

WELCOME!

All of us at Housing and Residence Life would like to welcome you to Embry-Riddle and your new home. Becoming a member of this unique community will be an opportunity for you to excel academically and develop the skills needed to succeed after college. This Housing and Residence Life Guidebook contains information that is intended to be useful for you. It is important that you read and know the information in this guidebook as you are responsible for understanding and adhering to our policies and procedures.

Our residence halls are more than a place to sleep and hang out. Our halls are a place to develop friendships, become involved in decision making, take on leadership roles, plan and participate in activities, take responsibility for yourself and your community, and just have fun. The advantages to be gained from living on campus are many. It has been proven in numerous studies that students who live in university housing earn higher GPAs, are better connected to the University, will make better use of University services (such as tutors, the library, and campus-wide student activities) and are more pleased with their total college experience. Students who live in housing are more likely to graduate in four years (as opposed to being on the five- to six-year plan) (Astin, A. W., 1997, *Student Involvement: A Developmental Theory for Higher Education*, In *College Student Affairs Administration*. Pearson Custom Publishing: Boston.)

Getting Involved: The Housing and Residence Life staff and your Residence Hall Association (RHA) have planned many events and activities for your enjoyment and success here at Embry-Riddle. Please talk to your Resident Assistant and your RHA representative for more information about these events and ways to get involved. Activities such as hall events and competitions will offer more opportunity for involvement and community development. It is only through your interaction with each other that the residence halls can truly become great places to live.

We realize that you have many questions regarding residence hall living at Embry-Riddle and we hope that this guidebook will assist you in finding the answers. If you have any further questions, please do not hesitate to contact the Housing and Residence Life staff (listed in the back of this guide). It is our hope that this academic year is a rewarding and challenging experience for you.

Our best to you in the coming year!

Your Housing and Residence Life Staff

OUR MISSION AND HOW WE ACCOMPLISH IT

The Department of Housing and Residence Life is dedicated to serving the students of Embry-Riddle Aeronautical University by providing a safe and positive living/learning environment that enhances student learning.

We accomplish this mission and that of the University by utilizing these principles as guidelines:

- Provide a safe and secure living environment for all students
- Work with our residents to create a community that enhances academic success and personal growth
- Plan an array of programs and activities that foster community and student interaction
- Provide quality service and well-maintained facilities
- Operate as a fiscally responsible department
- Work in conjunction with other departments to support the University mission

Respect for Individualism and Diversity

The Department of Housing and Residence Life would like all students to understand the expectations concerning the behavior of each member of the residential community. As an adult, you are responsible for your own actions. You must take responsibility for your own awareness of and education on sexism, racism, heterosexism, and other forms of oppression. Intolerance within the residence halls will not be accepted.

No person has the right to degrade another human being on the basis of gender, sexual orientation, race, physical capabilities, national origin, religious affiliation, or any other differences whether apparent or not. Written or verbal abuse (including e-mail, voice mail and instant messaging), harassment, threats, physical assault, intimidation, and other forms of violence against any member or group within your community will not be tolerated. We do not accept substance abuse, alcohol use, or peer pressure as an excuse for intimidation, harassment, abuse, or violence, nor should you. Ignorance or “it was just a gag” is NOT justification for such behavior. Such behavior may result in student conduct action. Misconduct should be brought to the immediate attention of the residence hall staff.

Diversity at ERAU

The objective of the educational program at Embry-Riddle Aeronautical University is to develop individuals capable of applying enlightened judgment in their professional, personal and social lives. In order to promote this objective it is the policy of the University to prohibit discrimination as it is defined in the federal and state statutory and decisional law, against individuals because of race, sex, religion, color, national origin, age, sexual orientation, non-disqualifying handicap or veteran status in all aspects of University life. Any individual or group found responsible for a violation of the above policy will be subject to action through the student conduct process.

RESIDENCE LIFE STAFF

There are many individuals committed to working with you as you develop through your college experience and also as you and your fellow residents learn to develop the community in which

you live. The Housing and Residence Life staff includes a Director, Associate Director, Assistant Director, Coordinator, Administrative Coordinator, Area Coordinators (AC), and Resident Assistants (RAs). These individuals have specific responsibilities that ensure the residence halls and programs therein are well maintained, and that your needs are met. Listed below are our staff position descriptions and functions.

Central Office Staff

Director of Housing and Residence Life

The Director of Housing and Residence Life is responsible for oversight of department operation and direction. Responsibilities include budget management, direct supervision of the central office staff and Area Coordinators, and less directly, the Resident Assistants. The Director of Housing and Residence Life works closely with other Student Affairs directors and reports to the Dean of Students.

Associate Director of Housing and Residence Life

In addition to fulfilling the responsibilities of the Director on an as-needed basis, the Associate Director focuses on the general operation of the residence hall facilities to include oversight of work order submission, tracking, and follow-up; custodial services; grounds conditions; and overall facilities issues in each residence hall complex. The Associate Director works closely with the Area Coordinators, Facilities Management, University Design and Construction Management, and many other campus departments to ensure a safe and well-maintained residential environment.

Coordinator of Housing and Residence Life

The Coordinator assists the Director of Housing and Residence Life in managing and coordinating overall Housing operations to include assignments, billing, confirmation, coordinates check-in/checkout for each semester, respond to questions and concerns from campus community, students, and parents, budget management, summer conference management, and front office operations and supervision of the Administrative Coordinator.

Administrative Coordinator

The Administrative Coordinator, supervises student employees, oversees front office administration and operation, and specializes in the room assignment process, billing, occupancy statistics, room change requests, contract and application material updates, and areas relating to residence hall administrative records.

Residence Hall Staff

Area Coordinators

Area Coordinators (ACs) are full-time professional staff who reside in the residence halls and supervise the Resident Assistants. Each AC oversees a group of residence halls and works to develop a supportive academic community. Among other duties, ACs are on-call on a rotating schedule, assist with community development, meet with students regarding concerns, and relay pertinent information back to the central office. Contact your AC if you have any concerns or questions about your residence hall experience.

Resident Assistants

Resident Assistants (RAs) are student leaders whose role is to build community and assist residents living in the halls. The RAs work to create an environment in which all residents feel involved and connected to the campus and their community. This environment is created through programming, role modeling, communication, and personal interaction. All RAs have lived on campus for at least one semester, and have undergone extensive training to help them in their roles as student leaders.

SUPPORTING DEPARTMENTS

Facilities Management (Maintenance and Custodial Services)

Maintenance, custodial, and grounds services are provided by Sodexo, USA. Housing and Residence Life works with the Sodexo to ensure that a clean and safe environment is maintained in and around the residence halls. The custodial staff is responsible for basic cleaning and upkeep of the communal areas in the residence halls. Maintenance staff is responsible for the repairs of the physical buildings.

Any general/routine maintenance or custodial request should first be reported to your RA. If it is an emergency situation, please contact the Housing and Residence Life Office at (928) 777-3744 or the duty/on-call RA.

Campus Safety

Safety officers are on campus to help provide an environment in which all students can live in comfort and security. Officers are available to respond to emergencies 24 hours-a-day. In the case of life threatening emergencies, call 911. In order to report other safety and security matters or for assistance from Campus Safety, dial 0 from an on-campus phone or dial (928) 777-6671. Remember, it is every person's responsibility to maintain a safe and secure living environment. As a member of the ERAU residential community, each individual is expected to report any safety issues to their RA or Campus Safety.

Campus Dining Service

The dining service at Embry-Riddle is operated by the well-known and established Chartwells. If you require special attention or preparation (i.e. health needs, vegetarian lifestyle), the Chartwells staff will be glad to work with you to meet your needs. To speak to someone at Chartwells regarding special meals, bagged meals, or to ask questions call (928) 777-3768.

Mail Service

Mail service is located on the central campus. The mailroom provides parcel and letter shipping using services provided by the U.S. Post Office, UPS, and FedEx. At a minimum, all students are required to check their student mailboxes daily, as this is one of the University's modes of communication with students. Please have a picture I.D. to claim any packages or certified letters. Lastly, it is important that all correspondence has your mailbox number on it or it will be delayed. The address should read:

Student's Name	Ernie T. Eagle
ERAU Box #	ERAU Box #1234
3700 Willow Creek Road	3700 Willow Creek Road

Prescott, AZ 86301

Prescott, AZ 86301

Information Technology

If you need information or help with your computer or internet contact the Help Desk at (928) 777-6990.

Wellness Center

On campus medical, counseling and ministry services are coordinated through the Wellness Center. A registered nurse serves as Wellness Center Director and maintains campus office hours along with a registered Medical Assistant, a Transcriptionist, and two counselors. Physicians are on site Tuesday, Thursday and Fridays and a female physician one day per month. Other services include a Podiatrist one day a month, a Chiropractor two days a month, Massage therapy weekly, and a Psychologist two days a month. Students will be assisted by Health Services to locate appropriate local medical care providers when needed.

It is advisable to be prepared at all times with insurance information. Please mail a copy of health and prescription cards along with the required medical report. Limited prescription drugs are available though Wellness Center. If you have questions regarding the policy plan, contact Wellness Center at (928) 777-6653.

POLICIES AND PROCEDURES

The policies and procedures governing the residence halls are designed to help maintain a safe, clean, and comfortable environment for all residents, and to ensure that the residence halls provide an environment that enhances student learning. The ultimate responsibility for achieving this goal, however, lies with the residents. Each student who lives on campus must respect the rights of the other individuals living in their community, the building and surrounding grounds in which he/she lives, as well as the rights of the other individuals living in the community.

Four compelling community interests are the basis for our residence hall policies. Residence hall policies help to:

- Promote a legitimate educational purpose (quiet hours, first-year live-on requirement)
- Ensure that a healthy and safe environment is maintained (fire safety, HSIs)
- Prevent serious disruption to the educational living environment (alcohol policy, guest policy, courtesy hours).
- Mitigate property loss and damage (no pranks, secured entrances, furniture guidelines)

In addition to the Housing and Residence Life policies outlined below, ALL students must adhere to the University's Standards of Conduct (found in the Students Rights and Responsibilities at <http://www.erau.edu/pr/studentservices/dean.html>) Included below are Housing and Residence Life policies regarding conduct as well as selected Standards of Conduct that will be noted in the title as ERAU [i.e. Alcohol (ERAU 2b)] and the text will appear in *italics*.

Abandoned Items

Items found in public areas (including public hallways and laundry rooms) that cannot be traced to the owner will be considered abandoned and will be held by a Housing and Residence Life official or Campus Safety.

All unclaimed abandoned items will be held for a period of thirty (30) days. At the end of the thirty (30) day period, unclaimed items will become the property of the University. Exceptions include perishable items which will be disposed of immediately and bicycles which will be held only fourteen (14) days prior to disposal.

Any property left in a room after checkout or at the end of the student's contract for that term will be considered abandoned.

All items left in community kitchens (including in refrigerators) at the end of each semester will be considered abandoned.

Unclaimed items may be disposed of in one or more of the following manners:

1. Conversion to University use
2. Donated to a social service or other community organization
3. Sold at auction by the University
4. Destruction or disposal

Airborne Objects

Throwing any items/objects at other people, into or out of windows, doorways, balconies, or in the interior area of the facilities is prohibited at all times. This specifically includes but is not limited to: water balloons, snowballs, projectiles fired from pellet guns, paintball guns, slingshots, etc.

Alcohol (ERAU 2b)

Illegal use or misuse of alcohol on/off campus or use or possession of alcohol on University property. Being under the influence of alcohol may be viewed as use. Having knowledge of the above or being present when a violation occurs may constitute equal responsibility and involvement in the incident

Alcohol Paraphernalia

Alcohol paraphernalia and items that facilitate binge drinking are strictly prohibited (i.e. beer bong, kegs, and other containers or devices intended for multiple users or rapid consumption). Paraphernalia is defined as anything that originally contained alcohol. This includes but is not limited to bottle tops, empty beer/wine containers and empty containers used for decoration

Amplified/Acoustic Instruments and Stereo Equipment

Students need to respect their neighbors and have an appropriate music/noise level at all times. Amplified/acoustic instruments and stereos are permitted in the halls; however, the volume should always be at a respectful level and we recommend using headphones when appropriate. We reserve the right to prohibit the use of any instrument should it become necessary. If there

are repeated complaints for excessive noise it may be requested that the student remove their stereo or instrument(s) from the hall. See “Noise” for further information.

Bicycle Information

Bicycles are permitted to be stored in the student’s private sleeping area. Be aware that **hooks to hang bicycles are strictly prohibited**. Locking bicycles to handrails in stairwells or on walkways is prohibited, as it is considered a safety and fire evacuation hazard. Bicycles locked to handrails or walkways will be removed. Bicycles also may not be stored in hallways or other common areas of the hall including living rooms/lounges. They must also not be stored in/under stairways or exit areas for safety reasons. Students may be billed for damages to facilities caused by bicycles being stored in the rooms.

Abandoned Bicycles

At the end of the spring semester, Campus Safety will tag all bikes on campus. After spring closing of the residence halls, all bikes must be removed from the housing area. Bikes that are left by a student will be impounded and held for fourteen (14) days. The University will not be responsible for any chains or locks that need to be cut to remove the bike. After fourteen (14) days, the University will dispose of all bikes that are not claimed by their owner. A student attending Summer A or B is required to get a special permit from the Safety Office prior to May 1. Bikes without the special permit will be considered abandoned and removed. Abandoned bikes increase the chances of bikes being stolen or vandalized on campus. Abandoned bikes also take up valuable space for others could use to lock up their bikes. If you have any questions, please contact Housing and Residence Life or the Safety Office.

Bed Adjustment and lofting

Students are not permitted to adjust, bunk, or loft their beds on their own. If a student wishes their bed to be reconfigured, they need to contact their Resident Assistant within the first two weeks of the semester. Bed adjustments will only be done if requested within the first two weeks of the semester. Due to availability of spare components and building design, not all furniture configurations are possible in all areas. Students who adjust their bed on their own will be subject to student conduct actions and possible fine(s).

Lofting Restrictions...

Homemade lofting bed units are not permitted.

Cable Television & Data Ports

Basic cable television is provided in the Residence Halls. One cable jack is installed in each bedroom and each lounge/living room in addition to two data ports per bedroom.

Splicing/splitting of this cable line or tampering with the data ports is prohibited. Students may contact local cable companies to obtain additional cable services. Any additional cable services are contracted by the student with the cable company. Housing and Residence Life is not responsible for any issues or concerns over additional cable services.

Candles/Incense/Flammable Materials

Candles, incense, and any other flammable materials are fire and safety hazards and, therefore, may not be used or stored in the residence halls at any time. This policy includes items such as gasoline, model aircraft fuel, butane, propane, and lighter fluid. Students may store in the halls charcoal designed to start without adding lighter fluid. If you need to burn candles for religious purposes, please speak to your Area Coordinator.

Check-In & Check-Out Information

Check-Ins...

Whenever students check-in to Housing and Residence Life at the beginning of the semester or change rooms during the semester, they are given a Room Condition Report (RCR). It is the responsibility of each resident to confirm the RA's evaluation of the room and common areas and to make changes to the RCR as necessary. These notes will be compared to the condition of the room upon checkout and ANY damages beyond normal wear and tear or extra cleaning will be noted and charged to the student's account. Upon completion of the form, it should be given to the RA on their floor. The RA must receive the RCR no later than twenty-four hours after checking/moving in.

Check-Outs...

Whenever students move out of their room, an RA or Housing and Residence Life staff member will inspect the room and common spaces and complete the check-out portion of the RCR. Students must schedule a check out time with their RA AT LEAST 24 hours in advance of the desired checked out day. Upon completion of this form, both the student and the staff member checking the student out will sign the RCR. The student may request a copy of the report. Students who fail to follow these checkout guidelines may be subject to an improper checkout fine.

A formal room checkout is required for any of the following: moving out at the end of the semester/year; leaving the University; room changes; any other circumstance requiring the student to move out of the room. All rooms must be cleared of belongings and thoroughly cleaned (trash out, floors vacuumed/mopped, appliances cleaned) BEFORE checkout occurs. Charges for lack of cleanliness and damage do not occur until after the official date of the halls closing or after checkout. Damages or cleaning concerns discovered AFTER checkout may be charged to the student's account.

Express Checkout is an option only available for the end of the semester. Express checkout enables students to put their key in an envelope and turn it into a Housing official as their checkout. This is not the preferred method of checkout; however is an option. **It is important to note that students who do Express Checkouts are not able to dispute any charges.**

Cleaning

Each resident is equally responsible for the cleaning of their bedroom and common spaces. Cleaning service IS NOT provided within suites or apartment units. Residents may check out a vacuum cleaner from their RA using their Eagle card as collateral, but all other cleaning supplies are the responsibility of the residents.

Health and Safety Inspections (HSIs) are conducted regularly to ensure that rooms are kept in a clean and sanitary condition. All residents are expected to keep their spaces clean. See “[Health and Safety Inspections](#)” for more information.

Climbing/Scaling/ Rappelling

Climbing onto or rappelling off of buildings, trees, lamp posts, balconies, stairwells, rooftops or any other area which can threaten your safety, the safety of others, and/or the safety of the facilities is prohibited at all times.

Commercial Enterprises

Commercial organizations may not establish auxiliary enterprises on the campus, and may not use University facilities without written consent. This includes organizations owned or operated by, or employing a student or alumni of the University.

Students may not establish or operate a business on campus property for personal profit or that of a select group. Students may not use their residence hall, campus mailbox, campus computer connection, voice mail system, or other campus facilities to conduct any portion of such business.

Common Space

Common space is defined as a space designed to be used by more than two people. Common space also includes Thumb Butte rooms for the purpose of posting important information in addition to the list below. University Staff can enter these spaces to fulfill responsibilities of their duty (See “Room Entry Procedures” for more information):

- Post fliers
- Clean area (If needed as determined by a Housing and Residence Life staff member)
- Safety and Maintenance checks
- Complete work orders
- Health and Safety Inspections (HSIs)

Contract Release

All contracts are for the entire contract period (i.e. fall and spring semester, or summer). Any release from the contract must meet the criteria stated in the contract. Release from the Housing contract will be considered ONLY under the following conditions (see back of contract):

- Dismissal or suspension from the University
- Withdrawal from the University
- Graduation
- Marriage during contract term
- Medical conditions which prevent the student from living in the residence facilities and which cannot be accommodated by the Department of Housing and Residence Life confirmed in writing from Embry-Riddle Wellness Center
- Severe and documented financial hardship confirmed in writing by Embry-Riddle Financial Aid Office
- Internship/Study Abroad in conjunction with Embry-Riddle Aeronautical University
- Other reasons as approved by the Director of Housing and Residence Life

Students must submit a written letter or e-mail to the Director of Housing and Residence Life for any release request. Contractual release is only upon written approval from the Director of Housing and Residence Life, or their designee. An \$800 administrative fee will be assessed and charged to the student's account for all contract releases. All Housing refunds are based on the refund policy stated in the University Catalog.

Courtesy Hours

Courtesy Hours are in effect 24 HOURS PER DAY, 7 DAYS PER WEEK. Within and near the residence halls, stereos (including car audio), and televisions should always be set at a reasonable volume (as to not present a disruption to others), and voices should be kept at a reasonable level. See "[Noise](#)"

Damages

Residents are reminded that financial liability for damages lies with the residents in the bedroom, suite, apartment or building. Repeated damages have a direct impact on housing rates if no responsible party is found or comes forward. If damages occur in an apartment, suite or the common areas of a building and no individual takes responsibly, the Department of Housing and Residence Life will divide the charges among the occupants and bill their student accounts. This includes, but is not limited to: common entryways, hallways, lounges, kitchens, and the immediate exterior/grounds (including littering and cigarette butts). If damage occurs in a suite or an apartment, the residents of the suite/apartment will be held responsible.

If damage occurs, please report it to your RA or to the Department of Housing and Residence Life as soon as possible. A work order will be submitted to repair the damage and the responsible parties will be subject to appropriate charges.

Residents are not authorized to perform any type of repair to damages themselves. Repairing damages yourself, especially to furniture or walls, may result in higher costs to yourself, your roommate or suitemates as it will most likely have to be done over in order to meet institutional specifications. Performing unauthorized repairs may result in student conduct action and include a fine of up to \$150 in addition to any repair charges.

Decorating

Students are encouraged to decorate their rooms as they wish, within reason. Nails, hooks, or anything that will put a hole in the wall, peel the paint off or leave any marks are prohibited. Any damages from students decorating their rooms will be charged to the student. Nothing can be hung or attached to the ceiling. Students are NOT permitted to paint their room/common areas.

Doors, Propping or Forced Entry

The main entry doors to the Village and Thumb Butte Complex buildings may not be propped open by any means at any time. For reasons of fire, personal safety, and building security, these doors are to remain closed and locked 24 hours-per-day. All Village and TBC residents are required to have and use their Eagle Card for building access and also to arrange to meet guests at the door. Pulling on the doors to force them open is a major safety concern and damages the doors; therefore it is strictly prohibited.

Drugs (ERAU 2a)

Use, possession, sale, knowledge of, or being in the presence of narcotics, marijuana, steroids, sedatives, tranquilizers, drug paraphernalia, stimulants, hallucinogens, and other similar non-prescribed agents known to be harmful or habit-forming drugs or chemicals. Having knowledge of the above or being present when a violation occurs constitutes equal responsibility and involvement in the incident.

Electrical Appliances

All cords and connections must be in good working condition. We recommend the use of a surge protection device to protect your valuable electronics from the region's electrical storms and any possible irregularities with the electrical service. Stringing wire between buildings and the installation of radio or television antennas and dishes on any building is not permitted. Repeated overloading of electrical circuits will require removal of equipment causing the overload.

Permitted Electrical Appliances

All Complexes

Pressing iron; rice cooker; crock pot; coffee maker; blender

The Village Apartments and Halls 1 - 4 – toasters; toaster ovens; popcorn poppers and like appliances, indoor grills (George Foreman like) and griddles.

The Village Suites – Residents living in suites may have possession of those approved appliances as long as they are used in the common kitchens.

Electrical Appliances NOT Allowed

PROHIBITED, ALL Complexes

Portable heaters, microwaves and refrigerators (except those provided by the University), open-flame propane burners, hot plates, ultra-violet or sun lamps, halogen lamps, electric frying pans or electrical elements used for heating liquids (except coffee pots), pizza ovens, air conditioners not provided by Embry-Riddle, or any item with an exposed heating element or open flame.

PROHIBITED in Thumb Butte & Hall 5 (in addition to above)

Toaster ovens and toasters

When prohibited appliances are discovered, students will be required to remove the prohibited item from the residence halls within forty-eight (48) hours. Items not removed within 48 hours will be confiscated and will become property of the university if unclaimed after thirty (30) days.

Emergency Information

The safety of each individual and his/her property is of immediate concern to the Department of Housing and Residence Life. Emergencies should be reported immediately to your RA or the RA on duty. If neither is available; please contact Campus Safety by dialing "0" on a campus phone or (928) 777-6671. In a life-threatening situation, FIRST call 9 - 9 1 1, THEN call an ERAU staff member. RAs are on duty from 7 p.m. to 7 a.m. daily and on call from 7 A.M. to 7 P.M. on weekends and any day the Housing and Residence Life Office is closed. A Housing and Residence Life Professional is on duty twenty-four (24) hours a day.

Explosive Devices

See “[Fireworks/Sparklers/Explosive Materials](#)”

Fighting/Threatening Behaviors (ERAU 1a)

Verbal or physical abuse, including fighting, threats, intimidation, harassment, coercion, and/or other conduct or action that threatens the health and safety of a member of the University community, including oneself, or any other person on or off University property, or at a University-sponsored or supervised activity. Students who are deemed to be a threat to themselves or other members of the University, or who are experiencing serious medical/psychological issues that cannot be sufficiently handled by ERAU personnel, are subject to involuntary withdrawal from the University.

Fire Evacuation Procedures

All windows, doorways, hallways and stairwells are to remain unobstructed at all times. To block such areas is a violation of local fire codes. Due to fire safety regulations, nothing is permitted to be hung from/on the ceiling.

ALL STUDENTS MUST EVACUATE THE BUILDING DURING ALL FIRE ALARMS — NO EXCEPTIONS! SEE THE FOLLOWING PROCEDURES FOR EVACUATION.

Fire alarm evacuation procedures:

- Exit the building immediately by the proper pathway.
- If in your room, **lock your door and take your key.**
- Use stairways not elevators.
- Once outside, move 100 feet or more away from the building to the designated evacuation point.
 - For Mingus Mountain and TBC, walk to the parking lot in front of your hall.
 - For the Village Complex, walk to the central sidewalk/walkway in the middle of the complex.
- Notify staff of the possible location of the fire, if known, or the possible cause of the alarm, and also of possible residents remaining in the building.

DO NOT RETURN TO AN EVACUATED BUILDING unless the alarm has stopped, **AND** a University official indicates the residents may return to the building.

All students are **REQUIRED** to evacuate during a fire alarm. Failure to evacuate the building in a timely manner may result in a \$50 fine.

Firearms/Weapons/Ammunition (ERAU 10a, 10b, & 10c)

Possession, while on University-owned or controlled property, or at University-sponsored or supervised activities, of any deadly weapon such as, but not limited to: handguns, rifles, shotguns, and the ammunition for these weapons, machetes or any other object classified or used as deadly weapons. Any deadly weapons brought onto University property are subject to confiscation.

Possession, while on University-owned or controlled property, or at University-sponsored or supervised activities, of any dangerous weapon such as, but not limited to: paintball guns, BB guns, air guns, dangerous chemicals, incendiary devices or other explosive substances including fireworks, bows, slingshots, knives (Knives with blades less than three inches in length (pocket knives) or multi-tools are the exception), or other objects classified or used as dangerous weapons with the potential for danger or harm. Any dangerous weapons or simulated weapons brought onto University property are subject to confiscation.

Failure to report a weapons violation under the Standards of Conduct.

Fireworks/Sparklers/Explosive Materials

Due to the potential for harm to others and fire danger, the use and/or possession of firecrackers, fireworks, sparklers, or any other pyrotechnic or incendiary device is not permitted in the halls. The possession and manufacturing of any device that may explode is strictly prohibited. Such possession or manufacturing may also result in law enforcement action (local, state, or federal).

Fundraising

Fundraising activities may not be conducted in University-owned Residence Halls without prior department approval. Only the Residence Hall Association and other campus organizations may hold fund raising activities in the Residence Halls in prearranged locations. Individuals or groups may not use their rooms or the buildings for commercial purposes.

Furniture

The Department of Housing and Residence Life provides each resident with a bed and mattress, desk, desk chair, and dresser. Each resident provides his/her own linens, bedding, cleaning materials, and other small personal items.

Students are not to stand on chairs or desks.

Bricks may not be used to prop/raise furniture.

Students are responsible for furniture provided by the Department of Housing and Residence Life. Mattresses must remain on the bed frame and may not be placed on the floor. Dressers should not be used as supports for other furniture (with exception of the Village Complex). Village residents should contact their RA if they want their dresser stacked. Not all types of dressers can be stacked. Any damage that results from improper use of furniture will be charged to the residents.

The residents may not remove bedroom/living room furniture at any time. Lounge furniture must stay in the lounge area at all times. Removal of any furniture may result in fines of up to \$100 per piece of furniture or the cost to replace missing furniture.

Gambling

State law dictates that gambling is an illegal activity and it is therefore prohibited in the residence halls.

Garbage/Trash/Recycling

All residents are responsible for properly separating and disposing of any trash from their room/suite/apartment. All trash must be taken to the trash dumpsters located near Hall M-100, M400, Roadrunner Hall 1, Quail Hall 3, Javelina Hall 5, Juniper Hall 6, and Saguaro Hall 8. Blue recycling bins are provided in every living unit. Recycling dumpsters are located near M400, Quail Hall 3, Juniper Hall 6, and Saguaro Hall 8. Students found to be depositing room trash in University-provided receptacles in halls, lounges, common kitchens or laundry rooms may be subject to student conduct action.

Guest Information

Within certain guidelines, residents are permitted to have guests visit.

A guest is defined as anyone who does not reside in the particular room in which they are visiting. This includes residents of other buildings, other suites or apartments, ERAU students living off-campus, and people who are not affiliated with the University. Guests are required to be escorted at all times within the halls. This means that guests may not remain in the apartment or suite without their host being present.

Having a guest is a privilege, not a right, and this privilege is subject to immediate removal for violation of the guest policy.

Residents are responsible for the actions and behaviors of their guest at all times and to ensure that their guests are aware of our policies and adhere to them. The roommates and suitemates must approve all guests. Housing and Residence Life staff reserves the right to ask a guest to leave at any time.

Guests are permitted to stay overnight in the halls for up to two nights maximum within a calendar month. Exceptions can be made through the permission of the Area Coordinator. Guests are not allowed to sleep or spend the night in public lounges.

Guests under the age of 18 years of age must be approved through the Department of Housing and Residence Life at least seventy-two (72) hours prior to their visit.

Resident hosts are expected to respect the rights and privacy of roommates and other living group members when sponsoring a guest. Actions that may disrupt roommates/living group rights are prohibited.

A violation of the guest policy may result in an additional room charge on the student's account. Meaning, if a guest stays beyond the registered time of two nights per calendar month, a student may be charged a prorated fee of the room rate and may be subject to student conduct action.

Guest Parking

Guests must park in Parking Lot "N" in front of Building 73, Haas Commons, and they must have and display a guest parking permit. Guest parking permits are available at the Campus Safety Office located at Building 17B.

Hall Sports

Sports, horseplay, or physically active games inside the residence halls, including but not limited to: hockey, golf, Frisbee, bowling, skateboarding, or riding a bike are not allowed in the halls. Additionally, students should refrain from playing sports/games outside of the residence hall when or where there is the possibility of injury, damage to persons or property, or excessive noise.

Health & Safety Inspections

All RAs will conduct Health and Safety Inspections (HSIs) for each living area once monthly throughout the academic year. During this time, the RA has an opportunity to talk with residents, follow-up on any work orders, and ensure no cleanliness, health, or safety concerns exist. Notice will be posted forty-eight (48) hours in advance of these inspections and the HSIs will be performed by teams of two Housing and Residence Life staff members.

It is the responsibility of all residents to clean their bedrooms, living rooms, lounges, bathrooms, showers and kitchens (also see "[Cleaning](#)"). If rooms or units are found to be in an unsanitary or unsafe condition, the resident(s) will be given forty-eight (48) hours to correct the problem. If the problem is not corrected in the allotted time, the Area Coordinator (AC) for the area will inspect the space and issue a final warning. If this final warning is not heeded, outside cleaning sources may be brought in at the residents' expense. Resident(s) may also be fined \$25.00 -\$50.00 per day until the conditions are corrected. Charges for corrective actions may be divided equally among the residents in the space.

Identification Cards

All students are required to carry their Eagle card at all times. This all-in-one card will be needed for such things as accessing your meal plan, check cashing, attending campus activities, residence hall access, borrowing library materials, and paying for flight activities. Upon request, students are required to show Eagle card to University officials (this includes Housing and Residence Life staff).

Keys, Locks, Lock-Out Procedures

Residents are responsible for the proper use and security of all keys issued to them by the Department of Housing and Residence Life. Key duplication or other misuse is strictly prohibited. If a key is lost or lock mechanism is damaged as a result of student abuse or misuse, the student's account will be charged for repair or replacement.

Students with multiple lockouts may be subject to student conduct action and/or a fine. Students are expected to lock both their interior and exterior doors at all times and always carry their room key. If you lock your key in your room, please go to the Housing and Residence Life Office during business hours and after hours, please contact the RA on duty/call.

In the event that a student loses his/her room key, such loss must be reported to Housing and Residence Life immediately. The student's account will be charged for a lock core change and key replacement based on the area in which the student lives. A temporary key will be issued until the lock core change takes place. Students will be notified when the core change takes place

and new keys must be obtained from Housing and Residence Life. The charge for a lock core change and key replacement are as follows:

Thumb Butte Complex:	\$50.00
The Village Complex:	\$50.00
Mingus Mountain Complex:	\$75.00

Broken or bent keys as a result of student misuse will be replaced for a charge of \$10.00.

Knives

See “[Firearms/Weapons/Ammunition](#)”

Laundry Rooms (<http://laundryview.com>)

There are four laundry rooms available for use by current campus residents only. In the Mingus Mountain Complex there are two laundry rooms. One is on the first floor of Roadrunner Hall (1) where it joins with Coyote Hall (2) and the second one is on the first floor of Quail Hall (3) where it joins with Elk Hall (4). In the Village Complex there is one laundry room that is part of Dells Hall (9) and is located on the end towards Granite Mountain Hall (10). In the Thumb Butte Complex the laundry room is in Hall M-200.

For your convenience, you can use the Laundry View service to check the availability of laundry machines via your computer before you go to the laundry room. You can also have it notify you when machines are available. To access the link for Laundry View, go to Blackboard, then to the Prescott page and look under Student Links for Laundry View.

Laundry rooms are cleaned on a regular basis. Any laundry/items left in a laundry room that is not in a washer, dryer, or basket will be placed in a collection box in the laundry room for a period of twenty-four (24) hours. If laundry remains unclaimed, it will transferred to a collection bag by University staff or a designee and disposed of according to the abandoned items procedures (See [Abandoned Items](#)).

If there are problems with the machines, please contact the Department of Housing and Residence Life in Haas Commons at (928) 777-3744 or prhouse@erau.edu. Students can also report laundry machine problems on-line at <http://laundryview.com> via the “Report a Problem” link at the bottom of the page. To better facilitate and expedite our work order process, please specify the laundry room location, machine type and number, and a brief description of the problem. If you have a problem with your Eagle Card, please contact the Eagle Card Office in Bldg 13 – (928) 777-3963.

Life-Threatening Illnesses (ERAU policy)

Embry-Riddle Aeronautical University recognizes that students and employees with life-threatening illnesses may want to engage in as many of their normal pursuits as their conditions allow, including work and regular class attendance. The University is sensitive to the needs of these students and employees and supports equitable treatment for all.

Each case will be handled confidentially and on an individual basis, as the University is made aware of such cases. Confidentiality and privacy of persons with serious illnesses is required by State and Federal law. The University does not discriminate against individuals with physical disabilities, or life threatening illnesses, in employment, enrollment, the administration of programs, activities, access to facilities, or any of the rights, benefits, and privileges generally afforded its students and employees.

It is the policy of the University to enroll students and employ applicants who have, or who are suspected of having such diseases as long as: 1) such persons remain physically and mentally able to meet the reasonable performance standards in class or in the residence halls, and 2) medical evidence indicates that their educational or job-related activities do not pose a threat to their own safety or that of others in the campus community. Consistent with its concern for students and employees with life-threatening illness, the University strongly encourages such students and employees to utilize the following services offered through the University:

ERAU Wellness Center – (928) 777-6653

Disability Support Services (students only) – (928) 777-3700

ERAU Human Resources (employees only) – (928) 777-3710

Littering

See “[Garbage/Trash](#)”

Lofting

See “[Bed Adjustment and Lofting](#)”

Maintenance, Work Orders

For routine maintenance requests, please contact your RA or if it is an emergency and the RA is unavailable contact the Department of Housing and Residence Life. A work order will be submitted with Facilities Management. Please allow 2-3 business days (Mon-Fri) for completion of any non-emergency work request. If a work request has not been completed within three (3) business days, please call the Housing and Residence Life Office to inquire about the status. In some cases where parts have to be ordered or outside service agencies are called in it may take more than the 2-3 days.

For emergency maintenance requests (those issues that are life-threatening, could cause injury or illness, or seriously affect building integrity or operation), call your RA or the Duty/on-call RA or the Housing and Residence Life Office.

Moving

See “[Room Changes](#)”

Noise

To help maintain a quality living/learning environment Quiet and Courtesy Hours policy are in effect. Please review those hours in which we request that residents maintain quiet. If noise is excessive or additional warnings occur, these actions may result in documentation, which may

lead to the student conduct process. It is the resident's responsibility to observe quiet hours and be respectful of the sleep and study needs of others.

Quiet Hours

Residents have a right to live in and a responsibility to create and maintain an environment in which everyone can study and sleep as needed. Therefore "Quiet Hours" have been established. Since a residence hall is a group living situation, it is important that residents be considerate of one another and the community around them. The right to study or sleep always takes precedent over the right to engage in social activity. Listed below are Quiet Hour times:

Sunday through Thursday	10:00 p.m. to 8:00am
Friday and Saturday	12:00 a.m. (Midnight) to 10:00 am

Quiet Hours during Finals Week

Beginning at 8:00 p.m. on the last day of classes each term through the closing of the halls for that term, 24-hour Quiet Hours will be in effect. Any noise emanating from any private study area or suite to any public area is prohibited. Noise in any public or semiprivate area that permeates any private study area or suite is prohibited. Excessive noise in any outside areas adjacent to the residence halls is prohibited. During finals week or any other Quiet Hour's period, any noise violations will result in a \$50 fine. Students that have completed finals and are not staying for summer or for late-flight may be required to leave the campus.

Non-Compliance

See "[Staff Requests](#)"

Painting/Window Decorating

Painting by students is not permitted inside any of the halls, on exterior walkways/balconies in Mingus Mountain, or on any adjacent walkways. The use of spray snow or window paint/markers of any kind is also not permitted.

Parking

An on-campus housing parking permit is required to park in the residence hall parking lots. All guests must get parking passes from the Campus Safety Office located in Building 17B. Guests must park in the HAAS Commons, Building 73 parking lots. See "[Guest Information](#)" for more information.

Pets

Fish in a maximum ten-gallon tank are the only pets allowed in the residence halls. Other animals are not allowed in the residence halls at any time (except service animals assisting those with documented needs and pets of live-on Housing professionals). If a student is found in violation of this policy, a \$50 fine per day, per animal, may be charged as well as any cleaning costs. Residents may be given a maximum of 48-hours to remove the pet.

Pornography

All employees and students have the right to work, live, and learn in an environment free from pornographic material, or any material that may harass, intimidate, or offend. To help ensure the protection of this right, students are not allowed to display pornography in any common areas or areas that are visible from the outside to include windows, living rooms, bathrooms, kitchens, and common hallways. Pornography is defined as the depiction of, or material that depicts erotic behavior intended to cause sexual excitement. This definition also includes, but is not limited to any material that is sexual in nature. Housing and Residence Life staff reserves the right to determine what material is deemed appropriate for public display.

Power Outages

Power outages should be reported to the Department of Housing and Residence Life or Campus Safety. Please note that during power outages, the only phone service available are the emergency blue light and courtesy phones. Emergency blue light phones are spread throughout campus and near the halls. Courtesy phones are near the entries to all Village Complex and Thumb Butte Complex buildings.

Pranks

Pranks that can or do cause property damage or personal harm to others are not permitted in the residence halls. Pranks or any other actions that do cause property damage or personal harm to others will be considered vandalism.

See "[Vandalism](#)" for further information.

Prohibited Items

Due to various fire safety regulations and in an effort to minimize damages to the halls, the following items are prohibited to be in the halls at any time:

- Candles, incense, and other flammable products such as gasoline, butane, propane, model airplane fuel, lighter fluid, etc
- Halogen lamps
- Dart boards (metal or plastic tips)
- Satellite dishes
- Motorcycles, mopeds, or other similar vehicles
- Waterbeds, Jacuzzis, hot tubs, or pools

Publicity

All publicity (flyers, posters, etc.) to be posted in the residence halls must be delivered to the Department of Housing and Residence Life for approval and distribution. We recommend that publicity occur three to five days prior to the event. Only Housing and Residence Life staff may post publicity material in the residence halls unless specifically authorized by the Department of Housing and Residence Life. Any unapproved material found posted in, on, or around the residence halls will be removed by Housing and Residence Life staff.

Quiet Hours

See "[Noise](#)"

Residency Requirement

Please refer to the Housing Contract for 2009-2010 for more information.

Appeals of the Residency requirement

A written request for permission to live off campus must be submitted to the Director of Housing and Residence Life. Confirmation of the decision will be sent to the requesting student via his/her Embry-Riddle mailbox or Embry-Riddle e-mail. If a student leaves without written permission, the student will remain in his/her original assignment and will be billed accordingly. Please see the Housing Contract for more details regarding the residency requirement, charges and release information.

Room Changes

Residents may request to make room changes any time after the second week of classes. Specific instructions on how to complete room changes may be obtained from the Housing and Residence Life Office and are listed below. Failure to follow these procedures may result in a minimum \$50 fine and/or additional room charges as deemed appropriate.

Room Change Procedure

At times during the year, circumstances will arise with roommates that will result in one or all roommates requesting a room change. A number of procedures need to be followed when initiating a room change:

1. Not all room changes will be granted. The RA or Area Coordinator must first meet with all parties involved and try to mediate any conflicts. We do not want to be in the position of automatically approving all room changes without discussion and compromise. Staff members will work with residents to develop alternatives to solve roommate conflicts.
2. After all alternatives have been investigated and exhausted; and the decision has been made by a Housing Professional that a room change is in the best interest of all roommates, the Administrative Coordinator will try to locate a suitable room if space is available. If space is available for a room change, the resident who is moving will then receive a Room Change Form from the Area Coordinator.
 - Obtain key and Room Condition Report for new assignment. Complete RCR for new room.
 - Completely move to new assignment within 48 hours.
 - Make an appointment with current RA to check out of your old room no later than twenty four (24) hours after completing your move.
 - Return new RCR to your new RA no later than 24 hours after checking out of your old room.
3. Due to overcrowding at the beginning of the term, along with the philosophy that students need to be given time to work out any possible roommate conflicts, no room changes will be granted during the first two weeks of each term.

If a resident moves improperly or without first receiving prior approval from the Department of Housing and Residence Life, a minimum \$50.00 fine may be charged to his/her student account.

Room Consolidations

As stated in the Housing Contract, the University reserves the right to change room assignments, assign a new resident, reassign a current resident and/or consolidate vacancies at any time in the interest of health, discipline, and maximum utilization of residence hall space.

Residents currently living alone in a double-occupancy room are given three options:

1. Go through the consolidation process where a roommate may be assigned or the student may be assigned to move to a new room.
2. Find a resident who does not have a roommate and have them move in, or move into their room.
3. Pay for a single room at 150% of the current double occupancy rate (if space is available). If granted, this room will only remain a single room for the remainder of the SEMESTER in which it became a single. The student may be assigned a roommate during the following semester or go through Room Consolidation again.

Further details on the issue of assignment, reassignment, and/or consolidation may be obtained from the Department of Housing and Residence Life.

Room Entry Procedures

Facilities Management, Campus Safety, and Housing and Residence Life staff are permitted to enter student rooms for completion of work orders, routine checks or inspections, emergencies, or to investigate suspected policy violation. Proper room entry procedures are expected to be followed at all times:

1. Knock on the door three times
2. Announce identity and announce intention to key-in
3. Announce their identity once again as they key into room and enter.

If a resident observes that this procedure is not being followed, the Department of Housing and Residence Life should be notified immediately and corrective action will be taken.

Roommate Notification and Reassignments

When possible, residents will be given twenty-four (24) hours notice by University e-mail of receiving a new roommate. Unless a resident is assigned to and paying for a single room, it is expected that the room is always ready for double-occupancy. Students who do not keep the room ready for double-occupancy may be charged for a single room.

Room Searches

The University cannot prevent or prohibit the search of students' rooms on University premises by law enforcement officers acting in the performance of their duty. It is expected, however, that the ordinary requirements for lawful search will be followed.

University protocol regarding room searches dictates that the Director of Housing and Residence Life or their designee will be notified. Probable cause must be present that a policy is in violation or the safety of the student or other residents is in jeopardy. At least two representatives from either Campus Safety and/or Housing and Residence Life will be present for the search.

Every effort will be made to have the resident(s) of the room(s) present. If they prove to be unavailable, the search may proceed with clearance from the Director of Housing and Residence Life or their designee.

If there is concern for a person's safety, or reason to believe that a policy violation is occurring at that time then RAs may enter, but not search, student rooms.

The inspection of students' rooms for maintenance/custodial requirements is not considered to be a search. If a violation of policy is noted by the maintenance/custodial staff, it will be reported to the Department of Housing and Residence Life, and appropriate action will be taken.

Searches

See "[Room Searches](#)"

Sexual Misconduct (ERAU 11a)

Engaging in any illegal sexual offense, including but not limited to: sexual assault, public sexual indecency, or indecent exposure

Also see "[Pornography](#)" for associated information.

Screens/Windows

Screens may not be removed from the windows. Removal may result in student conduct action and a \$40 fine. Windows should only be used to exit a building in emergencies. Residents found entering or exiting a building through a window for non-emergency purposes may be fined up to \$100. Writing, spray snow, or painting of any kind is not permitted on windows.

Single Rooms

Single rooms are charged at 150% of the double occupancy room rate.

For additional information, see "Room Consolidations" under "[Room Changes](#)"

Skateboards/Roller Blades/Bikes

For their own safety and the safety of others, students are not permitted to roller blade, ride their bicycle, or skateboard on the exterior walkways/decks (Mingus Mountain), stairwells, interior hallways or bedrooms of the Halls. It is requested that students carry their roller blades, bike or skateboards to the bottom of the stairs and put them on or use them there. The University reserves the right to confiscate such items from any resident if such equipment is misused or presents a safety threat to others or to the facilities.

Smoke Detectors/Sprinklers/Fire Extinguishers

Smoke detectors are located in individual rooms and common areas of each residence hall. To ensure that the smoke detectors are appropriately used and serve their designed function, dismantling, covering or otherwise altering smoke detectors is **STRICTLY PROHIBITED**. Fire extinguishers are located in the common hallways of the Village and Thumb Butte Complexes, and on the walls on the exterior walkways/balconies in Mingus Mountain. Discharging of a fire extinguisher for non-emergency purposes will result in student conduct proceedings and possible charges for cleanup and recharging of the extinguisher.

In the Village Complex, there is no battery or reset button for the smoke detectors in the bedrooms. In a NON-EMERGENCY situation (e.g. overcooked food) open your window and close your door to clear the smoke. You will need to fan the smoke from the detector to shut the detector off. Opening your apartment door to the main hallway will activate the alarm for the ENTIRE HALL.

Students found responsible for tampering with smoke detectors will be charged for repair and/or replacement costs and will be subject to student conduct action. The sprinklers are heat and touch sensitive. Do not hang, touch, or disrupt the sprinklers at any time. If a sprinkler goes off, the resident in the room will be held accountable for damage costs. If the sprinkler is activated in a common area, the residents of the building will be held accountable for damages unless the person who activated the sprinkler system is identified. Sprinkler system discharge can result in \$10,000 or more in damages plus personal property loss.

Tampering with any fire safety equipment (including covering smoke detectors) may result in a minimum fine of \$100.

Smoking Policy

In the interest of the health and safety of students, employees, and guests, it is the policy of Housing and Residence Life to provide smoke-free work and living areas for nonsmokers to the maximum extent possible. All members of the campus community and their guests are expected to refrain from smoking in areas where "No Smoking" signs are posted, within any entrance, and in any other place where smoking is a safety hazard or an irritant to others. In addition, smoking is prohibited according to the following regulations in and around the halls:

- Smoking is prohibited inside all residence halls
- While smoking, all smokers must stay at least 25 feet away from the halls.
- Students who wish to smoke must do so only in the areas designated for that purpose.
- Smokers are expected to dispose of their smoking materials responsibly and use University-provided ash urns in designated locations.

Snowballs/Snowball Fights

See "[Airborne Objects](#)"

Solicitation

Soliciting is defined as selling door-to-door, pamphleteering, verbal proselytizing, and/or any other activity that inhibits the rights and privacy of residents. Solicitation by off-campus as well as on-campus groups is prohibited. Hallways and rooms are considered private living areas. Non-affiliates of Embry-Riddle Aeronautical University will be considered trespassers if found inside or around the residence halls without resident escorts. Safety or the appropriate law enforcement officials should be notified.

Staff Requests

All students are expected to comply with the reasonable request of a University staff member, such as Campus Safety personnel and Housing and Residence Life Staff including RAs.

Student Conduct Process

Refer to “[Student Rights and Responsibilities](#)” for information on the Student Conduct Process

Telephones

A telephone outlet is provided in each bedroom. One phone may be connected and each resident has their own voice mailbox and their own phone number in the halls. Long distance service is not provided by the University. Phone cards and mobile phone usage are suggested for long-distance calling. Additional phone lines are not permitted. Tampering with the phone system is prohibited.

Voice Mail

All residents should set up, maintain, and check voicemail DAILY, as important information may be disseminated via voicemail.

Voice Mail Set-up Instructions:

1. Dial (928) 777-6699 to access the voicemail system.
2. Enter your extension and press #, then enter your password and press # when prompted. If this is your first time accessing voicemail, simply press # when prompted for a password.
3. For first-time setup, you will be prompted to record your name and choose a new password.
4. Please consult with your RA or Housing and Residence Life for any additional information.

If you have forgotten your password and will need your voice mailbox reset, please contact the Housing and Residence Life Office at (928) 777-3744.

Temperature Control

The rooms in the Village and Mingus Complex’s have temperature control for the living unit. The temperature should be set so that all residents are comfortable. The Department of Housing and Residence Life recommends the temperature be set between 70-75 degrees.

The temperature control for the Thumb Butte Complex is regulated though the Department of Housing and Residence Life and any tampering with the units may result in student conduct action.

Trespassing

Trespassing is defined as any person not residing in the room, but is present in the room without the resident’s permission. This pertains to all Embry-Riddle community members and guests as well as unescorted individuals.

Vandalism

Vandalism is defined as willful or malicious destruction or defacement of public or private property. Vandalism also includes damage caused as a result of inappropriate behavior or “horseplay”. Students found responsible for vandalism will be subject to charges for repair or replacement of affected property and will be subject to the student conduct process. In the event that no one comes forth or is found to be responsible for vandalism/damages in common areas of

the residence halls, the costs of repair/replacement may be charged back to the residents of that hall or complex.

Also see "[Damages](#)" for supplemental information.

Vending Machines

If you have problems with the vending machines, please stop by or call the Purchasing Office in Building 78 or at(928) 777-3795.

Voicemail

See "[Telephones](#)"

Water Fights

Due to the high possibility of damage and injury, water fights are not permitted in or around the residence halls.

Weapons

See "[Firearms/Weapons/Ammunition](#)"

Windows

See "[Screens/Windows](#)"

Housing and Residence Life Staff Numbers 2009-2010

ALL PHONE NUMBERS BEGIN WITH (928)-777

HOUSING AND RESIDENCE LIFE STAFF (Haas Commons, Bldg. 73)

Elizabeth Frost, Director	3744
James Sheridan, Associate Director	3744
Sandra Saar, Coordinator	3746
Jon Shoop, Area Coordinator for Village Complex	6970
Audrey Thrasher, Area Coordinator for Mingus Mountain Complex	6972

Mingus Mountain Duty RA (7pm-7am)	(928) 642-2911
Village and TBC Duty RA (7pm-7am)	(928) 642-2912
On-call RA (7am-7pm weekends and holidays)	(928) 642-2910

Other Important Numbers

STUDENT AFFAIRS DEPARTMENTS

Dean of Students, Building 18	3879
Campus Safety, Building 11	3739
After-hours	0 (from an on-campus phones only)
International Students, Building 18	3774
Wellness Center, Building 73, Haas	6653
Student Activities, Building 16,	3781
Athletics and Intramural Sports, Building 80	3777
Information Technology (IT), Building 14	6641
Cashier's Office	3726
Flight Line	4300
Flight Dispatch	4312
IT Help Desk	6990
Prescott Campus Weather/Emergency Hotline	6666
(Campus delay/closure info)	
Records Office	3808
ResNet	6999

IMPORTANT OFF-CAMPUS PHONE NUMBERS

EMERGENCY	911
Prescott Police Department Non-Emergency	(928) 778-1444
Prescott Fire Department	(928) 445-5357
Yavapai County Victim Witness Hotline	(928) 771-3485
Yavapai Regional Medical Center (ER)	(928) 445-2700
Poison Control Center Hotline	1-800-362-0101
National Rape Crisis Line Hotline	1-800-656-HOPE (4673)

2009-2010 CALENDAR

FALL 2009

August 20*	Halls open for transfer/first-year residents at 8 a.m.
August 21*	Halls open for all residents at 8 a.m.
August 20—23	Orientation and registration
August 20	Meal plans begin
August 20—September 3	Meal plan changes
August 24	Fall classes begin
September 7	Holiday—Labor Day (University closed)
October 9	Holiday—Fall Semester Break
November 11	Holiday—Veteran’s Day (University closed)
November 26—27	Holiday—Thanksgiving - halls DO NOT close
December 3	Last day of classes
December 4	Study day
December 5, 7-10	Final exams
December 10	Meal plans end at 6:00 p.m. for the Fall Semester
December 11*	Residence halls close at noon for Winter Break
December 12	Commencement
December 25—January 3	University closed for Winter Break

SPRING 2010

January 11*	Residence halls open at 8:00 a.m.
January 12	Orientation and registration
January 12	Meal plans begin
January 12—27	Meal plan changes
January 13	Spring classes begin
January 18	Holiday—Martin Luther King Day (University closed)
February 15	Holiday—President’s Day (University closed)
March 15-19	Spring Break - halls DO NOT close
March 19	University closed
April 29	Last day of classes
April 30	Study day
May 1, 3-6	Final exams
May 6	Meal plans end at 6:00 p.m. for the Spring Semester
May 7*	Residences halls close at noon for the academic year
May 8	Commencement

*** Indicate halls opening and closing. These are the guaranteed times students are permitted in the halls and should be taken into consideration when making travel/moving arrangements.**

