

USFSP

**UNIVERSITY OF
SOUTH FLORIDA
ST. PETERSBURG**

Residential Education and Housing



University Student

Housing

GUIDEBOOK

2011-2012

From the Director of Student Services

W^{elcome,}

The Residential Education and Housing staff is excited you have arrived to the University of South Florida St. Petersburg. Our University Housing spaces in Residence Hall One (RHO) and Overflow Housing (Bayfront Hilton) will be your home for the 2011-2012 academic year. All of the staff in Student Services and University Student Housing is glad you've chosen to live in our on-campus locations to be a part of the residential community. I believe you've made a great choice of a University and living on campus.

As a portion of the mission of the University and University Student Housing expresses in part, that Residential Education and Housing at USFSP provides resident students with a residential community experience that contributes to learning, personal development, and citizenship. This is achieved by offering innovative programs and quality services within the community living environment.

These goals can only be reached in collaboration with you. We encourage you to become involved in the residential community to make this your new home away from home. It's important for you to attend floor meetings, meet your suitemates and neighbors, and join the student staff as they help facilitate fun and exciting events for the community. The collegiate experience is about learning more about oneself and taking the steps in attaining personal goals. I encourage you to try new proactive activities, visit the waterfront, play an intramural sport, or join Residence Hall Association (RHA). This is the time to grow, develop and experience new and positive endeavors.

This year will not be without its challenges. You may encounter some rough times personally or academically since each year brings new opportunities, even for returning students. Please know that the small but mighty staff; the Resident Assistants, Student Assistants, Assistant Director, Desk Assistants, and the Area Office personnel, is here to help. You will receive information, resources, and if necessary, redirection to keep you on track. When you see me on campus or at a University Student Housing event, please stop by and tell me how you're doing and how we're doing this year.

Good luck and much success,



Kay-lynn S. Taylor
Director, Student Services

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Introduction

Residents living on campus at the University of South Florida at St. Petersburg have joined a unique community. Living on-campus contributes to the academic learning and success, provides endless opportunities for involvement, creates life-long friendships, and offers conveniences!

As part of this community, residents will have the responsibility for developing and living by community standards and expectations. The experiences a resident encounters living on campus will help him or her develop skills needed to succeed in other organizations, neighborhoods, and communities throughout his or her life.

Departmental Mission

The Department of Residential Life and Housing strives to create a seamless environment of living and learning for students in the residential community. This is achieved by offering innovative programs, quality services in a safe living environment, and through opportunities for leadership development, civic responsibility and citizenship, personal development, self-exploration, and student involvement. University Housing staff will assist in building a life-long connection between the student and the University.

Commitment to Community & Honor

We operate on a "community model". This means that residents play a vital role in creating an environment that will help him or her grow academically, socially, and interpersonally. This guidebook is provided to help residents become familiar with many aspects and services of the residential community.

As an ethical community, the University of South Florida St. Petersburg is dedicated to the ideals of excellence in scholarship, academic learning and student development. By joining this community, each member is expected to accept and live by these commitments.

- I resolve to maintain in pursuit of scholarship, academic learning and student development.
- I resolve to respect the dignity and intrinsic value of all persons.
- I resolve to contribute to the progress and greater good of the community.
- I resolve to strive for excellence and discovery for myself, others, and the University.

Residents of University Housing are invited to join a Community of Practice to honor USFSP. To accept this invitation, simply practice these principles in relationships:

- There is no greater power than a community discovering what it cares about.
- People act responsibly only when they care.
- We are all in this together; nothing living lives alone.
- To create health, create more connections.
- People support what they create.
- Keep expanding the circle of inclusion.
- Expect leadership to emerge from everywhere and everyone.
- Learning must be the primary value.
- Ask what is possible, not what is wrong.
- Avoid denial and blame.
- Remember why we do our work.

Adapted from Margaret J. Wheatley, "Leadership for an Uncertain Time," 11/10/2009, Campus Activities Center. www.stpete.usf.edu/bishopcenter (Complete video of Wheatley address on Web site)

Residential Life and Housing Staff

RESIDENT ASSISTANTS:

A Resident Assistant (RA) is specifically selected and trained to work with students living in the residence hall. Their main focus is to establish a residential community. The RA is here to help residents with the transition and on-going challenges students face when attending college. The RA can assist with maintenance problems, roommate conflicts and other issues that may arise. An RA is a great resource person who can help answer questions about the University and surrounding community. Throughout the course of the year, the RA will plan various programs and activities with and for the residents. An RA is on duty during evening and weekend hours when the Area office/ Mailroom is closed.

STUDENT ASSISTANTS:

Student Assistants (SA) are student employees who staff the Front Desk and Area Office during and outside of business hours. The SA can assist with providing general information, contacting a Resident Assistant, or assisting residents with submitting work orders for maintenance and custodial issues.

OPERATIONS & MAINTENANCE OF FACILITIES STAFF:

Operations & Maintenance of Facilities staff (OMF) provides maintenance and custodial services for University Housing. Work Order requests are available and submitted at the Front Desk. For immediate emergencies after hours, contact the RA on-duty.

ADMINISTRATION SPECIALIST/OFFICE MANAGER and FISCAL BUSINESS SPECIALIST:

These two team members are responsible for operational aspects of the University Housing department. Together they oversee the general operation of the day-to-day business services functions of a successful University Housing operation.

CONTRACTS AND ASSIGNMENTS COORDINATOR:

This person is responsible for operational aspects of all of the space allocations and processing of the Contracts. This person oversees the general operation all the assignment and occupancy management processes; including details associated with processing of the contract payments.

ASSISTANT DIRECTOR OF RESIDENTIAL LIFE & HOUSING:

The Assistant Director is responsible for overseeing the daily operation of the residence hall. This includes coordinating student programs and supervising the student staff. Additionally, the Assistant Director oversees the student disciplinary process within University Housing, advises the Resident Housing Association (RHA), provides oversight for student and professional staff selection and training, and participates in university-wide committees.

DIRECTOR OF STUDENT SERVICES:

The Director of Student Services oversees the general operations and overall administration for the departments within the Student Services areas. These departments include; Residential Education and Housing, Student Rights and Responsibilities, Student Advocacy, Food Service Liaison to Chick-fil-A, University Housing conference space allocations and services related to the Multipurpose Campus Center.

Front Desk

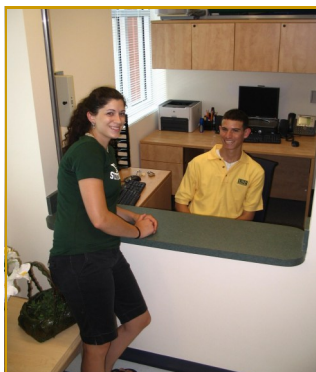
The Front Desk is staffed by our Student Assistants and Resident Assistants everyday 4pm-9am and 24 hours on the weekend. The staff can assist with work order requests, guest check-in, and other campus resource needs. The Front Desk hours are subject to change during holidays, breaks, and the summer session.



Area Office and the Mailboxes

The Area Office is located in room 116. Hours of operation for the mailroom vary throughout the academic year. The area office is open from 9am to 5pm Monday through Friday. Office hours may be limited during holidays, break and the summer session.

The office is also the location where you received ID Card Access for the Residence Hall. Additionally, the Area Office is also the RA Duty Office, the RA on Duty can be found there from 5pm to 8pm for any questions or concerns a resident may have. The mailroom is not a full service mail operation.



Phone Listings & Contacts

| | |
|--|----------------|
| Academic Advising | (727) 873-4511 |
| Area Office | (727) 873-5000 |
| Fax | (727) 873-5002 |
| Mail Address: | |
| Area Office | |
| Residence Hall One | |
| 500 2nd Street South | |
| St. Petersburg, FL 33701 | |
| E-mail: usfspousing@gmail.com | |
| Web address: http://www.stpete.usf.edu/housing_index.htm | |
| Assistant Director of Residential Life & Housing | (727) 873-5101 |
| Heather Klišanin | |
| Location: RHO 101 | |
| Email: hkklisanin@mail.usf.edu | |
| Campus Fitness Center | (727) 873-4596 |
| Career Center | (727) 873-4129 |
| Cashier Office | (727) 873-4107 |
| Center for Counseling, Health and Wellness | (727) 873-4422 |
| Chick-fil-A | (727) 873-4728 |
| Web address: http://www.stpete.usf.edu/studentlife/foodvendors.htm | |
| Enrollment Services | (727) 873-4088 |
| Financial Aid | (727) 873-4128 |
| Fitness Center | (727) 873-4589 |
| Multicultural Affairs | (727) 873-4845 |
| Parking Services | (727) 873-4480 |
| RA Duty number | (727) 873-5102 |
| RHO Mailroom | (727) 873-5102 |
| Student Disability Services | (727) 873-4990 |
| Student Life & Engagement | (727) 873-4596 |
| Student Rights and Responsibilities | (727) 873-4826 |
| Waterfront | (727) 873-4597 |
| University Police Services | (727) 873-4140 |

Residential Life and Housing Lingo

COURTYARD: A courtyard is located in the back of Residence Hall One. Picnic tables and a covered patio are available for your leisure. The Residence Hall Association or RAs will sometimes host programs and events in the courtyard throughout the year.

HOST: The host is the resident of the residence hall in which a guest is visiting.

LOUNGES: Lounges are common areas for residents to enjoy and socialize. There are lounges located on every floor. However, the lounge areas on the third, fifth, and seventh floor contain large screen TVs.

NON-RESIDENT/GUEST: Any person who does not live in the residence hall.

RA: Resident Assistant. See page 7 for staff duty description.

RCR: The Room Condition Report is a document the resident signs upon check-in. The resident's RA completes this inventory prior to the arrival of the resident or at the time of check-in. The RCR explains in detail the condition of a resident's room. The resident also signs this document at the time of check-out. The resident will be given a copy of the RCR after check-in and another copy after check-out. This document is used to assist in assessing room damages.

RHA: Residence Hall Association is a student organization for residents living in Housing. This award winning organization provides and supports community events in the residence hall. It also assists residents with addressing their concerns and issues with Residential Life and Housing and other parts of the university. RHA is an excellent opportunity for residents to have fun while gaining leadership experience.

RHO: Residence Hall One is the name of the residence hall.

SA: Student Assistant. See page 7 for staff duty description.

University Housing Contract: A document that explains living terms and conditions for students choosing to live in University Housing. It is signed and submitted prior to moving into the residence hall.

W/O: Work Order. See page 12 about submitting work order request.

UP: University Police are state law enforcement officers.

Services

Access Card (Student ID)

Exterior doors of each building lock automatically. Card access is applied to resident's student ID, so they may have access to the hall. Residents are held accountable for the responsible use of ID cards, exterior doors, and other mechanisms in place. Furthermore, all residents of the community share this responsibility. The mailroom personnel may assist residents with using Student IDs as a dual access card for entering RHO during hours of operation.

Air Conditioning and Heating

Each bedroom has its own thermostat with directional arrows to set heat/cool temps. The thermostat has three settings on the side; cool, off, and heat. The setting should be set at whatever the resident is calling for. Ideal temperature settings for heating or cooling, are 72-75 degrees.

Bulletin Boards

One way RAs will keep residents informed about what's happening is by posting information on the residence hall bulletin boards. Bulletin Boards are centrally located on each floor and kept up to date.

Cable TV

All rooms are wired to receive cable. A listing of the cable TV channels is located on page 13.

CTV

CTV is the name of the channel used for University announcements. It is channel 2.

Communications from the University

All residents are responsible for checking their assigned University Housing mailbox and USF e-mail account frequently. This is how Residential Life and Housing will contact residents for official business throughout the academic year. Failure to check these university-issued communication sites does not exempt a student from any information delivered to them.

Furthermore, floor and hall meetings are held at the beginning of each semester and periodically throughout the year. These meetings are for the residents' benefit, and as a member of the community each resident is responsible for any and all information discussed at these meetings. If a resident is unable to attend a meeting, he or she should contact his or her RA for a summary of anything that was missed.

Internet Connection

Wired and wireless internet is accessible throughout the residence hall. Information about setting up an account is available at: http://www.stpete.usf.edu/computing/student_housing/internet_access.htm. In order to connect to the wired internet, a resident must have an Ethernet cable to connect to the network. Each residence hall room has one Ethernet connection per resident. Using an Ethernet connection requires specialized hardware and software for your computer. If a resident needs assistances with his or her Ethernet connection, please contact IT's computer help desk line at (727)873-4357.

Keys (lost or stolen)

If a resident's keys are lost or stolen, report it to a University Housing staff member immediately. University Housing will re-key rooms at the student's expense, if his or her room key is determined lost or stolen. A temporary key may be issued. If a resident cannot find his or her assigned keys during the allocated time period, the temporary key must be returned before new keys are given. The student will be responsible for a re-key charge for the suite and/or bedroom.

These policies also apply to access cards that are issued for the outside doors. If a resident believes his or her keys have been stolen, contact University Police at (727)873-4140 to fill out a police report.

Laundry

Each floor has centrally located laundry facilities. Washers are \$1.00 per load and dryers cost \$0.50 for 45 minutes of drying time. Submit a work order request for any problems encountered with the machines.

Mail

The Area Office/ Mailroom will assign each resident a mailbox and combination code. Please check mail on a daily basis. Incoming mail is posted once daily, Monday–Friday in the mailboxes. Failure to include assigned box number in mailing address will result in mail being late or RETURNED TO SENDER because of INSUFFICIENT ADDRESS. Below is an example of a resident's mailing address.

Mailing Address

Resident Name
500 2nd Street South Box #
Saint Petersburg, Florida 33701

Telephones

Telephone service using a local land line is provided to each resident in the residence hall. Each resident must bring their own telephone. Features included at no extra charge: caller ID (this feature must be supported by the analog telephone the resident brings), call waiting, call transfer and call forwarding. Long distance calls may be placed from the room telephone line when the resident uses their own credit card or prepaid calling card.

Work Order Requests

When a maintenance problem occurs, a resident must submit a work order request. Work order forms are available at the Front Desk. Work order requests must be submitted at the Front Desk with the assistance of a Student Assistant. If a work order has not be addressed by OMF personnel within 48 hours, please submit another worker order request.

Vending machines

Various vending machines for soda and snacks are centrally located on each floor. Please report any problems with the vending machines by calling 1-(800) 647-2653 and submitting a work order request.

Cable TV Listings

| | | | | | |
|-----|------------------|----|--------------------|----|-------------------|
| 2 | In-House Channel | 26 | Tru TV | 52 | G4TV |
| 3 | PBS | 27 | C-SPAN | | |
| 4 | USF Radio | 28 | ABC | 53 | Nickelodeon |
| 5 | NASA | 29 | C-SPAN 2 | 54 | TLC |
| 6 | AZA | 30 | CBS College Sports | 55 | TNT |
| 7 | FOX News | 31 | ESPN | 56 | SyFy |
| 8 | NBC | 32 | ESPN 2 | 57 | Soap |
| 8.1 | NBC-HB | 33 | ESPN News | 58 | Spike |
| 9 | MTV | 34 | ESPN Classic | 59 | TV Land |
| 10 | CBS | 35 | Speed | 60 | USA |
| 11 | CNN | 36 | History | 61 | VH1 |
| 12 | Cartoon Network | 37 | E! | 62 | Univision |
| 13 | FOX | 38 | MNT | 63 | VH1 Classic |
| 14 | Bloomberg | 40 | FX | 64 | WE |
| 15 | BET | 41 | Game Show | 65 | Weather Channel |
| 16 | PBS 2 | 42 | Lifetime | 66 | Discovery Channel |
| 17 | Animal Planet | 43 | MSNBC | 67 | Discovery Health |
| 18 | CNBC | 44 | CW | 68 | Science Channel |
| 21 | ABC Family | 45 | MTV 2 | 70 | Military |
| 22 | CTN | 46 | IND | 71 | HGTV |
| 23 | Bravo | 48 | NFL | 72 | Food Network |
| 24 | Headline News | 50 | Telefutura | 73 | Travel Channel |
| 25 | Comedy Central | 51 | TBS | | |

Standards of Community Living



You, your roommates, and other students living the residence hall are afforded a variety of rights. In order to ensure that the rights of all are sustained, listed below are expectations for residents living within our community.

- ★ Study and sleep without undue interference or unreasonable noise.
- ★ Live in a safe and welcoming community.
- ★ Expect that others will respect you and your personal belongings.
- ★ Involve yourself in the decision-making and self-governance of your community.
- ★ Live in an environment kept clean by those who live in it.
- ★ Communicate problems when they occur and work towards an agreed upon resolution benefiting all involved.

Responsibilities for the Rules

Living in a residence hall represents a unique opportunity to experience community living. In a community, residents are afforded rights, and at the same time, have responsibilities to the rules of that community. Some of the rules that are important in creating and maintaining a healthy community atmosphere are listed in this section. Please be aware that in addition to the rules stated here, residents will be held responsible and accountable to Residential Life and Housing's policies and procedures, University Housing contract terms and conditions, the USFSP Student Code of Conduct (SCC), and Federal and State Law.

Residents are expected to be aware of and adhere to these rules for his or her own well-being as well as that of the residential community. The rules and regulations of the University and the residence hall are clearly explained in this guidebook. Residents are responsible for knowing these rules and for adhering to them at all times. Violating these rules may result in a violation of the Residential Life and Housing Guidebook and/or the SCC.

The standard for community living is enhanced by all members working cooperatively together. We have provided a detailed explanation of our discipline process on page 21, if a resident violates the University's rules while living on campus. This includes our rationale, possible sanctions or consequences, and the appeals process. Our procedures are in line with the those of USFSP's Office of Student Rights & Responsibilities (SRR). It is important that all residents thoroughly read the SCC guidebook as well. These are not intended to be exhaustive in nature.

Activities within Your Room – Reference SCC 4.02

Residents, including his or her suitemates, are fully responsible for all activities that occur in the suite. Even if a resident is not actively involved in a violation, he or she may be held responsible, if present or has given others access to the suite or bedroom. It is the responsibility of the resident to put an end to any violation that occurs in his or her room or suite, and to call University Housing staff and/or University Police. Therefore, residents should always lock their room when leaving, even if it is only for a few minutes. This will prevent others from committing violations in the suite and/or bedroom without the resident's knowledge.

Alcohol – Reference SCC 4.18

The possession and consumption of alcohol is a privilege provided to those of legal age living within the residence hall with certain restrictions. These restrictions are designed to help ensure the safety and well being of all students. Any behavior deemed disruptive that interferes with the rights of students living in University Housing due to alcohol consumption will lead to disciplinary action.

- Residents 21 or older may possess and consume alcohol only within the strict confines of their room. Residents 21 or older may possess and/or consume alcohol in the presence of their underage roommate. ***No drinking and/or open containers are allowed by anyone when underage guests are present in the student room. Guests of legal age cannot consume alcohol when the resident host of the room is under 21.***
- Consumption of alcoholic beverages and/or possession of open alcoholic containers are strictly prohibited in public areas. Public areas include hallways, labs, lounges, office areas, stairwells, public bathrooms, any non-approved recreational areas, outside buildings and any other areas deemed public by University Housing.
- Students may not possess excessive amounts of alcohol. The definition of "excessive" will be at the discretion of the University Housing staff. Kegs, party balls, trashcans, or large vessels that contain alcoholic beverages are strictly prohibited within the residence hall and surrounding area.
- Private gatherings held in student rooms must be confined to that specific room. The Residential Life and Housing staff reserves the right to determine if the occupancy of the room for private gatherings exceeds the amount that would be considered in violation of fire and safety regulations. Doors must be kept closed. Private gatherings must adhere to visitation and quiet hour restrictions.



Appliances/Cooking – Reference SCC 4.13 and 4.22

Use of electrical appliances is permitted in suites only under certain guidelines. Due to concern for fire and safety standards, the following appliances are not permitted in bedrooms: appliances with open coils, such as toasters, the George Forman grill, hot plates, roasters, popcorn poppers, and any type of heater. These appliances are only permitted in the kitchen area. A full-size refrigerator, a full-size stove/oven, and a microwave have already been provided in each suite. Only microwaves which use less than 1,000 watts, automatic coffee makers and refrigerators which do not exceed 4.5 cubic feet may be used in the student bedrooms. The student must provide a power-strip with a built-in circuit breaker if the student plans to operate any of the above appliances they bring to the residence hall. If a resident needs additional clarification for specific appliances allowed within his or her suite, please see an RA.

In order to prevent fires, food must always be attended to while cooking. Cooking is strictly prohibited in bedrooms, but may be done in the kitchen area within each suite. Residents who consistently violate this policy will face disciplinary action and possible expulsion from on-campus housing.

Extreme care should be taken with appliances such as curling irons, hair dryers, and irons. Do not leave these items on when not in use or place them next to flammable areas such as on the carpet or on beds. The University encourages the use of multi-socket power strips with a breaker switch. *The use of extension cords of any type are not permitted within the halls.* Running any type of cord in any manner deemed inappropriate may result in disciplinary action, as well. Additional cooking related items, see also Fire and Safety.

Candles, Open Flames, Incense, or Open Heating Elements SCC 4.04, 4.09, 4.10, 4.13, 4.21 and 4.22

Possession of candles, open flames, incense, hot plates or other heating units with an open flame or heating element are prohibited. Prior permission must be obtained from the Assistant Director to use candles in observing certain religious holidays, provided they are not left unattended. Residents are personally liable for damage or injuries resulting from the use of mentioned or related items.

Doors – Reference SCC 4.13 and 4.22

Exterior doors are never to be propped or disabled for any reason. Residents who prop doors not only endanger their lives, but the lives of their fellow residents. Any resident found propping doors or allowing non-residents into the building may face disciplinary action. Disabling or propping open building exterior doors carries the same consequences as tampering with other fire and life safety equipment. It may result in immediate disciplinary action which could include probation, suspension or termination of the University Housing Contract with residents remaining financially responsible for remainder of contract.

Tampering with doors, including door propping, alarm disabling or destruction, may result in immediate disciplinary action which could include probation, suspension or termination of the University Housing contract.

Drugs - Reference SCC 4.16

University Housing has a zero tolerance policy for illegal narcotics and improper use of prescription medication. Possession, use, sale, or any attempt to obtain illegal drugs or drug paraphernalia (including, but not limited to water pipes, pipes, bongs, syringes, etc.) is strictly prohibited. Any resident found to be involved in any sort of drug activity will be subject to severe disciplinary actions and eviction, as well as criminal action.

Controlled Substances: The illegal possession, use or sale of or any attempt to obtain any illegal drug, drug paraphernalia, or controlled substance (including marijuana) is strictly prohibited in the residential facilities. If you choose to possess and or use illegal controlled substances/paraphernalia you will be subject to the full extent of law enforcement, student conduct violations, and Housing and Residence Life agreement violations, including immediate housing agreement termination.

Paraphernalia: Drug paraphernalia is considered items possessed with or used in conjunction with controlled substances which include but are not limited to the following: hookahs, whippets, water pipes, bongs, pipes, syringes, containers, clips, and scales.

Prescription Drugs: Prescription drugs must be in the original pharmacy container from a licensed pharmacist with your legal name listed on the label. Your prescription drugs must be used only as directed by your doctor.

Presence: Students present in a housing unit where controlled substances are in possession or use will be considered possessing or using controlled substances and will be subject to housing agreement action.

Elevators – Reference SCC 4.02, 4.09, 4.13, and 4.22

In order to keep elevators in appropriate working condition, the following is prohibited and may result in disciplinary action: intentional damage/and or vandalism, misuse, discarding trash in elevator cabs, or tampering with elevators; smoking in elevators; overloading; use of emergency alarms and emergency stops in non-emergency situations.



Fire and Safety – Reference SCC 4.04, 4.09, 4.10, 4.13, 4.21, and 4.22

All residents are required to follow these fire and safety regulations. Our Fire and Safety regulations follow mandates set by the USF Tampa Office of Environmental Health and Safety in conjunction with USFSP's OMF. Fire drills are required at the beginning of each semester within a designated time frame. The purpose is to ensure residents know what to do in the event of an alarm sound and how to properly evacuate the building. Additionally, audible and visual equipment is provided for residents to assist in safely vacating the premises during an emergency.

Obstructing Common Areas:

In the interest of fire code compliance, safety, and consideration for students with disabilities, hallways, lobbies, stairwells, and all other common areas of traffic must be kept free of obstructions at all times.

Evacuation Procedures:

Residents and visitors are required to evacuate the building when a fire alarm is sounded. Failure to comply with staff, failing to evacuate the building, or placing self and staff in danger are subject to disciplinary action.

In the event of a fire alarm:

- Leave the building at once using the nearest stairway exit. Make sure to dress appropriately (Shoes, coat, etc).
- Never use the elevator during a fire alarm.
- Move at least 150 feet away from all structures.
- Do not attempt to gain access to the building until given the all-clear signal by University Housing staff or University Police.
- No matter how small the fire, and even if it is has been extinguished, report it to University Police and University Housing staff immediately.

In the event of a fire :

- Pull a fire alarm.
- Call (727) 873-4140 (University Police Services) and 911, give exact location, and communicate specifics and details.
- In the event of a fire outside the room, feel the door-if it is hot, do not open it!
- Seal bottom of door with cloth material to keep smoke out.
- Retreat, close all possible doors between you and the fire.
- If the door is not hot, open it cautiously.
- Close room and/or apartment doors behind you if possible.
- If there is smoke present-stay low.
- Walk or crawl to the closest exit.
- Leave the building via the stairwell.
- Do not use the elevator.
- Remain calm at all times.

Fire Equipment:

In the interest of the safety for all residents, it is imperative that fire and safety equipment is operable at all times. Tampering with fire and safety equipment is a third degree felony (Florida Statute 806.10). Any residents found jeopardizing the safety and security of themselves and fellow residents will be subject to severe disciplinary action including criminal prosecution, on-campus housing suspension, disciplinary measures, and/or possible fines.

Therefore, the following acts are prohibited:

- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights, sprinkler heads, and other emergency equipment.
- Tampering or pulling a fire alarm under false pretenses.
- Rendering a smoke detector inoperative.
- Obstructing stairwells and/or corridors with furniture, debris, and other materials.
- Disabling or propping open the exterior door to any building.

Inspections:

To ensure that the above guidelines are being followed, residents and University Housing staff will participate in fire, health, and safety inspections each semester with at least 24 hours notice to residents. Any violations found during these inspections must be corrected within the specified time period. Failure to correct fire, health, and safety violations may result in disciplinary action and will be noted in the Student's file.

Preventions:

The following are prohibited because of their serious potential as fire hazards:

- Open flames such as candles, incense, smoking, and the burning of any materials, or other flame-emitted items.
- Use or possession of fireworks or firecrackers
- Extension cords (only power strips with built in circuit breakers are allowed in the halls).
- Live holiday trees and other materials of flammable nature
- Portable heaters
- Lava lamps, halogen lamps and all lamps with paper shades. Never cover any light with any material that prevents the free flow of air around the bulb.



Interactions with Housing and University Staff – Reference SCC 4.05, 4.09, and 4.21

University Housing staff members, who in the course of their duties are confronted with violations of University policy, are obligated to report them. Staff are not expected to tolerate abuse in the performance of their duties; therefore, the harassment of any staff member may result in disciplinary action.

Internet Access, Student Housing – Reference SCC 4.03 and 4.22

The primary purpose of this network is to support students' educational goals. Participating in the following activities may result in revocation of your internet service and possible disciplinary action and/or criminal charges:

- Attempting to damage or disrupt networking services.
- The use of traffic intensive applications that may cause problems within the network or diluting the level of service for other users.
- No print servers, mail servers, FTP servers, etc. are allowed.
- The network sharing of any computer-related device or materials that may cause excessive network traffic is forbidden.

See page 11 for information about setting up an internet connection.

Information Technology Resources, Appropriate Use of - Reference USF system Policy 0-502

All members of the USF System community are responsible for all actions taken using any computer login ID assigned to them. Copyrighted material must only be used in accordance with its license or purchase agreement and must not be copied or altered except as permitted by law or by the software licensing agreement. Unauthorized copying, distribution or use of such material is a violation of state law.

Keys – Reference SCC 4.13 and 4.22

In the interest of safety and security, residents are prohibited from giving their room key and/or access cards to anyone to use. Keys are not to be duplicated under any circumstances. It is the responsibility of residents to report and pay for the replacement of any lost or stolen keys. Lock change and key replacement fees are \$40 for a bedroom door and \$60 for a suite door.

Maintenance and Damages – Reference SCC 4.22

It is the responsibility of the occupant(s) to pay for the replacement or repair of damaged and/or destroyed property within a resident's room and common areas. This also includes windows, walls, floors, ceiling, doors, items in rooms, hallways, and adjacent areas. All RHO facilities charges may also be made for not cleaning the room properly, failure to return the room to its original condition at checkout, or not returning one's keys at check-out.

Residents, University Housing staff, and OMF share responsibility to maintain your room and the buildings. Residents responsibilities include:

- Maintaining the condition of room and its contents,
- timely reporting of damages or problems,
- arrangement of furniture and belongings to facilitate easy access by operations & maintenance of facilities staff,
- immediate correction of unsafe or potentially hazardous conditions in room (such as overloaded power outlets) as requested by staff
- Restitution for damages to the physical area of room (including the window and the outside of the door).

Motorized Vehicles and Parking Regulations– Reference SCC 4.22

Motorized vehicles (car, motorcycle, mopeds, etc) may park for free on 5th Avenue South, a city street, for up to 90 minutes. Restricted 30 minute load/ unload parking is permitted on this same street adjacent to the RHO's front door. Also, there are city parking meters available on 2nd Street South that can be used for up to three hours for a nominal fee. Parking in the USFSP parking garage is available with a valid parking permit on levels 6 and 7 (only). Parking permits may be purchased from the Cashier's Office located on the first floor in Bayboro Hall or on-line at www.stpete.usf.edu/parking_services/index.htm.

Pets – Reference SCC 4.22

Pets other than fish are not allowed in University Housing by residents, guests, or visitors. The only exception is service animals for individuals with visual or physical disabilities. Fish aquariums are limited to 1 gallon. Air filters, power heads, heaters or similar devices used for aquariums are not permitted. "Visiting" pets are prohibited at all times within the residence hall.

Posting Materials – Reference SCC 4.22

Residents who are offended by materials posted in common areas of their rooms should contact their Resident Assistant immediately. Materials posted in the common areas such as posters, pictures, etc. must be agreed upon by suitemate(s). All RHO posting outside of the suites will be done by a staff member of the building. Materials advertising campus or off campus activities, events, student groups, or meetings, must receive approval from the Assistant Director.

Quiet Hours – Reference SCC 4.22

All residents must respect quiet hours, which are: *Sunday-Thursday from 10:00pm until 10:00am; and Friday-Saturday from 12:00am to 12:00pm*. During these hours residents are expected to refrain from excessive noise and other disruptive activities. Non-designated quiet times are to be considered "courtesy hours". Courtesy hours are in effect 24 hours a day. During these times, residents are expected to maintain reasonable volume levels including conversations in stairwells, slamming doors, and stereo volume. Students are expected to comply when a request is made by fellow residents or staff members regarding noise. During Finals Week, 24-hour quiet hours are enforced until the end of the finals period.

Responsibility for Your Guests – Reference SCC 4.22

Guests must be escorted by a current resident of RHO at all times. If you intend to have guests or visitors in the hall, be aware that you may be subject to disciplinary action because of their behavior during their visit. Additionally, University Housing staff members reserve the right to ask any individual who is not a resident to leave the residence hall. For more information about guest sign policies and procedures see the Guest section of policies and procedures, and for more information regarding Visitation see that section on the following page.

Room Damages – Reference 4.02

It is the responsibility of the occupant(s) to pay for the replacement or repair of damaged property within a resident's room or in areas adjacent to it (i.e., windows, doors, suite, study areas, etc). Charges may also be made for not cleaning the room properly, failure to return the room to its original condition at checkout, or not returning one's keys at check-out.

All rooms will be re-inspected after they are vacated and all students have checked out. There may be other charges and/or disciplinary action taken for damages to the room or its contents and missing items not noted on the initial inspection. Students may not repair any damages done to their rooms.

Roommate Agreement – Reference SCC 4.22

All building residents will complete room/ suitemate agreements at the beginning of the year. This document will be used to facilitate conversations between room/ suitemates. It is considered a living document and will be updated as needed throughout the semester. Residents are expected to abide by the agreed upon standards.

Sexual Misconduct - Reference SCC 4.05, 4.06, 4.14, and 4.15

The University will not tolerate sexual misconduct, abuse, harassment, exploitation, intimidation, or coercion. The University is committed to maintaining a community in the residential facilities in which students and staff can live and work in an atmosphere that is free of all forms of sexual misconduct. Those who violate this policy will be subject to the full extent of law enforcement, student conduct action, and Housing and Residence Life charges and may result in immediate housing agreement termination.

Smoking – Reference SCC 4.22

Smoking is not permitted in any area within the building including, but not limited to, student rooms, lounges, and adjacent to the building area. The designated smoking area for Residence Hall One is the courtyard or 25 feet away from the building. Waste must be disposed of in the appropriate containers provided, and not on the ground. **Notice:** In January 2012, USFSP will be a smoke free campus and there will be no smoking permitted on campus.

Solicitation – Reference SCC 4.22

Solicitation, by organizations or individuals, for commercial or personal gain, is not permitted. If a person is found to be soliciting in the residence halls, please report the person's name and company to a University Housing staff member immediately.

Sports within the Building – Reference SCC 4.22

In the interest of personal safety and out of respect for the hall environment, sports of any nature are not permitted in the hallways, bathrooms, lobbies, elevators or other common areas of the building. This includes throwing any objects from or at a residence hall building.

Subletting-Reference SCC 4.22

Rooms may be occupied only by the student to whom it is assigned. A resident's University Housing contract may not be re-assigned, and residence hall space may not be sublet to another person. Refer to University Housing Contract.

Vandalism – Reference SCC 4.02

Damages refers to any intentional and/ or non-intentional damage and destruction of property that is not due to normal and natural depreciation. It is not acceptable to deface, damage, or destroy property, including but not limited to: furniture, walls, personal property, bulletin boards, lounge areas, bathroom facilities, and other areas. Residents are a part of the University community and are encouraged to take responsibility for their environment. Students witnessing vandalism should contact a university staff member.

Visitation – Reference SCC 4.22

A resident's right to comfortably study, sleep, and have privacy in their room/ suite at any time takes priority over any resident's ability to host a guest. A resident's request for any guest to leave at any time must be honored. Residents may have overnight guests by obtaining prior permission of the other residents in the room/ suite. Residents are responsible for the conduct of their visitors and must be present for the duration of the visit.

Residents and their guests are prohibited from using lounges or other common areas outside the room/ suite as sleeping accommodations. Visitors whose behavior or presence detracts from the community atmosphere or impinges on any resident will be required to immediately vacate University housing facilities.

Weapons – Reference SCC 4.04

No weapons of any kind are permitted in the residential facility. Residents who bring anything deemed to be a weapon into the residence hall are subject to disciplinary action, including suspension of Housing Contract.



Policies and Procedures

Abandoned Property

Belongings left in one's room/ suite or within common areas of the residence hall, after the contract period ends or the contract is cancelled are classified as abandoned property. After 30 days, University Housing has the right to dispose of all abandoned property at the expense of the resident or all members of the suite in accordance with Florida State Statute 705.18. Additional storage fees may accompany charges for items left beyond the assigned check out date.

Bicycles

Bicycles are allowed inside your residence hall room for security. However, riding bikes in the building is prohibited. Bicycle racks are located in the courtyard of RHO for your convenience. Please see that your bike is securely fastened to the rack to avoid theft. To avoid electrical hazards and to maintain a clear path for the grounds maintenance crew, bicycles should never be anywhere other than the bike rack.

University Police Services offers free bicycle registration. Students who register their bicycles will receive a decal with a serial number used to identify lost or stolen bikes. This service is available Monday through Friday from 8:00 AM to 4:00 PM. USFSP Police Department is located at 530 3rd Street South.

Breaks Between Semesters

All residents must vacate the residence hall within "24 hours" of their last final exam with the exception of graduating seniors. Graduating Seniors must receive permission from the Assistant Director. Residents may not occupy their rooms during the breaks between academic semesters. Residents who are not registered for classes will be required to vacate the halls.

Cleanliness and Negligence

Assigned on-campus housing spaces are to be kept clean and orderly by the student at all times and are to be used by residences only. Charges will be made for damages to, unauthorized use of or alterations to any assigned space, equipment or building, and/or for special cleaning necessitated by student negligence. Residents are jointly and severally responsible for the care of common areas and/or equipment. Space must be able to pass fire code at all times.

Contract Cancellation

Residents should refer to their signed University Housing Contract regarding cancellation information and terms. Residents are responsible for all fees associated with cancelling their housing contract.

Furniture

All furniture assigned to student rooms, apartments, floor lounges, and other public areas must remain in their appropriate locations. The removal of University Housing furniture from student rooms and/or public areas is prohibited. Residents are responsible for the proper care of University Housing furniture, and will be charged for any damages, repair and replacement costs at checkout. All furniture belonging to residents must be removed from campus prior to checkout time. Furniture left will be subject to removal at the resident's expense, see abandoned property above. Refer to the check-in brochure to see items to bring and items to leave at home.

Guests (Visitors)

Upon a guest's arrival, the host must meet their guest downstairs in the lobby. In addition, the host must escort their guest at all times.

Guests may stay no more than 3 nights in a 30-day period. Visitation past 2 AM is considered overnight. Exception to this policy must have written permission from the Assistant Director in advance of guest's arrival.

Insurance

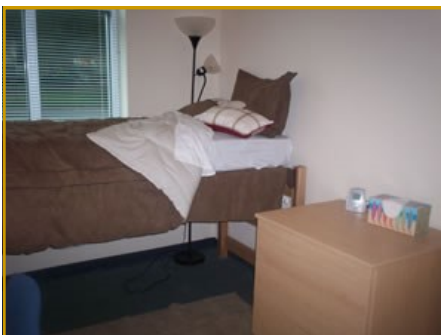
The University is not liable for damage to or loss of personal property (which includes items stored outside the facility), failure or interruption of utilities, or for injury or inconvenience to persons (except to the extent set forth in Florida Statutes, Sec. 768.28 [2003]). Students are encouraged to provide their own health and personal property loss insurance.

Lock Outs

For residents who have locked themselves out of their room or suite University Housing staff will be made available to provide them access to their space. The charge for a lock out will be \$5 for the first instance, and that will increase by \$5 each time until the fourth time. After the fourth lock out the charge will be \$20 for every subsequent instance.

Room Entry by Staff

All due respect is given to the privacy that residents enjoy in their rooms. Occasionally circumstances present themselves which necessitate authorized University personnel to enter student rooms for the purpose of: repair and maintenance; assessment of damages; inventory of University property; determination of compliance with University policies; and emergencies where imminent danger to life, safety, health, or property is reasonably suspected. When possible, advance notice will be given to residents. Submitting a Work Order Request authorizes maintenance personnel to enter your room.



Room and Roommate Changes

Residential Life and Housing assigns rooms and roommates. Unfortunately, it is not always possible to give everyone their first choice. The staff reserves the right to make assignments and changes as necessary. It is important that each resident is familiar with the University Student Housing Contract he or she signed as it underscores several points which are used throughout the occupancy management process.

- No roommate changes will be made during the first ten business days of each semester. After a ten day freeze (this 'freeze process' is noted in this Guidebook as well), residents may submit a Room Change Request Form at the Area Office during business hours or at the Front Desk during the hours it is staffed. The forms are time stamped and managed on a first-come-first serve basis. The transition to community living is not always easy. The diversity of people can be very exciting, but it is also challenging. Living in student housing provides an opportunity for students to understand and appreciate the differences and uniqueness of other people.
- Residents are encouraged to talk with the paraprofessional staff members before asking for a room change. In most cases, roommate problems can be resolved through discussion, compromise, or an agreed upon change of rooms and/or roommates. In cases where no such resolution seems possible, the students must consult their RA. The RA will consult with the Assistant Director for further assistance, if necessary. Understand that even in cases where a Roommate Agreement is made, it is still up to the suite mates to follow through on the agreement. These are not 'contracts' and involve people with varying ideas and perspectives within the suite.
- Residents must fully complete and submit the appropriate Room Transfer Request Form. These forms may be found on the Residential Life and Housing website. Check with your Resident Assistant for assistance if you need help retrieving a form.

Room Personalization

We encourage residents to use their creativity and ingenuity to make their room as comfortable as possible. We ask only that residents follow the simple guidelines provided here to keep maintenance problems to a minimum and/or to save their money at checkout time by avoiding unnecessary damages to the room.

- No physical alterations are to be made to any part of the building. The residents may not remove or relocate the fixtures, switches, outlets, closet or cabinet doors, fixed dressers, beds, desks, or any other fixed items in the room, suite or building. Nails may not be driven into the walls. Contact paper is not to be used. Remember, assessments will be made for the full amount to replace any furniture or room accessories that are damaged or missing at time of check-out.
- Walls, room surfaces and/or furniture may not be painted.
- No lofts or cinderblocks are permitted, but standard bed risers may be used.
- *Waterbeds*: Due to the chance of water damage and because of their excess weight, waterbeds are not permitted.
- All rooms must pass fire code guidelines at all times. As stated elsewhere in this document, furnishings other than university owned may be limited and the furniture guidelines will be enforced.

Threatening Weather

From time to time, hazardous weather conditions develop in the Tampa Bay area. Should a weather emergency occur, the appropriate procedures would be posted on the lobby bulletin board and communicated to you by staff. For more information, read the Hurricane and Threatening Weather brochure online at: <http://www.stpt.usf.edu/housing/documents/HurricaneBrochureUpdated5-2009.pdf>

Student Conduct Overview

In the administration of discipline, it is the intent of the Residential Life and Housing staff to both ensure justice and provide an educational experience for the student. While it is intended that this approach protect the campus community by providing rules and regulations, the process also encourages growth and development. Ultimately, the focus is corrective and preventative rather than punitive. It is the students' responsibility to consider the consequences of their behavior and to make sound decisions before acting. Students are members of the community; therefore, their actions, whether positively or negatively intended, directly affect the community and our standard of living.

It is the philosophy of Residential Life and Housing to provide an environment that is safe, feels comfortable, and supports the academic mission of this university. The rules listed in this publication are meant to serve as guidelines for the residents.

If an incident occurs in the residential community, Housing staff will be notified. In most cases the student(s) will receive direct contact from Housing staff. The staff member will prepare an incident report. Depending on nature of the incident and the rule that is alleged to have been violated, the report will be referred to the Assistant Director and/or the Office of Student Rights & Responsibilities to investigate. The student who allegedly violated the rule will participate in an Initial Review. During the Initial Review, the Conduct Process will be further explained.

Sanctions

Sanctions used in our conduct process with students found responsible for violating policies in on-campus housing are included under the USF Student Code of Conduct and additional Housing & Residential Education sanctions are listed here. They are meant to serve as guidelines rather than as a definitive list. As a member of the on-campus community, you are responsible for knowing the rules, policies, and guidelines listed in this publication.

Warning

A student receives a written warning that states that if there is a repeated violation of rules and regulations, the student can expect additional disciplinary action.

Alternative Sanctions

In the case that a student is found responsible, sanctions may be assigned that are deemed appropriate and educational in regard to the incident, student, and behavior. These sanctions may include, but are not limited to, attending programs, creating bulletin boards, conducting rounds or tours of facilities with staff, completing Alcohol 101, researching and interviewing, and writing papers. (There may be program fees associated with some of the educational sanctions.)

On-Campus Housing Probation

A student on University Housing probation is not considered to be in good standing with Residential Life and Housing and may restrict him/her from some activities and positions. Any further violations may lead to relocation, the suspension or termination of the housing contract, and/or referral to Student Rights & Responsibilities.

Restitution

A student will be assessed the repair/replacement/labor cost for any damage he/she, or his/her guests, causes to University or personal property.

Room Transfer

A student may be transferred to a different housing area if it is determined that the student may be able to live more productively in a new environment.

Educational Sanctions

Sanctions used in our conduct process with students found responsible for violating policies in on-campus housing are included under the USFSP Student Code of Conduct and the additional Residential Life and Housing sanctions listed here. They are meant to serve as guidelines rather than as a definitive list. As a member of the on-campus community, students are responsible for knowing the rules, policies, and guidelines listed in this publication.

Suspension of Housing Contract

A student's housing contract may be cancelled for a stated period of time after which reinstatement may be possible. A written request to return to the on-campus community must be submitted to the Office of Student Rights & Responsibilities before readmission will be considered.

Termination of Housing Contract

A student who has committed serious violations may have his/her housing contract permanently cancelled and/or a possible denial of future housing contracts.

Appeals

Once the alleged violator is informed of the decision, he/she has the right to submit a letter of appeal if:

- material procedural errors were committed prior to or during a hearing;
- new evidence was discovered; and/or,
- the severity of the decision is not justified by the nature of the violation.

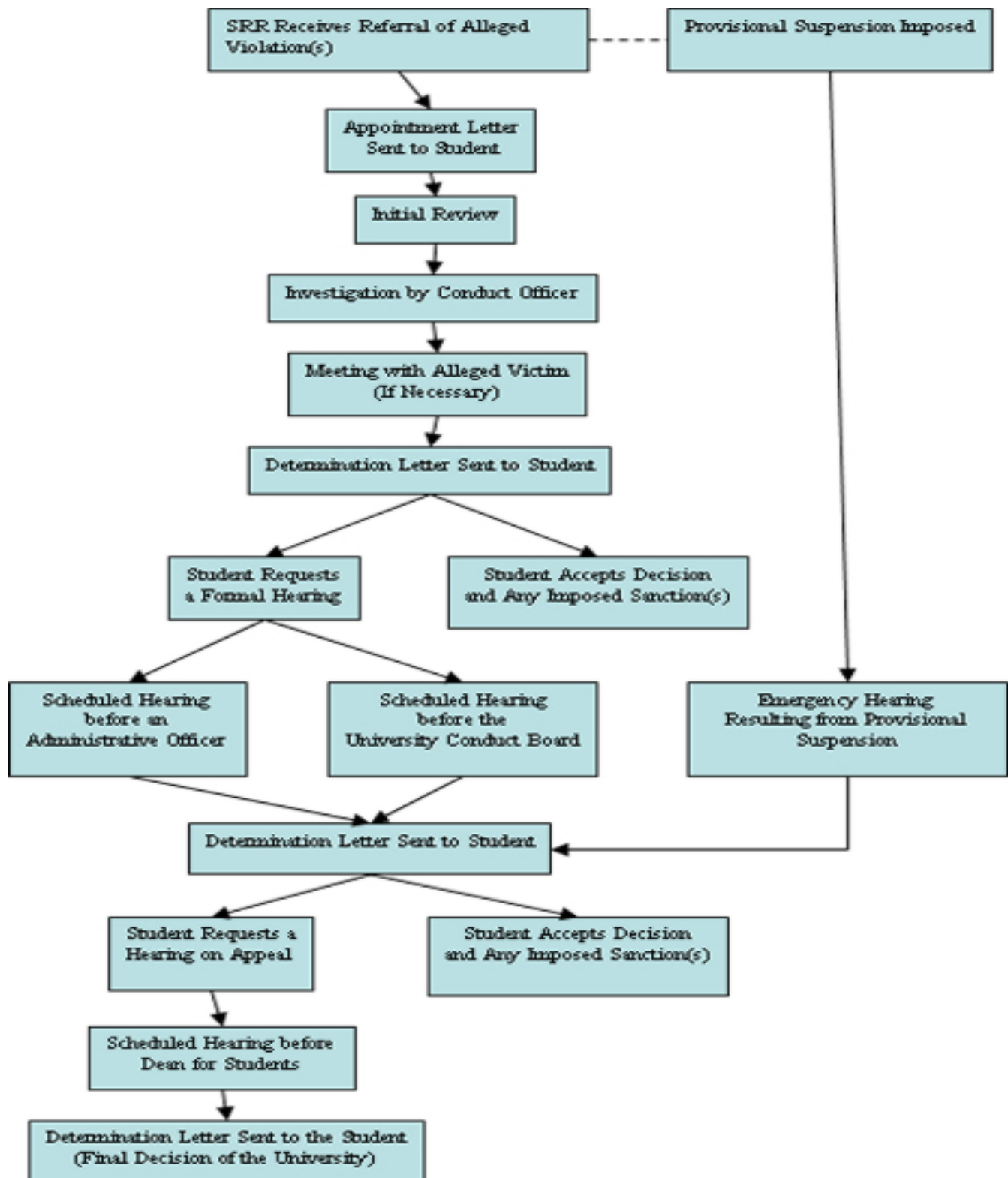
The appeal must be made within 3 days of the issued sanction and should be made to the official at the appropriate level as noted in the sanction letter.

**For more information about the
Office of Student Rights and Responsibilities:**

<http://www.stpete.usf.edu/srr/index.htm>

The flowchart on the adjacent page may be updated so the final version will be located on the Student Rights and Responsibilities website.

Flowchart of Student Conduct Process



Stay Informed

Check the USFSP Department of Residential Life and housing website frequently for updates and more information.

If you have a question, call 727-873-5101 or email usfsphousing@gmail.com.

More information provided via our website at:

www.stpete.usf.edu/housing



Updated July 2011

The materials described and discussed herein are not intended to be exhaustive in nature. Each resident student is expected to use his or her University email address and to have read the items contained in this Guidebook as well as the University Student Housing Contract.

Resident Students are responsible for knowing and observing USFSP regulations as set forth in the University Housing Guidebook, USF system Student Code of Conduct, and other official publications, which are incorporated herein by reference.

USFSP personnel and/or administrators in Student Services reserve the right to make additional policies and regulations as necessary for the institution and community. The Resident Student agrees to abide by all additional rules and policies that are adopted. The Departments within Student Services agree to make reasonable effort to inform students of any regulation changes or pertinent policy information. The Departments utilizes assigned mailboxes and the student is expected to check this location frequently for information from the Departments and other USF system officials.



NOTES: