



***Guide to
Successful Living***

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GUIDE FOR SUCCESSFUL LIVING

Section One ~ Community Living

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Adjustment

Sharing a room with another student can be one of the most rewarding and enjoyable aspects of a college experience. The opportunity to become close friends with someone new, who has a different background and different ideas, provides 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:

1. Study habits
2. Visitation
3. Bathroom schedule
4. Cleaning the room
5. Cooking and eating in room
6. Use of stereo and TV
7. Telephone use
8. Time for fun
9. Use of each other's personal property, food, and appliances
10. Space for clothing, luggage and personal storage
11. Work, classes, and study schedules
12. Guests
13. Noise

When you check in to your room, your Resident Assistant (RA) will give you a Roommate Agreement. The agreement is to be completed by you and your roommate(s). You are expected to return your agreement to the RA once you and your roommate(s) have completed them. The RA will keep a copy of your agreement with your check-in form. If roommate issues arise, the RA will refer to your agreement.

Completion of the Roommate Agreement helps each resident clarify his/her issues and expectations prior to having conflicts about belongings, privacy, cleaning, etc.

Belongings

Find out your roommate's feelings about lending his/her belongings to other people --- including you. Some roommates do not mind lending to his/her roommate, but will not lend to other people. Find out your roommate's feelings and let your roommate know your feelings.

Cleaning

Make an agreement as to who cleans what and when. Divide all the cleaning responsibilities. If someone is not doing his/her part, do not wait around or write notes complaining. Talk with each other. Do not create hard feelings and increase problems; work at solving them.

Communication

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, so talk about it.

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.

1. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guest(s) of a roommate, etc.
3. The right to expect that one's roommate will respect one's personal belongings (i.e. clothing and food).
4. The right to a clean environment in which to live. This includes room, bathroom and other common areas.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to privacy.
7. The right to host guests with the expectation that those guests are to respect the rights of the host and his/her roommate.
8. The right for redress of grievances. Residence hall staff members are available for assistance in settling conflicts and negotiating differences.
9. The right to be free from fear of intimidation, physical and emotional harm.
10. The right to expect reasonable cooperation in the use of "room-shared" appliances and equipment.
11. The right to expect commitment to honor agreed-upon living standards.
12. 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.

Mission Statement

The Residential Life program is a self-supporting program that exists as an integral part of the educational program and academic support services of Tennessee Technological University. Living accommodations and support services enhance the university mission of student retention, academic excellence and community involvement.

The Residential Life program strives to:

- Provide reasonably priced residential facilities and services that are safe, clean, attractive, well maintained and comfortable.
- Provide a learning environment and related co-curricular programs that address educational, life safety, leadership, diversity and student development.
- Provide management services that ensure the efficient and effective administration of all aspects of the program.
- Provide opportunities for students to realize his/her full potential as individuals, members of the residential community, members of the University, and in society as a whole.

This is accomplished by organizing activities that address individual needs and interests, developing policies and procedures, administering residence hall disciplinary procedures, advocating for students and the training and supervising of residence hall staff.

Office of Residential Life

The Office of Residential Life is located on the second floor of MS Cooper Hall, Room 217. The office is open from 8:00 am to 4:30 pm, Monday through Friday, during the academic year, summer session and holidays. Please 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 or 1 800 268 0240.

Help Desk

The Office of Residential Life staffs two residence hall help desks from 7:00 am - 7:00 pm, seven days a week during academic year, excluding interim periods. These desks are located in the following areas:

- Lobby of New Hall North - serves Pinkerton Quad (phone - 931 372 4329)
- Lobby of Dunn Hall - serves Capital Quad and Crawford Hall (phone - 931 372 4419)

Services available at these desks include: lock-outs, check-ins and check-outs, roommate assistance, assistance with emergency situations, policy enforcement, and answers to general questions regarding policy and procedures.

Residence Hall

A residence hall is a densely populated community composed of students with many different interests, habits and tastes. The University is committed to the concept that residence halls should provide an atmosphere conducive to both living and learning where, in a spirit of cooperation and consideration for others, students may live, study and relax together.

Residence Hall Staffing

To provide direct services to resident students, the Director of Residential Life appoints a residence hall staff to serve as the University's representatives in the residence halls. They are appointed to serve as staff members based upon his/her ability to serve the residence hall community. Residence hall staff members serve students in a variety of ways: supervising student behavior, advising and counseling students within the limits of training and capability on academic and social matters, providing programming events to enhance the quality of life within the residence halls, and explaining residence hall regulations and procedures. In essence, the residence hall staff is the closest contact a student has between a problem and its solution.

Hall Director (HD)/Assistant Coordinator (AC)

Each residence hall is supervised directly by a Hall Director/Assistant Coordinator. The HD/AC coordinates the administrative and community activities of a specific residence hall. HDs/ACs live in an apartment located in each building complex.

A HD works on call from 4:30 pm - 8:00 am Monday - Thursday and from 4:30 pm on Friday till 8:00 am on Monday. Additionally, HDs maintain office hours within his/her buildings. These hours are posted on the office door and/or in the director board found in the lobby areas, and at the following web address: www.tntech.edu/reslife/office.

An AC is a professional staff member also living in the halls and provides leadership, training and additional student and staff support. An ACs office hours are generally from 9:00 am to 5:00 pm, Monday – Friday. If needed, appointments with an AC can be arranged by calling 931 372 3414.

Resident Assistant (RA)

The staff member with whom you will have the most direct contact is the Resident Assistant (RA). This person lives on your floor or on a nearby floor and is available to assist you in your residence hall. The RA also ensures that community living standards are maintained, and works with all residents to plan informative and enjoyable activities. The RA assists the HD/AC.

The RA is scheduled for duty from 7:00 pm to 7:00 am seven days a week. A schedule of who is on duty should be posted on the office door in the lobby or online at www.tntech.edu/reslife/roster. The staff is there to provide a service to you and to help you, so feel free to approach them.

Coordinator

A Coordinator is also a professional staff member who provides centralized direction, support and training for his/her area of campus. A Coordinator's office hours are generally from 8:00 am to 4:30 pm, Monday – Friday. An appointment with a coordinator can be arranged by calling 931 372 3414.

Respect

Spend some time with your roommate(s) so that you can get to know one another better. This will help you 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. He or she is an individual, too.

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.

Section Two ~ Personal Safety

24-Hour Emergency	Pedestrian Safety
Around Campus or in Town	Personal Safety Tips
Community Policing	Security
Earthquakes	State Board of Claims/Injury or Property Damage
Emergency Telephones	Statement on Asbestos
Fire Drills	Student Personal Property Insurance
If You are Attacked	Thunderstorms & Lighting/Severe Weather
Interior Lobby Doors	Tornadoes/Severe Weather
Operation ID	

24-Hour Emergency

Please call the 24-hour University Police phone line at 931 372 3234 for on-campus police protection and services. All emergencies should be reported to this office. The 24-hour emergency number for Cookeville fire, policy and medical assistance is 911. All calls are monitored to ensure only emergency calls are being made.

Around Campus or in Town

1. Avoid walking alone at night; take a friend if you must go.
2. Look alert; eliminate the potential attacker's element of surprise.
3. 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.
4. Vary your daily patterns; some attackers stalk their victims, knowing just where and when to strike. Keep them confused.
5. Pay attention to your surroundings. Where is the best-lighted route? Where can you run for help if necessary?

Community Policing

Two certified residence hall police officers are employed by the Office of Residential Life, and directly supervised by University Police, to staff these offices and ensure the safety and security of on-campus residence hall occupants and guests. Officers are on duty seven nights a week, enforcing both University and Residential Life policies. They keep constant patrol of residence hall lobbies, hallways, grounds and parking areas in and around the residence halls.

Earthquakes

In the event an earthquake impacts the Tennessee Technological University campus, please be aware of the following tips:

- **Before an Earthquake Occurs**
 1. Keep on hand a flashlight and possibly a portable radio, both with fresh batteries.
 2. Place large and heavy objects on lower shelves.
 3. Bottled goods, glass and other breakables also should not be stored in high places or left where they can slide freely on shelves.
 4. Remove heavy picture frames, mirrors and other heavy objects away from the bed or desk.

- **During an Earthquake**

1. First and foremost, stay calm. Think through the consequences of any action you take.
2. If you are outdoors, stay outdoors; if you are indoors, stay indoors. Most injuries during earthquakes occur as people are entering or leaving buildings.
3. If you are indoors, take cover under a heavy desk or table, or in doorways, halls, or against inside walls. Stay away from glass.
4. 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.
5. 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**

1. Be prepared for additional earthquake shocks called "after shocks." Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
2. 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.
3. Check for injuries. Don't attempt to move seriously injured persons unless they are in immediate danger of further injury.
4. Don't smoke. Gas leaks could make a cigarette your last. Don't use candles, matches, or other open flames because of possible gas leaks. Douse all fires. Don't turn on the lights.

Emergency Telephones

Emergency telephones have been installed on campus to enhance safety and security. The emergency phones, identified by a dull, blue light, are activated by pressing the button whether a person speaks into the intercom or not. When a phone is activated the light will flash. University police officers will know the location of the phone being used and will respond to that location. Emergency phones can be found in the following locations:

Crawford Hall	710 Quadrangle
Intramural Baseball Field	345 University Drive
Maddux/McCord Halls	720 N. Peachtree Avenue
Memorial Gym	810 Quadrangle
Murphy Hall (Behind Murphy)	25 Golden Eagle Circle
Tech Village Laundry	Tech Village Laundry
Tennis Courts	1995 N. Willow Avenue
University Library	100 N. Peachtree Avenue
Evins Hall	715 Stadium Drive
Cooper Hall	105 W. Seventh Street
Ellington Hall	130 W. Eighth Street
Jobe Hall (Parking Lot)	35 Golden Eagle Circle
New Hall South North End	905 N. Dixie Avenue
New Hall South South End	905 N. Dixie Avenue

Nursing Building	10 W. Seventh Street
Lewis Hall	920 N. Peachtree Avenue

Fire Drills

Each residence hall staff member conducts monthly fire drills to acquaint residents with the proper evacuation procedures in case of an actual fire emergency. The staff will inspect the building to ensure all residents have evacuated. Please 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. Fire drills are conducted to prepare you in case of an emergency. Your cooperation is expected and appreciated.

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

1. If there is smoke in the room, keep low to the floor.
2. Before passing through any doorway, feel the door. If it is hot, do not open the door.
3. 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.
4. If you cannot leave the room, open the window.
5. To attract the fire department's attention if you are trapped, wave an object out the window. If there is a phone in your room, call University police and report you are trapped; give the room number and specific location.
6. If you can leave a room, close all doors behind you as you exit.
7. Go to the nearest exit or stairwell.
8. If the nearest exit is blocked by fire, heat, or smoke go to an alternate exit.
9. If all exits from a floor are blocked, go back to your room, open the window(s), wave something out the window and shout for help.
10. After evacuating a building, students should proceed to the parking lot area. Emergency apparatus will be maneuvering around the building.
11. Follow the directions of fire, police and hall personnel.

If You Are Attacked

Report to the University police and/or your residence hall staff any situation that you feel is dangerous to your health, safety or well being. This includes physical or verbal abuse, an immediate threat of abuse, and any sexual or racial harassment.

1. Keep your wits about you. Sometimes struggling can save you; sometimes it can antagonize the attacker.
2. Consider passive resistance; talk to your attacker calmly.
3. Report any attack to University police and to a residence hall staff member immediately by calling 911.
4. Seek medical attention if necessary.

Interior Lobby Doors

All lobby doors are equipped with an electronic card reader, allowing only those individuals and his/her 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 protect your personal property. Personal items (TV, VCR, computer, etc.) can be engraved and registered with the University police office.

Pedestrian Safety

What you, as a student, should know:

1. It is unlawful for pedestrians to walk on the adjacent roadway where sidewalks are provided.
2. Drivers must yield the right-of-way to pedestrians crossing within a crosswalk when the pedestrian is upon half of the roadway the vehicle is traveling on or when the pedestrian is approaching so closely from the opposite half of the roadway to be in danger.
3. 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.
4. 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.

TTU has taken these steps to ensure pedestrian safety:

1. Three new crosswalks have been added to Dixie Avenue.
2. The speed limit has been decreased to 15 mph.
3. There are new flashing lights at the beginning and end of Dixie Avenue.

Personal Safety Tips

Here are some important tips to protect yourself in the halls, around campus and in town.

1. Lock your door when you leave to keep your valuables safe and when you sleep to keep yourself safe.
2. Know your building's emergency evacuation procedures and be familiar with the location of emergency exits.
3. Follow health and safety regulations in your handbook.
4. Do not prop open the exit doors; if you can get in through a propped door, so can an intruder.
5. Do not open the door until you ask, "Who is it?"

Security

Residents must share responsibility for maintaining a safe and secure residential community. A resident is 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 locked security doors may be subject to disciplinary action. During the holiday periods doors and windows should be securely locked and mini blinds should be open.

Items of value should not be left in a room over a holiday period. Guest(s) and visitor(s) may gain access to student rooms only when escorted by a resident. Residents are reminded to refrain from allowing anyone they do not know into the secured areas.

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 Code Annotated (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 the Office of Residential Life.

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.

Student Personal Property Insurance

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

Thunderstorms & Lightning/Severe Weather

One of the most dangerous of all storms is one of the most common. Some thunderstorms can be seen approaching while others hit without warning. It is important to learn and recognize the danger signs and to plan ahead. The danger signs of a thunderstorm include dark towering or threatening clouds and/or distant lightning and thunder.

Thunderstorm Watch

A severe thunderstorm watch is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop.

Thunderstorm Warning

A severe thunderstorm warning is issued when a severe thunderstorm has been sighted or indicated by weather radar.

During a Thunderstorm Warning

1. Go inside for protection IMMEDIATELY.
2. When inside stay away from windows, water faucets, sinks and bathtubs.
3. If you are caught outside, STAY AWAY from tall trees, open fields or open water or small isolated sheds.

Tornadoes/Severe Weather

Tornadoes are nature's most violent storms with winds as high as 200-300 miles per hour. Although tornadoes are most likely to occur in mid-afternoon, recent tornado activity throughout the state proves they may strike any time, any place. A tornado often has a dark, thunderstorm cloud from which a whirling funnel-shaped pendant extends to or near the ground. Rain usually precedes the tornado, frequently with hail and as a heavy downpour.

A tornado watch is given when weather conditions are favorable to the formation of a tornado (i.e. during severe thunderstorms). During a tornado watch, keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

A tornado warning is given when a tornado funnel is sighted, indicated by radar or is about to strike. You may only have a few minutes to go to safety.

TTU police monitor weather warnings. Upon receipt of warnings for the main campus, a continuous (three-minute) alert will be sounded on the campus emergency warning system.

Your residence hall staff will give you specific instructions through floor meetings. A tornado drill will be held during the fall and spring semesters due to the increased risk of tornadoes during these seasons. All residents will be vacated to the basement of his/her building and will remain there until the danger has passed. Your cooperation during these drills is expected and appreciated.

During a Tornado:

Inside the residence hall

1. Evacuate your room and close the door.
2. Proceed to the lowest floor of the building.
3. Remain there until you receive an all clear signal from hall staff.
4. If you live on the lowest floor of the building, you may be asked to open your room to residents from the upper floor as space in the hall will be inadequate.
5. Stay away from the windows, desk, beds, etc.
6. A battery operated radio and flashlight would be very helpful. Tune your radio locally to WTTU (88.5 FM), WHUB (1400 AM), WGSQ (94.7 FM).

Outside the Residence Hall

1. If in another building, proceed to the lowest floor and remain there until otherwise notified.
2. If outdoors with no shelter available, lie flat in a nearby ditch and shield your head with your arms.

After a Tornado

1. Listen to your radio for further information and instructions.
2. Use the telephone ONLY for emergencies.
3. Watch out for fallen power lines and stay out of the damaged areas.

Section Three ~ Assignment Policies and Procedures

Assignment Process	Overflow Housing
Cancellation	Re-Application/Room Selection
Intent to Return	Residency Requirement
Late Check-in	Room Changes/Hall Transfers
License Agreement	Specialty Housing Communities
No Shows	Room Consolidation

Assignment Process

Assignments are processed based on date of prepayment and application. Every effort is made to provide students with a room and/or roommate choice. Students who are currently living on campus receive priority only during the re-application/room selection process in March. Since assignments are made based on date of application and prepayment, there is no guarantee roommate preferences will be honored when mutually requested. Only the student(s) to whom a room is assigned may reside there.

Cancellation of Housing Application/License Agreement

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

Intent to Return

Resident students will be given an opportunity in November of each year to notify the Office of Residential Life of his/her plans for the upcoming spring semester. Fall semester only residents can request his/her agreement to be extended to the upcoming spring semester. This request authorizes the Office of Residential Life to extend your current license agreement and commits you to the paying of rent for the spring semester.

Late Check-In

Upon written request, the Office of 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 for more information.

License Agreement

Your license agreement is a very important document. Prior to signing your agreement, you should read over the terms and conditions stated. Your license agreement is binding for the entire time period you designate (fall semester, spring semester, academic year, and/or summer semester). Failing to designate a specific time period will result in your agreement being considered for the academic year. A fall only application can be renewed for the following spring semester.

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 license agreement. Checking out of your room with a residence hall staff member does not release you from your license agreement. All student communication concerning the license agreement must be submitted in writing to the Director of

Residential Life. Once the license agreement becomes effective, a student is released only in emergency situations.

Please read the license agreement carefully. The terms of this license agreement are not modified in any way by the verbal comments of a university employee or student.

You may sign your license agreement for a two-semester or one-semester time period. Signing a license agreement for two semesters commits you to paying rent for your room for two semesters --- even if you change your mind after one semester. Rent is paid for one semester at a time. Rent is due in full at the time you register and pay for classes.

No Shows

Your residence hall assignment will be held until the first day of classes. It is your responsibility to notify the Office of Residential Life in advance if you are unable to check in by this time. Any student who fails to notify our office will forfeit the current assignment space and if applicable have all personal items inventoried and declared as surplus property. Not checking into your room does not release you from your license agreement. You will need to choose a new assignment or submit a request for cancellation of the license agreement.

Overflow Housing

The Office of Residential Life will maintain overflow housing which is used to accommodate late applicants who request housing after all regular spaces are assigned. On-campus overflow housing refers to temporary assignments in an off-line residence hall requiring relocation to online residence halls as space becomes available. Off-campus overflow housing refers to motel assignments. Students will be advised of this status and given specific details and policy information at the time of an overflow housing assignment.

Re-Application/Room Selection

Applications to return to the residence hall system for the following semester and/or academic year are available during the reapplication/room selection week held in the spring. All current residents will receive information about the reapplication period well in advance through his/her campus post office box and/or email. This is the only time period that returning residents are given priority in the assignment process.

Residents who have met his/her residency requirement are **STRONGLY** encouraged to make application for fall only with the option to renew the following spring semester.

Residency Requirement

The University policy requires all freshmen and sophomore students to live in the residence halls. All requests for a waiver or an exception must be submitted in writing to the Director of Residential Life or his appointed designee.

The Basis for Waivers and Exceptions for living in the residence halls are:

1. Students who are of junior classification status (60 or more hours).
2. Students commuting from parent or legal guardian residency which is within a fifty mile radius.

3. Students living with brother or sister who are enrolled full-time at the University within a fifty mile radius.
4. Students participating in academic internship programs.
5. Students with physical and/or emotional disabilities verified by a licensed physician.
6. Married.
7. A single parent.
8. 21 years old by the first day of class of the semester.
9. Emergency release granted by the Office of Residential Life.

PLEASE NOTE: The signing of a housing agreement obligates the student to fulfill the terms and conditions of the agreement for the duration of the agreement. The residence hall agreement can be signed for one semester or the entire academic year. A fall semester only agreement can be renewed for the following spring semester.

Room Changes and Hall Transfers

As a resident, you will have several opportunities to move from your current room to another room in your same residence hall or transfer to another hall.

In-Hall Room Changes/Hall Transfers

You may request a hall transfer during any point in the semester. To do this you must call 931 372 3414 and set up an appointment with your area coordinator, Ronald Mezime for Pinkerton Quad, Andrew Moneymaker for Capital Quad/Crawford, and Richard Barns for Tech Village.

Mediation Changes

If you really try and things just aren't working out let your RA/HD/AC know. He/she will work with you and your roommate(s) through a Roommate Mediation Workshop. While learning to live with differences is an important aspect of college life, we realize that sometimes needs and personalities are just too different. We also realize you may form friendships that result in a desire to change rooms or roommates.

All room changes must be approved in advance by the appropriate housing staff. Violators will be subject to an improper check-out charge and disciplinary action. Residents who change rooms without prior authorization may be required to move back to his/her original assignment.

Specialty Housing Communities

1. Maddux Hall and McCord Hall are reserved for College of Engineering majors only.
2. Murphy Hall is honors program housing only.
3. MS Cooper Hall is dedicated as the International Hall.
4. Jobe Hall is reserved for business majors only.

Students who choose to change his/her major while residing in a specialty area will be required to relocate to another hall the following semester. 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 www.tntech.edu/bursar/fees or at www.tntech.edu/reslife/rao.

Members of the Honors program must fill out special forms for the Honors program applying for his/her specialty housing in addition to submitting a housing application and prepayment. The Honors program is responsible for roommate matching and room assignments in the Honors housing areas. Applicants desiring Honors housing should choose the Murphy Hall as first preference on the housing application/license agreement.

Specialty housing for Business majors is located in Jobe Hall. An applicant for business specialty housing must submit a housing application and prepayment choosing Jobe Hall as first preference on the housing application.

Engineering specialty housing 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.

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 will 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 will 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).
- 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 (\$525 per semester traditional hall; \$750 per semester New Hall North or New Hall South).

Section Four ~ Getting Involved

Employment Opportunities	Programming
Hall/Floor Meetings	Residence Hall Association (RHA)
Interest Survey	

There are all types of opportunities in and around the residence halls for you to get involved with activities, decision making and leadership. We want students to be involved in the halls and invest time and energy into making the place in which they live better. So do not just sit there, do something!!!

Employment Opportunities

The Office of Residential Life offers three main opportunities for graduate and undergraduate students. During the year we employ hall directors, resident assistants and summer conference workers. These are all great ways to get involved in the residence halls and to make some extra money. If you are interested, contact the Office of Residential Life and visit <http://www.tntech.edu/reslife/employment> for more information.

Hall/Floor Meetings

At the beginning of each semester, hall meetings are held by your RA/HD/AC and periodically during the semester. You will be held responsible for all information that is discussed during the meeting. Hall/floor meetings provide excellent opportunities for you to share concerns and ideas with the RA/HD/AC and community members about residential life.

Interest Survey

Each year an Interest Survey is done in conjunction with the Programming Resource Center (PRC) and the 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 for your floor and hall throughout the year.

There is additional emphasis on areas other than the social and intellectual components, two already frequently programmed areas. Our goal is to provide you with opportunities to continue to learn outside the classroom and feel more comfortable in your community as well as have fun.

We hope you get involved by either helping to plan and/or by attending these events. If you have a great idea for a program, want to help or just want to know when the next program is use the information below:

- Cable Channel 72
- <http://www.tntech.edu/reslife/prc>

Residence Hall Association (RHA)

The Residence Hall Association (RHA) is the governing body for all students living in the residence halls at Tennessee Tech. The purposes of the RHA are to: work primarily for the welfare of all residence hall 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 has two building representatives to promote good personal relations with the hall and to assist in the operation of the RHA.

The RHA is a group that needs "go-getters." The RHA brings together students from all halls that want to make a difference in his/her residence hall living experience. This group will keep itself busy planning and organizing activities and events. In addition the RHA will be asked for input by the Office of Residential Life on issues such as policy review and residence hall renovations. RHA is a great way to get out of your own hall and mingle on campus. Elected representatives of RHA are eligible for participation scholarships.

All residence hall students are considered members of the RHA. Dues may not be collected.

For more information:

- Contact the Office of Residential Life or a residence hall staff member.
- <http://orgs.tntech.edu/rha>

Section Five ~ Residential Life Services

Cable Television Services	Parking
Health & Safety Checks	Pest Control
Housekeeping Services	ResNet Services
Inspection of Rooms	Telephone Services
Interim Housing	Temperature Control
Laundry Facilities	Vending
Maintenance	

Cable Television Services

The Telecommunications Office operates the University's cable system. To view a current listing of the stations offered on the cable television network, please visit the Telecommunications website at <http://www.tntech.edu/telecom/home>. All cable problems are to be reported to the Telecommunications Office by dialing 931 372 3803, between the hours of 8:00 am and 4:30 pm, Monday - Friday.

Students are not authorized to alter his/her cable in any way; this includes repositioning your cable line. Students who alter his/her CATV cable may incur a service charge from the Office of Telecommunications.

Health and Safety Checks

Residence hall staff will inspect rooms for cleanliness, sanitation, and safety monthly. Please refer to the directory board for times and dates. Additionally, 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 becoming a problem, you should not store perishable items in open containers. It is your responsibility to keep your room clean and to properly dispose of trash in outside dumpsters.

ATTENTION NEW HALL SOUTH AND NEW HALL NORTH: Your closets will be opened to check fire safety equipment.

Housekeeping Services

Custodians are employed on a daily basis to clean hallways, public lounge areas, public bathrooms, vending and laundry facilities. The cleaning and the supply of cleaning materials for rooms and living areas and the proper disposal of garbage are the responsibilities of the individual residents. Monthly inspections are conducted by residence hall staff to ensure compliance in living areas with health and safety standards. Any dishes left in common areas for over 24 hours will be discarded. Linen services are not provided.

Contact your staff to see if brooms and mops are available in your residence hall. If you have any questions concerning the cleanliness of the common areas, please contact your residence hall staff member or call the Office of Residential life maintenance hotline 931 372 3272.

The residents of each room will be held responsible for his/her room. This includes cleanliness, general housekeeping practices and general appearances. Do not leave your trash in public areas. It creates a fire hazard and is a violation of the residence hall code of conduct. Residents must take all trash and boxes directly down to the dumpsters located adjacent to buildings immediately.

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 record and inventory form. You are advised to review carefully the condition of the room as indicated on the form. Your signature indicates that you are in agreement 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 Residential Life. When approved an interim fee will be assessed.

The Office of 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 hall for resident students only. For the protection of your personal belongings, do not leave your items unattended. Please report any malfunction of machines and/or to request reimbursement for damages directly to the Maytag vendor by calling 1 800 927 9274 or by emailing service@caldwellandgregory.com . Report vandalism by calling University police at 931 372 3234.

Maintenance

The Tennessee Technological University Facilities and Business Services Office schedules and completes repairs as needed. Problems in your room or problems you observe in public areas should be reported directly to the Office of Residential Life maintenance hotline 931 372 3272 from 8:00 am to 4:30 pm, Monday - Friday. In the event that an emergency repair need occurs during the evening, holiday or weekend hours, contact the RA/HD/AC on duty in your hall. When repair needs are reported to our office, a maintenance work order is submitted to Facilities and Business Services. If you have a question about the status of your repair request, contact the Office of Residential Life 931 372 3272. While every attempt is made to respect your privacy, by reporting a maintenance need in your room, you are authorizing access by Facilities and Business Services staff during their working hours, 7:00 am - 3:00 pm, Monday - Friday. Please plan accordingly.

Parking

Spaces are available in the vicinity of the halls for parking. Parking permits must be obtained from the University police office or during registration at the vehicle registration table. If for some reason you must bring a substitute car on campus, a temporary permit may be obtained from the University police office. The temporary permit is free of charge and is valid for two weeks from the initial issue date. You must already have purchased a permanent parking permit before a temporary permit will be issued.

Please contact the University police office during regular business hours, 8:00 am – 12:00 noon and 1:00 pm – 4:30 pm, Monday – Friday, phone number 931 372 3234.

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

Pest Control

You may report any problems with pests by calling the Office of Residential Life maintenance hotline, 931 372 3272. Room spraying is done only on Fridays. 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.

ResNet Services

ResNet Services are available in all residence halls. To use these services students must have his/her own computer with network card and cable and/or wifi capability. The network card can be purchased on campus at the University Bookstore. Information Technology Services will assist students, if needed, in connecting to the ResNet services. Please visit the ResNet web site, www.tntech.edu/resnet, for complete details, instructions, frequently asked questions and policies and procedures.

Telephone & Cable Television Services

Each residence hall room is equipped with a dual jack, a telephone with voicemail and caller identification (ID) features (if requested) and a cable television outlet. Students are not authorized to alter the telephone in any way. Service charges will be assessed for any alteration which includes removing the phone from the wall. In order to use caller ID, students will need to purchase a caller ID box which can be plugged into the bottom of the dual jack. Most caller ID boxes are compatible.

An authorization code is required for long distance service, and it can be obtained at the Telecommunications Office in the University Police Building located at 90 West 8th Street. Students will be billed for long-distance calls on a monthly basis by Telecommunications. Bills should be paid no later than the 15th of each month at the cashier's window in Derryberry Hall. After the 15th a late charge will be applied. Third-party and collect calls may not be billed to a room telephone. A service charge plus the cost of the bill will be added to the student's next bill.

All telephone or cable television repairs should be reported to Telecommunications at 931 372 3803 between the hours of 8:00 am and 4:30 pm, Monday - Friday.

- **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
 - Long-distance numbers: dial 9 + 1 + area code + number + auth code
 - International numbers: dial 9 + 011 + country code + city code + number + auth code
 - Student numbers: dial the last four digits
 - Emergency Services: dial 911
 - The domestic (Continental U.S.) long distance rate is \$0.15 per minute twenty-four hours a day.

- **Voice Mail (to obtain a voice mail box number contact Telecommunications at 931 372 3803)**
 - To access your mailbox follow the instructions below:
 - Dial into the voice mail system by dialing the number "3000" from an on-campus phone
 - To initialize your new mailbox follow the voice mail prompts. Voice mail will ask you to enter a security code. Enter 111111. The system will then ask you to enter your own personal password (your person password must be between 6 to 15 digits).
 - Follow the voice prompts to enter your own greeting.
 - Special Notes - The "#" key is an enter key. It tells the voice mail system that you have completed an action. The "*" key will back you up one step in the system or erase your last action.
 - When you dial into the system "3000" and enter your box number followed by your password, you will be given the option to press 1+1 to review your messages or press 2 to send a message. You may also press 3 to locate messages or 4 for personal options. The system will provide prompts at each level.

Temperature Control

When the heat is turned on in the fall, it will remain on until the end of the winter. Therefore, decisions to turn on the heat will be made when a consistent change in the weather requires it.

After the heat is turned on, it takes some time to get a uniform temperature across campus. Residents should notify the staff if rooms remain too cold or too hot for an extended period of time.

When the air-conditioning is turned on in the spring, it will remain on until the end of the summer; therefore, decisions to turn on the air-conditioning will be made the same as the heat.

The above statement does not apply to the New Hall North and New Hall South which have interchangeable heating/air.

Vending

Carbonated beverages, juice and snack machines are located in 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.

Section Six ~ Your Room

Check-in Process	Refrigerators
Check-out Process	Room Personalization
Extension Cords	Smoke Detectors
Furnishings	Waterbeds
Keys	Windows
Microwaves	

Check-in Process

When you arrive, you need to check in with the residence hall staff and obtain your key. A member of the residence hall staff will have already inspected your room and noted on our residence hall check-in/check-out records and inventory form the condition of your room. You need to review the residence hall check-in/check-out record and inventory form carefully before signing the sheet. A careful examination of the physical condition of the room should be made by the resident and notations of damage or missing furniture and/or equipment should be entered on the residence hall check-in/check-out record and inventory form. You are responsible for the accuracy of all information on the residence hall check-in/check-out record and inventory form. Students are held responsible for damages to his/her room during his/her period of occupancy. Individuals who can be identified as responsible for damages will be billed accordingly. During the check-in process, you will be given several important notices that you should read carefully.

Check-out Process

When checking out, students must leave his/her room in a clean and orderly condition or he/she will be charged. If students leave without signing the residence hall check-in/check-out form, an automatic charge of \$10 will be levied. An additional charge of \$35 will be assessed for an unreturned key. Any time a student changes occupancy, the residence hall check-in/check-out record and inventory form will be used. The room a student vacates is "closed out" and the room the student enters is "opened." Please pay close attention to this procedure because students will be billed directly from these forms at the end of the check-in/check-out process.

Checking out without receiving a release from the Director of Residential Life will result in rent being charged to you. Checking out and returning your key does not cancel your housing license agreement. A residence hall check-in/check-out record and inventory form must be signed and room vacated within 48 hours of the termination of the housing license agreement.

General Information

When preparing for checkout, you are responsible for:

1. Removing all personal belongings from the room, bathroom, and any common area, and restoring of the room to the original check in condition.
2. Cleaning your room by properly disposing of trash, removing any and all personalization, sweeping and mopping the floors.
3. Working out cleaning schedules to avoid collective billing charges for cleaning and restoration.

Time Periods

Close of semester:

1. Complete a check-out with your current staff during designated appointment.
2. Hours are posted in your residence hall. Hours will vary during finals week.

Withdrawing

Complete a withdrawal form with the Office of Student Affairs, Roaden University Center, Room 221.

Schedule a check-out time with your current hall staff to occur during regular RA/HD/AC duty hours.

A residence hall check-in/check-out form must be signed and room vacated within 48 hours of the date of withdrawal.

Other

When extenuating circumstances occur, make an appointment with your RA/HD/AC to perform your check-out at a time that is convenient for both you and the hall staff member or contact the Office of Residential Life during the hours of 8:00 am to 4:30 pm, Monday - Friday.

Extension Cords

Extension cords shall be maintained in good repair and must be UL/FM approved and only used in accordance with its rated application or meet standards of the National Electrical Code, NEPA 70.

Extension cords will not be used outside a room in which the fixture outlet is located. Under no circumstances shall any extension cord or electrical cord be spliced. No more than one extension cord shall be used for each appliance.

Furnishings

Upon checking into his/her residence hall room, the student signs a residence hall check-in/check-out form. On this form is a list of the furniture assigned to that room. The student is responsible for ensuring that each piece of the furniture remains in his/her room. Any furniture missing or damaged at checkout will result in a charge to the student's account. Each room must be returned to its original arrangement before the student(s) will be allowed to check out.

Individuals are responsible for providing pillows, linens, study lamps and toiletries. You may not remove the University furniture or equipment from the room. You are responsible for inspecting the condition of your room when moving in and out, and you are held accountable for any damage to University furnishings and equipment.

Keys

The non-refundable cost of replacing a lost key, re-keying the lock core and issuing additional replacement keys for your roommate(s) is \$35. This is billable through the Office of Residential Life and payable at the cashier window located in Derryberry Hall. This charge is necessary to ensure the safety of all room residents.

If a student loses his/her room key, he/she should contact a member of his/her residence hall staff immediately. The staff member will issue a loaner key for a period of seven (7) days during which time the student may locate his/her original key. Student will need to see a staff member to return the loaner key and either the original key was located or a work order will be issued to recore the door. Upon the door lock/key being changed out, the affected student(s) will need to see a member of the hall staff between 7:00 pm and 12:00 midnight to receive his/her new key.

Microwaves

You may have a microwave as long as it does not exceed 1,000 watts. In addition to wattage requirements, you must use a power strip with a circuit breaker.

If your microwave unit exceeds 1,000 watts or you are not using an approved power strip with circuit breaker, you will be given 24 hours to correct the situation. Failure to correct the situation within 24 hours will result in disciplinary action.

Refrigerators

If you own your refrigerator and it meets the specifications listed, you may use it in the residence halls. The unit will be inspected within the first two weeks of school. If, at that time, we find that it does not meet our requirements, you will be requested to remove the unit from your room.

The specifications necessary for approval are:

- 4.4 cu ft. or smaller.
- The refrigerator must have electrical draw power low enough to prevent overload of electrical circuits – approximately 2 amps, 120 volt, 60 cycle AC. You must use a power strip with a circuit breaker. If your refrigerator exceeds these requirements you will be given 24 hours to correct the situation. Failure to correct the situation within 24 hours will result in disciplinary action.

If you would rather rent your refrigerator, Tennessee Tech partners with Bedloft.com to rent MicroFridges to students. The unit has a 2.9 cubic feet total storage area, including a full freezer, and a 600 watt microwave. This eco-friendly unit is a convenient alternative to bringing a refrigerator from home.

Students may preorder their MicroFridge for easy pick-up on move-in day. MicroFridges may also be rented on move-in day, but quantities will be limited.

To place your order, today, visit www.bedloft.com.

Room Personalization

An empty residence hall room can be drab. Putting up posters, pictures and decorations can add that homey touch. Be very careful and make sure no holes or any type of damage results 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. Every room is painted on a regular schedule.

Residents desiring to personalize rooms:

- May not use wallpaper or contact paper in room due to the possible damage to university facilities.
- May not paint any part of room or university furniture or equipment. Facilities personnel paint residence hall rooms, hallways, bathrooms, and lobbies according to a maintenance schedule during the summer.
- May not use nails to hang items in your room.
- Use of non-adhesive materials to personalize the inside of your room is permitted. NOTE: Residents will be responsible for any damage caused by use of adhesive material 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 types of personalization must be removed at the close of each academic year or any time when residents are not returning to the room.

Smoke Detectors

Each residence hall room is equipped with a smoke detector. If the smoke detector battery does not work call the maintenance hotline 931 372 3272.

Students are not to tamper with smoke detectors. Tampering with smoke detectors will result in a restoration charge and judicial action.

Smoke detectors in the New Hall North and New Hall South are wired into the electrical system and do not require batteries.

Waterbeds

Waterbeds and other water-filled furniture are not permitted in the residence halls.

Windows

The Office of Residential Life strongly encourages students to keep his/her windows closed when the heating/cooling system is operating. For the security of your personal property, windows should remain locked and curtains or blinds drawn when no one is home. No items shall be stored, thrown and/or passed from any residence hall window.

Section Seven ~ Food Services

Food Service Requirement

All residence hall students classified as freshmen must 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 meal plans and food services, visit the dining services website:

<http://www.dineoncampus.com/ttu/>

Section Eight ~ Residential Life Policies and Procedures

Abandoned Property	Deliveries	Multi Plugs
Access to Student Rooms	Discrimination	Noise
Alcohol	Discipline Process	Open Flames
Alcohol Containers	Drugs	Pets
Antenna	Enrollment	Posting
Appeals	False Fire Alarms	Power Strips
Appliances	Games	Proper Disposal of Needles and Sharp Instruments
Bicycles, Motorcycles, Boats or Trailers	Graduating Policy	Public Areas
Bomb Threat	Grievances	Release of Private Information
Cable	Guests	Restricted Areas
Candles	Hate Crimes	Smoking/Tobacco Use
Car Repair	Hazing	Solicitation
Children	Holiday Decorations	Surveys
Cohabitation	Incense	Thefts
Combustible Material	Lounge Furniture	Traffic Control/Road Signs
Conduct	Lobby	Transportation for Emergencies
Confiscation of Items	Lock Outs	Trash
Cooking	Loft Beds	Visitation
Damages	Musical Instruments	Weapons

Abandoned Property

Any personal belongings left unclaimed in the residence hall room will be removed and declared surplus property. Item(s) will be tagged with pertinent information (i.e. location and time/date) and turned into the Office of Residential Life. The Office of Residential Life will attempt to make telephone and/or written contact with resident(s) of room. Once notified owner is given one year from time of notification to claim surplus property.

Access to Student Rooms

Residence hall staff may enter a student's room for the purpose of maintaining conditions of health, safety, inventory control and enforcement of University and residence hall regulations.

Alcohol

The use and/or possession of any alcoholic beverages are prohibited on campus. If alcohol is found in your possession, disciplinary action will be taken.

Alcohol Containers

Empty alcoholic beverage containers, either on one's person or in one's room will constitute a violation. Alcoholic beverage containers are not permitted as room decorations. If an alcoholic container is found in your possession, the container(s) will be confiscated and disposed of and disciplinary action will be taken.

Antenna

Television and stereo antennas are not permitted to be installed outside of your room.

Appeals

All appeals must be in writing to the Office of Residential Life. Appeals must be filed within five (5) days of notification by the Office of Residential Life.

Appliances

All appliances must be UL approved. General safety, fire codes and insurance standards require that certain restrictions be placed on the use of electrical appliances in the residence hall. Any electrical appliance that has an open heating element may not be used in the residence hall room. Please be careful when you are utilizing electrical appliances in your room. If an electrical problem develops and becomes persistent, we will have no alternative but to request the removal of some of the electrical appliances.

Violators of this policy will be subject to disciplinary action and having the item confiscated.

Appliances permitted for use in residence hall rooms provided their use does not disturb other residents and their state of repair is not a fire hazard are: television set, radio with self-contained antenna, VCR, electric razor, iron with an auto shut-off feature, coffee maker, hot air popcorn popper, crock-pot, clock, hair dryer, curling iron with an auto shut-off feature, lamp, heating pad, electric blanket, approved microwave oven and fan. These items should be placed on non-combustible surfaces and should not be closer than 18 inches to any combustible surface or item.

Appliances NOT approved for residence hall use are: non-hot air popcorn popper, hot plate, bread maker, halogen lamp, grill, sandwich maker, electric skillet, toaster, toaster oven, sun lamp, space heater, window air conditioning unit and any type of gas appliance.

Bicycles, Motorcycles, Boats or Trailers

Vehicles of this nature are not to be chained or locked to outside railings or posts. Bicycle racks are provided in convenient locations near each residence hall. Motorcycles need a parking decal and must be parked in a space in the parking lot. With special permission, boats and trailers can be parked in the Tech Village parking lot. It is advised that these vehicles be registered with the University police.

Bomb Threat

All bomb threats will be considered as real. Suspicious packages or boxes containing possible explosive devices should not be tampered with or handled by students. In such cases the area should be kept clear and University Police immediately contacted by calling 911. Residents should evacuate the building immediately and return only when told to do so by official university personnel.

Cable

Students may not tap into existing cable or in any way tamper with University or vendor telecommunication equipment. When found responsible for such actions student(s) will be subject to full restitution, University disciplinary action and prosecution by the private cable vendor.

Candles

Candles, including incense candles and decorative candles, are not permitted in your room. Violators of this policy will be subject to disciplinary action and having the item confiscated.

Car Repair

Residents are not allowed to perform car maintenance in residence hall parking areas.

Children

Children are not allowed to stay overnight or live in residence halls. Furthermore, because of the concern for liability and Department of Human Services guidelines for proper supervision, resident students are not permitted to use his/her assigned room as a location for babysitting.

Cohabitation

In University residence halls cohabitation is not permitted. Cohabitation is defined as physically residing in another resident's room on a semi-permanent basis usually associated with a sexual or personal relationship. Cohabitation and excessive visitation violates the rights of roommate(s) to reasonable privacy and the pursuit of academic goals. All residents are assigned a specific hall and room. He/she is expected to reside permanently in his/her assigned room and keep his/her personal belongings there. Resident may move his/her personal belongings into another room only as part of a room and/or hall transfer.

Combustible Material

Combustible material shall not be placed within 18 inches of a light bulb.

Conduct

Any resident who intentionally commits, attempts to commit, incites and/or aids others in committing any acts of misconduct and/or violates University policies will be subject to disciplinary action.

Confiscation of Items

Illegal substances and items found to represent a health and safety violation or which in other ways constitute a violation of University policies will be immediately removed by housing staff. A confiscation report will be issued listing all items removed. Please see a member of hall staff concerning retrieval of confiscated items. Items not claimed after vacating your residence hall will be declared as surplus property.

- Items which will be confiscated by staff include:
 - Alcoholic beverage containers
 - Other miscellaneous illegal items
 - Alcoholic beverages will be disposed of by the responsible student(s) with staff observing. The cans or bottles will be retained by the staff as evidence for judicial action.
- Items which will be turned over to University police include:
 - Drugs or other illegal substance and/or paraphernalia
 - Fireworks
 - Weapons
 - Traffic and safety regulation signs
 - Beer kegs and taps

Cooking

Cooking is permissible in a resident's room with approved microwave oven and other approved cooking appliances.

Damages

You are responsible for your assigned room and its contents. The Office of Residential Life makes no provision in the budget for the replacement or repair of equipment due to student negligence or malicious behavior. You may be charged for any damage or extra cleaning necessary which results while you are living there. In the event that damage or a need for cleaning occurs in your room and it cannot be attributed to a responsible individual, it will be necessary to divide the charge equally among all room residents. If the damage occurs in public areas and the responsible individual(s) cannot be identified, the repair cost may be prorated evenly among the residents living in the specific section on the floor in the building.

Deliveries

The Residential Life front office, MS Cooper 217, accepts UPS and Fed-Ex packages for on-campus housed students.

Discrimination

The Office of Residential Life is committed to the education of a non-racially identifiable residential population. As a result it is the department's policy not to discriminate with regards to gender, sexual orientation, religious belief, interests, and race pertaining to housing assignment, staffing, residence education and assistance.

Discipline Process

The residence life staff is committed to providing a safe and comfortable environment for all students. When a student violates one of the policies designed to endure the safety and comfort of others, the student will be held responsible for his/her actions through the discipline process. This process is designed to be fair, uphold student's rights and to be as educative a process as possible. The discipline process usually begins with an incident report.

You will probably hear more than a few things about incident reports: who they are for, who fills them out and why and what happens to you if you are named in an incident report. For the most part, incident reports are used by hall staff to document, in writing, an incident that occurs in the residence halls. Usually these incidents are policy or regulation violations that have occurred. They are generally used by hall staff to communicate with the Office of Residential Life the facts of the incident so the Office of Residential Life can take appropriate action. Incident reports also can be used to take down facts about a theft or unusual happenings to let the hall staff know what is going on. If you are named on an incident report, you may be asked to talk with a member of the Residential Life staff or a member of the Dean of Students' office. If you are found to responsible for the violation, you will be subject to disciplinary action. This action may be on an educational or formal level.

Educational disciplinary action is for minor first-time violations. Educational discipline involves a one-on-one conference with either your hall director, assistant coordinator or an administrative member of the Residential Life staff. The purpose of this educational conference is to hold a student accountable for

his/her actions. During this conference the student will be advised of his/her rights as a student and he/she will be given the opportunity to explain, in his/her words, what occurred during the alleged policy violation. If the student is found responsible for the violation in question, he/she may be issued a disciplinary warning, required to attend an educational workshop, referred for formal discipline and/or a combination of these sanctions may be imposed.

Formal disciplinary action is for repeat offenses, multiple charges or major policy infractions. A student charged with formal discipline will be referred to the Dean of Students' office for judicial action.

Failure to report for an educational discipline conference and/or hearing may result in additional charges brought against you. Please refer to your Student Handbook for additional information regarding your rights, due process, and more detailed information concerning the discipline process.

Drugs

The use, manufacture, distribution or possession of illicit drugs on campus is prohibited. Any violation of this policy will result in disciplinary action as well as subject to applicable federal, state and local laws.

Enrollment

Students residing in University housing must be enrolled as a student for the semester in which he/she lives in the residence halls. All exceptions must be submitted in writing and approved by the Director of Residential Life.

False Fire Alarms

Pulling a false fire alarm is against State and University regulations. Anyone caught pulling an alarm will be dealt with severely. Also, withholding information concerning a false fire alarm is an offense.

A reward will be given, up to \$500, for information leading to the arrest and conviction of a person pulling a false fire alarm in the residence halls. Contact Putnam County Crime Stoppers at 931 520 7867, 24 hours a day. The reward is being sponsored by Crime Stoppers and the Office of Residential Life.

Games

Bouncing of basketballs, skate boarding, use of paintball guns, frisbee throwing, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch, or any other similar activities or games inside or in close proximity to the halls and the respective parking lot is prohibited because of the possibility of damage and the resulting noise. The use of other games posing a threat to resident safety or facilities maintenance also is prohibited.

Graduating Policy

Graduating resident students and students who have a primary involvement with the graduation ceremonies are provided an additional 24 hours from the posted non-graduating hall closing date to check out of his/her residence hall room.

Grievances

Students who have a grievance against a residence hall staff member should first, if appropriate, discuss the matter with the staff member. If the differences cannot be resolved, the student may file an appeal in

writing to the Director of Residential Life, followed by the Dean of Students, Vice President for Student Affairs, and then the President of the University.

Guests

A guest is defined as a person who is not a member of the residence hall system. You may have one (1) overnight guest of the same sex and the visit may not exceed two (2) nights per week. All guests must be registered through your residence hall staff. You are responsible for the actions of your guest at all times and are to respect the needs and rights of your roommate(s). Guests must also obtain a visitor's parking permit to park on campus from the University police. Guests may not be left alone in the room unless officially registered. Guests must be escorted at all times when visiting the residence halls.

Make specific agreements about the times visitors will be welcome and about entertaining guests. Always consider your roommate's side of the situation, particularly when he or she has a heavy load of exams or papers. After you have established some guidelines with which you both can live comfortably, agree to discuss this issue again any time either of you has a concern. You need to be flexible. Be assertive and communicate your needs. Remember your hall staff is available to help you work out differences.

Visitors of the opposite sex are allowed during visitation hours. These guests must also be registered through your residence hall staff. You are responsible for your guest at all times and you must accompany your guest at all times while visiting your building.

Campus telephones are provided in each residence hall lobby for visitors to use for calling individual room phones.

Hate Crimes

Racism, in all forms, whether individual or institutional is a moral outrage. Racism, sexism, anti-Semitism, and homophobic acts cannot be allowed to exist in our residence halls. Please report all such acts to the Director of Residential Life.

Hazing

Hazing is not permitted in or around residence halls. A complete description of hazing is included as part of the Student Code of Conduct contained in the Student Handbook.

Holiday Decorations

Due to fire safety concerns, cut or live Christmas trees are not allowed in the residence halls. All electrical decorations must be UL/FM approved and only used in accordance with its rated application. Electrical decorations will be for interior room use only and must be 18 inches from combustible materials. No outside decoration will be allowed. Student holiday decorations must be removed prior to the student leaving for vacation.

Incense

Because the odor may be offensive to some people and because it constitutes a fire hazard, the burning of incense and all incense paraphernalia is not allowed in the residence halls. Violator(s) of this policy will be subject to disciplinary action and having the item confiscated.

Lounge Furniture

Furniture in lounges and common areas is for the enjoyment of all residents and guests. Lounge furniture may not be removed or rearranged without prior permission from the Director of Residential Life.

Lobby

The Office of Residential Life prior to the start of each year designates individual hall lobbies as either study and/or social. Hall lobbies are not to be reserved for activities other than those determined to be in the best interest of the majority of the residence hall population.

Lock Outs

From time to time, you may lock yourself out of your room. Carrying room keys is an individual responsibility; however, assistance is available through your residence hall staff or Help Desk.

Loft Beds

What is a loft?

A loft is a raised frame built up from the floor to hold a bed. Some students prefer a loft bed as it provides more floor space within the room.

Options:

Students can either rent a loft, build one or neither. A loft may be used in all residence halls **except New Hall North, New Hall South, Cooper and Dunn Halls.** These hall beds are designed to loft or bunk, and rented or built lofts will not be allowed.

- **Renting:**

If you choose to rent a loft, please go to www.bedloft.com and select Tennessee Tech University from the drop down menu. You do not need to specify the room number on this application as the student will pick up the rented loft at the beginnings of the semester. From there you can select which option you would like. Pre-ordered bed lofts through www.bedloft.com will need to be picked up on move-in day. Lofts may also be rented on move-in day, but quantities will be limited.

Futons are also available for purchase through www.bedloft.com. Please visit their website for more information on this product.

- **Building:**

If you intend to build your loft, for your safety you must follow the construction guidelines. All students building a loft must first complete a Loft Construction Request Form. Once approved by your Coordinator, the student may begin building the loft.

Building a loft bed:

If you choose to build a loft bed you must be aware of the following information:

- **Liability**

Please understand that there may be dangers and hazards with the construction, assembly, use and disassembling of a bed loft. As a student building your loft, you assume all related risks and

responsibilities. The student will be required to pay for the repair/replacement of any University property lost/damaged as a result of loft construction/use.

- **Specifications**

Students are responsible for obtaining his/her own construction materials, building tools and equipment. All lumber used must be treated with fire-retardant paint. You should keep the receipt when you buy the fire-retardant paint as it serves as proof that you have treated the lumber.

The loft must be self-supporting and free standing with no attachments to the walls, ceiling, floor or other hall furniture. A ladder or some safe method of getting onto the loft structure must be included in any loft system. Nuts and bolts may be used in the construction of ladders only. The loft must be built and located so that it does not interfere with access to heating/cooling units, ventilation, plumbing, pipe chase doors or sprinklers. The mattress must not be any closer than 30 inches from the ceiling. A standard TTU provided mattress is around 6 inches thick. Please keep this thickness in mind when determining the finished height of your loft.

Loft vertical supports (legs) must be built using a minimum of 4" x 4" lumber. Two 2" x 4"s bolted together will be treated as if it is a 4" x 4". All horizontal load bearing supports must be built using 2" x 4" lumber. Each corner must be braced by either 2" x 4" lumber or thick metal straps from each leg support to the horizontal load bearing support. Nuts and bolts are required for loft assembly.

- **Loft Checklist**

Make sure your loft meets all of these requirements:

- Vertical support legs are a minimum of 4" x 4" lumber
- Horizontal supports are a minimum of 2" x 4" lumber
- Other framing is a minimum of 2" x 4"
- Loft components are bolted together
- Loft is self-supporting and free standing
- The loft has a means of safe access
- Loft is not obstructing room fixtures, equipment or exits (including windows)
- Loft has a minimum of 30 inches of clearance from top of mattress to ceiling

- **Putting Your Loft Up**

If you plan to build a loft we suggest that you wait until you arrive on campus to do so. The height of the ceiling and the location of room fixtures and furnishings often cause problems when you try to set up the loft. Rooms will vary slightly from the standard layouts/diagrams on the housing website. If building ahead of time be prepared to make loft modifications upon campus arrival.

All painting, staining or fireproofing must be completed before you bring the lumber or materials onto campus. Any student wishing to build a loft must complete the Loft Construction Request Form before construction begins.

Before, during and after construction-building materials cannot be stored in public areas such as hallways, lobbies or other areas in or around the student's assigned room. All University owned furniture and equipment must remain in the student's room.

All wood scraps, trash, sawdust, etc. must be taken directly to disposal sites outside the buildings and not left in the hallways or deposited in hall trash cans. Any student who fails to clean up properly will receive a cleaning fee.

- **Taking Your Loft Down**

All construction materials must be removed from University property or put into an appropriate trash container prior to your campus departure. The room and all furnishing must be returned to the way you found the room prior to checking-in. The room must be properly cleaned.

- Possible Damage/Cleaning Charge (if done improperly)
- The student will be required to pay for the repair/replacement costs of any University property lost or damaged as a result of loft construction/use.
- All wood scraps, trash, sawdust, etc. must be taken directly to disposal sites outside the buildings and not left in the room or hallways. Any student who fails to properly clean-up will receive a cleaning charge.
- If you do not dismantle and dispose of your loft according to the guidelines, the Office of Residential Life will assess and place a removal fee on your student account.

A **Loft Construction Request Form** can be secured from your Area Coordinator:

If your room assignment is in Crawford, Maddux, McCord, Browning, Evins, Warf or Ellington, please contact your Coordinator: Andrew Money maker, 217 Ellington, 931 372 6312.

If your room assignment is in MS Cooper, Pinkerton, Jobe or Murphy, please contact your Coordinator: Ronald Mezime, MS Cooper 206, phone number 931 372 6313.

Questions: Please contact the Office of Residential Life at 931 372 3414.

Musical Instruments

Although you may call yourself a musician, your neighbors may not agree. Therefore, playing musical instruments in the residence halls is not permitted. Practice rooms are located in the Bryan Fine Arts Building.

Multi Plugs

The use of multi plugs is not allowed in the residence halls. Violators of this policy will be subject to disciplinary action and having the item confiscated.

Noise

Residence halls exist to support the academic mission of the University. Quiet and courtesy hours provide standards of acceptable noise levels for study, sleep and privacy.

During quiet hours, 10:00 pm to 10:00 am, all noise must be contained within individual student rooms and at a level which is not disruptive to other residents. During final exams, 24-hour quiet hours are in effect beginning at 6:00 pm, 48 hours prior to the first day of exams and extending until after the last exam.

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.

This policy governs activities in individual rooms and outside in close proximity to halls.

Residence hall staff members are available to assist you in resolving noise related problems. It is always best to attempt to resolve such problems directly before staff is asked to intervene.

Open Flames

Items which require the use of flammable liquids or an open flame to operate, or which produce heat (i.e. Bunsen burners, lighted candles, alcohol burners, incense, and grills) are not allowed in residents' room.

Pets

With the exception of fish aquariums not exceeding 20 gallons and approved seeing-eye dogs, pets are not permitted in University housing. Fish aquariums may only be used for fish. Furthermore, no pets may be kept in a close proximity of your room.

Posting

General Information

A specific bulletin board marked GENERAL CAMPUS POSTING ONLY is provided in each residence hall. Individuals and/or groups wishing to post information must obtain the permission of the Office of Residential Life. All information posted must be in compliance with the rules and regulations for posting as outlined by the University.

Information that does not have approval of the Office of Residential Life and/or that is improperly posted will be removed by the residence hall staff immediately. Possible disciplinary charges may be filed by the Office of Residential Life against the individual and/or organization.

Resident Room

Information signs or other decorations may not be displayed in the area between the window and the blinds and/or directly adhered to the windows. Door decorations are permitted but should not cover more than 25% of the door surface.

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.

Power Strips

The use of UL/FM approved power strips with a built-in fuse or circuit breaker is required on appliances and other electronic devices used inside a room. The strip must be of adequate wire size for the intended use.

Proper Disposal of Needles and Sharp Instruments

Contaminated needles and other contaminated sharp instruments should be placed in appropriate containers as soon as possible. Needles and sharp instruments should not be bent, recapped, sheared or broken. Containers should 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, not allowed to over fill and be closed immediately. Proper containers can be purchased at Health Services (Infirmary) and returned to Health Services when full for proper disposal.

Public Areas

Public areas in residence halls are for the use and enjoyment of all residents. Individuals wanting to sponsor private social events should make arrangements to use other campus facilities. Campus policy prohibits the use of tobacco products; everywhere, by anyone, at all times. Also the grounds outside residence halls may not be used for private social events.

Release of Private Information

Release of private information to students or other interested parties is not permitted according to University policy. For the protection of our residents, the Office of Residential Life will only release directory information (i.e. student room telephone number, campus post office box number, email address, and major).

Students requesting directory information not to be released should contact the Records Office, Room 102, Derryberry Hall.

Restricted Areas

Certain areas in and around the residence halls are off limits to students. These include but are not limited to roofs, ledges, mechanical rooms, crawl spaces, etc. For safety reasons students are not allowed on the balconies or roof areas. Failure to cooperate will result in disciplinary action.

Smoking/Tobacco Use

Tennessee Tech's campus became a non-smoking, tobacco-free campus as of January 1, 2010. Students, faculty, staff and all visitors will no longer be allowed to smoke or use any tobacco products in all university buildings, on all university grounds, TTU affiliated off-campus locations and facilities, and all state vehicles. Smoking outdoors on campus will not be allowed; tobacco usage will be permitted only in private vehicles.

Solicitation

Solicitation for purely commercial purposes is prohibited in the residence halls by off-campus agencies or commercial enterprises or by students acting on his/her behalf. This includes magazine sales people. Please contact your residence hall staff or the University police if you witness any solicitation in the halls.

To protect students against fraudulent involvement, sectarian promulgation, interruption of his/her studies, and to ensure that the property of the University is not used for monetary gain, door-to-door soliciting, sectarian, promulgation, or political propaganda in residence halls is prohibited, except in the common lounges with the prior approval of the Director of Residential Life. Fund-raising in University housing is limited to official residence life organizations and approved University organizations.

Fund-raising activities are limited to housing common areas (i.e. inside or adjacent to lounges). Door to door solicitation or privately sponsored room sales and solicitation are not permitted in University housing.

Surveys

All surveys conducted in Tennessee Technological University housing must have the prior approval from the Director of Residential Life. Surveys will be limited to assessments of the quality of residence life, specific issues affecting campus life, University-sponsored surveys and official U.S. government business (i.e. census).

Thefts

If you feel that something has been stolen from your room, contact your residence hall staff and the University police. The University assumes no liability for the loss of personal property. We recommend you lock your door upon leaving your room, regardless of the anticipated time of absence.

Traffic Control/Road Signs

Traffic control/road signs are not allowed on state property and will be confiscated by Tennessee Tech University police.

Transportation for Emergencies

Residence hall staff members are not permitted to transport students requiring medical assistance. When such assistance is required, University Police should be notified.

Trash

Students are not permitted to leave trash in the hallways or outside his/her room door. The residence halls are equipped with trash dumpsters outside the exits of most buildings. Students are expected to use these dumpsters only for disposal of trash.

Students found guilty of improperly disposing of trash or vandalizing the dumpsters will be subject to an assessment and disciplinary action.

Visitation

Tennessee Tech residence halls offer a visitation program open to host guest(s) of both genders. All guest(s) must be escorted from the lobby to the host/hostess' room and from the room back to the lobby to check out. Guests are not to be unattended at any time. Each guest must check in and out of the residence hall at the designated location in each lobby.

Residential Life staff members will be available during the entire staff period of visitation, except during zone coverage, during which time housing personnel will be responsible for a specified area. During visitation, proper conduct and decorum are important and expected of both the host/hostess and the guest(s). Guest(s) may be asked to leave the building and/or be prohibited from visiting if found to be violating policies, damaging property, or being a potential harm to themselves or others.

With the increased visitation privileges, there is a greater responsibility to be shared. The primary responsibility for management of the total visitation program rests with the individual resident, Residence Hall Association (RHA) and the residence hall staff.

Opportunities for differentiated visitation policies including no visitation at any time are available based on approval by the Director of Residential Life.

Residence Hall	Visitation Privileges	Sign-In Location
Browning/Evins Cooper/Dunn Ellington/Warf Maddux/McCord Crawford Jobe/Murphy MS Cooper/Pinkerton New Hall North New Hall South	Sun – Thu 11 am – Midnight Fri – Sat 11 am – 1 am	Lobby

Weapons

Weapons are not allowed in the residence halls or anywhere on property owned or operated by Tennessee Technological University. Weapons of any kind, including but not limited to, actual weapons, martial arts weapons, toy weapons, air guns, paint guns, knives (over 4 inches), etc. are not allowed in the residence halls, apartments, or grounds. Violation of this law is a felony. Even individuals with handgun permits may not bring handguns on property owned or operated by Tennessee Technological University.