

GUIDE FOR SUCCESSFUL LIVING

University Housing & Residential Life



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Community Living

Adjustment

Sharing a room with another student can be one of the most rewarding and enjoyable aspects of your college experience. The opportunity to become close friends with someone new, who has a different background and different ideas can provide a tremendous learning experience. There is always an initial adjustment period between roommates. To make this adjustment easier, you should sit down with your roommate(s) during the first few days and discuss the following items:

- Study habits
- Visitation
- Bathroom schedule
- Cleaning the room
- Cooking and eating in the room
- Time for fun
- Use of each other's personal property (TV, laptop, food, etc.)
- Space for clothing and other personal items
- Work, classes, study, and sleep schedules
- Guests
- Noise

A roommate agreement for you and your roommate to review and complete is available from your RA. Completion of the Roommate Agreement can help each of you to clarify your expectations prior to having a conflict. You should return your agreement to your RA once you and your roommate have it completed. Your RA will keep a copy of your agreement with your check-in form. If roommate issues arise, the RA will refer you to your agreement.

Remember, when you have a conflict talk to each other. The best way to work those things out is through respectful discussion. Try to avoid leaving notes or texting each other as these approaches can often lead to hard feelings and increased problems. Your RA or HD is available if you are having a difficult time working things out.

Belongings

Discuss with your roommate about lending their belongings to other people --- including you. Some roommates do not mind lending to their roommate but will not lend to other people.

Find out your roommate's feelings and let them know your feelings.

Cleaning

Make an agreement as to who cleans what and when. Divide all the cleaning responsibilities. If someone is not doing their part, do not wait around or write notes complaining. Talk with each other.

Communication

Nearly all roommates will have some sort of conflict. Remember that good communication is the key to resolving most any conflict. Always strive to keep the lines of communication open between you and your roommate. Chances are very good that if something about the living situation is bothering you, it's also bothering your roommate. Again, do your best to talk openly and respectfully about your concerns; try to avoid leaving notes or texting, those approaches can often lead to hard feelings and increased problems. Your RA or HD is available if you are having a difficult time working things out.

Community Bill of Rights

The community bill of rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members.

- The right to read and study free from undue interference in your room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guest(s) of a roommate, etc.
- The right to expect that one's roommate will respect one's personal belongings (i.e. clothing and food).
- The right to a clean environment in which to live. This includes room, bathroom and other common areas.
- The right to free access to your room or apartment without pressure from a roommate.
- The right to privacy.
- The right to host guests with the expectation that those guests are to respect the rights of the host and his/her roommate.
- The right to redress grievances. Your RA or HD is available for assistance in settling conflicts and negotiating differences.
- The right to be free from fear of intimidation, physical and emotional harm.
- The right to expect reasonable cooperation in the use of "room-shared" appliances.
- The right to expect commitment to honor agreed-upon living standards.
- The right to be free from peer pressure or ridicule regarding one's beliefs, interests and behavior.

Community Relocation

The University reserves the right to move you from room to room, floor to floor, and hall to hall when we determine it is in the best interest of the student, the floor, the University, etc.

University Housing and Residential Life Mission Statement

University Housing and Residential Life's mission is to advance the academic mission of the university by providing a developmental student-centered residential experience and a safe, inclusive living environment.

University Housing and Residential Life

University Housing and Residential Life is located on the second floor of MS Cooper Hall. The office is open from 8:00 am to 4:30 pm, Monday through Friday. Feel free to contact the office if you need assistance concerning any aspect of housing by stopping in the office, by emailing reslife@tntech.edu or by calling us at 931-372-3414.

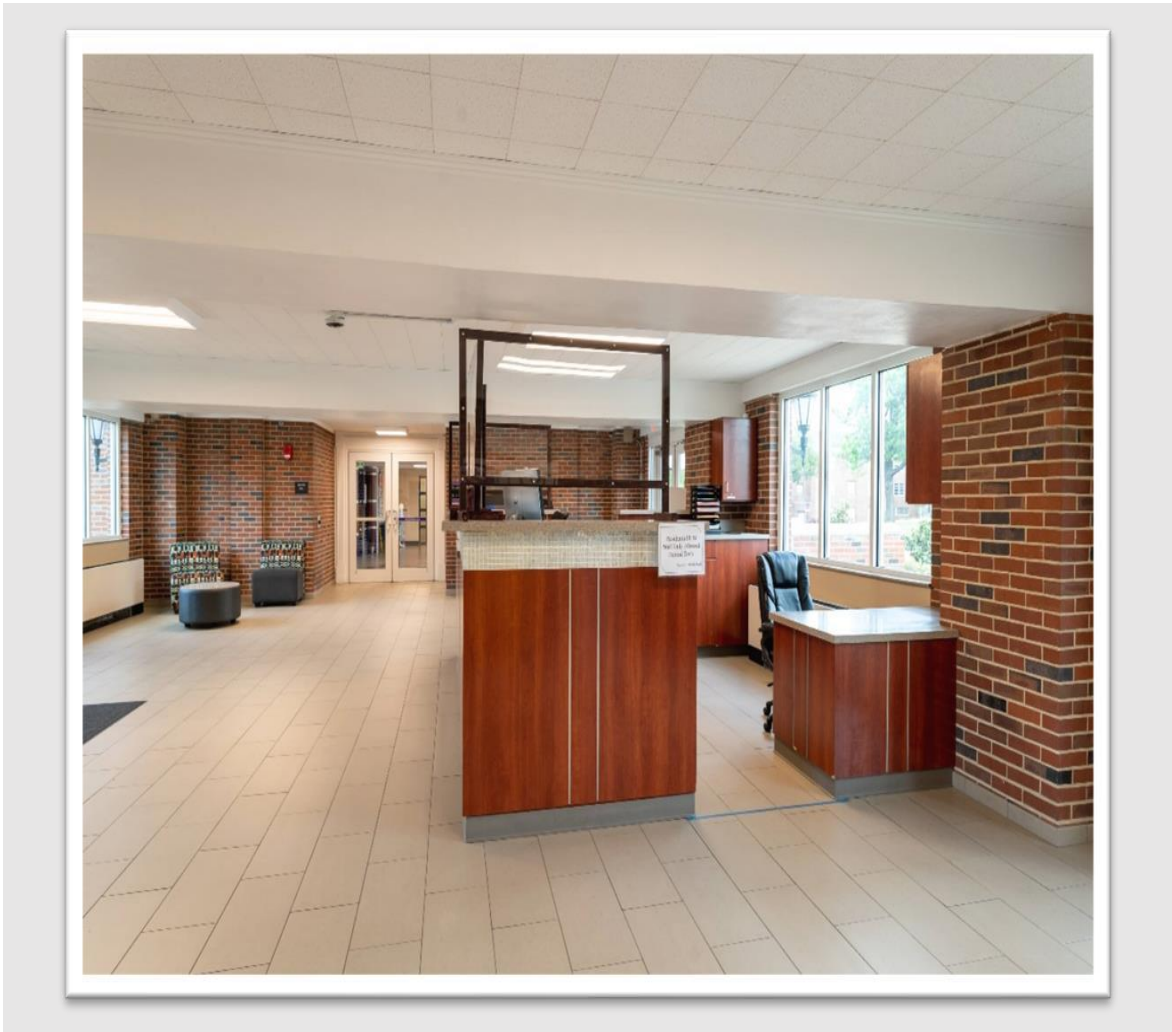
Help Desk

Housing and Residential Life staffs three main residential help desks which are located in the following areas:

Tech Village Community Center	Serving Tech Village apartments	931-372-3271	8am-4:30pm
Lobby of New Hall North	Serving Pinkerton Quad	931-372-4329	7am-7pm
Lobby of Maddux/McCord	Serving Capital Quad	931-372-4792	7am-7pm

Additional Help Desks:

- Duty schedules are posted in the lobby of each Residence Hall.
- Services available at these desks include: lock-outs, assistance with emergency situations, and answers to general questions regarding policy and procedures



Residence Hall Staffing

To provide direct support and services for our residential students, the Executive Director of Housing and Residential Life appoints residential staff to serve as the University representatives in the residential areas. They are appointed to serve as staff members based upon their ability to serve the community. The staff provides support and direction for our residents in a variety of ways:

Assistant Director (AD)	The AD provides the overall support, direction and training for the day-to-day operation of their area; including the direct supervision of the Hall Directors.
Hall Director (HD)	Each residence hall and Tech Village apartment is supported by a professional, live-in, Hall Director. The HD is responsible for the day-to-day operation of the hall and apartment. They are also responsible for the selection, training and supervision of their RA staff. The HD coordinates the administrative and community activities of their residence area. Each HD has office hours from 9:30 am - 4:30 pm, Monday – Friday. They also alternate “on-duty”, as to always have a Hall Director on-call for all 3 areas, Pinkerton Quad, Capital Quad and Tech Village.
Senior Resident Assistant (SRA)	Some areas have SRAs that provide training and supervision for the helpdesk workers. They also provide some support for the HDs as the HDs train and supervise the RA staff.
Resident Assistant (RA)	The staff member with whom you will likely have the most direct contact will be your RA. The RA lives on your floor or in a Tech Village apartment and is available to assist you. The RA also ensures that community living standards are maintained and works with the residents to plan hall and floor activities. Residence Hall RAs are on-duty from 7:00 pm to 7:00 am seven days a week, Tech Village RAs from 4:30 pm – 8:00 am seven days a week. A schedule of who is on duty is posted on the office door in the lobby or Community Center.

Our housing staff is here to provide support, direction and guidance to help ensure that you have the best experience possible.

Respect

Spend some time with your roommate(s) so that you can get to know one another better. This will help if problems arise later. Find out your common interests and build on them. Respect your roommate. Not everyone is alike or does things the same way.

Make other friends and get involved in some activities that are interesting and pertinent to you. Do not depend on your roommate(s) to fulfill your every emotional and social need. Finally, realize you are "sharing." If one person tries to make things conform to his/her own style, it could cause bad feelings and antagonistic attitudes. Think of your roommate(s) and yourself as a household and set up conditions in which everyone can live comfortably.

Personal Safety

24-Hour Emergency

In case of a campus emergency, in addition to your HD and RA staff, the University Police are available 24 hours a day. They may be contacted at 931-372-3234 or 911 from any campus phone. Calling 911 from your cell phone will connect with the Cookeville City Police Department.

You can find more information on the TN Tech Emergency Operations Plan at <https://www.tntech.edu/safety/emergency-op.php>

Active Shooter	Fire Safety and Fire Drills/Alarms	Personal Safety
Earthquakes	Missing Student Protocol	Severe Weather

Active Shooter – Critical Incidents

In teaching Response to Critical Incidents, the University Police Department follows the recommendation of the Federal Bureau of Investigation by teaching Run, Hide, or Fight techniques. These techniques and information were chosen for their simplicity and ease of learning but also because no one answer is correct for every individual that may be on or near our campus in the event of a critical situation such as an active shooter.

Individuals must make the determination of what course of action provides them with the best chance of survival for an incident of this nature.

Run

- If possible, evacuate the area and call 911.
- This option should be chosen if you could evacuate the area without placing yourself in the line of fire from the active shooter(s).

Hide

- If evacuation from the area is not an option, then you should hide.
- Make every effort to stay out of sight and in a locked room.
- Barricade the doorway with whatever is available; the idea is to make it as difficult as possible for the individual to encounter you.

Fight

- Should you have no other option, as a last resort, fight.
- Remember to be as aggressive as possible.
- This individual is intent on attempting to take your life.
- Use whatever you have available as a weapon and stop the threat to you.

Earthquakes

During an Earthquake

- Stay calm. Think through the consequences of any action you take.
- If you are outdoors, stay outdoors; if you are indoors, stay indoors. Most injuries during earthquakes happen as people are entering or leaving buildings.
- If you are indoors, take cover under a heavy desk or table, or in doorways, halls, or against inside walls. Stay away from glass.
- If you are outdoors, move away from buildings and utility wire. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until the shaking stops.
- If you are in a moving car, stop as soon as you can, but stay in your car. A car may shake violently on its springs, but it is a good place to stay until the shaking stops. When you drive on, watch for hazards created by the quake. Some of these hazards include fallen or falling objects, downed electrical wires, or broken or undermined roadways.

After an Earthquake

- Be prepared for additional earthquake “after-shocks.” Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
- Stay out of severely damaged buildings. After-shocks can shake them down. University officials and hall staff will inform you when it is safe to reenter the building.
- Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
- Don’t smoke. Don’t use candles, matches, or other open flames because of possible gas leaks. Douse all fires. Don’t turn on the lights.

Fire Safety – Fire Drills/Alarms

Each residence hall and Tech Village conduct fire drills to acquaint residents with the proper evacuation procedures in case of a fire emergency. The staff will conduct fire drills in accordance with the Department of EHS policies. Occupants should leave the buildings as quickly as possible, and do not return until told to do so. Failure to leave the premises during a fire drill will result in disciplinary action. Cooperation is expected and appreciated.

When you have been alerted by the alarm or the sensation of smoke or fire, please follow these instructions:

1. Immediately and orderly exit the building.
 - Please be sure to dress for the weather and take with you anything that you must have (wallet, purse, phone, etc.); in the case of an actual fire you may not be able to return to your room right away.
2. Close all doors behind you as you exit.
3. Go to the nearest exit or stairwell.
4. If there is smoke in the room, keep low to the floor.
5. Before passing through any doorway, feel the door. If it is hot, do not open the door.
6. Before opening a door, brace yourself against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.
7. If you cannot leave the room or all exits are blocked open the window.
 - To attract the fire department's attention if you are trapped, wave an object out the window. Call University police or 911 and report you are trapped; give the room number and specific location.
8. If the nearest exit is blocked by fire, heat, or smoke go to an alternate exit.
9. Follow the directions of fire, police, and housing staff personnel.

Missing Student Protocol

Purpose

The purpose of this protocol statement is to promote the safety and welfare of members of the Tennessee Tech University community through compliance with the requirements of the [Higher Education Opportunity Act of 2008](#). See Reporting students as Missing Persons [Policy 418](#) for further detail.

Personal Safety

Around Campus or in Town

- Avoid walking alone at night; take a friend if you must go.
- Look alert; eliminate the potential attacker's element of surprise.
- Carry your keys in your hand to avoid fumbling in the dark. Keys carried in your fist, one between each finger, can be used as a weapon.
- Vary your daily patterns; some attackers stalk their victims, knowing just where and when to strike.
- Pay attention to your surroundings. Where is the best-lit route? Where can you run for help if necessary?
- Report to your hall staff or TTU police any situation that you feel is dangerous to yours or another resident's health, safety or wellbeing.
 - This includes physical or verbal abuse, an immediate threat of abuse, and any sexual or racial harassment.
 - If you happen to be assaulted or attacked, you should report the incident to the University police and/or your residence hall staff or call 911.
- A few things to keep in mind:
 - Keep your wits about you. Sometimes struggling can save you; sometimes it can antagonize the attacker.
 - Consider passive resistance; talk to your attacker calmly.
 - Seek medical attention if necessary

Pedestrian Safety

- It is unlawful for pedestrians to walk on the adjacent roadway where sidewalks are provided.
- Drivers are expected to yield the right-of-way to pedestrians crossing within a crosswalk.
- Pedestrians should always look both ways before crossing the street, even in a crosswalk.
- Pedestrians shall not suddenly leave a curb and walk or run into the path of a vehicle that is so close that it is impossible for the driver to yield.
- Whenever a vehicle is stopped at a crosswalk or intersection to permit a pedestrian to cross the roadway, other vehicles approaching from the rear shall not overtake and pass the stopped vehicle.

General Personal Safety Tips

- Lock your door when you leave and before you go to bed.
- Know your building's emergency evacuation procedures and be familiar with the location of emergency exits and severe weather locations.
- Do not prop open the exit doors or doors with electronic access.
- Look to see who it is through the door "peep hole". Do not open the door until you know who it is.

General Resident Security

All residents share responsibility for maintaining a safe and secure community.

- Residents are encouraged to keep his/her door and window(s) locked.
- All residents must enter/exit only from the main lobby entrance.
- Residents leaving the building through emergency exit doors may be subject to disciplinary action.
- Holiday/break period
 - Doors and windows should be locked and mini blinds should be open.
 - Items of value should not be left in a room.
- Guest(s) and visitor(s) may only gain access to student room/apartment/floor when escorted by the resident of the room/apartment.
 - The staff will not unlock a room/apartment for anyone other than the resident of the Room/Apartment

Residents are reminded to refrain from allowing anyone they do not know into the secured areas.

Residential Safety/Security Services

Campus Alert System	Campus emergencies, inclement weather notices, crime alerts and other critical information can be sent straight to your mobile phone.
Campus Emergency Phones	Phones with emergency buttons are located at the main entrance of each of the Residence Halls.
Emergency Telephones	Emergency phones are located around campus to offer a direct connection to the university police department's 24-hour emergency line. Using the phone will automatically let police dispatchers know the caller's area so that help can be dispatched as soon as possible. These phones, which can be easily identified by their blue lights, should be used for reporting crimes in progress, fires or to request immediate assistance for life-threatening situations.
Electronic Access	All lobby doors and interior residential hall doors are equipped with an electronic card reader, allowing only those individuals and their registered guest(s) into the living areas. Residents who prop open lobby doors and/or allow non-residents to enter a hallway may be subject to disciplinary action.
Operation ID	University police and Residential Life can help you protect your personal property. Personal items (TV, bikes, computer, etc.) can be engraved and registered with the University police office.
Security Cameras	Entrances to lobbies and emergency exits are each equipped with security cameras. While these are not monitored 24/7 they do allow staff to refer to them at any time to review a possible issue.
Sprinklers	All residential areas are integrated with automatic fire safety sprinkler systems.

Severe Weather

For additional information regarding inclement weather and university policies you can go to the following link: <https://www.tnitech.edu/safety/inclement-weather.php>.

State Board of Claims/Injury or Property Damage

If you feel you have suffered either personal injury or property damage due to negligence by a University official or University equipment, there is a process outlined in the Tennessee Codes (TCA-9-9-207) by which you can file a claim. The State Board of Claims will hear the case and decide if the complaint is legitimate. All claims must be properly filed within one year from the date of the damage or injury. Any student who wishes to file such a claim should notify Housing and Residential Life.

Student Personal Property Insurance

The protection of personal property is the individual's responsibility. Students are encouraged to review their parents' homeowner's insurance policies for adequate coverage and to obtain personal renter's insurance.

University Statement on Asbestos

Tennessee Technological University is committed to providing a safe, clean and healthy environment for students, faculty and staff. To accomplish this goal, the University has implemented an ongoing program of campus beautification and renovation of existing structures to include removal of asbestos and other hazardous materials. The University will continue to monitor this situation and plan for renovations.



Assignment Process/Procedures

Cancellation of Housing Application/Lease Agreement

Written notification is required to cancel a housing application. Please review the residency requirement information prior to requesting your housing application to be canceled. All requests for release must be submitted in writing to the Office of Housing & Residential Life.

Intent to Return

Residents will be asked to complete the intent form, allowing the Office of University Housing & Residential Life to plan for the following semester: note that this does NOT supersede the initial housing application. Failure to complete the intent could result in a housing hold.

Late Check-In

Upon written request, the Office of University Housing & Residential Life will hold your assignment for a period of time after the official check-in time period has ended. Failure to notify our office will result in your being counted as a NO SHOW. Refer to NO SHOWS below for more information.

Housing Agreement

Your housing agreement is a very important document that you complete during your housing application. Prior to completing your housing agreement, you should read over the terms and conditions stated carefully. Your housing agreement is binding for the entire time period, summer or academic year (Fall and Spring). Failing to designate a specific time period will result in your agreement being considered for the academic year. The terms of this housing agreement are not modified in any way by the verbal comments of a university employee or student.

Students, regardless of class standing, are obligated to fulfill the stated time period of his/her license agreement. Not checking into your room does not release you from your housing agreement. Checking out of your room with a residence hall staff member does not release you from your housing agreement. All student communication concerning the housing agreement must be submitted in writing to the Executive Director of Housing & Residential Life. Once the license agreement becomes effective, a student is released only in emergency

situations.

No Shows

Your residence hall assignment will be held until the first day of classes. It is your responsibility to notify the Office of University Housing & Residential Life in advance if you are unable to check in by this time. Any student who fails to notify our office may forfeit the current assignment space and if applicable have all personal items inventoried and declared abandoned property. Not checking into your room does not release you from your housing agreement.

Overflow Housing

When necessary, Housing and Residential Life will maintain overflow housing. Overflow housing typically refers to temporary assignments made in selected, approved hotels. As soon as space is available on campus residents will be reassigned to campus housing. Students who may fall into this category will be contacted and given specific details at the time of an overflow housing assignment.

Room/Apartment Selection

Applications to return to student residence facilities for the following semester and/or academic year are available during the room selection period held in the spring. All current residents will receive information about the room selection period prior to it starting.

Residency Requirement

The University policy requires all freshmen students to live in on-campus housing in the residence halls. All requests for a waiver or an exception must be submitted in writing to the Executive Director of Housing & Residential Life or his appointed designee.

See the [Student Housing Policies](#) for specific, additional information.

Room Changes and Hall Transfers

Residents interested in changing rooms, roommates or halls can meet with their Hall Director to get more information and help in potentially making these changes. These room changes are not typically assessed until 2-3 weeks into the semester, as to provide the assignments team adjustment time with late check ins, inactive residents, etc.

NO changes may be made without the permission of your Hall Director. Residents who change rooms without prior authorization may be required to move back to his/her original assignment and will be charged an improper check out fee.

Themed Housing Communities

- **The Engineering Specialty Housing – Maddux/McCord Hall is reserved for the College of Engineering & WISE majors only.**
- **Murphy Hall 3rd and 4th floors, are home to the honors themed community.**
- ❓ **Ellington Hall 3rd and 4th floors are home to the Health, Wellness and Well-being themed community.**
- ❓ **MS Cooper Hall 3rd and 4th floors are home to the Service, Leadership and Careers themed community.**

Students who choose to change his/her major while residing in a specialty area will be required to relocate to another hall the following academic year. The student may be asked to relocate within any given semester at the discretion of the specialty program director.

When applying for specialty housing, please review residence hall rates for additional specialty housing fees. These rates can be found at:

- **For Residence Halls: <https://www.tntech.edu/reslife/housing/reshallrates.php>**
- **For Apartments: <https://www.tntech.edu/reslife/housing/tvrates.php>**

Members of the Honors program must abide by the Honors Department requirements. See more info at: <https://www.tntech.edu/honors/index.php>

The Engineering Hall is open to all College of Engineering majors. An applicant must denote Maddux Hall or McCord Hall as his/her preferred hall choice when submitting the housing application and prepayment. See more information about Engineering at: <https://www.tntech.edu/engineering/index.php>

Room Consolidation

If a student is not assigned a roommate or his/her roommate moves out of the room, the student that is left in the room may undergo a room consolidation process. It is important that we do this for a number of reasons:

- **We need to have additional open rooms to allow students that would like to make a room change and/or get a new roommate the opportunity to do so.**
- **We need to have more open rooms to allow students who want to have a private/single room the opportunity to get one.**

- We need to be fair to those residents that have paid for a single room versus those that are living in a double room without a roommate and not buying out his/her room.

With this in mind, the student may need to do one of the following:

- Find a new roommate of his/her choice to move in with him/her (this can be anyone of his/her choice or someone else that does not have a roommate).
- *Note that for Honors Hall, roommates must be enrolled in an Honors Program and Engineering Hall roommates must have a college of Engineering major.*
- Move in with someone else that does not have a roommate (this can be anyone of his/her choice, provided there is space, or someone is willing to trade rooms).
- Buy out his/her room, a double as a single, see the housing rate sheet for prices of doubles as a single room.

Getting Involved

There are many different types of opportunities on-campus for which you can become involved; programs, activities as well as decision making and leadership opportunities. We encourage you to be involved on your floor and in your hall or Tech Village apartment. We know that one key area for college success is being connected, and campus housing provides great opportunities for connections. This is your opportunity to make a difference and to connect with others in your hall or Tech Village.

Employment Opportunities

One great opportunity for involvement is also a great employment prospect. Each year residential Life hires approximately 80 Resident Assistants (RAs). These student leaders provide support and direction for the residents on their floor or in Tech Village; these are excellent leadership opportunities for any resident. If you are interested, you may talk with your RA, your Hall Director (HD) or contact the Housing and Residential Life office (MS Cooper Hall) and visit <https://www.tntech.edu/reslife/employment.php> for more information.

Hall/Floor Meetings

At the beginning of each semester and throughout the year, hall or community meetings are held by your RA or HD. These important meetings are scheduled to help all residents know what is happening in and around the halls and Tech Village. They can also be opportunities to share your ideas or any concerns you may have with your hall staff and community members.

In addition, these meetings are occasions for the staff to communicate residential expectations, for which you may be held responsible.

Interest Survey

Throughout the year Interest Surveys may be done in conjunction with your Hall Council, your hall staff and Residence Hall Association (RHA). The purpose of this survey is to find points of interest and concern for the residents who live on-campus.

Programming

The Residential Life staff, along with your Residence Hall Association (RHA), offer programs and activities throughout the year.

As well as being encouraged to attend these activities you are also encouraged to share your ideas and participate in the planning of these programs. Our goal is to provide you with opportunities to get involved, connect with other residents, and have opportunities to learn outside the classroom in addition to having some fun.

We hope you get involved by either helping to plan and/or by attending these events. If you have an idea for a program, want to help or just want to know when the next program please talk with your RA or HD.

Residence Hall Association (RHA)

Residence Hall Association (RHA) is the governing body for all campus residents. The purposes of the RHA are to: work for the welfare of all residential students; coordinate activities; serve as a channel of student opinion; ensure the students are aware of his/her responsibilities and constitutional rights; encourage the development of responsibilities, character, leadership, scholarship, citizenship; and create a spirit of unity and service. Each residence hall and Tech Village have up to two representatives serving on the general council, through their hall/village councils, with responsibility to share/provide current information between the two groups and to assist in the operation of the RHA. RHA is also a member of Student Government (SGA).

The RHA is looking for residents that would like to make a difference on campus as well as gain additional leadership skills. This group will also be involved in planning and organizing activities and events for all residents. In addition, RHA will be asked for input by Housing and Residential Life on issues such as policy review and residence hall renovations. RHA is a great way to connect with residents throughout campus.

All residential students are considered members of the RHA.

For more information you may contact the Associate Director for Service Learning and

Residential Education, Michelle Huddleston, or your Hall Director.

Please visit the RHA page for more information: <https://www.tntech.edu/reslife/rha.php>

Residential Life

Cable Television Services

Cable television service is provided for every room in student housing. You may access campus channel listings at:

<https://www.tntech.edu/facilities/telecom/services/cabletv.php>

Health and Safety Checks

Each month the residential life staff will inspect apartments and rooms for cleanliness, sanitation, and safety. The approximate times and dates for the health and safety checks will be posted at least 24 hours prior to inspection. Additionally, please note the residential life staff reserves the right to check your room to ensure proper health and safety standards at times other than those posted.

To limit the likelihood of insects/pest becoming a problem, perishable items should be stored in sealed containers. It is your responsibility to keep your room, including your bathrooms (NH North, NH South and Tech Village) clean and to properly dispose of trash in outside dumpsters.

ATTENTION NEW HALL SOUTH AND NEW HALL NORTH residents: due to a smoke detector notifier located in closets, closets may also be opened.

Housekeeping Services

Custodians are employed to clean hallways, and all common areas including common restrooms. The residents of each room/apartment are responsible for the cleanliness and general appearances of all areas of his/her room or apartment. Please dispose of your room trash in the dumpsters located outside of your building, do not leave your trash in public areas.

If you have any questions concerning the cleanliness of the common areas, please contact your RA or HD.

Inspection of Rooms

All rooms will be inspected by student staff prior to occupancy. The condition of the room will be noted clearly on the residence hall check-in/check-out inventory form. You are advised to review carefully the condition of the room as indicated on the form. Your signature indicates that you agree with the condition stated.

When you vacate the room, any damages or discrepancies from the original inspection will be noted, and you will be charged for the damage. You will receive a bill from the University that must be paid before you can re-enroll or receive any official University credentials. The University reserves the right to inspect rooms for health, safety and standards of maintenance at any time.

Interim Housing

Students needing to stay during Christmas break, between spring and summer terms and between the summer and fall terms must apply for interim housing in the Office of University Housing & Residential Life. When approved, an interim fee will be assessed.

The Office of University Housing & Residential Life reserves the right to limit the number of students housed, the time that housing will be provided, services provided, where students will be housed, and/or not to provide interim housing. The residence halls will remain open for fall break, Thanksgiving break and spring break.

Laundry Facilities

Unlimited and free-access washers and dryers are available for your convenience in each residential area for TTU residents only. For the protection of your personal belongings, do not leave your items unattended. Any items left in the laundry rooms will be removed. Please report any malfunction of machines to your RA or HD. Report vandalism to your RA or HD or by calling University police at 931-372-3234.

Maintenance

The University Facilities Department schedules and completes repairs as needed. Problems in your room or problems you observe in public areas should be reported to your RA or HD. You may also report your repair needs through the Facilities' online [Work Order](#) system. In the event that an emergency repair need occurs during the evening, holiday or weekend hours, contact your RA or HD so they can call in your request. Note that by reporting a maintenance need for your room or apartment, you are authorizing Facilities to access your room or apartment.

Parking

Resident parking is available in the vicinity of each residential area. Parking permits must be obtained from the Parking & Transportation Office located in the Roaden University Center (RUC). This includes temporary permits in the event you must bring a substitute car on campus.

It is not advisable to keep valuable possessions in your car.

Pest Control

You may report any problems with pests through Facilities by contacting your RA or HD. If spraying in the room or apartment is conducted: please place all belongings under the bed, in bottom of closets, and surrounding the baseboards on the floor must be removed; beds, chests and desks must be pulled away from the walls (approximately 8 inches) to allow easy access to those areas. Additional information and requirements may be required from the pest control representative.

How to Connect to EagleNet (WiFi)

All University Housing has wireless Internet.

New Hall North, New Hall South, Browning/Evins, Tech Village and Cooper/Dunn have ethernet option.

EagleNet Wireless Service is available in all residence halls and across the campus. To use this service, students must have Wi-Fi capable devices. The Information Technology Services Helpdesk (helpdesk@tntech.edu or x3975) will assist students, if needed, in connecting to the EagleNet Wireless service.

1. Go to <https://express.tntech.edu>. Log in with your Tennessee Tech username and password.
2. In your Information area (on the left), there is a section labeled EagleNet WiFi Key. To see your EagleNet key, click Show Existing Key.

EagleNet WiFi Key

Show Existing Key

Reset Key

3. On your device, connect to the WiFi network called EagleNet.
4. You will be prompted to enter a security key. This is where you enter the key you obtained from TechExpress (in step 2). Enter your key.
5. Choose Connect.

Telephone Services

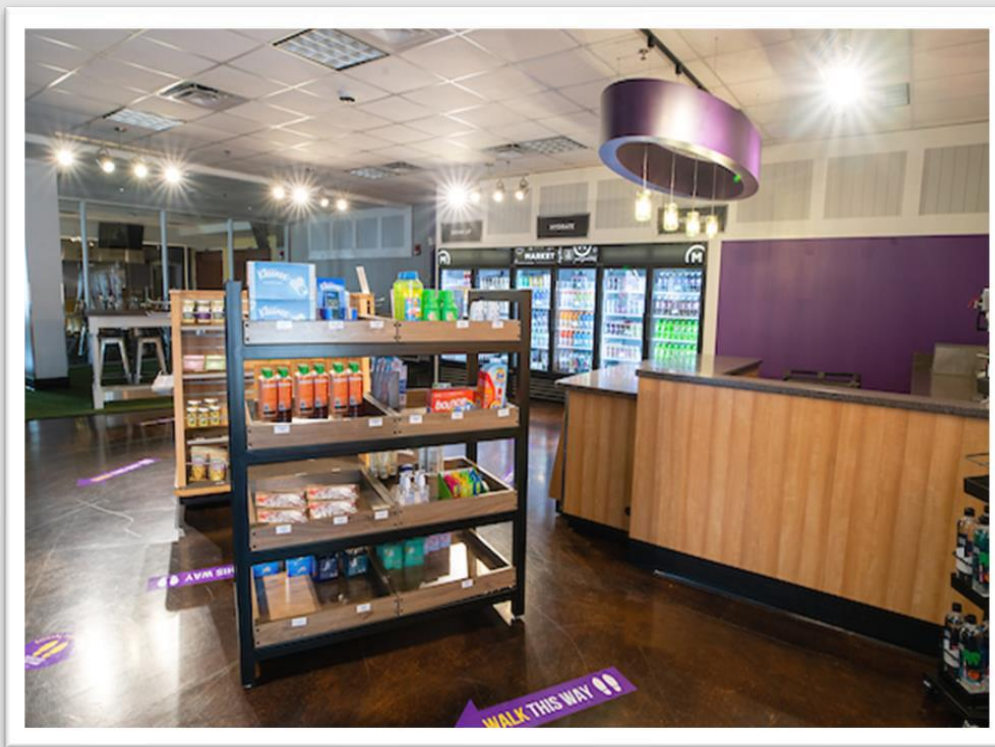
See more information telephone services at: <https://www.tntech.edu/facilities/telecom/>

Basic Dialing Instructions:

- Administrative numbers: dial the last four digits
- Collect or calling card calls: dial 9 + 0 + area code + number
- Local Cookeville numbers: dial 9 + local number
- Student numbers: dial the last four digits
- Emergency Services: dial 911

Vending

Carbonated beverages, juice and snack machines are located in some residence hall lobbies. If you lose money in a snack machine, refunds are available by contacting the University Business Office located in Derryberry Hall, Room 100.



Room/Apartment

Check-In Process

Information related to check-in will be emailed from the central office.

Check-Out Process

1. All residents must check out with your RA or HD.
2. To avoid unnecessary charges, make sure you check out properly by removing all your belongings, clean your room/apartment, turn in your key(s) to your RA or HD.
 - a. Residents will be fined if they leave without properly checking out with their RA or HD.
 - b. Residents will also be fined for keys not returned.
 - c. Moving out during the semester or between the fall and spring semester, without receiving a release from the Executive Director of Housing & Residential Life, may result in your housing charge continuing through that period.
 - d. Checking out and returning your key does not cancel your housing agreement.
 - e. You must check out of your room/apartment within 24 hours of the termination of the housing agreement.

General Information

When preparing for check-out, you are responsible for:

- Scheduling a check out time with your RA or HD
- Removing all personal belongings and restoring the room/apartment to the original check in condition.
- Cleaning your room/apartment by properly disposing of trash, removing any and all personalization, sweeping and mopping the floors. Tech Village and NH North & South residents are responsible for the thorough cleaning of the bathroom. Working out cleaning schedules with your roommate(s) to avoid collective billing charges for cleaning and restoration.

Withdrawing

- Complete a withdrawal form with the Office of Records & Registration, Jere Whitson Hall.
- Schedule a check-out time with your RA or HD.
- Follow all check out expectations.

Other

- If extenuating circumstances occur, schedule an appointment with your RA or HD to complete your checkout at a time that is convenient for both you and the hall staff member.

Bedding Considerations

Housing Assignment	Sheets Needed
Browning, Cooper, Dunn, Evins, Ellington, Jobe, Maddux, McCord, MS Cooper, Murphy*, Pinkerton, Crawford, or Warf	Regular size twin bed sheets (including Murphy regular singles) *Murphy super singles need full size sheets (full sized bed)
New Hall South	Extra-long twin bed sheets (aka XL)
New Hall North	Single Room Assignment: Full size sheets (full size bed) Double Room Assignment: Extra-long twin bed sheets (aka XL)

Furnishings

All residence hall rooms include; a bed, mattress, desk, desk chair, dresser, per resident. You may not remove the University furniture or equipment from the room. Individuals are responsible for providing their own pillows, linens, study lamps and toiletries. Tech Village apartments are not furnished but do include a refrigerator, stove, and dishwasher.

Keys

If a resident loses their room/apartment key, they should contact the HD or RA immediately. They can be issued a loaner key for a period of up to seven (7) days, giving the resident an opportunity to locate their original key. If the key is not returned within the 7 days, the lock (core) will be changed and the resident will be charged a replacement fee. according to the maintenance fee charged to housing. Residents may pick up their new key from their HD.

Room Personalization

Residents are encouraged to personalize their room or apartment; making it their own space by adding posters, pictures and other decorations. However, be very careful to make sure no holes or any type of damage result when hanging these items. You also may want to provide decorative lamps, throw pillows, plants or other personal items. It is a good idea to discuss any room personalization with your roommate(s) before you begin.

Things to consider while personalizing your room:

- Wallpaper or contact paper may not be used due to the possible damage to university facilities.
- You may not paint any part of the room or university furniture or equipment.
- You may use “poster putty” or other non-adhesive materials to hang items on your wall. NOTE: Residents will be responsible for any damage caused from items hung on the walls and will be charged for damage.

- Wall hangings such as fish netting, posters, and tapestries may not be hung from ceiling light fixtures, over radiators, or electrical outlets.
- Paper decorations, posters, fish nets, other wall decorations and/or a combination of may not cover more than 25% of the surface of any wall.
- All room personalization items must be removed when residents check out of their room See [Safety Policies](#) in [Section Eight](#) for approved and unapproved items.

Windows

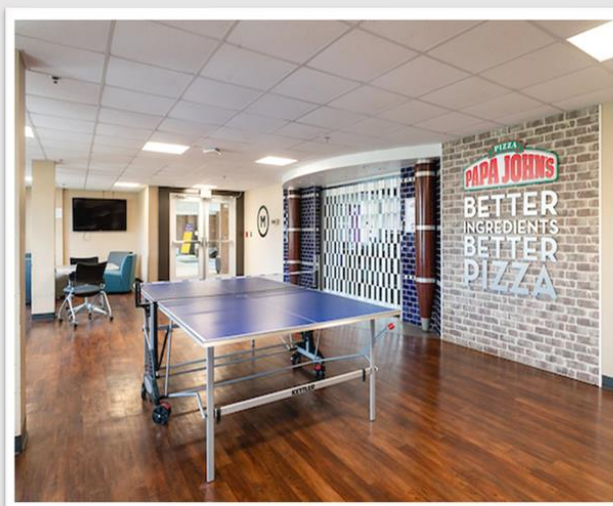
Residents are encouraged to keep his/her windows closed when the heating/cooling system is operating (with the exception of New Hall South during colder months). For personal security windows should remain locked and blinds drawn when no one is home. No items shall be stored, thrown and/or passed from any residence hall windows.

Food Services

Food Service Requirement

All freshman residence hall students are required to participate in a meal plan for a minimum of two semesters (excluding summer terms). If a meal plan is not chosen during the registration process, a plan will be chosen for each freshman living in the residence halls.

For more information on the different meal plan and food service options, visit the dining services website: <http://www.dineoncampus.com/ttu/>



Responsibilities and Expectations

Alcohol

Pursuant to Tennessee Tech [Policy 172](#) the use and/or possession of any alcoholic beverages are prohibited on campus.

Alcohol Containers – Empty alcoholic beverage containers, either on one's person or in one's room, will constitute a Residential Life violation. Alcoholic beverage containers are not permitted as room decorations.

Bicycles, Skateboards, and Hoverboards

Bicycles:

All bicycles follow the same traffic laws as vehicles. Bike riders should use reflectors and lights after dark.

Must be parked in a designated bike rack and are not to be chained or locked to outside railings or posts.

Skateboards nor Hoverboards are to be used in the Residence Halls or Tech Village.

Cable/Internet

Students may not tap into existing cable or in any way tamper with Tennessee Tech telecommunication or internet equipment. See Information and Technology Acceptable Use [Policy 801](#) for complete computer and internet policies and expectations.

Common Areas

Common areas may not be used for private events. Hall groups (RHA Council, individual floors, etc.) may reserve common space with the approval of their Hall Director.

Confiscation of Items

Illegal substances and items found to represent a health and safety violation or which in other ways constitute a violation of Tennessee Tech policies will be immediately removed by the housing staff or other appropriate Tennessee Tech officials.

Items which will be confiscated by Tennessee Tech Police include but are not limited to:

- Alcohol Containers
- Drugs or other illegal substance and/or paraphernalia;
- Fireworks/firecrackers;
- Firearms/Weapons of any type;
- Open coiled appliances
- Traffic and safety regulation signs; and
- Beer kegs and taps
- Candles/incense

Drones (unmanned aircraft)

See TTU [Policy 190](#)

Drugs

The use, manufacture, distribution or possession of illicit drugs on campus is prohibited pursuant to TTU [Policy 172](#).

Gambling

Gambling in any student residence facility is prohibited.

Games

Use of balls, golf and other such similar items is prohibited in any indoor student residence facility space.

Guest Visitation Policy

<p><u>Guests/Visitors</u></p> <p>A guest is defined as a person who does not live in the hall or apartment, he/she is visiting. Student residents may have one overnight guest of the same gender for no more than two (2) nights per week.</p> <p>All guests must be registered through the appropriate Residential office.</p>	<p>The host student is responsible for all actions of his/her guest(s). The guest(s) may be asked to leave or prohibited from visiting if found to be violating policies.</p> <p>Host students must accompany their guests at all times.</p> <p>Hosts should coordinate guest visits with roommate(s).</p> <p>All children must be accompanied by a parent or guardian.</p>
<p><u>Visitation for Guests of the Opposite Gender</u></p>	<p>Standard Visitation Hours are as follows:</p> <p>Sunday – Thursday (11 am – Midnight)</p> <p>Friday – Saturday (11 am – 1 am)</p>
<p><u>Children</u></p>	<p>Children may not stay overnight or live in residence halls.</p>

Lounge Furniture

Lounge furniture may not be removed or rearranged without prior permission from the Hall Director of the responsible area.

Loft Beds

All beds can be raised or lofted to approximately 5ft. Single beds in New Hall North or Super Singles in Murphy can be lofted enough to put a dresser underneath. Note: If a dresser gets scratched or damaged during this process the student will be charged. The Hall Director or designee may grant exceptions to this policy at his/her discretion.

Noise

The hours between 10:00 pm to 10:00 am are designated quiet hours. All noise must be contained within an individual student residence facility and at a level that is not disruptive to other residents.

Beginning at 6:00 pm, 48 hours prior to the first day of exams and extending until after the last exam, quiet hours will be extended to 24 hours.

At all other times, courtesy hours are in effect. Courtesy hours are defined as noise levels appropriate for residence hall living and not disruptive to others

Pets

With the exception of fish aquariums not exceeding 20 gallons and approved service or comfort animals ([Policy 306](#)), pets are not permitted in Tennessee Tech housing. Fish aquariums may only be used for fish. Furthermore, no pets may be kept in close proximity of the resident's room.

Posting

Information flyers (posters, etc.) must be approved by the Office of University Housing & Residential Life and only posted on approved areas, the posters must be removed the day after the event. All other non- approved posting will be removed.

Safety Policies

Appliances

All appliances must be UL/FM approved. Any electrical appliance that has an open heating element may not be used in the residence hall room. Restricted appliances include but are not limited to:

Toaster and toaster ovens "George Forman" grills	Skillets and Hot Plates Space heaters	Window air conditioners Halogen lamps
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False Fire Alarms

Pulling a false fire alarm is a criminal offence. Withholding information concerning a false fire alarm is a criminal offense.	Putnam County Crime Stoppers (931-520-7867) may give a reward of up to \$500 for information leading to the arrest and conviction of a person pulling a false fire alarm in the residence halls.
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Holiday Decorations (specific types)

<p>Cut or live Christmas trees are prohibited in the student residence facilities.</p> <p>All electrical decorations must be UL/FM approved and only used in accordance with its rated application.</p>	<p>Electrical decorations will be for interior room use only and must be 18 inches from combustible materials.</p> <p>Outside decorations are prohibited.</p> <p>The resident must remove decorations covered in this section prior to the student leaving for vacation/Winter break.</p>
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Microwaves

<p>Microwaves must be 1,000 watts or less</p> <p>Multi-plugs and Extension Cords: Multi-plugs and extension cords are prohibited in the student residence facilities.</p>	<p>Power strips with circuit breaker are acceptable, if UL/FM approved.</p>
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Needles and Other Sharps Instruments

<p>Proper sharps containers must be used for any contaminated needles or other contaminated sharps instruments. Needles and sharps instruments must not be bent, recapped, sheared or broken.</p>	<p>Containers must be closeable, puncture resistant, color-coded red or labeled with a biohazard symbol, leak-proof on the side and bottom, maintained in an upright position, replaced routinely.</p>
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Open Flames

Open flames or live embers, including but not limited to the below items, are strictly prohibited.

- Candles
- Bunsen
- Incense

Refrigerators

All refrigerators must be 4.4 cubic feet or smaller.

Restricted Areas

Students are not allowed in restricted areas, including but not limited to, roofs, dormers, ledges, mechanical rooms, crawl spaces, etc.

Waterbeds

Waterbeds or water furniture are not allowed.

Smoking – Tobacco Products

Use of tobacco products or electronic nicotine delivery systems (e.g., e-cigarettes) are prohibited. Smoking is only permitted in private vehicles. See more information at: <https://grad.catalog.tnitech.edu/support/policies>

Solicitation

Solicitation is prohibited in the student residence facilities by off-campus agencies or commercial enterprises or by students acting on their behalf. This prohibition includes all door-to-door soliciting except in the common lounges with the prior approval of the Executive Director of Housing & Residential Life.

The Executive Director of Housing & Residential Life must approve any solicitations of fundraising.

Surveys

All surveys conducted in student housing facilities must have prior approval from the Executive Director of Housing & Residential Life.

Trash

All residents are responsible for removing their own trash and disposing of it in an appropriate dumpster.

Weapons

All residents and their guests must be in compliance with [TTU Policy 422](#) related to weapons on TTU property. In addition to the items mentioned in that policy, toy weapons, air guns, paint guns, etc. are not allowed in the residence halls, apartments, or grounds.

Conduct Procedures

A staff member will complete an incident report (IR) when an incident or violation occurs in or around the student residence facilities. The IR will include the names and contact information of all the students involved as well as a description of the events surrounding the incident. Students involved in or present at the incident will also be asked to sign the report.

An appropriate administrative staff member will follow up on an IR.

Students must meet with the administrative staff member upon receiving a reasonable request. Failure to meet with the staff member may result in additional student disciplinary action.



Contacts

Housing & Residential Life Main Office	931-372-3414
Tech Village Office	931-372-3271
Campus Police	931-372-3234
Counseling Center	931-372-3331
Dining Services	931-372-3276
IT Helpdesk	931-372-3975
Mail Services	931-372-3282
Parking	931-372-6428
Student Affairs	931-372-3411