

2009 – 2010 RESIDENTIAL LIVING GUIDE  
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**CHAPTER I**  
**Introduction into life in the Residence Halls**

**WELCOME TO THE NSU RESIDENCE HALLS!**

The members of the Office of Residential Life and Housing team are dedicated to enhancing your total educational experience by providing and facilitating an enjoyable on-campus living experience. Living on campus is an integral part of your total education. The Office of Residential Life and Housing provides housing services and the opportunity to participate in a variety of educational, cultural, social, and recreational programs.

This guide has been designed to provide you with useful and important information about living on campus. It covers staffing, campus resources, and most importantly, Residential Life and Housing and University policies and procedures. It is expected that you will become familiar with all of the information in this guide.

If you have any questions or concerns, please contact your Resident Advisor (R.A.). The Office of Residential Life and Housing is always more than willing to help you. We are looking forward to a very positive and rewarding year. Once again, welcome to the Nova Southeastern University Residence Halls! Have a great year!

*Aarika Camp*  
Director of Residential Life

*Anthony DeSantis*  
Director of Housing

**NSU Residential Life and Housing:**  
**We C.A.R.E**

## Residential Life and Housing

### Overview

The main location of the Office of Residential Life and Housing is located on the first floor of The Commons. In addition to this location, the Office of Residential Life and Housing is responsible for the office located in Leo Goodwin Sr. Residence Hall and Rolling Hills for safety and security measures. All offices are staffed by full-time and part-time employees. It is through this office that the entire Residential Life and Housing is given direction and support to effectively operate our residential life and housing program.

This office performs many functions including: maintaining all records for student housing, reporting all maintenance problems to Physical Plant; organizing social, educational, and cultural programs, educational discipline, crisis intervention, and coordinating the development of community for residential students.

The main office for Residential Life and Housing in The Commons is from 8:30 a.m. to 6:00 p.m., Monday through Friday. The security desk in the Commons, Leo Goodwin Sr. Residence, Rolling Hills Building A and Building C are staffed 24 hours a day – 7 days a week. When the office is closed, there are Resident Advisors on duty Monday through Friday from 6:00 p.m. to 8:30 a.m. the next morning, and on the weekends from Friday 6:00 p.m. to Monday 8:30 a.m. Each Resident Advisor has posted on his/her door the RA duty schedule for that month, with the room number and telephone number of the on call staff.

The Office of Residential Life and Housing observes most major holidays and other special holidays as designated by Nova Southeastern University. On these dates, the Office of Residential Life and Housing will be closed during normal business hours. There will be **no mail delivery** on these dates. The RAs on duty or Public Safety should be contacted in the event of an emergency or problem.

### The Residential Experience

Living in university housing is one of the special experiences associated with being at the university. While the primary function of NSU's residence halls is to provide students a place to sleep and study, the Residential Life and Housing staff is committed to making our halls genuine living/learning centers for today's students. Your residence hall is your home, a place to relax and enjoy yourself in an atmosphere for studying. The Office of Residential Life and Housing encourages an integrated learning community for residential students that supports the student affairs mission to foster student success and a university community. The above mission and goals are met through the following:

- **Community Life:**

Living in the residence halls provides a unique opportunity to live with a diverse peer group. Your floor will create a community contract including guidelines for community life. You, the resident, are the most influential factor in your own community. If conflicts do arise, speak with your other community members first. Your RA will mentor the floor and assist in the facilitation of the community contract when needed. Your RA will also come by to check in and see how things are going. In addition, The Residential Life and Housing staff and the Residential Student Association provide quality social and educational programming in areas such as diversity awareness, community service, faculty interaction, academic support and social interaction. The programs give you an opportunity to meet others, learn outside of the classroom, and relax with your peers. Residential programming grant money is also available to any resident to hold a social or educational program for the residential community.

- **Staffing:**

The Resident Advisor (RA) is a helper and a resource. They are an upperclassmen undergraduate or graduate student trained to assist you on the floor. Use him/her to help you in any number of ways. Your RA can help you solve a problem or answer a question about campus life. Your RA can also help make your experience in campus living a rewarding one by encouraging a wide variety of educational and social activities. There are also graduate and professional staff members who live in the halls. They assist with providing a safe, fun and educational hall environment.

- **Residential Mediation:**  
For many of you, this is the first time you will have a roommate. You and your roommate will create a roommate agreement. If conflict or communication concerns arise, we offer professional mediation and conflict coaching services. Graduate students in the Conflict resolution program will assist you in working out any concerns that may arise. You and your roommate are individuals, with particular interests, goals, likes, and dislikes. If conflicts do arise, speak with your roommate first; talk a problem through before it becomes a major conflict. If this step is not successful, then you should talk with your RA. Your RA is trained and experienced in dealing with these problems and should be able to assist you with developing a good roommate relationship. Your RA can also schedule an appointment to go through mediation if conflict continues. Remember, you are your roommate's roommate.
  
- **Judicial Process:**  
It is the university's philosophy that students are responsible adults. You are responsible for knowing & maintaining university rules and policies. The university staff is responsible for enforcing regulations in order to maintain an environment that is safe and conducive to study, but it is to your advantage to avoid problems before they begin. An attitude of "How does what I'm doing affect others?" will build a community of residents who regulate themselves, therefore, ensuring that everyone's rights are protected. If policies are violated, students will go through an educational discipline system.
  
- **Counseling Services**  
College students are in a transitional period in their lives and dealing with many issues- such as relationships and stress. A Counselor-in-Residence lives on campus providing on call services and office hours to residential students. The department of student counseling is also free of charge to students and offers excellent services to the student population.
  
- **Safety and Security**  
Safety and security of the residential population is our primary concern. The staff provides an on call duty system as well as collaborating with public safety and Davie Police Officers assigned to the NSU campus. All residents and staff are required use their NSU ID cards to gain access to the parking lots and buildings. In Goodwin Hall, The Commons and Rolling Hills Building A & C students are required to sign in their guests and show their ID upon entering the building at 24 hours a day. All residents are required to carry their NSU IDs and use them to enter the building. All halls are equipped with security cameras and students need to play their part to assist us with creating a safe environment. You, the resident, are our security assistant: please do not prop doors, leave your doors unlocked, or bring guests you do not know well into the halls. Please make sure to report any suspicious behavior or concerns to a Residential Life and Housing or Public Safety staff member immediately.

We are excited to have you join us in your new home! As we add more halls on campus the services and programs we offer students will continue to grow.

## Important Campus Telephone Numbers

	<u>Telephone</u>
Davie Police/Emergency	9-911
NOVALERT	262-8999
Public Safety	262-8981
Academic Services	262-8350
Admissions, Undergraduate	262-8000
Athletics	262-8250
Bursars Office	262-5200
Campus Bookstore	262-4750
Campus Card Office	262-8929
Campus Recreation	262-7301
Career Development	262-7201
Computer Help Desk	262-4357
Counselor-in-Residence	262-8911
Dining Services - Shark Dining	262-5300
Farquhar College of Arts & Sciences	262-8000
Financial Aid	262-3380
First-Year and Transitional Programs	262-8050
Flight Deck (Student Union)	262-7288
H. Wayne Huizenga Business School	262-5000
Health Professions Division	262-1000
HPD Medical Clinic	262-4100
Library, Research, and Technology Center	262-4600
Mail Services, Goodwin	262-8875
Mail Services, Commons	262-7019
Microcomputer Lab, Main	262-4944
Psychological Services Center	262-5730
Registrar	262-7200
Residential Life and Housing	262-7052
Shepard Broad Law Center	262-6100
Student Advising, Undergraduate	262-8000
Office of the Dean of Student Affairs	262-7280
Student Counseling	262-7050
Student Disability Services	262-7189
Student Health Center	262-1262
Student Insurance	262-4055
Student Media and Information	262-7270
Student Leadership & Civic Engagement	262-7195
Student Activities	262-7288
The Current Newspaper	262-8455
WNSU Radio Station	262-8457
Women's Resource Institute	262-8451
<b>Off-Campus</b>	
Poison Control	1-800-222-1222
Rape Hotline	954-761-7273
Comcast Cable	954-437-1920

## Living with a Roommate

Living with another person has so much potential for personal growth. Most people enjoy the company of others, and a roommate can be one with whom you share opinions, interests, and good times. However, sharing a room can sometimes result in a few problems. Moving away from home, where you may have had your own room and bathroom, and into a room that you now share with someone else may require adjustment for both you and your roommate. Experience shows that those roommates who get along well usually work at getting along well. It is not necessary to share every aspect of college life together. Whether or not you develop a lifelong friendship with your roommate, learning to accept each other's differences without infringing on one another's rights can be a valuable part of your education.

Remember, developing a good relationship is a process. It does not take place overnight; it takes time and effort. Here are a few hints to help you become a good roommate:

1. **Communicate.** Sit down and talk about habits, preferences, moods, and values at the beginning of the semester. Even if you room with your "best friend," you may be surprised to find out some things you did not know about him/her. If conflicts arise, such as one roommate studying late or another playing the stereo too loud, do not let your frustration build. Talk about your concerns in order to come to a mutual understanding. Although it may be awkward at first to talk about these issues, you may prevent hurt feelings later by laying ground rules early. Asking and discussing these issues first, before proceeding with an action, can result in greater trust and respect. Here are some beginning questions to ask:
  1. Where are you from?
  2. What do you like?
  3. What don't you like?
  4. What do you plan to major in?
  5. What do you want to do after you graduate?
  
2. **Establish House Rules.** Roommates need to discuss the following areas to gain an understanding of each other and learn to compromise. Please make sure your complete a roommate agreement together early on. Your RA can assist with this process:
  - **Regarding the use of each other's belongings** (Food, stereo, TV, computers, other appliances, and personal items): What items of yours are OK for me to borrow? Which are strictly off-limits?
  - **Sleeping habits:** Are you a heavy or light sleeper? Do you snore? What time do you go to sleep? What time do you get up?
  - **Room cleaning:** How neat and clean do you want the room? How do we decide who cleans what and when?
  - **Telephone use:** How late can someone call? How do we leave messages for each other?
  - **Smoking:** NSU is smoke free, no smoking is allowed in any residence hall room.
  - **Entertaining guests:** What about guests dropping by? How often? How late should they stay? How about weekend visitors? Are we okay with having guest stay the night (Keep in mind the guest policy only allows for a guest to stay 3 nights in a 30 day period and only if your roommate approves.)
  - **Studying:** How much do you study? When and where do you study? How quiet does the room have to be while you study?
  - **Music:** What kinds of music do you like? How loud? Will you use headphones?
  - **Room Temperature:** How hot or cold do you like the room?
  - **Decorate/Arrange:** How will we decorate/arrange the room?
  - **Food:** What about food in the room? Do we share?

3. **Know When To Talk and When Not To.** Sharing ideas and discussing situations is an integral part of residential life. Be aware, however, that excessive interruptions in studies can sometimes result in irritations and frustrations. Once again, talk with your roommate before you let frustrations build.

**Roommate Tips for Success:**

- Be willing to compromise. Set the tone to solve a problem, not complain about it.
- Be assertive. Stand up for yourself.
- Ask your Resident Advisor or the conflict coaches for suggestions when there is a concern. RAs are trained to help mediate conflicts.

You and your roommate are individuals, with particular interests, goals, likes, and dislikes. You may not find it necessary to share every aspect of college life with him/her. If conflicts do arise, speak with your roommate first; talk a problem through before it becomes a major conflict. If this step is not successful, then you should talk with your RA. Your RA is trained and experienced in dealing with these problems and should be able to assist you with developing a good roommate relationship. You can also contact the Office of Mediation Services for a one on one conflict coaching appointment. Your RA can also schedule an appointment for you to go through roommate mediation if conflict continues after it has been appropriately addressed. Remember, you owe your roommate the courtesy of speaking with him/her first. In any roommate situation, you should treat him/her with respect, consideration, and openness. All roommates are required to go through the mediation process before a room change will be allowed.

For more information on how to handle roommate conflicts, please visit the Residential Mediation Program website at <http://www.nova.edu/studentmediation/>

**"Remember, YOU are your roommate's roommate."**

<b>CHAPTER II</b> <b>Housing Policies and Procedures</b>
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**Abandoned Property**

If a student leaves belongings in his/her room upon check out, these objects will be assumed to be abandoned and will be discarded. This policy is in effect if a student is removed from or leaves housing willingly, regardless of whether or not he/she has checked out. If a student leaves a large amount of property in his/her room, every effort will be made to contact the student with the information available. If the student does not claim the property with 48 hours of attempt to contact, the belongings may be placed in storage or discarded. Items that are collected and stored by the Office of Residential Life and Housing will be kept for three (3) months. After this period ends, all items will be discarded or donated to charity. The student will be responsible for all moving and storage fees. The university may discard items in storage at any time.

**Cable T.V.**

The University provides basic cable TV service. Comcast is our carrier. If you have any problems with your cable service please contact your Area Coordinator via e-mail and they will make sure to contact Comcast on the behalf of Nova Southeastern University.

If you would like to upgrade your service please contact Comcast for an appointment at 954-437-1920. Residents are responsible for being present for the appointment and also responsible for paying Comcast for additional services provided.

**Check-In**

Prior to arriving to campus, you were assigned to a specific room. When you arrived to campus, the Office of Residential Life and Housing will check you in. During check-in you will receive your keys, mailing address and other pertinent information from the Office of Residential Life and Housing.

- I. The check-in process includes completion of a room assessment form. Your Resident Advisor will have reviewed the condition of your room prior to your arrival. It is your responsibility to review the room assessment form. If there are any corrections, you need to contact your RA within 24 hours of your check-in date. When you checkout of your room, the room assessment form will be used to assess the condition of your room once again. If the condition of your room has changed during your stay, you will be assessed for the repair or replacement of items, which may have been damaged or are missing from the room. Once again, it is very important to review the condition of your room carefully upon your arrival. Make certain that any problems are noted and contact your RA immediately after checking into your room. This is your opportunity to attest to the condition of the room. It is also important throughout the semester to report any necessary repairs to your RA.
- II. In addition to the Room Assessment form, you will also fill out an Emergency Contact Form that would list two persons that the Office of Residential Life and Housing can contact in case of anything that may happen to you.

**Check-Out**

- I. When you leave the residence halls at the conclusion of the semester or year, you are responsible for making an appointment with your RA to check out of your room. If you are checking out during the semester, you will need to make an appointment with your RA at least 24-48 hours in advance of your departure. If it is the end of the semester, you will need to make a checkout appointment with your RA one week before the first day of final exams. Please keep in mind that you are bound by the terms of the housing agreement. Your RA will check you out upon your reasonable request, but if the timing does not meet the terms of the Housing Agreement, you will still be financially responsible for the

agreement period. In addition, you are responsible for returning your mail key to the mailroom and filling out the appropriate forwarding address paperwork.

- II. You must checkout 24-48 hours after your last final exam and failure to do so will result in a \$100 improper check out fee.
- III. During checkout, the RA will have your room assessment form and a key envelope. The RA will be inspecting the entire room/apartment and furnishings. The RA will record any damages on the room assessment form and on an incident report. If any damages are found the resident and/or residents in the room will be responsible for charges on their NSU Student Account.
- IV. The last resident who checks out of a room/apartment is responsible for the cleanliness of the room/apartment. All trash should be removed. Your room/apartment should be in "broom clean" condition with all the required NSU furniture.
- V. Please note the following check-out charges:
  - Improper Checkout Charge \$100.00

#### **Reasons for improper checkout:**

Any Room/Apartment Damages are charged according to cost of repairs. It is important that you follow checkout procedures to decrease the possibility of incurring charges.

- a. Failure to make an appointment with your RA within the appropriate time frame,
- b. Asking your RA to be checked out immediately,
- c. More than 15 minutes late for your check-out appointment and have made no effort to inform your RA or reschedule,
- d. Failure to remove all of your possessions from your room/apartment at check-out time, and
- e. Moving out and not checking out with your RA.

Other charges include:

▪ Room Key Not Returned	\$75.00
▪ Mail Key Not Returned	\$75.00
▪ Exterior Door Key Not Returned	\$75.00
▪ Extra Cleaning	\$50.00/hour

#### **Common and Outdoor Space Reservation Process**

Requests for all events held in these areas must be submitted at least two weeks (14 days) ahead of the scheduled event. If you would like to reserve any common space or outdoor space in the Residential and Housing area for a meeting or function, you must send an e-mail to the Office Residential Life and Housing at [reslife@nova.edu](mailto:reslife@nova.edu) with the following information:

- Contact Name
- Contact E-mail
- Contact Phone Number
- Organization Name
- Date and Time of Set Up
- Date and Time of Breakdown
- # of people in attendance
- Specific Needs (tables, chairs, etc)
- Advisor Name and Contact Information

The Office of Residential Life & Housing has space available for NSU recognized clubs and organizations to use. These spaces include:

#### **Leo Goodwin Sr. Hall**

- Leo Goodwin Sr. Hall Classroom
- Leo Goodwin Sr. Hall Kitchen
- Leo Goodwin Sr. Hall Front Lobby

- Leo Goodwin Sr. Hall Back Lobby
- Leo Goodwin Sr. Hall Front Grass Area
- Leo Goodwin Sr. Hall Back Grass Area and Grills

#### **Founders, Farquhar, and Vettel**

- Pagoda and Grill area by Farquhar and Vettel
- Circle in front of Founders, Farquhar and Vettel

#### **Cultural Living Center**

- Cultural Living Center Courtyard
- Cultural Living Center Circle

#### **The Commons**

- Commons Classroom 123 A & B
- Commons Classroom 126
- Commons Classroom 113
- Commons Conference Room 114
- Commons Conference Room 122
- Commons South Side Atrium
- Commons North Side Entrance
- Commons Front Lobby
- Commons North Grass Quad Area

#### **Rolling Hills Building A & C**

- Rolling Hills Pavers in the front of Building A
- Rolling Hills Building A – 2<sup>nd</sup> Floor Lounge
- Rolling Hills Building C – 1<sup>st</sup> Floor Lounge

#### **Rolling Hills Pool**

The Rolling Hills pool can only be reserved or used by Rolling Hills residents. All Rolling Hills pool events will require 1 lifeguard for every 30 guests and the group is responsible paying the Office of Campus Recreation \$10.00 per hour for lifeguards. Each event request for this area will be forwarded to the Office of Campus Recreation and they will contact the group for payment and additional details.

- Rolling Hills Pool and Pool Deck
- Rolling Hills Pool Pavilion
- Rolling Hills Pool Terrace
- Rolling Hills Pool Lounge
- Rolling Hills Pool Patio

The Office of Residential Life and Housing will evaluate and will give priority to classes and events that will take place in the residential halls and outside areas. Consequently, interested parties will be contacted with confirmation email or denial of the reservation requests. Approval of all events is at the final discretion of the Director of Residential Life and/ or Director of Housing.

### **Common and Outdoor Space Reservation Policies**

#### **Leo Goodwin, Commons, Founders, Farquhar, Vettel, and Cultural Living Center**

All event coordinators or groups will be held responsible for the follow policies and being in violations of these policies and procedures may result in judicial action or future access to the residential common and outdoor space:

- Any events with amplified music or noise must be approved at time of the request. These events cannot take place during residential quiet hours (9pm - 9am on Sunday- Thursday, and 12am-12pm on Friday and Saturday) or final/midterms times

- Only one event per week will be approved unless granted by Residential Life and Housing administration
- Requests to lock and unlock indoor and outdoor areas will be provided by the Office of Residential Life and Housing staff or Resident Advisor on-duty.
- All indoor and outdoor events must conclude by midnight
- When finished using the designated space, the area must be clean and the area must be set back to its original status. The club/organization should then request for the area to be locked.
- When using space in the residential complex, it is the responsibility of the individual or club/organization reserving the space to ensure that the space is clean when the meeting is done. Failure to do so will result in a \$50.00 an hour cleaning charge and revocation of the privilege to use the classroom in the future.
- Alcohol and pets are NOT permitted in or around the halls for events.

### **Rolling Hills Pool and Pool Common Spaces**

#### **▪ Resident and Guest Policies and Procedures**

- Swimming in the Rolling Hills Pool hours can only occur from 7am – 10pm and the pool will be guarded 7 days a week during these times
- Residents and guests of the Rolling Hills common spaces are allowed to use the following areas 24 hours a day to study or relax
  - Rolling Hills Pool Pavilion
  - Rolling Hills Pool Terrace
  - Rolling Hills Pool Lounge
  - Rolling Hills Pool Patio
- Residents and guests are not allowed to swim in the rock formations or jump from the rock formations
- Smoking is only allowed in designated smoking areas where ash trays are provided
- Grilling at the Rolling Hills Pool Complex is allowed between the hours of 11am and 10pm but only with the grill provided by the Office of Residential Life and Housing. In order to reserve the grill you must make prior arrangements with the Area Coordinator of Rolling Hills Graduate Residence Hall.
- Running or horseplay is not allowed
- Any residents or guest found swimming in the pool after 10pm or before 7am will be met with judicially.
- Residents and guests should take precautions based on their own swimming level and try not to swim alone
- Diving is NOT permitted
- Alcohol is NOT permitted in pool areas/common spaces around the pool
- Pool furniture must remain in the pool area at all times
- Glass is NOT permitted in the pool area; only plastic or metal containers are allowed.
- Staff have the right to ask for music or voices to be lowered at any time
- Residence Life and Housing and the Office of Campus Recreation is NOT responsible for loss of property or accidents
- Pets are NOT permitted in the pool or common pool areas
- Appropriate bathing attire is required when using the pools
- Rolling Hills guest policies apply for the pool and the building
- Residents are responsible for their guests' behavior
- Residents and guests should vacate the pool area during thunder and/or lightning storms
- Residents and guest must respect the rights of others using the pool and pool area.

- **Events at Rolling Hills Pool**

Requests for all events held in these areas must be submitted at least two weeks (14 days) ahead of the scheduled event. If you would like to reserve any common space or outdoor space in the Residential and Housing area for a meeting or function, you must send an e-mail to the Office Residential Life and Housing at [reslife@nova.edu](mailto:reslife@nova.edu) with the following information:

- Contact Name
  - Contact E-mail
  - Contact Phone Number
  - Organization Name
  - Date and Time of Set Up
  - Date and Time of Breakdown
  - # of people in attendance
  - Specific Needs (tables, chairs, etc)
  - Advisor Name and Contact Information
- All events at the Rolling Hills Pool Complex will be coordinated by the Assistant Director of Housing and Area Coordinator of Rolling Hills.
  - Events at the Rolling Hills Pool and/or common areas around the pool are for Rolling Hills residents and their guests only unless approved by University Administration
  - Events at Rolling Hills Pool may incur additional costs for cleaning, set up, and staff
  - All Rolling Hills pool events will require 1 lifeguard for every 30 guests and the group is responsible paying the Office of Campus Recreation \$10.00 per hour for lifeguards. Each event request for this area will be forwarded to the Office of Campus Recreation and they will contact the group for payment and additional details.
  - All indoor and outdoor events must conclude by 10pm
  - Running or horseplay is not allowed
  - Any events with amplified music or noise must be approved at time of the request. These events cannot take place during residential quiet hours (9pm - 9am on Sunday- Thursday, and 12am-12pm on Friday and Saturday) or final/midterms times
  - Only one event per week will be approved in outdoor and pool areas unless approved by the Office of Residential Life and Housing and/or University Administration
  - Requests to lock and unlock indoor and outdoor areas will be provided by the Office of Residential Life and Housing staff or Resident Advisor on-duty.
  - When finished using the designated space, the area must be clean and the area must be set back to its original status. The resident and guests should then request for the area to be locked.
  - When using space in the residential complex, it is the responsibility of the individual or club/organization reserving the space to ensure that the space is clean when the meeting is done. Failure to do so will result in a \$50.00 an hour cleaning charge and revocation of the privilege to use the classroom in the future.
  - Residents and guests should take precautions based on their own swimming level and try not to swim alone
  - Diving is NOT permitted
  - Alcohol is NOT permitted in the pool, on the patio, or inside the pavilions unless it is part of an event sponsored by Nova Southeastern University and staffed by the Student Activities or Chartwells Dining Services.
  - Security must be present at all events serving alcohol
  - Pets are NOT permitted in the pool, on the patio, or inside the pavilions
  - Pool furniture must remain in the pool area

- Glass is NOT permitted in the pool area; only plastic or metal containers are allowed.
- Appropriate bathing attire is required when using the pools
- DJ equipment will not be permitted in the pool area unless it has been approved through the request process.
- Smoking is only allowed in designated smoking areas where ash trays are provided
- Rolling Hills guest policies apply for the pool and the building
- Residents are responsible for their guests' behavior
- Residents and guests should vacate the pool area during thunder and lightning storms
- Residence Life and Housing and the Office of Campus Recreation is NOT responsible for loss of property or accidents
- Residents and guest must respect the rights of others using the pool and pool area.
- Residents may use the pool at anytime but should respect the Quiet Hours guidelines for the building

### **Consolidation Process**

The Office of Residential Life and Housing reserves the right to consolidate students who do not have roommates. If a resident has a vacancy in his or her (single double, double, triple, and quad) room, he or she must choose one of the following options:

1. Stay in the room and find someone who is also alone to move into the vacancy.
2. Move into another residence hall space with someone of your choosing who has a vacancy in his or her room.
3. Stay in the room and buyout the current room.

The resident must not discourage students seeking a room change from moving into the vacancy. If the resident fails to participate in the consolidation process, the residents will be subject to judicial action and the student account will be put on hold for failing to comply with the consolidation policy. The room charge will be change and pro-rated daily according to the date of the room change.

### **Dining Hall Usage**

All students residing in Leo Goodwin Residence Hall and the Commons are required to participate in the \$1200 Mandatory Declining Balance per semester offered by Shark Dining. Funds available at the end of the Fall semester will roll over to the Winter semester and all funds will be suspended after May 15<sup>th</sup>. In addition, Leo Goodwin Residence Hall and the Commons residents may add money to the required declining balance. For students living in the apartments, declining balances plan are optional, although many students take advantage of this opportunity. Students must exhibit appropriate behavior in the dining hall at all times. No meals can be purchased without your I.D. card and no other person is allowed to use another student's ID card. If inappropriate behavior is exhibited in the dining hall, your I.D. card may be confiscated and sent to the Office of Residential Life and Housing or the Office of the Dean of Student Affairs. A subsequent disciplinary meeting may be scheduled with the Director of Housing or designee. Under extreme circumstances the student will be allowed to appeal the dining contract by submitting a letter of appeal and current documentation. The Director of Housing or designee will give the granting of an appeal. If granted permission to go through the appeal process, an outline of the process will be provided to the student. Please note that the mandatory declining balance plan can only be prorated up to the 3rd week after the undergraduate Professional and Liberal Studies program start date in the Fall and in the Winter.

Please note that the mandatory declining balance plan can only be prorated up to the 3rd week after the undergraduate Professional and Liberal Studies program start date in the Fall and in the

Winter. All Mandatory Declining Balances will be considered active unless and until the Office of Residential Life and Housing grants a written release.

### **Holidays and Housing**

All residence halls are open over all holidays and winter/spring breaks. No overnight guests are allowed during spring break or winter break for more than a three day period.

### **Housing Length, Payments and Refund Policy**

Nova Southeastern University requires all Farquhar College of Arts and Sciences Professional and Liberal Studies (day) undergraduate students with 0-48 credit hours to live on campus unless one or both of the following criteria applies:

1. You are married.
2. You reside with your immediate family (mother, father, or legal guardian) within the tri-county area (Broward, Miami-Dade, and Palm Beach).

If you meet one or both of the above criteria, and choose on-campus housing, you must honor the entire term of the contract. If you are over the age of 25 or married you have the option to move into the apartments or live off-campus.

Housing Contracts are from August 21<sup>st</sup> – May 2<sup>nd</sup> in Leo Goodwin Residence Hall, The Commons, Founders, Farquhar, and Vettel Hall and from August 3<sup>rd</sup> – July 27<sup>th</sup> for the Cultural Living Center and Rolling Hills unless otherwise stipulated on the agreement. Undergraduate students who wish to reside on-campus during the summer term are required to submit a summer housing contract and move into Founders, Farquhar, Vettel or the Cultural Living Center.

Students are responsible for paying their housing fees online through their WebStar account or at One-Stop-Shop in the Horvitz Administration Building prior to occupying their room in the residence halls. Students are responsible for making payments for any amount not covered by a financial award. Housing payments must be made as required by the housing agreement. A failure to make appropriate payments will be considered by the Office of Residential Life and Housing a breach of agreement and shall, at the University's option, expel the student resident from the University Residence Hall.

If a student is either not registered or enrolled during any part of the academic year or has failed to timely make any payment to Nova Southeastern University, the student will be removed from housing and will be obligated to pay all housing fees due and owing through the date of removal. Failure to check out properly will result in a \$100.00 assessment. If a student chooses to leave the residence halls during the course of the year, prior to the termination of the Residence Hall Housing Contract, the student is still financially responsible for the entire academic year and forfeits all housing fees and deposits. Exceptions to this policy may be granted only by the Director of Housing, pending the demonstration of extenuating circumstances.

### **Housing Release Process**

#### **• Buyout of Agreement**

In order to be eligible for a Residence Hall Contract Buyout, the resident must submit a written request and fill out an online Contract Release Request Form to the Office of Residential Life and Housing and not be in breach of any of the provisions of this Contract or related Nova Southeastern University policies. A resident will be assessed 50% of the remaining contract balance and all accrued charges based on the day of official check-out of the room. In the event that a Residence Hall Contract Buyout occurs the resident:

- (1) Shall promptly and properly complete the check out process
- (2) Shall vacate the premises no later than 24 hours after notification
- (3) Shall pay all amounts due and owing. Failure to check out properly, as defined in the Residential Living Guide, will result in a \$100.00 improper check out. Failure to timely follow proper procedures in the event of a buyout of the Contract will result in the imposition of a cancellation fee

All housing contracts will be considered active unless and until the Office of Residential Life and Housing grants a written release.

- **Cancellation of Agreement**

The Residence Hall Contract will be cancelled during the academic year for the following reasons only: **RESIDENT GRADUATES FROM NSU, WITHDRAWS FROM NOVA SOUTHEASTERN UNIVERSITY OR IS SUSPENDED, DISMISSED, OR EXPELLED FOR ACADEMIC OR DISCIPLINARY REASONS.** The resident must comply with Nova Southeastern University cancellation rules. In the event that one of the above cancellation criteria is met, the resident:

- (1) Shall inform the Office of Residence Life and Housing within 24 hours of the occurrence in writing
- (2) Shall promptly and properly complete the check out process
- (3) Shall vacate the premises no later than 24 hours after notification
- (4) Shall pay all amounts due and owing.

There will be no housing refunds after the start of the 10<sup>th</sup> week of the academic term. If a resident exhibits inappropriate behavior according to Nova Southeastern University standards that constitutes a detriment to orderly community living, or otherwise affects the health, safety or welfare of other students, the Director of Residential Life or the Director of Housing and/or her/his designee may change the room assignment or cancel this Residence Hall Contract immediately without refund. Nova Southeastern University reserves the right, in its sole discretion, to determine that past behavior is such that cancellation of the Residence Hall Contract would best serve the interests of Nova Southeastern University, the resident, and/or other residents. If a student is either not registered or enrolled during any part of the academic year or has failed to timely make any payment to Nova Southeastern University, the student will be removed from housing and will be obligated to pay all housing fees due and owing through the date of removal. Failure to check out properly, as defined in the NSU Residential Living Guide, will result in a \$100.00 assessment. Failure to timely follow proper procedures in the event of a cancellation of the Contract may result in the imposition of a \$500.00 cancellation fee.

- **Cancellation Fees**

If a student has paid a housing deposit and decides not to enroll at Nova Southeastern University, the student will incur a cancellation fee based on the date of cancellation below:

**Fall Semester**

Cancellations between January 1 <sup>st</sup> and May 31 <sup>st</sup>	=	\$200.00
Cancellations between June 1 <sup>st</sup> and June 30 <sup>th</sup>	=	\$300.00
Cancellations between July 1 <sup>st</sup> and check-in day	=	\$500.00

**Winter Semester**

Cancellations between September 1 <sup>st</sup> and October 31 <sup>st</sup>	=	\$200.00
Cancellations between November 1 <sup>st</sup> and November 30 <sup>th</sup>	=	\$300.00
Cancellations between December 1 <sup>st</sup> and check-in day	=	\$500.00

**Summer Semester**

Cancellations between January 1 <sup>st</sup> and February 28 <sup>th</sup>	=	\$200.00
Cancellations between March 1 <sup>st</sup> and March 31 <sup>st</sup>	=	\$300.00
Cancellations between April 1 <sup>st</sup> and check-in day	=	\$500.00

**Laundry Facilities**

Laundry rooms are located in each residence hall. The cost to wash or dry is FREE. Machine malfunctions should be reported to your RA or the Office of Residential Life and Housing in a timely manner.

**Laundry View**

LaundryView is an Internet application that allows you to monitor the status of washers and dryers in connected laundry rooms through a Web browser. LaundryView was developed in response to requests for greater control over laundry activities. Since many people tend to do their laundry during similar time periods, it results in busy laundry rooms. LaundryView's mission

is to help you save time by providing information about the current state of laundry room equipment wherever you have access to a browser or e-mail messages. Residents can access the washing machines and dryers online in each residence hall through [www.laundryview.com](http://www.laundryview.com).

### **Locks and Keys**

All locks and keys are the property of Nova Southeastern University and are not to be repaired, altered, changed, or duplicated except by University Public Safety personnel, at the request of the Office of Residential Life and Housing.

**Duplication of keys is prohibited.** *Adding or altering locks is prohibited.* Once a student checks into the residence halls and receives her/his keys, s/he is responsible for them. If a student's key is lost or stolen, or if for any other reason a student wishes to have her/his lock changed, she/he will be responsible for the cost of re-keying the room.

The cost to re-key is \$75.00. The cost to replace a lost mailbox key and exterior door key is \$75.00 each. If a key is lost please notify the RA immediately. If a student is accidentally locked out of her/his room/apartment, contact the floor RA or the RA on duty. There will be a \$25 fine for lockouts beginning with the third occurrence. Please be sure to keep track of your keys.

The exterior doors to all building will be locked at all times. Night security is in place after in Leo Goodwin Sr. Hall, The Commons, and Rolling Hills Building A & C 24 hours a day – 7 days a week and requires the scanning your NSU ID. There will be a \$25 fine for residents who do not show their ID beginning with the third occurrence.

### **Mail Service**

Each on-campus resident is **REQUIRED** to have a mailbox in Leo Goodwin Residence Hall, The Commons, and Rolling Hills Building A. Mail is placed in student mailboxes Monday- Friday. If you receive special mail or packages, a notification slip will be placed in your mailbox. You will need to bring this slip and identification to the following mailroom depending upon the hall you live in to obtain your package:

- Leo Goodwin Sr. Hall Mail Center for Leo Goodwin Sr. Residence Hall, Founders, Farquhar, Vettel, and Cultural Living Center residents
- Commons Mail Center for Commons Residents
- Main Mail Center on SW 36<sup>th</sup> Street for Rolling Hills Building A and C residents

Packages will only be distributed between 9:00 a.m. - 12:00 p.m. and 1:00 p.m. – 5:30 p.m. Monday through Friday. In order to check mail after 6:00 pm, students living the Cultural Living Center, Founders, Farquhar, and Vettel Residence Halls will need to show identification to Night Security in Leo Goodwin Sr. Residence Hall. Students who live in the Commons will receive their mail at the Mail Center in the Commons only.

Mail is not delivered on Saturdays, major holidays and other special holidays. Once a student checks-out of the residence halls, mail will be forwarded for one year. Students are responsible for contacting the appropriate people and agencies with their address change.

Failure to return the mail key and complete the appropriate mail-forwarding card will result in you being charged with a \$75.00 improper check out and a lock-replacement fee.

It is policy of both Residential Life and Mail Services NOT to accept any incoming mail or packages with a Cash On Delivery (C.O.D.) status. Please contact the United States Post Office at 1-800-ASK-USPS for other C.O.D. receiving options.

### **Refuse to Enter Agreement**

The University reserves the right to refuse to enter into any contract for residence hall accommodations with any student.

### **Renters Insurance**

Some residents have inquired about insurance. Student's may purchase Renter's Insurance, since the University is not responsible for loss or damage to your personal items. Insurance Coverage should be arranged before you move into your room. Renter's Insurance is available from most major insurance companies. *In most cases, students are not covered under their parent's homeowner's policy unless a special rider is arranged.* The University is also not responsible for routine facilities related room or property damage, such as A/C leaks or appliance outage. More information on purchasing Renter's Insurance information can be found at the Office of Residential Life and Housing.

### **Room Assignments**

Assignment of a space in the residence halls shall be contingent upon final admission to Nova Southeastern University, receipt of the properly completed Residence Hall Contract, payment of the \$500.00 housing deposit, proof of insurance or request for NSU Student Health Plan activation, and proof of immunization. Assignments will be based upon credits and availability in each hall. Nova Southeastern University is an equal opportunity institution. Roommate assignments will be made without regard to ethnic origins, race, religion, or physical limitation. ONLY assigned students may occupy residential space. Space may not be sublet to other persons. If a vacancy occurs in a room or apartment, the remaining resident(s) agree to accept another roommate(s) as assigned by Nova Southeastern University or consolidation to another room or apartment. Space assignments may be changed by the Director of Housing, or designee, in the interest of order, health, disciplines, or best use of the facilities, solely at the discretion of the Director of Housing or his/her designee.

### **Room Changes**

At the beginning of each Fall, Winter, and Summer semester, there is a two week freeze on room changes. Additionally, within the first week of the academic semester, roommates will complete a roommate contract with the help of their Resident Advisor. After the freeze period ends, please see your RA if there is a roommate conflict. Residents who move without adhering to the following process, additional fees will be assessed to your student account.

All residents must follow the room change process when seeking a room change:

- Prior to seeking a room change every resident should meet with his/her Resident Advisor (RA) who may be able to provide assistance with a difficult room/suitemate experience.
- The RA will review the roommate contract. This form presents seven of the most common issues that roommates are likely to encounter with one another and provides an opportunity to address the issues pro-actively rather than confronting the issues after they have occurred.
- After meeting with the residents, the RA will file an incident report within 24 hours and contact the Area Coordinator (AC) to give an update of the situation.
- The AC will contact the residents within 24-48 hours to discuss the situation. The AC will determine if a mediation session will offer a beneficial resolution.
- If a mediation session is to be scheduled, the AC will contact Mediation Services within 24-48 hours to schedule a day and time for the mediation session.
- As a result of the mediation dialogue, the residents may agree to stay in the room and create a new roommate contract. If the residents decide to move to another room, they must work with the AC in a timely manner to fill out a "Room Change Form."
- The AC may also be able to recommend a swap between residents in the same area if there is a mutual request between the residents.
- If AC has approved a room change, residents are given 48 hours to move to the new room, checkout with their RA, and properly check in with their new RA. If the resident fails to follow the room change procedures he/she will be fined a \$100.00 improper room change fee.
- Sometimes, a room change may involve a difference in room rate. The Manager of Student Housing Assignments will inform residents of any rate increases/decreases during the room change process.

- The AC coordinating the room change will follow up with the residents a week after they have moved to insure a successful transition.

Unauthorized room changes will result in disciplinary action and a \$100 improper check out fee. If the residents fail to checkout with the RA after they have moved to the new room, residents will be charged \$100 for improper checkout and \$75 for a lock change.

### **Smart Card-Cash to Card Charge System**

Students can apply cash to their NSU ID Smart Cards at the machines located in the Goodwin Hall lobby, The Commons, Rolling Hills Building A and C, the third floor of Farquhar, Vettel, and Founders Halls, and the second and fourth floor of the Cultural Living Center. The funds applied to the Smart cards can be used for vending and copy services throughout the campus. If you experience problems with your Smart Card, please visit the Campus Card Office in the University Center.

### **Storage**

There is no space available for student storage in the residential area. Students cannot use the common areas, janitorial closet, outdoor stairwells, or the electrical closets for the storage of any personal property. *Nova Southeastern University shall not be responsible for any loss resulting from the disposition of any property found in these areas.*

### **Student Housing – Married, Domestic Partnership, and Family Housing**

Married housing is available and the student must provide a copy of the marriage certificate or domestic partnership certificate along with the application for housing. No family housing is available at this time in the residence halls at Nova Southeastern University.

### **Student Contact**

The Office of Residential Life and Housing will use hall communication systems to get information to the residential student population. Students are required to utilize the Audix voicemail system, the residence hall mail system, Shark Link, Residential Management System (RMS) and their NSU email account. Residents are responsible for information distributed through these means.

### **Telephone Service – Local Calls**

Nova Southeastern University provides one telephone per room. If there is a password on your telephone, contact the Office of Residential Life and Housing to have it removed.

To access the Audix system: press 25770 and listen to directions; password is 2+your 5-digit extension until you put in a password.

Audix Phone System Feature Access Codes

1. Call Forwarding: \*22 and Extension. To cancel Call Forwarding: #22
2. Call Waiting: Flash #77.
3. Last Number Dialed: \*9
4. Send All Calls Immediately to Audix: \*33.  
To cancel: #33

Unauthorized use of any University phone/extension, which results in the University or an individual incurring phone charges, will result in disciplinary actions. This includes the acceptance of any collect phone calls in the residence halls.

### **Telephone Service – Long Distance Calls**

Nova Southeastern University offers the best value in long-distance with NetWolves ECCI. NetWolves ECCI is pleased to serve as the management company for Nova Southeastern University's on-campus campus telephone service. Residents interested in gaining long-distance will need to use URL below to sign up for an authorization code which allows you to make long distance calls from anywhere on campus, anytime - <http://www.netwolves.com/ecci>

**SIGN UP TODAY!** When asked to type the name of your university, type "NSU" or "Nova Southeastern University". Please call 888 937 3224 between 8:00 am and 5:00 pm Monday through Friday for additional information. Personal Security Code is a unique code – please keep it secure! Your roommate will have her/his own PSC and you each will receive individual monthly bills.

### **Use of Room Space**

If the resident resides in a room alone, he or she must clear understanding that the Office of Residential Life and Housing may move a student into the vacancy at any time. Please review these rules carefully:

- In some instances, the student may not be notified in advance if the situation warrants an immediate move. This type of situation is unusual, but does occur.
- The room must be maintained at all times in a manner that would make it possible for another student to feel comfortable moving in:
- All original University property must be present in the room (i.e. beds, dressers, desks, etc.).
- Closet, bed, desk, and dresser space must remain available.
- Any resident who is in a single double, double, triple and quad occupancy room must be prepared to receive a roommate at any time. This means keeping your belongings in only one portion of the room so that the new roommate has space for his or her possessions and will feel welcome. Inappropriate use of vacant space will be addressed by residential life and housing staff members and may be addressed through the judicial process.

### **Vending Machines**

Vending machines are located in all the residence halls. Please take care of these machines and report any vandalism or break-ins immediately to Public Safety and your RA. Refunds for money lost in residence hall vending machines can be reported to Office of Residential Life and Housing. Machine malfunctions should be reported to Office of Residential Life and Housing or your RA in a timely manner and refunds of lost money will be reimbursed by the Director of Housing.

<b>CHAPTER III</b> <b>Residence Hall Facilities, Functions, and Policies</b>
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### **Description of Residence Halls**

#### ***Leo Goodwin Sr. Residence Hall:***

The Leo Goodwin Sr. Residence Hall was opened in the 1992- 1993 academic year. This state-of-the-art residence hall facility will house 325 students during the academic year. Leo Goodwin Sr. Residence Hall is the primary undergraduate facility for students with 0 – 30 credits.

Each room is built for single, double, or triple occupancy and features a private bathroom, large closet space, and high ceilings. Each room is furnished with beds, desks, desk chairs, dressers, and a built-in storage/counter facility. The building houses a classroom, computer lab, study lounges on each floor, laundry facilities, a kitchen, large TV lounge, and the Office of Residential Life and Housing.

#### ***The Commons***

The Commons is the newest undergraduate residence hall which opened in the August of 2007. This state-of-the-art living learning community includes 501 student beds, classroom and meeting space, 16 community living rooms, 16 study rooms, and plenty of indoor and outdoor common space. The Commons is unique and dynamic for the inclusion of incorporating communities within a community. The 16 community living rooms will have comfortable furnishings that will create unique spaces for students and groups to conduct study sessions, group meetings or to congregate with friends.

#### ***Founders, Farquhar, and Vettel Halls:***

These residence hall facilities will house approximately 55 - 60 upper class undergraduate residents each during the academic year. The oldest of NSU's residence halls, each building has recently undergone major renovations, which included tile, paint, kitchens and appliances. Each apartment is furnished and features single, double, and triple options, kitchen with a full refrigerator and stove, one private bathroom, and a living room.

#### ***Cultural Living Center:***

The Cultural Living Center (CLC) was built in 1984 and houses up 140 graduate students from August 1 – August 1. Its unique balcony structure makes it a popular choice for graduate students. Each apartment is furnished and features single, double, triple, and quad options, kitchen with a full refrigerator and stove, two private bathrooms, and a living room.

#### ***Rolling Hills Graduate Residence Hall:***

The Rolling Hills Graduate Residence Hall opened in August 2008. The Rolling Hills Graduate Residence Hall is approximately 1 mile west of the NSU main campus and houses approximately 373 graduate and doctoral students. The Rolling Hills Graduate Residence Hall is made up of a 7-story building and a 3-story building and the buildings feature single and quad apartments that are furnished and feature a kitchen, bathroom, and living room.

### **Air Conditioning**

In order to assist with the regulation of the air conditioning units, students in all residence halls are asked to keep their windows closed. Air conditioning temperatures in every hall is preset to university standards and tampering with air conditioning units and or opening your window will result in a minimum of a \$100.00 fine and disciplinary action.

### Care of Rooms and Facilities

- A. It is expected that all residents will maintain reasonable standards of cleanliness in their rooms, and that rooms will be kept clear of trash and waste. Other conditions that contribute to substandard health and safety of the residents and that necessitate subsequent maintenance attention may subject the student to disciplinary action.
- B. Each resident is responsible for the University property and furnishings in his/her room or apartment. This includes the room or apartment door/room number tag. Changing room number tags is an alteration of the room or apartment and is a policy violation.
- C. Alterations of the physical structure or property of the residence halls by students is not permitted without the written authorization of the Office of Residential Life and Housing. This includes lofts or any other wooden structures. Lofts, even if freestanding, are not allowed. If constructed without permission they will have to be immediately disassembled and discarded at the cost of the residents.
- D. Objects may not be placed on windowsills or ledges. Students who violate this policy will be fined \$25.00 per occurrence.

The care of the individually assigned rooms in the halls shall be the responsibility of each occupant. Upon initial occupancy of an assigned space, each resident shall review and sign a room assessment form attesting to the condition of the room and its furnishings. When a resident checks out of a room, the room will be inspected for damage. Damage done to an individual room will result in an assessment to the individual room occupant or both room occupants jointly and/or separately. Damage to a common area or the building as a result of the action of residents will result in an assessment to all residents responsible. If the responsible individual(s) cannot be determined, the entire building community may share the cost of the damage to the wing, the floor, or the entire building.

### Common Area/Lounge/Outdoor Furniture and Equipment

Lounges, study rooms, reception lobbies, and other common areas are provided for the comfort and convenience for all students. Furnishings in outside and inside common areas **may not** be removed from those areas. Students, who take these items to their rooms or elsewhere, on or off campus, are subject to a \$100.00 fine in addition to disciplinary action. Charges for loss or damages not able to be assessed to a particular individual will be charged against the wing, floor or building where the loss or damage occurred.

Charges for broken lounge or outdoor furniture will result in the following fines to a student/students account:

• Single Seat Lounge Couch	\$949.00
• Double Seat Lounge Couch	\$1417.00
• Three Seat Lounge Couch	\$1883.00
• End Table or Coffee Table	\$439.00
• Desk	\$588.00
• Desk Chair	\$125.00
• Convection Ovens (Commons)	\$425.00
• Plasma Televisions	\$1250.00
• VCR/DVD Player	\$250.00
• Study Table	\$250.00
• Study Chairs	\$125.00
• 36" Round Umbrella Table	\$340.00
• South Beach Dining Chair Relaxed Sling	\$167.00
• South Beach Chase Lounge Relaxed Sling	\$343.00
• 20" Round Aluminum Tea Table	\$175.00
• 9' Portofino Umbrella	\$336.00
• 24" Round Cement Base	\$105.00
• Hooded Waste Receptacle	\$633.00
• 84" x 42" Oval Dining Table	\$642.00
• Loggia Cushion Sofa	\$1329.00

• Loggia Cushion Lounge Chair	\$640.00
• Loggia 28" x 22" Table Top	\$183.00
• Loggia 28" Sq End Table	\$277.00

**Custodial, Pest Control, and Maintenance Services**

Physical Plant is responsible for the proper maintenance and appearance of the residence hall public areas, such as lounges, halls, common area bathrooms, and stairwells. After a resident checks out of his or her room, housekeeping services will clean the vacant apartment or vacant bedroom/bathroom. South Florida's tropical climate brings with it a large array of insects, including the infamous palmetto bug. Residence Halls are sprayed on a quarterly basis. Keep in mind that most insect problems result from careless handling of food. Keep your room and kitchen area clean. Be certain to keep food wrapped tightly and stored in sealed containers. If your room requires maintenance attention, please contact your Resident Advisor. Your RA will then contact physical plant and reports your request. For maintenance emergencies after office hours, please contact the Resident Advisor on duty.

**Damage Fees and Charges**

Students who are identified as being responsible for damages to residence hall furnishings, structures, or equipment will be charged the appropriate labor, material, and administrative costs necessary to reimburse the Office of Residential Life and Housing for the expenses involved. Damage to a common area as a result of the action of students shall result in a recovery assessment to all students responsible. Below is a listing of costs for various damages. These charges, however, may vary due to unforeseeable changes in the price of materials and labor.

• Painting/Patching per wall	\$200.00
• Extra cleaning	\$100.00
• Missing Screens	\$50.00
• Entrance Door to Room	\$500.00
• Tampering with AC Unit	\$100.00
• Towel Rack	\$50.00
• Room Door-Tag	\$100.00
• Adjustable Bed	\$377.00
• Medium Lofted Bed	\$577.00
• Mattress	\$100.00
• Bookcases	\$200.00
• Dresser	\$739.00
• Desk	\$588.00
• Desk or Kitchen Chair	\$125.00
• Replacement of window	\$136.00
• De-Flea	\$100.00
• Interior Room Door	\$250.00
• Burn Stains	\$100.00
• FFV Hallway Dehumidifiers	\$400.00
• Exit Signs	\$75.00
• Security Cameras	\$525.00
• Parking Gates	\$225.00
• Refrigerators	\$250.00
• Stoves	\$250.00
• Blinds	\$125.00
• Cabinets	\$100.00
• Table	\$250.00
• Single Seat Lounge Couch	\$949.00
• Double Seat Lounge Couch	\$1417.00
• Three Seat Lounge Couch	\$1883.00

- End Table or Coffee Table           \$250.00
- Kitchen Table                         \$525.00
- Community Cabinets                 \$500.00
- Community/Lounge Rugs             \$500.00
- Classroom Tables                    \$275.00
- Classroom Chairs                    \$125.00

Other room/apartment damages will be charged according to the cost of repairs

## Decorations

### A. Residence Hall Rooms/Apartments

While there is opportunity for students to express individuality in decorating their rooms, the following guidelines are to be used:

- Combustible materials are prohibited such as: straw, hay, palm fronds, vines, branches, etc.
- The use of nails, screws, or adhesive substances such as contact paper, glue, double sided tape, or decals on walls, ceilings, floors, doors, or furnishings results in damage to existing surfaces and is therefore prohibited. Only 3N products are allowed on walls and must be removed when the resident vacates the room.
- Items such as sheets, flags, fishnet, beads, and parachutes may not be suspended overhead in students' rooms, entranceways or halls.
- Residents are not permitted to paint the apartment woodwork, walls or ceiling without the approval of the Office of Residential Life and Housing.
- No refinishing of the furniture, painting or papering of the room is permitted.
- Use or installation of wood paneling and/or tiles is prohibited.
- The vertical blinds are not to be removed from any window.
- Screens are not to be removed from any windows.
- The hanging bookshelves in CLC are not to be removed from the wall.
- Residents are not to remove University furniture from their apartments. The Residential Life and Housing staff conducts periodic inventories of University property. Holiday Decorations: Only mini-lights are permitted. The Underwriters Laboratories (UL) must label lighting sets. All lights must be unplugged when the resident(s) retire for the evening or leave the room. Exterior lighting is not permitted.
- Christmas Trees: Unfortunately, live Christmas trees are not permitted in the residence halls because of the safety hazard that exists if trees are not appropriately monitored.
- Extension Cords: Only UL approved extension cords are allowed for use within the residence halls.
- Halogen lamps are not allowed in the residence halls.
- No open coil cooking equipment is permitted (except for stoves in apartments).
- Flags, posters, or any other materials may not be displayed in the windows or in the room in such a way that they are visible out the window or through the room
- The Director of Housing or the Director of Residential Life must approve any exception to these policies in writing.

### B. Public Areas

- All regulations pertaining to room decorations must also be followed in public areas.
- For the Commons community and hallway space, all decorations and or painting must be approved in writing by the Director of Housing and/or Director of Residential Life.

## Defacement, Littering, Damage:

Residents are expected to keep their residence hall and the outside grounds clean. Defacing, littering, or damage to property of the University is prohibited. The student or students responsible may be required to pay in full for the damage caused. In times of repeat damage, littering, or defacement that can not be traced to a responsible party, community billing may be

assessed to all members of the wing, area, hall, or building. If a student is caught littering, inside or outside the halls, he or she will be charge a fine of \$100.00 per occurrence and may receive a judicial sanction from the Office of Residential Life and Housing. Trash dumpsters and chutes are provided at the end of each hallway in all halls for student trash. If a student dumps his or her room trash in the trash cans designated for public usage (ex: the laundry room, lounges, outside trash containers), he or she will be charged \$100.00 per occurrence and may receive a judicial sanction from the Office of Residential Life and Housing.

### **Physical Facilities**

Physical Plant, in conjunction with the Office of Residential Life and Housing, has responsibility for the basic operation and maintenance of the physical facilities in the residence halls. For this reason, only those persons authorized by the Office of Residential Life and Housing and/or Physical Plant are permitted to repair residence hall furnishings and equipment. Students who require assistance in this area should contact their RA or the Office of Residential Life and Housing.

### **Residence Hall Health and Safety Checks**

The Office of Residential Life and Housing will conduct periodic safety inspections twice a year in the residence halls. The inspections will include a check of areas such as:

- a) Electrical, heating, and cooling appliances,
- b) Combustibles,
- c) Housekeeping, health hazards, and pest control
- d) Other unauthorized hazardous or illegal items.

Notification of all Health and Safety Inspections will be done 24 – 48 prior to the safety inspections by the Office of Residential Life and Housing.

### **Residence Hall Property**

No University property may be removed from the living units or from the public areas without written authorization from the Office of Residential Life and Housing. Students missing assigned property or found with furnishings from public areas of the University in their rooms are subject to replacement cost, moving charges, and disciplinary action.

### **Technology and Information Security Policy**

All residents are required to read and understand the policies and procedures set forth by the Office of Information Technology. Any students found violating these policies will be fined for damaged hardware provided by Nova Southeastern University, have personal hardware removed by the Office of Information Technology, and seen in a judicial hearing by the Director of Housing. For more information on the policies mandated by the Office of Information Technology, please visit their website at <http://www.nova.edu/common-lib/policies/>

If residents need help with their wireless connection you can do one of the following options below:

1. Contact the NSU Help Desk:

**Hours of Operation are:**

Monday - Friday: 7:00 am - 4:00 am EST/EDT  
Saturday & Sunday: 9:00 am - 11:00 pm EST/EDT  
*Hours may vary during holidays*  
(954) 262-HELP (4357)  
Toll Free: (800) 541-NOVA (6682) x24357

2. If the problem is with the user's machine and cannot be addressed over the telephone, the students can now bring their laptop to the Wireless Clinic. If the problem is with the wireless network, the Help Desk will refer the problem to the Network Operations group.

3. Residents can also visit the Wireless Clinic is located in Suite 3534 in the University Park Plaza. Technicians will assist you with your wireless problem during the following hours:

Monday-Friday 8 a.m.-8 p.m.

Saturday 8 a.m.-6 p.m.

Sunday 11 a.m.-6 p.m.

*Hours may vary during [holidays](#)*

Assistance is provided on a walk-in basis. Appointments may also be scheduled by calling (954) 262-4854! You must be an NSU student to be assisted! Please bring your NSU ID when visiting the center.

The wireless clinic does not provide assistance to computers that do not have anti-virus protection

### **Windows Policy**

In order to assist with the regulation of the air conditioning units, students living in the residence halls are asked to keep their windows closed. Tampering with air conditioning units will result in a minimum of a \$100.00 fine and disciplinary action. Objects may not be placed on windowsills or ledges. All residents are **required** to keep windows shut and keep their screens intact at all times. Students who violate the open window policy will be fined \$100.00 per occurrence.

<b>CHAPTER IV</b> <b>Safety in the Residence Halls and On-Campus</b>
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**Personal Safety**

A university community, like any other community, experiences accidents, crimes, and injuries. No barrier exists around the university and residence halls to protect the campus from the same types of dangers existing in the surrounding city and county. Absolute safety cannot be guaranteed to anyone, including residence hall students. In an attempt to maintain safe and secure residence halls, the Office of Residential Life and Housing has established certain policies and procedures. However, these measures are successful only when everyone works together, follows them, and enforces them. Creating a safer residence hall and University community requires your active participation. Ultimately, your safety depends on you. Here are several simple steps, which you can take to help protect yourself, your valuables, and your neighbors:

- Lock your door whenever you leave your room or go to sleep.
- Do not prop or tamper with the locks on the hall entrance or room doors.
- Do not bring people back to the University community who you do not trust and know well.
- Protect your property by engraving it with your name, driver's license number and state abbreviation. Public Safety can assist you with this.
- Report safety concerns and crimes to the residence hall staff immediately. Additionally, immediately report any crime to Public Safety (**262-8999**).

**Crisis Intervention**

In order to maintain the academic atmosphere of the residence halls, students are expected to conduct themselves in a considerate manner with regard to the rights, obligations and safety needs of others. Accordingly, students are obliged to live in a cooperative manner with their roommates and other community members.

Trained and caring staff members provide assistance to students experiencing temporary emotional crisis or psychological need. Students seeking counseling services should contact the Student Counseling Center at 262-7050. The Counselor in Residence is also available in an office in Goodwin Hall to serve as a counseling resource to residential students. The Counselor in Residence can be contacted at 262-8911. Long-term assistance cannot be expected in the residence hall setting and must be obtained through local, private resources or community agencies. Students requiring long-term assistance may be evaluated as to their suitability for continued residence status.

In order to provide students with timely and quality assistance, the Office of Residential Life and Housing staff are required to follow standardized procedures whenever a student alludes to or engages in self-destructive or disruptive behaviors. These behaviors include but are not limited to remarks about suicide, threats of suicide, suicide gestures or attempts, eating disorders, cutting behaviors, threats of violence, etc. Residential Life and Housing staff will report all situations in which potential suicide may be a factor so that arrangements for psychological consultation can be made.

Similar behavior, which disrupts the residence hall community, may result in disciplinary action, mandated counseling, parental contact and/or removal from the residence halls. Should a student refuse to consult with Nova Southeastern University's Student Counseling Center once an appointment has been deemed necessary, the Office of Residential Life and Housing may take action to affect the residential status of the student under the NSU Student Code of Conduct.

### **Emergency Contact Policy:**

The Office of Residential Life and Housing holds the safety and security of the residential population a primary concern. All residential students are required to fill out an emergency contact card as a part of the check in process. This card lists contact information for two people and will be utilized in cases of emergency. The card also requires a listing of all medical conditions or allergies for notification of medical personnel in case of emergencies.

Residents under the age of 21 must list a parent or legal guardian as one of the two contacts.

Residents under 18 years of age:

- In a medical, behavioral, or psychological situation, a residential life employee will attempt to contact a parent or legal guardian immediately.

Resident is 18-20 years of age:

- In a medical emergency that includes alcohol or drugs, in a psychological emergency, or in a medical emergency in which the resident is non-responsive, a residential life employee will attempt to contact a parent or legal guardian immediately. In a medical emergency in which the resident is responsive, a Residential Life and Housing employee will attempt to contact a parent or legal guardian or listed emergency contact immediately with the resident's approval.

Resident is 21 years of age or older:

- In a psychological emergency or in a medical emergency in which the resident is non-responsive, a residential life employee will attempt to contact the listed emergency contact immediately. In a medical emergency in which the resident is responsive, a Residential Life and Housing employee will attempt to contact a parent or legal guardian or listed emergency contact immediately with the resident's approval.

The Office of Residential Life and Housing reserves the right to contact a parent or legal guardian or listed emergency contact at the discretion of the Director of Residential Life and Housing or designee. If a parent or legal guardian cannot be contacted when attempted, an attempt will be made to contact the second person listed on the emergency contact card. For non-emergency cases, refer to the parental/legal guardian notification policy.

### **Bicycles and Motorcycles**

Bicycles may only be stored in student rooms or bicycle racks. Bicycles stored illegally (landings, stairwells, etc.) may be confiscated by Physical Plant and disposed of accordingly. Bicycles are considered a safety and fire hazard if not stored properly. Bicycles are not allowed to hang from the ceilings within any of the University residence halls. Occasionally the Office of Residential Life and Housing will clear out bicycles that have been abandoned on the bicycle racks.

All motorcycles and mopeds must be parked in the motorcycle parking within the residential parking. The Office of Residential Life and Housing has installed motorcycle locks for the safety of your vehicles. If motorcycles or mopeds are not locked in the designated parking areas, your vehicle may be ticketed or towed.

### **Search and Seizures**

In the interest of maintaining an environment that facilitates scholarship and provides for the health and safety of resident students, the University reserves the right when necessary, for authorized University personnel to enter or search a University owned room or apartment. The regulation applies to all living units under the administrative control of Nova Southeastern University. Nothing in this policy shall operate to prevent police officers from entering rooms or searching and seizing in accordance with applicable statutes, policies, rules, and regulations. Any and all evidence resulting from the search procedure shall be considered admissible for any and all University discipline and prosecutorial purposes.

## **Medical Emergencies**

From time to time, medical emergencies do occur in our residence halls. These may include accidents or serious illness. After you have determined the nature of the emergency, it is imperative that you get professional help as quickly as possible.

- IMMEDIATELY contact Davie Police - **9-911**;
- Then contact Public Safety **262-8999**;
- Then contact your Resident Advisor.

## **Communicable Diseases Guidelines**

It is the intent of the university to protect students from communicable diseases that pose reasonable risk of harm to members of the university community. It is also the intent of the University to protect the rights of those infected with a communicable disease. Students who do become infected with a communicable disease are subject to the guidelines listed below. The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

The University will make available to the University community information about the transmissibility of communicable disease and precautions, which can be taken to prevent the spread of various communicable diseases. An infected student can continue to study and work so long as she/he is able to continue to perform their regular responsibilities satisfactorily, and so long as the best available medical evidence indicates that his/her continual status does not present a health or safety threat to themselves or others.

An infected student has the responsibility to notify the University of the illness immediately. An infected student returning to school after a leave of absence for reasons related to a communicable disease must provide a statement from his/her physician indicating their current medical status. Students should submit their statement to their program Dean and the Associate Dean of Student Affairs. Within reason, the University will make accommodations to the infected person, whenever possible, to ensure continuity in the classroom. No infected student may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted, and an examination of facts demonstrate that the infected person can no longer perform essential requirements of the position or program or poses a reasonable threat to the health and safety of those around them. In the event that a student has a concern about the potential for the spread of communicable disease within the University community, those concerns should be brought to the Office of the Dean Student Affairs for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of disease within the University Community by an infected person, the Office of Student Affairs will, after notification of the issues presented to the University President, contact the Center for Disease Control and/or Broward Health Department for recommendation of appropriate action consistent with state law.

## **Fire Safety**

Anyone unnecessarily setting off a fire alarm, unnecessarily tampering with fire exits and other means of impeding traffic may result in immediate University disciplinary action and criminal prosecution. Residents found damaging smoke alarms or fire alarm equipment will be charged for the damages and dealt with in a judicial manner. Failure to evacuate a residence hall during a fire alarm is also prohibited and may result in disciplinary action.

## Procedures for Fire Emergency

When you hear the fire alarm, evacuate the residence hall immediately. Close and lock your door when you leave your room/apartment. Do not take the elevator - you may get caught in a power outage. RAs may accompany fire department personnel into individual rooms.

When you are outside of the hall remember to stay far enough away from the entrances so that you do not interfere with Davie Fire Department, Davie Police, Public Safety, and Residential Life staff. All RAs will gather in one location for each residence hall during an emergency. (Founders, Farquhar, and Vettel RAs will gather at the west side of the parking circle; CLC RAs will gather by the outside garbage dumpster, Commons RAs will gather out of the East Main Entrance of the hall, Rolling Hills RA's will gather in the parking lot in front of each hall, and Goodwin RAs will gather in the parking lot in front of the hall.) If you need to communicate with Residential Life staff, go to the appropriate location.

Remember, at all times during an emergency or drill, all residents are asked to follow the directions of the Davie Fire Department, Davie Police, Public Safety, or Residential Life staff. Hopefully, we will not face any emergencies in the residence halls; however, participation in drills may help you protect yourself and fellow residents during an actual emergency. If you have any specific questions or concerns, contact your RA or the Office of Residential Life and Housing.

## Hurricane and Tropical Storm Procedures

Upon announcement by the U.S. Weather Bureau that a **HURRICANE or TROPICAL STORM WARNING** status has been declared, the Director of Housing or Director of Residential Life will be notified and will relay weather information to the department staff and residents. IF RESIDENTS ARE LEAVING THE RESIDENCE HALLS PRIOR TO A STORM, EACH RESIDENT MUST FILL OUT A HOUSING HURRICANE RELEASE FORM AND DROP IT OFF AT THE OFFICE OF RESIDENTIAL LIFE AND HOUSING OR YOUR RESIDENT ADVISOR.

### Preparation Before the Hurricane Strikes

- All furniture including beds should be pulled away from the windows. Stereos and radios should be placed off the floor, preferably in the closet.
- Since the floors can get wet, all particles such as shoes, rugs, clothes, bags, suitcases, etc., should be placed on closet shelves or in dresser drawers.
- All loose objects should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers.
- Valuables should be placed in closets or drawers that can be locked. The closets and drawers should be locked/closed and remain locked/closed throughout the hurricane. All doors should be locked when the occupants are not in the room or apartment.
- Students who reside in residence halls that are equipped with bathtubs are requested to clean the tub and fill it halfway. If the hurricane is a major storm, our water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and flushing toilets. Fill several small containers with water for drinking purposes; store them in your refrigerator if possible.
- All windows must be closed tightly. In those facilities where Venetian blinds are provided, the blinds should be down and closed. DO NOT put tape on windows.
- Each student should provide her/his own flashlight in case of power failure. DO NOT use candles under any circumstances; fire is uncontrollable during a hurricane. Residents should provide themselves with an adequate supply of non-perishable foods to last two to three days.
- If you vacate your residence prior to the storm, we ask that you inform the Office of Residential Life and Housing staff where you can be located.
- All automobiles must remain in the assigned parking areas. Park as close together as possible, and leave your car in reverse gear with the emergency brake on.
- All windows should be closed and your doors locked.

### **Procedures During the Hurricane**

For your personal protection and welfare, we ask that you follow this list of instructions:

- 1) Students are required to relocate with the Office of Residential Life and Housing staff at an off-campus shelter or the University Center 24 hours prior to a hurricane or tropical storm. They will be required to stay in the designated area until released by the Director of Housing or Director of Residential Life or designee.
- 2) It is essential that all residents stay with the Office of Residential Life and Housing staff throughout the entire hurricane. Residents must not leave their area of shelter until directed to do so by the Residence Life and Housing staff.
- 3) Students should remain away from danger areas, such as glass windows and doors of the shelter.
- 4) Do not attempt to open windows or doors to see what is happening outside once you are located in the designated shelter area.
- 5) Telephone calls should be made only in cases of emergency

If everyone remains calm, stays inside, and observes the above instructions, and precautions, this minimizes danger. If anyone has any questions, please contact the Office Residence Life and Housing Staff or Public Safety. Students should have their radios tuned to a local station for storm advisories and general information. Students are responsible for following all the procedures above and any other procedures given at the shelter location by the Office of Residential Life and Housing staff.

**All residents will be not able to return to the halls and must stay indoors at the designated shelter location during the hurricane. If a resident chooses to stay off-campus during the storm, you will not be able to return until the Office of Residential Life and Housing opens the residence halls. This is for your protection.**

In all cases of emergencies, evaluate the situation and be prepared in a calm and confident manner to:

- Render appropriate first aid and seek assistance.
- State your name and exact location of the emergency and the nature of the emergency. Have someone at the main entrance of the particular facility to direct the emergency unit to the proper location.

### **Procedures After the Hurricane**

- Residents will not be allowed back into their room until the Director of Housing or Director of Residential Life has received approval from university administration that all the residence halls are safe and secure
- Residents can call the Office of Residential Life and Housing at 954-262-7052 or the Housing Hotline at 954-262-7777 to receive continuous updates.
- Damage to personal property found after the storm is not the responsibility of Nova Southeastern University and the Office of Residential Life and Housing.
- Damage to NSU Property will be taken care of by the university in a timely manner after the storm.
- Damage to personal property must be taken care of on an individual basis so make sure to have renter's insurance in case of emergencies.
- If residents need to be relocated due to damage to their room, the Office of Residential Life and Housing will work with each student to find a temporary location on-campus until the room is cleared by university administration.

## Parking

All residents are required to get an orange parking decal from the One-Stop Shop within two weeks of checking into the residence halls. If your car does not have the proper decal it will be ticketed by the Office of Public Safety.

- If you are a resident living in Leo Goodwin Sr. Residence Hall, please remember to park your car in the freshman lot next to the Mailman-Hollywood Building.
- If you are resident living in The Commons, Founders, Farquhar, Vettel, or the Cultural Living Center, please make sure to park your car in the lots surrounding the residence halls.
- If you are resident living in the Rolling Hills Graduate Residence Hall complex, please make sure to park your car in the lots surrounding the graduate apartments. Rolling Hills Graduate Residence Hall students are only allowed to park on-campus after 6pm on the weekdays and all day on the weekends.

All residents must have their NSU ID card with you because it will allow you access into the residential lots. All visitors to the residential complex will have to park in the visitor lot next to the Horvitz Building and/or the parking garage next to the Parker Building. Once your car is parked you need to either walk to class or take the Wave and Ride Shuttle Bus Services. Please contact the Wave and Ride Shuttle Office at 954-262-8871 or 954-262-8800 if you have any questions about how to access the Wave and Ride Shuttle Bus system.

<b>CHAPTER V</b> <b>Residence Hall Policies and Student Responsibilities</b>
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All students residing in the Nova Southeastern University Residence Halls and their guests are expected to abide by the Residence Hall and Housing policies and regulations outlined in this handbook. In addition, they are required to follow all rules and regulations in the 2008-2009 NSU Student Handbook located online at [www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf](http://www.nova.edu/cwis/studentaffairs/forms/ustudenthandbook.pdf)

Changes in the content of the student handbook may be made at any time by the University, Division, or College administration. Adequate notice of anticipated changes will be given to the students, whenever possible. Students are expected to comply with the legal and ethical standards of this institution and of those of their chosen field of study, including the Code of Ethics for Computer Usage and the Student Rights and Responsibilities. The University and each center or program may prescribe additional standards for student conduct.

Residents are also responsible to be aware of any changes made to residential policy throughout the year. Notifications of Residential Living Guide changes during the academic year will be communicated to student through the on campus mail or e-mail system and the most updated copy of the guide will be maintained on the Residential Life and Housing website at <http://www.nova.edu/reslife/forms/resguide.pdf>

#### **GENERAL REGULATIONS:**

The following are types of unacceptable group or individual behavior in the residence halls

#### **Alcohol Policy (Residential)**

Residents are expected to abide by all Florida State Laws and Statutes regarding the possession and consumption of alcoholic beverages. In order to consume alcohol legally in the State of Florida, you must be twenty-one years of age. Residents of legal drinking age are permitted to have alcoholic beverages within the confines of their room for personal consumption. No kegs or party balls are permitted in the residence halls. If both residents of the room are under the age of 21, alcohol consumption in that room is prohibited, regardless of the age of the guest. This policy is based on the use of alcohol in moderation and under appropriate circumstances.

Any individual of legal drinking age who provides alcoholic beverages to minors, or hosts a party where alcoholic beverages are served to minors, is in violation of the law. The consumption of alcoholic beverages in the common and public areas of the residential buildings is prohibited. This includes all areas and parking lots surrounding the halls. Public intoxication (regardless of age) is also prohibited within the University community. No beer can or alcohol bottle collection is to be openly displayed in a room, even if occupants are 21 years of age or older.

Nova Southeastern University promotes alcohol education; responsible use of alcoholic beverages is an important part of a University education. NSU believes that students are responsible adults who are capable of making mature decisions.

The Office of Residential Life and Housing places an emphasis on alcohol education and will provide alcohol education programs for residents. An educational theme is also present when handling a disciplinary situation dealing with alcohol. Residents will be expected to abide by and learn the consequences of their decisions regarding alcohol. This may include sanctioning to alcohol education seminars or written assignments regarding the effects of alcohol in addition to other sanctions including probation and parental contact. The Office of Residential Life and Housing will attempt to help those members of the Nova Southeastern Community who may have a problem with their alcohol use. Residential Life will act as a referral agent, when we become aware of a problem, to attempt to get the student to appropriate counseling. This may include students being mandated to the on-campus Guided Self Change Program or off campus treatment facilities.

### **Courtesy and Quiet Hours**

In all residence halls courtesy hours or reasonable quiet is expected. Quiet hours will be set by each community at their first community meeting. A guideline may be for example: Quiet hours are 9:00 p.m. to 9:00 a.m. on weeknights and 12:00 a.m. to 12:00 p.m. on weekends(Friday and Saturday). It is your right as well as your responsibility to let your roommates and neighbors know if their activity is disrupting you. Stereos, radios, televisions, musical instruments, telephones, and all conversations must be kept to levels that will not interfere with the study or sleep of other residents. No drums or electrically amplified musical instruments, including microphones, may be used in student rooms. During Final Exam Periods, quiet hours are 24 hours a day- these dates will be determined by the community.

### **Criminal Convictions Policy**

Applications for on-campus housing are subject to review by the Director of Housing, Director of Residential Life, and Associate Dean of Student Affairs. Pursuant to such a review, on-campus housing may be denied based on concern for the safety and security of the student and/or the on-campus population. All criminal record statements submitted as part of the housing application will be reviewed and additional information may be requested. In the event of a conviction occurring after the submission of the Agreement, it should be provided in writing to the Director of Residential Life within ten (10) days of the conviction. At that time the committee will review the conviction and make a determination about the continuation of on-campus housing.

### **Disruption of Community**

Students must be aware of how their behavior affects the community at all times. Disruption of smooth community living or infringements on the rights of others may result in disciplinary action.

### **Door Propping**

Propping of exterior doors in the halls is strictly prohibited as it could affect the safety of the residential population. Students are responsible for un-propping doors that they find propped. If a student is found in violation of this policy, he/she may be fined \$100.00 per occurrence. Door propping includes opening a side door to allow someone in or entering a side door at any time. Continual violation of this policy in the same area may result in common area billing.

### **Entrance into Leo Goodwin Residence Hall & The Commons**

Goodwin Hall and The Commons have Night Security 24 hours a day - 7 days a week. Students living in Goodwin Hall and the Commons must show their ID when entering the building when security is present. The Leo Goodwin Sr. Hall and Commons residents must go to the main lobby to sign in any guest with the security personnel. Failure to carry an ID upon entrance after three times in one term will be charge \$25.00 per occurrence and possibly additional judicial action.

### **Entrance into Founders, Farquhar and Vettel**

Students living in Founders, Farquhar, and Vettel must use their NSU ID when entering the building. Failure to carry your NSU ID upon entrance after three times will be charge \$25.00 per occurrence and possible additional judicial action. Guests are required to call the resident and the resident is required to come down to the door and let the student in.

### **Entrance into Cultural Living Center**

Students living in the Cultural Living Center must scan their ID when entering the building. Failure to carry an ID upon entrance after three times will be charge \$25.00 per occurrence and possible additional judicial action. Guests are required to call the resident and the resident is required to come down to the gate and let the student in.

### **Entrance into Rolling Hills Graduate Apartments**

Students living in the Rolling Hills Graduate Apartments must scan their ID when entering the building. Residents failing to carry an ID upon entrance after three times will be charged \$25.00 per occurrence and possible additional judicial action.

### **NSU Identification Cards**

Students are required to carry University identification cards at all times and to present their identification card when requested by authorized University personnel, which include but are not limited to: staff members of the Residence Halls, Food Service, Student Life, Bookstore, Library, Recreation and Wellness, Office of the Dean for Student Affairs, Public Safety, Financial Aid, Registrar, and Bursar's Office. Students living on-campus must scan their ID upon entrance into the building at all times. Failure to carry an ID upon entrance after three times will be charge \$25.00 per occurrence.

Only the student whose name appears on the card may use University identification cards. Any alteration or illegal use of University identification cards is prohibited. Other Identification Cards: Possession of a blank, forged, stolen, borrowed, fictitious, counterfeit, or unlawfully issued driver's license or identification card is prohibited. The false identification card may be confiscated and destroyed. Making or having instruments and materials for counterfeiting of University identification cards, driver's licenses or any forms of identification are prohibited.

### **Pet Policy**

No pets or animals of any kind, other than fish (maximum 20-gallon tank) or seeing dogs are allowed in the residence halls or on the property immediately surrounding these facilities. Students who are found to have pets in their rooms/apartments will be responsible for a \$100 charge and disciplinary action.

### **Posting & Solicitation Policy**

Any publicity or marketing to be placed in the Residence Halls must be approved by the Assistant Director of Residential Life or designee. No publicity will be allowed that includes any reference to alcohol or drugs or that contains any discriminatory or crude graphics or wording. Approval of all publicity is at the final discretion of the Residential Life and Housing Senior Staff. To post flyers on all RA bulletin boards, please provide 48 copies of the flyer. The flyers will be posted and removed by the RA. To post large posters in each hall, please provide 6 large posters to be posted and removed by the Office of Residential Life and Housing. When making large quantities of flyers, please bring one to be stamped and make copies after. No publicity can be hung on individual doors of residents. All chalking of the sidewalks surrounding the residence halls must be approved in advance.

All approved publicity must be in compliance with the following posting guidelines:

- No marketing materials are allowed to be placed on cars
- No marketing materials can be taped on the glass doors to any of the halls
- All materials must be copied by the organizations sponsoring the event
- All student group and Greek events must have prior approval from the Office of the Student Union
- All publicity materials must be posted with a special tape provided by the Office of Residential Life and Housing
- All events must have direct sponsorship by a recognized NSU office, club or organization.

Solicitation includes the distribution of flyers, announcements, and posters, as well as sales, fundraising, and donation seeking in the Residence Halls. Door to door solicitation in the residence halls is prohibited. The Office of Residential Life and Housing must approve any solicitation in the halls. For more information on solicitation and posting outside the residence halls, please refer to the current NSU Student Handbook.

### **Residential Drug Policy**

All students, faculty, and staff must follow the below drug-free school and campuses policies. The violation of the drug policy by a resident's guest is the responsibility of the resident. The resident or residents of the room will be held responsible for the actions of their guest(s). Illegal drugs, misuse of prescriptive drugs, or presence of drug residue or drug paraphernalia is a violation of the residential drug policy. In addition, repeated suspicion of drug use could also result in violation of the drug policy.

### **Responsibility for Contraband Items**

In the event that any items prohibited by University regulation or state or local laws are discovered in University residences, for which ownership cannot be determined, each of the assigned occupants of the resident unit having knowledge of the presence of or access to the contraband are considered to be in possession of the items for disciplinary reasons.

### **Safety-Related Policies**

The following are primary types of unacceptable group or individual behavior:

- 1) The projection or dropping of any object or materials which litter University property or which may cause injury to persons or property. Students may not throw, discard, place, or deposit litter in University buildings or University grounds except in receptacles provided for such purposes. Littering may result in a \$100.00 fine and may include disciplinary action.
- 2) Students are not to place or attach objects to any window ledges, roofs, or other exteriors of buildings. In addition, residents should never be on any building ledge or roof.
- 3) Students shall not play any athletic games in a room, apartment, or common area of a residence hall without proper authorization. This includes rollerblading, biking, and skateboarding.
- 4) Trampolines are not allowed to be used in the residence halls or on the University campus.

### **Smoking Policy**

Due to second hand smoke and littering, smoking is prohibited in all residence halls as well as the external stairwells, landing or balcony areas of the residence halls.

### **Student Contact Policy:**

The Office of Residential Life and Housing will use hall communication systems to get information to the residential student population. Students are required to utilize the auidix voicemail system, the hall mail system, and their university email account. Residents are responsible for information distributed through these means.

### **Unauthorized Hazardous Items**

In order to comply with county and municipal fire and safety regulations, the following items are prohibited:

- a) Barbecue grills, open coil burners, and other cooking apparatus shall not be used or kept on landings, stairwells, or in student rooms.
- b) Multi-outlet electrical plugs that are attached to a permanent outlet are not permitted at any time (with the exception of surge protectors). All electrical appliances must be attached directly to a permanent outlet or into an approved extension cord.
- c) The possession or use of gasoline or flammable petroleum products, and canned heat units, within the residence hall living units, is prohibited. This also includes charcoal and lighter fluids.
- d) Motorcycles, motor scooters, motorbikes, and petroleum-powered all-terrain vehicles are prohibited within residence hall common areas/rooms/apartments. These motor vehicles must be parked in designated motorcycle parking lots, away from the residence halls.
- e) Candles, incense, and any other item with an open flame are prohibited.

- f) Fireworks, combustibles, ammunition, torches, gasoline canisters, and other explosives are prohibited without the written approval of the appropriate University authority.
- g) Any 50-watt to 125-watt light stands with white or colors plastic covers

### Visitation & Overnight Guests Policies

- **Leo Goodwin Sr. Hall, Commons, Founders, Farquhar, Vettel, & Cultural Living Center**

In order to insure adequate security in the residence halls, students and guests may be required to present identification upon request. Guests may visit residents' rooms only by invitation, and the resident shall at all times be responsible for the conduct of guests. The resident must accompany his/her guest at all times. A resident shall be permitted to entertain guests only with the expressed permission of his or her roommate(s) if the roommate is present. Dress standards must be observed, which means appropriate attire at all times. The residence hall staff and university public safety have the right to ask a guest to leave at any time. A resident who allows a guest to visit that has been "banned" from visiting in the residence halls or surrounding grounds may be subject to disciplinary action.

An overnight guest is considered to be a visitor utilizing the room of a resident student as a place of lodging. Residents may have a guest stay overnight for a maximum period not to exceed three days per month with the permission of his/her roommate if the roommate is present. Residents are not permitted to have overnight guests during vacation periods when classes are not in session for more than the aforementioned three day period. The number of overnight guests permitted should not exceed the number of University beds in a room or an apartment. The resident accepts full responsibility for his/her overnight guests. Any guest under the age of 18 must be approved to stay in advance of their stay. Request for guests under the age of 18 to stay overnight must be presented in writing to the Director of Residential Life.

The Residential Life and Housing staff is authorized to impose an administrative charge upon the assigned occupant(s) of a residence of \$25.00 per night for each overnight guest or sponsors who are in violation of this policy. Residents who have recently checked out of the residence halls may not become an "overnight guest" unless at least one-month period has elapsed.

- **Rolling Hills Graduate Apartments Daily Guest Policy**

All individuals that are not residents of Rolling Hills Graduate Apartments are considered guests. There are two options for Rolling Hills Graduate Apartment daily guest(s) to enter the building:

1. Residents are required to meet their guest(s) at the security desk, sign-in their guest with proper photo identification, and escort them to their rooms.
2. The security staff member at the desk will call the room of the resident the guest is visiting. The security staff member will only call the room phone of the resident. If the resident verbally grants permission for guest, the security member will sign in the guests with proper photo identification. The guest must then go directly to the room of the resident they are visiting.

In order to insure adequate security in the residence halls, students and daily guests must present identification upon request. Daily guests and residents of the Rolling Hills Graduate Apartments must follow the following procedures:

- Daily guests may visit residents' rooms only by invitation, and the resident shall at all times be responsible for the conduct of guests.
- The resident must accompany his/her daily guest at all times.
- A resident shall be permitted to entertain daily guests only with the expressed permission of his or her roommate(s) if the roommate is present.
- Dress standards must be observed, which means appropriate attire at all times.
- No daily guest(s) may be in possession of your keys/cards at any time, for any reason.

- Any daily guest found using a resident's key or card will result in a judicial meeting between the Area Coordinator of Rolling Hills Graduate Apartments and the Rolling Hills resident.
- While daily guests are at Rolling Hills Graduate Apartments, the resident of Rolling Hills Graduate Apartments is responsible for the actions of their guests.

The residence hall staff and university public safety have the right to ask a guest to leave at any time. A resident who allows a guest to visit that has been "banned" from visiting in the residence halls or surrounding grounds may be subject to disciplinary action.

▪ **Rolling Hills Graduate Apartments Overnight Guest Policy**

An overnight guest is considered to be a visitor utilizing the room of a resident student as a place of lodging. The number of overnight guests permitted should not exceed the number of University beds in a room or an apartment. Rolling Hills Graduate Apartment residents may have overnight guests no more than six nights in a calendar month. In order to obtain access for an overnight guest, the following procedures must be followed:

- A resident is required to gain the permission of the Area Coordinator at least 48 hours in advance anytime the guest stay is longer than 3 consecutive nights, for a maximum of 6 total days.
- Residents who live in a quad apartment must have written consent of his/her roommates for all overnight guests.
- Any overnight guest under the age of 18 must be approved to stay in advance of their stay. Request for overnight guests under the age of 18 to stay overnight must be presented in writing 48 hours prior to the night of stay to the Area Coordinator of Rolling Hills Graduate Apartments.

A resident of Rolling Hills is allowed to request one temporary parking pass and/or one guest access card from the Area Coordinator of Rolling Hills Apartments at least 48 business hours (Monday through Friday 9am – 5pm) in advance of overnight guest arrival. In order to obtain a temporary pass the following process must be completed:

- The resident must e-mail the Area Coordinator of Rolling Hills Graduate Apartments 48 hours in advance with the following information
  - Overnight Guest Name
  - Overnight Guest Drivers License Number
  - Dates of Stay
- The Overnight Guest and the resident are required to pick up the overnight guest passes at the front security desk at Rolling Hills A and sign the overnight guest emergency contact and policy card.
- Any overnight guest under the age of 18 must be approved to stay in advance of their stay. Request for overnight guests under the age of 18 to stay overnight must be presented in writing 48 hours prior to the night of stay to the Area Coordinator of Rolling Hills Graduate Apartments.

Neither the temporary parking pass or guest access card may be used by anyone other than the registered guest. A Rolling Hills resident may lose guest temporary parking pass and guest access card rights should the guest or resident violate policies associated with guest passes. Any lost overnight guest card that is not returned within 24 hours of the guest leaving the halls will be charged a \$25.00 lost card fee.

In order to insure adequate security in the residence halls, overnight guests and residents of the Rolling Hills Graduate Apartments must follow the following procedures:

- A resident shall be permitted to entertain daily guests only with the expressed permission of his or her roommate(s) if the roommate is present.
- Dress standards must be observed, which means appropriate attire at all times.

- No overnight guest(s) may be in possession of your keys/cards at any time, for any reason.
- Any overnight guest found using a resident's key or card will result in a judicial meeting between the Area Coordinator of Rolling Hills Graduate Apartments and the Rolling Hills resident.
- While overnight guests are at Rolling Hills Graduate Apartments, the resident of Rolling Hills Graduate Apartments is responsible for the actions of their guests.

The Residential Life and Housing staff is authorized to impose an administrative charge upon the assigned occupant(s) of a residence of \$25.00 per night for each overnight guest or sponsors who are in violation of this policy. Residents who have recently checked out of the residence halls may not become an "overnight guest" unless at least one-month period has elapsed.

Nova Southeastern University reserves the right to review and change policies as needed.

### **Weapons**

Weapons are prohibited on campus. A weapon includes

- Any item designed to inflict a wound or cause injury to another person
- Any item used to harass, threaten, intimidate, assault, or commit battery
- Any item the university deems dangerous

Firearms and ammunition are strictly prohibited from the campus under all circumstances

### **Waterbeds, Hot Tubs, Spas, Jacuzzis**

Waterbeds, water furniture, hot tubs, spas and Jacuzzis are prohibited in all areas inside, outside, and immediately adjacent to the residence halls.

## **CHAPTER VI**

### **Judicial System**

Each student at the University and in the residence halls is part of a community. It is therefore necessary to set forth some basic responsibilities in the form of policies, rights, and responsibilities, which require compliance for the welfare of the University community. Any violation by a student of the Residence Halls or University policies may result in sanctions listed in this chapter.

All students residing in the Nova Southeastern University Residence Hall and their guests are expected to abide by all policies and regulations outlined in the NSU student handbook and the Residential Living Guide Addendum. Residents are also responsible to be aware of any changes made to policy throughout the year. Notifications of changes to the NSU Student Handbook or the Residential Living Guide Addendum will be communicated through the on-campus mail or e-mail system and the most updated copy of these documents can be found on the NSU website.

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, policies, and procedures without notice, affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

#### **General Procedures**

Violations of the Residence Halls or University policies are called to the attention of the Office of Residential Life and Housing and/or the Office of the Dean of Student Affairs. The student will be sent a letter notifying him/her to schedule an administrative judicial meeting within a specific time frame. Meeting(s) are held with the appropriate University official and will result in University action. The sanctions may be applied individually or in combination as appropriate to a given case. In all instances, an alleged violation of the policies can expect attention to the case and the student is presumed not in violation until found in violation.

#### **Disciplinary Meetings**

Depending on the nature of the incident, the disciplinary meeting may be scheduled with any of the following individuals: Assistant Area Coordinator, Area Coordinator, Assistant Director of Residential Life, Director of Residential Life, Director of Housing or a member of the Dean of Student Affairs Staff. Failure to schedule a meeting within the designated time frame or failure to attend a scheduled meeting time may result in the meeting being held in the student's absence, and if necessary, a sanction(s) being issued. Failure to schedule a meeting or make a scheduled meeting time may also result in parental notification and/or student account hold. Legal council or other advisors are not permitted in the disciplinary meeting. The Director of Residential Life, or designee, may at anytime terminate a student's housing agreement immediately, when it is deemed in the best interest of the residential life community. The student may need to vacate the premises immediately.

#### **Sanctions**

If the student is found in violation of the Residential Living Guide and/or the Student Code of Conduct, one or more sanction may be imposed. A list of sanctions can be found in the student code of conduct. Educational sanctions such as completing community service hours or completing an alcohol educational seminar are frequently assigned in conjunction with one of the outlined sanctions.

**Termination of Residence Hall Contract**

Termination or change of residence hall contract/accommodation is a disciplinary sanction that terminates or changes the Residence Hall Contract/Accommodation. When a student is removed from housing, he/she is also banned from the Residential Areas of campus, including the green areas and parking lots around the halls. When a student is removed from housing he/she forfeits the entire amount of the academic year housing agreement and is required to continue to pay for housing through the end of the contracted agreement. Removal from housing is considered permanent unless lifted by the Dean of Student Affairs, Associate Dean of Student Affairs, Assistant Dean of Students, Director of Residential Life or designee.

**Failure to Complete Required Sanction(s)**

If a student fails to complete community service hours and/or designated projects by the deadline stated with the sanction, additional judicial action may be taken. This additional action may result in the student account being placed on hold, parental contact, and/or the termination of housing or more severe sanctions up to and including expulsion from the university.

**Notification of University Personnel**

University personnel will utilize administrative discretion and may decide to contact other University Officials, such as counseling staff, athletics staff, or academic department administrators, regarding student conduct or judicial issues.

**Appeal Process**

Requests for an appeal, based on severity of sanction(s) and/or a violation of students' rights as contained in these procedures, must be written and submitted to the designated Student Affairs staff within 72 hours after the sanction letter is issued. In cases where the Director of Residential Life has heard the case in an administrative meeting, the appeal will be forwarded to the Associate Dean for Student Affairs. Failure to submit a request for an appeal in writing within this time period negates the right of appeal.