



**Residential Life**

**TENNESSEE TECH**

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**GUIDE FOR SUCCESSFUL  
LIVING**

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- Conduct Procedures

# Section One

## “Community Living”

### **Adjustment:**

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

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

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

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

### **Belongings:**

Discuss with your roommate 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.

## **Communication:**

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

## **Community Bill of Rights:**

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

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

## **Community Relocation:**

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

## **Residential Life Mission Statement:**

The residential life program is a self-supported department that exists as an integral part of Tennessee Technological University. The Department of Residential Life supports the University's mission by providing our residents with the best housing experience possible. Offering residents, with support from our Learning Villages and the Flight Path program, additional opportunities to connect with the University as well as each other:

- Providing residents with opportunities to participate in a broad range of extracurricular activities, giving them tools to help them succeed as a student as well as to develop into a self-sufficient, productive member of society.
- Providing residents with a living environment that is a positive community: one that is; reasonable priced, safe, comfortable, well maintained, supportive and conducive to education, and diversity.

Residential Life is a part of Student Affairs, reporting directly to the Assistant Vice President of Student Affairs.

## **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. Feel free to contact the office if you need assistance concerning any aspect of housing by stopping in the office, by emailing [reslife@tntech.edu](mailto:reslife@tntech.edu) or by calling us at 931 372 3414.

## **Help Desk:**

The Office of Residential Life staffs three main residential help desks from 8:00 am - midnight. These desks are located in the following areas:

- Tech Village Community Center - serving Tech Village apartments (931-372-3271)
- Lobby of New Hall North - serving Pinkerton Quad (931-372-4329)
- Lobby of Maddux/McCord - serving Capital Quad and Crawford Hall (931-372-4079)

Additional Help Desks (noon – midnight):

- Crawford Hall - (931-372-4076)
- NH South - (931-372-5267)

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

## **Residence Hall Staffing:**

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

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

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

## **Respect:**

Spend some time with your roommate(s) so that you can get to know one another better. This will help 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.

Revised: May 2017

## Section Two

# “Personal Safety”

### 24-Hour Emergency:

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

### Active Shooter - Critical Incidents:

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

- **Run** - If possible, evacuate the area and call 911.
  - This option should be chosen if you could evacuate the area without placing yourself in the line of fire from the active shooter(s).
- **Hide** - If evacuation from the area is not an option, then you should hide.
  - Make every effort to stay out of sight and in a locked room.
  - Barricade the doorway with whatever is available; the idea is to make it as difficult as possible for the individual to encounter you.
- **Fight** - Should you have no other option, as a last resort, fight.
  - Remember to be as aggressive as possible.
  - This individual is intent on attempting to take your life.

- Use whatever you have available as a weapon and stop the threat to you.

## **Earthquakes:**

- **During an Earthquake:**

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

- **After an Earthquake:**

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

## **Fire Safety - Fire Drills/Alarms:**

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

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

- Immediately and orderly exit the building.

- Please be sure to dress for the weather and take with you anything that you must have (wallet, purse, phone, etc.); in the case of an actual fire you may not be able to return to your room right away.
- Close all doors behind you as you exit.
- Go to the nearest exit or stairwell.
- If there is smoke in the room, keep low to the floor.
- Before passing through any doorway, feel the door. If it is hot, do not open the door.
- 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.
- If you cannot leave the room or all exits are blocked open the window.
  - To attract the fire department's attention if you are trapped, wave an object out the window. Call University police or 911 and report you are trapped; give the room number and specific location.
- If the nearest exit is blocked by fire, heat, or smoke go to an alternate exit.
- Upon evacuation of the building proceed to the appropriate area listed below:
  - Browning/Evins - To the rear quad parking area
  - Cooper/Dunn - To the rear quad parking area
  - Crawford - To the front quad grass area
  - Ellington/Warf - To the rear quad parking area
  - Jobe/Murphy - To the grass area behind Pinkerton
  - Maddux/McCord - To the rear quad parking area
  - MS Cooper/Pinkerton - To the grass area in front of Murphy
  - New Hall North/Perch Area - To the grass area behind MS Cooper
  - New Hall South - To the front lawn area
  - Tech Village Apartments - Exit the building to the sidewalk area in front of the building
- Follow the directions of fire, police and housing staff personnel.

## **Missing Student Protocol Statement:**

- **Purpose:**
  - The purpose of this protocol statement is to promote the safety and welfare of members of the Tennessee Tech University community through compliance with the requirements of the Higher Education Opportunity Act of 2008. This protocol includes the official notification procedures for missing students who reside in on-campus housing at Tennessee Tech University. Individuals who wish to report a missing student should contact the Tennessee Tech University Police.
- **Objective:**
  - It is the objective of Tennessee Tech University to provide all students, residing in on-campus housing, the option of identifying an individual (s) to be contacted by TTU in the event that the student is determined to be missing for a period of more than 24 hours. Access to information regarding a student's confidential contact

will only be provided to authorized campus officials and law enforcement personnel. If a student fails to register a contact person, local law enforcement will be notified that the student is missing. If a student reported missing is less than 18 years of age and not emancipated, the parent or legal guardian of that student will be notified.

- **Definitions:**

- **Missing Student:** For purposes of this protocol statement, a student residing in on-campus housing is determined to be missing when the Tennessee Tech University Police or other law enforcement agency determines that the student has been missing for more than 24 hours, without any known reason, that the reported information is credible, and that circumstances warrant declaring the person missing.
- **On-Campus Housing:** A residence hall or Tech Village Apartments.
- **Campus:** For purposes of this statement, “campus” is defined as:
  - Any building or property owned or controlled by Tennessee Tech University within the same reasonably contiguous geographic area and used by TTU in direct support of, or in a manner related to TTU’s educational purposes including residence halls.

- **Responsibilities:**

- If a member of the Tennessee Tech University community has reason to believe that a student residing in on-campus housing is missing, or receives a report that a student residing in on-campus housing is missing, he/she shall immediately contact Tennessee Tech University Police.
- Unless there is evidence to the contrary, a student residing in on-campus housing will not necessarily be considered missing if the student provided information about his/her intended whereabouts to the Office of Residence Life or if the student is absent during recognized University holidays or breaks.
- University personnel in the Office of Student Affairs will also be notified by the University Police that a student has been reported as missing.

- **Procedures:**

- The Tennessee Tech University Police in cooperation with Student Affairs staff members will implement the following investigative procedures when a missing student report is received:
  - Attempt to call the alleged missing person using the phone numbers supplied to the University.
  - Talk with housing staff members to determine if the missing person has been seen.
  - Have housing staff members check the assigned room and also have them talk with neighbors, friends, and roommates to see when the missing person was last seen.

- Have housing staff members check the assigned room and also have them talk with neighbors, friends, and roommates to see when the missing person was last seen.
- Check the card access system log to determine when the missing person last entered the housing facility.
- Contact University Dining Services to determine when the missing person last used their meal plan.
- Check the missing person's email account to determine the last time it was used.
- Contact the missing person's faculty members to determine class attendance.
- Consult with the Counseling Center staff and Health Center staff to see if the missing person has been seen at either location.
- Have Housing staff key into the room for health and safety purposes.
- If the missing student is determined to be under the age 18, TTU Police will contact the student's parent(s) or legal guardian within 24 hours.
- If the missing student is over the age of 18 and registered a confidential contact person that person will be contacted within 24 hours by TTU Police.
- When the missing student is located verification information shall be secured to include a description of the health of the student, and intention of returning to campus and/or classes. In addition, the student shall be encouraged to contact the confidential contact person.
- **NOTE:** Every effort will be made to balance the right to privacy with the issue of compliance to Federal regulations and the interest of public safety.
- Nothing in the protocol is intended to preclude Tennessee Tech University from determining that a student is missing before the student residing in on-campus housing has been missing for a full 24 hours or initiating notification procedures as soon as it determines that the student residing in on-campus housing is missing.
- **CONTACT INFORMATION:**
  - Office of Housing/Residence Life; (931) 372-3414
  - Tennessee Tech University Police; (931) 372-3234
  - Office of Student Affairs; (931) 372-3411

## **Personal Safety:**

- **Around Campus or in Town:**
  - Avoid walking alone at night; take a friend if you must go.
  - Look alert; eliminate the potential attacker's element of surprise.
  - Carry your keys in your hand to avoid fumbling in the dark. Keys carried in your fist, one between each finger, can be used as a weapon.
  - Vary your daily patterns; some attackers stalk their victims, knowing just where and when to strike.
  - Pay attention to your surroundings. Where is the best-lighted route? Where can you run for help if necessary?

- Report to your hall staff or TTU police any situation that you feel is dangerous to yours or another resident's health, safety or wellbeing. This includes physical or verbal abuse, an immediate threat of abuse, and any sexual or racial harassment. If you would happen to be assaulted or attacked you should report the incident to the University police and/or your residence hall staff or calling 911. A few things to keep in mind:
  - Keep your wits about you. Sometimes struggling can save you; sometimes it can antagonize the attacker.
  - Consider passive resistance; talk to your attacker calmly.
  - Seek medical attention if necessary.
  
- **Pedestrian Safety:**
  - It is unlawful for pedestrians to walk on the adjacent roadway where sidewalks are provided.
  - Drivers are expected to yield the right-of-way to pedestrians crossing within a crosswalk.
  - Pedestrians should always look both ways before crossing the street, even in a crosswalk.
  - Pedestrians shall not suddenly leave a curb and walk or run into the path of a vehicle that is so close that it is impossible for the driver to yield.
  - Whenever a vehicle is stopped at a crosswalk or intersection to permit a pedestrian to cross the roadway, other vehicles approaching from the rear shall not overtake and pass the stopped vehicle.
  
- **General Personal Safety Tips:**
  - Lock your door when you leave and before you go to bed.
  - Know your building's emergency evacuation procedures and be familiar with the location of emergency exits and severe weather locations.
  - Do not prop open the exit doors or doors with electronic access.
  - Look to see who it is through the door "peep hole". Do not open the door until you know who it is.
  
- **General Resident Security:** - All residents share responsibility for maintaining a safe and secure community.
  - Residents are encouraged to keep his/her door and window(s) locked.
  - All residents must enter/exit only from the main lobby entrance.
  - Residents leaving the building through emergency exit doors may be subject to disciplinary action.
  - Holiday/break period
    - Doors and windows should be locked and mini blinds should be open.
    - Items of value should not be left in a room.
  - Guest(s) and visitor(s) may only gain access to student room/apartment/floor when escorted by the resident of the room/apartment.

- The staff will not unlock a room/apartment for anyone other than the resident of the Room/Apartment
- Residents are reminded to refrain from allowing anyone they do not know into the secured areas.

## **Residential Safety/Security Services:**

- **Automatic campus alert announcements:**
  - This is a part of our fire alarm system and along with fire alarms this also includes tornado warnings, active shooter alerts, etc.
- **Campus emergency phones:**
  - Phones with emergency buttons are located at the main entrance of each of the Residence Halls.
- **Emergency Telephones:**
  - Emergency telephones have been installed on campus to enhance safety and security. The emergency phones, identified by a 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 and the University Police will be called. University police officers will then respond to that location. Campus phones with emergency buttons are also located at the main entrance of each of the Residence Halls.
- **Electronic Access:**
  - All lobby doors and interior residential hall door 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, bikes, computer, etc.) can be engraved and registered with the University police office.
- **Security Cameras:**
  - Entrances to lobbies and emergency exits are each equipped with security cameras. While these are not monitored 24/7 they do allow staff to refer to them at any time to review a possible issue.

- **Sprinklers:**

- All residential areas are integrated with automatic fire safety sprinkled systems.

## **Severe Weather:**

- **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:**

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

- **Tornadoes:**

- 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, an alert will be sounded on the campus emergency alert system and residents should proceed to the severe weather location for your area.
- Your residence hall staff will give you specific instructions through floor meetings. A tornado drill will be held during the fall and spring semesters. All residents will be vacated to the severe weather location of the 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:**
  - Evacuate your room and close the door.
  - Proceed to the lowest floor of the building.
  - Remain there until you receive an all clear announcement from the emergency system.
  - 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.
  - Please be sure to dress for the weather and take with you anything that you must have (wallet, purse, phone, etc.); in the case of an actual tornado you may not be able to return to your room right away.
  - Stay away from the windows, desk, beds, etc.
  
- **Tech Village:**
  - Go to your bathroom, staying away from windows
  - If you live on the 2<sup>nd</sup> floor; and if possible and you have time, you may consider going to a neighbor's apartment below you.
  - Remain there until you receive an all clear announcement from the emergency system.
  
- **Outside the Residence Hall:**
  - If in another building, proceed to the lowest floor and remain there until otherwise notified.
  - If outdoors with no shelter available, lie flat in a nearby ditch and shield your head with your arms.
  
- For additional information regarding inclement weather and university policies you can go to the following link:
  - <https://www.tntech.edu/planning-and-finance/safety/ttualert/inclementweather>

## **State Board of Claims/Injury or Property Damage:**

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

## **Student Personal Property Insurance:**

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

## **University Statement on Asbestos:**

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

Revised: March 31, 2017

# **Section Three**

## **“Assignment Process/Procedures”**

### **Assignment Process:**

Tennessee Tech accepts student applications for housing beginning October 1 through August 7 (for guaranteed housing) proceeding the academic year for when the housing is sought. Housing is assigned on a first come first serve basis, using the date on which Tennessee Tech received a completed 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, there is no guarantee for housing or roommate preferences. Roommate preferences must be mutually requested. Residents may only resided in their assigned location.

### **Student Housing Deposit:**

A reservation deposit of \$200 is due at the time of application, which is applied to the housing fee. Note that when the reservation deposit is paid, it is then credited to the semester housing fee.

### **Cancellation of Housing Application/License Agreement:**

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

## **Intent to Return:**

Fall semester only residents can request his/her agreement to be extended to the upcoming spring semester. This will authorize the Office of Residential Life to extend your current license agreement and commits you to the paying of rent for the spring semester.

All other residents will also be asked to complete the intent form, allowing the Office of Residential Life to plan for the following semester; note that this does NOT supersede the initial housing agreement.

## **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.

## **Housing Agreement:**

Your housing agreement is a very important document. Prior to signing your housing agreement, you should read over the terms and conditions stated carefully. Your housing 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. The terms of this housing agreement are not modified in any way by the verbal comments of a university employee or student. A fall only application may 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 housing agreement. Checking out of your room with a residence hall staff member does not release you from your housing agreement. All student communication concerning the housing agreement must be submitted in writing to the Director of Residential Life. Once the license agreement becomes effective, a student is released only in emergency situations.

## **No Shows:**

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

## **Overflow Housing:**

When necessary, The Office of Residential Life will maintain overflow housing which is used to accommodate applicants who request housing after all regular spaces are assigned. Overflow housing typically refers to temporary assignments made in selected, approved hotels. As soon as space is available on campus residents will be reassigned to campus housing. Students who may fall into this category will be contacted and given specific details at the time of an overflow housing assignment.

## **Reapplication – Room/Apartment Selection:**

Applications to return to student residence facilities for the following semester and/or academic year are available during the reapplication/room selection period held in the spring. All current residents will receive information about the reapplication period prior to re-application period. This is the only time period that returning residents are given priority in the assignment process.

## **Residency Requirement:**

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

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

## **Room Changes and Hall Transfers:**

Residents interested in changing rooms, roommates or halls can meet with their Hall Director to get more information and help in making these changes.

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

## **Specialty Housing Communities:**

- The Engineering Village - Maddux/McCord Hall is reserved for College of Engineering majors only.
- Murphy Hall is honors program housing only.
- The Global Village - MS Cooper Hall is an International Hall, International and American residents, when possible, are assigned together.

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

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

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

Members of the Honors program must complete a special form 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.

The Engineering Village 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 may undergo a room consolidation process. It is important that we do this for a number of reasons:

- We need to have additional open rooms to allow students that would like to make a room change and/or get a new roommate the opportunity to do so.
- We need to have more open rooms to allow students who want to have a private/single room the opportunity to get one.
- We need to be fair to those residents that have paid for a single room versus those that are living in a double room without a roommate and not buying out his/her room.

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

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

**Revised: March 2017**

# **Section Four**

# “Getting Involved”

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

## **Employment Opportunities:**

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

## **Hall/Floor Meetings:**

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

## **Interest Survey:**

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

## **Programming:**

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

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

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

## **Residence Hall Association (RHA):**

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

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

All residential students are considered members of the RHA.

For more information you may contact the Assistant Director of Programs or your Hall Director.

Please visit the RHA page for more information: <https://www.facebook.com/RHAatTTU/>

**Revised: May 2017**

# **Section Five**

## **“Residential Life Services”**

### **Cable Television Services:**

Cable television service is provided for every room in student housing. All channels are provided in a digital format. You will need to reprogram your television when arriving on campus to ensure you are receiving all channels. Manufacturers will display the channel differently from others so please reference the list on the link below for the two formats your television will display. Please refer to the manufacturer's instructions to configure your specific television.

All televisions on campus must contain a QAM tuner to receive the digital channels. Those who do not have a digital ready television (flat panel, etc...) can use a convertor box, DVD player, or DVD/VCR combo which has a QAM tuner. The majority of flat panel or flat screen televisions that are manufactured at this time have a QAM tuner however please ask that question before making your purchase of a new television.

If you choose to purchase a convertor box the iView 3500 STB has been found to work well on campus and is affordable. This model has the QAM tuner. The unit can be found online for approximately \$45 shipped. Be sure to select the cable option when programming this convertor box as the default selection is antenna or air out of the box. If you choose to have the box scan channels while antenna or air is selected then no channels will appear. Be sure to select the cable option in setup before letting the convertor box initiate a channel scan.

You may access campus channel listings at:

<https://www.tntech.edu/planning-and-finance/facilities/telecom/services/cabletv>

## **Health and Safety Checks:**

Each month the residence life staff will inspect apartments and rooms for cleanliness, sanitation, and safety. The times and dates for the health and safety checks will be posted 24 hours prior to each inspection. Additionally, please note the residence 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; perishable items should be stored in sealed containers. It is your responsibility to keep your room, including your bathrooms (NH North, South and Tech Village) clean and to properly dispose of trash in outside dumpsters.

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

## **Housekeeping Services:**

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

Monthly health and safety checks are conducted by residence life staff to ensure compliance in living areas with health and safety standards. Any dishes or clothes left in common areas will be discarded.

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

## **Inspection of Rooms:**

All rooms will be inspected by student staff prior to occupancy. The condition of the room will be noted clearly on the residence hall check-in/check-out inventory form. You are advised to review carefully the condition of the room as indicated on the form. Your signature indicates that you 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 residential area for TTU residents only. For the protection of your personal belongings, do not leave your items unattended. Any items left in the laundry rooms will be removed. Please report any malfunction of machines to your RA or HD. Report vandalism to your RA or HD or by calling University police at 931 372 3234.

## **Maintenance:**

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

## **Parking:**

Resident parking is available in the vicinity of each residential area. Parking permits must be obtained from the University Police Office located in Foundation Hall or during registration. If you must bring a substitute car on campus, a temporary permit may be obtained from the University Police.

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

## **Pest Control:**

You may report any problems with pests through Facilities by contacting your RA or HD. Room spraying is typically done 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. Additional information and requirements may be required from the pest control representative.

## **ResNet Services:**

EagleNet Wireless Service is available in all residence halls and across the campus. To use this service, students must have Wi-Fi capable devices. The Information Technology Services Helpdesk ([helpdesk@tntech.edu](mailto:helpdesk@tntech.edu) or x3975) will assist students, if needed, in connecting to the EagleNet Wireless service. Please visit the EagleNet Wireless Service page, [www.tntech.edu/its/computing/eaglenet](http://www.tntech.edu/its/computing/eaglenet), for details on obtaining your access key for EagleNet.

Wired connections are available in New Hall North and New Hall South. Wired connections are also available in Browning/Evins and Cooper/Dunn Halls pending renovations. All other halls are wireless only. Please visit the Wired Access – Bradford Agent Overview page, [www.tntech.edu/its/computing/bradford-agent](http://www.tntech.edu/its/computing/bradford-agent), for details on establishing a wired connection. The Helpdesk will assist as needed.

## **Telephone Services:**

Each residence hall room is equipped with a telephone and caller identification (ID) features 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.

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
- Student numbers: dial the last four digits
- Emergency Services: dial 911

## **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.

Revised: May 2017

# **Section Six**

## **“Your Room/Apartment”**

### **Check-in Process:**

When you arrive to your hall or apartment, you will check in with your RA or HD to obtain your key and complete your inventory form. Your RA will have already inspected your room/apartment and noted on your inventory form the condition of your room. You will need to carefully review (making note of any undocumented damage to your room/apartment or furniture) the inventory form before signing. You are responsible for the accuracy of all information on the inventory form. Residents are responsible for any damages to their room/apartment and/or furniture. Residents responsible for damages will be billed accordingly, if responsibility cannot be determined then the damage charges will be divided between roommates.

### **Check-out Process:**

All residents must check out with your RA or HD. To avoid unnecessary charges, residents must leave his/her room/apartment in a clean and orderly condition. Residents will be assessed \$35 if they leave without properly checking out with their RA or HD. Residents will also be charged \$35 for keys not returned.

Moving out during the semester or between the fall and spring semester, without receiving a release from the Director of Residential Life, may result in your housing charge continuing through that period. **Checking out and returning your key does not cancel your housing**

**agreement.** You must check out of your room/apartment within 48 hours of the termination of the housing agreement.

- **General Information:**

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

- **Withdrawing:**

- Complete a withdrawal form with the Office of Student Affairs, RUC – room 221.
- Schedule a check-out time with your RA or HD.
- Follow all check out expectations.

- **Other:**

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

## **Furnishings:**

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

## **Keys:**

Any time a key is lost, for the safety of all residents, the lock (core) will be replaced and new keys will be issued. The responsible resident will be charged (billed to the residents university account) \$35 for the replaced core.

If a resident loses their room/apartment key, they should contact the HD or RA immediately. They can be issued a loaner key for a period of up to seven (7) days, giving the resident an opportunity to locate their original key. If the key is not returned within the 7 days, the lock

(core) will be changed and the resident will be charged \$35. Residents may pick up their new key from their HD.

## **Room Personalization:**

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

Things to consider while personalizing your room:

- Wallpaper or contact paper may not be used due to the possible damage to university facilities.
- You may not paint any part of room or university furniture or equipment.
- You may use “poster putty” or other non-adhesive materials to hang items on your wall. **NOTE:** Residents will be responsible for any damage caused from items hung on the walls and will be charged for damage.
- Wall hangings such as fish netting, posters, and tapestries may not be hung from ceiling light fixtures, over radiators, or electrical outlets.
- Paper decorations, posters, fish nets, other wall decorations and/or a combination of may not cover more than 25% of the surface of any wall.
- All room personalization items must be removed when residents check out of their room.

See [Safety Policies](#) in [Section Eight](#) for approved and unapproved items.

## **Windows:**

Residents are encouraged to keep his/her windows closed when the heating/cooling system is operating. For personal security windows should remain locked and blinds drawn when no one is home. No items shall be stored, thrown and/or passed from any residence hall window.

**Revised: May 2017**

# **Section Seven “Food Services”**

## **Food Service Requirement:**

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

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

Revised: May 2017

## Section Eight

# “Responsibilities and Expectations”

### **Alcohol:**

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

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

### **Bicycles, Skateboards and Hoverboards:**

- **Bicycles:**
  - All bicycles follow the same traffic laws as vehicles
  - Bike rider should use reflectors and lights after dark
  - Must be parked in a designated bike rack and are not to be chained or locked to outside railings or posts.
  
- **Skateboards nor Hoverboards are allowed in the Residence Halls or Tech Village.**

### **Cable/Internet:**

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

### **Common Areas:**

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

## **Confiscation of Items:**

Illegal substances and items found to represent a health and safety violation or which in other ways constitute a violation of Tennessee Tech policies or [Residential Life Resident Responsibilities and Expectations](#) will be immediately removed by the housing staff or other appropriate Tennessee Tech officials.

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

- Alcohol Containers
- Drugs or other illegal substance and/or paraphernalia;
- Fireworks;
- Weapons;
- Traffic and safety regulation signs; and
- Beer kegs and taps.

## **Drones (unmanned aircraft):**

See TTU [policy # 190](#)

## **Drugs:**

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

## **Gambling:**

Gambling in any student residence facility is prohibited

## **Games:**

Balls, golf and other such similar items are prohibited in any indoor student residence facility space.

## **Guest/Visitation Policies:**

- **Guests/Visitor:**

- A guest is defined as a person who does not live in the hall or apartment he/she is visiting.
  - Student residents may have one (1) overnight guest of the same gender for no more than two (2) nights per week.
  - All guests must be registered through the appropriate Residential Life office.
  - The host student is responsible for all actions of his/her guest(s). The guest(s) may be asked to leave or prohibited from visiting if found to be violating policies.
  - Host students must accompany their guests at all times
  - Hosts should coordinate guest visits with roommate(s).
- **Visitation for members (guests) of the opposite gender:**
    - Standard Visitation Hours are as follows:
      - Sunday - Thursday (11 am - Midnight)
      - Friday – Saturday (11 am – 1 am)
- **Cohabitation:**
    - Cohabitation is prohibited. For the purpose of this policy, cohabitation is defined as physically residing in another resident’s room on a semi-permanent basis usually associated with a sexual or personal relationship.
    - Residents may move his/her personal belongings into another room only as part of an authorized room transfer.
- **Children:**
    - Children may not stay overnight or live in residence halls unless approved in writing by the Director of Residential Life.
    - Residents are not permitted to use his/her assigned room or apartment for babysitting.

## **Lounge Furniture:**

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

## **Loft Beds:**

Loft beds are permitted in traditional un-renovated residential halls if rented through Tennessee Tech’s approved vendor.

The Director or designee may grant exceptions to this policy at his/her discretion.

## **Noise:**

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

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

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

## **Pets:**

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

## **Posting:**

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

## **Resident Room Decorations:**

Door decorations may 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.

## **Safety Policies:**

- **Appliances:** All appliances must be UL/FM approved. Any electrical appliance that has an open heating element may not be used in the residence hall room. Restricted appliances include but are not limited to:
  - Toasters and toaster ovens;
  - “George Foreman” grills;
  - Skillets;
  - Space heaters (electric or gas);
  - Hot plates;
  - Window air conditioners;

- Halogen lamps
- **False Fire Alarms:**
  - Pulling a false fire alarm is a criminal offence.
  - Withholding information concerning a false fire alarm is a criminal offense.
  - Putnam County Crime Stoppers at (931) 520-7867 may give a reward of up to \$500, for information leading to the arrest and conviction of a person pulling a false fire alarm in the residence halls.
- **Holiday Decorations (specific types):**
  - Cut or live Christmas trees are prohibited in the student residence facilities.
  - 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.
  - Outside decorations are prohibited.
  - The resident must remove decorations covered in this section prior to the student leaving for vacation.
- **Microwaves:**
  - Microwaves must be 1,000 watts or less
- **Multi-plugs and Extension Cords:**
  - Multi-plugs and extension cords are prohibited in the student residence facilities. Power strips with circuit breaker are acceptable, if UL/FM approved.
- **Needles and Other Sharps Instruments:**
  - Proper sharps containers must be used for any contaminated needles or other contaminated sharps instruments. Needles and sharps instruments must not be bent, recapped, sheared or broken.
  - Containers must be closeable, puncture resistant, color-coded red or labeled with a biohazard symbol, leak-proof on the side and bottom, maintained in an upright position, replaced routinely.
- **Open Flames:**
  - Open flames or live embers, including but not limited to, candles, Bunsen burners, and incense, are strictly prohibited.
- **Refrigerators:**

- All refrigerators must be 4.4 cubic feet or smaller.
- **Restricted Areas:**
  - Students are not allowed in restricted areas, including but not limited to, roofs, dormers, ledges, mechanical rooms, crawl spaces, etc.
- **Waterbed:**
  - Waterbeds or water furniture are not allowed

## **Smoking – tobacco products:**

Use of tobacco products or electronic nicotine delivery systems (e.g. e-cigarettes) are prohibited. Smoking is only permitted in private vehicles.

## **Solicitation:**

Solicitation is prohibited in the student residence facilities by off-campus agencies or commercial enterprises or by students acting on his/her behalf.

- This prohibition includes all door-to-door soliciting except in the common lounges with the prior approval of the Director of Residential Life.
- Solicitation is prohibited except as provided in Tennessee Tech's Facilities Use policy. The Director of Residential Life must approve any solicitations of fundraising.

## **Surveys:**

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

## **Trash:**

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

## **Weapons:**

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.

**Revised March, 2017**

# Section Nine

## “Conduct Procedures”

### Conduct Procedures:

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

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

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

**Revised: March, 2017**