



LIVE *Ole Miss*

# RESIDENT HANDBOOK





*Hotty toddy!*

## WELCOME TO STUDENT HOUSING

This Resident Handbook is intended to inform students living on campus about the important aspects of living in a residential community. One of your first responsibilities as a resident of Student Housing is to be aware of and become familiar with the information in this handbook. This will help ensure that your experience living on campus will be safe, comfortable, and an overall positive one. All information contained in the Resident Handbook is subject to change as determined by Student Housing and The University of Mississippi.

At Ole Miss, we view every facet of the campus experience as educational. This includes the experience of living in our residential community. As a member of this community, you are granted many rights and privileges. You will be expected to respect the rights and privileges of others. The Student Housing staff are here to assist you with concerns that might interfere with your campus living experience at Ole Miss. Our programs are designed to complement your college experience. With a willingness on your part, we feel that a positive on-campus living experience will add a great deal to the quality of your total educational experience at The University of Mississippi.



# RESIDENTIAL LIFE

*Through transformational and purposeful experiences, students living in residential communities at the University of Mississippi will become engaged scholars and responsible citizens.*

## Hall Staff

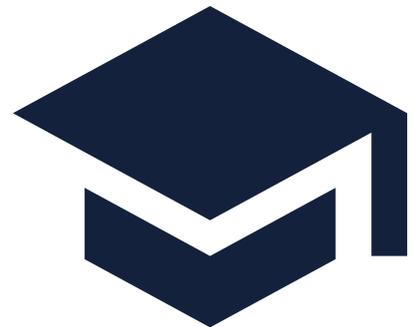
### **Community Coordinators (CCs)**

CCs are full-time, live-in professional staff who supervise our Graduate Community Directors and Community Assistants. They provide management and oversight for residence halls or apartment communities on campus.



### **Graduate Community Directors (GCDs)**

GCDs are graduate students who work for our department while pursuing an advanced degree. They supervise or co-supervise Community Assistants and manage their own residence halls or support a community coordinator in supervising a residence hall or apartment community.



### **Community Assistants & Desk Assistants**

CAs live on each floor of the building. A CA is an undergraduate student at the university who is a resource for students living on campus. They host programs, provide assistance in referrals to resources, and are often the first person students turn to in the residence halls when they need help.

CDAs are undergraduate students who work at the front desk of every building. They check visitors into the buildings, verify building IDs, and answer questions for residents.



# MISSION, VISION & CORE VALUES

## Department of Student Housing Mission Statement

Ole Miss pride and success starts with living on campus. Residential communities at the University of Mississippi support the academic mission of the University, providing transformative opportunities and connections designed to set students up for academic and personal success both inside and outside the classroom. Student Housing cultivates interactions that inspire students to become exemplary leaders and life-long learners enriched with University spirit and a sense of belonging.

## Vision

Student Housing aspires to create innovative, diverse, and academically supportive campus living communities that transform student lives and empower students to be engaged leaders as they navigate their college experience and transition to life beyond graduation.

## Core Values

### **Integrity**

We honor our commitments, striving to always be honest, trustworthy, respectful, and ethical in our actions.



### **Communication**

We commit to ensuring that we communicate in ways that are respectful and healthy for everyone. We take responsibility to listen, speak, and clearly communicate pertinent information and concerns among students, administration, faculty, staff, and other stakeholders of the community.



### **Learning**

We believe in a learning culture committed to problem solving, innovation, benchmarking, and adopting best practices. We recognize individual and group learning as prime means of delivering our mission and encourage continuous reflection through a process of review and improvement.



### **Respect**

We know that respect for others fosters a greater opportunity for understanding. Everyone in our community will be treated with dignity, regardless of thoughts, experiences, backgrounds, or perspectives.



### **Service**

We provide quality service with an expectation that all staff are committed to making residents and guests feel welcome. We find ways to provide high-quality and timely-service solutions. Returning phone calls and answering emails within 24 business hours, greeting guests with smiles, and treating everyone with respect shows our pride in serving.



# ALCOHOL

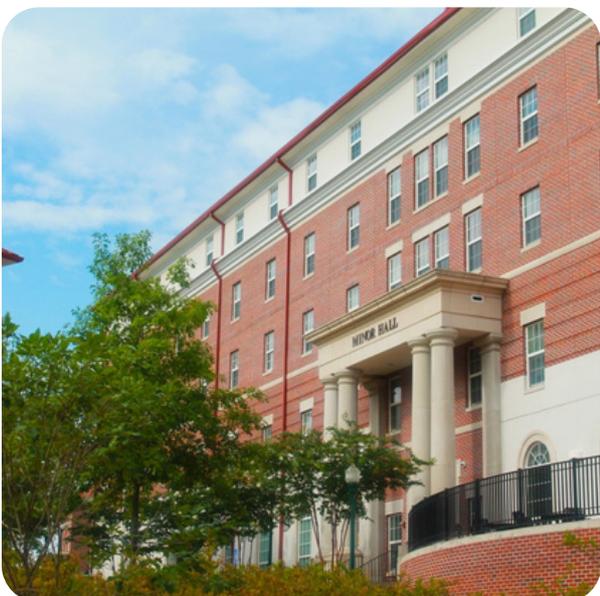
**Summary/Purpose:** This policy defines the expectations regarding alcohol consumption in the residence halls and apartments, as well as behavior related to alcohol consumption.

All individuals on campus or University property must comply with all applicable laws, regulation, and all IHL and University policy regarding the possession, sale, distribution and consumption of alcohol. Students, regardless of age, may not possess or consume alcoholic beverages within or around any Student Housing building. All alcohol violations will include parental notification through the Dean of Students Office if the student is under 21 years of age.

Students are not permitted to possess or display kegs or any other common containers of alcohol, empty or full. Empty alcohol containers, beer bong, or other evidence of prior alcohol consumption in residence halls or apartments are not permitted. If an alcohol container collection is found in a student room or apartment, the student will be asked to dispose of it immediately.

Guests of residents are not allowed to have alcohol regardless of age. The Department of Student Housing staff reserves the right to stop individuals from bringing alcohol into the building(s). Students and their guests may be asked to open backpacks, bags, coolers and other containers when entering a residence hall. Students and guests may be denied entrance if they choose not to cooperate with such a request.

All persons of legal drinking age are required to act and drink responsibly. Public intoxication or being impaired or visibly overcome by the consumption of alcohol is prohibited.



# ALTERATIONS

**Summary/Purpose:** The purpose of this policy is to provide a clear understanding of the alterations residents are prohibited from making to their assigned living spaces.

- Residents are prohibited from making any physical or cosmetic changes to the interiors or exteriors of their assigned living spaces. Changes that are prohibited include but are not limited to the painting of walls, floor installation, removal of fixtures, removal of appliances, and cabinet alterations.
- Residents are prohibited from adding personally-owned major appliances including but not limited to clothes washers, dryers, dishwashers, and mounting televisions to walls.
- Residents who are found to have made any changes to their assigned spaces will have the changes assessed and will be billed for costs to return the spaces to their original conditions.
- Residents who feel there is a problem with or something missing from their living spaces may report issues to student housing through the online maintenance request process.

# ANIMALS

**Summary/Purpose:** This policy outlines expectations regarding animals in residence halls and apartments, and the potential sanctions for violations of this policy.

**Pets:** The only pets that are allowed in residence halls and apartments are water-breathing fish. Residents are only permitted to have fish in a properly maintained aquarium of 10 gallons or less. Each resident is permitted no more than one aquarium. All other pets, including visiting pets, are not permitted within Student Housing-owned buildings. This includes, but is not limited to, dogs, cats, snakes, iguanas, and spiders.

Students found responsible for housing a pet other than fish may be subject to a \$25 per day fine with the understanding that the pet will be removed within 24 hours, no exceptions. In addition, a fee will be assessed to the resident's Bursar account for cleaning or damage costs associated with unauthorized pets documented within any residence hall or apartment.

**Emotional Support Animals:** All Emotional Support Animals must be approved through Student Disability Services prior to moving in.

**Service Animals:** Students with Service Animals are encouraged to contact Student Disability Services; however, are not legally required to do so.

# BICYCLES

**Summary/Purpose:** This policy explains the procedures for storing bicycles during the academic year, including break periods.

- The University does not permit bicycles to be stored in hallways or stairwells. Bicycle racks are provided outside most residence halls.
- Students should provide a lock to secure their bicycle when parked outside. It is suggested that a U-bolt style lock be used.
- The University Police Department (UPD) has engravers available for student use.
- Bicycles parked improperly are subject to fines and/or removal by UPD.
- Bicycles left on racks at the end of the academic year will be considered abandoned and will be removed.
- Students may store their bicycle during fall, winter, and spring breaks in their residence hall room with their roommate's permission.
- At no time are bicycles to be stored in stairwells, hallways or restrooms.
- Northgate and Campus Walk residents must keep bicycles in a bicycle rack or inside the apartment and not in front of apartments (due to fire ordinance) or along the inside walkways/hallways/breezeways.
- Any bicycle left on the sidewalk or grass may be confiscated.

# BREAK PERIODS

**Summary/Purpose:** This policy discusses residence halls closing during academic breaks.

Most residence halls close for academic breaks that may include Thanksgiving break, winter break, and spring break. For buildings that close during academic breaks, residents are expected to vacate by the published closing day and time. Residence halls typically close at 12:00 p.m. following the last day of classes or final exams prior to each break and typically reopen at 12:00 p.m. the day before classes resume. Select residence halls, residential colleges, and apartments remain open for all breaks.

Students will receive notification of residence hall closings prior to each break period via Ole Miss Gmail. Additionally, information about academic breaks can be found on the Student Housing website.

For residents who live in residence halls that close during academic breaks, Break Housing options will be available at an additional cost. Students will need to submit a Break Housing Request via the Student Housing Portal for each break period in which they are requesting Break Housing. Break Housing fees will be added to students' Bursar accounts. Dining options on campus may be limited during break periods.

Students who live in residence halls that close for academic breaks and do not vacate their rooms by the published closing day and time, or are found in residence halls while they are closed, are subject to disciplinary action. It is important that students remove items they may need during the break period as they will not have access to their rooms while the residence halls are closed.

# BUILDING ACCESS

**Summary/Purpose:** This policy explains Student Housing's expectations regarding authorized and unauthorized access into residence halls and apartments.

Residents should have their UM student ID with them at all times to gain access to their assigned residence hall or apartment. Residents may be asked by front desk staff to show a valid UM student ID when entering their assigned residence hall or apartment.

All residents and their guests should enter the residence halls through the front door adjacent to the desk area. Video surveillance cameras exist at residence hall entrances. Residents and their guests may be recorded upon entering or exiting the buildings. Only in case of an emergency should emergency exits be used. Residents should never enter or exit a building through a window unless in an emergency. To ensure that emergency exits are used appropriately, the following policies have been established:

- Residents found exiting through an alarm-activated residence hall exit door when there is no emergency are subject to disciplinary action and will be fined at least \$25 for the first instance and at least \$50 for each succeeding violation.
- Residents found exiting onto the roof of a residence hall or apartment are subject to disciplinary action and will be fined \$100 for each violation.
- Residents found in residence halls while they are closed for academic break periods are subject to University disciplinary action and possible removal from Student Housing

# CABLE TV

**Summary/Purpose:** This policy defines Student Housing's expectations regarding cable television access in the residence halls and apartments.

All students living on campus in residence halls or apartments will receive the Entertainment Basic Package in their room. Students may opt to purchase the Entertainment Plus Package at an additional monthly cost. For more information, please visit <http://telecom.olemiss.edu/television.html>.

In accordance with FCC regulations and the cable contract, the splicing or splitting of cable to other rooms are not permitted. The University will seek appropriate action and restitution due to the splicing of cable by students. FCC regulations dictate that fines of up to \$1,000 may be assessed for each occurrence. Please be aware that radio and TV antennas and satellite dishes are not allowed.

# COMMON AREAS DAMAGES & GROUP BILLING

**Summary/Purpose:** This policy defines common areas in Student Housing and the procedure for group billing if damages occur in common areas.

Common areas include lobbies, hallways, lounges, recreation rooms, elevators, shared bathrooms, kitchens, living areas, and any other spaces shared by multiple or all residents. Residents may be liable for damages that occur to university property within these areas.

Any student(s) found responsible for damage to common areas, in addition to being billed for the cost of the damage, may be reassigned to another residence hall/apartment or may be removed from Student Housing. If responsibility cannot be determined, the entire community may be billed equally for the cost of the damage, whether it occurred on a wing, a floor, or throughout the entire building.

Common area damage charges may be assessed to cover costs resulting from violations of university policy such as setting off false fire alarms or theft of university property. Trash or discarded belongings left in common areas of the residence hall or apartment, including the exterior, will be removed immediately and cleaning charges may be assessed.

Faulty equipment and damages in common areas should be immediately reported to a Student Housing staff member. Residents should not try to make any repairs as this often increases the cost of the repairs.

Once damage is reported, Housing Maintenance staff will assess the damage and estimate common area damage charges. Common area damage charges are comprised of the labor, materials, and administrative costs required to correct the damage. Students may appeal these charges as outlined in the damage billing appeal process.

# COOKING

**Summary/Purpose:** The purpose of this policy is to provide guidelines for cooking in kitchens within on-campus housing facilities.

Students are required to act responsibly in the preparation of meals so as not to create fire safety issues or hazardous conditions.

- Food that is cooking should never be left unattended. Pots and pans, especially those containing grease and oils, need to be removed from heat sources immediately after cooking.
- Students must thoroughly clean up after themselves when using the kitchen. This is a community expectation and access to community kitchens may be removed if kitchens are not kept clean.
- Heat sources (burners and oven) are to be turned off when not in use.
- Students may not use wok pans on the stove burners. Students may use freestanding electric woks (placed on the countertop) instead.
- Charcoal grills are only permitted for use as long as they are used at a minimum distance of 25 feet away from all buildings and are closely monitored at all times.
- Students may not use charcoal grills in breezeways or on balconies.
- The use of gas grills is strictly prohibited.
- Cooking/frying oils and grease are to be placed in appropriate containers to cool and properly disposed of in dumpsters. Containers with oils/grease may NOT be placed outside to cool. Appropriate containers for disposal include: plastic or metal containers with a sealable lid (i.e. coffee cans, margarine containers, etc.)

# DAMAGE CHARGE APPEALS

**Summary/Purpose:** This policy explains the appeal procedure for students to request a refund on damage charges assessed to their Bursar account.

Individual damage charges and additional fees are typically assessed to a student's Bursar account after the student checks out of an assigned bedspace. Students who review their Bursar account and feel as though any damage charges or fees were added in error have the option to submit an online damage charge appeal.

Damage charge appeals are reviewed by Assistant Directors for Residential Learning and must be submitted by the published deadline found on the damage appeal form within the Student Housing Portal. Damage charge appeals will not be accepted in any form after the published deadline.

Students are encouraged to include as much detail as possible in their damage charge appeal, and will be asked to upload a document that includes the following:

- Full name
- Student ID number
- Building name and room number (i.e. Burns Hall 321 or Campus Walk J 201-A)
- Explanation of grounds for appeal
- Documentation including pictures or other pertinent information to support the appeal

All decisions made by the Department of Student Housing are final. Common-area damage charges cannot be appealed unless extenuating circumstances exist or the identity of the person(s) responsible is established.

# DAMAGES

**Summary/Purpose:** This policy explains that damages done to a residence hall room or apartment are the responsibility of the residents assigned to the room.

Residents are responsible for the condition of their assigned rooms or apartments. Any damages to a student's room or apartment, whether accidental, careless, or malicious, are the responsibility of the residents assigned to that room. The intentional or reckless destruction of, neglect to take care of, or dismantling of any university property or equipment may result in University disciplinary action. Failure to follow proper checkout procedures (i.e. leaving the room clean and free from trash or other personal belongings, or not leaving beds in their original position) may result in damage or cleaning charges.

Charges for damages or cleaning will be determined solely by Student Housing staff. Repair or replacement of items may not be done by residents. Repair or replacement of items will be done only by Student Housing. Appropriate damage charges will be assessed to student Bursar accounts. If damages occur and the responsible person cannot be identified, both or all residents will share equally in the costs of those damages. Depending on the nature of the damage, the residents assigned to the room may face University disciplinary action in addition to damage charges.

Upon check-in, residents should inspect their room or apartment immediately for any damages and report them on their Room Condition Report (RCR) in the Student Housing Portal. This may prevent damage charges upon checkout.

# DECORATING



**Summary/Purpose:** This policy provides guidelines for decorating assigned spaces in on-campus housing facilities. These guidelines are intended to give a clear understanding of what methods for decoration are not permitted due to the potential for damage to university property.

- Nails, screws, and hooks are not to be placed in or fastened to walls. TV mounts are not permitted.
- 3M Command hooks and strips are not permitted on drywall, but are permitted on cinderblock walls.
- Thumbtacks are permitted on drywall.
- The use of contact paper, wallpaper, borders, paneling, vinyl decals, or spray paint is not permitted.
- No more than 30% of the wall can be covered with wall decorations including fabric, paper, cardboard, metal, etc.
- Halogen lamps are not permitted.
- All university furniture must remain in the assigned room.
- All upholstered furniture brought into on-campus housing facilities must be standard fire-resistant material.

There is not space in Student Housing facilities to store furniture assigned to student rooms or apartments. Therefore, everything that is in the room or apartment at check-in must remain in the room for the duration of the contract period.

# **DRUGS & DRUG PARAPHERNALIA**

**Purpose/Summary:** The purpose of this policy is to prevent the use and possession of drugs and drug paraphernalia.

The University prohibits the use and possession of drugs and drug paraphernalia on its campus. The specifics of the drug policy are outlined below.

- 1. The University of Mississippi prohibits the use, possession, distribution, sale, manufacture, and delivery of illicit drugs including the misuse of prescription medications, by members of its community. Illegal drugs, including prescription drugs for which the person does not have a valid prescription, are subject to confiscation.**
- 2. The University of Mississippi also prohibits the possession, sale, and distribution of drug paraphernalia (including, but not limited to, pipes, bong, roach clips, rolling papers, etc.). These items are strictly prohibited and are subject to confiscation.**

Violation of this policy will result in disciplinary action and students may also be subject to criminal prosecution and/or civil liability. The University of Mississippi also prohibits behavior that is a direct result of drug consumption, use, or abuse. Any student found to be visibly overcome by the use of drugs will be found in violation of University policy. Information regarding a student's violation of the University's drug policy may be released to that student's parents, if the student is under 21 years of age.

Should drugs and/or drug paraphernalia be found in a student's room, the student and the roommate (if applicable) may be found equally responsible for the drugs and/or drug paraphernalia unless the roommate or another person present at the time of the incident claims responsibility for the drugs and/or drug paraphernalia. If responsibility is not taken by the person or persons involved, all assigned residents of the room in which the drugs and/or drug paraphernalia is found will take full responsibility through the student conduct process.

In addition, students found to be in violation of this policy are subject to immediate removal from on-campus housing. Students removed from on-campus housing due to disciplinary action are ineligible for a refund or credit of housing fees and remain responsible for any assessed housing fees.

# ELECTION CAMPAIGNING

**Summary/Purpose:** This policy outlines proper procedures for student election candidates to campaign in residence halls and apartments while ensuring that residents' rights to a comfortable, safe, and secure environment are not disturbed.

The Department of Student Housing, in conjunction with the Residential Housing Association (RHA) and the Associated Student Body (ASB), have instituted a campaigning policy for all residence halls and apartments. This policy is intended to provide candidates with guidelines for campaigning. It is also intended to prevent unwanted solicitation and visitation violations as well as the posting and distributing of campaign materials in non-approved locations.

- A. The candidate, along with one other person (candidate's escort), will only be allowed to campaign in residence halls and apartments from 7-10 p.m. on the Wednesday and Sunday before the primary. In the case of a runoff, a candidate, along with their escort, may only campaign in the residence halls and apartments from 7-10 p.m. on the Wednesday before the runoff.
- B. Candidate flyers may be hung on residence hall or apartment room doors only by a resident of that room. Further, there is to be no sliding of campaign materials under doors of student rooms or any other type of random distribution of campaign materials.
- C. Open forums may be held in the lobby of a residence hall provided that the time and place are arranged with and confirmed by the Community Coordinator or Graduate Community Director of the residence hall.
- D. Hanging of flyers in the windows or doors of residence halls and apartments, and posting of flyers on buildings directly or on the bulletin boards in residence halls and apartments is prohibited.
- E. In addition to prosecution by the ASB Elections Commission, violations of this policy are subject to disciplinary action and may involve UPD.

## Campaign Guidelines for Candidates

1. Candidates and their escorts must report to the front desk and identify themselves as candidates for an ASB election. Either the candidate or candidate's escort must be of the same gender as the building in which the candidate is campaigning.
2. Candidates and their escorts must sign in as visitors and remain together in the building at all times.
3. Candidates may go door-to-door during the assigned time period and must be checked out of the building prior to 10:00 p.m.
4. Failure to properly check out by 10:00 p.m. will result in the submission of a formal campaign violation report to ASB.
5. No artificial noisemakers or amplified sound equipment will be permitted while touring the residence halls and apartments.
6. Candidates and escorts must have clearly visible name tags with their full names.
7. Campaigning is not permitted outside of these established time frames.
8. Stickers may not be placed on doors.

# ELECTRICAL OUTLETS

**Summary/Purpose:** This policy outlines the expectations for electrical outlet and extension cord use in on-campus housing facilities.

Extension cords are not permitted in any residence hall or apartment. Power strips with surge protection are the only multi-outlet devices permitted in on-campus housing facilities. The university will not accept responsibility for damages to electronics due to interruptions in utilities services.

The electrical circuits in residence halls and apartments are controlled by circuit breakers. In the event that a circuit becomes overloaded, the circuit breaker will automatically turn off. Repeated overloading will damage the circuit breaker. If the circuit breaker continues to turn off, residents should immediately report it to Student Housing via the online Maintenance Request process. Residents may not place anything over the circuits.

# ELEVATORS

**Summary/Purpose:** This policy defines the expectations for appropriate use of residence hall elevators.

Each resident is responsible for the proper use and care of residence hall elevators. Engaging in activities that damage or interfere with the operation and safety of elevators including, but not limited to, tampering with elevator safety systems, intentionally overloading an elevator, placing furniture in or in front of elevators, or forcing the doors of elevators open is prohibited. Unauthorized personnel are prohibited from entering an elevator shaft. Emergency call buttons are to be used only in case of an emergency. Students found tampering with, vandalizing, or misusing the elevators are subject to disciplinary action with possible removal from Student Housing with no refund of housing fees. Repairs to elevators are extremely expensive, and vandalism charges may be billed to individuals, floors, or hall communities if the responsible party cannot be found.

# FIRE ALARMS

**Summary/Purpose:** This policy outlines expectations for students when fire alarms sound in residence halls and apartments, addresses avoiding setting off alarms accidentally, and also describes the sanctions involved for anyone who intentionally sets off an alarm.

Fire alarms have been installed throughout the residence halls and apartments for student safety. In the event that a fire alarm should sound, students must leave the building immediately through the nearest exit. Students should become familiar with the evacuation route posted in each hallway. Residents are instructed to remain outside of the building in the designated waiting area until the Oxford Fire Department gives the order that the building is safe and residents may return to their rooms.

Smoking, cooking, and aerosols sprayed near smoke detectors or sprinklers may result in an accidental false fire alarm. An intentional false fire alarm may result in arrest, University disciplinary action, and removal from Student Housing. A fine of up to \$500 will be assessed to anyone responsible for setting off a fire alarm. If no one person or persons are found responsible, the cost will be assessed to the entire floor or building as common area damage.

Each semester, one planned fire drill will be scheduled. This will provide an opportunity for residents to practice evacuating the building. All alarms that sound should be treated as a potentially life-threatening situation.

## WHEN A FIRE ALARM SOUNDS, STUDENTS SHOULD:

1. Leave their room immediately, as required by state law.
2. Leave the wall or overhead light on.
3. Close the room door and lock it.
4. Walk quietly and quickly to the nearest exit. Do not use the elevators.
5. Once outside, go to the designated waiting area.
6. Remain outside until the signal is given by building staff to return to their room.

Residents who remain in the residence halls after an alarm has sounded are subject to arrest and University disciplinary action. Student Housing staff and the University Police Department reserve the right to enter student rooms to locate the source of the problem and to ensure that everyone has evacuated the building.

# FIRE & SAFETY EQUIPMENT

**Summary/Purpose:** This policy defines tampering with fire and safety equipment in the residence halls and apartments, and describes the possible sanctions for any person who violates the policy.

All residence halls and apartments are equipped with fire detection systems and alarms and are connected to the University Police Department. Safety equipment including sprinklers, smoke detectors, emergency doors, exit signs, fire extinguishers, pull stations, alarm bells, and any other safety equipment is necessary to safeguard students.

Oxford City Fire Code prohibits anyone from tampering with fire and safety equipment in the residence halls, apartments, or in any other campus building. Tampering includes, but is not limited to, pulling false fire alarms, discharging fire extinguishers, removing exit signs, and covering or disconnecting smoke detectors and sprinklers. Students found responsible for any form of tampering with fire and safety equipment will be assessed for all damages that occur as a result of their actions and for the hourly rate of the repair person's labor. All violators are subject to disciplinary action and possible criminal prosecution

# FIRE SAFETY

**Summary/Purpose:** This policy defines the fire safety expectations for residents in Student Housing. The policy also provides a list of prohibited items that pose fire safety threats.

Flammable items are not permitted due to inherent fire hazards. Because of the potential hazard that all candles pose, whether they are burned or unburned, ordinary or decorative, they are not permitted in on-campus housing facilities. Students will be notified to remove any candles found in residence halls or apartments and any candles not removed within 48 hours will be confiscated by Student Housing staff and the student may incur a financial penalty.

Students are asked to bring permitted small appliances and hair equipment (curling irons and straighteners) that have an automatic turn-off feature. In addition, the following items are not allowed in on-campus housing facilities due to risk of fire:

- Candles or wax warmers
- Incense
- Deep fryers or air fryers
- Electric skillets
- Toaster ovens or toasters
- Convection ovens
- Coffee pots with hot plates
- Oil popcorn poppers
- Crockpots or Instant Pots
- Space heaters
- Live Christmas trees/wreaths/pine boughs
- Fireworks
- Grills (indoor and outdoor)
- Motorized vehicles including scooters, electronic skateboards, self-balancing boards/scooters and other similar equipment
- Hazardous flammable materials (gas, propane, lighter fluid, chemicals, etc.)
- Paper and/or fabric covering more than 30% of the wall
- Halogen lamps
- Any appliance with an open coil or open flame
- Microwaves over 1,000 watts
- Refrigerators over 4.2 cubic feet



See also Fire and Safety Equipment and Fire Alarms policies.

# FRESHMAN RESIDENCY REQUIREMENT

**Summary/Purpose:** This policy explains the requirement that all new, first-year students live on-campus in Student Housing residence halls or residential colleges.

The University of Mississippi is committed to the academic success of all students. Current research indicates that students who live on-campus have a higher grade point average and are more likely to continue in their academic interests and persist to graduation. As a result, students who are classified as freshman, or who have completed less than 30 credit hours post-high school, are required to live on campus for two consecutive semesters – Fall and Spring, or Spring and Full Summer (Summer First Term and Summer Second Term) – unless they are approved for exemption from the freshman residency requirement.

Exemptions from the freshman residency requirement are approved only for the following:

- Students who are 21 years of age or older prior to the start of the academic year (age will be verified via admissions data)
- Students who will live with parents or legal guardians within a driving distance of 60 miles of the Oxford campus and commute (address will be verified via admissions data)
- Students who have graduated from high school at least one full year prior to enrollment at the university and have lived in college or university-owned housing for at least two full semesters (proof required: letter from college or university housing department)
- Students who are married (proof required: marriage license)
- Students with children (proof required: child's birth certificate).

Students who do not qualify for an exemption based on the criteria above, but feel there are extraordinary circumstances that warrant an exception, can opt to participate in the student housing appeals process. More information about student housing appeals can be found on the Student Housing website.

Students who are classified as a freshman, or who have completed less than 30 credit hours post-high school who do not live on-campus in Student Housing residence halls or residential colleges and do not have an approved exemption from the freshman residency requirement, will be administratively charged for housing.



# HALL SPORTS & OTHER DISRUPTIVE BEHAVIOR

**Summary/Purpose:** This policy explains that active sports and other disruptive behaviors are not permitted in residence halls or apartments, and describes the possible consequences for any person who violates the policy.

Behavior that interferes with the normal functioning of residence halls and apartments, or unnecessarily impedes the rights of students or staff is prohibited.

This includes, but is not limited to:

- Behavior where the safety of participants, other students, or property is compromised
- Hall sports such as basketball, football, soccer, Frisbee, “tag,” “chase,” golfing, lacrosse, hockey, gymnastics, wrestling, skateboarding, and skating/rollerblading
- Water fights
- Pranks
- Student displays/demonstrations that create a disruptive environment
- Actions of a person or group that require the response of a Student Housing staff member or other university employee (i.e. UPD)

Students found responsible for violating this policy may be subject to disciplinary action, and, if applicable, have damage charges applied to their student Bursar account for any damage caused.

# HEALTH & SAFETY INSPECTIONS

**Summary/Purpose:** This policy explains the scheduling and procedures for health and safety inspections in on-campus housing facilities.

Student Housing staff will conduct health and safety inspections in residence halls once during each of the following terms: fall, spring, and summer. Health and safety inspections will occur monthly in apartments. Students will receive 72-hours’ notice of upcoming inspections. Additional health and safety inspections may be scheduled at any point throughout the year.

It is critical that a reasonable level of cleanliness be maintained in residence halls and apartments. If it is determined that a room or apartment within Student Housing poses a health or safety hazard (students have not adequately disposed of trash, and/or an unhealthy living environment has been created) students will have 48 hours upon receipt of notice to clean the room or apartment and/or correct the issue(s).

Student Housing staff will conduct a second inspection of the room or apartment within 3-5 business days of the initial inspection. Should the observed issue(s) in the room or apartment remain uncorrected after the second inspection, Student Housing staff will clean, repair, or replace the noted items. Charges based on the required cleaning or repairs will be applied to the student’s Bursar account. Depending on the nature of the violation, students may also be subject to student conduct charges and proceedings.

# HEALTH & SAFETY OF SELF & OTHERS

**Summary/Purpose:** Students are expected to behave in such a way as to not endanger themselves or place others at risk. This policy explains the responsibility all students who live in Student Housing have with regard to behavior that may place themselves, or others, at risk of harm or danger.

Examples of behaviors that are prohibited include, but are not limited to, the following:

- Leaving items in hallways and/or stairwells
- Propping open emergency egress or alarmed security doors
- Throwing things out of windows
- Sitting on window ledges
- Entering roof and other restricted areas
- Riding bicycles, rollerblading, roller skating, and skateboarding within residence hall buildings
- Riding on the tops of elevators.

Students found violating this policy may face sanctions including but not limited to removal from Student Housing. Students who are removed from Student Housing are still financially obligated to pay housing fees as identified in the housing contract. Students may also face other sanctions as deemed appropriate.

## I.D. CARDS

**Summary/Purpose:** This policy defines the expectations for appropriate use of students' UM identification (I.D.) cards.

The UM I.D. card is used to identify UM students as well as allow students living on-campus access to their residence halls or apartments. The identity of on-campus residents is easily established by means of an UM I.D. card with an appropriate Student Housing sticker attached. For security reasons, the Community Desk Assistant, Community Assistant, or other student housing staff member will routinely ask residents entering the building to show their I.D. card. UM I.D. cards are non-transferable. A student may not lend their I.D. card to another student for any purpose including, but not limited to, entry to a building or room, misrepresentation of age, or the purchase of meals, vending items, or other goods which may be charged to the UM I.D. card. False I.D. cards will be confiscated and turned over to University Police.

# IMPLIED CONSENT & PASSIVE PARTICIPATION

**Summary/Purpose:** This policy explains a student's responsibility with regard to the activities that take place in on-campus housing facilities. Students will refrain from facilitating a violation of university policy and/or remaining present while a violation is occurring (e.g. staying in a space where drugs are being used or being a spectator to an act of vandalism).

## Implied Consent

Students are responsible for all activities that occur in their assigned residence hall or apartment, and they have a duty to take an active role in ensuring that inappropriate behaviors do not occur, and illegal items or items banned by university policy are not present in their residence hall room or apartment. By allowing the presence of behaviors or items that violate university policy, students demonstrate implied consent for the violations. Students who demonstrate implied consent could be subject to conduct charges and proceedings.

## Passive Participation

All students are expected to remove themselves from situations in which violations of university policy may occur. Students should report behaviors or items that violate university policy to a staff member. Students who fail to remove themselves and/or report the activity will be seen as passive participants and could be subject to student conduct charges and proceedings.

# KEYS & ACCESS CARDS

**Purpose/Summary:** This policy outlines expectations regarding resident use of keys and access cards, including their UM student ID, to access their residence hall/apartment and individual student room.

Residents will be given access to their assigned residence hall/apartment and individual room on their UM student ID upon check-in. The responsibility for the safe-keeping of the UM student ID, and access to their room, falls upon the student. Students should immediately report a lost or stolen UM student ID to the ID Center. Students may request a temporary access card for their room from the front desk of their assigned residence hall or apartment until they can obtain a new UM student ID, or if they are locked out their room. Lockouts will result in a \$5 lockout fee. The temporary access card must be returned to the front desk within the timeframe given or a \$5 replacement fee will be billed to their student bursar account, in addition to the \$5 lockout fee.

Physical keys are not used in Student Housing except in emergency situations. Should it become necessary to issue a student a physical key, University keys may not be duplicated and the resident will be charged for a lock change if the physical key is not returned.

The UM student ID, temporary access card, or physical key should be used only by the resident to whom it was issued, once confirmed they are assigned to the designated residence hall/apartment and room. The UM student ID, temporary access card, or physical key may not be loaned to anyone for the purpose of gaining access to a residence hall/apartment or individual room to which they are not assigned, and doing so may result in disciplinary action. Students found responsible for damage done to either access card readers or locking mechanisms on room doors will be billed damage charges to their student bursar account, and may be subject to disciplinary action. Due to fire code, the addition of locks to doors is not allowed.

# LOCKOUTS

**Summary/Purpose:** The purpose of this policy is to identify the process and associated charges when a resident is locked out of their assigned room and requires a staff member to provide access.

Residents are expected to have their Ole Miss ID, which provides access, with them at all times. Residents who do not honor this expectation will be charged each time a housing staff member has to provide them access to their rooms.

**Charges will be handled as follows:**

- \$5.00 charge for a lockout at any time of day
- Charge will be added to resident's bursar account immediately upon request for access to their room
- If residents lose or misplace their university ID, temporary access cards will be provided. Residents must return the temporary access cards by the dates specified at the time the temporary access card is provided to them. Residents who fail to return temporary access cards will be charged \$10.00 per card.

**Procedure**

Residents who are locked out of their rooms must do the following:

- Visit the front desk of their assigned building and request lockout service.
- Show a photo ID or be checked against a photo roster to ensure identity.
- Electronically acknowledge the \$5.00 charge for a lockout

# LOFTS & BED BUNKS

**Summary/Purpose:** This policy explains Student Housing's expectations for beds with regard to bunking beds and using lofts. In addition, this policy provides information for renting lofts through the University's only approved loft vendor.

The beds in all residence hall rooms are designed for bunking. These beds are also adjustable, providing up to 34" of clearance underneath, if not bunked. Students are responsible for bunking and un-bunking their beds. Bunking pins are available at the front desk of each residence hall. Due to the limited amount of time to get rooms ready for Summer term, students are expected to return their beds to the original position at the end of the Spring semester. Students who fail to return their beds to the original position may be subject to a damage charge.

Cinder blocks, bed risers, and homemade lofts are not permitted in residence halls or apartments for safety and liability reasons. Lofts specifically designed for the beds in the residence halls are available for rent from Lofts, Inc. These are the only lofts that will be permitted in the residence halls. These lofts are easily assembled and less expensive than purchasing your own. For more information, contact Lofts, Inc. at (662) 561-1050 or visit <http://www.loftsinc.com>.

# PERSONAL PROPERTY

**Summary/Purpose:** This policy defines the University of Mississippi's policy regarding responsibility and liability for personal property in the residence halls and apartments.

The University of Mississippi assumes no responsibility or liability for damage to or loss of personal property. This includes but is not limited to damage or loss due to interruption of utilities, power surges, flooding, fire, theft, vandalism, and/or student misconduct. It is highly recommended that students purchase renter's insurance to cover any damage or loss that may occur. Students may also check their family's homeowner's or renter's insurance for included coverage.

To help prevent damage to or the loss of personal property, students are encouraged to lock their room doors. In addition, all personal property must be kept in resident rooms and not left in hallways. Any items left in hallways will be removed.

# PLUMBING

**Summary/Purpose:** The purpose of this policy is to provide guidelines for residents in managing plumbing issues in on-campus housing facilities.

Residents are required to act in a responsible manner in the use and treatment of on-campus housing facilities and immediately report any plumbing issues.

- The placement of food or cooking items in sink drains, bathtub drains, and toilets is strictly prohibited.
- Residents are prohibited from using chemical drain-opening products to address drainage issues. The use of outside contractors is prohibited. All plumbing issues should be reported to Student Housing via the online Maintenance Request process.
- Residents who are found responsible for damage to the plumbing/drainage system in a residence hall or apartment due to improper use will be billed for repairs once a cost has been assessed by Student Housing staff.

# POSTINGS & ADVERTISING

**Summary/Purpose:** This policy outlines expectations regarding the posting of flyers and other items in, on, and around residence halls and apartments.

Student Housing gives campus departments and organizations the opportunity to communicate important announcements and information about events to campus residents by posting messages on media display screens, which are located in the lobbies of all residence halls as well as in the Campus Walk office.

Student Housing does not allow the placement of flyers in residence halls and apartments. Further, representatives from campus departments and organizations are not permitted to place marketing materials in Student Housing buildings, nor does Student Housing distribute promotional items to residents.

Flags, signs, banners or any other type of item may not be attached to any University residence hall, apartment, tree, or shrubbery without written approval from the Department of Student Housing. This policy also covers items that might be hung for display in windows or balconies of any residence hall or apartment.

# QUIET & COURTESY HOURS

**Summary/Purpose:** This policy defines the expectations for appropriate noise levels in the residence halls and apartments.

It is every resident's responsibility to their community to maintain an atmosphere that is conducive to sleep and study in the residence halls and apartments. All visitors are expected to respect the quiet hours and courtesy hours policy set forth by Student Housing. Quiet hours are periods when noise that is audible one door away from a student room is considered too loud. Quiet hours are in effect from 9:00 p.m. to 8:00 a.m. Sunday through Thursday, and from 11:00 p.m. until 10:00 a.m. on Friday and Saturday. Courtesy hours, during which respect for others must be maintained at all times, are 24 hours a day.

Extended or 24-hour quiet hours will begin at 5:00 p.m. on the last day of class preceding final exams and be in effect through the end of final exams. Extended or 24-hour quiet hours are also in effect during intersession periods.

# RESIDENT CHECKOUT

**Summary/Purpose:** The purpose of this policy is to explain the procedures students must use when checking out of residence hall rooms or apartments.

Every student must properly check out of any residence hall room or apartment to which they are assigned. Whether the student is changing rooms or moving out of Student Housing completely, each resident is responsible for following proper checkout procedures. Residents will be assessed a \$100.00 improper checkout fee if they do not comply with checkout procedures.

Prior to checking out, the student's assigned space must be completely empty and clean. Personal items should not be left in any room or hallway. All trash must be disposed of in an appropriate receptacle. Rooms left excessively dirty or left with personal items may result in additional damage or cleaning charges. Any personal belongings that are left behind after a resident has vacated their assigned space will be deemed abandoned property.

The following procedure will be followed in the case of abandoned property:

- Student Housing will confirm that the space has been vacated.
- Student Housing will inventory, bag, and label the abandoned property.
- The property will be removed and stored for a maximum of thirty (30) days.
- The student will be charged a fee for collection and storage of the property.
- To retrieve the abandoned property, the student must contact the Graduate Community Director or Community Coordinator for the building in which they lived.
- If not retrieved prior to the thirty (30) day deadline, the abandoned property will be disposed of.

Students changing rooms or leaving in the middle of a semester should contact their Community Assistant, Graduate Community Director, or Community Coordinator for checkout options. Students checking out at the end of an academic term must properly check out within the Student Housing Portal using one of two options:

**Express Checkout:** The student is fully responsible for independently verifying that they are ready to properly check out of their room. The student will complete the checkout process online at their convenience. No Student Housing staff member will be present to physically check the student's space while the student remains in the room

**In-person Checkout:** The student can complete the checkout process in-person with a Student Housing staff member. The student should go to the front desk of their assigned residence hall or apartment and request an in-person checkout. In-person checkouts will be available daily. A Student Housing staff member will be present to physically walk through the room with the students to verify potential damages and cleanliness of the student's space.

Any charges or fees associated with checkout will be assessed to the student's Bursar account.

# RESIDENT RULES & REGULATIONS

**Summary/Purpose:** This policy outlines expectations about the rules and regulations (i.e. policies) established by Student Housing with regard to students living on campus in residence halls and apartments.

Students living in residence halls and apartments, along with their guests, are expected to follow the policies and procedures set forth in the Resident Handbook, the Student Housing Contract, and on Student Housing's website at <http://www.housing.olemiss.edu/policies>. As a member of the Student Housing community, every resident is responsible for becoming aware of and observing all published policies. Additionally, residents are expected to comply with directives from all Student Housing staff members.

## RIGHT TO RELOCATE



**Summary/Purpose:** The purpose of this policy is to explain the right of Student Housing to relocate residents including those with reserved room assignments who choose to live off campus.

Student Housing reserves the right to relocate residents or otherwise modify residents' housing assignments where the circumstances warrant, including to complete housing renovations, maintenance, or construction; to implement public health recommendations; to impose disciplinary sanctions or supportive measures for residents; to resolve roommate conflicts; or to implement orders issued by local, state, or federal government. Residents are expected to relocate within forty-eight (48) hours of receiving notice from Student Housing, unless Student Housing specifies a different time in writing.

Student Housing may modify a resident's housing assignment or reassign a resident's room or apartment if the resident does not take occupancy by 12:00 pm central time on the first day of classes for the academic semester, or when it is determined that a resident is not residing in an assigned space for 50% or more of the contracted time.

Upon relocation Student Housing will notify the resident of their obligation to the housing contract, of the relocation, and of their newly assigned space.

# ROOM CHANGES

**Summary/Purpose:** This policy explains the procedures necessary for a student to change their room assignment.

In order to stabilize residence hall and apartment occupancy, there will be designated times in which room changes will not be available. Once the initial room change process closes within the Student Housing Portal prior to the start of classes each semester, no room changes will be processed until a specified date after classes have begun. Additionally, in order to allow students time to focus on final examination preparations and take final exams, no room changes will occur at the end of each semester beginning the week prior to the start of final exams.

In order to request a room change, students must complete the room change request form online within the Student Housing Portal. On this form, students may provide one building preference and room number. If they have additional preferences, those may be shared once a staff member reaches out to them. Once the form is submitted, the Community Coordinator, Graduate Community Director or designee from the student's assigned building will reach out to the student via Ole Miss Gmail within 5 business days to discuss their room change request.

After a new room location has been determined, the Community Coordinator, Graduate Community Director or designee will process the room change. Once a room change is approved and processed, the student will be notified via Ole Miss Gmail that they have 48 hours to complete their move. After the student has completed the move, the student must reach out to their Community Coordinator or Graduate Community Director to properly check out of their original room. Failure to complete the move or engaging in an unauthorized room change may result in disciplinary action including a fine of no less than \$25 per day, and the student may be required to move back into his/her original room.

Students can find information related to the room change process timeline on the Student Housing website and will be notified via Ole Miss Gmail once the room change process begins each semester.

During those designated times in which room changes are unavailable, room changes may be considered in emergency situations where the room change is approved by a member of the Student Housing leadership team. Please note that students assigned to temporary housing (if applicable) are given priority over other room change requests.

# SOLICITATION

**Summary/Purpose:** This policy defines the expectations for the selling or advertising of items in residence halls and apartments.

Businesses, individuals, and organizations not specifically related to the university may not sell or advertise items in the residence halls or apartments unless in an approved partnership contract with Student Housing. Furthermore, under no circumstances will any type of door-to-door solicitation be permitted. UPD may be contacted to address anyone found to be soliciting in the residence halls or apartments. Information about appropriate marketing in residential communities can be found at: <http://studenthousing.olemiss.edu/marketing-in-our-communities/>

Residence halls and apartments are not to be used for business purposes. This includes, but is not limited to, using a residence hall room or apartment to operate a babysitting, internet, or haircare service, to sell cosmetics, magazines or kitchen items; or to offer any service in exchange for personal gain.

# STUDENT HOUSING APPEALS

**Summary/Purpose:** This policy explains the appeal process for students when they want to request to be released from the contractual obligations of their housing contract or have an exception made to the residency requirement.

All students who have completed the housing application process have signed housing contracts that legally bind them to Student Housing, either in the residence halls, residential colleges, or Northgate apartments for a full academic year (fall and spring semesters) or Campus Walk for a full calendar year (12-month lease). Residents who have not successfully completed 30 credit hours post-high school fall within the University's residency requirement.

Under a limited number of circumstances, residents may be released from the residency requirement or their contractual obligation on a prorated basis, if notification is received in writing prior to the publicized deadline. The following reasons are accepted without penalty:

- Graduation from the university
- Withdrawal from the university
- Marriage (proof required) or birth of a child (proof required)
- Transfer to another university (proof required)
- Participation in an approved study abroad/exchange program
- Student teaching outside of a 60-mile driving distance
- Pharmacy externships or similar approved academic programs
- Military personnel given permanent change of station (PCS) or temporary duty (TDY) orders (proof required)

Residents who wish to be released from their housing contract or have an exception made to the residency requirement for reasons other than those listed may submit an online Housing Appeals form, which will be reviewed and forwarded to the Student Housing Appeals Committee.

Releases are uncommon and are only granted by the Student Housing Appeals Committee under extraordinary circumstances. The Student Housing Appeals Committee is comprised of staff members from various university departments outside of Student Housing. This group conducts two appeal periods for each semester (fall/spring).

Appeals must be submitted to Student Housing by the published deadline for each appeal period (pre-Fall, Fall, pre-Spring, Spring). Each student wishing to appeal will be contacted by Student Housing to schedule an appeal meeting with the Student Housing Appeals Committee. Decisions will be made in absentia should a student fail to appear to the scheduled meeting.

All decisions made by the committee are final, and there is no further avenue of appeal. Please note that the housing appeal is a request and will not automatically be granted. Approved appeals are unique exceptions with circumstances warranting special consideration. It is in the resident's best interest not to ignore or avoid payments to the Office of the Bursar, and not to make alternative living arrangements prior to receiving an official decision from the Student Housing Appeals Committee.

# STUDENT HOUSING BILL OF RIGHTS

**Summary/Purpose:** This policy defines the basic expectations students should have for each other when living together in a residence hall or apartment.

Student Housing is committed to providing students an environment that promotes student learning, academic success, personal growth, and connection to the UM community. Each resident in our residence hall or apartment communities has rights. These rights can only be achieved through collective efforts by Student Housing staff, community members, residents, and guests. In communal residential environments, each student should understand their rights and their responsibilities to their fellow residents. When residents understand the needs, goals, and abilities they bring to their community, they are better able to work with fellow residents toward mutual expectations and create a community where learning occurs, respect is mutual, and issues are discussed openly and freely with community members. Hall staff will work with each community to develop these frameworks.

Residents living in Student Housing have the following rights:

- The right to be safe and secure in one's room or apartment without fear of harm
- The right to study free from noise and distractions
- The right to clean common areas and bathrooms
- The right to have one's belongings respected
- The right to privacy
- The right to sleep without undue disturbance
- The right to respect the property of others and to have your property respected
- The right of access to one's room
- The right to have guests with the understanding that they will not disturb the roommate's right to sleep **r s i c y**
- The right to redress grievances

These rights apply to all students living in Student Housing. Violating the rights of other students may result in disciplinary action and/or reassignment to another location.



# STUDENT OWNED FURNITURE

**Summary/Purpose:** This policy addresses student owned furniture brought into the residence halls and apartments as well as the consequences for leaving furniture behind.

Residence halls and apartments include furniture for student use, and this furniture must remain in a student's assigned space. Residents are responsible for all university-owned furniture and its condition upon checkout.

If residents choose to bring in their own furniture, any furniture brought in must be marked to identify the owner. At checkout, residents are responsible for removing any furniture they brought in during the year. Students will be assessed damage charges for any furniture left in their assigned space after checkout.

# SUBLEASING

**Summary/Purpose:** This policy explains that subleasing a Student Housing room or apartment is a violation of the Student Housing Contract.

Subleasing a Student Housing room or apartment is a violation of a resident's Student Housing Contract. Residents are prohibited from subleasing their room or apartment to another person through any means, including rental websites, apps, etc. Any unauthorized occupants of the apartment will be asked to vacate the space immediately. If the unauthorized person does not vacate, the resident may be subject to disciplinary action including removal from Student Housing.



# TRANSFER RESIDENCY REQUIREMENT

**Summary/Purpose:** This policy explains the on-campus residency requirement as it specifically applies to transfer students.

It is the policy of the University of Mississippi that students who are classified as freshman, or who have completed less than 30 credit hours post-high school, are required to live on campus for two consecutive semesters – Fall and Spring, or Spring and Full Summer (Summer First Term and Summer Second Term) – unless they are approved for exemption. While this policy most often applies to entering freshmen, it is also true for any transfer student who has completed less than 30 academic credit hours post-high school prior to beginning their enrollment at Ole Miss. Exemptions from the freshman residency requirement are approved only for the following:

- Students who are 21 years of age or older prior to the start of the academic year (age will be verified via admissions data)
- Students who will live with parents or legal guardians within a driving distance of 60 miles of the Oxford campus and commute (address will be verified via admissions data)
- Students who have graduated from high school at least one full year prior to enrollment at the university and have lived in college or university-owned housing for at least two full semesters (proof required: letter from college or university housing department)
- Student who are married (proof required: marriage license)
- Students with children (proof required: child's birth certificate).

Students who do not qualify for an exemption based on the criteria above, but feel there are extraordinary circumstances that warrant an exception, can opt to participate in the student housing appeals process. More information about student housing appeals can be found on the Student Housing website.

Transfer students who are still classified as a freshman, or who have completed less than 30 credit hours post-high school who do not live on-campus in Student Housing residence halls or residential colleges and do not have an approved exemption from the transfer residency requirement, will be administratively charged for housing.

# TRASH REMOVAL

**Summary/Purpose:** This policy describes the procedure for the removal of trash from residence halls and apartments.

Students living in residence halls are responsible for placing their trash in trash rooms or designated areas available on each floor or wing, or in the dumpsters located outside of the residence hall. Stewart, Deaton, Martin, and Crosby have trash chutes on each floor. All trash should be placed in plastic bags and tied securely. Trash should not be left in hallways, common areas, or outside the residence hall, except in dumpsters.

Students living in Campus Walk Apartments and Northgate Apartments are responsible for placing their trash in the dumpsters located outside their apartment. All trash should be placed in plastic bags and tied securely. Trash should not be set on porches, sidewalks, or beside the dumpster, even temporarily. If the dumpster is full, residents should use a different one. Trash left outside of the dumpsters invites roaches, rodents, and other animals. Residents are responsible for keeping the grounds clean by making sure that all trash is placed in the dumpster and trash outside the apartment is picked up.

If trash is found in unauthorized places and the responsible student is identified, that student may be subject to fines and disciplinary action.

# UNIVERSITY OWNED FURNITURE

**Summary/Purpose:** This policy defines expectations regarding university-owned furniture, both in individual rooms and in common areas of residence halls and apartments.

Residents are responsible for the university-owned furniture provided in their room or apartment. The furniture must be kept in the room or apartment for the entire academic year or full 12-month contract. Removing university-owned furniture from floor lounges, laundry rooms, study rooms or other common areas is not permitted and may result in a fine and/or disciplinary action. Residents who remove university-owned furniture from their room or apartment will be charged for repairing/replacing the furniture in addition to being assessed a fine. If a resident has removed university-owned furniture from their room or apartment and it is not present at the time of check-out, the resident will be assessed the full replacement cost for those items and may face possible disciplinary action.

# VACANT ROOMS & BEDSPACES

**Summary/Purpose:** This policy defines the expectations for maintaining vacant bedspaces in residence hall rooms and apartments, and outlines the procedure for Student Housing to conduct vacant room and bedspace inspections to determine readiness for occupancy.

In the event that a resident occupies only one bedspace in a multi-occupant room or apartment, the remaining vacant rooms and bedspaces must remain empty of belongings in or on items such as desks, closets, beds, drawers and/or bathroom spaces. Student Housing reserves the right to periodically check vacant rooms and bedspaces to ensure they are ready for immediate occupancy for room changes or the arrival of new students.

Areas that will be checked during vacant room and bedspace inspections include but are not limited to:

- University provided mini-refrigerators or mini-refrigerator/microwave units (should include available space that an incoming student could utilize)
- University provided appliances such as refrigerators in apartment areas (should include available space that an incoming student could utilize)
- Any closet spaces and University-owned furniture in residence hall rooms and apartment areas

Procedure for vacant room and bedspace inspections:

- Student Housing will provide a minimum notice of 72 hours to residents of the rooms that will be inspected.
- Inspections will be conducted by a minimum of two Student Housing staff members.
- Inspections will occur between the hours of 9AM and 9PM.
- Residents will be given 48 hours to address any health, safety, or cleanliness concerns in their rooms. Failure to address issues may result in disciplinary action.

Residents shall not engage in any conduct intended to deter a prospective new roommate from selecting the vacant bedspace, and they may not refuse or reject a new roommate assigned to the vacant bedspace.

This policy does not apply to rooms that have been privatized through Student Housing nor does it apply to accommodations provided through Student Disability Services.

# **VISITATION & OVERNIGHT GUEST**

**Summary/Purpose:** The purpose of this policy is to define the expectations for guest visitation in on-campus housing facilities. It also discusses the hours guests are permitted to visit, the process that allows for students to request overnight guests, and the circumstances in which guests are permitted to stay overnight.

## **Visitation Hours**

Any guest to Student Housing must be registered by the resident host and escorted at all times while in the building. A guest is defined as any individual who is not assigned to live in the community they are visiting or does not have university-assigned access to the community or section of the community. Guests must provide a University of Mississippi or other photo I.D. to the Community Desk Assistant (CDA) when checking in. False identification will be reported to the University Police Department for appropriate action. A resident may not have more than two registered guests at any time.

All guests should follow the visitation hours set forth by Student Housing. Maximum visitation hours for any residence hall or apartment are Sunday through Thursday 9 a.m. to midnight, and 9 a.m. to 2 a.m. on Friday and Saturday. These hours may be adjusted by Student Housing at their sole discretion.

The sign-in procedures do not apply to residents residing in apartment-style communities (Northgate and Campus Walk). Residents in apartment-style communities are responsible for the actions of any guests they bring to their apartment and must remain with their guests at all times. Visitation hours do apply to apartment-style communities.

## **Procedure:**

### **Sign-In/Sign-Out**

- The resident host must meet their guest in the lobby or at the front desk of their community. Guests cannot go to the resident host's room door.
- At the front desk, the Student Housing staff member will record the guest's name, time of check-in and room number of the resident host.
- The guest must provide a photo I.D. to the Community Desk Assistant before being signed-in.
- The guest will receive a visitor pass that must be in the possession of the guest for the duration of the visit.
- The guest must remain with the resident host at all times; at no time is a guest permitted to remain in the room or hall/apartment without the resident host; the resident host is responsible for the actions and behavior of their guest and the guest is expected to abide by all policies as set forth by Student Housing.
- When the guest leaves the hall/apartment, the resident host must sign the guest out; at that point, the guest must return the visitor pass received at check-in.
- A resident host must register their guest each time they have a visitor, even if the same guest visits more than one time each day.

# WALKWAYS, HALLWAYS & BREEZEWAYS

**Summary/Purpose:** This policy defines inappropriate use of walkways, hallways and breezeways in Student Housing apartments.

All walkways, hallways, and breezeways in Student Housing-owned apartments must be kept clear for traffic and egress. Trash may not be kept in or placed in hallways or breezeways. Bicycles are to be properly secured in the resident's assigned space or in a bicycle rack. Items may not be stored in walkways or hallways under stairwells. Student Housing will not be held liable for items left in walkways, hallways, or breezeways. If items are found in these areas, they will be removed and considered abandoned property.

# WEAPONS

**Summary/Purpose:** The possession of weapons in University of Mississippi student housing is prohibited.

The possession of weapons is prohibited within student housing at all times, regardless of whether one has in their possession a valid, unexpired state enhanced concealed carry firearms permit or the equivalent permit issued by a state with a reciprocity agreement with Mississippi. For the purposes of this policy, a weapon is any dangerous instrument used, attempted or threatened to be used, or is readily capable of being used to cause death or serious physical injury, including but not limited to the following: any gun, shotgun, rifle, pistol or other firearm, any device from which a shot, projectile, or other object may be discharged by force (whether operable or inoperable, loaded or unloaded), nooses, sticks, poles, pipes, "nun-chucks," blackjacks, leaded canes, brass or metallic knuckles, bowie knives, dirk knives, butcher knives, switchblade knives, daggers, blades, machetes, swords, hatchets, metal spikes, bow and arrows, slingshots, metal darts, razors and razor blades (except as used for personal grooming), "BB guns," "air rifles," "air pistols," pellet guns, paint ball guns, laser pointers, fire, dynamite, dynamite cartridges, bombs, grenades, torches, gun powder, firecrackers, fireworks, mines or powerful explosives, and any other pyrotechnic, incendiary or explosive devices.

To ensure the safety of all persons on its campus, to protect University property and to ensure no disruption of its educational mission, the University also prohibits the wearing of masks, disguises and other means of concealing one's identity. The wearing of protective gear, such as body armor, shields and chainmail, is likewise prohibited.

Violation of this policy will be subject to disciplinary action which may include sanctions under the University conduct system, and immediate removal from student housing and loss of all housing privileges. Students removed from student housing for disciplinary reasons will be responsible for the entire cost of the housing agreement, both fall and spring semesters. Possession of a weapon in violation of this policy is subject to criminal liability and removal from campus, campus events or facilities.

# WINDOW SCREENS & SECURITY SAFEGUARDS

**Summary/Purpose:** This policy defines the expectations for appropriate use of window screens and applicable security safeguards on residence hall and apartment windows.

The removal, damage, tampering with, or opening of a window or security screen in residence halls and apartments is prohibited and may result in damage charges to residents found responsible. Screens must remain on windows at all times. Residents may not hang anything from, or outside of, a window. Entering and/or exiting any residence hall or apartment through a window is prohibited except in case of emergency.

Stockard Hall, Martin Hall, and Crosby Hall have security stops that limit the opening of select windows to only 4 inches. Removing or tampering with security stops is prohibited. Stewart Hall and Crosby Hall also have security grates on lower level windows to increase the safety of all residents. These security grates are to remain closed and locked at all times except in the event of an emergency.

Failure to observe and abide by this policy will result in disciplinary action.

