacing damaged items. Repairs or replacements not completed before the next academic year begins will be completed as soon as possible depending on the availability of personnel and/or additional necessary funds. Damage charges can also cover the cost the University incurs when students exhibit inappropriate behavior such as setting off false fire alarms, or stealing University property. Improper disposal of trash or personal belongings in the exterior or common areas of the building may be removed immediately and cleaning charges can be assessed without prior notice.

Faulty equipment and damage should be reported to a staff member. If there is damage in a room, students are urged not to attempt to repair it because this often increases the cost of final repairs. University personnel are trained to provide repairs and can remediate the situation in a short time.

17. **Cooking**

Because of health reasons and fire prevention regulations, cooking is STRICTLY prohibited. Any student who brings or uses restricted cooking utensils in the residence halls is in violation of the regulation and will be subject to confiscation and storage of said appliance(s) until it can be removed from the residence hall. A **\$150.00** fine will be levied per infraction.

18. **Computer Abuse**

Students shall not abuse University computer time or equipment. Abuse includes but is not limited to unauthorized entry or transfer of a file, unauthorized downloading of copyrighted information, unauthorized

use of another individual's identification and password; use of computing facilities to interfere with the work of a student, faculty members or University officials; or use of computing facilities to interfere with normal operation of the University. Only wireless access provided and installed by the Center of Information Technology Services (CITS) is permitted on the Alcorn State University campus. Personal wireless routers are **PROHIBITED** because they interfere with regular network access throughout campus. CITS is authorized to disconnect and remove, without warning, any unauthorized wireless access devices attached to the University's network.

19. Combustibles

Fire safety is of great concern to Alcorn State University. Fire regulations in the dormitories are designed for everyone's safety. Halogen lamps, lava lamps, propane, candle warmers/candles, oil lamps, burning incense, or any other open flame devices or combustible materials are not allowed in the residence halls. The use or possession of fireworks, other explosives and potentially harmful chemicals is also prohibited. Individuals who violate this policy will be subject to disciplinary and/or legal action, which may result in dismissal from student housing.

20. Counseling and Referrals

Counseling Services provide services to students who desire help. Other campus referrals are also important including tutoring, career counseling, academic advising and religious counseling. Students may call Counseling Services at 601-877-6230 Monday - Thursday 8:00 am - 5:00 pm and Friday 8:00 am - 4:00pm. For afterhours services, please call Campus Police at 601-877-3000.

21. Damages

Damages to student rooms are the responsibility of the occupant(s). Damage charges will be shared equally by all roommates unless the resident provides written notice to the Residence Hall Manager of the student(s) responsible for the damage. Depending upon the nature of the damage (broken items, cleanliness, etc.), the resident(s) who occupy the room may face University judicial action in addition to damage charges and any labor charges incurred. To prevent misinterpretation,

students should inspect their rooms thoroughly when completing the Room Inventory Form (RIF) upon taking occupancy of a room. This task should be taken seriously and accomplished in detail. Residents who wish to appeal charges placed on their student account may do so by emailing housing@alcorn.edu.

All appeals must be received within 7 days of receipt of the student's first account statement reflecting the charges from the Office of the Bursar. All decisions made by the Department of Residence Life are final.

22. **Death**

If a student finds another student or non-student dead in the residence hall, the student should call Campus Police at 601-877-3000 or 601-877-2291 immediately.

23. **Decorations**

Decorations can add immensely to making the residence hall more homelike and attractive. However, this added beauty and comfort can easily be destroyed or turn to tragedy by failure to recognize and take the necessary precautions to prevent potential hazards. No more than 20% of the door may be covered. ***Any decorating of public areas must be done in consultation with the Hall Manager before beginning such projects. You must abide by the following guidelines in the interest of preventing fires and damaging facilities:***

- a. ***Electric string lights and Candles are not permitted in the residence halls.*** The burning of candles and incense is prohibited. ***Decorative candles are not allowed.*** This is strictly enforced.
- b. You are responsible and will be charged for any decorations that stain, alter, or otherwise damage the room. This includes nail holes, decals and tape marks on the walls, door, floor, etc. All should be carefully removed at check-out time.
- c. Windows may not be decorated; including lining the windows with aluminum foil.

- d. Light fixtures (in public areas) and elevator buttons may not be covered at any time.
- e. Christmas lights are also prohibited.

24. Dress Code

Alcorn State University prohibits bare feet, and/or swimwear in food service and classroom buildings except where appropriate. Attire will be governed by its appropriateness to the activity. In the residence hall, students are encouraged to dress appropriately due to visitation from members of the opposite sex. Specifically, upper and lower garments and footwear are required.

25. Drone Policy

Alcorn State University restricts the operation of drones. For the purpose of this policy, a drone is defined as an unmanned aerial vehicle (UAV) or an unmanned aircraft system (UAS). This restriction applies to privately owned and business drones, and is extended to any equipment affiliated with the drone. The operation of drones on the Alcorn State University campus is strictly prohibited and limited to those who have received prior approval from the Campus Police Department. Violators will be arrested and the drone will be impounded. The safety and privacy of our students, faculty, staff, and visitors on our campus is our primary concern.

26. Electrical Appliances

The electrical systems in the residence halls are NOT designed to carry heavy loads of electrical equipment. Appliances that are permitted include: microwaves (less than 1000 watts), refrigerators (no more than 6 cubic feet), coffeemakers, air popcorn poppers, hair dryers, electric shavers, radios, TVs and stereos. Microwaves are the only cooking appliance permitted for use in student rooms. No homemade electrical appliance will be permitted. Items which are NOT allowed include but are not limited to: electric heaters, oil popcorn poppers, toaster ovens, Nu-Wave appliances, "George Foreman" or similar type grills, open coiled or open flame appliances, halogen lamps, oil lamps, crock pots, air fryers, and convection ovens. Residents are not allowed to have

refrigerators or microwaves in Medgar Wiley Evers Heritage Village Complex A-D.

27. Electrical Outlets

Power strips with surge protectors are the only multi-outlet device allowed. Power strips with surge protectors protect electronics from occasional electrical surges. The University cannot accept responsibility for damage of electronics due to interruptions of utilities.

28. Elevators

Each resident is responsible for the proper use and care of residence hall elevators. Residents are not to overload or force the doors of elevators. Unauthorized personnel are prohibited from entering the elevator shaft. Emergency call buttons are to be used only in case of an emergency. Elevator surfing is considered extremely dangerous. Students found tampering with, vandalizing, surfing or misusing the elevators are subject to judicial action with possible eviction from the residence halls.

29. Emergency Exit Doors

Any student found using the emergency exit doors for non-emergency purposes will be fined a minimum of **\$150** for each violation.

30. Exterior Door Locking & Propping of Doors

All residence hall exterior doors are locked 24 hours a day. The decision to keep these doors locked is part of a commitment to provide greater security and safety for the residents of Alcorn State University. We believe that residents should have a choice to decide who enters their residence hall and when they may enter it. When doors are unlocked or propped, there is no control over who enters a residence hall. Additionally, your choice of who may be in your hall has been taken away. Please do not sacrifice the safety of yourself as well as your fellow residents. ***If you prop a door open, you are in violation of Residence Life policy and will be subject to disciplinary action.***

31. **Facilities Management (Maintenance)**

The Facilities Management Department coordinates the cleaning, upkeep and maintenance of the residence halls. Students can report maintenance problems such as broken windows, leaking water pipes, loose closet doors, and so on by logging into your **Online Banner Account > Student services > Apply for Housing > Residence Life Maintenance Request**. If a student is not present when the worker arrives, he/she will enter the room to make the necessary repair(s) and leave a notice indicating that he/she has been in the room. *Emergency Maintenance* - If an emergency maintenance issues arises, a request for service should be made to the Residence Hall staff. *Repairs* - Repairs to University property are done by trained professionals employed in the Facilities Management Department. Reports of necessary repairs should be made to the staff on duty at the front desk of the residence hall. If a repair has not been completed within a reasonable amount of time (72 hours excluding weekends), contact the Residential Community Coordinator.

32. **Failure to Comply**

It is important that students comply with requests from University officials. Failure to comply with any reasonable and lawful request (verbal, written or other) of University officials acting in the performance of their official duties will result in judicial action. This includes failing to appear before any University hearing officer as summoned without proper excuse or justification as deemed valid by the University hearing officer.

33. **Fines**

Students in violation of the policies set forth in the *Residence Hall Handbook* may be fined. The fines listed below are the minimum amounts and may be increased depending on the severity or amount of repeated offenses.

Building Fines

- Pulling the Fire Alarm (non-emergency)-Disciplinary Action (Subject to Arrest, Eviction, and Expulsion)

- Propping/Use of Fire Exit Door (non-emergency)-**\$150.00**
- Graffiti Cleaning Cost-\$100.00 + Cost of Cleaning
- Unauthorized solicitation-\$200 + Disciplinary Action
- Tampering of Fire Safety Equipment (Including Fire Alarms, Smoke Detectors, & Fire Extinguishers)-\$300.00
- Repair of Walls-\$50.00 + Cost of Repair
- Horseplay-\$25.00 per offense
- Failure to Evacuate during an Emergency-\$250.00 + Disciplinary Action
- Children under age 16-Disciplinary Action
- Trash in hallway/stairwells- Fine assessed to entire building

Room Fines

- Illegal visitation- Disciplinary Action (\$150.00 minimum)
- Unauthorized guests-\$150.00 + \$25.00 per day
- Pets-\$300.00 + cleaning costs + disciplinary action
- Unsanitary Living/Dirty room - \$100.00
- Throwing Objects out of Window-\$100.00 + Disciplinary Action
- Replace Blinds-\$100.00
- Replace Window Screens-\$100.00
- Use of Window as Entrance or Exit to Room-\$150.00
- Smoking in Prohibited Areas-\$150.00
- Noise -\$50.00 (minimum)
- Lock-out -\$10.00 per door
- Replace Lost Key-\$40.00
- Alcoholic or Drug Paraphernalia-Disciplinary Action possible eviction
- Damaged Property-\$50.00 + Cost of Repair/Replacement
- Failed Health and Safety Inspection-\$50.00 (subsequent infractions will increase)

Fire Code Violations

- Cooking Appliances/Apparatus-\$150.00 per offense
- Candles/Incense/Candle Warmer-\$150.00 per offense
- Prohibited Items-\$150.00 per offense

Fines Incurred During Check Out

- Dirty room Charge-\$75.00 + cost of cleaning
- Improper check-out-\$75.00 (Failure to check-out properly w/staff and failure to return key)
- Late check-out-\$75.00 + \$10.00 for each hour thereafter.
- Failure to return room key-\$75.00
- Abandoned Property-\$100.00

34. Fire Alarms

Fire alarms have been installed throughout the residence halls for student safety. In the event that fire alarms should sound, students must leave the building immediately through the nearest exit. Become familiar with the evacuation diagram located on each hallway. Residents are instructed to remain outside of the building until the Fire Department gives the order that the building is safe and residents may return to their rooms. Residents who remain in the residence halls after an alarm has sounded are subject to a **\$250 fine per offense** and/or University judicial action. Intentionally causing a false alarm is considered a serious infraction and will be dealt with accordingly. Smoking, cooking and aerosol sprayed near smoke detectors or sprinklers may result in an accidental false fire alarm. An intentional false fire alarm may result in arrest, University disciplinary action and loss of housing.

35. Fire Fighting Equipment and Safety

Fire extinguishers and smoke detectors are placed in the residence halls for your protection against fires. It is against the law to use them for any other purpose. If it is determined that tampering has occurred, disciplinary action will be taken which may include, but may not be limited to, monetary fines and eviction. Residents discharging fire

extinguishers or tampering with smoke detectors are subject to serious disciplinary action by the University. Removal of any smoke detectors will result in resident(s) being fined.

36. **Fire Drills**

It is the University's policy that each building will hold fire drills annually. When an alarm sounds, the student must evacuate the building without exception. The purpose of the drills is to make students aware of the fire procedures and fire escape routes.

37. **Fire Extinguishers**

Fire extinguishers are located on each floor of the residence halls and each room in the Medgar Wiley Evers Heritage Village. *Class ABC* fire extinguishers may be used on trash, wood, paper, liquids and grease electrical equipment in the residence halls. ***Always have an escape route.*** To use a *Class ABC* fire extinguisher, do the following:

- a. Pull the pin; hold unit up-right, free hose, and stand back eight feet
- b. Aim the extinguisher nozzle core at the base of the fire
- c. Squeeze the lever and sweep side to side

38. **Fire Procedures**

- a. Leave your room immediately, as required by state law
- b. Leave the wall or overhead light on
- c. Close the room door and lock it
- d. Walk quietly and quickly to the nearest exit; do not use the elevator
- e. Once outside, go to the designated waiting area
- f. Remain outside until the signal is given by building staff to return to your room

Students must obey all fire regulations. **Failure to evacuate a hall when an alarm sounds represents grounds for disciplinary action and monetary fine.** Residence Life staff and the University Police reserve the right to enter students rooms to locate the source of the problem and to

ensure that everyone has evacuated the building. If a fire starts in the room, call the Residence Hall Manager. **REMEMBER: Always Try To Remain Calm. Never Re-Enter A Burning Building To Try To Save Your Personal Possessions. Do Not Use Elevators.**

39. **Gambling**

Gambling is not allowed in the residence halls or any other areas of the campus. This includes but is not limited to betting pools, brackets of any kind, dominoes and card games (where money changes hands).

40. **Garbage Disposal**

All garbage should be placed in plastic bags, tied securely, and placed inside the trash chute. Garbage should never be placed in hallways or beside the trash chute even temporarily. Garbage left outside the containers invites roaches, rodents and other animals. Residents are responsible for keeping the grounds clean by making sure that trash is placed in the dumpster. If garbage is found in unauthorized places and the student responsible is identified, he or she will be subject to fines and judicial action.

41. **Hall and Floor Meetings**

During the semester the need may arise to gather all the residents together to cover various topics. Residents are encouraged to attend.

42. **Hall Sports**

In order to maintain an environment that is conducive to study, sports are not to be played in residence hall areas. This includes but is not limited to basketball, football, soccer, Frisbee, water fights, tag, chase, golfing, wrestling, skateboarding, skating or rollerblading. Students are encouraged to enjoy these activities outdoors, at E.E. Simmons Gymnasium, or through organized intramural activities.

43. **Harm to Self**

No student shall cause physical harm or threaten to cause physical harm to himself/herself, nor shall any student take any action that creates danger to his/her own health, safety or personal well-being. Possible

sanctions for these infractions could be counseling services either on or off campus. Documentation of services will be required for continuation of residence.

44. **Harassment**

Harassment is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact another resident's ability to reside in student housing. This would include harassment based on any of the legally protected characteristics, such as sex, race, color, national origin, religion, age, height, weight, marital status or disability. This policy, however, is not limited to these legal categories and includes any proper harassment that would negatively impact a resident. This would include such activities as stalking and unwelcome taunting, teasing, or intimidation.

45. **Hazardous Activities/Games**

Bicycle riding, skate boarding, and roller skating, are prohibited in hallways, stairwells and other common areas. Because of potential danger to both persons and property, **darts and dart boards** are prohibited in the residence halls. Velcro "darts" are allowed.

46. **Health and Safety Inspections**

Health and Safety inspections will be conducted weekly by Residence Life staff. During these inspections, eliminating safety hazards is of the utmost importance. Keep in mind that the possession of candles, extension cords, cooking devices, halogen lamps, weapons, and so on in rooms are a violation of University policy and a safety risk. Students disregarding the safety of the community will be judicially sanctioned. This may include stiff fines, community service and/or expulsion from the residence halls. It is important that a reasonable level of cleanliness be maintained in the residence hall areas. If it is determined that a room or suite poses a safety hazard because it is unacceptably dirty and/or unhealthy, the resident will be notified that it must be cleaned within 24 hours. Should the facility remain unacceptable after 24 hours, the students will be charged a minimum of \$50 and will increase for subsequent infractions.

47. Heating and Air Conditioning System

The heating and air conditioning systems in the residence halls heat and cool the buildings; however, problems arise occasionally during the "in-between" seasons. The system used in the residence halls allows three options: cooling, heating, or off. Heating and cooling systems cannot operate simultaneously (as in our homes). Changing from one system to the other is an involved process. Residence Life and Facilities Management monitors weather patterns in an effort to determine when the weather has stabilized to the point where heating/air conditioning systems can be interchanged.

48. Identification Cards

Identity of residence hall students is easily established by means of an ASU Gold Card. For security reasons the RA, RHM or other Residence Life staff member will routinely ask residents entering the building to show their ID card. ASU Gold Cards are not transferable. Students may not lend their ID to another student for any purpose including but not limited to entry into a building, misrepresentation of age, purchase of meals, vending items, or other goods which may be charged to the ASU Gold Card. False ID cards will be confiscated and turned over to the University police.

49. Implied Consent

Students are responsible for all activities that occur in their residence hall room. By allowing the existence of behaviors or items that violate Residence Life or University policy, students demonstrate an implied consent for the violations. As a result, students are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in the residence hall room. Residents should report behaviors or items that violate residence hall or University policy to a staff member. Passive participation in events that violate University or Residence Life policy will be viewed as a policy violation.

50. Keys

Students residing in residence halls are issued a key at the time of check in. The responsibility for the safe-keeping of the key falls upon the

student. Should a key be lost, the student should contact their hall manager immediately. The replacement cost for a lost key is \$40. A lock change will be submitted to the University locksmith and a fee of \$75 will be assessed to the student's account for each lost key. University keys cannot be duplicated. In addition, due to fire codes the addition of locks on doors is not allowed.

51. Lockouts

The Residence Life staff is expected to open doors for students who are locked out of their rooms. As a courtesy the 1st lockout is free. A fee of \$10 will be assessed during the hours of 8:00 a.m. – 5:00 p.m. per door if in the village and a fee of \$15 during the hours of 5:00 p.m. – 8:00 a.m. per door if in the village.

52. Hover Boards

In light of the U.S. Consumer Product Safety Commission's continued investigation into hover boards, Alcorn State University has adopted the following policy effective immediately. The use of hover boards is prohibited on the Lorman, Natchez, and Vicksburg campuses of Alcorn State University. This prohibition covers all streets, sidewalks, buildings, and grounds belonging to or under the auspices of Alcorn State University at the aforementioned locations. Violators are subject to disciplinary sanctions and/or citations.

53. Meal Plans

All residential students assigned to the main campus are required to purchase a meal plan.

54. Noise Control

An atmosphere conducive to sleep and study must be maintained in on-campus housing at all times. All visitors are expected to respect both courtesy and quiet hour policies as set forth in the *Residence Hall Handbook*. Courtesy hours are 24 hours a day. Quiet hours are defined as noise that does not permeate from the student's room. Quiet hours are in effect from 10:00 p.m. to 8:00 a.m. Sunday through Thursday. On Friday and Saturday, quiet hours are from 12:00 a.m. until 11:00 a.m. Extended or 24-hour quiet hours will begin the Sunday evening of the

last week of classes preceding final exams. Students are expected to adhere to the following:

- a. Unruly behavior of any type is not permitted in a student's room.
- b. Radios, televisions, and stereos may be played at a comfortable volume of thirty (30) decibels while the entry door is fully closed. This loudness level is comparable to conversational speech.
- c. The volume must not filter or disturb persons in other rooms. Students who violate the *Noise Control Policy* will be counseled by the Residence Hall Manager.
- d. If counseling fails to correct the situation, the student will be subject to disciplinary action.

Students who do not adhere to the noise control policy will be issued a *Student Conduct Warning Ticket* and a fine assessed to their student account. Any repeated violations will result in disciplinary action and housing privileges suspended.

55. **Nuisance Phone Calls**

Occasionally students receive nuisance telephone calls. If you receive any such calls, report them immediately to your Resident Assistant. Also, keep a phone log of the date, time and type of call (hang-up, vulgar, etc.), as well as anything you might be able to tell about the caller's voice.

56. **Overnight Guest Policy (suspended for 2020-2021 academic year)**

Students may have an overnight guest of the same sex with the stipulation that the guest is not under the age of sixteen (16). No guest may spend more than 48-hours per visit provided that the proper registration procedures listed below have been completed. Mutual consent from all room/suitemates is required. *Approval Must Be Granted By Area Coordinator Or Residence Hall Manager Prior To Scheduled Overnight Stay.*

- a. Upon arrival, a guest must check-in at the front desk where the resident resides.
- b. Guests must pay a \$20.00 fee per night in advance for accommodations at the Business Office.
- c. A student who fails to register his or her guest(s) will be assessed a \$50.00 fine and \$25.00 for each day the unauthorized guest(s) occupy the room.
- d. A student must remain with his/her guest(s) while the guest(s) occupies a residence hall room.
- e. Students are responsible for the conduct of their guest(s), if rules and regulations are violated, the guest(s) will be asked to leave the residence hall and the student will be subject to disciplinary action.

57. **Personal Property and Theft**

The University assumes no liability for damage or loss of personal property. This includes but is not limited to interruption of utilities, power surges, flooding, fire, theft, vandalism, and/or student misconduct. Students are encouraged to check family's homeowners' insurance for coverage. The University is not responsible for personal property that is lost, stolen, or damaged. Thus, a resident should not keep large sums of money and other valuables in his/her room. The University is not responsible for items lost or stolen in residence halls during semester breaks or between semesters. The best guard against property loss is to keep the room locked. Report all losses to the Residence Hall Manager and Campus Police. Residents are requested to provide their own personal property insurance. Information on insurance may be obtained from the Residence Life Office. It is suggested that residents record serial numbers for all electronics and place identifying marks on personal property. ***In addition, it is highly recommended that the student purchase property insurance to cover any loss that may occur.***

58. **Personal Safety**

Students are expected to behave in such a way as to not endanger them or place others at risk. For this reason, the following activities are strictly prohibited:

- a. Leaving items in hallways and/or stairwells
- b. Propping open exterior doors
- c. Throwing things out of windows
- d. Sitting on window ledges
- e. Entering roof areas
- f. Riding bicycles, rollerblades, hover boards, or skateboards within the residence halls
- g. Elevator surfing

Students violating these restrictions as well as other activities deemed dangerous will be sanctioned. This may include dismissal from University housing without release from the full financial obligation of housing fees as identified in the housing contract.

59. Pest Control

Residence halls are serviced monthly by an extermination contractor engaged by the University. Residents can assist in this effort to discourage pest problems by adhering to sensible cleaning practices. Residents may be asked to clear closets, remove dresser drawers, cover food items, or assist in other ways the University deems necessary to facilitate an effective pest control program. Special treatments occur over breaks in student rooms and public areas. This is done to inconvenience as few residents as possible while maintaining pest control. If pest problems occur, please notify the Residence Hall staff.

60. Pets in Residence Halls

Pets, including but not limited to, dogs, cats, hamsters, snakes, birds, rabbits, turtles, gold fish, and so on are not permitted in University housing facilities. A \$300 fine plus cleaning costs and/or disciplinary action will accompany any violation of this policy. Any pets found in the residence halls will be turned over to the local pet control authority. Unless approved by Health and Disability Services and Residence Life.

61. Prohibited Items

The Following items are prohibited and are not allowed in the dorms. Students found in violation may be subject to Disciplinary action, eviction and/or a minimum fine of \$150.00.

- Air conditioners (both window and portable units-unless issued by University Physical Plant)
- Air Fryers
- Air guns/rifles (including paint ball rifles)
- Ammunition/Bullets
- Alcohol
- Alcohol containers (even for decoration)
- Alcohol paraphernalia (shot glasses, flasks, water pong - even for decoration)
- Animals
- BB/pellets Guns
- BBQ Grills
- Bicycles, skateboards, and roller skates
- Bow and Arrows
- Candles (even if the item is strictly decorative)
- Christmas Lights/ String lights (plug in or battery)
- Combustible liquids
- Cooking Appliances (not including microwaves and coffeemakers- only if they have auto-shutoff)
- Crockpots and rice cookers
- Darts (not including Velcro darts)
- Deep fryers/Air fryers
- Drones
- Drug paraphernalia (bongs, pipes, vaporizers)
- Electric heaters or blankets
- Extension cords/ Multi-outlet/power strips devices (only surge protectors are allowed)
- Firearms of any sort (regardless of permits to carry)
- Fireworks/explosives of any sort
- Halogen lamps

- Heat press
- Hookahs
- Hot plates (other open coil cooking appliances including, but not limited to George Foremans, sandwich makers, griddles, waffle makers, etc.)
- Hover Boards, self-propelled scooters, and similar devices
- Illegal Drugs/narcotics (possible eviction)
- Incense (even if the item is strictly decorative)
- Large knives or machete
- Lava lamps
- Oil lamps
- Plug-in air fresheners
- Switchblades, Bowie Knives, Daggers, Dirks, razors, and razor blades (not including shaving razors)
- Toasters/Toaster ovens
- Tobacco and tobacco products (electronic cigarettes)
- Wax and oil warmers
- Wireless routers

Additional Items for Suite-Style Housing (MWEH Village Residence Halls)

In addition to the items listed above, the following items are prohibited in the suite-style housing:

- Personal Microwaves and Refrigerators

62. Room Entry

Students have an expectation of privacy. Throughout the year there will be regularly scheduled inspections of each room, apartment and common area. General conditions, cleanliness, maintenance needs, health and safety questions will be noted. Repairs and preventive maintenance is completed as necessary on a continuing basis. If there is evidence of damage due to vandalism or neglect, the repairs will be made and the residents will be charged to recover costs. The University reserves the right to enter a student’s room or apartment for administrative, safety and regulatory purposes. Typically, a student’s

room may be entered with the consent of the resident or under the following circumstances.

- a. **Physical Maintenance** – For purposes of safety, sanitation and general upkeep, the University reserves the right to enter a student’s room at any time during the working day for the above purposes, whether a resident is present or not. In cases of emergency, rooms may be entered in the presence or absence of the residents, at times other than regular working hours. Between semesters residence hall rooms are exclusively under the control of Residence Life and not of the student, even though the student plans to return to the same room the following semester. During these periods, the University reserves the right to inspect, maintain and make repairs in the residence hall rooms. Further, the University reserves the right to replace damaged or obsolete furniture and to remove from the room without the owner’s permission any objects or materials which constitute a safety or sanitation hazard, or are property of the University at the time. Between semesters when maintenance staff is inspecting, cleaning and repairing rooms, the University shall exercise reasonable care with respect to protecting against the loss or theft of personal equipment belonging to the student. Beyond exercising reasonable care, however, the University cannot assume responsibility for items of a personal nature that are damaged, lost or stolen.

- b. **Search** - On-campus authorities will not enter a room for the purpose of search without permission from the resident(s) or prior permission from the Director of Residence Life. A search of a student’s room by the police for investigative purposes is governed by state and federal law. This included, but is not necessarily limited to a search with a search warrant, a search where the student has waived his/her rights, thereby permitting police search, or a search of the immediate area of an arrested subject incident to that arrest.

- c. **Emergency** - is defined as a condition or situation of necessity that merits immediate attention. Wherein any delay caused in obtaining the necessary authorization constitutes danger to persons, property, or the building, campus authorities may enter the room immediately.

- d. **Seizure** – If upon entering a room, a staff member observes the substance of a violation which constitutes an immediate threat to health, safety and welfare (e.g. firearms, combustibles or explosives), the staff member should direct the disposition of the object or substance to the ASU Police. Subsequently, the student will be referred to Judicial Affairs and/or legal action.

63. Safety Equipment

Tampering with fire equipment, such as fire alarms, fire extinguishers, sprinkler systems, exit signs, smoke detectors, and emergency evacuation map signs is prohibited. Students found in violation will face a minimum of \$300 fine and disciplinary sanctions up to suspension of housing privileges. Violations of this policy include, but are not limited to:

- a. Removing a fire extinguisher from its prescribed location
- b. Discharging a fire extinguisher for any purpose other than putting out a fire
- c. Activating an alarm absent an emergency situation
- d. Tampering with the covers on fire alarm pull stations
- e. Tampering with common area and room sprinkler systems
- f. Defacing or vandalizing emergency signs
- g. Tampering with or removing smoke detectors

64. Safety and Security

Residence Hall staff is on duty 24 hours a day to handle emergencies. All outside doors (except main entrances) are locked. Residents must enter and exit from the main entrances only. Please report any suspicious behavior to your Residence Hall Manager.

65. Sleep-Study Atmosphere

Quiet hours are applicable to both *inside and outside* noise that could be considered disruptive to sleep and/or study. Study and quiet hours will be strictly enforced.

Sunday – Thursday 10:00 pm – 8:00 am (quiet hours)
Friday – Saturday 12:00 am – 11:00 am (quiet hours)

66. Smoke Detectors

Each residence hall room is equipped with a smoke detector. Periodically, residence hall staff and licensed technicians will test the smoke detectors to ensure they work properly. If there is a problem with the smoke detector in the room, please notify a residence hall staff member immediately. ***Please DO NOT tamper with smoke detectors at any time.***

67. Smoking and Tobacco Use

Smoking in the residence halls is prohibited. Alcorn State University is a drug and alcohol free environment. If found smoking in a residence hall or if there is evidence of smoke in the room/suite the residents will receive a fine of \$150 and subject to disciplinary action and or eviction.

68. Special Events

Residence halls may be closed to all guests during specified special events. Residents will receive advance notice of hall closing.

69. Special Needs/Facilities

There are handicap accessible resident rooms available in the residence halls. Please contact the Residence Life Office for further information.

70. Student-Owned Furniture

Any furniture brought by the resident must be marked with a permanent marker in order to identify the owner. At check-out residents are responsible for removing any furniture they may have brought during the year. Furniture is not to be placed in areas that pose a safety or fire hazard. Residents will be billed for leaving furniture in their rooms or elsewhere in the building.

71. Unauthorized Entry/Tampering

Unauthorized entry/tampering includes unauthorized access to University facilities, intentionally damaging door locks, unauthorized possession or duplication of University keys or access cards, or propping open of exterior doors. These devices are in place to protect the safety and security of all students. Tampering with them compromises the safety of all students living in the residence halls.

72. Unauthorized Guest(s)

Any individual who occupies a residence hall room overnight or for a longer period of time and who has not been properly assigned is guilty of "*unauthorized occupancy*" (see *Overnight Guest(s) Policy*). This policy applies to off-campus students and non-students (adults and children). An off-campus student who violates this policy will be charged rent for the full semester and charges will not be removed from the student's account. Other unauthorized occupants (adults and children) will be subject to lawful removal if necessary by the Campus Police.

73. University Owned Furniture

Residents are responsible for the furniture in their room. The assigned furniture must be kept in the room the entire academic year. Removing furniture from the floor lounges, laundry rooms, study rooms or other common areas for your room is not permitted and will result in a fine and disciplinary action. In addition, University owned furniture is not allowed outside the student residences. Residents who move furniture outside of their room will be charged for repairing/replacing the furniture, in addition to being assessed a fine. Students who have moved furniture from their room and find that it is unavailable at the time of check-out will be assessed the full replacement cost at current market price for those items and face possible University judicial action for theft of University property.

74. Vandalism

Vandalism will not be tolerated in the residence halls. Any reports of vandalism by students will be investigated, and the appropriate student(s) charged. If disciplinary action is warranted, a disciplinary hearing will be held and possible suspension of housing privileges. If you have witnessed or are aware of an act of vandalism, please report it to

the Residence Life staff *immediately*. When no one assumes responsibility for vandalism, the necessary repairs are divided among the residents living on the floor or in the building and will be billed to your student account.

75. Vehicle Registration

All resident motor vehicles must be registered with the University Police Department if they are operated on the Alcorn campus (including parking lots). Each vehicle must have a valid, properly displayed parking decal. Tickets are issued for all violations, including having no valid permit, and are payable at the University Police Department.

76. Weapons, Firearms, Fireworks and Flammable Liquids

- a. Any gun, rifle, pistol or other firearm of any kind, or any dynamite cartridge, bomb, grenade, mine or powerful explosive
- b. Switchblade knife shall mean a knife containing a blade or blades which open automatically by the release of a spring or similar contrivance
- c. BB gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), and any sharp-pointed or edged instrument except for instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction and maintenance on educational property.

77. Weather Conditions

- a. *Watch* – Tornadoes or severe thunderstorms are possible in the area.
- b. *Warning* – A tornado has been sighted and persons in the area should immediately seek shelter. Failure to comply with these instructions will result in disciplinary action.
- c. *Shelter* - In residence halls and classroom buildings, proceed to interior hallways on the lowest floors, avoiding windows,

glass areas and doorways. Do not take shelter in a vehicle. Seek shelter in structures that offer maximum protection. If time does not permit this, move to low ground areas for protection.

78. Weather Information (Severe)

The University Police Department will give notice of severe weather watches and warnings whenever possible. Listen to the local radio stations and TV stations during threatening weather for weather updates. In the event a tornado is reported or sighted, all persons within the University facilities should move to a safe area. Action should be taken to prevent personal injury from falling objects or flying debris. Building basements, inner hallways 1st floor, enclosed stairwells or lobbies (without glass is suggested areas of safety). Students living in residence halls (including Student Nursing Residence in Natchez) are instructed to proceed to the 1st floor. Severe weather includes tornadoes, cyclones, or high winds. Students may tune to the following local radio stations:

- a. Alcorn WPRL 91.7 on FM Band
- b. Jackson WJMI 99.7 on FM Band
- c. Fayette/Natchez WTYJ 97.7 on FM Band

79. Windows and Screens

Screens are never to be removed from windows. In the interest of safety, no objects may be passed, thrown, or hung out of or into windows. Students throwing anything from a window will be referred for disciplinary action along with the recommendation that their housing agreement is terminated and the individual is removed from the residence hall. Removal of screens may result in disciplinary action and/or fines to cover the cost of repair and/or replacement.

80. Withdrawal

- a. *University* – After a student officially withdraws from the University, he/she will have 48 hours to vacate the residence halls and complete the checkout process in the residence halls. Students will be financially responsible for all charges until the process is complete.
- b. *Suspension/Expulsion* – If a student has been suspended from the University, he/she will have 24 hours after official notification to vacate the residence halls and complete the checkout process. Students will be financially responsible for all charges until the process is complete.

If a student fails to vacate the residence halls and complete the checkout process within the designated time allotted, his/her personal belongings will be packed by the hall staff under the supervision of the Alcorn State University Police Department and taken to the Police Department. The student will be assessed a \$50.00 per day fee until he/she has retrieved the personal items.

EXTENDED STAY HOUSING POLICY

Residence Halls will be closed during all University Break and Holiday periods. This includes but is not limited to Fall/Thanksgiving, Christmas/New Year’s, and Spring Break. Residential students should adhere to the following schedule:

Holiday Break	Residence Halls Close	Residence Halls Reopen
Fall/Thanksgiving	4:00 PM Friday prior to start of break	12:00 Noon Sunday after end of break

Christmas/ New Year's	4:00 PM Friday prior to start of break	12:00 Noon Sunday after end of break
Spring Break	4:00 PM Friday prior to start of break	12:00 Noon Sunday after end of break

Exceptions: In-season NCAA student athletes required to attend practice/competition, ASU Marching Band students required to attend/participate in an event, International students, students with verified student teaching, co-op or university-related work requirements; and students whose permanent residence is outside Mississippi or contiguous states.

Each student qualifying by being in one of the groups listed above:

- a. Must complete an online Extended Stay Request Form (ESRF) two weeks prior to requested break period.
- b. Notifications will be sent via ASU email address.
- c. Must pay a non-refundable assessment of \$20 per day (1 – 3 days) or a flat rate of \$200.00 (three or more days) per holiday period one week prior to the start of the break period. Assessments must be paid in full prior to the start of the break.

All ASU policies and procedures will be enforced. Any violation will result in immediate removal from the campus to be followed by formal disciplinary action following the break. Students attempting to remain in or enter residence halls without having an approved ESRF will be in violation of ASU policy.

Please note that there is NO food service during the holiday breaks, Vacation periods are not covered in the meal plan. Students granted permission to stay in the residence halls are responsible for their own meals.

APPENDIX

Residence Hall Fines Appeal Process

Students wishing to appeal a Housing and Residence Life fine imposed by hall staff should follow the procedure below:

Step 1: Residents will receive notification of fines to their ASU email account. Appeals must be submitted within 30 days of receiving notification of the charges.

Step 2: The student must make a complaint in writing to his/her Area Coordinator. Fine appeals will be reviewed on Tuesday's and Thursday's weekly. Appeals should contain the resident's full name, ASU ID number, residence hall and room, ASU e-mail address, and rationale as to why the resident is not responsible for the charge(s). Any supporting materials must also be submitted at this time.

Step 3: The Area Coordinator will review the written complaint/appeal and supporting documentation, then interviews the complaint and any witnesses before making a decision on student's appeal. Charge will remain on the resident's account during the appeal process.

Step 4: The Area Coordinator notifies the student of his/her decision in writing, and provides copies to the director of housing and residence life.

Step 5: If the student is dissatisfied with the decision, he/she may appeal to director of housing and residence life, along with providing all supporting documentation.

Step 6: The director of housing and residence life will review the appeal and notifies the student of the decision and provides copies of the notification to the vice president for student affairs upon request.

Step 7: If the student is still not satisfied, a final appeal may be made to the vice president of student affairs. All supporting documentation is provided to the vice president of student affairs, including decisions and recommendations previously made by the director of housing and residence life and the fine appeal committee.

Step 8: The vice president of student affairs, after review of all pertinent documentation, renders a decision and informs the student of that decision in writing, as well as provides copies to the director of housing and residence life.

Note:

- In the Residence Halls, residents will receive notification of fines via ASU email.
- Copies of complaint will be forwarded to the director of housing and residence life.
- Only in the event of a successful appeal will a charge be removed or reduced. Payment is the responsibility of the resident.

Appeal of Charges (non-Conduct)

Residents may appeal:

- Failed health and safety
- Exit door fine
- Noise violation
- Damage
- Improper check-out

Housing Revoked Policy

(Failed Health & Safety, Unauthorized guest, Smoking, Unauthorized Pets, and Noise violation, etc).

- STRIKE 1: Written up and Fined (at least 3 times)
- STRIKE 2: Community Service in the Residence Hall or Housing office
- STRIKE 3: Housing Revoked/ Appear before Housing or University Judicial Hearings

Roommate Conflict Policy

Successful roommate relationships depend on understanding different lifestyles and respecting the rights of others. Building relationships takes time, patience, and compromises along the way. The key to living with others is communication. Even when it is uncomfortable, roommates must be willing to talk to each other.

If a roommate disagreement or conflict arises in a room, we ask that you go through the following procedures before requesting a room change. Space is very limited on campus, and we ask that you try to discuss your problems and concerns, as a room change may not be an immediate option.

If you are having difficulties in your room and/or with your roommate, we encourage you to first discuss the issue with your roommate directly. Many times the roommate is not aware that there is a problem. If you and your roommate cannot resolve the issue on your own, you may approach your Resident Assistant (RA) to discuss having roommate mediation. During this mediation, the Resident Assistant will review the roommate contract and revise/make changes that all parties are in agreement with.

If the Resident Assistant cannot successfully mediate the situation or assist in solving the conflict, you will schedule a meeting with your Area Coordinator (AC).

Roommate Conflict Policy a Step-by-Step Guide

In the event you find your roommate incompatible, please follow the list of steps below:

- Talk to your roommate. Open communication is key, and this first step may solve the issue.
- Contact your Resident Assistant (RA). Your Resident Assistant will schedule a meeting with all roommates in the room.
- During the meeting, the RA will review and revise the roommate agreement. Throughout this process, the RA will offer advice on how to improve the living situation.
- The RA will check in with all students two days after the mediation has occurred. If the conflict persists, the Resident Assistant will refer you to meet with your Residence Hall Manager/Area Coordinator.
- The Area Coordinator will meet with all residents and mediate a discussion that focuses on the conflicts occurring in the room.
- If a situation is deemed irresolvable by the Area Coordinator and/or the resident have not complied with the outlined guidelines of the Roommate Agreement, then a resident(s) may be directed to complete a Room Change Request form.

Please note: The Office of Residence Life retains the right to move a student or group of students at any time, if it is found that a conflict cannot be resolved.

The ultimate goal is to have a successful discussion with the concerned resident and respective roommates in which a roommate agreement is formed. All residents must abide by the stipulations of the agreement, which in turn leads to a more positive living experience.

Managing Roommate Conflict

If you find yourself involved in a roommate conflict, here are some tips to help you address the situation:

- Do not become too dependent on your roommate for friendship. It is healthy and natural to develop good friendships with people who you do not live with. It is okay to not be best friends with your roommate, as long as there is mutual respect.
- Talk to your roommate directly and deal with issues as they arise. It is much more effective to assert yourself as things happen, rather than to let several small issues build up over time, and eventually explode. Create an open line of communication so that all roommates feel comfortable expressing their feelings.
- Talk honestly and directly. Level with each other. For example, "When you do X in situation Y, I feel Z." Be honest about your needs, thoughts and feelings.
- Validate others' positions. Try to understand other points of view even when they differ from your own. For example, "I understand how you might feel that way, but..."
- Attack problems, not each other. Come to an agreement on what the conflict is and what a solution may be. Make a plan of action, and set a future time to evaluate the situation.
- Use "I" statements to express your thoughts/feelings. For example, "I felt left out" sounds very different from "You never spend any time with me."
- Try not to involve your neighbors or mutual friends in your conflict. This can aggravate the conflict and complicate the situation.
- Avoid direct or indirect posting on social media. This often results in feelings getting hurt, and can escalate a situation that could have been resolved.
- If you find you cannot resolve a conflict on your own, seek out your RA. It can help to have an objective party to help talk things out.

Most importantly, always remember that none of us are perfect. If problems develop that you cannot solve on your own, there are people trained to help mediate these

conflicts. Since room changes are not always an available solution, always seek out a professional to help navigate through a conflict.

Room Change Policy

If a resident would like to change rooms, they must submit a Room Change Request Form.

Once a student submits a room change request form to the Residence Life Office, the request will be reviewed by the Area Coordinator.

- Room changes may not be accepted within the first two months of the fall or spring semesters, allowing our staff to check in students and determine if there are available spaces.
- If a room change can be granted, and an offer is made, a student has 2 hours to accept or decline the offer. If accepted, students then have approximately 6 hours to move to their new assignment.
- If a room change cannot be granted due to space not being available, the room change request will continue to be reviewed weekly to see if space has become available.
- Unauthorized room changes are considered a violation of the Residence Life policy, and may result in a student being fined, housing privileges revoked or going through the Judicial Affairs process.

Note: Single spaces are always extremely limited in availability.

Rooms with Vacancies

All vacancies are considered as available space by the University and must be accessible to other students looking to change rooms or for emergency purposes.

Please note:

- All furniture including the bed, desk, wardrobe, and closet must be left assembled, set up, and empty in the room so that another student can easily move into the space.

- If you fail to comply or obstruct this process in any way, you will be held accountable.

Residence Life Health & Safety Cleaning Instructions

Suggested Cleaning Supplies (Recommended cleaning supplies that are low cost and work well. If you prefer to use other cleaning supplies, feel free to do so, so long as they are not on the list of supplies not to use.)

- ❖ **Liquid Comet**
Kills 99% of bacteria; great for cleaning bathroom. Use for tub, bathroom counters, sinks, chrome fixtures, etc.
- ❖ **Soap + Vinegar +Water (SVW)**
Cleans glass, mirrors, and removes mild hard water. Can also use in fridge, cabinets, tub, shower.
 - ¼-cup dish soap, 2 cups of vinegar, 2 cups of water, put all ingredients in a plastic spray bottle and label.
- ❖ **Totally Awesome Cleaner**
This is a concentrated cleaner/degreaser carried in the dollar stores. Removes fingerprints and grease on stove, counters, walls, etc. (Generally Recognized as Safe)

SUPPLIES TO PURCHASE	
Totally Awesome Cleaner	Liquid Comet
Dish Soap	Mop and Bucket
Distilled White Vinegar	Broom and Dustpan
Spray Bottle (for SVW)	White Scrub Pads
Toilet Bowl Cleaner	Vacuum Cleaner
Toilet Brush	Paper Towels, Rags
SUPPLIES NOT to USE	
Abrasives (Comet Powder, Ajax, etc.)	
Ammonia	
Drain Cleaners (Drano, Liquid-plumr, etc.)	
Floor Wax	

Green Scotch Brite Pads

Lime Away

DETAILED CLEANING INSTRUCTIONS

BEDROOM	<ul style="list-style-type: none"><input type="checkbox"/> Walls, Ceiling Check near baseboards, corners, outlets, furniture. Remove cobwebs.<input type="checkbox"/> Window, Sill Clean track with window open and closed.<input type="checkbox"/> Bed, Desk Make bed. Tidy desk. Clean to edges of desk and inside drawers. Wipe down chair.<input type="checkbox"/> Closet, Dresser, Wardrobe Tidy. Wipe away all dust, clean all the way to the edges.<input type="checkbox"/> Floor, Garbage Clear floor. Vacuum, including edges and under furniture. Empty Trash.
BATHROOM	<ul style="list-style-type: none"><input type="checkbox"/> Walls, Ceiling Check near sink, toilet, baseboards, garbage, corners, etc. Remove mildew.<input type="checkbox"/> Fan, vent Remove dust. Do not remove cover or reach inside to clean fan.<input type="checkbox"/> Accessories Clean towel rack, toilet paper dispenser, light switch and outlet covers.<input type="checkbox"/> Mirror Remove all smudges, spots, etc.<input type="checkbox"/> Counter Spray with cleaner and clean to edges, wipe with clean wet rag, then dry.<input type="checkbox"/> Sink Remove all grime, including from stopper. Sink should feel smooth. Remove hard water from underside of faucet. Faucet should shine.<input type="checkbox"/> Toilet<ul style="list-style-type: none"><input type="checkbox"/> Inside Bowl Use cleaner and scrub with brush.<input type="checkbox"/> Everything Else Clean seat, hinges, base, tank, etc.<input type="checkbox"/> Bathtub Depending on tub, may have to repeat any or all of these steps multiple times.<ul style="list-style-type: none"><input type="checkbox"/> Curtain/Liner Wash with laundry soap and cold water in washing machine. Hang to dry.<input type="checkbox"/> Rod Spray cleaner on a clean rag and clean rod.<input type="checkbox"/> Walls Spray with cleaner. Let stand 2 minutes.

	<p>Scrub from top down with white scrub pad. Wipe with clean, wet rag. Rinse with lots of water; dry with towel. Should feel completely smooth and fixtures should shine.</p> <ul style="list-style-type: none"> ☐ Tub Tub should be wet from cleaning walls. Spray cleaner on tub. Scrub. Be sure to scrub away footprints and grime. Wipe clean with rag; rinse. ☐ Floor, Baseboards <ul style="list-style-type: none"> ☐ Sweep Sweep around and behind everything. Remove scuffs with white scrub pad. ☐ Mop Be sure to clean baseboards and rinse floor after mopping. ☐ Garbage Empty, scrub, rinse, and dry. Garbage must be empty, no bag.
HALLWAY (Where Applicable)	<ul style="list-style-type: none"> ☐ Walls, Ceiling Check near baseboards, corners, outlets. Remove cobwebs. ☐ Vents Remove all dust. ☐ Closets Tidy closets. Clean shelves. Sweep/mop floor. Clean door. ☐ Floor Sweep/mop main floor and edges.
KITCHEN (Where Applicable)	<p>Student Nursing Hall Only (Kitchen must be clean after every use)</p> <ul style="list-style-type: none"> ☐ Counters Clean to edges, under microwave, etc. Counters must be clear. ☐ Cabinets Clean front, top, sides, shelves and handles. ☐ Drawers Clean front, top, sides and handles. ☐ Stove Clean off all spots, streaks, spatters after every use. ☐ Oven Clean all spots, streaks, spatters after every use. ☐ Fridge Freezer Clean spills, crumbs from shelves, walls, rubber gasket. ☐ Microwave Remove turntable, scrub, rinse, and dry. Clean inside door and ceiling. Clean outside top, front, sides, and control panel.

KITCHENETTE (Where Applicable)	<input type="checkbox"/> Sink Clean, rinse, dry all used dishes. Sink must be left empty.
	<p>MWEHV</p> <input type="checkbox"/> Walls, Ceiling Check near baseboards, corner, outlets and garbage.
<input type="checkbox"/> Counters Clean to edges, under microwave, etc. Counters must be clear.	
<input type="checkbox"/> Cabinets Clean front, top, sides and handles.	
<input type="checkbox"/> Drawers Clean front, top, sides and handles.	
<input type="checkbox"/> Fridge Freezer	
<input type="checkbox"/> Inside Pull out drawers and clean. Clean spills, crumbs from shelves, walls, rubber gasket.	
<input type="checkbox"/> Outside Wipe down front, sides, and top.	
<input type="checkbox"/> Microwave Remove turntable, scrub, rinse, and dry. Clean inside door and ceiling. Outside clean top, front, sides, and control panel.	
<input type="checkbox"/> Sink Remove all grime, hard water. Sink must be empty. Wipe down faucet; it should be shiny when done.	
<input type="checkbox"/> Floor, Baseboards	
<input type="checkbox"/> Sweep Sweep around and behind everything. Remove scuffs with white scrub pad.	
<input type="checkbox"/> Mop Be sure to clean baseboards and rinse floor	

	<p>after mopping.</p> <p><input type="checkbox"/> Garbage Empty, scrub, rinse, and dry. Garbage must be empty, no bag.</p>
<p>SITTING AREA (Where Applicable)</p>	<p><input type="checkbox"/> Entry, Door Wipe down door, frame and hinges. Clean metal foot plate.</p> <p><input type="checkbox"/> Walls, Ceiling Check near baseboards, corners, outlets, furniture. Remove cobwebs.</p> <p><input type="checkbox"/> Vent Remove all dust.</p> <p><input type="checkbox"/> Furniture Wipe away all dust. Clean to edges of endtable and TV stand. Wipe down chairs and clean cracks.</p> <p><input type="checkbox"/> Floor Remember to vacuum edges and under furniture.</p>