



# OHIO UNIVERSITY

Division of Student Affairs

Residential Housing

## Student Housing Handbook 2011-12

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## Section 1 Guide to Community Living

### A – Community Living

#### **Residential Housing Mission**

The mission of the Department of Residential Housing is to cultivate development through purposeful and innovative programs, practices, and services provided in a safe and inclusive residential environment, both on and off-campus.

#### **Community Living**

Living in a residence hall community means living together with a diverse group of students, learning not only about others, but about one's self. As a member of the residential community, you have the right to an environment conducive to academic pursuit and personal growth, the right to some measure of privacy, and the right to belong to the community. Along with these rights come responsibilities to oneself, to one's roommate, to the residents of the building, and to other members of the University community.

#### **Roommates**

Having to share your bedroom and living space with someone is often an adjustment. Our best advice is to spend plenty of time getting to know your roommate(s) during the first few weeks, talk to each other about the ground rules for your shared living space, and complete a roommate agreement. (Your RA will direct you to an on-line roommate agreement.)

There are 4 ways to ensure that you and your roommate have a positive and successful relationship with one another---communication, consideration, compromise, and cooperation.

- **Communication** entails talking and listening to your roommate(s), especially about issues that will affect your relationship (e.g., borrowing items; study times). It's wise to talk out any concerns or conflicts as early as possible.
- **Consideration** is another handy attribute for living with other people. The best way to be considerate is to think before you act. Ask yourself how your actions might affect others. Most conflicts occur due to a lack of consideration, but remember these conflicts can be resolved through communication!
- **Compromise** is the foundation of any healthy relationship. If your roommate likes to go to bed and get up early and you prefer to stay up late and sleep in, a little give and take can remedy the situation. Simple compromises can make a tremendous difference.
- **Cooperation** involves roommates working together toward a common goal. It may be something as simple as making sure that the garbage can isn't overflowing or that recycling is being done. When roommates agree on common goals, all roommates, mod-mates, or suitemates can work toward ensuring that the goals are met.

#### **Floor Section**

Your floor section is your new home for the year, and is comprised of a variety of people from very different backgrounds. However, you all share one thing in common... you all share the same living community within the residence hall. During the opening meeting hosted by your RA, you and your floor mates will create a community agreement. This document is a list of community expectations which the floor section creates collaboratively and for which you will be expected to hold one another accountable.

#### **The Surrounding Community**

Welcome to Athens! As you progress through your college career, you will begin to identify Ohio University as your home. It is also important to remember that this home extends beyond the borders of campus and into the surrounding communities. Get to know the local residents, the local culture, and give back to the community that has welcomed you with open arms.

Regardless of your academic, leadership, or professional significance at college, you represent Ohio University in everything that you say and do on a daily basis both on and off campus. People who are unfamiliar with our university will look to you as a representative of our campus. Your actions will be equated with the quality of this institution. You are now representing the first and finest university in the Northwest Territory; discover your promise, and proudly represent your new home in all that you do.

## **Residential Housing Staff**

The Department of Residential Housing has over 300 staff members committed to making your living environment a community focused on learning, development, and acceptance. Below you will find descriptions of our in-hall staff and how they relate to you.

**Resident Assistant (RA):** The Resident Assistant is a student who has completed a selection and training process designed to prepare her/him for working with students in the residence halls. The RA lives on and manages a floor section and is the staff member you will interact with most during the academic year. The RA is a great source of information and should be the first individual that you contact with a question or concern.

**Administrative Resident Assistant (ARA):** The Administrative Resident Assistant, like an RA, is a student who resides in and manages a floor section. However, the ARA has the added responsibility of assisting the residential coordinator or resident director in coordinating administrative functions in the building such as room changes and keys.

**Senior Resident Assistant (SRA):** The Senior Resident Assistant, like an RA, is a student who resides in and manages a floor section. However, the SRA has the added responsibility of assisting the residential coordinator or resident director in advising the hall council and coordinating hall programming efforts. In many complexes the SRA also handles ARA responsibilities.

**Residential Coordinator (RC):** The Residential Coordinator is the full-time on-site professional responsible for a hall or complex. The RC supervises the residence hall staff, works with all residents to establish a positive living environment and a sense of community, and manages crisis. An RC acts in an advisory capacity on personal and academic issues and helps to interpret and uphold university policies.

**Resident Director (RD):** A Resident Director has the same responsibilities as the Residential Coordinator (although for a smaller area) and is a full-time graduate student.

To see individual names and contact information for the professional staff in the buildings, please visit [www.ohio.edu/housing/about/hallstaff.cfm](http://www.ohio.edu/housing/about/hallstaff.cfm).

## **Getting Involved**

There are many ways to get involved in your living community. Talk with your RA about the opportunities in your hall or complex. Every hall or complex has a hall council which is a self-governing body that enacts change in the living environment of the halls, plans activities and community service, and recommends improvements to the hall. For information on other student organizations, please visit the student organization directory at [www.ohio.edu/campuslife/sorgs/index.cfm](http://www.ohio.edu/campuslife/sorgs/index.cfm).

## **B – General Information**

### **Bicycles**

Bicycles are permitted on campus. However, for safety reasons, they may not be stored in public areas, such as mods, lounges, stairwells, entrances/exits, or other undesignated areas. They can be stored in your room and the many bicycle racks around campus. Some South Green halls have bike rooms available for storage; ask your RA for information. It is recommended that you register your bicycle with the Ohio University Police Department at 135 Scott Quad; you will need to fill out a description and serial number of the bicycle in order to register. It is recommended that you do not store bikes outside on bike racks over winter break. If leaving for the summer, bikes must be removed from store rooms or bike racks.

### **Checking Out of Room**

When moving out of a room, students must officially check out with a staff member. This includes clearing the room of personal items, scheduling a room inspection, signing the room condition report (RCR), and returning room keys. Failure to follow these steps will result in an improper checkout and a charge of \$25.00. The check out process allows the university to maintain accurate records for students residing on campus.

### **Computers and Printers**

If you need a computer, Ohio University offers an exclusive student discount purchasing program of laptops and desktops with Apple, Dell, and Lenovo through the Office of Information Technology. Students are able to purchase laptops or desktops at a discounted rate, along with a large selection of software or accessories. Visit the Technology Depot, located on the first floor of Baker University Center for more information and to see model products. NOTE: You will need your OHIO ID and password in order to access these discounted rates.

The Allen Help Center also has a limited number of desktop computers available for loan for one academic year. You can access their website at [www.ohio.edu/helpcenter](http://www.ohio.edu/helpcenter).

Discounted software is exclusively available to all OU students. The latest software for both MAC and PC is available including: Microsoft Office 2010 and 2011, Mac OS X Snow Leopard, and Windows 7. Students can download software for their personal computers including anti-virus software and spy-ware removal tools on the Informational Technology website at [www.ohio.edu/technology](http://www.ohio.edu/technology). This service is free of charge to all OU students.

The Technology Depot (Baker 112) is a factory-authorized repair center for the following brands: All Apple products and business class Dell, Hewlett Packard, and IBM/Lenovo machines. Any machines purchased at the Tech Depot may be serviced there as well. The Tech Depot offers a "no-cost" initial diagnosis (15 minute limit) in which many minor problems can be fixed quickly and efficiently. More complex problems can be addressed with a drop-off/pick-up service.

**Where do I go to print?** Documents may be printed for a small fee at Alden Library or the Tech Depot computer lab on the 1st Floor of Baker Center.

### **Contracts – Housing**

Myth – The housing contract is binding on a quarterly basis.

Fact – Your housing contract is binding for an entire academic year.

Myth - I can move off campus at the end of my first year

Fact - There is a 2-year residential requirement known as the "Parietal Rule". (There are some exceptions described at [www.ohio.edu/housing](http://www.ohio.edu/housing).)

Myth – Credits I earned in high school for college coursework count towards moving off-campus early.

Fact - The 2-year residential requirement means 2 years after high school graduation.

## Crisis or Concerns

If you have a serious concern or crisis, please contact an RA or your RC/RD immediately. They are trained to assist you or get you connected with the correct resource. Examples of crisis or concern are roommate conflicts, health problems, severe stress, academic problems, homesickness, depression, or sexual assault.

## Damages and Billing

- **Room Damages**

By completing your housing contract you have agreed that you will leave your room in the condition in which it was received. Although the university understands that regular wear and tear will occur, you should immediately report any vandalism or damages to your RA, RC or RD. By doing so you may lessen the chance of being billed upon checkout.

Upon your departure from your residence hall room, the room is assessed by your RC or RD for damages and/or cleaning needs. This assessment is based on a personal, visual inspection of your room after you leave and the Room Condition Report that you completed and signed when you moved in and out of your room. Any bills for cleaning or damage will be added to your university e-bill.

- **Common Space Damages and Community Billing**

It is the responsibility of all community members to ensure that the living environment remains a clean and damage-free living environment. When damages occur to common space facilities, an investigation will occur and the responsible individual(s) will be billed; judicial action is also possible depending on the situation. When damage occurs outside of a student room which cannot be attributed to the responsible individual(s), all students in the hall, floor section, mod or suite may be held responsible for the cost of the repair. Should you become aware of those responsible for the damage, contact your RA, RC or RD. The cost billed is the actual cost of materials and labor. In a community billing this cost is distributed among the members of your floor section and will be applied to your student account upon your departure from the residence hall or at the time the billing is determined. The damage appeal process does not apply in the event of community billing.

## Dining Services

All students with less than two academic years on campus are required to participate in a board plan as part of the university's housing regulation. (To learn about exemption guidelines, visit [www.ohio.edu/housing](http://www.ohio.edu/housing).) **Meal plans are purchased for the entire academic year.** This allows Dining Services to enter into favorable year-long purchasing agreements with vendors. Students may increase to a larger meal plan at any time, however, once the school year begins meal plans may not be decreased. (Students not living on campus may also purchase a meal plan.) Meal plan questions can be answered by contacting Residential Housing, 060 Chubb Hall, (740) 593-4090.

Check out the Dining Services website at <http://www.ohio.edu/food> for current dining hall menus, locations, and hours.

Please note that special accommodations can be made for students who have special dietary needs, have a class conflict and need a sack lunch, or students who are sick and can not make it to the dining hall.

Did you know....

- “Borrowed” glassware, dishes, or silverware from the dining hall costs as much as \$45,000 in a year and contributes to the rising cost of meal plans? Please do not remove these items from the dining halls.
- Ohio University Dining Services certifies all managers, cooks, and custodians in safe food handling and has a HACCP program (Hazard Analysis and Critical Control Points) in place. Less than 5% of all colleges and universities do this.

## Green Offices

Each residential green has an administrative office that is open Monday-Friday from 8:00am-5:00pm. You may need to stop by the Green Office if you lose your keys or have a question.

- South Green Office is located on the ground floor of O’Bleness House
- East Green Office is located on the 1<sup>st</sup> floor of Jefferson Hall
- West Green Office is located on the 1<sup>st</sup> floor of Boyd Hall.

## Keys

Upon arriving to your residence hall you will receive a room and exterior key for your building. In Read, Johnson, Lincoln, Biddle, Bromley, Adams, Voigt and Shively, you will be issued only a room key, because your student ID will be coded to give you access to all exterior doors through the card swipe system. Your keys should not be loaned to anyone at any time.

Please note that if you lose your keys, you will need to stop by your green office to pick up temporary keys. After 5pm or on weekends, please find an RA to arrange for a temporary key. If you do not find your keys within a set period of time, you will be assessed \$70.00 for the room key and \$10.00 for the exterior key. The charge will be added to your university ebill.

You are responsible for returning your keys when you move out of a building. Failure to return keys will result in a replacement cost and the changing of the lock mechanism on your room (\$70.00 for the room key and \$10.00 for the exterior key).

**Locked Out of Room?** If you are locked out of your room, any Residential Housing staff member in your building or complex can assist you. Each student is given one free “lockout” per quarter during daytime hours. After that, each lockout cost will be charged to your student account.

<u>Lockout Time</u>	<u>Cost</u>
8am-12pm	\$ 5
12pm-8am	\$10

### **Laundry**

Residents have access to laundry facilities on each Green. Several halls have a few washers and dryers located in the hall for these residents, however not all of them support Bobcat Cash. A larger laundry facility is located on each Green that accepts Bobcat Cash. These centers are located in Dougan House on South Green, Gamertsfelder Hall on East Green, and Treudley Hall on West Green. If you lose money in the machines, you are to go to the front window of Residential Housing in Chubb Hall and complete a refund form. You then take a copy of the completed form to the Bursar (on the same floor in Chubb) to receive your refund.

### **Mail and Package Delivery**

United States Post Office Mail is delivered to each residence hall and the Nelson Mail Room (for Adams Hall and Mod South buildings) Monday through Saturday, except on holidays. Mail is forwarded during winter and summer breaks to your permanent address on file with the university.

Keep in mind that some private carriers (e.g., FedEx, UPS) deliver directly to your room and will require a signature in order to leave a package. It is recommended that you DO NOT sign for any of your floor mates packages, and that you contact the carrier and instruct them to not allow anyone but you to sign. By signing for someone else’s packages you have become liable for the item and the quality in which it was received. The university is not responsible for these packages and processes.

### **Maintenance Requests**

Throughout the year you may notice that your room needs some basic maintenance (light bulb burnt out, window won’t shut, etc.). To submit a request, please visit the Facilities Maintenance Request website at <https://www.facilities.ohiou.edu/requests/login.php>. If the request is an emergency, contact an RA or other in-hall staff member.

### **Motorcycles**

For health and safety reasons, motorcycles (including mopeds and scooters) are allowed only on streets. They are not permitted on residential greens, in university garages, or in the residence halls. Contact Parking Services at 593-1917 to inquire about approved parking areas or visit [www.facilities.ohiou.edu/parking](http://www.facilities.ohiou.edu/parking).

### **Painting Rooms or Public Areas**

- Rooms: Painting of residence hall rooms is not permitted.
- Public Areas:  
As a community, you have the opportunity to personalize your space (mods or hallways) through painting murals or pictures. If you are interested in designing and painting a mural, talk with your RC or RD who will review the mural painting policy with you. Mural paintings are not permitted in residence halls that have

undergone major building renovations/upgrades since the year 2000. These buildings include Johnson, Read, Bromley, Biddle, Adams, Lincoln and Shively Halls.

### **Personal Property**

Any belongings that are not university furnished or that you bring from home are considered your personal property. Please note that Ohio University neither insures nor is responsible for loss or damage to the personal property belonging to students, faculty or staff. This includes damage caused by facility malfunctions such as a water leak. Thus you are encouraged to purchase **renters insurance** or check with your family's **home owner's** policy regarding coverage off premises.

### **Pest Control**

Keeping rooms free of bugs and rodents is EVERYBODY'S business! Keep food stored tightly and remove trash regularly to dumpsters. To report pest problems, complete the pest report form at <http://ehs.admsrv.ohio.edu/ehs/> which goes directly to Environmental Health & Safety (EHS)

### **Phone Numbers**

Here are phone numbers you may need:

OUPD: (740) 593-1911  
Safe-T Patrol: Call (740) 593-4040  
Athens Police Department: (740) 593-6606  
O'Bleness Hospital: (740) 593-5551  
Campus Care (health center): (740) 593-1660  
Counseling & Psychological Services: (740) 593-1616  
Tab's Taxi: (740) 594-8294

#### **Residential Housing:**

Central Office (Chubb): (740) 593-4090  
East Green Office (Jefferson Hall): (740) 597-9968  
West Green Office (Boyd Hall): (740) 597-5956  
South Green Office (O'Bleness House): (740) 597-7468

### **Posting Policy**

Posters, fliers, and banners promoting residence hall activities or other events will require the approval of the RC or RD. If the posters are to be disseminated among other residence halls, they will require the approval of the Green Office or the Residential Housing Office in Chubb Hall. Posters cannot advertise alcohol. The posting policy allows for the following (once approved):

- Activities sponsored by registered student organizations, university offices, or non-university sponsored events. (1 per hall)
- Political election posters are allowed only 14 days prior to election as directed by the university's political campaign policy. (1 per hall)
- Posters should be informative, not editorial in nature with the exception of political election posters.

Only Residential Housing staff may post materials. All unauthorized and unapproved signs will be removed. No material may be distributed door to door.

Fliers for Student Mailboxes: Only official U.S. mail or information from university offices will be distributed to student mailboxes and must be approved by the central office of Residential Housing in Chubb Hall. No other fliers for mailboxes will be accepted.

### **Power Outage**

In the event of a power outage in the building, DO NOT LIGHT CANDLES as they are a fire hazard. Please use flashlights.

### **Privacy**

The university respects your right to privacy, although any university official may enter your room for matters pertaining to general health, safety, and for the upkeep of university furnishings and equipment.

Note: Failing to respond to a reasonable request by a university official (such as being asked to open your door) could result in a judicial referral. If you feel that an unreasonable request is being asked of you it is advised that you remain compliant and state your concerns after the incident.

### **Public Area Furnishings**

Furniture is provided for residence hall public areas (e.g. lobbies, lounges, mod areas, rec rooms) for the use of all residents in the building/complex. It is important to take care of the furniture so it can be enjoyed by all residents of the building. Furniture must remain in these areas and not go into student rooms.

If furniture is removed from the common spaces it is considered theft of university property and criminal and/or university judicial charges may be filed. Additionally, the community may be billed if public area furnishings are vandalized or stolen. If you notice missing furnishings or damages please contact a Residential Housing staff member.

### **Room/Hall Changes**

It is the policy of Residential Housing to permit students to change their room with the assistance of the residential coordinator (RC) or resident director (RD), senior resident assistant (SRA), and/or, the administrative resident assistant (ARA). Availability of vacancies cannot be guaranteed. After a room change is approved, students can only check-in to the new room on Friday, Saturday, or Sunday and must be fully checked out of their old room by Sunday night of the same weekend. You are not to move without having the room change approved.

A room change freeze will be in effect Tuesday through Thursday of the opening of each quarter.

### **Room Consolidation**

As part of the statewide energy conservation initiative and in order to renovate the residence halls across campus, one or more residence halls may be placed off line within a given year. Students will be given notice over the summer or at move-in if they will be affected by this policy. The following situations may occur:

- **Under-Assigned Rooms**

You may experience a period of time without a roommate (if you reside in a double, triple, or quad). It is important to be aware of your options if you find yourself in this situation.

- You may select another roommate to fill the vacancy within your room, or the vacancy will be reassigned during the room change process.
- You may move out of your room and into another vacancy within your building.
- You may buy out the vacant space.

- **Closure of a Residence Hall**

Although rare, halls can be closed if they reach an insufficient capacity (50% or less occupancy). This decision is only made if there are enough vacancies across campus to provide housing for these students. Students affected by this closure will be given first choice of rooms during the room change process of the following quarter.

### **Room Inspections - Environmental Health & Safety**

Every quarter, your room will be inspected by the Residential Housing staff to ensure that your room meets health and safety standards. Notification will occur to let you know when inspections will be scheduled. Your outlets, wall decorations, and general cleanliness will be assessed. Your personal items will not be searched, but cupboards and closets will be opened. Any illegal or prohibited items found will be confiscated at this time. A fee of \$25 will be assessed for confiscated items. (See Section C – Prohibited Items and Confiscation Policy.)

### **Sales & Solicitation**

To protect your right to privacy in the residence hall, door-to-door sales or solicitation are strictly prohibited. Should you observe sales or solicitation occurring in your hall, please contact a Residential Housing staff member or the Ohio University Police Department (593-1911).

### **Sports and Recreational Activities**

Environmental surroundings differ from green to green, as such, policies differ as well in accordance with safety and the common good. Talk to your RA about spaces available for sports and other information regarding sports and recreation on the green. Be aware that university staff may ask students to move to an approved recreation space.

The best way to avoid being asked to move is to ensure that your sports or recreational activities do not threaten the health or safety of other residence hall students. For instance, playing baseball in the courtyard of two residence halls would not be the best idea, due to the high volume of windows present in this area. If a student's activities break residence hall equipment or property the student will incur the cost of replacing or repairing the broken property.

Please note that ball playing, bicycles, and skateboards are not allowed on catwalks located on South Green. Also, sports are not permitted inside the halls at anytime; this also includes any type of water activities (e.g., water balloons, water guns).

### **Storage**

Some residence halls have storage rooms where students can place items during the year if space is available. This is to be done during staff office hours (8:30-10:00 p.m. each day). University furniture may not be placed in storage as it must be kept in the individual student's room. Students may also request to store items over the summer in the building they will occupy in the fall if that hall has storage.

Any item left in storage for longer than one year will be discarded through University Recycling.

## **C — Your Room**

### **Air Conditioners and Temperature Concerns**

Many rooms, but not all, are air conditioned. To check AC availability, visit [www.ohio.edu/housing](http://www.ohio.edu/housing).

Ohio University prohibits the installation of personal air conditioners (both window and floor/free standing models). If you have medical needs for an air conditioned room, this need must be identified in advance and be accompanied by a recent physician statement outlining the medical need. See [www.ohio.edu/housing](http://www.ohio.edu/housing) for specific information.

### **What Do I do when my A/C “freezes up”?**

- Simply turn off your A/C unit and let it thaw for at least 24 hours.

### **My Room is really warm in the winter, what can I do?**

- If you have a window capable of opening then it is suggested that you open the window.
- *Do not* run your air conditioner and leave your window open simultaneously. This allows for the cool air from you're A/C to escape out your window and wastes energy. Additionally, since your window is open your A/C unit will spend more energy trying to stabilize the temperature in your room ultimately causing it to “freeze” faster.

### **My room is really cold in the winter what can I do?**

- On the bottom portion of the wall in your room there will be a heating vent. Please note that if this vent is covered or blocked by your personal belongings then air will not be able to properly circulate around your room. Move furniture away from vent.
- Leaning flammable objects against or on these vents could potentially start a fire. It is advised that you keep these vents clear of obstructions at all times.
- If the cold room temperature persists after clearing the area around the vent, submit a maintenance request at the Facilities Maintenance Request website, <https://www.facilities.ohiou.edu/requests/login.php>.

### **Cable**

All residence hall rooms have been wired with cable access, although all students need to bring their own coaxial cable. For channel lineup, campus movie channel schedule, or to report problems, check out CATVision online at [www.ohio.edu/catvision](http://www.ohio.edu/catvision).

### **Painting Your Room**

Painting of residence hall rooms is not permitted.

### **Room Furnishings**

For each room resident, the room contains a dresser, desk, desk chair, bed, mattress, trash can, and recycling can. Each room contains one refrigerator/microwave unit (no personal refrigerators or microwaves are allowed). Do not remove university furniture or items from your room. You are responsible for inspecting the condition of your room when moving in and out and updating and signing your Room Condition Report (RCR). Any damages that may have occurred will be your responsibility and the shared responsibility of your roommates. If the condition of the room changes, the proper billing will be assessed to the parties responsible. (See Section B - Damages and Billing for more information.)

### **Loft Information**

It is important to note that lofts may be utilized in most, but not all residence hall rooms. To determine whether your room will accommodate a loft, visit [www.ohio.edu/housing](http://www.ohio.edu/housing) (link to residence hall furnishings and amenities). If you are assigned to a triple, we recommend you wait until you arrive in the fall to decide if a loft will work in your particular room. Some triple rooms already have one loft.

The only lofts permitted are those provided in rooms by the university or those from BedLoft.com. Please contact [www.bedloft.com](http://www.bedloft.com) for direct ordering of lofts.

**NOTE: University beds are not permitted to be disassembled. No personally constructed lofts will be permitted.**

### **Room Personalization**

You are encouraged to personalize your room to make it feel like home but please take into account these safety concerns:

- You may decorate your room with posters, but only 25% of your wall space can be covered with posters or tapestries due to fire safety concerns.
- Use only masking tape, painters tape, or putty, since they leave the least amount of tape residue. **Do not use duct tape.** Excessive tape residue left when you vacate your room may result in damage for residue removal upon your checkout. Renovated halls are allowed to use thumb tacks (Adams, Bromley, Shively, Lincoln, Read, Johnson).
- Do not put holes in the wall or furnishings. (Exception: thumb tacks in renovated halls.)

- Any empty alcohol container used as a decoration in an underage room is not permitted and will result in a judicial referral.
- **No candles are allowed (lit or unlit).**

Although you are encouraged to personalize your room it is also important to remember that you are now living within a residential community. Certain items or displays that you may find funny or appropriate may offend your roommates or your floor mates. Thus, it is important to communicate with your roommate/s throughout your stay together.

### **Telephones**

The university does not provide telephones in student rooms. There is a non-activated phone line that a student can request be activated by the Office of Information Technology (OIT) at 593-1222. The student will need to provide the phone.

## **Section 2 Guide to Residential Safety**

### **A - General Health and Safety**

#### **Emergencies**

Ohio University has systems in place to respond to emergencies on campus. It is important that you pay close attention to your surroundings and be aware of the following emergency systems.

- Campus Alert System (siren and public announcement)
- Emergency Text Messaging (visit [www.ohio.edu/emergency](http://www.ohio.edu/emergency) to sign-up)
- Emergency Email
- Emergency Web Page, [www.ohio.edu/emergency](http://www.ohio.edu/emergency)
- Emergency Phone Line (740) 593-8888

#### **Flu Prevention and Response**

Prevention: Flu viruses are spread mainly from person to person through coughing or sneezing by people with influenza. Sometimes people may become infected by touching something – such as a surface or object – with flu viruses on it and then touching their mouth or nose.

To help fight the flu:

- Cover your nose and mouth with a tissue when you cough or sneeze, then throw the tissue away.
- Wash hands often. This is the best prevention method. To effectively wash hands, do the following:
  - Use soap and warm water.
  - Scrub hands vigorously for 15-20 seconds, then rinse.
  - Dry hands with a clean towel or paper towel.
  - Alcohol-based hand cleaners work well, too. Rub vigorously on hands until the cleaner dries.
- Avoid sharing cups and other personal items

Response: If you think you have the flu, visit Campus Care at Hudson Hall for assessment and treatment. People with certain underlying conditions are at higher risk of complications with flu and also should be seen. If you have asthma, immune deficiency including HIV or chronic medical problems, you should be evaluated. Pregnant women should see their obstetrician as soon as possible.

**You should stay home, away from class, away from your friends, until your temperature is normal for 24 hours without the use of medication.**

Severe cases which require immediate medical attention would show the following symptoms:

- Difficulty breathing or shortness of breath
- Pain or heavy pressure in your chest or abdomen
- Sudden dizziness or near fainting
- Confusion
- Severe or persistent vomiting
- Symptoms improve but then return with fever, increased sinus pressure, or worsening cough or shortness of breath

## **Meningitis**

Bacterial meningitis is an acute bacterial disease. It is caused by a specific bacterium, *Neisseria meningitidis*, of which there are several types. Five to 10 percent of people may be asymptomatic carriers of the bacterium, where it can be found in the nose and throat area. A small fraction of these carriers can progress to invasive disease.

**Signs and Symptoms:** Bacterial meningitis is characterized by sudden onset of fever, intense headache, nausea, and sometimes vomiting, stiff neck, and sensitivity to light. The disease may also involve a rash that begins as clusters of small pricks and develops into purple bruising.

While the susceptibility to the clinical disease is low, bacterial meningitis can progress rapidly and have very serious and sometimes tragic health consequences. **If you have any of these symptoms, please go to Campus Care immediately or call 911 for an ambulance to transport you to the emergency room.**

## **Security Tips**

- Never let someone into a residence hall if they do not have a key or do not live there. This is known as “tailgating” and has resulted in numerous thefts. Propping of exterior doors is equally dangerous. It is okay to deny someone entry into your hall if they are not escorted by a fellow resident.
- Do not lend your room key to anyone. Report lost or stolen keys/ID’s immediately to in-hall staff, Green Office or OUPD.
- If the lock on your door is broken, call Facilities at (740) 593-2911 during the day and OUPD after 5:00 p.m.
- Keep your room locked! The most common campus crime is theft and most thefts are “crimes of opportunity” like an open room.
- Always take your keys with you whenever you leave your room, even if it means wearing it around your neck on a lanyard. Lock your doors even if you are just going down the hallway for a minute.
- Lock your door while you are in your room, particularly when you’re not able to observe someone entering through an unlocked door such as when you take a nap.
- In suites, work with your suitemate to insure that they, too, follow a reasonable security routine.
- To thwart identity thieves who may pick through your trash or piles of unread mail stacked in a corner, always shred or tear up unwanted charge receipts, copies of credit applications, insurance forms, physician statements, checks and bank statements, credit card statements, expired charge cards that you are discarding, pre-approved credit card offers you receive in the mail, and any document that contains your social security number.
- Record the serial numbers on your valuable items and have valuables engraved with identifying information (e.g., computers, bicycles) should items be stolen, this aids in their return.
- All OU employees are required to carry their identification. It is your right to identify who may be requesting access to your room, and for what reason. If they refuse to show their ID card, note their physical characteristics and clothing and immediately call OUPD or 911.
- Help your friends! Be a good neighbor and immediately call OUPD if you observe suspicious persons or activity.

## **Severe Weather Alerts**

**Tornado Watches and Warnings:** A tornado watch means that weather conditions are favorable for the formation of a tornado. A tornado warning is issued when a tornado has actually been sighted in the surrounding area. In the event that a tornado warning is issued for Athens County, please listen for instructions from the campus emergency system or from Residential Housing Staff. If a tornado warning has been issued and you are inside a residence hall:

- Please stay inside and move to the lowest part of the building. Stay away from outside walls and windows.
- Close all room windows and doors and wait in an interior corridor, stairwell (with no windows) or room without windows.
- Crouch low with your hands covering the back of your head and neck.

- Do not use elevators.
- Do not leave the shelter area until after the storm is over.

## **B - Fire Safety**

### **Fire Evacuation**

Fire safety is taken very seriously at Ohio University. Please comply fully with the building evacuation and re-entry procedures which will be discussed at your opening floor section meeting. Any time you hear the fire alarm, pick up your keys, put on shoes, grab a coat (depending on the weather), shut and lock your door, and leave the building immediately. Never use the elevator. Take the time to learn where the fire alarms and exit routes are from any room in the building. Also, do not assume that when you hear the alarm it is a drill, you never know if it is an actual fire or a drill. Please note that it is against the law and university policy to remain in the hall during an alarm. Failure to leave the building can result in a university judicial referral. Also do not re-enter a building without being given the “all-clear” by a university official or emergency response personnel.

Never store trash, bicycles, furniture, or other items in hallways or stairwells. These items can impede a safe exit from the building in the event of a fire. Never prop open mod and stairway doors, because this can increase the spread of fire or deadly smoke and fumes to your living space unnecessarily.

### **Fire Safety Equipment**

Halls are equipped with pull stations, alarm horns and lights, exit and emergency lights, fire extinguishers, and every room is equipped with a smoke detector. Never attempt to disable or cover the smoke detector, and never tamper with fire safety equipment. By doing so you are violating Federal law and the Student Code of Conduct, which may result in criminal charges and a judicial referral. Report any suspected problem with your smoke detector or other fire safety equipment to the Office of Environmental Health and Safety (740-593-1666) or to your Residential Housing staff.

## **Open Flames**

Candles or other open flame devices are not permitted in the residence halls because unattended burning candles have started the most recent fires on this campus as well as others across the country. If you have one for any reason, send it home immediately. If a candle is found, it will be confiscated and you will be fined \$25.00. Also no oil lamps, incense, heaters, inside grills (e.g. George Forman grill) or similar devices are permitted in the residence halls. If any open flame device is found in use, it will result in an A-level university judicial charge.

## **Combustible Materials**

Keep the “fire load” in your room or building to a minimum. It is not the building itself that burns most easily, but the combustible material with which we fill it. Remove trash and recycling to the dumpster on a regular and frequent basis. In a fire, posters and pictures can easily help to spread the flames. Therefore, we insist that the amount of flammable wall decorations be limited to 25% of the wall surface. Never hang or attach anything to the ceiling (with the exception of glow-in-the-dark stars). Flammable material on a ceiling can allow flames to spread rapidly from one side of a room or hallway to the other. This also includes hallways, mods, and lounges.

## **Halogen Lamps**

Torchiere halogen lamps are freestanding lamps with a tubular halogen light bulb mounted on top of a pole about six-feet high. These bulbs generate so much heat that they can serve as a source of ignition of flammable material near them. Purchase only new fixtures, which are U.L. listed, and which have a re-settable thermal protector to shut off the lamp in case of overheating, or a protective grid to prevent contact of the bulb with curtains, posters, etc. Always place these lamps away from curtains, bedding, wall decorations, etc. Turn it off when you leave the room. Regular incandescent lamps also produce a significant amount of heat and can start a fire. These lamps should always have a lampshade and never be placed in close proximity to combustible items.

## **C – Electrical Safety**

### **Electrical Overloading**

Ideally, you should determine the total electrical load of the appliance being plugged in to prevent the tripping of circuit breakers or overloading components of the electrical system. However, there may be times when the circuit breaker does trip, which will cut the power to one or more rooms. If this happens contact your RA or Facilities at 593-2911. Try to determine which appliance or piece of equipment is causing the overload, and redistribute some appliances to another circuit. The refrigerator/microwave unit and window air conditioner must be plugged directly into the wall outlet (not an extension cord).

### **Extension Cords**

The only safe and approved way to increase the number of outlets available for your electrical needs is with the use of U.L. listed power strip or surge protector that has a built-in circuit breaker or fuse. These power “extenders” can accommodate four to eight individual items (provided a total of 15 amps are not exceeded).

If additional distance remains to reach the cord of a particular appliance, an extension cord can be used between the power strip and the electrical item provided that only one item is plugged into the extension cord. A multiple-outlet extension cord may be used for multiple low-wattage, non-heating appliances such as clocks, radios, answering machines, cell phone chargers, etc., however, the extension cord must have a grounding plug and be at least 18 gauge.

The thickness (gauge) of any extension cord must be at least the same as the appliance/electrical item it serves. If an appliance with a large, heavy-duty cord is plugged into a light duty extension cord, the extension cord will heat significantly and may cause a fire.

Avoid running electrical cords under carpeting, pinching in doors or piles of clothes; doing so may allow excessive heat build-up or may damage the wire’s insulation and cause short circuiting. The insulation can also be damaged by fastening electrical wires by nails or tacks to walls or furniture.

### **Wall Outlets**

Some electrical appliances must always be plugged directly into a wall outlet. These include refrigerator/microwave unit; power strips/surge protectors, and room air conditioning units. (Note: the refrigerator portion of the fridge/microwave must always be plugged into the receptacle on the back of the microwave oven unit). The duplex outlets have a limited capacity of 15-20 amps. This translates into 1800-2400 watts. Only one wattage appliance should be plugged into a duplex outlet (this means a power strip or microwave oven, but not both, and only one power strip per duplex outlet if it does not already have a microwave oven or air conditioner plugged into it). Some residence hall rooms have a light fixture over the dresser with a two-prong outlet built in. Only one appliance should be plugged into these

light fixtures. Do not defeat a three-pronged extension cord, power bar, or appliance by using two-prong adapters to plug into these outlets.

### **Heating Devices & Fans**

For fire safety reasons, the following items are **NOT** permitted: electrical heating devices (e.g. space heaters), toaster ovens, sandwich makers, food dehydrators, woks, waffle irons, bread makers, hot plates, heating coils, electrical skillets, crock-pots, and rice cookers (with the exception of Hoover and Brough for rice cookers).

Items that **ARE** permitted: Electrical devices that are allowed include electric blankets, irons, blow dryers, hot rollers, curling irons, hot pots, popcorn poppers, coffeemakers and fans. Please do not leave these permitted items unattended. Locate fans in places where they can be free air movement, turn it off when leaving the room, and clean the fan periodically to prevent it from overheating.

Having multiple permitted items in use simultaneously has tripped breakers within residential rooms, to decrease the chances of this happening to you please be sure not to overload your outlets. Keep electric blankets unfolded when they are in use.

### **Wiring**

Never tamper with university wiring by removing or replacing light fixtures or electrical outlets. Do not wire any appliance or equipment directly to the university wiring. All electrical equipment and appliances must be in good repair. The plugs and insulation on the wires must be intact, motor clean, and guards in place. All electrical appliances used in the residence halls must be U.L. listed.

## **D - Food Safety**

### **Food Preparation**

To limit the likelihood of insects becoming a problem you should not store perishable food items in open containers. Cooking in residence hall rooms is restricted to only those foods that can be heated using the fridge/microwave unit, water in hot pots, or popcorn in popcorn makers. Make sure that waste is taken out immediately to prevent insects from finding their way into your room. There are student kitchens in Brough House, Bryan Hall, Voigt Hall, and Hoover House available to students living in those buildings/complexes.

### **Food Spills & Waste**

Food crumbs and debris that are accidentally spilled onto floors will attract pests. All food spills should be cleaned up immediately. Leftover foods, food waste, and food containers should be disposed of in your room trash, NOT in the lounge, mod, or bathroom trash receptacles.

Bathroom sinks and mop sinks should NEVER be used for disposal of food scraps. These wastes will create plumbing and sanitation problems. Likewise, toilets should not be used for scrap disposal.

It is your responsibility to keep your room clean and to take your trash to the dumpster on a regular basis. Room trash containing food waste should be removed to a trash dumpster daily. Leaving personal trash in hallways, common areas, bathrooms, mods, etc. is prohibited and may result in a community billing.

The floor section community is responsible for holding one another accountable and ensuring a clean living environment. Don't be afraid to confront your floor mates if you observe them disposing personal trash in prohibited areas within the residence halls.

## **E - Technological Safety**

### **Peer-to-Peer (P2P) Programs**

Ohio University restricts the use of peer-to-peer (P2P) file-sharing on the campus network. P2P software may only be used for legal sharing of non-copyrighted material. All other uses of P2P software will result in the loss of network privileges. Unless you are certain that you are using the software legitimately, it is important that you remove the P2P software from your computer before connecting to the Ohio University network. This software can include Kazaa, Limewire, Morpheus or other similar applications. Many of these programs will share copyrighted files without your

knowledge. If these programs are not removed, then it is likely that those computers will be automatically removed from the network. Additionally, participation in torrents to share or distribute files is strongly discouraged.

### **Cell Phones**

Take the time now to program your cell phone speed dial to access the Ohio University Police Department at 740-593-1911 and the Safe-T Patrol campus escort service at 740-593-4040. It never hurts to have a direct line to our police department or escort service in case you would ever need them.

If your cell phone does not identify an “ICE” or “In Case of Emergency” phone number, please take the time to also program that number into your cell phone. You can also give the university your cell phone number and service provider in order for the university to send students a blanket text message in the event of an emergency. To provide your phone number visit [www.ohio.edu/emergency](http://www.ohio.edu/emergency).

## **Section 3 Guide to Residential Policies**

### **A — Policies**

#### **Alcohol**

The University realizes that you will be placed in situations where alcohol is present and asks that you use good judgment when confronted with these situations. As a student your health and safety are the University’s primary concerns and these policies are meant to ensure that you have a safe and enjoyable experience on campus. It is important to realize that Ohio University’s alcohol policy is an expectation that all students are to follow regardless of age. Responsible behavior is expected at all times, and intoxication is never an excuse for inappropriate behavior.

You may possess or consume alcohol only if you are of legal age and only in your room or the room of another resident who is of legal age. You will be held accountable for any underage drinking in your room even if you are of legal age. Furnishing underage individuals with alcohol is against state law and the Student Code of Conduct.

If you are under the age of 21 you are not to consume alcohol under any circumstances. If your residence hall room is not a “legal room” (all residents are under the age of 21), no alcohol is permitted in your room at any time. This includes alcohol brought into your room by an of-age person. *(Even a parent is not permitted to bring alcohol into your room; if so, you will be held accountable under the Student Code of Conduct for possessing alcohol underage).*

Alcohol use is prohibited outdoors, in mods, lounges, rec rooms, hallways, or other common areas at all times.

Violation of any part of this policy may result in an A-3 (Mental or Bodily Harm to Self) charge for intoxication or a B-7 (Unauthorized Use of Alcoholic Beverages) for possession or consumption charge as stated in the Student Code of Conduct.

#### **Alcoholic Beverage Containers—Empty**

In underage student rooms, empty alcoholic beverage containers (e.g. beer cans, kegs, liquor bottles, and wine bottles) are prohibited, **even if they are for decorative purposes**. Empty containers are often indicators of consumption which is prohibited by underage students. Violation of this policy may result in a B-8e (Violation of Rules Regarding Residence Halls/Dining Facilities) charge as stated in the Student Code of Conduct.

#### **Complying with a Reasonable Request**

There will be many occasions where a university official (e.g. Residential Housing staff, Residential Custodial staff, etc.) will make a reasonable request for you to open your door or enter your room. Examples where this might occur are: responding to a maintenance concern, request to turn down your music, or reasonable cause to believe a university policy violation is occurring. As a student you are expected to comply with such requests. Violation of this policy may result in a B-3 (Failure to Comply/Identify) charge as stated in the Student Code of Conduct. If you feel as though the university official was unjustified with asking you to comply please engage in a respectful conversation with them after the event to address your concerns.

#### **Drugs**

Use of illegal drugs is prohibited by state law and university policy. The misuse of prescription or over-the-counter drugs is also prohibited. Violation of this policy may result in an A-13 (Manufacture, Distribution, Sale, Offer for Sale,

Possession, or Misuse of Drugs or Narcotics) charge or B-6 (Possession or Use of Marijuana) charge as stated in the Student Code of Conduct.

### **Guests and Visitors**

**Visitors** are Ohio University students that come to visit your room for a short period of time. While you do not need to register your visitors, they do need to follow all residence hall policies and must be escorted at all times. Visitors may visit 24 hours a day, seven days a week.

**Guests** are people who are not Ohio University students and will be staying with you in the hall. Guests are allowed to stay a maximum of two nights per week and no more than two consecutive nights in any 7-day period. There is no gender restriction on guests with the exception of Voigt Hall which is all female. (See “exceptions” listed below.)

- All roommates must grant permission for a guest to be in your room. The number of guests allowed to stay in your room cannot exceed the number of room residents. For example, if you live in a double room, there may only be two guests staying at any time.
- All guests need to be registered at the staff office by their host. The registration form is to be signed by all roommates indicating their agreement. If your guest is not registered, they can be asked to leave the building and/or campus.

Remember that your guests and visitors are your responsibility. Guests and visitors need to be escorted at all times while in the hall, even to the appropriately designated bathrooms. Conversely, what goes on in your room is your responsibility even if you're not there. Just as you would try to be a good host in your own home, be a good host here.

Violation of this policy may result in a B-8 (Violation of Rules Regarding Residence Halls/Dining Facilities) charge as stated in the Student Code of Conduct.

### **Guest Policy Exceptions:**

Parents – Parents are allowed to be guests in the residence halls at any time with the exception of Voigt Hall (see next item).

Voigt Hall: Because Voigt is an all female hall, no male guests are allowed to stay overnight because there is no male bathroom equipped with a shower. However, on Halloween weekend, Dads/Parents Weekend, and Sibs Weekend, males are allowed to remain overnight if one floor section bathroom is designated a male bathroom for the duration of the weekend. This must be agreed upon by the hall.

Violation of this policy may result in a B-8b (Violation of Rules Regarding Residence Halls/Dining Facilities) charge as stated in the Student Code of Conduct.

### **Noise**

Noise is one of the most common concerns while living within the residence halls. Fortunately it's also one of the easiest to remedy. Although Residential Housing staff can assist in enforcing the policies below, the most effective way to confront noise within the hall is to do it yourself. By confronting your peers within the living community you are letting them know that their behavior is affecting you and other community members, not just the RA. Remember, living in a community means holding one another accountable to the standards of living that all residents share.

*Outside Noise:* Due to the close proximity of the residence halls, noise outside of the halls needs to be maintained at a reasonable level. For this reason, loud music (including stereo speakers in room windows) and other noise (yelling, screaming, and musical instrument amplification devices) are not permitted in residential areas, unless permission is granted by the assistant director of the Green for a special event.

*Inside Noise:* All residence halls have quiet hours from 10:00pm to 10:00am Sunday through Thursday. During quiet hours, stereos, televisions, and conversations need to be kept to a minimum volume. Scholastics emphasis halls have a 24-hour quiet policy. Outside of these times, consideration hours are in effect, so if someone asks you to turn down your music or be quiet, please do so. During finals week, 24 hours quiet applies to all halls.

Violation of this policy may result in a B-8a (Violation of Rules Regarding Residence Halls/Dining Facilities) charge as stated in the Student Code of Conduct.

## **Pets**

Pets other than fish cannot be housed in the residence halls due to the following:

- In the past, animals found in the residence halls have received inadequate diets, inadequate exercise, and excessive handling. The confines of a residence hall room are inadequate for proper pet care.
- Animals create an additional housekeeping problem.
- Animal dirt, waste, and claws can be very damaging to furniture. Some waste cannot be cleaned from upholstery and necessitates stripping furniture to the framework and reupholstering the piece. Such wear and tear on University furniture is cost prohibitive.
- Neighbors of residents keeping pets may be allergic. Even occupying a room where a pet has resided can be problematic for some students.

## **Room and Hall Changes**

As explained in Section 1-B, there is a process for changing rooms and halls. You are not to move without having the room change approved. Violation of this policy may result in a B-8 (Violation of Rules Regarding Residence Halls/Dining Facilities) charge as stated in the Student Code of Conduct.

## **Smoking**

Smoking is prohibited in all residence halls. Although smoking is permitted outdoors (approximately 25 feet away from the building) consideration for nonsmokers must be given. Every effort should be made to keep second-hand smoke from entering into non-smoking areas (e.g. student rooms, lobbies, apartments, offices) that are located near areas where smokers congregate outside of a building. If asked to do so, smokers should move to protect non-smoking areas from second-hand smoke.

Violation of this policy may result in a B-8 (Violation of Rules Regarding Residence Halls/Dining Facilities) charge as stated in the Student Code of Conduct.

## **Weapons**

The possession of dangerous weapons or materials within the residence halls is strictly prohibited including firearms, other weapons and ammunition. Dangerous weapons or materials include but are not limited to: handguns, automatic and semi-automatic firearms, compressed air guns (e.g., CO2 air guns/paintball guns), pellet guns, bb guns, a weapon of any description, including but not limited to ballistic or explosive devices, incendiary devices, fireworks, ammunition or knives used to either cause or infer harm to others or self.

Students who live in the halls and wish to store weapons for educational or recreational purposes should contact the Ohio University Police Department for possible storage options.

Violators are subject to confiscation by staff or OUPD and serious disciplinary sanctions up to and including expulsion from the University as well as criminal prosecution.

## **Windows and Screens**

Nothing should ever be thrown from your window, including keys. Please be advised that students have been seriously injured by objects being thrown from residence hall windows. If your room has a screen, it must remain in the window at all times. Taking your screen out allows for animals to enter the room and other items to be thrown from the room.

Violation of this policy may result in a B-8f (Violation of Rules Regarding Residence Halls/Dining Facilities) charge as stated in the student code of conduct.

## **B - Important Offices Related to Behavioral Policy**

### **University Judiciaries**

University Judiciaries administers the Ohio University Student Code of Conduct and the processing of policy violations. The Student Code of Conduct emphasizes the university's obligation to promote your personal freedom, maturity, and responsibility. Students are strongly encouraged to ask questions pertaining to the code of conduct if they encounter any

uncertainty regarding university rules and regulations. Questions or concerns may be directed to Residential Housing staff or the Office of University Judiciaries. As a student, you accept the responsibility to abide by all university rules and regulations. For more details, refer to the Office of University Judiciaries website [www.ohio.edu/judiciaries](http://www.ohio.edu/judiciaries).

**Department of Residential Housing**

Residential Housing staff seek to promote a safe and equitable living environment and are advisors who seek to inspire and motivate you to become a productive member of the Ohio University community. As such the staff also administers the policies described in the Student Code of Conduct and the policies described within this document. RCs and RDs also serve as hearing officers for the Office of Judiciaries. Most B-level residence hall cases are heard by Residential Housing staff.