

Housing & Residence Life

POLICIES & PROCEDURES

2015–2016

Housing & Residence Life

A DEPARTMENT OVERVIEW

MISSION STATEMENT

Housing & Residence Life provides an inclusive residential experience in a safe, well-maintained community that supports academic excellence, fosters personal development, and promotes student success.



PROGRAM GOALS

Student Learning

Develop and strengthen initiatives that contribute to academic excellence and interpersonal success. Strengthen existing and initiate new opportunities to enhance student learning and development and expand the educational experience.

Community

Facilitate an environment that engages and connects every student to each other, their hall/neighborhood, and with people, resources, and organizations of the campus. Develop and implement initiatives which respect and appreciate the value of both differences and similarities, which supports the well-being and success of all community members.

Safety & Security

Provide an environment which has appropriate safety features and provide a comprehensive educational program which helps students to make educated choices, minimize risk, and understand that safety is a shared responsibility.

Diversity

Build and enhance communities for residents and staff which maximize the opportunities and benefits from living and working in Old Dominion University's diverse, multi-cultural communities. Educate staff and students in order to create a more socially just and inclusive campus.

Communication

Communicate effectively and with respect, both internally and externally, in a timely manner.

Technology

Maintain and enhance the innovative use of technology to best support the students, staff, operations, and programs, and educational experience.

Facilities

Maintain, renew, and enhance HRL facilities to respond and meet the needs of today's and future students.

Fiscal Responsibility

Use funds in a planned manner to provide value and excellence in programs and services.

Quality Service

Meet or exceed expectations of students/clients; assess programs and services; practice continuous improvement (with the result of being the first choice provider of housing for Old Dominion University students).

Organizational Development & Effectiveness

HRL is an organization that aspires to be a pre-eminent program which requires us to maintain and enhance an organizational culture that values all individuals, seeks their engagement and ownership; develops new ideas and integrates best practices; provides a supportive climate, and holds staff and students accountable.

HRL is a dynamic department that strives to meet the needs of over 4,600 students living on-campus at Old Dominion University. In order to best meet the needs of the community, HRL is comprised of several units that focus on specific areas.

Fiscal Operations (Located in the Powhatan Village)

The Fiscal Operations Unit provides leadership and guidance to the following functional areas:

- Student Payroll
- Departmental Billing (fees, damage assessments)

Facilities Management (Located in Powhatan Village)

The overall administration of the residential facilities is managed by the Office of Facilities Management; however, HRL has a vested interest in the upkeep of the residential facilities and employs a Facilities Manager to serve as the liaison to Facilities Management. Our facility manager ensures that the needs of residents are met and coordinates the following services:

-
- Residential Improvements
 - Renovations/ New Construction
 - Work Order/Maintenance Direct Requests

Business Operations (Located in Virginia House)

Business Operations is responsible for the following functional areas:

- Housing and Dining Agreement Administration
- Student Billing Including Room and Meal Charges
- Assignments Process
- Publications and Marketing
- Customer Service
- Off-Campus Housing Services
- Data Systems Administration
- Conference Services

Residence Education (Located in Virginia House)

Residence Education is the unit within HRL that works with the daily operations of residential facilities and develops initiatives to help students succeed in and outside of the classroom at Old Dominion University.

Residence Education provides leadership in the following areas:

- Academic Initiatives
- Faculty Engagement
- Living & Learning Community Initiatives
- Community Building
- Student Leadership Development
- Conflict Resolution
- Emergency Response/Duty Coverage

- Front Desk Operations in Residential Communities
- Safety and Security Initiatives/Management
- Student Conduct Education

Who Works in our Residential Communities?

The Housing & Residence Life (HRL) program is a vital component of student life at the University. The entire staff of HRL is here to assist you. Our residents are supported and assisted by numerous professional and paraprofessional staff members, most of whom live in the residence halls. Our staff is made up of an eager and talented group of individuals who are dedicated to making your residence life experience a rewarding one. Below is a brief description of the roles and responsibilities of our staff:

Desk Receptionists (DR)

The front desk of each residential community is staffed with Desk Receptionists (DR). Students have been selected and trained to assist students with many residential needs. Resident Assistants also serve in the role of a DR. DRs assist residents who need to check out hall equipment, sign for temporary keys, and report facility problems, including malfunction of laundry and vending equipment. In addition, they provide information and security services including visitation and checking guest(s)/visitor(s) into the building. The DRs are supervised by the Assistant Hall Director for their community.

Night Desk Receptionist (NDR)

The Night Desk Receptionist (NDR) serves as one of the front line representatives of the residential communities during the hours of 12 a.m. to 5 a.m. The NDR is often the first contact to residents, visitors, and persons outside the ODU community. The NDR performs community rounds and works at the residence hall front desk, assisting in the administration, service, and security of the residence hall. The NDR provides customer services and responds to emergency situations. As a member of Housing & Residence Life team, the NDR focuses on safety and security, student interaction and success, and communication for the residential communities at Old Dominion University.

Resident Assistants (RA)

Residence halls have RAs assigned to live on each floor and apartment communities have RAs assigned to each building. RAs are carefully selected and trained undergraduates and graduate students who have been chosen for their commitment to helping and advising a group of their peers. Each RA is trained in assisting and/or referring students with academic and personal concerns to the appropriate person or office. The job of the RA combines many roles: activities organizer, resource person, counselor, administrator, residence educator, community leader, disciplinarian, adviser, and friend. As a resident educator, the RA plans and implements a variety of activities and educational programs designed to provide a positive, fun, and educational environment in the residence halls. As a community leader, the role of the RA is not to police the residence halls but to build community, respond to incidents and issues that create problems and challenges for the community, and to ensure that University policies, rules, and community standards are upheld within the residence halls. RAs assist residents in responding to conflicts, personal issues, and disagreements that might arise within individual communities on campus. The RAs are supervised by the Residence Hall Director of their building/complex.

Assistant Hall Director (AHD)

The Assistant Hall Director (AHD) is a graduate student who manages a variety of responsibilities under the direction of the Residence Hall Director (RHD). AHDs live in an on-campus apartment within their residential community. One of their key responsibilities is the hiring, training, and supervision of the Desk Receptionist for their particular residential community. AHDs are also involved with community councils, program planning, personal and academic counseling and student conduct issues. AHDs have regularly scheduled and posted office hours and are available for residents who need support or have questions about campus resources.

Residence Hall Directors (RHD)

The Residence Hall Director (RHD) for each facility is a full-time, master's level, professional staff member who lives in an on-campus apartment within their residential community. These individuals are the university's front-line staff members who handle all aspects of the student residential experience. RHDs may be responsible for one or two buildings, in addition to supervising the AHDs, RAs, and DRs within their community. RHDs work directly with students on a wide variety of concerns and issues affecting student life in the residence halls. The RHDs promote community development within the residence halls through staff supervision, student development activities, offering programs, and referrals for outside assistance, behavioral interventions, and student conduct resolution.

Building Maintenance and Housekeeping

Building Maintenance and Housekeeping staff serve an integral part in the success of the HRL program. These staff members work with students and building staff to manage the facility. They also respond to any building work orders that students or staff input and work quickly to resolve those issues in the residence halls and apartment communities.

HRL Office Staff

HRL offices are located in the Virginia House and in Powhatan Village Apartment. The office staff members manage all business and accounting functions, room assignments, routine and major maintenance, and custodial tasks for the residence hall system, as well as concerns related to the Housing Agreement. Additionally, HRL staff members are responsible for selecting and training the residence hall staff, developing social and educational activities, adjudicating conduct violations, and developing residence life policies and procedures.

GETTING STARTED

In this section you will get a basic understanding of the assignment and roommate matching process.

Additionally, important information that you need to know prior to move-in is covered in this section.



Room Assignment Information

Old Dominion University offers on-campus housing to approximately 4,600 undergraduate students in 11 unique residential communities. Full-time, degree-seeking undergraduate students who are interested in on-campus housing must apply for on-campus housing each year following the indicated processes for each student group (i.e. incoming new students, current on-campus students, current off-campus students).

Room assignments for new students will begin in mid-April and are reserved on a first-come, first-served basis utilizing student self selection of available spaces. All assignments are made on a space available basis and, when possible, in accordance with the preferences indicated on a student's housing application (room/roommate preferences cannot be guaranteed). Current on-campus students interested in on-campus housing must participate in the return housing process each spring and will self-select his/her housing assignment.

In order to be eligible for on-campus housing, a student must submit a housing application and \$250.00 payment (\$50.00 is a non-refundable application fee; \$200.00 is a deposit that will be credited to the student's spring housing charges). By applying for on-campus housing, a student is agreeing to the [Terms and Conditions](#) of the Housing and Dining Agreement and the Housing & Residence Life Policies and Procedures. While submission of a housing application and payment does not guarantee on-campus housing, it is required in order to be considered for on-campus housing.

Room assignment details, including building, room, room number, and roommate information, can be found by logging into the student housing portal (<https://odu.starrezhousing.com/StarRezPortal/Default.aspx?>). Students' names and email addresses are shared with roommates to encourage communication and interaction prior to move-in. As assignments may change prior to check-in, students are encouraged to regularly check the student web to see if his/her roommate information has changed.

The University does reserve the right to administratively reassign students or consolidate vacancies when deemed necessary. In these situations, students will be notified via ODU email of any changes to his/her assignment. At times of high demand for housing (typically in the fall semester), the University may place students in temporary housing assignments; either in temporary tripled rooms or in student staff rooms. As spaces become available, students in temporary housing will be assigned a permanent space.

Roommates

Living with a roommate is an opportunity to build a lifelong relationship, to have someone to engage in debate and in laughter, or to share late-night conversations and early-morning cereal. Hopefully, this relationship will be positive and rewarding, but it can also be challenging. While most roommates get along very well, it is natural to have some issues arise during the course of a year.

To help students address issues before they become an impediment to his/her residential experience, each student will receive a Roommate Agreement when they arrive this fall. This agreement will provide tools to help students build open communication and a positive relationship. With a little work, the relationship with a roommate will be one of the best parts of a student's life in the residence halls!

It is not necessary for a roommate to be a best friend, but it is necessary that every student respect one another. It is essential that lines of communication be developed and remain open with roommates; being assertive means standing up for individual rights without violating the rights of others. Often times, it helps to talk about other types of experiences that a person has had before talking about what expectations each roommate has of the other. After opening up the lines of communication, roommates find it easier to talk about what they want to see happen in the room. Remember, the more effort a student makes to spend quality time with a roommate in discussion, the easier it will be to mediate conflict if it arises during the year.

Suggested Packing List

To reduce overlap consult with your roommate/suitemates for items that can be shared.

Bedding

Extra-long twin sheet sets (except University Village Apartments are furnished with full size beds), Blankets, Quilts or Comforters, Pillows, Pillowcases

Bath

Bath towels, Washcloths, Bath mat, Bathrobe, Shower caddy, Personal hygiene products, Toilet paper, Tissue

Bedroom

Clothes, Desk lamp, Hangers, Laundry basket, Storage tubs/organizers, Iron, Ironing board, Coffee maker (w/auto off)

Electronics

Television, Cell phone, Stereo and speakers, DVD player, Camera, Batteries, Wi-Fi ready computer, Printer; Printer paper, Surge protectors, Ink cartridges, Flash drive/CDs, Mini-Fridge (up to 4.3 cu. ft.)

Home Decor

Area rugs, Posters, Plants, Photo albums, Memo boards

Important Paperwork

Medical insurance card, University paperwork, Insurance paperwork, Car registration (if applicable), Bank information

Cleaning Supplies

Sponges, Disinfectant wipes, Dish and laundry detergent, All-purpose cleaner, Broom, Mop, Mop bucket, Vacuum, Fabric softener, Stain remover, Paper towels, Garbage bags

Medical Supplies

First-aid kit, Prescription medication, Cold medicines

School Supplies

Notebooks, Binders, Pens, Pencils, Highlighters, Scissors, Tape, Stapler, Calendar, Calculator, Backpack, Thumbtacks (for hanging items on drywall), Tape (for hanging items on brick walls)

What Not to Bring

Fire Hazards

Electrical appliances with exposed heating elements, including: Toasters, Toaster ovens, Hot plates, Deep fryers, Strings of lights, and Soldering irons, Microwaves (not permitted in Whitehurst, Rogers, Gresham and the Inn), Candles, Incense, Extension cords, Items with an open flame, Dangerous chemicals

Weapons

Firearms, Fireworks, ROTC rifles, Pistols, BB guns, Water guns, Billy Sticks/ Hand Batons, Nunchucks, Switchblades

Decorations

Decals, Metal signs, Stickers, Lava lamps, Tape on dry walls (use thumbtacks), Nails or tacks on brick walls (use tape), Halogen lights, Darts, and Dart boards, Liquid/Air-filled furniture

Drugs

Paraphernalia, Narcotics, Marijuana, Devices such as hookah, beer bongs, or funnels. ***Alcohol is prohibited in freshmen buildings and where students 21 years or younger live.***

Miscellaneous

Arials, Masts, Lofts, Platforms, Bed Risers, Grills, Major Appliances (such as Stoves, Dishwashers, Freezers, Etc.), Shortwave Radio Transmitters, Pets (with the exception of fish)

Moving to Campus

Specific check-in information will be provided to students through his/her ODU email prior to the corresponding opening day. If a student will be checking into a residential complex after the stated opening day, he/she will need to notify HRL at housing@odu.edu to inform the staff members of his/her anticipated date of arrival. ***The University is not obligated to hold an assigned room beyond 6:00 p.m. on the first day of classes.***

Each resident is given a key (which accesses the corresponding room and mailbox). If the resident loses his/her key, or fails to return the key upon vacating the room, he/she will be charged accordingly for a lock change.

If a student moves into a space without prior assignment and approval, the student will be charged an improper room change charge and may be required to move out.

Meal Plans

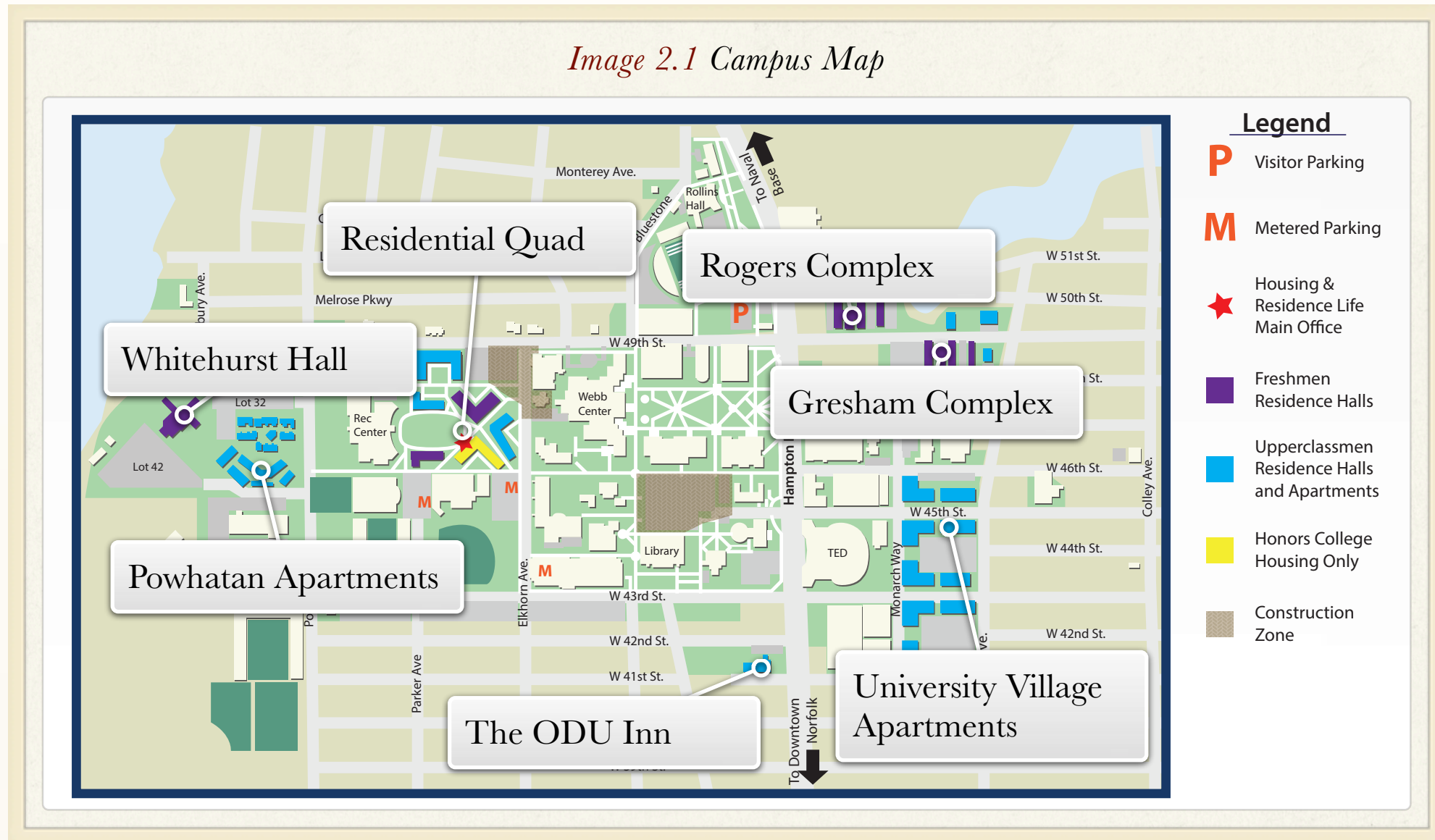
Students living in Whitehurst Hall, Rogers Complex, Gresham Complex, The Inn, Powhatan Village, Foundation House, Ireland House, Virginia House, Scotland House, England House, France House, or Dominion House are required to be on a meal plan. Meal plans are purchased and billed on a semester basis. Meals do not transfer from one semester to the next, however flex points (1 Flex point = 1 dollar) carry over from the fall to the spring semester with the purchase of a Spring Meal Plan. Flex points and any remaining meals expire at the end of the spring semester. If a meal plan selection is not made by the first day of classes for the fall or spring semester, the Block 160 plan will be assigned, except for those in Powhatan where the Block 25 plan will be assigned. Meal plan changes are only allowed during a limited time period at the beginning of the semester. Students must fill out a form from the Card Center (<https://www.odu.edu/cardcenter>) to make changes within the allowable time period. If a residential student moves off-campus, it is their responsibility to review the cancellation portion of their Housing & Dining Agreement to determine eligibility to cancel the meal plan.

Room Condition Report (RCR)

RAs will inspect student rooms prior to move-in and complete a Room Condition Report (RCR). Staff member(s) record the conditions of provided furnishings and the room(s) on the RCR prior to anyone occupying the space. Students will have 72 hours to submit any discrepancies or damage(s) to their electronic RCR through the ODU Housing Portal. Once a student accepts the RCR, he/she is responsible for the condition of their room/suite/apartment. When checking out, the condition of the room will be compared with the information noted on the RCR at the time of check-in. Residents are expected to return their room to its original condition from opening or pay damages for deficiencies that are present (beyond normal wear and tear) at checkout.

Since residents are responsible for the condition of their room, the common area, apartment, or house and its furnishings, it is important that residents tell appropriate staff about damages or discrepancies at the time of their occurrence. Make sure that changes are noted on the official RCR in the ODU Housing Portal. This is particularly important when a resident feels that the damage or discrepancy is not their responsibility. When residents check-out of their assigned space, the HRL staff will use the RCR to determine if there are additional damages or missing items from the resident's room. Any damages not declared on the form will be the responsibility of the resident and will be charged to his/her student account upon check-out. If a student feels they were billed in error, they can file a Damage Appeal form within 10 days of receiving notification of the assessed charges.

Image 2.1 Campus Map



Chapter 3

CAMPUS LIVING

Living on campus helps a resident create a feeling of responsibility, engagement and pride in the ODU community, especially in his/her residence hall.



As a Member of a Community

Living in campus housing provides students with the opportunity to form both large and small communities. In the residence halls, students encounter people with a wide variety of backgrounds, lifestyles, and values. Sharing a living area with other students carries certain responsibilities and behavioral expectations. It is each resident's responsibility as a member of the campus community to be sensitive to the needs of others and to think about how their actions affect other individuals. All students are responsible for conducting themselves in a manner that enhances the ODU environment of learning where the rights, dignity, worth, and freedom of each community member is to be respected.

It is expected that all community members respect differences and encourage each other to take advantage of the unique learning experiences that a shared environment brings. Responsible citizenship is the key to harmony in a residential community.

As a member of this community, and by signing the Housing & Dining Agreement, students agree to conduct themselves with proper regard and mutual respect for other students, residents, guests, RAs, custodians, facilities staff, University personnel, residence hall neighbors, and their respective property.

Expectations & Responsibilities

In the residence hall environment, the expectation to study and sleep is considered to be primary. Exposure to excessive distractions and noise inhibits education and pursuits. Therefore, when a student chooses to exercise a privilege (e.g., playing their sound system, entertaining guests), it is the student's responsibility to make certain that they or their guests are not inhibiting another individual's primary freedom to study or sleep without undue interference.

When a student enrolls at ODU and signs his/her Housing and Dining Agreement the student agrees to abide by the policies, procedures and rules ODU, as outlined in the HRL Policies & Procedures Handbook and the Student Code of Conduct.

Campus housing offers a great advantage of having the opportunity to live and work closely with all types of individuals. With the roommate relationship, there are certain responsibilities that each person carries. The expectation to sleep without undue interference and the need to study outweigh social privileges; however, roommates must strike a balance as to the time and priority of room usage. Each individual must take responsibility to assert their rights in using the room. If roommates have difficulties in resolving expectations for room usage, hall staff is able to assist residents in this area.

On-campus Living Expectations

Old Dominion University has some basic expectations that govern the special nature of interpersonal relationships in community living on campus. Below is a list of reasonable expectations which students should have for one another while sharing space in campus housing:

- to sleep during the night undisturbed;
- to study in one's room/apartment reasonably free of noise and distractions;
- the ability to have unhindered access to one's room and facilities
- to feel secure against physical or emotional harm;
- to have a clean room and clean public areas;
- to have one's space and belongings respected;
- to host guests when they do not disturb a roommate's right to sleep or study;
- of privacy; and
- to address grievances.

Violating these expectations of other students may result in conduct actions pursuant to specific policies, in addition to reassignment, or being removed from on campus housing.

Roommate Agreements

The RA will provide roommates/suitemates with the necessary Roommate Agreement Form and instructions at the beginning of each semester. The Roommate Agreement is considered a binding agreement. Should one roommate violate the Roommate Agreement, the residents of the unit may be asked to participate in a roommate discussion hosted by the RA, AHD, RHD, or a mediation program managed by the Student Ombudsperson Services Office under the auspices of the Student Engagement & Enrollment Services. If resolution cannot be reached through mediation, the resident in violation of the roommate agreement can be administratively reassigned to a different room.

One of the first steps in building an effective roommate relationship is for students to talk about expectations for behavior regarding the room. This can help avoid potential problems and conflicts.

- Discuss religious beliefs and personal values that might impact your expectations.
- Discuss ways to resolve conflicts when they happen.
- Establish roommate expectations by utilizing the roommate agreement available on the HRL website at www.odu.edu/housing or by visiting a hall staff member.

General topic areas to consider:

- Housekeeping duties—decide how you will divide duties such as taking out the trash, cleaning the room, etc.
- Phone use—discuss how late people can call so it doesn't wake the other person, or issues related to phone use.
- Ideal sleeping and studying conditions—talk about when lights should be turned off, when it is okay to make noise, etc.
- Guests—discuss having guests over during sleeping, studying hours, etc. and whether overnight guests or guests of the opposite gender are okay. One of the most common areas of roommate conflict involves the hosting

of overnight guests. To reduce the inherent possibility of this type of conflict, visits by overnight guests are limited and an overnight guest registration policy is in practice.

- Computer and electronics usage - discuss how late people can watch TV or listen to music and if you want to share computers/printers.
- Health concerns - if a student has a medical issue it is helpful for that student to share with their roommate so the roommate is aware of the condition/concern in the event of an emergency.
- Other issues—discuss any issues that seem important that might need to be clarified—use of personal items and asking permission, etc.

Roommate Conflicts

During the first two weeks of classes in both the fall and spring semesters, unless the situation involves a health or safety issue, roommates are not split up as this allows roommates to get beyond superficial, first impressions and unfounded biases to learn how to get along with people who are different from them. It also allows the university to determine who has and has not arrived. With the high occupancy rate and overflow situation at the beginning of each year, room changes can be very difficult to accommodate.

If the first attempt at resolving the conflict among roommates is unsuccessful, it is important to engage the RA in the process to serve as a facilitator in a scheduled discussion to assist both roommates to come to a mutually agreeable solution. HRL encourages students to resolve issues on their own in a direct, respectful, and courteous manner and to come to a mutually agreeable solution.

If a student reports a roommate conflict and they have already tried to resolve it on their own, the RA will first spend time visiting with each roommate individually to assess the situation and hear the varying perspectives regarding the roommate conflict.

If roommates have not completed a roommate agreement, the RA will suggest that they discuss their specific problems in the context of completing a roommate agreement, listing common areas for disagreement, expectations, and long-term solutions. If the roommates have already completed a roommate agreement, the RA will facilitate a discussion regarding whether the agreement is still valid, areas for revision, sources of current conflicts and possible resolutions.

Students will have an opportunity to share and to brainstorm options for resolution. It is crucial for students to be honest, direct, and flexible during this time to reach a mutually agreeable solution. Roommates will sign the agreement acknowledging their willingness to abide by and hold each other accountable for the agreement. Copies of the agreement are given to each roommate and a copy is kept on file with the HRL hall staff for future reference.

If the roommate agreement is breached and the RA is informed that the agreement is not working, he/she may try to facilitate another conversation, or may ask the Assistant Hall Director or Residence Hall Director for assistance in mediating the ongoing roommate dispute.

Formal Mediation

If both students agree, a formal mediation will occur with HRL staff (RA, AHD, RHD) or through the Student Ombudsperson Services Office. This process is contingent upon both students agreeing to the mediation as it would not be effective to have forced mediation.

If the roommate conflict rises to the level of the AHD or RHD, a mediation session with the roommate pair may be held to assess the potential for resolution prior to suggesting a room change (if there is space available). Splitting up may be the best solution; however, it is often difficult to determine who should move to the new room and who should remain in the current

room. The best option is for the roommates to decide themselves. The RHD will determine next action if the residents cannot come to a mutual agreement.

Regardless of how much time and effort is put forth to maintain a positive relationship with your roommate, there may be times when a resolution cannot be reached, even with staff assistance. In these situations, we present students with three options:

Voluntary Room Change

We will present the students involved the option of relocating to another space on campus (space permitting). If one student volunteers to move out to gain resolution, HRL staff members will try to honor that request and find him/her with an alternate assignment. Prior to approving the request, an AHD or RHD may ask the following questions:

- What was the catalyst in this current situation that made for irreconcilable differences?
- How will/can a student work to ensure that these same circumstances do not follow he/she to a new space?
- What changes will a student make in his/her personal attitude and behavior to ensure a new successful living environment?
- What has he/she learned about oneself from this situation and how can it apply to future situations and conflict?

Administrative Room Change

If one student does not voluntarily request to move and formal mediation is not agreed to, the hall staff may impose an administrative room change for all individuals involved. It is not our policy to choose sides in a roommate conflict as we are here to serve as a resource for all students. In this situation, both students will be required to move to another location on campus if space is available. When students change rooms due to irreconcilable differences, our staff will take some extra steps to ensure that similar problems do not resurface in the new living arrangements. Students (regardless of academic class

standing) will be required to complete a Roommate Agreement and staff will check on them periodically to ensure that similar circumstances are not occurring.

Reminder: Utilize the resources by HRL and follow these steps:

- First, attempt to discuss the matter and come to a mutually agreeable solution.
- Ask an RA for assistance or to serve as a mediator in a discussion so that a solution can be reached.
- If a solution is not reached, the RA will bring the concern to the AHD or RHD.

The Importance of Community Living

Being a member of the Residence Hall or Apartment Community is not without its obligations. Students are expected to:

- Respect the dignity of all persons and avoid behaviors which compromise or demean the dignity of individuals or groups, including hazing, ridiculing, harassing, and discrimination.
- Respect the rights and property of others by not participating in the theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property. Students will not violate another's personal right to move about freely, express themselves appropriately, and to enjoy privacy.
- Strive to learn from differences, as well as similarities in people, ideas, and opinions to discourage bigotry.
- Demonstrate concern for others, their feelings, and their need for conditions which support their work and development.
- Be compassionate and considerate, to avoid behaviors which are insensitive, inhospitable, or activities which unjustly or arbitrarily inhibit another's ability to feel safe in their residence hall or apartment or welcomed in their pursuit of appropriate academic goals.

- Observe ideas and encourage students to respect the basic freedoms and rights of all residence hall or apartment living community members.

Getting Involved in the Residential Community

Residence Hall Association (RHA)

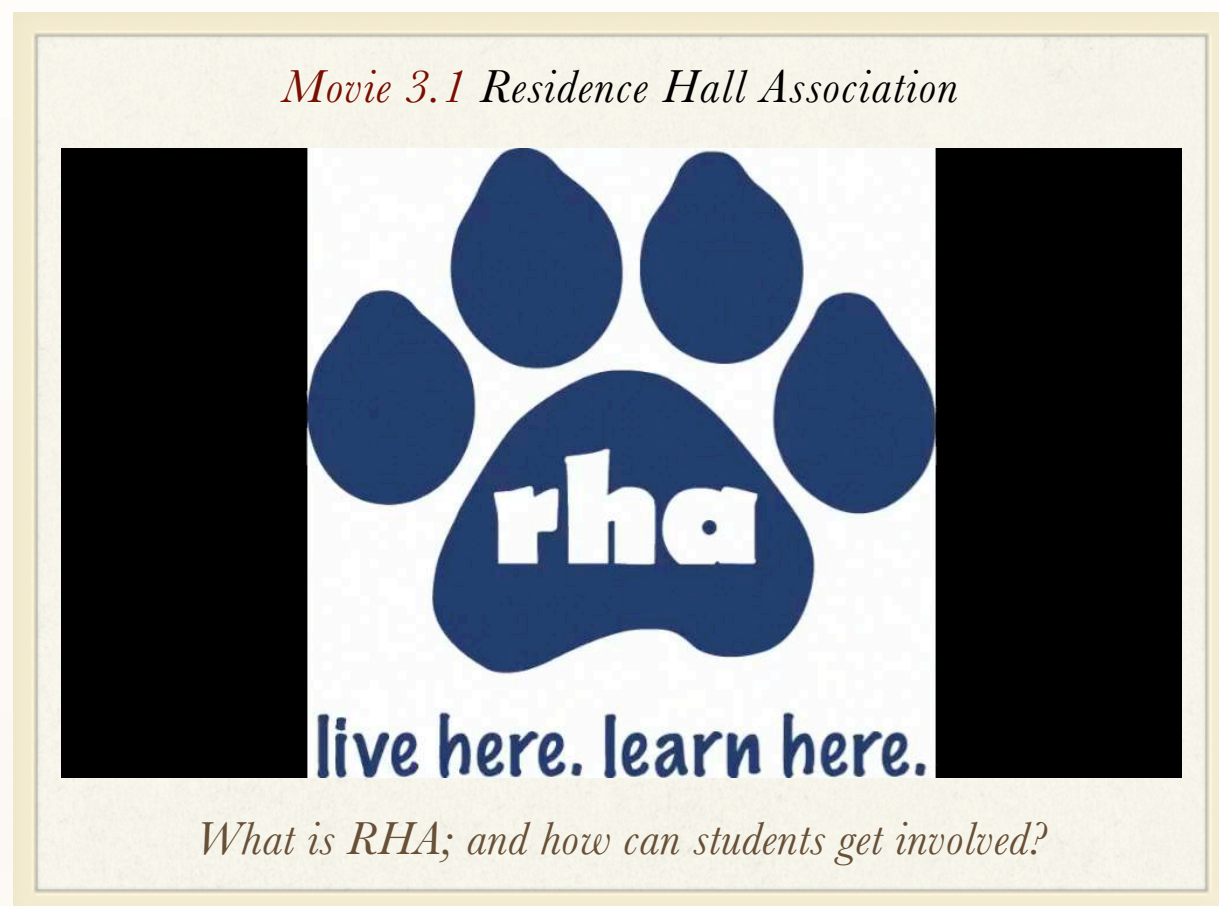
The Residence Hall Association, a leadership program at Old Dominion University, is an overarching student government comprised of representatives from each residence hall or apartment living community and represents the interests and concerns of all students living on campus. RHA takes pride in focusing on a high-quality living experience for residents through hall improvements, programs, and events. Along with promoting social, educational, and cultural activities for residents, RHA also has representatives on several other campus committees.

RHA serves the on-campus student population by creating committees and policies crafted from what residents express they are interested in. RHA is directly linked to the individual community councils and focuses on system-wide and campus issues, allowing the individual community councils time to directly focus on their specific building. Getting involved in a community council executive board can be incredibly beneficial on a multitude of levels. There are diverse positions available in community councils to develop leadership skills and gain experience in a possible career area that is of interest. The satisfaction of knowing that the work done in the organization helps those involved as individuals, but also the ultimate impact is improving the lives of the residents living on campus, is immense. For more information about RHA you can email rha@odu.edu or call (757) 683-5686.

Community Councils

Each residence hall and apartment living community has a form of student governance where residents have the unique opportunity to be involved in decisions and activities that impact their living areas. Residents can be involved at the floor, building, or campus-wide levels and can gain valuable leadership and citizenship skills as part of their overall personal development.

Community Council members are elected to plan social and educational programs for all community residents as well as participate in discussions about important issues. Community Council elections are held early in the year during fall semester, or during mid-spring semester.



Communication

According to University Policy 3506: Electronic Mail for Official University Communications (available online at: <https://www.odu.edu/content/dam/odu/policies/university/3000/univ-3506.pdf>) every student is expected to

activate and check their University email account regularly (ideally daily) in order to receive official HRL communication.

HRL uses email as the designated form of communication with all students. HRL is not responsible for lack of communication if students/residents provide invalid accounts. For information on forwarding email, visit the OCCS website: <http://occs.odu.edu/accounts/studemail/>

Each residence hall or apartment community has a Portal in MonarchLink. HRL often communicates with residents by posting messages to MonarchLink. Residents should check their residence hall's MonarchLink portal for staff contact information, upcoming events, and recent posts.

It is the responsibility of the student to keep parents/guardians/interested parties accurately informed. [ODU Alerts](#) is Old Dominion University's urgent notification system, comprised of a variety of methods by which the university can contact students, faculty, and staff, including:

- Text messages (SMS) to mobile devices
- Instant messages (AOL, MSN, and Yahoo)
- Calls to home, office, and mobile phone numbers
- E-mails to Old Dominion addresses and non Old Dominion addresses

Living-Learning Communities & Special Interest Housing

Residents that indicate a preference to participate in a Living Learning Community or Special Interest Housing are accepting the terms of participation in that community. Indicating a preference to participate in a particular community does not guarantee placement within that community. Living Learning Communities partner with faculty members in academic colleges to enhance the learning experiences of students in a particular field of study living together in the residence halls.

Recycling and Energy Conservation

HRL encourages students to “think green.” Recycling containers are provided in each room/apartment. Residents are responsible for taking their room/apartment recycling to the common area recycling containers located either in the main lobbies of each residence hall or next to the dumpsters. The [facility management website](#) indicates all acceptable recyclable items on-campus.

Conserving energy is an easy way to protect the environment and keep energy costs under control. Please help conserve energy in the following ways:

- Turn out lights and electronics not in use.
- Use the stairs whenever possible.
- Be reasonable in the use of appliances and how much electricity they use.
- Use LED lights or compact fluorescent lamp (CFL) task lighting.
- Use a power strip for all appliances, equipment, and chargers (except refrigerators); turn it off when not in use to ensure your electronics are fully powered off and not using phantom energy.
- If students are purchasing any approved appliances (refrigerators, microwave ovens, televisions, or printers), ensure they are EnergyStar certified for reduced energy use and impact on the environment.
- Limit water usage while showering and brushing teeth.
- Wash full loads of laundry.
- Use a washable reusable water bottle instead of bottled water.
- Take advantage of the recycling programs in the residence halls.
- To conserve resources, students are encouraged to dine-in and not get food to-go; by eating meals in the dining halls students use less one-time use dishes and utensils.

Chapter 4

SAFETY & SECURITY

HRL staff members understand that safety and security is very important to students and their families as they live in our residential communities and dine in the various dining halls and eating establishments across campus. As such HRL, in coordination with the ODU Police Department and various ODU departments, work with the students to provide a safe and healthy living environment.



A Shared Responsibility

HRL believes safety and security is a shared responsibility. It is the expectation that the resident takes primary responsibility for her/his own safety and security, and supports the safety and security of fellow residents, the residential communities and dining areas. ODU and HRL staff work cooperatively with residents and with our ODU colleagues to promote a safe and secure environment.

Campus Safety Alerts

[ODU Alerts](#) allows students to list up to six contact methods. During an urgent situation, the ODU Alerts system will begin cycling through points of contact to deliver the alert, starting with the first available. When a student receives the message, it is very important that he/she confirms receipt when prompted. If no confirmation is received, ODU Alerts will continue cycling through the listed points of contact.

Door Security

Residents have a responsibility to help ensure the safety of each residence hall community. Everyone who lives in a building has proper card access to the building and is required by ODU policy to carry an ODU ID card at all times. Anyone visiting a resident is required to be escorted through the building at all times. As a residential community member, there is a shared responsibility to not allow unescorted guests to tailgate into the residence hall or apartment community. Tailgating is when someone follows into a hall behind a person who is granted access. The shared responsibility entails politely asking non-residents or those trying to tailgate in to either swipe their ODU ID card or wait for their host to escort them. This is a time when it's better NOT to be polite and hold the door. If you allow a person to gain access to the residential community you are then responsible for that person and all his/her actions.

Reminder: Students must carry the ODU ID card at all times and swipe into his/her residence hall each time.

Keep in Touch

Students should always let someone know where they are going and when they plan to return. For reasons of safety and in the event of an emergency, residents are encouraged to inform their roommate(s) or someone else in their residence hall/apartment building whenever leaving the hall for an extended period of time.

Building Security Measures

The residence halls and apartment community security measures include locked doors leading to residence hall or apartment communities 24 hours-a-day. This includes the outside doors of each building (or outside door of each apartment in Powhatan). Entry into student living areas and bedrooms require a key issued at check-in. Visitors wanting to gain access to a building can contact their host to meet them at the front door and escort them into the building. At most residences or apartment communities a courtesy phone in a yellow box is located at the entrance to allow a guest to call the resident host from the outside of the building to announce their arrival. This phone can also be used to call for emergency assistance if necessary.

Security with HRL Staff

Staff help to provide security inside the residence halls and apartment communities by serving on duty from 7 p.m. to 8 a.m. Monday – Friday and 24 hours a day on Saturday and Sunday (7 p.m. – 7 p.m.). Residents can contact the RA on duty via a cell phone. These HRL staff members are available to assist residents with questions and concerns and have training to handle emergency situations.

Security & ODU Police Department

In addition to the HRL staff and the Facilities Management staff, the ODU Police Department work to make the ODU campus a safe environment. Blue Light Security Phones are strategically placed throughout the ODU campus, providing a lighted walkway and emergency access to the police. By pressing

the call button on the pole, a blue light is activated, providing a beacon signal while immediately connecting the caller to the ODU Police Department dispatch center.

Fire Safety

HRL staff members conducts a minimum of two fire drills per residential/apartment community each semester to practice the safe and orderly evacuation of the building in the event of a real fire or emergency. ODU staff members work with the Norfolk Fire Marshal to conduct annual fire safety inspections; links to additional resources are provided below:

- U.S. Fire Association: Fire Safety for College Students (<http://www.usfa.dhs.gov/citizens/college/>)
- Fire Safety 101 (<http://www.usfa.fema.gov/downloads/pdf/fswy8.pdf>.)
- Get Out and Stay Alive (<http://www.usfa.fema.gov/downloads/pdf/fa-280.pdf>)

Living Safely in a Community

HRL encourages residents to take all reasonable steps to ensure their personal safety and security. Additional crime prevention information can be obtained by contacting HRL staff members, the ODU Police Department, or the Office of Student Engagement & Enrollment Services.

Safety Tips:

- Keep doors locked at all times.
- Do not prop outside doors open. Do not let strangers into the building.
- Limit use of technology (cell phone) when traveling on campus.
- Be aware of surroundings when walking on campus.
- Whenever possible, carry a cellular phone when walking in remote areas.
- At night, walk in well-lit corridors of campus.
- Report suspicious activity to the police.
- Take precautions at day and night. Do not travel alone.

- “Blue Light Security Phones” can be found at strategic locations throughout the campus.
- Remember that the most important part of the campus safety equation is awareness and good judgment.

Keys and Card Access

Any assigned keys, and a resident’s ODU ID card should be kept in the resident’s possession at all times. The duplication of residence hall/apartment keys and/or access cards and/or devices is prohibited. Students must not lend, sell, or transfer any residence hall/apartment complex key or key fob to any person for the purpose of allowing that person to enter the residence hall or the student’s room/apartment unescorted or to utilize University housing facilities.

Each resident student’s ODU ID Card is programmed to open electronic entry locks, allowing them access into their place of residence. The student’s ODU ID Card, room key, mailbox key (Nusbaum), and any other keys issued to each resident are the property of the University and are issued to a particular resident for his/her exclusive use. Students are not permitted to lend or give their room keys or ID card to anyone or any University group. Additionally, students are not permitted to install their own locks or alarms on any residence hall doors. A resident who provides his/her key or key card to others may result in the loss of the resident’s ability to live on campus.

Lockouts

If a resident is locked out of his/her room during operational desk hours, the resident should visit the front desk that serves his/her residential complex to acquire a loaner key (X/C key). Residents will be required to show their ODU ID card to receive a loaner key. If the resident is locked out when the desk is closed, the resident will need to contact the RA on duty for assistance.

Temporary keys are available for students to borrow for a limited amount of time to their living space. While we do provide this service, students need to be responsible for their keys at all times. All temporary keys must be returned within 15 minutes or the room will be re-keyed and the student will be assessed a charge of \$75 for a lock change. As a reminder, once the lock change procedure has been initiated it cannot be cancelled, regardless if the key has been found. No exceptions to this procedure will be made.

Lost/Stolen Keys

Lost or misplaced keys should be reported immediately to the resident's designed front desk. If a lock change is warranted to maintain the resident's security, the resident will be charged a nonrefundable fee of \$75 per lock change. If a key is stolen, residents should contact ODU Police to report the theft immediately. Once the lock change procedures have been initiated the process cannot be cancelled, regardless if the missing key is found.

Students should report a stolen ID to ODU Police by contacting them at (757-683-4000) and the [University Card Center Office](#) in Webb Center. Students should immediately mark their ODU ID card as missing on the Card Center website to ensure no monies or access is granted to others.

Theft Prevention

Thefts occur when students leave their personal items unguarded in public areas, or leave their room unlocked. To help protect your personal property:

- Lock room door at all times.
- Never lend a room/apartment key to anyone.
- Keep all valuables in a safe place; do not leave valuables in the open and unattended.
- Report suspicious persons to the University Police (757-683-4000) and the residence hall staff.
- Do not permit anyone, other than your guest(s), to enter the building behind you. Make sure the main door shuts and locks behind you.
- Do not prop open exit and stairwell doors.
- Report lost keys to the front desk immediately.

Theft, Loss, or Damage of Personal Property

ODU does not assume liability for damage or loss of a resident's personal property. HRL encourages residents to carry personal property insurance to protect against the loss of personal belongings through damage and theft while at ODU. Before purchasing personal property or renter's insurance, students should check with their parent's homeowner's or renter's insurance policy to see if his/her property is covered in his/her room/apartment while living in on campus housing. Existing family insurance policies oftentimes cover items while away at school. If the family's policy does not cover the student's items, it is recommended that the student purchase a policy.

Report all thefts, vandalism, or attempted thefts to ODU Police at 757-683-4000 and your RA immediately. Be alert for anyone who appears out of place or acts in an unusual manner in or around the residence halls/apartment complexes. Report any suspicious individual(s) to the Front Desk Hall Staff of the building immediately.

Staff on Duty

A RA is on duty Sunday through Thursday, 7 p.m. to 8 a.m. and Friday, beginning at 7 p.m. with non-stop coverage through Sunday, 7 p.m. in each of the campus living areas. This individual may be contacted through the front desk in your building or area. The RA on Duty phone number is posted in the building lobby. If a resident is in need of assistance and cannot find his/her RA, the student should talk with the RA on duty. The RA on duty is available to assist residents with any/all problems/issues associated with student housing.

Nusbaum Apartment residents are supported through the University Village Apartments front desk and can access the front desk during its hours of operation.

Foundation House residents are supported through the Gresham front desk and can access the front desk during its hours of operation.

To contact a RA on Duty use the phone number listed for the duty phone at the front desk. This number is to be used for a variety of services after the front desk closes, including lockouts, noise concerns, etc., but especially emergency situations (floods, fire, or a life-threatening situation). However, if there is a fire or a life-threatening situation it would be advisable to contact ODU Police (757-683-4000) for immediate assistance; then contact the staff member on duty for support.

Hurricanes and Tornadoes

In the event of a tornado warning or hurricane, HRL staff will issue emergency procedures. For safety purposes, students need to obey the directives of the building staff. Students are encouraged to register with the ODU Alert System at www.odu.edu.

Emergencies

Old Dominion University Police may be contacted for an emergency by dialing: (757)683-4000 (emergency line) or (757)683-5065 (non-emergency line). The HRL office is available to assist students Monday - Friday 8 a.m. to 5 p.m. by contacting (757)683-4283. After 5p.m. and on the weekend there are professional live-in residence hall staff on duty to assist students.

Chapter 5

AMENITIES & SERVICES

Living on campus has great advantages included within the price of your room. This section will describe the great services living on campus can offer to you.



Cable TV

Cox Cable is the cable TV provider for Old Dominion University's campus video network, supported by Information Technology Services (ITS). This service is available in all the halls/apartments on campus and includes entertainment, news, sports, foreign language, and educational programming. The [channel lineup](#) includes MTV, CNN, ESPN, Univision, Discovery, many High Definition channels a Campus Movie Channel, and many others. For support contact the ITS Technical Support Center at (757)683-3192 or email itshelp@odu.edu.

Should you need to report concerns related to your cable service, you can make a report via FootPrints, the University's web-based incident tracking system used by the ITS Technical Support Center. For instructions on how to use [FootPrints](#), please see the FootPrints "how-to" on the ITS website.

Campus Movie Channel

HRL sponsors the ODU Movie Channel. Each month, the Residence Hall Association and the Resident Assistant Delegation select up to 12 movies that will be shown.

ResLife Cinema provides discussion guides for some movies to be used for programming and community building purposes. Students should talk to the RA or Community Council student leaders about hosting a movie and facilitating a discussion using the discussion guides.

Computer Access

The Resident Network (ResNet) is managed by ITS. All on-campus rooms feature ODU Wi-Fi access. Additionally, all on-campus rooms, with the exception of Nusbaum Apartments, are equipped with ethernet access to the campus data network which can be activated by contacting ITS via email at itshelp@odu.edu; cost is included in the residence hall room charge. A resident will need an ethernet card or adapter for his/her computer and

internet software. Please call 757-683-3192 or toll free at 877-348-6503 for hours or assistance: <http://occs.odu.edu/support/tsc/>

Student attempting to connect a game console to the internet service should follow the directions provided here: <http://ww2.odu.edu/apps/portactivate/>

Front Desk Services

Services available at the front desk of each residence hall or residential area include the following:

- general inquiries
- security center
- checkout hall equipment
- temporary key check out
- report facility problems, including those with laundry and vending equipment
- mail and packages
- cleaning kits

Students should see the front desk in their community to determine the exact hours of operation.

Front desks are located at the following locations and staff members serve the specified community:

- Gresham Main Front Desk Staff serves the Gresham Complex and Foundation House residents
- Rogers Main Front Desk Staff serves the Rogers Complex and Nusbaum Apartments residents
- University Village
- The Inn
- Virginia House
- Ireland House

- Scotland House
- England House
- Dominion
- France House
- Powhatan
- Whitehurst

Laundry

Each semester, students receive 30 loads of laundry (one wash and one dry) or 60 individual transactions per semester using on their ID card. The machines are serviced by a private vendor. All inoperative machines should be reported to the appropriate front desk, noting the number of the machine that has malfunctioned so that a repair request may be submitted. Inquiries regarding repairs should be directed to the front desk. For laundry machine refunds please utilize the following link: <https://orgsync.com/69738/forms/99630>. All laundry swipes expire July 31 each year.

Laundry facilities are provided in all residential areas and students using them are subject to courtesy hours.

- Whitehurst Hall: 1st, 4th and 6th floor
- Rogers and Gresham complexes: 2nd floor of the Main building and every floor in East building
- The Inn: 1st & 2nd floor
- Dominion, England, France and Scotland houses: 1st floor centralized location
- University Village: 1st floor of each building
- Powhatan Village: In the center pavilion of each complex (Powhatan 1 and Powhatan 2)
- Nusbaum Apartments: Corner of 49th and Killam, side entrance off 1000 W. 49th Street

- Virginia and Ireland houses: 2nd, 3rd, and 4th floors of each building

Mail

A resident's personal mail will be delivered to their building/complex on a regularly scheduled basis.

Mailboxes are located in the main lobbies of:

- Rogers Main (for both Main and East residents)
- Gresham Main (for both Main and East residents)
- Whitehurst Hall
- The Inn
- Virginia House (for both Virginia and Ireland House residents)
- Dominion House
- England House
- France House
- Scotland House
- University Village (1st floor of each building)
- Mailboxes for Powhatan residents are located outside the laundry rooms
- Mailboxes in the Nusbaum Apartment Complex for 1044, 1010, and 1011 West 49th are located inside the entry door stairwell. Residents living at 1000 West 48th Street have mailboxes located outside the first floor apartments.

Mailboxes correspond to student room numbers and the room key also unlocks the mailbox. In the Housing Agreement students give HRL staff members permission to handle mail including, but not limited to, mail forwarding and accepting express mail and packages. If a student has issues regarding mail delivery, he/she should notify their AHD or RHD immediately. A full service U.S. Post Office facility is located at the corner of 38th Street and Colley Avenue.

All package items are delivered to each front desk except Foundation House and Nusbaum Apartments. Packages for Nusbaum residents are either delivered to the apartment doors or package delivery companies make arrangements to deliver packages when residents are present. Residents of University Village and the Foundation House must pick up their packages at the Gresham Hall front desk.

To claim a package at residence hall front desks, residents will be notified of a package through their ODU email address and must bring their ODU ID to the front desk. Residents should provide magazine publishers, family, friends or other correspondents with his/her most current address, including hall and room number. Resident's mail will only be delivered if the name on record with HRL appears on the item.

All packages shipped via United States Postal Service are processed with the day's incoming mail. Independent shippers deliver directly to the residence halls/complex front desk. Mail delivered to the residence halls is not insured. The front desk staff will accept insured mail; however the University is not liable for misrouting, disappearance, or theft.

- Residents of the University Village residents must utilize the specific street address of their building, not the building name, to ensure accurate delivery.
- Powhatan Village residents must utilize the letter of the assigned building, not the building name, to ensure accurate delivery.

Unclaimed mail/packages will be returned to the sender after seven (7) days. At the end of each residential agreement period, unclaimed packages are returned to the sender. First and second class mail is forwarded to the student's permanent address as listed in their [Leo Online](#) records. It is the student's responsibility to ensure the information is updated and accurate.

Maintenance and Repairs

Maintenance Support Center's hours of operation are Monday through Friday, 7 a.m. to 5 p.m. For emergencies occurring during non-business hours, contact the Front Desk serving the community, an RA, or the RA on Duty within the building.

Maintenance Direct (Non-Emergencies)

For maintenance or housekeeping services within the residence hall communities use Maintenance Direct, ODU's on-line resource (available 24/7) for submitting non-emergency work requests. Non-emergency work requests are generally handled on a first in, first out basis and are addressed as soon as possible. Access their website: <http://www.odu.edu/md> and follow the instructions listed below to get started on the process. Maintenance Direct will track submitted work requests and automatically generate email acknowledgements of receiving of work requests, in addition to notification of any status changes of requests.

Non-emergencies include:

- Burned out lights
- Temperature too hot/cold
- Sink/tub draining slowly
- Pest control
- Toilet clogged/will not flush (when another toilet is in suite)

Telephone

There is no active telephone service in residence hall rooms or in university owned apartments. If local telephone service is required, the student should email mjackson@odu.edu providing their University ID number and their residence hall/apartment location. Installation cost is \$50.00, with a monthly charge of \$25.00. These costs will be billed to the student's account. For more information on requesting telephone service in residence halls or university owned apartments, please call 757-683-4292. Residents must provide their own

telephone and calling card for long distance access and service. All halls receive good reception on a number of different cellular providers.

Vending

Vending machines are provided in all residential facilities for the convenience of grabbing a quick snack or drink. The vending machines are operated by a subcontractor of the university. If a student experiences problems with the vending machines or needs to request a refund, they should utilize the following link to complete the refund request form: <https://orgsync.com/69738/forms/99630>. In addition, convenience stores are located in Dominion House, Gresham Main, Whitehurst, and University Village.

Vending Locations:

Rogers, Gresham, and The Inn: Lobby area

Powhatan Village: Laundry rooms (center pavilions in Powhatan I and II)

University Village: Building 3, Community room

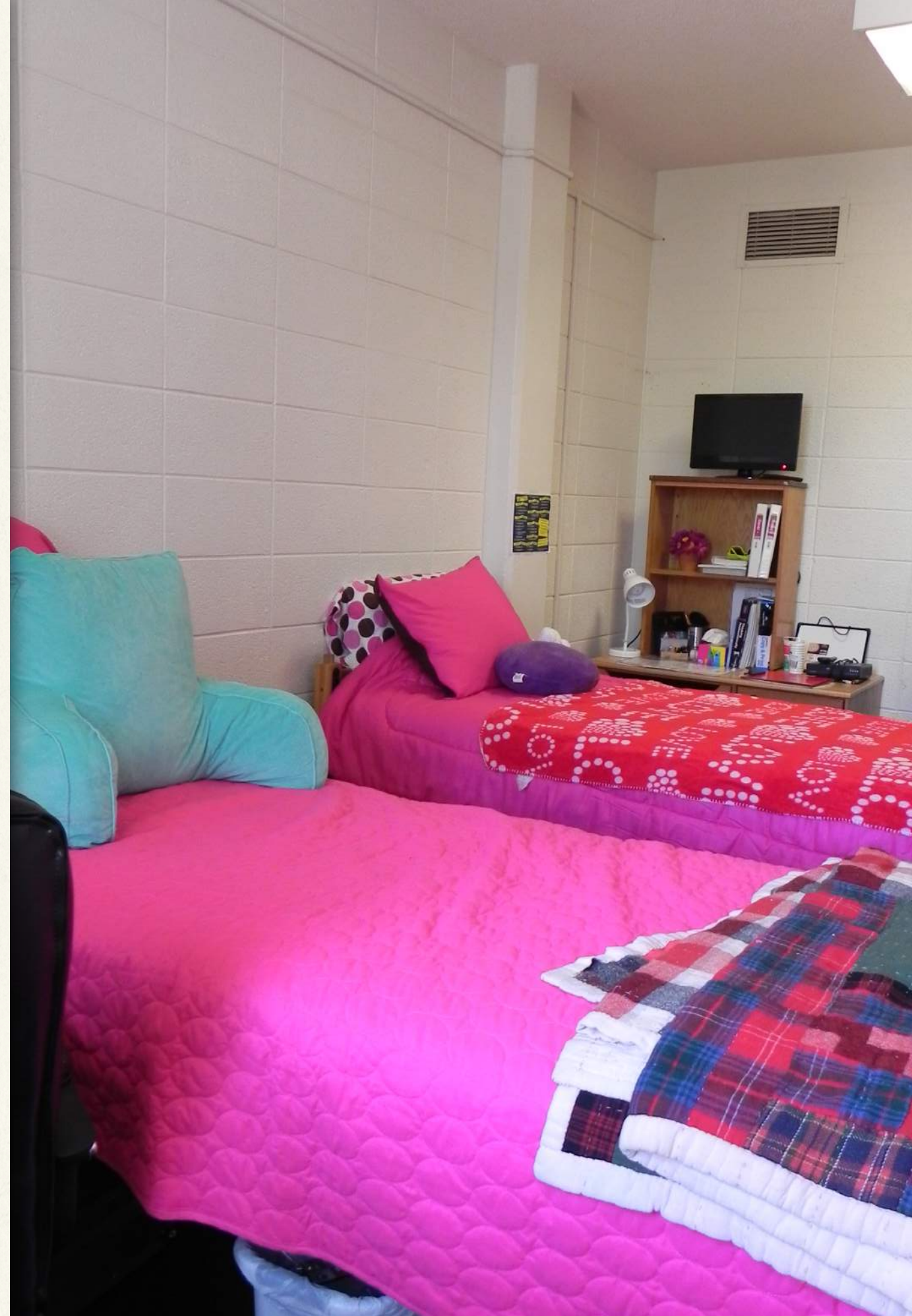
Ireland and Virginia Houses: Laundry rooms on the 2nd, 3rd, and 4th floors

Dominion, England, France, and Scotland houses: Laundry room on the 1st floor

Chapter 6

REGARDING YOUR ROOM

Many details were included in the housing application process including reviewing the Housing and Dining Agreement and the Terms and Conditions. This section will highlight the housing agreement as well as procedures of assigning students.



Agreement

HRL welcomes each resident who lives on campus and encourages each student to be knowledgeable of the commitment made when signing the Housing & Dining Agreement. Students signing the agreement are legally bound by the [Terms and Conditions](#) for the entire agreement period. It is important that students know and understand the financial obligations expected of them once signing the agreement. All students should be familiar with significant dates associated with this agreement, especially in relation to cancellations.

Please note; all students agree to the [Terms and Conditions](#) of the Housing and Dining Agreement at the time of completing their online application. While there are no physical signatures, students are electronically signing the agreement during the application process.

Note:

- A completed online application/agreement indicates that the applicant has read, understands, and agrees to the agreement policies outlined within the Housing & Dining Agreement [Terms and Conditions](#) and the Housing & Residence Life Policies and Procedures Handbook including the cancellation policy.
- Students are responsible for completing the online application. Should a parent complete the online application procedure for the student, the University will hold the student responsible for fulfilling all responsibilities of the agreement period.

Agreement Period

The agreement period specifies the opening and closing dates for each residence hall or apartment community. Once a student receives an assignment, the student accepts responsibility for the full room charges and meal contract charges as outlined in the applicable agreement period

established for each building. The resident is obligated to fulfill the room and board agreement through the final closing of the residence hall or apartment living building specified in the [Terms and Conditions](#) of the Housing and Dining Agreement, which may include a summer obligation.

Changes and Corrections

The University has made every reasonable attempt to make sure the information contained in the Housing & Dining Agreement is accurate at time of publication. However, the University and HRL reserve the right to make corrections when necessary. Such changes may include, but are not limited to, location and availability of living & learning communities, certain special interest housing, changes in dining service hours, and location of break housing buildings. If changes are made, HRL will inform residents in a timely manner of such changes through multiple means of communication and in a timely manner.

Canceling the Housing and Dining Agreement

At times, a student may need to cancel his/her Housing and Dining Agreement. HRL understands that circumstances may change that take a student away from ODU or on-campus housing. Students should refer to the Housing and Dining Agreement and work with the his/her RHD to understand what options are available.

There are some situations which automatically grant a release such as withdrawal from the University, transfer to a different institution, marriage, military activation, study abroad, etc. There are also some reasons which require students to petition for an exception to be made based on their individual circumstances (medical situations, financial situations, etc.).

Petition for Release

If a student wishes to request an exception to the [Terms and Conditions](#) of the Housing and Dining Agreement students are encouraged to view the [Terms and Conditions](#) to understand his/her responsibilities under the agreement. In certain circumstances, students are eligible to petition for an exception to these terms where they have had significant and unforeseen changes in circumstances (typically medical or financial).

The first step in this process is to review the [Terms and Conditions](#) and to schedule a meeting with one's RHD. Paperwork regarding the Petition for Release process is only available via a direct staff member and is not available on our website so that HRL can provide the best service possible.

Abandoned Rooms

If a resident's room/space appears to be empty of possessions but keys have not been returned, the resident's room/space may be presumed abandoned. Students will be notified via an abandonment letter that will be sent via ODU email and with a hard copy placed under the resident's door and a note placed on the room door for five (5) days, after which HRL staff will take possession of the room/space.

If a student abandons his/her room, he/she will be charged a lock change fee, moving and handling fee, possible storage fee for the remaining belongings, and applicable cleaning or repair fees, in addition to any room payment owed. Simply walking away and abandoning an assignment does not release a student from their obligations under the Housing and Dining Agreement.

Vacant Spaces

HRL reserves the right to make an administrative room change into a vacant space, independent of the waitlist, when it deems a change necessary.

Residents in a room or suite with a vacant space are required to accept a new roommate who is placed in the space by HRL. Refusing to accept a roommate or impeding HRL's ability to effect an assignment into a vacant space (e.g. by not keeping the unoccupied space presentable) is a violation of the agreement. HRL staff members will make every attempt to notify current roommates of a new occupant, unfortunately, advance notice of a new roommate is not always possible. Therefore, residents must ensure that the vacant space in their room or suite are in a condition ready for occupancy at all times. Failure to comply with this policy can result in the resident or residents already occupying the room or suite to be charged for cleaning and can result in a referral to the student conduct process.

Room Consolidation

At times, HRL needs to consolidate spaces within residential facilities to accommodate the needs of the residential population. For example, if there are two separate apartments with only one resident of the same gender, HRL may consolidate to have the two residents move into the same apartment. This allows HRL to utilize the other space as needed. HRL only consolidates when necessary and students are expected to comply.

Notification will be provided by HRL staff in a timely manner via ODU email and phone call to provide reasonable time to complete the move.

Room Change

Students may request room changes beginning the third week of each semester; specific dates and times for this process will be advertised. Students interested in a room change must complete a Room Change Request Form available through the RHD or AHD of the student's current assigned building. These requests are granted based on availability, the time and date the requests

are received, and the type of request (room change, hall transfer, or room buy-out). Everyone **MUST** stay in his/her assigned room until the RHD approves a room change and a new space is identified by the RHD. Under no circumstances will room changes be made based on race, color, religion, national origin, gender, age, veteran status, disability, political affiliation, or sexual orientation at any point during the academic year. After the room change period ends, changes may be approved by the RHD/AHD if there are extenuating circumstances. It is important to remember that successful roommates communicate, compromise, and consider each other's feelings.

Students who change rooms without following the proper procedure will be required to move back to their original room assignment and will also be assessed a \$25 improper room change fee.

When a room change is authorized and a student has signed for the keys to his/her new room, the student will have 48 hours to complete the room change, including vacating the old room, arranging to have the room inspected by your RA using the Room Condition Report (RCR), and returning keys to the corresponding hall's front desk. If a student fails to complete, or does not follow the proper procedures, their student account will be assessed a \$25 improper checkout fee. If the student's keys are not returned within the 48-hour period, his/her student account may be charged \$75 for a lock change. Once the lock change process has been initiated, it cannot be cancelled and the charges will stand, even if the key is returned. If a student needs additional time to complete a move, he/she may request an extension through the RHD.

Room changes are defined as a change from one room/suite/apartment to another within the same residential complex. The RHD/AHD will meet with each student requesting a room change to discuss the purpose/reason for the change request prior to allowing the student to submit the paperwork.

Community Damage

Damage to common areas is the responsibility of each resident. HRL will attempt to identify responsible individuals and resolve the concerns. Excessive room or common area damage may result in the reassignment of any individual(s) found to be responsible. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage, whether the community may consist of a wing, floor, or whole building.

Damage charges are used to assist in repairing or replacing a damaged item. Those repairs or replacements that are not completed before the next academic year begins will be completed relative to the availability of personnel and/or additional funds necessary to accomplish the repairs or replacement of items.

Faulty equipment and damage should be reported to a staff member. If there is damage in a room, students should not attempt to repair it themselves; this often increases the final cost of repairs. University personnel are available for that purpose and can usually remedy the situation in a short time.

Common area damage assessments are not appealable. The damage bill includes time, materials, and administrative expenses required to correct unusual cleaning or damage situations.

Damages and Upkeep of Facilities

Before students move into their rooms or apartments, each unit is checked to ensure that it is in good condition. Each resident assigned to the room is required to accept the Room Condition Report at move-in. It is important to list any discrepancies found within 72 hours of checking in. The resident is responsible for the condition of the room. Once a resident checks out of their assigned space, a HRL staff member checks the space and, if necessary, damage charges are assessed to cover the current replacement costs, plus labor.

The resident is expected to reasonably maintain his/her assigned living space relative to order, cleanliness, and safety. If a room condition is noted that needs repair, residents should submit a work order promptly via Maintenance Direct at the following website: <http://www.odu.edu/md> . The resident will be held financially accountable for the repair or replacement cost of any damage to his/her room or furnishings therein. When two or more residents occupy the same room or apartment and responsibility cannot be ascertained, the damage charge will be assessed equally among all occupants of the space.

If damages to exterior surface of a room door or window occur due to vandalism, the resident(s) must submit an incident report to the staff within 24 hours of the incident, documenting that he/she is not responsible for the damage, if he/she wishes to contest responsibility for the charges.

The resident agrees not to modify or allow modifications of the permanent structure of the room. This includes painting or making repairs without prior permission.

The resident assumes responsibility for the daily care and cleaning of his/her room and its furnishings, and agrees to maintain acceptable sanitation and safety conditions. He/she also agrees to use all public areas in a mature and responsible manner and to help in assuring safety and cleanliness. The housekeeping staff clean public areas and prepare student rooms for arrival in the fall. Please do not use products with a high acid content because they will damage the fixtures, floors, and other surfaces. Some examples of acceptable products to use for cleaning include, but are not limited to, LYSOL®, Pine-Sol®, and Mr. Clean®.

Dumpsters are located near each residential community for appropriate garbage/trash disposal. Garbage cans or trash of any type should not be left in the hallway or in any other public location for removal by others. Charges may be assessed if trash is not disposed of properly.

Vacuum cleaners are available at the designated building's front desk or main office area and may be signed out for a limited time. Carpets may not be cleaned using soil extraction methods such as "steam cleaning." Outside vendors are not permitted to work in any residential facility without written consent from the Executive Director of Housing & Residence Life.

Normal wear and tear is expected; however, damaged items deemed in excess of this expectation will be billed to the resident(s). Only HRL staff members have the authority to determine when damage(s) exceed "normal wear and tear," as defined by Facilities Management.

If any damage charges apply, the labor and materials charged are billed to the student's account. Failure to make payment may result in the university instituting collection procedures and include placing a hold on the student's records. Damages identified subsequent to a student's departure from campus will be billed to his/her student account and documentation mailed to his/her permanent address.

HRL provides monthly health and safety inspections to ensure that proper sanitation, fire safety, and upkeep is provided to student rooms. The university reserves the right to assess charges for cleaning and damages, as well as to take conduct action when appropriate.

Electrical/Electrical Outlets

The use of extension cords is not permitted; however, residents may use breaker-protected, multi-plug power strips. HRL encourages residents to use surge protectors on all electronic equipment (televisions, DVD players, gaming systems, stereo equipment, CD players, etc.).

Elevators

Passenger elevators located within the residence halls are provided for use by residents of that building, their guests, and departmental staff. The following actions are prohibited and will result in conduct action:

1. Damage and/or vandalism to elevators (i.e. prying doors open, jumping, etc.).
2. Use of emergency alarms and emergency stops in situations other than an emergency.
3. Unauthorized use of an elevator key.
4. Evacuating people from the elevator without the assistance of trained personnel.

If a resident should lose his/her keys down an elevator shaft and wish to have them retrieved, the resident should contact the hall staff for assistance. If the student requests this after the maintenance staff has left for the day, the student can incur the charges associated with this request.

Furnishings

A bed, dresser, study desk, chair, and closet/wardrobe are provided for each resident and window treatments are provided in every resident room and apartment. Each room has landline telephone capabilities, however, residents are responsible for requesting their landline be activated by contacting HRL Business Operations at (757)683-4292. There is an activation fee and monthly charge for landlines. Residents are responsible for providing their own telephone (not provided by the University).

University Village, Nusbaum Apartments, and Powhatan Village have a common living and dining area, as well as a kitchenette. The living areas are furnished, although many residents add items to those that the university provides. The kitchenette has large appliances (stove/oven and refrigerator). These buildings have carpeting in the bedrooms and living area; the kitchen is tiled. Window treatments are provided.

Students are responsible for the furniture in their rooms; therefore, students must keep the furniture assigned to them in their rooms. Using furniture from the floor lounges, laundry rooms, or other common areas for a student room is not permitted and may result in a fine. In addition, university-owned furniture is not permitted outside the residence hall or apartment building. Residents who move their furniture may be charged for repairing/replacing the furniture, in addition to being assessed a fine.

Both a headboard and footboard must be attached to the bed. Mattresses and bed frames may not be placed directly on the floor. Stacking any furniture, with the exception of bookcases, is not permitted. Closet doors may not be removed.

Lofts and Bunk Beds

HRL does not permit students to bring or construct lofts within the residence halls and apartments. All double rooms are furnished with beds, which may be positioned at a variety of levels should residents of that room desire to raise or lower the beds. Bunk beds do not come furnished with ladders, as the bed ends of each bed serve this purpose. Bed risers and/or cylinder blocks are not permitted. Triple rooms in the Quad area include lofted furniture. All furniture must remain in the room.

Health and Safety Inspections

HRL staff members complete health and safety inspections of student rooms and/or apartments on a monthly basis and at times when the university is closing for a break. These inspections will be announced in advance. These inspections are intended to provide a safe and comfortable living environment for all residents. HRL staff works with residents to help ensure that communities are safe and sanitary, as well as no fire or safety code violations of university policies are taking place. Residents found to be in violation of any University policy, will be notified and provided with instructions on how to correct the situation. Health and Safety Inspections are visual inspections of each living space, including student rooms. It is not university policy to open

drawers or inspect trunks or luggage unless there is sufficient evidence to warrant a concern that there is a violation.

According to the Housing & Dining Agreement, the University reserves the right to enter student rooms as necessary for repairs, inspections, and enforcement of university policy.

Holiday and Semester Break Closings

All residence halls with the exception of University Village, Nusbaum Apartments, Powhatan Village and the Foundation House close during the following break periods: Thanksgiving, winter, and spring. Residents are not required to move their belongings during these break closings, but are required to vacate the closed halls. If a resident requires accommodations during these periods he/she must notify HRL prior so that staff can determine if accommodations can be made. Accommodations for break periods will only be provided for residents who have absolutely no other options.

Powhatan Village, Foundation House, University Village, and Nusbaum Apartments will remain open during the breaks; however, Front Desk and mail service may not be available. Quiet Hours as well as all other ODU and HRL policies remain in effect during break periods and residents residing in these buildings must maintain appropriate guest visitation practices. Students must register his/her guests. Please see your RHD for more information.

Liability/Responsibility for Personal Property

The University will not assume any responsibility for any persons or property of the student from any cause, nor will the University assume responsibility for any injury or damages, personal or property, while the student is a resident. Residents are strongly encouraged to consider carrying some form of personal insurance if his/her family's policy does not cover property while it is located at the University.

Return Housing Process

Old Dominion University continues to grow the residential program. As the program develops, processes are reviewed and revised based upon current needs. The Return Housing Process is generally announced at the start of the spring semester each year via student's ODU email accounts, on the HRL website, through Facebook/Twitter, and through floor/community meetings within each building.

Room Entry

The University respects the privacy of residents and will protect that privacy. In the interests of maintaining an environment that facilitates scholarship, and provides for the health and safety of residents and the safety of their property, and in the interest of protecting University persons and property, it may become necessary at times for the University to enter resident rooms. Reasonable efforts shall be made to notify the resident(s) in advance of any entry. Staff member(s) will not enter a student's room without consent of a resident except as follows:

1. Repairs, maintenance, or facility improvements
2. Recovery of University/State-owned property not authorized for use in the assigned space
3. Fire, Health and Safety Inspections made periodically, as well as at complex closing/vacation periods
4. When there is reliable information that an emergency exists (including, but not limited to fire, accidents, sickness, or danger to the health and welfare of residents)
5. When there is reliable information that a University policy is being violated. The University reserves the right to remove any items not in conformity with its policies.

If a University staff member does enter a resident's assigned space, the University will not intrude into a student's personal effects except with the permission of the resident or in an Administrative Search (which must be

approved by the Executive Director of Housing & Residence Life or his/her designee, in cases of law enforcement).

The University is guided by the “Plain View Doctrine” and may report evidence of unlawful acts in “Plain View.” This means that if illegal items such as marijuana plants, weapons, etc. are found during a normal inspection (for maintenance reasons, or due to an emergency situation, or for the health and safety reasons), the evidence can be seized and used in a University hearing and turned over to Old Dominion University Police to be used in a court of law.

Plain View

HRL and other University staff are legally obligated to report unlawful acts in “plain view.” If an illegal item (e.g., weapons, drugs) is found in plain view by staff, that item may be confiscated and a subsequent incident report may be prepared, using the item as evidence. Some items may be reported to ODU Police Department and lead to criminal proceedings.

Room Search and/or Administrative Room Search

The resident(s) will be notified if sufficient cause for a room search is determined when practicable. Searches of resident rooms by HRL personnel shall only be permitted, except in the case of an emergency, with prior approval from the Executive Director for Housing & Residence Life. In these instances, a room search will be conducted by no less than two authorized University staff members.

An administrative search is a search by HRL personnel of residential space occupied by a particular student or students for items that may harm the health, safety or welfare of individuals within the University community or for items which may involve a breach of the Code of Student Conduct.

This protocol shall have no application where there is:

- a. An imminent danger of harm to members of the campus community and/or property. For example, if a fire occurred, a single employee could enter a room without the approval of the Executive Director. The standard will be reasonable belief that there is an imminent threat of harm.
- b. A general search of residence hall rooms where the search is not directed to a particular individual or individuals. For example, if the University was concerned about fire hazards, a search could be conducted looking for fire hazards and this protocol would not apply.
- c. Standard maintenance. For example, work being done in specific rooms either at the request of residents or at the necessity of HRL.

The search normally will only be conducted after a request is made to the authorized University personnel. Upon the finding of items that may harm the health, safety or welfare of individuals within the University community or for items which may involve a breach of the Code of Student Conduct the Housing & Resident Life personnel may:

- a. Advise the Police and determine whether the Police wish to obtain a search warrant before removing the item. If the Police decide to seek the search warrant, the room will be cleared of persons and secured until such time as the search warrant is executed. If the decision is not to seek a warrant or the warrant is not issued, HRL personnel will remove the item(s) and if contraband is located turn the material over to the Police for disposal, or
- b. If the item is illegal, HRL personnel shall seize the item and turn over to the Police for disposal, or
- c. The student will be directed to remove items which are not illegal but which may constitute a threat to the health, safety and welfare of the campus community or a breach of the Code of Student Conduct from University property.

Students whom HRL staff believe to have violated the Code of Student Conduct will be referred through the student conduct process.

HRL is opposed to general room searches, that is, the search of a number of rooms in a given area in the absence of cause to search a specific room. General room searches, except in the case of emergency, will be permitted only after authorization by the Executive Director of Housing & Residence Life or designee.

State and federal law governs the entry into a resident's room by law enforcement officers. Situations which may permit such entry include, but are not limited to, officers in possession of a valid search/arrest warrant, health/safety emergency, or certain circumstances where search warrants are not required (e.g., hot pursuit). Entry under such circumstances may be facilitated by HRL staff.

Termination of Agreement by the University

The Housing and Dining Agreement may be terminated for conduct reasons by the University and/or HRL, including dismissal from the University. In a case of termination of this agreement by the University or HRL, the student will remain financially responsible for the entire cost of the agreement period for the assigned building. The University has the authority to deny or remove a student from on-campus housing where the presence or continued presence of a resident in the residential communities poses a significant risk to the health or safety of themselves or others. In making this assessment, the University reserves the right to consult with and refer the student to a mental and/or healthcare facility or provide for an evaluation.

Withdrawal Policy

If a student voluntarily withdraws from the University, having obtained and completed appropriate forms from the University, the housing and dining fees will be refunded according to established University policies.

Chapter 7

CAMPUS POLICIES

Old Dominion University is committed to fostering an environment that is: safe and secure; inclusive; and conducive to academic inquiry, student engagement and student success. Toward that end, the University has developed a Code of Student Conduct. The Code of Student Conduct applies to all students, including those students who live in or visit residence halls and apartment communities. HRL has developed additional policies and guidelines to help enhance the residential experience.



Noise

Excessive noise is prohibited at all times. Loud sound systems, gatherings in hallways, and other disturbances are not permitted. If sound systems are played out of windows, or are an issue in any area around the residence halls/apartments, the owner may be requested to remove the sound systems from the residence hall/apartment. Playing drums and amplified sound equipment is not permitted in any on-campus housing.

Courtesy Hours

Courtesy Hours are always in effect 24 hours-a-day. Residents are expected to maintain a noise level that cannot be heard outside their room or apartment or common areas 24 hours-a-day (courtesy hours). Students are expected to be sensitive to neighbors. If students are confronted for noise (even during Courtesy Hours), they are expected to comply with the request. Excessive noise during Courtesy Hours can result in referral to the student conduct system.

Quiet Hours

Quiet Hours are in effect from 10 p.m. until 8 a.m. Sunday through Thursday and from 12 a.m. until 8 a.m. on Friday and Saturday. During this time, noise must be kept at a minimum to ensure that students can focus on their studies and not disturb others trying to sleep. Noise, including talking, music, and other miscellaneous sounds must be kept at a minimum level so that they cannot be heard in the rooms of other residents.

If a resident has an issue with the noise level, the first step is to talk to the resident(s) who are creating the noise. If the noise continues after a resident has addressed the situation, the floor/community RA should be contacted. If that RA is not available, contact the RA on Duty for that building/area.

During final exams each semester, 24-hour Quiet Hours are enforced. Signage will be posted in your residence hall/apartment building prior to final exams that will provide more details about Quiet Hours during the exam period.

Visitation/Overnight Guests—General Policy

Visitation

A visitor is defined as someone that is visiting between the hours of 10 a.m. and midnight.

Residents are not permitted more than 3 visitors at any time between the hours of 10 a.m. and midnight (Visitation Period). Housing & Residence Life strongly encourages residents to use lobbies and designated community spaces when interacting with multiple guests simultaneously.

Overnight Guests

Each resident is permitted to have only one overnight guest per night. Overnight guests are defined as guests visiting between midnight and 10 a.m. A guest must be registered prior to midnight daily through the Housing Portal and must check in at the host's Community front desk to verify the guest's ID and receive an overnight guest bracelet. If guest registration is not completed by midnight, the guest will not be permitted to stay.

HRL staff will provide the student a guest wristband. The resident host must escort his/her guest and the guest must wear the guest wristband at all times. If the staff should encounter you and/or your guest, they will ask to see your guest wristband. If you do not have your guest wristband, you will be documented for a Guest Policy violation and referred to the Student Conduct Process. If you have questions, ask your RA, AHD or RHD.

Guests not registered through the ODU Housing Portal by midnight must vacate the community by midnight.

Non-relatives that are under the age of 18 are prohibited from staying overnight in our residential communities.

Residents, regardless of community, may not host overnight guests for more than two nights in any consecutive seven-day period without approval from a professional Housing & Residence Life staff member.

Exceptions for extenuating circumstances can only be made through a joint consensus between the Residence Hall Director and the Assistant Director. No other arrangements will be authorized without this joint approval.

Residence Halls and on-campus apartment communities operate for the benefit of residents and are designed with the safety and wellbeing of our community members and property in mind. Visitation/Guest policies create a structure for residents to bring guests into their rooms.

Each resident and their roommate(s) are the only ones permitted to live in their designated room. Hosts must escort their visitors/guests at all times, including meeting them outside of the residence hall and escorting the guest through the residence hall to the host's room/apartment.

Resident hosts will be held accountable for their visitor's/guest's behavior. Hosts should make sure their visitors/guests are knowledgeable of all University policies, which include HRL policies.

The roommate's/apartment mates' expectation of privacy, sleep and study take precedence over the privilege of a host to have a guest.

Residents must have consent from their roommates and suitemates to host a guest/visitor (either through the Guest Registration process in traditional residence halls or through general agreement and prior discussions in apartment communities).

There may be certain times of the year, such as the beginning of the fall semester, semester breaks and exam periods, when the guest and/or visitation

policy may be restricted or modified. The University reserves the right to deny access to any guest if it is reasonably determined the person has disturbed, endangered or disrupted other residents. Visitation privileges may be suspended administratively by HRL or by a conduct officer as a result of conduct sanctions.

Alcohol

All HRL facilities and residents are required to be in compliance with state and local laws regarding alcoholic beverages and other drugs.

It is the University's and HRL's goal to educate members of our community about the health risks associated with the use and abuse of alcohol and other substances, and about the campus and community resources available for counseling and therapy. In support of these efforts, HRL discourages displays that promote an alcohol culture, such as empty beer bottle pyramids, empty liquor bottle room decorations and drinking game tables.

Under 21? – No Alcohol Allowed

The regulations on the use of alcoholic beverages in the residence halls/apartments are consistent with university policies and Virginia state law which prohibits the purchase, use or possession of any alcoholic beverage by individuals who are not at least 21 years of age. These regulations apply to all students who reside in University housing as well as students' guest(s). It should be noted the presence of empty alcoholic beverage containers leads to a rebuttable presumption that the student(s) found in possession of such containers possessed and/or consumed the original container's contents. If empty alcoholic beverage containers are found in the student's residence in violation of these regulations, the student will be asked to remove these containers and may be referred through the student conduct process.

The following policies apply to residents (and guests) who are over 21:

1. Regardless of age, alcohol is not permitted in Rogers Complex, Gresham Complex, Whitehurst Hall, or Scotland House.
2. Empty alcohol bottles may be considered a violation of the Code of Student Conduct when found in rooms where alcohol is not permitted.
3. Alcohol is permitted in all other residential facilities by individuals 21 years and older and only where all assigned residents and guests of the suite/apartment/room are also of legal drinking age.

Drugs

In accordance with university policies and state and federal law, illegal drugs and drug paraphernalia are not allowed on campus. The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and will result in referral to the student conduct process.

Bicycles

Bicycle racks are provided in close proximity to each living area. The University suggests a U-bolt style lock to secure a bicycle. Bicycles parked improperly are subject to fines and/or removal by University Police. Students are not permitted to lock bikes to fence posts, guardrails, stairwells, signposts, light poles, fire equipment, trees, or anywhere that interferes with exit from the building. Bikes may be parked in a resident's room as long as the roommate(s) agree. For safety reasons, bicycles must be walked along side of, inside of buildings.

Clotheslines

Clotheslines may not be hung outdoors, within any public areas of the residence halls/apartments, from the ceiling and/or from sprinkler heads within the room/apartment.

Cooking

For safety reasons, including the possibility of fire, cooking is permitted only in University-designated kitchen/kitchenette areas. Cooking is NOT permitted in

residence hall rooms. While cooking, do not leave food unattended. Burnt food may activate the building fire alarm and students may be financially responsible for any damages caused in addition to conduct sanctions imposed.

Explosives and Hazardous Materials

Explosive devices are not permitted in the residence halls, apartments, or surrounding grounds. Possessing or using fireworks (firecrackers, smoke bombs, sparklers, etc.) or any explosive material will constitute a safety or fire hazard. Motorized vehicles (e.g., mopeds, motorcycles) may not be brought into a building or stored within a residence hall/apartment. Propane tanks may not be stored in residence halls or apartments. Hazardous materials including, but not limited to, gas, propane, chemicals, and gas grills are not permitted in on-campus housing under any circumstances.

Fighting

Fighting violates University standards of behavior and typically results in students who live on campus having their housing agreements terminated. Students are encouraged to leave any situation that indicates a fight is about to occur and promptly call ODU police for assistance.

Fire Safety

All suites/apartments are equipped with smoke detectors and apartments also contain fire extinguishers. Fire alarm pull stations are located in each corridor. This equipment is regularly checked to ensure that it is in working condition.

- Candles, incense, oil lamps, tiki torches, kerosene lamps, open flames, any incendiary devices, etc. are not permitted in the residence halls or areas surrounding the residence halls/university-owned apartments. These items produce an open flame/hotspot that generates smoke and may inadvertently set off the fire alarm system causing a false alarm.
- Walls and ceilings of any campus housing facility may not be covered by cardboard and no wall may have more than 50% of its total area covered by any material including paper, fabric, metal, etc.
- The storage/use of flammable liquids or substances is strictly prohibited.

-
- Any student who deliberately sets off a false alarm is subject to severe conduct action, including dismissal from the residence hall/apartment, and possible suspension from the university.
 - To comply with state and local fire regulations and for fire safety education, fire drills are conducted each semester. All persons inside the building during emergency drills are required to evacuate the building and exit at least 200 feet from the building. Students **MUST** evacuate when the fire alarm sounds and quickly and calmly exit the building and report to the designated assembly area outside for your floor. Do not re-enter the building for any purpose until you are directed to do so by the proper authorities.
 - Students are not permitted to have extension cords
 - Students are not permitted to block/hang items from sprinklers.
 - Students are not permitted to tamper with fire/safety equipment or interfere with the operation of the alarm system, damages or removes any part of the alarm system, fire extinguishers, smoke detectors (including faceplates and/or battery covers), or an exit sign.
 - Students are not permitted to smoke inside or within 20 ft. of the residence halls and apartments.

Prohibited Items

Students are not permitted to have the following items in their residence hall rooms or apartments as they present general safety concerns for the residential community. This list does not include other items such as dangerous chemicals, weapons, drug and alcohol consumption devices already covered by Old Dominion University policies and the [Code of Student Conduct](#).

- Liquid/Air filled furniture
- Darts and Dart boards
- Major appliances and grills (George Foreman type grills are only permissible in the apartment communities.)
- Soldering irons
- Ariels and masts
- Beer bonges or funnels

- Extensions cords (use surge protectors)
- Live cut trees
- Shortwave radio equipment
- Pets with the exception of fish in a tank not exceeding 10 gallons
- Electrical appliances with exposed elements (toasters are permitted in the apartment communities)
- Toaster ovens, hot plates, and deep fryers
- Rope lights
- Microwaves (except in apartments and Scotland, Virginia, Ireland, Dominion, France, and England houses)
- Refrigerators larger than 4.3 Cubic Feet
- Extension cords
- Hookahs
- Lava lamps
- Coffee maker without automatic shut-off
- Halogen lights

Roofs, Windows, and Ledges

Because of the personal danger and the potential for damage to property, exiting onto roofs and ledges, or climbing from windows is prohibited. Additionally, students are not permitted to throw objects from windows or roofs. Screens must remain in place at all times. If a screen falls out of a student room window, it is the student's responsibility to report it to maintenance.

Hall Sports

Playing sports in public areas or hall/apartment rooms and hallways is not permitted. This includes, but is not limited to in-line skating, skateboarding, bicycle riding, throwing, kicking or hitting any type of object including: indoor basketball, indoor football, indoor Frisbee, indoor soccer, golfing, ping-pong or any variation of ping-pong, beer pong, foosball, tag, chase, wrestling, soccer

balls, footballs, Nerf balls, etc. Remove roller blades prior to entering any University building.

Community Area Furniture

All common areas (lobbies, lounges, and study rooms) are furnished with chairs, couches, tables, and other furnishings. Common area furniture may not be removed from these general areas; these items are placed there for use by all students. Students who remove common area furniture and place it in their room, apartment, or other non-approved area will be billed to replace the furniture and may be subject to conduct action.

Study Rooms, Lounges and Community Learning Centers (CLC's)

Furnished study rooms are located in each facility. Lobby and floor lounges are provided to residents and their visitors for studying, meetings, programs and/or community-building activities. For the safety of residents and guests, sleeping is not permitted in lounges or other public areas. Contact your front desk staff for further information on scheduling/reserving these areas.

Medical Device (Sharps) Disposal

A “sharp” is any device having corners, edges, or projections capable of cutting or piercing the skin or that pose a safety hazard to the custodians and other personnel who handle waste. Sharps are usually hypodermic needles or other sharp medical devices. These types of devices are often contaminated with blood or bodily fluids. Sharps cannot be disposed of in the trash; they must be disposed in an approved sharps container. Students must provide their own sharp disposal device.

If you generate this type of waste, please follow the procedures listed below to dispose of your sharps waste:

1. Purchase an approved sharps container from a local pharmacy, physician or hospital.

2. Immediately transfer any used needles or other contaminated sharps into the container to minimize possible injury to anyone. When full, the container should be taken to an authorized sharps disposal site. For further information on local sites, call 1-800-603-4068 or visit any local pharmacy or any area health department. Some pharmacies will dispose of your sharps if you purchase the sharps from them; please check with a pharmacy for further information on their sharps program.

Microwaves

Residents in Whitehurst Hall, The Inn, Rogers, and Gresham complexes are not permitted to have or use microwaves within their rooms. The electrical capacity of these buildings is limited and cannot support microwave usage in individual rooms. Microwaves are provided in common areas for general use in Whitehurst, The Inn, Rogers and Gresham. Residents may bring microwaves for use in all other buildings.

Pets

Due to public health regulations, pets are **NOT** permitted in on-campus housing, including brief visits or temporary stays. This applies to, but is not limited to, dogs, cats, birds, hamsters, snakes, mice, and other rodents. Fish in aquariums (tanks not to exceed 10 gallons) are the only pets permitted; the tank must be kept in a sanitary condition. If a resident is found in violation of the pet policy, the resident will be billed for the cost of pest control measures or cleaning charges associated with the animal. Pets found in violation of this policy must be removed from campus immediately and could be turned over to the Animal Control Center or the local Humane Society if the resident(s) cannot find appropriate off campus arrangements.

Service animals that assist people with disabilities are permitted as required by law. Documentation regarding the need for a service animal, as well as what services/tasks they perform, are required to [Educational Accessibility](#), when making such an accommodation request. Please contact HRL (757)683-4283 to obtain information on the review and approval processes that must be completed prior to bringing such animals into any residence hall or apartments. Residents requesting accommodations for service animals may be

directed to work with the Office of Educational Accessibility to obtain an approved accommodation.

Room Alterations and Decorations

Decorations will add to the comfort of a room and make it more attractive and homelike. Keep in mind when decorating, that students are responsible for maintaining the condition of their rooms. Most of the room furnishings are moveable to allow arrangement of the room for personal satisfaction.

Furniture should not be taken apart or stacked, nor should closet doors be removed. HRL does not have the capacity to store any items, so everything students bring must fit into his or her room. If a student decorates his/her room, he or she will be charged for any damage that is caused as a result of room decoration. It is imperative students plan carefully to avoid any expense at move out.

Do not attempt alterations or repairs in the residence hall or apartment on your own. This includes, but is not limited to, removing windows, screens or shades; painting or paneling the walls in your room or apartment; and removing built-in furniture, appliances, bookshelves, light fixtures, desks, or beds. Should a student perform his/her own repairs or alterations, the student may be required to pay any associated fees with restoring the room to its original condition and may be referred to the student conduct process.

If posters are placed on the walls, use a poster putty material that will not damage the paint when the poster is removed. No wire, rope, or string of any kind is to be strung across the room for the purpose of hanging decorations. Wall hangings must be attached in a way that is non-destructive to the walls, furniture, doors, or woodwork, which precludes nails, bolts, and double-sided tape from being used. We recommend you use thumbtacks or straight pins on sheetrock walls and masking tape or poster putty on block walls. All decals and stickers are expressly prohibited. Items cannot be hanging from, or attached to, any ceiling or door surface. A small message board for each student may be attached (with masking tape) to the block wall next to your door. All furniture must remain in the room and closet doors (where applicable) may not be

removed. You and your roommate(s) will be charged for any damage that is caused by inappropriately attached room decorations. The residence hall facilities are painted on a regular schedule; therefore, the painting of rooms, corridors, and wall murals is not permitted.

Posting & Advertising

Individuals or groups wishing to post advertising materials in the residence halls must have prior approval from HRL. RHDs may approve items for hall specific postings. Items approved to post in other campus buildings still must be approved for posting in the halls/apartments. All questions about posting material should be directed to the Assistant Director or Communication of designee. All publicity must be approved by the authorized HRL staff member prior to posting in accordance with the guidelines below:

1. One (1) to two (2) week prior to the event, deliver 130 copies of the flyer to HRL Virginia House office. If approved, publicity will be posted for a maximum of two weeks, or the day after the event. This does not include semester-long event calendars that are produced by offices/departments on the university campus.
2. HRL will not guarantee placement of items.
3. HRL has limited posting space and reserves the right to decide the number of posted materials.
4. Unapproved items found posted will be removed and may result in the office/group being denied posting privileges in the future and maybe referred to Student Conduct & Academic Integrity for adjudication.
5. No items will be approved which advocate alcohol/drug use or inappropriate behavior.

Solicitation is not permitted in any public area or residence hall rooms/apartments excluding hall-sponsored fundraising programs. It is not permissible for any student to operate a business from any residence hall room or apartment living environment.

Flyers are not permitted to be put under doors or in the door frames in the residence halls /apartments unless done so by the RHD or designee.

Solicitation

Soliciting or conducting business is not permitted in the residence halls/apartment complexes, including from within your residence hall room/apartment unit. This includes approaching students with a product(s), sliding information under doors, stopping students in the hall/apartment hallways, calling students, etc. Students are also prohibited from conducting business on the University computer or telephone system.

To protect the privacy of residents, solicitations, sales, canvassing, fundraising, and contribution drives are restricted within the campus residences. The exceptions to this rule involve the Community Council/Residence Hall Association. Refer to the [University Policies and Procedures](#) 1600-Solicitation Policy).

Tampering with University Equipment

Tampering with any mechanical or electrical unit within the residence halls/apartments is not permitted. Specifically, you must not tamper with, or use without authorization, any part of a residence hall/apartment complex elevator system, hall/apartment locking systems, life safety equipment, including, but not limited to, smoke alarms, fire alarm mechanisms, fire sprinkler mechanism, and life safety signage, refrigeration, heating, cooling, or computer/Ethernet jack and cable connections. Interfering with security systems, tampering with locks or elevators or unlocking doors designated to be locked is strictly prohibited; students will be documented and referred to Student Conduct.

Chapter 8

MOVING OUT

The end of the semester can be a busy time. While moving-out tends to be easier than moving in, there are still important details students need to follow to ensure a smooth transition when departing from ODU.



Check-Out

Residents are required to vacate and remove all personal belongings from their assigned room upon termination of the Housing & Dining Agreement.

Students must check out no more than 24 hours after their last final exam in the fall and spring semesters or by the official date/time the building closes for the break; whichever comes first. When a student moves from a residential complex or when a room change is made, keys must be returned directly to the corresponding front desk/main office of the residential community, and all check-out procedures must be followed.

Please know that by checking out, it does not release a student from his/her responsibilities under the Housing and Dining Agreement unless an exception is made, in writing, from the Executive Director for Housing & Residence Life or his/her designee. To ensure proper-check-out, follow these steps:

1. Schedule a check-out appointment with your RA or a hall staff member;
2. Remove all belongings from your room, suite, and/or apartment prior to your scheduled appointment and clean your room, suite, and/or apartment. A hall staff member will report to your room at the scheduled time to conduct the room inspection and will compare the condition of your room at the time of check-out to the condition of the room at the time of check-in to determine whether any charges will be billed to the student's account; and
3. Once the inspection is complete, the student should turn in the room key to the Front Desk, completing the check-out process.

Specific information regarding the check-out process is available through your hall staff. If you have any questions, please speak with your RA, AHD, or RHD to retrieve the most current information regarding dates and any procedural changes.

Failure to follow the instructions for the check-out procedures may result in an improper check out charge added to your student account in addition to any room damages that maybe found upon room inspection.

Damage Appeals

Residents can submit an appeal for damage charges should they believe it warranted. Damage appeals are managed through the use of the Residential Damage and Fee Appeal Form available on the HRL website. Residents may appeal damage charges based upon three possible reasons: damage is believed to be the result of “normal” wear and tear; there is a duplicate charge; individual was not a student at the time. Damage charge notification is sent to student's email accounts. All damage appeals must be received within 10 business days of the notification being sent to the student's email account.

Subletting

Residents residing in the long-term agreement period buildings in the University Village are permitted to sublet his/her apartment for the summer period (early May through July 31). Residents may only sublet to current ODU students who are enrolled for the following fall semester. The Housing & Dining Agreement will remain with the original Resident, but HRL will permit another student to occupy the space. The original Resident is still financially responsible for the full bill as well as any damages that may incur. Subletting Agreements will be available beginning March each year and will be due by May 1.

Storage

Trunks, suitcases, and other belongings must be stored in your room/apartment or taken home after you have moved into your room. HRL is unable to provide personal storage to residents.

Unclaimed or Abandoned Property

Abandoned Property includes all property where the owner voluntarily relinquishes possession. Abandoned property shall include, but not be limited to, all property left by a student in a University facility after separation from the University. Abandoned property shall further include all items remaining in a room in a residence hall upon the conclusion of the housing agreement or the student's separation from the University.

Lost Property is property where the owner does not voluntarily relinquish property and is due to accident, forgetfulness, negligence, and the property owner is ignorant of the property's whereabouts. If after retracing your steps, you cannot find your property, you can file a police report with the ODU police.

Unclaimed or Abandoned property left in the room, apartment, storage room or on the premises will be disposed of in accordance with University policy. Items remaining in after a space has been officially vacated will be treated as abandoned property and kept in storage for 120 days.

Emergency Removal

In a case that the Executive Director of Housing & Residence Life or his/her designee determines that a resident's actions indicate that the resident's continued presence in the residence hall community poses an imminent danger to persons or property, the Executive Director of Housing & Residence Life or designee may take emergency action by serving the student with a notice to vacate the building immediate and not return, pending further investigation and possible mediation. HRL reserves the right to change the locking devices on resident room door and/or residence hall outer doors in order to enforce this action.

Termination of Housing Agreement

If a resident has violated the standards and values of the residence hall community to the extent of no longer being able to be a successful member of that community, the Housing and Dining Agreement will be terminated.

Move-Out Dates

Any student residing in an on campus residence hall or the Powhatan and Nusbaum apartments will need to depart from their residence by May 7, 2016 at 10 a.m. Any student who needs to stay past this deadline needs to speak to their RHD; extensions are only available until noon the following day.

The University Village Apartments will close on July 31, 2016. These apartments are 11.5 month agreements and will have a summer payment due the first week of July 2016.