

2018



# Residence Hall Handbook

Updated October 2018

# RESIDENCE LIFE HANDBOOK

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## RESIDENCE LIFE HANDBOOK

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The American University of Afghanistan (AUAF) views residence halls as an extension of its campus. For this reason, the principal purpose of student housing is to provide an atmosphere for learning. Residents are subject to the AUAF Student Code of Conduct in addition to those conduct regulations listed below that are specific to residence halls. Residential students must adhere to all policies, processes, procedures, and regulations in both the *Student Handbook* and the *Residence Life Handbook*. These standards are designed to create and maintain an environment of safety, comfort, academic achievement, and mutual respect for all who live in and visit the residence halls. The university administration reserves the right to amend these rules as needed. Violations of these policies and procedures may result in university disciplinary action from both the Office of Residence Life and the Office of Student Affairs.

### RESIDENCE LIFE STAFF

#### **Residence Life Manager**

The person in this role is responsible for the overall operation and administration of student housing. This staff member will be working closely with the Residence Hall Coordinators (RHCs) and Resident Assistants (RAs) in developing and implementing a balanced residential living atmosphere for academic and non-academic pursuits. This individual will oversee the RHCs regarding supervision, building management, staff selection, performance management, and more. Additionally, the person in this role will be involved in housing registration, assignments, housing policy development and enforcement, safety/security, emergencies, and other management aspects of student housing.

This person is a professional member of the AUAF Office of Student Affairs. Any disrespect, failure to comply with their directives, or insubordination against them may result in serious disciplinary action up to/including removal from the residence halls.

#### **Residence Hall Coordinator(s)**

Residence Hall Coordinators (RHCs) are provided to support students in their academic and non-academic lives. RHCs are full-time, professional university staff members who live in the residence halls.

The RHC is a staff member of Residence Life who is responsible for one or more residence halls. The RHC is responsible for the day-to-day operations of his or her assigned residence hall. This person is responsible for the supervision and performance of their student staff (RAs) and the management of their assigned facilities. As an RHC, they work in conjunction with the RA staff to implement programming, and enforce all housing/university policies, regulations, and procedures. This person works closely with a variety of other offices/departments on campus to ensure the academic, social, and personal well-being of all residential students. The RHC serves in an on-duty capacity for emergencies and assists with other Residence Life operations as required.

Residence Hall Coordinators are professional members of the AUAF Office of Student Affairs. They are officials of the university and should be respected as such. Any disrespect, failure to comply with their directives, or insubordination may result in serious disciplinary action up to/including removal from the residence halls.

RHCs report directly to the Residence Life Manager.

### **Resident Assistant(s)**

Resident Assistants (RAs) are the primary contact people for students in the residence halls for minor day-to-day issues unless otherwise stated in these policies. RAs are students who have been hired by Residence Life under the Office of Student Affairs to help with the operation of the residence halls.

All Resident Assistants are trained student leaders who are willing to assist students with their academic and personal needs. They encourage and promote an atmosphere that supports academic success, personal growth, mutual respect, citizenship, and an appreciation of diversity. Most issues, concerns, and suggestions should be directed to them. Additionally, they will plan, promote and encourage involvement in residence hall programs, a variety of campus activities, and student organizations.

Resident Assistants assist in enforcing all policies within the residence halls. Residential students are expected to listen and follow the instructions of their RA at all times. Failure to comply with the directives and instructions of the RAs may result in disciplinary action. Concerns related to the behavior of a Resident Assistant should be addressed by the resident with their Resident Hall Coordinator.

RAs report directly to the Residence Hall Coordinators. It is the Residence Hall Coordinator's responsibility to report hall issues and concerns to the Residence Life Manager.

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**Each resident is responsible for becoming familiar with and adhering to all Residence Life policies in this Handbook. Certain violations of resident hall policies may be resolved through a meeting with your Resident Hall Coordinator. The Resident Hall Coordinator will contact the Resident Life Manager for serious or repetitive violations. For some violations, a fine will be assessed. Any residents with questions regarding this process should contact their Resident Assistant, a Resident Hall Coordinator or with the Resident Life Manager.**

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## **RESIDENT RESPONSIBILITIES AND RIGHTS**

### **CHECK-IN/CHECK-OUT**

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All dorms open two days prior to the first placement test (new students) or first class (returning students) of the semester. They have supervisors to show students their rooms, help them settle in, and answer questions. Students must fill in the Emergency Contact form and all other check-in forms required. Likewise, two days after the last final examination of any semester, residents will be expected to move out of their rooms, return their room keys to the staff, and perform all check-out procedures at their hall. Failure to follow the check-out procedure will result in a fine of 2500 AFN per day. If a student has been authorized to stay after the final check-out deadline due to exceptional reasons, they will be liable for additional fees as determined by Finance.

### **ELIGIBILITY AND PAYMENT**

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1. Housing is available for students only. Exceptions may be granted in extreme cases at the discretion of the Residence Life Manager. In the case of exceptions, it is

important to note that the student is responsible for the full amount of the housing. This will not be covered by their scholarships.

2. Students are responsible for paying the full amount of the residence hall. No exceptions. It is the student's responsibility to know what their scholarship will and will not cover, and to abide by the coverage and/or be willing to pay out of pocket.
3. Students that register for housing must notify the Residence Life Manager, in writing, of their intention to cancel their housing contract within the first week of classes. Failure to cancel within this period with written notice of cancellation will result in the student being billed for the full amount of the residence hall.

## **STUDENT RESPONSIBILITIES**

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Each student has the responsibility to:

- Respect others' rights and property.
- Be knowledgeable and abide by the policies, processes, procedures, and regulations as listed in the AUAF Student Handbook.
- Be knowledgeable and abide by the policies, processes, procedures, and regulations of the AUAF Residence Life Handbook.
- Comply with all laws of the government of Afghanistan.
- Recognize that student actions reflect upon the individuals involved as well as upon the entire AUAF community.
- Recognize AUAF Residence Hall obligations to provide an environment conducive to learning and academic enquiry.
- Maintain accurate contact information (emergency contact, mobile, e-mail, home mailing address, etc.) with the AUAF Office of Residence Life.

Sharing a room or the commons spaces in the residence halls with someone requires openness, flexibility, respect, and compromise. Right from the beginning, it is very important to communicate openly with roommates. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow is one of the most valuable parts of the residential life experience. It is important to note that students are responsible for violations that occur in their room, whether they personally took part in the violation or not. Basic roommate responsibilities include the following:

### **Roommate Rights:**

- To privacy
- To respect
- To open communication
- To mutually clean living spaces
- To locked doors and maintaining personal safety and security of possessions
- To comfortable sleep and study conditions
- To ask before using the possessions of roommates
- To respect their values
- To ask residence life staff for assistance when needed
- To enlist the help of residence life staff when a roommate issue arises
- To be treated in a civil manner at all times
- To have a comfortable living space
- To have a room free of policy violations

## Responsibility to All Building Residents:

- To respect one another's privacy
- To respect others by being polite
- To communicate openly with all persons in the building and discuss potential conflicts proactively
- To keep common area/hallway living spaces neat and clean
- To lock doors and maintain the safety of individuals and their possessions
- To maintain a comfortable environment for sleep and study purposes
- To treat one another's possessions with care and ask before borrowing personal items
- To respect differences
- To compromise
- To enlist the help of residence life staff when an issue arises on a floor or in the building
- To be kind and civil with no intent to harm
- To pass on any messages to fellow residents in a timely manner
- To abide by all residence hall rules and regulations

## RESIDENCE HALL POLICIES

### ROOM RESPONSIBILITY

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1. Periodic room inspections will be conducted by a Residence Hall Coordinator or Residence Life Manager; residents will be held responsible for their room hygiene and any other policy violations. Residences in violation will be reported to the Residence Life Manager if requests to clean and/or adhere to any directives from the Residence Hall Coordinator are not followed. A fine of **2000 AFN** will be charged.
2. Common areas and bathrooms will be cleaned by the cleaning staff daily Sunday through Thursday. However, residents are expected to keep the common areas clean. If a more frequent cleaning than regularly scheduled is necessary, **all** residents will be charged a cleaning fee of **2000 AFN**.
3. It is a resident's responsibility to clean their bedrooms and kitchens, launder their clothes, vacuum their bedrooms, and throw away all their trash.
4. Rooms must be left in the same condition as found upon move-in. Residents will be charged for any damage (facility/furniture) to their assigned rooms of residence. Fines will be assessed based on the amount of damage done.
5. The university takes no responsibility for loss or damage of a resident's personal property. Students are advised that they should remain vigilant of their personal belongings, and should lock all valuables in their wardrobe.
6. Any residence hall property damage should be reported to the Resident Assistant or Residence Hall Coordinator immediately. Residents are responsible for any activities which result in damages occurring in their rooms.
7. The painting of any surface or furniture modification, as well as the moving of public-area furniture into individual rooms, is prohibited. A fine of **10,000 AFN** will be charged for any such violations.

8. Personal furniture and other personal belongings may not be stored in public areas. There are no student storage facilities available. The removal of personal items is the responsibility of the student.
9. The modification of permanent wiring within a hall or living unit is strictly prohibited. This includes all electrical and IT/computer wiring.
10. Occupying residence hall space after the academic year, or when the residence hall is closed for whatever reasons, is prohibited except as allowed in the residence hall contract. There are separate contracts for the academic semesters, including the summer and winter breaks.
11. Absolutely no tape or adhesive of any kind may be used on the walls. Damage to the walls will result in billing to room occupants.

**Room assignments will be made by the Residence Hall Coordinators in alphabetical order. No room changes will be allowed, unless under extra-ordinary circumstances as determined by the Residence Hall Coordinators or the Residence Life Manager.**

The Residence Life staff reserves the right to reassign a student when deemed necessary. This reassignment could be the result of safety and security concerns, physical limitations, behavior problems or consolidation.

## **WEEKLY PROGRAMS**

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We currently offer weekly programming in the dorms. These programs are divided into three categories: res-life, academic and social. There is also a monthly social activity. It is mandatory that each resident attend one activity from each category during the semester. Failure to do so could result in non-acceptance into the next semester's dorm registration.

## **QUIET AND COURTESY HOURS**

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1. Residents have the right to sleep and study in their rooms without interference from those around them. Conversation, music, telephones or the television should not be heard outside of the room during quiet hours. Residents are expected to demonstrate courtesy and consideration towards one another at all times. No exceptions will be made. Whether or not a complaint is received, the Resident Assistant or Resident Hall Coordinator will confront those making excessive noise. Courtesy hours are in effect at all times, even beyond the designated quiet hours.
2. The following quiet hours are in effect for all residence Halls:
  - **Friday-Wednesday:** 9:00pm – 9:00am
  - **Thursday:** 11:30pm – 9:00am
  - **During final examination periods, 24-hour quiet hours will be in effect.**

## **ACTIVITIES RESULTING IN DISTURBANCE, DISTRESS OR DAMAGE**

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The residence halls are an extension of the academic environment found on the main campus; behaviors that impede the cultivation of a learning environment are strictly prohibited.

1. Individual or group activities that result in distress or disturbance to others are prohibited.
2. Individual or group activities that can cause damage or destruction to property are also prohibited. Examples of such behavior that fall into this category include but are not limited to:
  - Hallway Sports
  - Hallway Horseplay, Wrestling, Yelling, etc.
  - Playing Loud Music
  - Smoking, including e-cigarettes
  - Unsanitary Practices
  - Tape, adhesive, or other items that damage walls, cupboards, or property.
3. Using or attempting to use university property in a manner inconsistent with its designated purpose is prohibited.
4. Inappropriate art or posters are prohibited.
5. The entering of a room without the consent and permission of all of the room's residents is prohibited.
6. Gambling is strictly prohibited.

## **DISRUPTIVE BEHAVIOR OR BULLYING**

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Bullying is unwanted, aggressive behavior that involves a real or perceived threat. Residents who bully use their power - such as physical strength, access to embarrassing information, or popularity – to control or harm others.

There are three types of bullying:

1. Verbal Bullying is saying or writing mean things. Verbal bullying includes:
  - Teasing or taunting
  - Name-calling
  - Inappropriate comments
  - Threatening to cause harm
2. Social Bullying involves hurting someone's reputation or relationships. Social bullying includes:
  - Leaving someone out on purpose
  - Telling other residents not to be friends with someone
  - Spreading rumors about someone
  - Embarrassing someone in public
3. Physical Bullying involves hurting a person's body or possessions. Physical bullying includes:
  - Hitting, kicking or pinching
  - Spitting
  - Tripping or pushing



- Taking or breaking someone's things
- Making mean or rude hand gestures

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**These disruptive behaviors will be treated very seriously and the normal three strike rule does not apply. A meeting with the Resident Hall Coordinators and Resident Life Manager will be held and could result in immediate expulsion from the dorm.**

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## **INTERACTION WITH FACULTY AND STAFF ON CAMPUS**

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Moving to the campus is an exciting new change that represents an opportunity for additional resources and growth! However, this move is not without responsibilities. Being a part of this new environment will mean daily interaction with faculty and staff within the living environment. It is important to remember the following things:

1. It is strictly forbidden to speak to faculty or staff members about grades, absences, class work, form processing, or other work related items when walking around campus. This constitutes harassment. Harassment is defined as continued and unwanted contact with a person or persons and will result in severe disciplinary actions.
2. The function of the Women's Center is for academic purposes. Disruption of these purposes for social gatherings by residence hall students will not be tolerated. Residence hall students are not permitted to enter classrooms, offices, or kitchens within the hall except for academic purposes. Students must vacate the Women's Center at closing time, and upon the first request by security to leave. Students refusing to leave the women's center will face disciplinary action.
3. Students are not permitted to enter any part of the area surrounding International Faculty/Staff Housing, even if they are invited by the faculty or staff member. Entry or attempted entry to this area may result in immediate termination of the student's housing contract.
4. Students are not permitted to make purchases, run errands, or engage in monetarily profitable arrangements with faculty or staff members.
5. Students are expected to comply with the directives and requests of faculty and staff on the new campus in a respectful nature. This includes those from Resident Assistants and Residence Hall Coordinators. If a student believes that they have been asked to do something that they believe to be unfair, they should comply (unless this directive violates a policy or the student believes that it will place them or others in an unsafe position) and then report the situation to the Residence Hall Coordinators.

## INTERACTION WITH MEMBERS OF THE OPPOSITE GENDER ON CAMPUS

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1. The purpose of providing on-campus housing is to create better access to education for both male and female students. The existence of male and female housing on the same campus is a big responsibility for students and administrators alike. It is important that our students maintain the highest level of behavioral standards. It is important to remember that even one inappropriate act may result in the reputation of the institution being damaged, and limit our ability to offer housing.
2. Students may not engage in sexual acts or those considered to be indecent on the AUAF campus. Students caught will face immediate expulsion from the residence halls, and further disciplinary actions from the university.
3. Students may not enter into the housing area (including the fenced in portions) of housing of the opposite gender. Attempts to enter the housing area, even with invitation, may result in immediate expulsion from the residence halls.
4. Students are expected to remain polite, and respect the right of access to all students to campus facilities. Living on the campus is a privilege and does not give students the authority to lay claim to any shared resources on the campus (i.e. benches, soccer field, volleyball, etc). Students that attempt to prevent students from accessing shared campus facilities will face disciplinary action. Repeated violations of this will result in expulsion from the residence hall.
5. Harassment of any student, including those of the opposite gender, is not permitted. Students that engage in harassment, or attempt in any way to threaten, intimidate, or scare other students while on campus will face immediate expulsion from the residence halls. Living on campus is a privilege and it is important that students are careful to engage in ways that make the community a safe place for everyone.

## ACCESS

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Access to the living community is strictly controlled for the safety of the students. There are two areas of access to be considered with the new living situation: external and internal. External access is gained from the street to the New Campus. Residence Hall Students are permitted to enter and exit through the pedestrian gate from 8:00 AM – 20:45 Sunday – Thursday.

It is important to note that residence hall students will **not** be given special privileges for ease of access. This means students will need to plan ahead to ensure that they enter the campus on time. All students will need to undergo the same security measures as visitors to campus. This includes bag and person searches, queuing, and signing in.

Inside campus, students are restricted to the designated areas. Students may enter the Women's Center but may not enter any classrooms, kitchens, or offices (unless they are there for courses, study, or by invitation from the office owner). Students found creating a disturbance will be issued a warning. These warnings are the same as other offences. The escalation from warning to conference to eviction will result from offences in any categories.

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**Students are not permitted to enter any part of the area surrounding International Faculty/Staff Housing, even if they are invited by the faculty or staff member. Entry or attempted entry to this area may result in immediate termination of their housing contract.**

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## **CURFEW**

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**Curfew for all residents is 22:00.** Students must enter the internal housing fence and be inside the dorms by 22:00. The doors will be locked at that time and no excuses will be tolerated. If students are late, they will face disciplinary action.

Students who have been off-campus should arrive at the security gate no later than **21:45**. A telephone call should be made to a Residence Hall Coordinator explaining that they will be late. Students who arrive later than **21:45** will face disciplinary action, regardless of the reason.

## **PROHIBITED AND RESTRICTED ITEMS**

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For health and safety reasons, residents are prohibited from having the following items inside the residence halls:

1. Flammable liquids and other similar materials.
2. Fire/open flame materials or high-heat producing devices. All personal heating devices not issued by the university are strictly prohibited.
3. Cooking devices in any area other than the kitchen.
4. Drugs, alcohol, and/or weapons.
5. Animals, including birds, laboratory specimens, and guest pets are not permitted.

## **KITCHEN USAGE**

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In the male residence hall, the kitchen area includes a stove-top, sink, microwave, and refrigerator for each room. This area is reserved only for the individuals living in the room. It is the responsibility of the students to clean this area. Kitchens and rooms will be inspected periodically, and must maintain a clean and safe condition.

In the female residence hall, there is one large kitchen area, and smaller kitchens available on each floor. These areas include stove tops, sinks, microwaves, and refrigerators. These are shared areas, and students are reminded that leaving the area unclean will result in others not being able to use the kitchen space for their cooking needs. Continued uncleanliness of the kitchen may result in the area being locked for a designated period.

Please remember that these kitchens are for the use of all designated residents. Students are required to clean up after utilizing these facilities. Leaving dirty dishes or opened food may attract bugs and/or mice and will result in disciplinary action.

The kitchen cabinets or drawers may not be locked at any time.

## **Kitchen Policies, Procedures, and Regulations:**

1. Residents are responsible for **cleaning** all personal and university appliances, dishes, pots, etc. that they use. Personal dishes, utensils, and such left dirty in the kitchen for more than 24 hours will be confiscated.
2. The use of university-issued pots, serving dishes, and serving utensils is a privilege. They must be cleaned after every use. Removal of these items from the kitchen, or failing to clean them after use will result in disciplinary action. Exceptions: plates, cups, bowls, and utensils that are individually issued to students may be stored in rooms.
3. Do not leave any dishes, pots, or utensils in the hallways. Items found will be confiscated and not returned.
4. Refrigerators are for all residents to use. **Residents should mark their food** (name and room #) in some way and should remove old food appropriately. Refrigerators will be cleaned at the end of each week and unmarked and spoiled food will be thrown out.
5. Refrigerator and freezer controls are set by the university and are not to be adjusted by residents. Please contact the Residence Hall Coordinator if these controls need to be changed.
6. The University does not accept responsibility for food left in refrigerators; therefore, students should respect the **personal property of others** and refrain from using or taking food left by other resident students without their expressed consent to do so. Students will be subject to disciplinary action (including fines) if they remove another student's personal belongings from the kitchen area(s).
7. When cooking, students must be present in the kitchen area. Students are not permitted to cook food on the stoves or in the microwave unless present.
8. Failure to clean up spills, wash your dishes, or leave food cooking unattended will result in a **5000 AFN** fine and disciplinary action will be taken.
9. Failure to abide by the kitchen and cooking policies, procedures, and regulations will result in closure of the kitchen, removal of the stoves, and loss of cooking privileges as well as other disciplinary action in accordance with the Residence Life Disciplinary Procedure.

## **Kitchen - Fire Safety Rules - THESE ARE VERY IMPORTANT!**

Student safety is very important to us and using the stove or other kitchen appliances for cooking of any kind can create safety concerns. As such, students are required to follow the safety procedures below:

1. **Never leave cooking food unattended.**
2. Never put foil or metal in the microwave
3. Turn the exhaust fan (where available) on when cooking, and off when finished.
4. Ensure the stove and/or oven are OFF before leaving the kitchen.

5. Extra caution is needed when cooking with oil. Oil can cause fires. An oil fire should be smothered by putting the lid on the pan—**not** by throwing water on the oil fire (this will make it worse).
6. Remove food from wrappers, packaging, or storage containers and place it in the proper cooking pot, pan, etc., before cooking.
7. Do not use plastic utensils (such as the disposable plastic forks and spoons) for cooking unless they are made for cooking
8. Do not use pans designed for the oven on the stovetop.
9. Use the lowest heat from the stovetop to cook so as not to burn the food being cooked.
10. Avoid having or using water near the electric outlets or power strips.

### **SMOKING AND DRUG USE**

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All areas inside the residence halls are designated as **smoking-free/non-smoking** areas. Smoking is only permitted outside of the buildings in certain areas as defined by the RHC. Students who are smoking must dispose of their garbage/waste appropriately in the receptacles provided. No partially smoked tobacco products may be kept in rooms. This includes e-cigarettes or vaping. It is important to note that students are responsible for violations that occur in their room, even if the student did not personally take part. It is the responsibility of the student to prevent violations from occurring by closing/locking doors and immediately notifying an RA if a violation has occurred. Only tobacco products may be smoked in the designated area. Other drugs are strictly prohibited and will result in expulsion from university housing and additional university actions. Violations of AUAF smoking policy are as follows:

- First violation of this policy will result in a documented warning.
- Second violation of this policy will result in **5000 AFN** fine.
- Repeated violation may result in removal from the residence halls and other disciplinary actions.

The use, possession or distribution of any illegal stimulant, depressant, hallucinogenic or narcotic drugs in or around the residence halls is prohibited. Inappropriate use of prescription medication is also prohibited. Any student found in violation of this rule will face immediate expulsion from the dorms.

### **TEMPERATURE CONTROL**

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Temperature of rooms and shared spaces is controlled by the university. Students are not permitted to change the temperature in their rooms and/or to attempt to modify or control the heating and cooling devices without the consent of the RHC. AC remotes will remain with the RHC and RA. Students found having turned the heat all the way up, or the AC all the way down will face disciplinary action. This is because it causes harm to the AC units, and unnecessarily wastes electricity. Temperature complaints will not be considered if the window to the room is open.

## KEYS

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If any resident loses the keys to their room, they will incur a **2500 AFN** charge as the locks will need to be changed. It is important for the safety and security of all residents that students keep their keys secure and not lose them. If you have lost them, please report it to the RHC immediately.

## GUESTS

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Due to the limited space, external guests are not permitted in the residence halls. Any changes to the guest policy will be communicated through the RHC.

## THEFT

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Residents must be able to feel safe and secure and know that their belongings are safe from theft. Any resident found in the possession of another person's property will have their housing occupancy contract reviewed for termination.

## SECURITY

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Safety and security are a primary focus of this institution. Students are reminded that it is their obligation to report suspicious behavior to their Resident Assistant and/or Residence Hall Coordinator immediately. This may include suspicious persons or vehicles near the campus or residence halls. All threats will be immediately reported to Security and the Residence Life Manager. Students that become aware of an immediate threat (a person with a weapon or a direct verbal threat) should immediately notify a security guard.

All safety and security measures outlined in the Student Handbook and any directives issued by security or residence hall staff must be adhered to. These may include: directives to enter rooms, follow lockdown procedures, remain silent during an emergency, evacuate, etc. Failure to adhere to security-related commands or directives will result in immediate actions that may include expulsion.

1. Information about the residence halls is private. Disclosing information about their location, number and names of residents, security, and layout of the buildings poses a direct threat. Students are never authorized to disclose this information to any individual. If this information has been accidentally disclosed, it is the responsibility of the student to make their Residence Assistant immediately aware of the situation.
2. Photos of the residence halls and compound property are strictly forbidden by students and guests.
3. Attempted bribery of any member responsible for residence hall security will result in the immediate suspension of the student.
4. Students must adhere to all directives by security personnel.

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**Security and Fire Drills will be held periodically. These sessions are MANDATORY to attend. If a student cannot attend, for any reason, then they must make arrangements with the RHC for an oral test of the drills. This must be done within one week of the drill. Failure to do so will result in a meeting with the RHC and the Residence Life Manager, along with a written warning.**

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## **ID CARDS**

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Students are expected to wear ID cards at all times while on campus, EXCEPT for within the residence hall and residence hall yard. An ID card is necessary to access campus. Failure to have the ID card on campus will result in disciplinary action. Students are expected to produce an ID card at any time upon request of any AUAF staff or faculty member.

## **MEDICAL EMERGENCIES**

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All residents must provide emergency information to the Office of Residence Life. Emergency information consists of an emergency contact person and any other information that would help our staff care for the individual in case of allergies, disabilities, medications, etc. All emergency information is ***kept highly confidential*** and will only be used for urgent matters. In the case of a medical emergency, residents should notify their Resident Assistant and/or their Residence Hall Coordinator immediately. Residents are responsible for updating their contact information should it change. It is important that the university have the correct information should an emergency occur.

Please note that it is the student's responsibility to make their own arrangements for medical care and/or transportation. Students should make personal plans in advance for what medical care they plan to receive in cases of emergencies, and how they will travel to that destination. Students must speak to their RHC to receive special permission for late access to enter campus or leave campus and may be asked to produce a doctor's note upon return.

## **PARKING**

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Space may be available for residence hall students to park vehicles and bicycles in limited numbers. This space will be at the discretion of the security department.

## **KEEPING CAMPUS CLEAN**

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Living on campus makes you an important stakeholder in the campus community. As a member, it is your responsibility to ensure that you do not leave any litter and/or personal possessions on the campus. Trash cans are provided throughout the campus and must be used. Students found littering will face disciplinary action. Students that repeatedly engage in this behavior may face expulsion from the halls.

## RESIDENCE HALL DISCIPLINARY PROCEDURE

The disciplinary system for the Residence Halls is a three strikes policy.

**Strike 1:** In instances of less serious deviations from the Residence Hall Handbook, the student will be formally warned in writing by the RHC of the possible consequences of continuing such behavior and informed that continued inappropriate behavior will not be tolerated.

**Strike 2:** This status is a statement to the resident that their status within the dorms is no longer in good standing. The RHC will inform the Residence Life Manager of this status and a meeting with the offending student will be scheduled. A plan of corrective behavior will be agreed upon by the offending student, which will also include community service, as determined by the Residence Life Manager. The student will be on probation for the remainder of the semester.

**Strike 3:** This third violation will result in a committee meeting with the RHC and the Residence Life Manager to determine if a new action plan is needed or whether expulsion is the best solution.

Actions that cause damages will result in financial fines in addition to the above procedures.

Any actions that threaten to harm the well-being of the campus and/or personnel will result in immediate termination of the housing contract. Individuals suspected of engaging in activities intended to jeopardize the safety of the campus or personnel may have their residence hall privileges temporarily suspended.

Other actions of a severe nature, such as bullying, purposeful destruction of property or theft, will not be part of a three strike policy but students could face immediate expulsion. Violations could be subject to Student Affairs handling the issue under the AUAF Student Code of Conduct system.